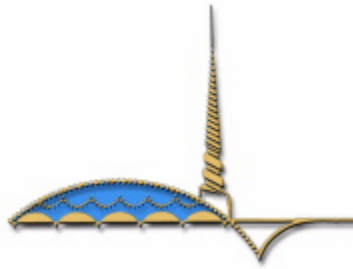


MARIN CHAPTER
CALIFORNIA GRAND JURORS' ASSOCIATION



MEMBERS' HANDBOOK OF POLICIES AND PROCEDURES

April 2010

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ABOUT THIS HANDBOOK

This Handbook contains the Chapter's basic governing authorities, policies, and procedures. The Board is responsible for maintaining this Handbook and providing it to members on request.

GENERAL INFORMATION

The California Grand Jurors' Association (CGJA) approved the formation of the Marin Chapter on April 15, 1999. The first formal meeting occurred on July 26, 1999. Affiliation with the CGJA was reaffirmed by the Chapter's Membership in July, 2003 (7/14/03) and by the CGJA Board of Directors on January 26, 2004.

The Chapter's tax exemption status is covered under the CGJA's Group Exemption Number (GEN) 8303. The Chapter's Employer Identification Number (EIN) is 680436171.

CGJA has an insurance rider which provides general liability coverage to its chapters.

The address of the Chapter is P.O. Box 4274, San Rafael, CA 94913.

The Chapter maintains an Internet website, <http://www.mgja.org/> under the supervision of the Communications Technology Committee (see below).

CHAPTER ORGANIZATION

The Chapter's primary decision-making body is its Membership, i.e., the Active Members acting as a body. The Board, consisting of the four officers and one or three at-large directors, has limited, prescribed functions. Please see Bylaws, Articles 6, 7, and 8.

Chapter activities are carried out by committees and individuals authorized by the Membership. Every committee must give at least one report to the Membership each year. Please see Bylaws Article 9 and the Committees section below.

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CALENDAR

Date	Activity
July 1	Membership year begins
July	Orientation & Training Committee assists in orientation of new Grand Jury
September	Members with unpaid dues dropped from Chapter Membership
September (end)	Due date for Treasurer to send list of Active Members to CGJA President or Membership Chair
November/December Meeting	Chapter appoints 3 Members to conduct a financial review (Financial Review Committee)
January 1	Fiscal year begins
January	Nominations and Election Committee is elected. Nominations and Election Committee initiates election cycle. Orientation & Training Committee requests revisions to the Grand Jury Manual
February Meeting	Financial Review Committee reports to Chapter
April	Grand Jury Manual revisions, if any, are completed and submitted to the County Aide to the Grand Jury
April	Pre-orientation of prospective jurors
April-May	Treasurer sends members notice of next membership year's dues payable
April Meeting	Nominations and Election Committee presents a slate of proposed officers and at large Directors for the next term
May (Annual) Meeting	Nominations and Elections Committee presents slate of nominees to membership, opens floor for additional nominees; election by voice vote if no additional nominees proposed
June Meeting	Results of election announced (if not announced previously)

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FINANCES

How Funds Are Managed

Funds are maintained in a local bank. A checking account is used for day-to-day access for deposits and expenses. An interest-bearing savings account is maintained in the same bank for reserve funds anticipated not to be required in the near future. The Treasurer decides how much money is placed in the savings account, with the checking account being maintained at a level of around \$1,000 so that movement of funds between accounts is minimized. The Treasurer and President of the Chapter are signatories for the accounts. Other Board members may be added to the list of signatories to assure availability of funds at all times.

Membership Dues

An Active Member pays annual dues of \$20 for Chapter membership

A free Active Membership is extended for one year to outgoing Grand Jurors.

Marin County has been supportive of the Chapter by paying the Chapter membership dues for the sitting Grand Jurors.

The Treasurer sends each member notice in late April that Chapter dues for the following year are due on or before July 1, payable to the Chapter Treasurer.

The Treasurer also sends a requisition to the Grand Jury for the county payment.

Chapter members are encouraged to become active (voting) members of the California Grand Jurors' Association (CGJA) by paying the required dues.

Other Fees

Members and guests are charged fees to attend certain events, intended to cover the cost of the event.

Procedures for Reimbursement of Expenses for Chapter Business

Chapter members may be reimbursed for pre-authorized expenses incurred for official business. The pre-authorized expenses should be approved by a director, other than the check signer. Members must give the Treasurer a receipt for expenses before they can receive reimbursement.

