

Kansas Corporation Commission
Commission Meeting
September 25, 2018
10:00 a.m. 1st floor hearing room
KCC Offices, 1500 Arrowhead, Topeka, Kansas

MINUTES

The Commission convened the regularly scheduled open meeting of the Commission at 10:00 a.m. on September 25, 2018 in the 1st floor hearing room of the Kansas Corporation Commission, 1500 Arrowhead, Topeka, Kansas.

Present: Chair Albrecht, Commissioner Emler and Commissioner Keen. The following were considered by the Commission:

1. **Consent Agenda:** Chair Albrecht stated staff had requested Item No. 11, 19-CONS-3120-CPEN be removed from the Consent Agenda. Commissioner Keen moved for approval of the Consent Agenda, excluding Item No. 11, 19-CONS-3120-CPEN, dated September 25, 2018 containing pages one through four, and are attached to these Minutes. Commissioner Emler seconded the motion.

The motion was approved.

2. **Discussion:**

Chair Albrecht introduced proposed revisions to the Bylaws of the State Corporation Commission. Discussion of the proposed revisions will be taken up at a later Business Meeting.

3. **Other matters:**

- A. Chair Albrecht moved to meet in Executive Session for matters of non-elected personnel, pursuant to K.S.A. 75-4319(b)(1), to protect the privacy of the individuals involved, for employment status issues for a period of 15 minutes, to return at 10:20 a.m. Further moved to include Human Resources Director, Erin McGinnis. Commissioner Emler seconded the motion.

The motion was approved.

The Commission moved into Executive Session at 10:05 a.m. and reconvened in public session at 10:20 a.m. No action was taken.

- B. Chair Albrecht moved to meet in Executive Session for matters of non-elected personnel, pursuant to K.S.A. 75-4319(b)(1), to protect the privacy of the individuals involved, for salary adjustment issues for a period of 15 minutes, to return at 10:36 a.m. Further moved to include Human Resource Director Erin McGinnis. Commissioner Emler seconded the motion.

The motion was approved.

The Commission moved into Executive Session at 10:21 a.m. and reconvened in public session at 10:36 a.m. No action was taken.

- C. Albrecht moved to meet in Executive Session for matters of attorney/client privilege, pursuant to K.S.A. 75-4319(b)(2) for consultation with an attorney, to obtain legal advice, in anticipation of litigation, for a period of 30 minutes, to return at 11:08 a.m. Further moved to include Brian Fedotin, Deputy General Counsel and Amber Smith, Chief Litigation counsel. Commissioner Keen seconded the motion.

The motion was approved.

The Commission moved into Executive Session at 10:38 a.m. and reconvened in public session at 11:09 a.m. Commissioner Keen moved to authorize the Chair to coordinate with Department of Administration to explore options related to improving managerial efficiencies agency wide. Commissioner Emler seconded the motion. The motion was approved.

There being no further matters before the Commission, Commissioner Emler moved for adjournment of the Commission meeting. Commissioner Keen seconded the motion. The motion was approved. The Commission adjourned the September 25, 2018 Commission Meeting at 11:11 a.m.

Respectfully submitted,



Lynn M. Retz
Secretary to the Commission



Shari Feist Albrecht, Chair



Dwight D Keen, Commissioner



Jay Scott Emler, Commissioner



ITEMS OF Consent Agenda

Approval Date: Tuesday, September 25, 2018

NOTICE TO THE PUBLIC: There will be no separate discussion of Consent Agenda items as they are considered to be routine by the Kansas Corporation Commission. Unless removed from the website's Consent Agenda, the orders appearing on the Consent Agenda will become the Order of the full Commission at the Commission's regularly scheduled Business Meeting. If Commission staff or a Commissioner requests an item be removed from the Consent Agenda, the affected item may be considered separately or placed on the earliest possible Business Meeting agenda for discussion.

Consent Agenda

ITEM NO.	DESCRIPTION	DOCKET NUMBER	REMOVED
1	In the Matter of the Application of Kansas City Power & Light Company to Make Certain Changes in Its Charges for Electric Service <i>Order Granting Intervention to Blue Valley School USD 229, Spring Hill School Dist. USD 230, JCCC</i>	18-KCPE-480-RTS	
2	In the Matter of the Application of City of Wellington for a Certificate of Convenience and Authority to Transact the Business of a (n) Electric Public Utility in the State of Kansas. Portions of Sumner County, City of Wellington. <i>Order and Certificate</i>	19-WELE-008-COC	
3	In the Matter of the Application of Sumner-Cowley Electric Cooperative, Inc. for Permission to Cease Operating as a(n) Electric Cooperative Utility in the State of Kansas. Sumner county, Wellington KS <i>Order Granting Application to Cease Transacting the Business of an Electric Public Utility</i>	19-SMCE-083-CCS	
4	In the Matter of the Application of the City of Wamego for a Certificate of Convenience and Authority to Transact the Business of a(n) Electric Public Utility in the State of Kansas. <i>Order Granting Certificate of Convenience and Authority</i>	19-WAME-072-COC	

Consent Agenda

ITEM NO.	DESCRIPTION	DOCKET NUMBER	REMOVED
5	In the Matter of the Application of Bluestem Electric Cooperative, Inc. for Permission to Cease Operating as a Electric Public Utility at an Annexed Portion of Said Section 10, Township 10 South, Range 10 East <i>Order Granting Application to Cease Transacting the Business of an Electric Public Utility</i>	19-BECE-097-CCS	
6	In the Matter of the Complaint Against KCPL by Craig & Heidi Pardue <i>Order Dismissing Formal Complaint With Leave to Amend</i>	19-KCPE-103-COM	
7	In the Matter of the Application of Westar Energy for a Certificate of Public Convenience and Authority to Transact the Business of an Electric Public Utility in Specifically in Portions of Section 7, 8, 11, and 12, Township 19 South, Range 14 East, Coffey County, Kansas <i>Order Assessing Costs</i>	19-WSEE-111-COC	
8	In the matter of the failure of Berexco LLC ("Operator") to comply with K.A.R. 82-3-602 at the Petracek #6 well in Decatur County, Kansas. <i>Penalty Order - Berexco LLC</i>	19-CONS-3117-CPEN	
9	In the matter of the failure of Chris Melander dba Melander Drilling ("Operator") to comply with K.A.R. 82-3-602 at the Bolte #1 well in Montgomery County, Kansas. <i>Penalty Order - Chris Melander dba Melander Drilling</i>	19-CONS-3118-CPEN	
10	In the matter of the failure of Royal Energy, Inc. ("Operator") to comply with K.A.R. 82-3-602 at the Gottschalk #1 well in Ness County, Kansas. <i>Penalty Order - Royal Energy, Inc.</i>	19-CONS-3119-CPEN	
11	In the matter of the failure of Triple Crown Operating LLC ("Operator") to comply with K.A.R. 82-3-602 at the Frusher Farms #1-4 well in Hodgeman County, Kansas. <i>Penalty Order - Triple Crown Operating LLC</i>	19-CONS-3120-CPEN	✓
12	In the Matter of the Investigation of Strong Masonry Constructors, LLC of Frontenac, Kansas, Regarding the Violation(s) of the Motor Carrier Safety Statutes, Rules and Regulations and the Commission's Authority to Impose Penalties, Sanctions and/or the Revocation of Motor Carrier Authority. <i>Penalty Order</i>	19-TRAM-104-PEN	
13	In the Matter of the Investigation of Reddi Industries, Inc. of Wichita, Kansas, Regarding the Violation(s) of the Motor Carrier Safety Statutes, Rules and Regulations and the Commission's Authority to Impose Penalties, Sanctions and/or the Revocation of Motor Carrier Authority. <i>Penalty Order</i>	19-TRAM-106-PEN	

