

IN THE COURT OF APPEALS OF MARYLAND  
ADMINISTRATIVE ORDER ON THE  
CONFERENCE OF CIRCUIT COURT CLERKS

WHEREAS, A Conference of Circuit Court Clerks has existed since December 1999, whose purpose is to provide a forum for policy discussion, information exchange, professional development, and to assist and advise, as needed, the Chief Judge of the Court of Appeals, the Judicial Council, the Conference of Circuit Judges, the Administrative Office of the Courts, and the Conference of Circuit Court Administrators; and

WHEREAS, The Conference has recommended the expansion of its membership; and

WHEREAS, It is appropriate to do so and to harmonize the structure of the Conference of Circuit Court Clerks within the governance structure adopted by the Chief Judge of the Court of Appeals.

NOW THEREFORE, I, Mary Ellen Barbera, Chief Judge of the Court of Appeals and administrative head of the Judicial Branch, pursuant to the authority conferred by Article IV, § 18 of the Constitution, do hereby order this 29th day of September 2015, effective immediately, that:

- (A) Membership. The Conference shall consist of the Clerk of Court for each Circuit Court of Maryland and the State Court Administrator. A member of the Conference of Circuit Court Administrators and a District Administrative Clerk shall serve as liaisons to the Conference.
- (B) Officer; Terms
  - (1) The Clerks shall elect a Chair and Vice-Chair of the Conference.
  - (2) The term of the Chair and Vice-Chair, chosen by the Clerks, shall be one year and shall begin on January 1 of each year.
  - (3) In the absence of the Chair, the Vice-Chair shall act as Chair.

(C) Quorum; Meetings; Staff.

- (1) A majority of the Conference members constitutes a quorum.
- (2) The Conference shall meet at least four times a year, in Annapolis, at the times the Conference determines.
- (3) The Administrative Office of the Courts shall serve as secretariat to the Conference.

(D) Functions. The Conference shall:

- (1) Exchange ideas and views on matters relating to the operation of the offices of the Circuit Court Clerks;
- (2) Promote and improve the efficiency of the offices of the Circuit Court Clerks through recommendations as to matters such as long range strategic planning, effective management, and clerk education and training;
- (3) Consider and make recommendations to the Chief Judge of the Court of Appeals, the Judicial Council, the Conference of Circuit Judges, the State Court Administrator, and the Conference of Circuit Court Administrators regarding legislation and policies affecting the operation of the offices of the Circuit Court Clerks;
- (4) Assist the Chief Judge of the Court of Appeals and the State Court Administrator in the preparation of the budget proposed for the Judicial Branch to the extent the budget relates to the operation of the offices of the Circuit Court Clerks;
- (5) Provide advice on such other matters as the Chief Judge of the Court of Appeals, the Judicial Council, the Conference of Circuit Judges, the State Court Administrator, and the Conference of Circuit Court Administrators may request from time to time;

- (6) Consider and make recommendations to the Education Committee of the Judicial Council regarding the professional development of Circuit Court Clerks; and
  - (7) Provide a forum for mentoring of Circuit Court Clerks.
- (E) The previous Order Creating and Continuing the Conference of Circuit Court Clerks, filed December 15, 1999, shall be and hereby is rescinded.

/s/ Mary Ellen Barbera  
Mary Ellen Barbera  
Chief Judge  
Court of Appeals of Maryland

Filed: September 29, 2015

/s/ Bessie M. Decker  
Bessie M. Decker  
Clerk  
Court of Appeals of Maryland