



# JUDICIARY COMMITTEE INTERNAL OPERATING PROCEDURES

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## **I. INTRODUCTION**

These procedures have been adopted by the Committee pursuant to Section I A of the ORGANIZATION AND RULES adopted by the Lancaster Bar Association for the Judiciary Committee. These Procedures are intended to supplement, not replace, the ORGANIZATION AND RULES adopted by the Lancaster Bar Association.

## **II. ATTENDANCE OF COMMITTEE MEMBERS**

It is expected that Committee members will make reasonable efforts to attend all candidate interviews and evaluations. If a member is chronically absent, the Committee may without prior notice expel the offending member. Any action to expel a member must be approved by the vote of two thirds of the current sitting members. The Chair of the Committee may also request or require that the member resign or refrain from voting if the member is absent for one or more interviews.

## **III. TIMING OF EVALUATIONS**

The Committee will strive to complete its evaluations of judicial candidates and publish its recommendations regarding all candidates prior to the issuance of political party endorsements. Candidates are therefore encouraged to submit completed Candidate Questionnaires and schedule interviews as soon as possible. The Committee recognizes that, due to unforeseen circumstances, investigations and interviews can be delayed. In such circumstances the Committee will strive to complete its evaluation of the affected candidates and issue late recommendations as soon as time permits. The Committee reserves its right to issue a rating of Not Recommended for any candidate who does not submit to an interview either prior to, or after, the publication of political party endorsements.



#### **IV. EVALUATION OF JUDICIAL CANDIDATES**

- A. At any time after the receipt of a report from an Investigator but prior to its release of its rating, the Committee may, at the request of any member, conduct further investigation of a judicial candidate. Supplemental investigations may be conducted by the Investigator who submitted the original report, or, at the discretion of the Committee, the supplemental investigation may be assigned to a new Investigator.
- B. The Committee will strive to complete its evaluations on the basis of a single interview of each candidate. The Committee may request that a candidate submit to a supplemental interview. Supplemental interviews may be conducted in person or by telephone or other electronic media.
- C. All Committee members should review the completed Candidate Questionnaires and discuss the Investigator Report prior to the candidate interview.
- D. Immediately following the final interview of a candidate, the Committee members shall vote on that candidate's rating by secret ballot.
- E. Only those Committee members who are present during the candidate interview may vote on a candidate.
- F. A rating of Recommended shall require that no less than two thirds of the Committee members who vote on that candidate rate the candidate as Recommended or Highly Recommended.
- G. A rating of Highly Recommended shall require the vote of 80% of the Committee members who vote on that candidate to rate that candidate as Highly Recommended.

#### **V. CANDIDATE WITHDRAWAL**

If any candidate initially refuses to participate in part or all of the evaluation procedure, then the Committee shall request that the person submit to the Committee's full review procedure. If the candidate declines to respond, or in any way submit to the full review and rating procedure by the Committee (including the interview with the Investigator), the Committee shall nonetheless evaluate the candidate consistent with the existing process



and publish the results of that evaluation as it would for candidates who submitted to the full process.

#### **VI. WRITE-IN CANDIDATE**

If a prospective judicial candidate has not filed a petition to be placed on the ballot, and has not participated in the review process, but seeks the position of Judge of the Court of Common Pleas of Lancaster County as a write-in candidate, the Committee may, at its discretion, conduct its evaluation in as timely a manner as possible and inform the public through means it deems appropriate and publish the results of that evaluation as it would have for candidates who submitted to the full process.

#### **VII. REPUBLICATION OF RATINGS**

In the event that a candidate has received a rating of “Not Recommended” for a prior election cycle and announces his or her candidacy again, the Committee may reissue its prior rating together with its prior written rationale for the rating.