Consent Agenda

ITEM NO.	DESCRIPTION	DOCKET NUMBER	REMOVED
14	In the Matter of the Investigation of Kansas Ag Freight Company, LLC of Emporia, Kansas, Regarding the Violation(s) of the Motor Carrier Safety Statutes, Rules and Regulations and the Commission's Authority to Impose Penalties, Sanctions and/or the Revocation of Motor Carrier Authority. <i>Penalty Order</i>	19-TRAM-107-PEN	
15	In the Matter of the Investigation of Venture Transportation, LLC of Baxter Springs, Kansas, Regarding the Violation(s) of the Motor Carrier Safety Statutes, Rules and Regulations and the Commission's Authority to Impose Penalties, Sanctions and/or the Revocation of Motor Carrier Authority. <i>Penalty Order</i>	19-TRAM-108-PEN	
16	In the Matter of the Investigation of Kuntz Farms Harvesting, Inc. of WaKeeney, Kansas, Regarding the Violation(s) of the Motor Carrier Safety Statutes, Rules and Regulations and the Commission's Authority to Impose Penalties, Sanctions and/or the Revocation of Motor Carrier Authority. <i>Penalty Order</i>	19-TRAM-109-PEN	
17	In the Matter of the Investigation of Kyle Dean Bretton, d/b/a Bretton Trucking of Minneapolis, Kansas, Regarding the Violation(s) of the Motor Carrier Safety Statutes, Rules and Regulations and the Commission's Authority to Impose Penalties, Sanctions and/or the Revocation of Motor Carrier Authority. <i>Penalty Order</i>	19-TRAM-110-PEN	
18	Transportation orders to be approved by the Commission on the Consent Agenda. <i>Transportation Economic Orders</i>	19-TRAM-5020-TRA	

The above-captioned matter(s) were approved by the Commission, unless noted as removed.

For the Commission :



Shari Feist Albrecht, Chair



Jay Scott Emler, Commissioner



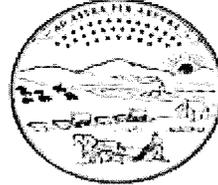
Dwight D. Keen, Commissioner

Attest:



Lynn M. Retz
Secretary to the Commission

STATE OF KANSAS



CORPORATION COMMISSION
 1500 SW ARROWHEAD ROAD
 TOPEKA, KS 66604-4027

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GOVERNOR JEFF COLYER, M.D.
 SHARI FEIST ALBRECHT, CHAIR | JAY SCOTT EMER, COMMISSIONER | DWIGHT D. KEEN, COMMISSIONER

Transportation Orders By Docket Number 19-TRAM-5020-TRA

Order Number	Description	Removed
18-7913	<i>In the Matter of the Application of MOORE TRANSPORT LLC of EL DORADO KS for Authority for a Certificate of Public Service.</i> USDOT #3168123 MOORE TRANSPORT LLC of EL DORADO KS - Order Granting Application for Certificate of Public Service	
18-7966	<i>In the Matter of the Application of WALNUT CREEK EXPRESS LLC of RUSH CENTER KS for the Abandonment of Certificate of Public Service.</i> USDOT #2799506 WALNUT CREEK EXPRESS LLC of RUSH CENTER KS - Order Granting Request for Abandonment for Certificate of Public Service	
18-7967	<i>In the Matter of the Application of RUSSMAN TRUCKING LLC of KANSAS CITY KS for Authority for a Certificate of Public Service.</i> USDOT #3172622 RUSSMAN TRUCKING LLC of KANSAS CITY KS - Order Granting Application for Certificate of Public Service	
18-7968	<i>In the Matter of the Application of BAKER TRANSPORTATION INC of LUCAS KS for the Abandonment of Certificate of Public Service.</i> USDOT #1578243 BAKER TRANSPORTATION INC of LUCAS KS - Order Granting Request for Abandonment for Certificate of Public Service	
18-7969	<i>In the Matter of the Application of CENTERPOINT LOGISTICS LLC of KANSAS CITY KS for Authority for a Certificate of Public Service.</i> USDOT #1713952 CENTERPOINT LOGISTICS LLC of KANSAS CITY KS - Order Granting Application for Certificate of Public Service	
18-8028	<i>In the Matter of the Application of RANDY L TATRO of MEADE KS for Authority for a Certificate of Public Service.</i> USDOT #3169593 RANDY L TATRO of MEADE KS - Order Granting Application for Certificate of Public Service	
18-8081	<i>In the Matter of the Emergency Suspension of Authority of WYATT & SON INC of LEES SUMMIT MO for Failure to Maintain Insurance Coverage as Required by the Motor Carrier Safety Statutes, Rules and Regulations.</i> USDOT #1712522 WYATT & SON INC of LEES SUMMIT MO - Emergency Order Suspending Authority	

**Transportation Orders By Docket Number
19-TRAM-5020-TRA**

Order Number	Description	Removed
18-8082	<i>In the Matter of the Emergency Suspension of Authority of MARIO JESUS RODRIGUEZ of ULYSSES KS for Failure to Maintain Insurance Coverage as Required by the Motor Carrier Safety Statutes, Rules and Regulations.</i> USDOT #2284165 MARIO JESUS RODRIGUEZ of ULYSSES KS - Emergency Order Suspending Authority	

Total # of Orders: 8

End of Report

BYLAWS
of
The State Corporation Commission
of the State of Kansas

BYLAWS
of
The State Corporation Commission of the State of Kansas

Preamble

The State Corporation Commission of the State of Kansas (Commission) is an independent state agency managed by three Commissioners who are each appointed by the Governor for a term of four years¹. The Commission has only the powers, duties, authority, and jurisdiction conferred to it by the Kansas legislature.²

The Commission is subject to the Kansas Open Meetings Act,³ the Kansas Open Records Act,⁴ the Kansas Administrative Procedure Act,⁵ the Kansas Judicial Review Act,⁶ the Kansas Rules and Regulations Filing Act,⁷ the Governmental Ethics Act,⁸ and the Kansas Governmental Operations Accountability Law.⁹ In addition, the Commission adopts and incorporates by this reference the Code of Ethics for Members of the National Association of Regulatory Utility Commissioners, attached to these Bylaws as Appendix I, and Kansas Code of Judicial Conduct, attached to these Bylaws as Appendix II.

