

## **Judicial & Administrative Task Force Guidelines**

### **1. Name and Purpose**

The Judicial & Administrative Task Force shall consist of 9 members.

Purpose of Task Force:

Propose a solid recommendation on the future of the Judicial & Administrative Complex Project in Olde Town Conyers with community input.

### **2. Membership**

Citizen members: Wendi Armstrong, Dr. Stephen Boyle, Franklin Beauford, Donald Murphy, Doug Smith, and JaNice Van Ness.

County members: Chief Superior Court Judge Robert Mumford, Sheriff Eric Levett and State Court Judge Richard Read.

### **3. Chairperson & Secretary**

The task force shall elect its own Chairperson and Secretary at the first official meeting.

Chairperson – JaNice Van Ness  
Secretary – Wendi Armstrong

The Chairperson shall:

- Set the agenda and preside at all meetings of the task force.
- Manage and assign tasks and resources for meetings, projects, etc.

### **4. Meetings**

Meetings of the Judicial & Administrative Task Force shall be properly noticed and conducted pursuant to the provisions of the State of Georgia's Open Meetings Act and Open Records Act.

The Secretary shall assist in the preparation of the agenda and record meeting minutes which include date, official start time, location of meeting, and attendance. Minutes from previous meetings will be distributed for review and approved for the record.

All meetings are governed by Robert Rules of Order parliamentary procedures. The Roberts Rules of Order is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.