

***IN THE SUPREME COURT, STATE OF WYOMING***

*October Term, A.D. 2019*

---

*In the Matter of Repeal of the Existing )  
Bylaws and Rules of the Wyoming Access )  
to Justice Commission and the Adoption )  
of the Bylaws and Rules of the Wyoming )  
Access to Justice Commission )*

**ORDER REPEALING THE EXISTING BYLAWS AND RULES OF THE  
WYOMING ACCESS TO JUSTICE COMMISSION  
AND  
ORDER ADOPTING BYLAWS AND RULES OF THE WYOMING  
ACCESS TO JUSTICE COMMISSION**

**This matter** came before the Court upon the recommendation of the Wyoming Access to Justice Commission that this Court revise the Bylaws and Rules of the Wyoming Access to Justice Commission. On March 24, 2015, this Court entered an order adopting revised Bylaws and Rules of the Wyoming Access to Justice Commission. The Commission now recommends revisions to those Bylaws and Rules. The Court, having carefully reviewed the revised Bylaws and Rules, finds the revised Bylaws and Rules should be adopted. It is, therefore,

**ORDERED** that effective March 1, 2020, the existing Bylaws and Rules of the Wyoming Access to Justice Commission shall be repealed; and it is further

**ORDERED** that the Bylaws and Rules of the Wyoming Access to Justice Commission, attached hereto, be, and hereby are, adopted by the Court to be effective March 1, 2020; and it is further

**ORDERED** that this order and the attached Bylaws and Rules shall be published online at the Wyoming Judicial Branch's website, <http://www.courts.state.wy.us>. The Bylaws and Rules of the Wyoming Access to Justice Commission shall also be recorded in the journal of this Court.

**DATED** this 28<sup>th</sup> day of January, 2020.

**BY THE COURT:**

/s/

**MICHAEL K. DAVIS**  
**Chief Justice**

# BYLAWS AND RULES OF THE WYOMING ACCESS TO JUSTICE COMMISSION

## ARTICLE I. MISSION

The mission of the Wyoming Access to Justice Commission is to promote fair and equal access to civil justice in Wyoming.

## ARTICLE II. MEMBERS

**Section 1. Number and Appointment.** The Commission shall have eleven (11) members as appointed by the Wyoming Supreme Court, to reflect the composition set forth in Article II, Section 2. New and renewing members shall be appointed according to Article II, Section 2.

**Section 2. Composition and Appointment.** The Commission shall be composed of the following members:

1. The Chief Justice of the Wyoming Supreme Court, or his or her designee, who shall be a member of the Wyoming Supreme Court;
2. One (1) state District Court Judge recommended by the District Court Judges' Conference;
3. One (1) state Circuit Court Judge recommended by the Circuit Court Judges' Conference;
4. Two (2) members of the Wyoming State Bar recommended by the President of the Wyoming State Bar;
5. One (1) representative of the University of Wyoming College of Law recommended by the Dean of the College of Law;
6. One (1) District Court Clerk recommended by the President of the Clerk of District Courts' Association;
7. One (1) Circuit Court Clerk recommended by the President of the Wyoming Association of Circuit Court Clerks;
8. One (1) state senator and one (1) state representative from the

Wyoming Legislature recommended, respectively, by the President of the Senate and the Speaker of the House;

9. The Wyoming Attorney General or his or her designee; and,
10. One (1) Member at Large, selected by the Commission Chair as needed based on particular expertise necessary to accomplish the Commission's mission.

On or before October 31 each year the Commission Chair shall assemble and provide a list to the Chief Justice of all the members to be appointed or reappointed. An Order of the Wyoming Supreme Court making such appointments and reappointments, and listing all Commission members shall be published by January 1 each year.

**Section 3. Qualifications.** Members of the Commission shall be members of the Wyoming State Bar or residents of the State of Wyoming with a demonstrated interest in access to justice.

**Section 4. Terms of Office.** Terms of office shall be three (3) years beginning the first day of each calendar year. A member may serve successive terms, with the approval of any party authorized to designate or recommend such member. Any existing member whose position on the Commission was eliminated by amendment of Article II, Section 2 may serve the remainder of his or her existing term.

**Section 5. Resignation.** Any member may resign by filing a written notice of resignation with the Commission which shall be effective on the date of filing unless an effective date subsequent to the date of filing is included in such notice. In the event a member resigns, the Commission Chair shall timely recommend to the Chief Justice a new appointment for the unexpired term of that member's position. With the Chief Justice's approval, the Order Appointing and/or Reappointing Member(s) to the Wyoming Access to Justice Commission will be updated accordingly.