In addition to the duties authorized under K.S.A. 74-601 *et seq.*, the chairperson of the Commission is responsible for performing the functions articulated in the Kansas statutes and Commission regulations as described in Appendix III to these Bylaws.

Article I**Organizational Structure Authority**

Pursuant to K.S.A. 74-629, the Commission is authorized to organize its office as it deems most efficient so long as it is not in conflict with Kansas or Federal law.

Article II**Creation of Bylaws**

The Commission hereby establishes these Bylaws to govern the internal organization and operation of the Commission. Pursuant to K.S.A. 77-438, these Bylaws are designated as

¹ K.S.A. 74-601 *et seq.*

² *Id.*

³ K.S.A. 75-4317 *et seq.*

⁴ K.S.A. 45-215 *et seq.*

⁵ K.S.A. 77-501 *et seq.*

⁶ K.S.A. 77-601 *et seq.*

⁷ K.S.A. 77-415 *et seq.*

⁸ K.S.A. 46-215 *et seq.*

⁹ K.S.A. 74-7283 *et seq.*

a guidance document stating how and when the Commission will exercise its discretion under K.S.A. 74-629. These Bylaws shall be binding only upon the Commission itself and its employees.

Article III

Amendments to Bylaws

These Bylaws may be amended or rescinded at any business meeting of the Commission by majority vote of the Commission, provided that notice of the proposed action has been provided to all commissioners at least 15 days before the business meeting at which the action is to be taken. A shorter notice period for amending or rescinding the Bylaws may be approved by unanimous vote of the Commission.

Any amendment to these Bylaws shall supersede the previous version of the Bylaws and any directive previously adopted thereunder.

Article IV

Organizational Structure of the State Corporation Commission

The Commission shall be organized into statutorily-recognized divisions and offices, which include: Utilities; Conservation; Transportation; Public Affairs and Consumer Protection; General Counsel; and Executive Director, each of which is managed by a director or officer appointed pursuant to K.S.A. 74-601 *et seq.* The Commission shall include within its organization the Office of Energy, the director of which shall manage the energy program mandated by K.S.A. 74-616 *et seq.* The directors of the statutory divisions and offices shall report directly to the Commission and shall be referred to collectively as the Management Team.

The Commission shall include within its organization the Office of Litigation Counsel, which shall provide legal support to the Utilities, Conservation, and Transportation divisions. The chief litigation counsel shall report directly to the Commission and is a member of the Management Team.

The Commission shall also include organizational units that provide administrative support services as follows: Docketing Services; Fiscal Services; Human Resources; and Information Technology. The managers of the administrative support units shall report directly to the director of administrative services and governmental affairs, who is also a member of the Management Team.

Directors, officers, and managers may organize their respective work units in the most efficient manner they deem appropriate. Nothing shall prohibit any commissioner from working or communicating directly with Commission employees subject to the provisions and limitations of K.S.A. 77-545, as applicable.

The Organizational Hierarchy of the Commission is illustrated in Appendix IV, attached to these Bylaws.

Article V

Executive Director

The executive director shall aid the Commission in the administration and execution of Commission business. The executive director shall not use this authority to create Commission policy or to interfere with communications between the Commission and individual directors, officers, or managers or the Management Team. The executive director shall carry out any other functions as prescribed by law or as directed by the Commission.

Specifically, the executive director shall perform such duties and exercise such powers as are delegated by the Commission;¹⁰ serve as the secretary to the Commission;¹¹ sign and approve certain motor carrier certificates;¹² receive communication, confidential information and requests for confidential information on behalf of the Commission;¹³ receive filings made with the Commission;¹⁴ assign docket numbers and captions;¹⁵ affix the official signature of the Commission;¹⁶ receive notice of termination relevant to gas gathering systems on behalf of the Commission;¹⁷ submit a copy of distribution system incident reports to the United States Department of Transportation;¹⁸ and receive applications for video service authorization certificates on behalf of the Commission.¹⁹

If there is no executive director, these duties may be performed by the secretary to the Commission or another employee as authorized by the Commission. The executive director or secretary shall report directly to the Commission and is a member of the Management Team.

Article VI

General Counsel

The general counsel of the Commission shall provide legal advice to the Commission on matters pending before the Commission under the jurisdiction and authority granted to the Commission by the Kansas legislature and shall defend the orders of the Commission

¹⁰ K.S.A. 74-629.

¹¹ K.S.A. 74-630.

¹² K.S.A. 66-1,114b.

¹³ K.A.R. 82-1-206 and K.A.R. 82-1-221a.

¹⁴ K.A.R. 82-1-215.

¹⁵ K.A.R.82-1-219.

¹⁶ K.A.R. 82-1-232.

¹⁷ K.A.R. 82-3-804.

¹⁸ K.A.R.82-11-5.

¹⁹ K.A.R. 82-15-1.

on appeal under the Kansas Judicial Review Act. The general counsel shall act on the Commission's behalf in other matters pending in state or federal courts or before other state or federal agencies in which the Commission is named as a party. The general counsel shall represent the Commission on matters of employment or other matters arising out of the day-to-day operations of the Commission and shall advise the Commission on the adoption of policies under which the Commission operates.

Article VII

Action on Personnel Matters

Decisions relating to the employment of any employee who reports directly to the Commission as provided in Articles IV, V, and VI above, including hiring, disciplinary action, and termination, may only be made by the Commission. Nothing in these Bylaws shall limit or restrict the Commission's ability to address employment matters.

Article VIII

Commissioners as Representatives

(1) Southwest Power Pool (SPP) Representative

The Commission shall designate one commissioner to serve as the representative for the SPP Regional State Committee (RSC).²⁰ The SPP representative may be designated or ratified at any business meeting of the Commission by majority vote of the Commission. A Commission employee selected by the Utilities division director shall serve as technical advisor to the SPP representative and participate in SPP meetings, as required. An attorney from the Commission shall attend SPP RSC meetings, as required, and provide status reports from those meetings to the other commissioners. In addition, the attorney or the Utilities division employee shall provide the commissioners with a regular report on the Commission's SPP activity at least quarterly.