Reimbursement to Official Representative to CGJA Conference: The Chapter pays \$125 of the cost of conference expenses to an official representative from the Chapter.

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Note: Non-reimbursed expenses incurred by members for approved Chapter business may qualify for income-tax deductibility. Consult your tax advisor for additional information.

MARIN COUNTY GRAND JURY TRAINING MANUAL

The *Grand Jury Training Manual* was compiled at the request of the Marin Superior Court to help sitting Grand Jurors understand their responsibilities, and to provide guidance on topics such as how to conduct investigations and write reports.

- The Manual is the property of the Superior Court of Marin.
- The Marin Superior Court has delegated ongoing updating and distribution of the Manual to the Marin Chapter of the California Grand Jurors' Association (MCCGJA).
- The Chief Executive Officer of the Marin Superior Court (with prior knowledge) will continue to financially support expenses incurred in keeping Manual viable.
- A master list of who holds copies of the Manual is maintained in the office of the Aide to the Grand Jury
- The County will produce enough Manuals for each Grand Juror and use the binders and dividers for as long as they last. New or revised pages will be inserted, as needed, into the Manuals each year prior to the beginning of the Grand Jury orientation and training. Jurors will return their manuals at the end of their term.
- The Manual is kept on the computers in the Grand Jury Room for the use of the Grand Jurors and on an Orientation and Training Committee member's computer to facilitate future revisions.
- The Master copy of the Manual is kept by the Aide to the Grand Jury.
- The Manual is a working tool for the use of Grand Jurors, not for the general public. County Counsel has asked that the Manual not be distributed via computer outside of the actual Grand Jurors, their support staff, and appropriate County administrators. County Counsel has asked that the Chapter not place the Manual on its website.

The procedure for updating the Manual is for the Orientation and Training Committee to:

- Request suggestions from the sitting Grand Jury (through the Foreperson) and from the Chapter members
- Compile all suggestions in one file
- Implement changes in a draft document
- Have the revisions approved by the Superior Court
- Insert the revisions into all Manual copies held by County Counsel and the Grand Jury

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Upon request by CGJA or any seated county grand jury, the chapter may provide CD copies of the manual for a fee.

COMMITTEES

General

The purposes of the Chapter's committees are: to carry out the purposes of the Chapter (see Bylaws Article 2), to provide meaningful, useful, productive, and educational experiences for our members, and to provide opportunities for the members to socialize and network with other former jurors.

Each committee will have a Board Liaison who will oversee committee activities, communicate between the Board and the committee on policy matters, and report to the Board and the Membership on committee activities.

Each committee shall establish and maintain its own chair and procedures as it deems appropriate to carry out its Membership-approved charter.

The current Membership-established committees and their charters are as follows.

Bylaws & Policies and Procedures Committee

The responsibilities of the Bylaws & Policies and Procedures Committee are:

- Maintain and update the Chapter's Bylaws, as necessary
- Maintain and update the Members' Handbook of Policies and Procedures
- Make governance documents available to the membership

Communications Technology Committee

The responsibilities of the Communications Technology Committee are to:

- Develop and maintain the Chapter's Website at the direction of the Board and its committees as follows:
 - Inform the public about the Chapter, as developed with the Board, and to attract prospective members, as developed with the Membership Committee
 - Inform the public about the purpose and statutory authority of the Grand Jury and their right to register a complaint; and to encourage citizens to apply to become Grand Jurors, as developed with the Public Outreach Committee
 - Communicate with the membership, as developed with the Board and all Committees

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- Review all materials submitted to it for adherence to and consistency with the mission and goals of the MCCGJA and submit all material to the Board for approval before publishing it on the Web site.
- Develop and maintain communication distribution capabilities for use by the Board and the Committees
- Provide communication technology training and support to the current Grand Jury and Chapter members

Continuity Committee

The responsibilities of the Continuity Committee are:

- Meet with each new Grand Jury during its formation period (July-September) to discuss and agree upon ways the Chapter will support the Grand Jury's Continuity Committee, including such services as:
 - Provide a database program for recording Response and follow-up action status
 - Assist in recording responses to the database
 - Assist in placing responses on Web Site
 - Review responses for compliance with Requests.
 - Assist in the preparation of follow up letters where responses are incomplete. (Where further study is required, encourage Agencies to create/publish their own status reports.)
- Perform its own monitoring of Responses and follow-up actions, including:
 - Develop its own database program for recording Response and follow-up action status
 - Monitor Responses for adequacy based on the Reports and Responses published on the Grand Jury's Web site
 - Propose follow-up actions to the Grand Jury
- Support the sitting and previous Grand Juries in the public correction of errors of fact in the press about published Grand Jury reports.
- Support the sitting Grand Jury in the identification of potential subjects for investigation
 - Review the history of previous investigations and identify gaps
 - Review actions taken by public agencies in response to previous Grand Jury reports and determine adequacy and otherwise identify issues deserving investigation
 - Perform pre-investigations to define issues and possible investigative approaches for consideration