**Section 6. Participation.** The Commission expects that all members regularly attend, in person or otherwise, all meetings of the Commission. In the event a member fails to attend fifty percent (50%) of the meetings of the Commission during any calendar year or otherwise demonstrates the inability to effectively serve as a member of the Commission, the Chair shall contact the member and discuss and determine if continued membership is

appropriate. Any member who ceases to be a member of the Wyoming State Bar or a resident of Wyoming shall be removed.

### ARTICLE III. MEETINGS

**Section 1. Annual Meeting.** The first regular meeting each calendar year shall be the “Annual Meeting.” In addition to conducting the regular business of the Commission at the Annual Meeting, the Commission shall elect officers and establish the number and dates for meetings.

**Section 2. Meetings.** The Commission shall hold meetings at such dates, times and locations as the Commission shall determine at the Annual Meeting. Additional meetings of the Commission may be called by or at the request of the Chair or of any three (3) or more Commission members. The person calling any meeting shall give no less than five (5) days’ prior notice stating the purpose of the meeting by personal delivery, first class mail, electronic transmission or facsimile to the address of each member as shown in the records of the Commission.

**Section 3. Action and Quorum.** The Commission may act through a majority of a quorum of its members at a meeting. A tie vote means the matter voted on has failed adoption. A motion to reconsider can only be made by a member who voted on the prevailing side of an issue. A quorum shall consist of a majority of the members of the Commission in office at the date of such meeting. Once a quorum has been established, that quorum shall carry throughout the duration of the meeting. If a quorum is not present at a meeting, the majority of the members at such meeting may adjourn the meeting to a specified date, time and place as to which written notice shall be given in accordance with Article III, Section 2.

**Section 4. Attendance by Telephone or Video Conference.** Members of the Commission who attend meetings by telephone or video conference shall be counted in the quorum determination.

**Section 5. Compensation.** Members of the Commission shall serve without compensation.

**Section 6. Action by Unanimous Consent.** Any action that may be taken at a meeting of members may be taken without a meeting through consent in writing (including by email) describing the action and executed by all members entitled to vote.

**Section 7. Waiver of Notice.** Any member may waive notice of any meeting before, at, or after the meeting, and the waiver shall be deemed equivalent to the member receiving notice.

**Section 8. Standing Invitees.** The Executive Director of Equal Justice Wyoming, the Executive Director of the Wyoming State Bar, and the Director of the Children's Justice Project shall be standing invitees and participants in Commission meetings.

#### **ARTICLE IV. OFFICERS**

**Section 1. Officers.** The officers of the Commission shall be the Chair and the Vice-Chair. The Commission may establish other offices from time to time. The Chair and the Vice-Chair shall be Commission members.

**Section 2. Selection and Length of Term.** The Chair of the Commission shall be the Chief Justice of the Wyoming Supreme Court or his or her designee appointed under Article II, Section 2(1). The Vice-Chair and any other officers the Commission deems necessary shall be elected by the Commission. Terms of office shall be three (3) years, and terms shall commence on January 1 of the year of appointment or election and shall end on December 31 of the year in which the term expires, or until successors are elected and duly qualified.

**Section 3. Resignation, Removal and Replacement.** Any officer may resign office by filing a written notice of resignation with the Commission. The resignation shall be effective when filed unless a later effective date is included in the notice. Any officer may be removed by a two-thirds (2/3) majority of the Commission members upon written vote. Any vacancy caused by the death, resignation, or removal of an officer may be filled by a majority of Commission members at any meeting.

**Section 4. Chair.** The Chair shall be the principal officer and spokesperson of the Commission, shall preside at all meetings of the Commission, and shall carry out other duties as authorized or assigned by the Commission.

**Section 5. Vice-Chair.** The Vice-Chair shall perform the duties and exercise the powers of the Chair when the Chair is absent or unable to act and shall carry out other duties as authorized or assigned by the Commission.

**Section 6. Executive Secretary.** The Chair's Judicial Assistant or the State Court Administrator shall be the executive secretary for the Commission. It shall be the duty of the executive secretary to prepare and keep the minutes of all meetings.

## **ARTICLE V. DISSOLUTION**

The Commission's existence may be terminated at any time by a joint notice in writing from the Wyoming State Bar Association and the Wyoming Supreme Court. The notice may, but is not required to, follow a recommendation by the Commission that it be dissolved or reconstituted in a different form.

## **ARTICLE VI. AMENDMENT**

These Bylaws may be amended or repealed by the Wyoming Supreme Court upon the recommendation of or after consultation with the Commission.

Dated this 28<sup>th</sup> day of January, 2020.

ACCESS TO JUSTICE COMMISSION

By:  /s/ \_\_\_\_\_  
Justice Lynne Boomgaarden, Chair