(2) Kansas Water Authority Representative

The Commission chairperson shall serve as an *ex officio* member of the Kansas Water Authority.²¹

(3) Interstate Oil and Gas Compact Commission Representative

Subject to appointment by the Governor,²² a commissioner may serve as the official state representative to the Interstate Oil and Gas Compact Commission.

²⁰ K.S.A. 74-633.

²¹ K.S.A. 74-2622.

²² K.S.A. 55-865.

Article IX

Budget Planning

1. On or before July 15th each year, heads of the statutory divisions and offices shall submit to the Commission any request for increased expenditures or proposed amendments to their respective budgets and shall include justification for the proposed changes to be considered by the Commission in preparing the annual agency budget submission.
2. On or before August 15th each year the Conservation division director and the Fiscal Services manager shall jointly report to the Commission the revenue and expenditure assessment for the Conservation division and make a recommendation to the Commission to either increase, decrease, or maintain the Conservation Fee Fund Assessment Rate.
3. On or before August 15th each year, the Fiscal Services manager shall report to the Commission on the status of the Commission's vehicle fleet. Authorization for specific vehicle purchases or replacements that deviate from the approved budget or constitute special situations shall be given only by the Commission action at a business meeting.

Article X

Action on FERC Dockets

In the event that less than a majority of commissioners is present to approve time-sensitive matters for filing at the Federal Energy Regulatory Commission (FERC), the Commission chairperson may approve interventions in FERC dockets, subject to ratification at the next Commission business meeting.

Article XI

Commission Use of Outside Entities and Agencies

In action taken at any business meeting, the Commission may contract with the Kansas Office of Administrative Hearings for presiding officer pursuant to the Kansas Administrative Procedures Act.

Article XII

Commission Meetings

Unless otherwise directed by the Commission, the following meetings shall occur weekly on the following days:

1. Business Meetings – Tuesday and Thursday
2. Work Study Sessions – Tuesday
3. Administrative Meetings – Thursday

Deadlines to request items to be placed on the agenda of Commission business meetings and/or to submit proposed orders for consideration at Commission business meetings shall be as follows:

Tuesday business meetings: The deadline for the Tuesday business meeting shall be 4:00 p.m. on the immediately preceding Thursday.

Thursday business meetings: The deadline for the Thursday business meeting shall be 4:00 p.m. on the immediately preceding Monday.

The deadline to submit a request for an item to be scheduled for a work study session shall be 4:00 p.m. on the immediately preceding Thursday.

Administrative meetings for the purpose of facilitating discussion between the Commission and its employees may be called by the Commission on an intermittent or recurring basis as necessary.

The Commission may call a meeting, other than a regularly scheduled business meeting, to discuss and take action on a particular item(s) before the Commission so long as twenty-four hours' public notice is provided. Such a meeting may be called unilaterally by the Commission chairperson, or by a majority vote of the Commission.

The Commission may call an emergency meeting to discuss and take action upon serious or imminent threats to entities or interests under the Commission's jurisdiction, or any other matters where time is of the essence. In the event an emergency meeting is called, the Commission shall strive to provide three hours' public notice. However, if that is not practicable, the Commission shall provide reasonable notice in accordance with the Kansas Open Meetings Act, K.S.A. 75-4317 through 75-4320a and amendments thereto.

The Commission may cancel any previously scheduled meeting at any time prior to the meeting. The Commission may adjust the time of a specific meeting, regardless of the type of meeting, so long as reasonable public notice is provided and any adjustment is limited to unique circumstances and evaluated on a case-by-case basis.

Any meeting outlined above shall be conducted in accordance with the Kansas Open Meetings Act, K.S.A. 75-4317 *et seq.* and Robert's Rules of Order Newly Revised, 11th Edition.

Article XIII

Organization and Planning of Commission Schedule

On the Thursday following the second Monday of July of each year, the Commission shall hold an organizational meeting in the Commission's Topeka office immediately following the regularly scheduled business meeting. During the organizational meeting, the Commission shall:

- (1) Review and approve the schedule of Commission meetings for the current fiscal year;
- (2) Review these Bylaws;
- (3) Review the fiscal year-end budget report;
- (4) Review and approve an updated Commission organizational chart and internal operating policies and plans; and
- (5) Elect a commissioner to serve as the chairperson.

In December of each fiscal year, the Commission shall review the business meetings planned for the remainder of the fiscal year and make any revisions as the Commission deems appropriate. Nothing herein shall limit the Commission's ability or authority to amend the business meeting schedule as the Commission deems necessary throughout the year.

BYLAWS
~~Of~~
The State Corporation Commission of the State of Kansas

Preamble

The State Corporation Commission of the State of Kansas (Commission) is an independent state agency managed by three Commissioners who are each appointed by the Governor for a term of four years¹ ~~pursuant to K.S.A. 74-601. It is the duty of the Commission to administer the State Corporation Commission as an agency. The Commission has only the powers, duties, authority, and jurisdiction conferred to it by the Kansas legislature.~~²

~~In addition to its administrative role, the State Corporation Commission operates at times in either a quasi-legislative or quasi-judicial role. While the agency or Commissioners execute their respective duties in either a quasi-legislative or quasi-judicial role, attention and care shall be made to ensure that all agency business is conducted in accordance with the Kansas Open Meetings Act, or the Kansas Administrative Procedure Act, when applicable. The Commission is subject to the Kansas Open Meetings Act,³ the Kansas Open Records Act,⁴ the Kansas Administrative Procedure Act,⁵ the Kansas Judicial Review Act,⁶ the Kansas Rules and Regulations Filing Act,⁷ the Governmental Ethics Act,⁸ and the Kansas Governmental Operations Accountability Law.⁹ In addition, the Commission adopts and incorporates by this reference the Code of Ethics for Members of the National Association of Regulatory Utility Commissioners, attached to these Bylaws as Appendix I, and Kansas Code of Judicial Conduct, attached to these Bylaws as Appendix II.~~

~~In addition to the duties authorized under K.S.A. 74-601 *et seq.*, the chairperson of the Commission is responsible for performing the functions articulated in the Kansas statutes and Commission regulations as described in Appendix III to these Bylaws.~~

Article I**Organizational Structure Authority**

¹ K.S.A. 74-601 *et seq.*

² *Id.*

³ K.S.A. 75-4317 *et seq.*

⁴ K.S.A. 45-215 *et seq.*

⁵ K.S.A. 77-501 *et seq.*

⁶ K.S.A. 77-601 *et seq.*

⁷ K.S.A. 77-415 *et seq.*

⁸ K.S.A. 46-215 *et seq.*

⁹ K.S.A. 74-7283 *et seq.*

Pursuant to K.S.A. 74-629, the ~~State Corporation~~ Commission ~~of the State of Kansas~~ (~~Commission~~) is authorized to organize its office as it deems most efficient so long as it is not in conflict with Kansas or Federal law.