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- Support Grand Jury Orientation & Training
 - Advise the MCCGJA Orientation & Training Committee of Continuity Committee support available to the Jury
 - Participate in orientation of new Grand Jurors
- Develop Lessons Learned
 - Conduct analyses of the degree of success with different types of requests. Use database to show successes/failures
 - List all Requests for Responses and the character of each related response (e.g., Recommendation implemented; Recommendation will be implemented; Requires further study; Will not be implemented (with analysis of reasons why not)
 - Promote meetings with responding agencies as to what makes a good or bad Recommendation and Request for Responses.
 - Draw conclusions as to best practices for inclusion in Grand Jury Orientation & Training (see above).
- Document and Publicize Marin County Civil Grand Jury Accomplishments
 - Using results of Lessons Learned and other research, identify and document Marin County Grand Jury accomplishments
 - Post accomplishments to MCCGJA Web site
 - Publicize accomplishments, giving credit to both the Grand Jury and the Agencies.

Excellence in Reporting Committee

CGJA has an annual Excellence in Reporting award and invites nominations for award(s) to a grand jury for an exceptional written report that resulted in changes beneficial to the community and/or for an excellent media report that highlighted the historic oversight role grand juries play in their communities.

The Excellence in Reporting Committee is responsible for reviewing reports of the Marin County Grand Jury to identify those that warrant nomination to the California Grand Jurors' Association (CGJA). Information is available on CGJA's website: www.cgja.org.

The Committee may also propose Chapter awards for excellence in reporting.

Financial Review Committee

The Financial Review Committee is responsible for providing an annual independent review of the Chapter's financial records.

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During November-December the Chapter shall appoint three members to review the Chapter's books for the current calendar year. This Committee shall report to the Chapter at the February meeting.

Membership Committee

The responsibilities of the Membership Committee are:

- Work with the Board to prepare membership solicitation communications for members and prospective members
- Renew memberships of current Chapter members; recruit new Chapter members; renew and recruit CGJA members
- Maintain membership and prospective member (current and past Jurors who are not currently members of the Chapter and/or CGJA) rosters
- In coordination with the Treasurer and the Communications Technology Committee, maintain member e-mail and mail distribution lists (Active Chapter Members, Other Chapter Members, All Chapter Members, All Chapter Members and Prospective Members) on e-mail server and mail software provided by the Communications Technology Committee
- Provide new members with Welcome packages, either electronically or by mail, which could include the following:
 - Welcome letter from the President
 - Marin Chapter Bylaws
 - Marin Chapter Members' Handbook of Policies and Procedures
 - Membership Roster (alphabetical and by class year)
 - List of Opportunities to Get Involved/Participate/Volunteer (via Committees, etc.)
- Coordinate with the Social Committee to put on new member welcome events
- Propose communication programs for members and prospective members to the Board
- Conduct member and prospective member satisfaction surveys and advise on Chapter improvements to increase the Chapter's value to its members
- Provide the Board with Membership statistics as requested

Nominations and Election Committee

Each year the membership elects a Board of Directors consisting of a President, a Vice President, a Secretary, a Treasurer, and one or three at large Directors. Articles 6, 7, and 8 of the Chapter Bylaws cover the nomination & election process and the

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duties of these elective offices. The number of Directors to be elected is determined each year by vote of the membership present at a membership meeting.

