ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
EDUCATION SERVICES DIVISION

POLICY TITLE: COPE Bylaws

DATE ADOPTED:
March 1, 1995
May 30, 1997
August 16, 2004
August 19, 2008
September 15, 2010

A. Purpose:

The Committee on Probation Education (COPE) is the Arizona Judicial Council's administrative body with oversight responsibility for statewide uniform probation education in Arizona. COPE's role is to provide educational programs that serve the probation community including certification for Arizona probation officers, the Intensive Probation Institute, the Detention Officer Academy, Defensive Tactics and the Firearms Academy. COPE is responsible for adopting policies and procedures related to education standards for probation staff. COPE is further responsible for curriculum development and content, program development and presentation, faculty selection and training, allocation of available resources, content of written publications and all other aspects of probation education.

In carrying out these responsibilities, COPE shall develop and implement a comprehensive probation staff education program; uphold the educational standards established by the Arizona Supreme Court; foster participation; assure that COPE programming is responsive to the needs of all probation staff; evaluate potential educational programs for inclusion in the COPE curriculum; establish methods of delivery of education programs that are most effective, economical and appropriate; assure that program faculty are trained to utilize effective and appropriate education methods; develop a systematic plan for training probation officers, surveillance officers and detention officers; maintain a forum for communication between COPE planning committees; and provide information and make recommendations to the Supreme Court, the Committee on Judicial Education and Training, the Committee on Probation and the Arizona Judicial Council regarding the educational needs and issues for probation staff.

B. Organizational Structure and Membership:

1. **Membership.** The Chief Justice shall appoint the members of the Committee on Probation Education. The Committee for COPE shall be comprised of 15 members: Eight Chiefs/Directors, two judges, one member of the bar, one public member, one member from law enforcement training, and two Administrative Office of the Court's Division Directors or designated appointee.

The Committee should, to the extent possible, be comprised of members whose diversity is representative of all Arizona judges, courts and communities.

2. **Organization.** As outlined in **Arizona Code of Judicial Administration (ACJA 1-108),** the Chief Justice shall appoint the Chair and Vice Chair. The Chair shall preside over all meetings of the Committee. In the absence of the Chair, the Vice chair shall so preside.

3. **Terms.**

    a. **Chair and Vice Chair.** The Chair and Vice Chair shall serve in such capacities for two years. The Chair and Vice Chair may serve up to five (5) successive terms on the Committee.

    b. **Committee Members.** Committee Members shall serve for three years. Terms shall be staggered so that approximately one-third of the Committee shall rotate each year. Committee members may serve successive terms. Directors of Adult and Juvenile Services Divisions of the AOC (or their designees) are members by virtue of position with no term limit.

4. **Responsibilities.**

    a. **Committee Members.** The Committee members shall carry out the responsibilities of COPE. In addition, the Committee shall adopt rules for conducting COPE Committee business.

    b. **Membership.** Committee Members shall serve as members and chairs of Committees for COPE. The Chair shall appoint the chair and vice chair of all subcommittees. The chair and vice chair, shall ensure that directives, policies, procedures and programs of COPE are implemented by the subcommittees. The Chair shall provide feedback to the Committee on behalf of their respective Subcommittees; serve as liaison to their Subcommittees on behalf of the Committee; observe the implementation of various programs for evaluation purposes and provide feedback as directed by the Chair.

5. **Meetings.**

    a. **Frequency.** The Committee shall meet at the discretion of the Chair, no less than four times (4) per year. Meetings may be conducted by teleconference/phone.

    b. **Quorum.** A quorum is eight members of the Committee.

    c. **Majority.** Action taken by the Committee shall require a majority vote of the members present ("Present" may be via phone). All Committee members are voting members.

d. **Absences.** The Chair may recommend to the Chief Justice that a member be replaced if that member is absent for two meetings or if that member fails to meet the responsibilities of membership as outlined in Section B (4) (b).

e. **Voting by proxy.**

Proxy. Members shall attend and actively participate in meetings. Members unable to attend may designate a non-member proxy to attend a meeting and vote on behalf of the member:

1. The proxy must present themselves to the chair before the commencement of the meeting.

2. The proxy is a delegate of the member and carries all membership rights and responsibilities of the member.

3. The proxy shall consider all relevant information presented at the meeting and during discussion prior to any vote.

4. The member may use a proxy not more than three times during the member's term, except that members appointed by virtue of their positions may use a proxy not more than once per calendar year.

C. Committees:

1. Standing Subcommittees. There shall be two (2) standing subcommittees of COPE. Their responsibilities include overseeing the planning and presentation of COPE programs and are as follow: Curriculum Committee and the Detention Committee.

3. Other Committees. The Committee may create such additional committees as necessary to carry out the COPE responsibilities.

4. Committee Membership, Terms and Meetings. The Chair of COPE shall appoint subcommittee members and shall also appoint the chair and vice chair of each Subcommittee. Each COPE subcommittee should include COPE members and such other persons as appointed by the Chair. The Vice Chair shall serve as Chairman of the Curriculum Committee. Subcommittees shall meet at the call of the Chair.

The COPE staff will provide notice of the meetings to all members. A quorum is half the membership. A majority of members present is required for all formal subcommittee recommendations to COPE. The minutes of the subcommittee meeting will record the numerical vote on all such actions. Staff will keep minutes of the subcommittee meetings. Minutes will be distributed to members, and to the Chair.

5. **Staff.** The AOC program manager shall serve as staff to COPE. Staff of the probation education unit will staff the subcommittees.