Article II

Creation of Bylaws

The Commission hereby establishes ~~bylaws~~ these Bylaws for to govern the internal organization, ~~and~~ operation, ~~and governance of certain internal matters~~ of the Commission. ~~These bylaws~~ Pursuant to K.S.A. 77-438, ~~these Bylaws shall supplement Kansas Statutes and Kansas Administrative Regulations, and are designated as a guidance document stating how and when the Commission will exercise its discretion under K.S.A. 74-629.~~ These Bylaws shall be binding only upon the Commission itself and its ~~staff~~ employees.

Article III

Amendments to Bylaws

~~All amendments to these bylaws must be voted upon by the Commission in a meeting open to the general public. All amendments to these bylaws must be proposed at an open meeting, and be open for discussion for at least one week. At the expiration of one week, the Commission may vote as to whether the proposed amendments shall be adopted. A majority vote is required to create, amend, or repeal any bylaws of the Commission. These Bylaws may be amended or rescinded at any business meeting of the Commission by majority vote of the Commission, provided that notice of the proposed action has been provided to all commissioners at least 15 days before the business meeting at which the action is to be taken. A shorter notice period for amending or rescinding the Bylaws may be approved by unanimous vote of the Commission.~~

Any amendment to these Bylaws shall supersede the previous version of the Bylaws and any directive previously adopted thereunder.

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Article IV

Organizational Structure of the State Corporation Commission

~~The organizational structure of the State Corporation Commission of the State of Kansas shall be as follows. The Commission's operations shall be divided into divisions responsible for their respective industries, and non-regulatory divisions. The core regulatory divisions shall be: transportation, utilities, and conservation. The non-regulatory divisions shall be: energy, human resources, public affairs and consumer protection, fiscal services, information technology, general counsel, and litigation. The non-regulatory divisions shall promote the interests of the core regulatory divisions, commissioners, and the Agency as a whole. Within each core regulatory division, and in accordance with K.S.A. 74-630, there shall be a division director. The collection of positions reporting directly to the Commission shall be referred to as the Management Team. The Commission shall be organized into statutorily-recognized divisions and offices, which include: Utilities; Conservation; Transportation; Public Affairs and Consumer Protection; General Counsel; and Executive Director, each of which is managed by a director or officer appointed pursuant to K.S.A. 74-601 et seq. The Commission shall include within its organization the Office of Energy, the director of which shall manage the energy program mandated by K.S.A. 74-616 et seq. The directors of the statutory divisions and offices shall report directly to the Commission and shall be referred to collectively as the Management Team.~~

~~The Commission shall include within its organization the Office of Litigation Counsel, which shall provide legal support to the Utilities, Conservation, and Transportation divisions. The chief litigation counsel shall report directly to the Commission and is a member of the Management Team.~~

~~The Commission shall also include organizational units that provide administrative support services as follows: Docketing Services; Fiscal Services; Human Resources; and Information Technology. The managers of the administrative support units shall report directly to the director of administrative services and governmental affairs, who is also a member of the Management Team.~~

~~Division directors~~ ~~Directors, officers, and managers~~ may organize their respective ~~divisions work units~~ in the most efficient manner as they deem appropriate. Nothing shall prohibit any ~~Commissioner~~ ~~commissioner~~ from working or communicating directly with Commission ~~staff employees~~ subject to the provisions and limitations of K.S.A. 77-545, as applicable.

The Organizational Hierarchy of the ~~State Corporation~~ Commission is illustrated in Appendix ~~4IV, attached~~ to these ~~bylaws~~ ~~Bylaws~~.

Article V

~~Director Reporting~~ ~~Executive Director~~

Division Directors and any Executive Director shall report directly to the Commission. The executive director shall aid the Commission in the administration and execution of Commission business. The executive director shall not use this authority to create Commission policy or to interfere with communications between the Commission and individual directors, officers, or managers or the Management Team. The executive director shall carry out any other functions as prescribed by law or as directed by the Commission.

Specifically, the executive director shall perform such duties and exercise such powers as are delegated by the Commission;¹⁰ serve as the secretary to the Commission;¹¹ sign and approve certain motor carrier certificates;¹² receive communication, confidential information and requests for confidential information on behalf of the Commission;¹³ receive filings made with the Commission;¹⁴ assign docket numbers and captions;¹⁵ affix the official signature of the Commission;¹⁶ receive notice of termination relevant to gas gathering systems on behalf of the Commission;¹⁷ submit a copy of distribution system incident reports to the United States Department of Transportation;¹⁸ and receive applications for video service authorization certificates on behalf of the Commission.¹⁹

If there is no executive director, these duties may be performed by the secretary to the Commission or another employee as authorized by the Commission. The executive director or secretary shall report directly to the Commission and is a member of the Management Team.

Article VI

General Counsel

The general counsel of the Commission shall provide legal advice to the Commission on matters pending before the Commission under the jurisdiction and authority granted to the Commission by the Kansas legislature and shall defend the orders of the Commission on appeal under the Kansas Judicial Review Act. The general counsel shall act on the Commission's behalf in other matters pending in state or federal courts or before other state or federal agencies in which the Commission is named as a party. The general counsel shall represent the Commission on matters of employment or other matters arising out of the day-to-day operations of the Commission and shall advise the Commission on the adoption of policies under which the Commission operates.

¹⁰ K.S.A. 74-629.

¹¹ K.S.A. 74-630.

¹² K.S.A. 66-1,114b.

¹³ K.A.R. 82-1-206 and K.A.R. 82-1-221a.

¹⁴ K.A.R. 82-1-215.

¹⁵ K.A.R. 82-1-219.

¹⁶ K.A.R. 82-1-232.

¹⁷ K.A.R. 82-3-804.

¹⁸ K.A.R. 82-11-5.

¹⁹ K.A.R. 82-15-1.

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Article VII

Action on Personnel Matters

~~Matters~~Decisions relating to the employment of any employee who reports directly to the Commission as provided in Articles IV, V, and VI above, including hiring, disciplinary action, and termination, may only be made by the Commission, ~~as defined in K.S.A. 74-601. However, the Chair of the Commission shall have the authority to place someone on administrative leave, pursuant to K.A.R. 1-2-74. The Chair of the Commission may authorize changes in salary, job description, and/or employment status including termination upon consultation and discussion with the other two Commissioners at a duly called Commission Meeting. The Director of Human Resources shall notify all Commissioners of any changes in employment status, salary and/or job description for all Corporation Commission employees.~~ Nothing in these ~~bylaws~~Bylaws shall limit or restrict the Commission's ability to address employment matters.

