

**4.0 MEETING OF THE JUDGES**

- (A) **Regular Meetings.** The Administrative Judge shall set the time and date of general meetings of the entire division, shall notify the judges within a reasonable time and submit a written agenda to all judges at least three (3) days prior to the meeting. General meetings shall be held quarterly on the call of the Administrative Judge or upon the signed request of ten or more general division judges. New business shall not be acted upon unless it is noted upon the agenda and submitted by the Administrative Judge to all members of the division prior to the meeting. Only judges present at the meeting shall have the right to vote.

Minutes of all general meetings shall be kept in a record of actions taken and shall be distributed to each Judge.

**(B) Judicial Conference of the Eighth Appellate Judicial District.**

- (1) Purpose.** There shall be held at such time and place as shall be designated by the Presiding Judge of this court and the Chief Justice of the Court of Appeals for the Eighth Appellate Judicial District in collaboration with Municipal Court Judges within this district and with members of the Bar designated pursuant to this Rule, a Conference of all Municipal, Common Pleas Judges and Appellate Judges of Cuyahoga County, and representative members of the Bar within the District for the purpose of considering the state of business of the courts, affording a forum for dialogue between the courts and between the courts and the Bar, and advising ways and means of improving the administration of justice within the District.
- (2) Who Shall Attend.** It shall be the duty of each judge of the Court of Common Pleas of Cuyahoga County to attend the Conference and, unless excused by the Presiding Judge, to remain throughout the Conference. Regular sessions of court, including all hearings, arraignments and trials, except those determined by a judge of this court, in consultation with the Presiding Judge, to require immediate attention shall be suspended throughout the time the Conference is in session.
- (3) State of Dockets.** The first part of the Conference shall be for the judges alone and shall be devoted to a discussion of matters affecting the state of the dockets and administration of justice in the District. Members of the Bar to be chosen as set forth in the succeeding paragraph to members of the Conference shall meet at the same time the meeting for judges alone is scheduled to consider such matters as may be referred for their consideration by the judges of the Conference and as may be programmed by the Executive Committee of the Conference, and shall participate in its discussions and deliberations during the subsequent sessions of the Conference.
- (4) Members of the Bar.** Members of the Conference shall include lawyers of experience and prominence in the profession to be appointed annually by the judges of the Conference, by representatives of the organized Bar, and as otherwise selected and designated in accordance with Rules for the Judicial Conference.

*Effective 09/01/2002.*