The Nominations and Election Committee conducts the election. The procedure is typically as follows:

- January Board meeting: The Board selects a three-person Nominations and Election Committee for proposal to the membership at the January Membership meeting
- January Membership meeting: The Board requests the members present approve a Nominations and Election Committee.
- February-March: The Nominations and Election Committee determines the intent of those currently serving to continue to be available to serve in the following term, requests additional nominations from the members, and reports all nominees to the Board and members.
- April Board meeting: The Nominations and Election Committee presents a slate of officers and directors who are recommended to serve for the next term. The slate may contain one or more nominees for each office. At this point the Board may modify the proposed slate of officer and director positions that will be presented to the members during the May Membership meeting. The Board-proposed slate will be published on the Chapter web site with the advice that this slate will be presented to the members at the May Membership meeting at which time additional nominations from the members will be entertained.
- April Membership meeting: The Nominations and Election Committee presents the Board-proposed slate to the members present as a matter of information. The slate may contain one or more nominees for each office.
- May Board meeting: The Nominations and Election Committee advises the Board of any issues that have surfaced that may impact the elective process.
- May Membership meeting: The Nominations and Election Committee presents the Board recommended slate of officers and directors to the membership and inquires of the members present if there are other nominations for any of the positions.
 - If there are additional nominations from the members present, the Nominations and Election Committee confirms that the nominees are willing to be nominated and, if elected, to serve and requests the Treasurer to confirm those nominated by a member are members in good standing of the Marin Chapter. When there are no further nominations from the floor, the Nominations and Election Committee declares the nominations closed.
 - If there is more than one nominee for any positions, the Nominations and Election Committee reads the list of nominees and advises the members

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present that they will receive a ballot via postal mail for their consideration, action and return.

- If there is only one nominee for each position, the Nominations and Election Committee declares the nominations closed, reads the list of nominees, and entertains a motion from the members present that the nominees be elected by voice vote at the June membership meeting. If the aye's prevail, the nominees are approved for presentation to the membership at the June meeting.
- June Membership meeting: The Nominations and Election Committee presents the results of the election process to the membership for ratification/accreditation, entertains a motion from the members present to accept the results. If the aye's prevail, the election results are approved and the Officers and Board members are installed for the next term.

Orientation and Training Committee

The mission of the Orientation and Training Committee is to fulfill the purposes set forth in Article 2 of the Bylaws to provide local training and orientation of new jurors to increase their effectiveness and introduce them to local government officials. The Committee's duties include:

- Organize and emcee training for each newly-impaneled Grand Jury. It coordinates with the County Counsel's office in setting the 6 day schedule and providing speakers for the training. It provides experienced former Grand Jurors to assist in the Orientation sessions.
- Maintain the Marin County Grand Jury Manual (see above).

The process for implementation of the annual orientation program for incoming jurors is as follows:

- The schedule will be produced along the lines of the previous year's program, with improvements/changes made as a result of critiques (evaluation sheets) by the previous year's jurors and participants.
- The Committee will meet to review evaluations and decide which "outside" speakers (from County, Cities, Special Districts, etc.) to invite to speak at Orientation.
- The Administrative Assistant to the County Counsel, with assistance from the Committee, will see that letters are sent to the department heads and others about the proposed Orientation speaking schedule.
- The Committee will provide an outline of the proposed schedule to the Aide to the Grand Jury and will maintain the changes to the schedule.
- Scheduling will be flexible to accommodate the schedules of the "outside" speakers.

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- Scheduling of chapter presenters will be added in logical sequence to the activities of the jury.
- The final schedule will be distributed to jurors and alternates by the Aide to the Grand Jury. The Aide will make sure that outside speakers are confirmed.
- It is the responsibility of the Committee to see that evaluation sheets are available for the jurors. The emcee will retain all completed evaluations. The evaluations are the subject of the post-Orientation Committee meeting and will be the basis of refinements made for the next year's Orientation.
- A letter should be sent to the Foreperson of the new Jury, asking him/her to elicit feedback from the Jury about their reaction to the Orientation. Those comments should be sent to the Chapter Orientation and Training Committee Chair as soon as possible after the completion of the Orientation.
- Toward the end of each Grand Jury year, the Orientation and Training Committee Chair should request of the Foreperson a final evaluation of the Orientation.

Public Issues Committee

Objectives: to support the purposes of the Chapter as stated in its Bylaws, particularly with respect to: (a) to engage in activities to increase the effectiveness of the Marin County Grand Jury; and (b) to complement the grand jury system in its purpose of ensuring effective, efficient and responsible operation of the agencies and offices of local government.

A third objective is to provide interesting and meaningful activity for members of the Chapter.