Article VII**Vehicles for Agency Use**

~~The Director of Fiscal Services shall report to the Commission on the status of the Commission's vehicle fleet at or prior to the organizational meeting each January. Authorization for specific vehicle purchases/replacements, which deviate from the approved budget or constitute special situations, shall be given only by Commission action at a Business Meeting.~~

Article VIII**~~Commission Use of Outside Entities and Agencies~~**

~~At its discretion and upon motion and vote in a meeting open to the public, the Commission may contract with the Kansas Office of Administrative Hearings pursuant to the Kansas Administrative Procedures Act.~~

Commissioners as Representatives**(1) Southwest Power Pool (SPP) Representative**

The Commission shall designate one commissioner to serve as the representative for the SPP Regional State Committee (RSC).²⁰ The SPP representative may be designated or ratified at any business meeting of the Commission by majority vote of the Commission. A Commission employee selected by the Utilities division director shall serve as technical advisor to the SPP representative and participate in SPP meetings, as required. An attorney from the Commission shall attend SPP RSC meetings, as required, and provide status reports from those meetings to the other commissioners. In addition, the attorney or the Utilities division employee shall provide the commissioners with a regular report on the Commission's SPP activity at least quarterly.

(2) Kansas Water Authority Representative

The Commission chairperson shall serve as an *ex officio* member of the Kansas Water Authority.²¹

(3) Interstate Oil and Gas Compact Commission Representative

Subject to appointment by the Governor,²² a commissioner may serve as the official state representative to the Interstate Oil and Gas Compact Commission.

Article IX

²⁰ K.S.A. 74-633.

²¹ K.S.A. 74-2622.

²² K.S.A. 55-865.

Organization and Planning of Commission Schedule

On the Thursday following the second Monday of January of each calendar year, the Commission shall hold an organizational meeting at 10:00 a.m. in the First Floor Hearing Room of the State Corporation Commission's Topeka office. During this meeting, the Commission shall: (1) determine and announce its planned schedule of Commission Meetings for the following 12-month period, (2) review internal policies as prescribed by Article X of these bylaws, and (3) elect the Commissioner to serve as Chairperson. Business Meetings shall be conducted in accordance with K.A.R. 82-1-208(b) and shall occur every Tuesday and Thursday at a uniformly set time unless otherwise determined by the Commission. In June of each calendar year, the Commission shall revisit its planned meetings for the remainder of the calendar year, and make any revisions as the Commission deems appropriate. Nothing herein shall limit the Commission's ability or authority to amend its meeting schedule as it deems necessary throughout the year.

Budget Planning

1. On or before July 15th each year, heads of the statutory divisions and offices shall submit to the Commission any request for increased expenditures or proposed amendments to their respective budgets and shall include justification for the proposed changes to be considered by the Commission in preparing the annual agency budget submission.
2. On or before August 15th each year the Conservation division director and the Fiscal Services manager shall jointly report to the Commission the revenue and expenditure assessment for the Conservation division and make a recommendation to the Commission to either increase, decrease, or maintain the Conservation Fee Fund Assessment Rate.
3. On or before August 15th each year, the Fiscal Services manager shall report to the Commission on the status of the Commission's vehicle fleet. Authorization for specific vehicle purchases or replacements that deviate from the approved budget or constitute special situations shall be given only by the Commission action at a business meeting.

Article X

The Executive Director of the Commission

The Executive Director shall aid the Commission in the administration and execution of Commission business. The Executive Director shall not use this authority to create Commission policy or interfere with communications between the Commission and Directors of Commission Divisions or Management Team. The Executive Director shall faithfully carry out any other functions as prescribed by law or regulation. Specifically, the Executive Director shall perform such duties and exercise such powers as are delegated by the Commission in accordance with K.S.A. 74-629; serve as the

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secretary to the Commission in accordance with K.S.A. 74-630; sign and approve certain motor carrier certificates pursuant to K.S.A. 66-1,114b; receive communication, confidential information, and requests for confidential information on behalf of the Commission in accordance with K.A.R. 82-1-206 and K.A.R. 82-1-221a; receive filings made with the Commission in accordance with K.A.R. 82-1-215; assign docket numbers and captions in accordance with K.A.R. 82-1-219; bear the official signature of the Commission pursuant to K.A.R. 82-1-232; receive notice of termination relevant to gas gathering systems on behalf of the Commission in accordance with K.A.R. 82-3-804; submit a copy of distribution system incident reports to the United States Department of Transportation in accordance with K.A.R. 82-11-5; and receive applications for Video Service Authorization certificates on behalf of the Commission in accordance with K.A.R. 82-15-1.

In the absence of the position Executive Director being filled, these duties may be fulfilled by the Secretary to the Commission or other personnel as authorized by the Commission.

Action on FERC Dockets

In the event that less than a majority of commissioners is present to approve time-sensitive matters for filing at the Federal Energy Regulatory Commission (FERC), the Commission chairperson may approve interventions in FERC dockets, subject to ratification at the next Commission business meeting.

Article XI

Policy Review

At or before the Commission's January organizational meeting, the Commission shall conduct an annual review of the following policies: Personnel, I.T. Security, and Building Security. Directors of the Divisions affected by any such review shall prepare all appropriate materials to apprise the Commission on matters that should be addressed or explored in current Commission policies. Any department that maintains a policy where an annual review is required shall submit to the Commission quarterly any material updates as required by such policies. The Director of Fiscal Services shall prepare a quarterly report to the Commission on matters related to its division. Any changes to internal Commission policy must be adopted by the Commission in these bylaws, and administrative regulations if necessary.

Commission Use of Outside Entities and Agencies

In action taken at any business meeting, the Commission may contract with the Kansas Office of Administrative Hearings for presiding officer pursuant to the Kansas Administrative Procedures Act.

Article XII

Commission Meetings

[Proposed Revision: 09.25.18](#)

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Unless otherwise directed by the Commission, the following meetings shall occur weekly on the following days:

1. Business Meetings – Tuesday and Thursday
2. Work Study Sessions – Tuesday
3. Administrative Meetings – Thursday

Deadlines to request items to be placed on the agenda of Commission ~~Business Meetings~~business meetings and/or to submit proposed orders for consideration at Commission ~~Business Meetings~~business meetings shall be as follows:

Tuesday ~~Business Meetings~~business meetings: The deadline for the Tuesday ~~Business Meeting~~business meeting shall be 4:00 p.m. ~~ofon~~ the immediately preceding Thursday.

Thursday ~~Business Meetings~~business meetings: The deadline for the Thursday ~~Business Meeting~~business meeting shall be 4:00 p.m. ~~ofon~~ the immediately preceding Monday.

The deadline to submit a request for an item to be scheduled for a ~~Work Study Session~~work study session shall be 4:00 p.m. ~~ofon~~ the immediately preceding Thursday.

~~Additional Commission Meetings~~Administrative meetings for the purpose of facilitating discussion between the Commission and its ~~Staff~~employees may be called by the Commission on an intermittent or recurring basis as necessary.

The Commission may call a meeting, other than a regularly scheduled ~~Business Meeting~~business meeting, to discuss and take action on a particular item(s) before the Commission so long as twenty-four hours' public notice is provided. Such a meeting may be called unilaterally by the ~~Chair of the~~ Commission chairperson, or by a majority vote of the Commission.

The Commission may call an emergency meeting to discuss and take action upon serious or imminent threats to entities or interests under the Commission's jurisdiction, or any other matters where time is of the essence. In the event an emergency meeting is called, the Commission shall strive to provide three hours' public notice; ~~however~~However, if that is not practicable, the Commission shall provide reasonable notice in accordance with the Kansas Open Meetings Act, K.S.A. 75-4317 through 75-4320a and amendments thereto.

The Commission may cancel any previously scheduled meeting at any time prior to the meeting. The Commission may adjust the time of a specific meeting, regardless of the type of meeting, so long as reasonable public notice is provided and any adjustment is limited to unique circumstances and evaluated on a case-by-case basis.

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Any meeting outlined above shall be conducted in accordance with the Kansas Open Meetings Act, K.S.A. 75-4317 *et seq.* and Robert's Rules of Order Newly Revised, 11th Edition.

Article XIII

Commission Meeting Rules

1. ~~All Commission meetings, regardless of the type of meeting, shall be called to order by the Chair of the Commission, or designee of the Chair should the Chair be unavailable, either present in person or by telephone.~~
2. ~~While the Commission conducts a meeting, Robert's Rules of Order Newly Revised, 11th Edition, shall be used as the procedural governing framework unless otherwise prohibited by law.~~
3. ~~A vote by the Commission and approval from a majority of Commissioner's shall be required to adjourn a Commission meeting.~~
4. ~~The process by which business is conducted in front of the Commission at a meeting may be suspended or amended at such meeting. Any suspension or amendment of these rules shall be limited in duration to the meeting in which the rules are suspended or amended.~~
5. ~~The order of business for a Commission Business Meeting shall be as follows:~~
 - a. ~~Chair or Designee Convenes the Meeting~~
 - b. ~~Items~~
 - e. ~~Motion to Adjourn~~
6. ~~The order of business for a Commission Meeting, other than a regularly scheduled Business Meeting, shall be as follows:~~
 - a. ~~Chair or Designee Convenes the Meeting~~
 - b. ~~Items~~
 - e. ~~Motion to Adjourn~~
7. ~~The order of business for a Commission Emergency Meeting shall be as follows:~~
 - a. ~~Chair or Designee Convenes the Meeting~~
 - b. ~~Items~~
 - e. ~~Motion to Adjourn~~
8. ~~Motions. Upon a motion and a second, the Chair will ask for discussion. After discussion, the Chair will call for the vote. If the motion is approved with a vote opposed, the Chair will ask the Commissioner casting the opposing vote, "Does the Commissioner desire to have the 'no' vote recorded in the minutes?"~~

Organization and Planning of Commission Schedule

On the Thursday following the second Monday of July of each year, the Commission shall hold an organizational meeting in the Commission's Topeka office immediately

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following the regularly scheduled business meeting. During the organizational meeting, the Commission shall:

- (1) Review and approve the schedule of Commission meetings for the current fiscal year;
- (2) Review these Bylaws;
- (3) Review the fiscal year-end budget report;
- (4) Review and approve an updated Commission organizational chart and internal operating policies and plans; and
- (5) Elect a commissioner to serve as the chairperson.

In December of each fiscal year, the Commission shall review the business meetings planned for the remainder of the fiscal year and make any revisions as the Commission deems appropriate. Nothing herein shall limit the Commission's ability or authority to amend the business meeting schedule as the Commission deems necessary throughout the year.

APPENDICES

Index of Appendices

- I. Code of Ethics for Members of the National Association of Regulatory Utility Commissioners, Nov. 17, 1977.**
- II. Kansas Code of Judicial Conduct, March 1, 2009.**
- III. Chairperson Responsibilities.**
- IV. Kansas Corporation Commission Organizational Chart.**

**CODE OF ETHICS FOR MEMBERS OF THE
NATIONAL ASSOCIATION OF
REGULATORY UTILITY COMMISSIONERS**

CANON I

A Commissioner Should Uphold the Integrity of the Commission:

An honorable Commissioner of high integrity is indispensable to justice in discharging the responsibilities of the Commission. A Commissioner should participate in establishing, maintaining and enforcing, and should observe high standards of conduct so that the integrity and honor of the Commission may be preserved. The provisions of this Code of Ethics should be construed and applied to further that objective.

CANON II

A Commissioner Should Avoid Impropriety and the Appearance of Impropriety in All Activities:

A Commissioner should respect and comply with the law and should conduct himself or herself at all times in a manner that promotes public confidence in the integrity and impartiality of the Commission. A Commissioner should not own any stock or securities or other financial interest in any company regulated by the Commission.

A Commissioner should not allow family, social or other relationships to influence his or her official conduct or judgment. A Commissioner should not lend the prestige of office to advance the private interests of others nor should he or she convey or permit others to convey the impression that they are in a special position to influence him or her.

CANON III

A Commissioner Should Perform the Duties of Office Impartially and Diligently:

The official duties of a Commissioner take precedence over all other activities. A Commissioner's duties include all the duties of office prescribed by law. In the performance of these duties, the following standards apply:

- (1) A Commissioner should be faithful to and constantly strive to improve his or her competence in regulatory principles. He or she should be unswayed by partisan interests, public clamor, or fear of criticism.
- (2) A Commissioner should maintain order and decorum in the proceedings before him or her.
- (3) A Commissioner should be patient, dignified and courteous to litigants, witnesses, lawyers, and others with whom the Commission deals in an official capacity, and should require similar conduct of lawyers, staff, and others subject to the Commissioner's direction and control.
- (4) A Commissioner should afford to every person who is legally interested in a proceeding, or his or her lawyer, full right to be heard according to law.
- (5) A Commissioner should diligently discharge his or her administrative responsibilities, maintain professional confidence in Commission administration, and facilitate the

APPENDIX I

performance of the administrative responsibilities of other Commissioners and staff officials.