The charter of the Public Issues Committee includes:

1. To identify, research, and discuss public issues of interest to the Committee's members, including following up on past Grand Jury reports and such other local, regional, and national issues as it may wish to consider
2. To involve other members of the Chapter in its activities, including polling the membership from time to time to determine public issues of interest to them
3. To submit citizen complaints to the Grand Jury
4. To propose speakers and panel discussions/debates by members and/or others, for our Membership Meetings (to be coordinated through the Speaker Program organizer)
5. To involve the public in discussions of public issues, possibly in forums open to the public for fees

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6. To identify issues to be brought directly (not through the Grand Jury) to the attention of the Board of Supervisors or other public body or official, or to the general public (say, through submissions to the Marin IJ)
7. To identify issues to submit to the CGJA that have statewide implications for or interest to all grand juries

Note: any public exposure in the name of the Chapter will require approval by the Board and the Membership. Any actions taken as individuals shall not use the name of the Chapter.

To obtain timely approvals for letters and/or news releases, Board approved documents may be distributed to the Membership by e-mail for approval. Approval by a majority of the Members where at least a quorum of Members has responded shall constitute Membership approval. Three members of the Board will act as tellers.

Public Outreach Committee

Objective: Promote the Grand Jury system and attract applicants for the Marin Grand Jury

The responsibilities of the Public Outreach Committee are:

- Work with the Continuity Committee in documenting and publicizing Marin County Civil Grand Jury accomplishments
- Prepare PowerPoint presentations for use in public venues telling the Grand Jury story
- Inform the public about the Grand Jury
- Encourage the public to apply for Grand Jury service
- Arrange speakers and speaking engagements; bulletin board postings; news articles; and video productions to promote the Grand Jury
- Develop and distribute County Grand Jury recruitment brochures
- Work with the Communications Technology Committee to develop MGJA.org Web site pages to promote the Grand Jury

Social Committee

Objective: Enhance opportunities for Member social activity

The responsibilities of the Social Committee are:

- Work with the Membership Committee to determine Membership interests and preferences for social events

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- Plan and organize an annual calendar of social events for the Membership, including, but not limited to, such events as:
 - Coffee & snack social time before monthly chapter meetings, held at the Civic Center (paid by MCCGJA)
 - Restaurant lunches after monthly/committee meetings (some paid by MCCGJA, some Dutch treat; spouses invited)
 - Dinner/cocktail/lunch events with spouses, quarterly (at restaurants/homes/parks, sit-downs/ buffets/pot lucks, etc.)
 - Special events, such as picnics, boat rides, winery tours, etc.
 - Annual Reunion luncheon
 - New member welcome events
 - New Jury welcome event
 - Retiring Jury celebratory event (possibly with awards)

OTHER ACTIVITIES

CGJA Training

The Chapter will encourage the Court to provide CGJA training (in addition to local Orientation) and the County to budget for it, in order to enhance the knowledge base of the incoming jury and provide a perspective that is afforded by contact with experienced presenters as well as jurors from other counties.

Liaison to the Court and County Counsel

The Chapter shall maintain relations with the Court and County Counsel's office by having its President (or designee) act as a liaison.

Liaison to the Sitting Grand Jury

The Chapter shall maintain ongoing relations with the sitting grand jury and its Foreperson. The Chapter will offer the jury a menu of supportive follow-up activities, tutorials, and presentations which the Chapter will provide upon request. The Foreperson (or his/her representative) shall be encouraged to report to the Chapter on a regular basis. The Chapter President (or designee) shall act as the liaison.

Pre-Orientation of Applicants to the Grand Jury

In order to assist the Court in its selection process, the chapter shall provide for the pre-orientation of all grand jury applicants. The purpose is to educate prospective jurors, provide realistic expectation of grand jury service, and provide feedback to the Court. The Chapter President or designee shall coordinate these activities to include:

- Develop/refine questions

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- Add to the pool of “orienters” each year
- Provide training of new “orienters” to include HR training on interviewing.
- Work with Aide to Grand Jury on setting up sessions
- Assist Aide by phone call reminders to applicants
- Provide pre-orientation by member teams at sessions to be held in Civic Center cafeteria (after hours).
- Debrief and make recommendations for improvement for the following year.

Speaker Program Coordinator

The Board appoints a Coordinator who is responsible for arranging for speakers and tours for chapter meetings and events. The Coordinator will work with the Board and seek input from Chapter members as well as the Social and Public Issues Committees.

E-MAIL SERVER

An e-mail list server has been established to provide the capability to send e-mail messages to all members of the Chapter and to other former Marin Grand Jurors. It is administered by the Communications Technology Committee. This list includes all Active Chapter members. A second list includes former Marin Grand Jurors who are not Active members.

The lists are moderated so that only messages with a purpose appropriate to the Grand Jury and the Marin Chapter CGJA are permitted.