(6) A Commissioner should disqualify himself or herself in a proceeding in which his or her impartiality might reasonably be questioned, including, but not limited to, instances where:

- (a) The Commissioner has a personal bias or prejudice concerning a party;
- (b) The Commissioner has served as a lawyer or representative in the matter in controversy, or a lawyer with whom he or she previously practiced law served during such association as a lawyer or representative concerning the matter;
- (c) The Commissioner knows that he or she individually or as a fiduciary, or his or her spouse or minor child residing in his or her household, has a financial interest in the subject matter in controversy, or is a party to the proceeding, or any other interest that could be substantially affected by the outcome of the proceeding.

(7) For purposes of this section:

- (a) "Fiduciary" includes such relationships as executor, administrator, trustee and guardian;
- (b) "Financial interest" means ownership of a legal or equitable interest, however small, or a relationship as director, advisor, or other active participant in the affairs of a party, except that:
 - (i) Ownership in a mutual or common investment fund that holds securities is not a "financial interest" in such securities unless the Commissioner participates in the management of the fund;
 - (ii) An office in an educational, religious, charitable, fraternal, or civic organization is not a "financial interest" in securities held by that organization;
 - (iii) The proprietary interest of a policy holder in a mutual insurance company, of a depositor in a mutual savings association, or a similar proprietary interest, is a "financial interest" in the organization only if the outcome of the proceeding could substantially affect the value of the interest.

CANON IV

A Commissioner May Engage in Activities to Improve Regulation and Administration:

A Commissioner, subject to the proper performance of his or her duties, may engage in the following activities, and in doing so, he or she does not cast doubt on his or her capacity to decide impartially any issue that may come before the Commission:

- (1) The Commissioner may speak, write, lecture, teach, and participate in other activities concerning regulation and the administration of Commission business.
- (2) The Commissioner may appear at a public hearing before an executive or legislative body or official.

CANON V

A Commissioner Should Regulate His or Her Outside Activities to Minimize the Risk of Conflict:

By way of illustration, but not to be construed as excluding matters not covered:

(1) A Commissioner may write, lecture, teach, and speak on non-utility subjects and engage in arts, sports, and other social and recreational activities;

(2) A Commissioner may participate in civic and charitable activities that do not reflect adversely upon his or her impartiality or interfere with the performance of his or her official duties.

A Commissioner should refrain from financial and business dealing that tend to reflect adversely on his or her impartiality, interfere with the proper performance of his or her official duties, exploit his or her position, or involve him or her in frequent transactions with persons likely to come before the Commission.

Neither a Commissioner nor a member of his or her family residing in his or her household should accept a gift, bequest, favor, or loan from anyone except as follows:

(1) Instances in which the interests of the public are served by participation of the Commissioner such as widely attended luncheon meetings, dinner meetings, or similar gatherings sponsored by industrial, technical, and professional associations for the discussion of matters of mutual interest of the Commission and in the performance of his or her duties;

(2) A loan from a lending institution in its regular course of business on the same terms generally available to persons who are not Commissioners;

(3) A Commissioner or a member of his or her family residing in his or her household may accept any other gift, bequest, favor or loan if the donor is not a party or other person whose special interest may come or are likely to ever come before the Commissioner.

Adopted by the 89th NARUC Annual Convention on November 17, 1977 (**Convention Proceedings**, pages 315-318)

**KANSAS CODE
OF
JUDICIAL CONDUCT**

Rule 601B

KANSAS CODE OF JUDICIAL CONDUCT

Grateful recognition is due the Commission on Judicial Qualifications for its assistance in the extensive analysis and study that preceded the adoption of Rule 601B. The Commission members were: Chairman, Hon. Robert J. Fleming, District Court Judge, Parsons, Kansas; Vice-Chairman, Nancy S. Anstaett, Attorney, Overland Park, Kansas; Secretary, Carol G. Green, Appellate Court Clerk, Topeka, Kansas; Hon. J. Patrick Brazil, Court of Appeals Chief Judge, Retired, Topeka, Kansas; Bruce Buchanan, Lay Member, Hutchinson, Kansas; Dr. Mary Davidson Cohen, Lay Member, Leawood, Kansas; Hon. Theodore B. Ice, District Court Judge, Retired, Newton, Kansas; Hon. Jennifer L. Jones, Municipal Judge, Wichita, Kansas; Hon. David J. King, District Court Chief Judge, Leavenworth, Kansas; Jeffery A. Mason, Attorney, Goodland, Kansas; Christina Pannbacker, Lay Member, Washington, Kansas; Mikel L. Stout, Attorney, Wichita, Kansas; William B. Swearer, Attorney, Hutchinson, Kansas; Carolyn Tillotson, Lay Member, Leavenworth, Kansas; Hon. Thomas L. Toepfer, District Court Judge, Hays, Kansas; and former member participating in this Code revision, Hon. Lawrence E. Sheppard, District Court Judge, Olathe, Kansas.

The revised Model Code of Judicial Conduct adopted by the House of Delegates of the American Bar Association on February 12, 2007, as hereinafter modified, is adopted as a rule of this Court to be designated the Kansas Code of Judicial Conduct. The Kansas Code of Judicial Conduct as hereinafter set forth shall be effective as of March 1, 2009. All alleged violations committed before March 1, 2009, shall be subject to Rule 601A (2008 Kan. Ct. R. Annot. 645).

PREAMBLE

[1] An independent, fair and impartial judiciary is indispensable to our system of justice. Our legal system is based upon the principle that an independent, impartial, and competent judiciary, composed of men and women of integrity, will interpret and apply the law that governs our society. Thus, the judiciary plays a central role in preserving the principles of justice and the rule of law. Inherent in all the Rules contained in this Code are the precepts that judges, individually and collectively, must respect and honor the judicial office as a public trust and strive to maintain and enhance confidence in the legal system.

[2] Judges should maintain the dignity of judicial office at all times, and avoid both impropriety and the appearance of impropriety in their professional and personal lives. They should aspire at all times to conduct that ensures the greatest possible public confidence in their independence, impartiality, integrity, and competence.

[3] The Kansas Code of Judicial Conduct establishes standards for the ethical conduct of judges and judicial candidates. It is not intended as an exhaustive guide for the conduct of judges and judicial candidates, who are governed in their judicial and personal conduct by general ethical standards as well as by the Code. The Code is intended, however, to provide guidance and assist judges in maintaining the highest standards of judicial and personal conduct, and to provide a basis for regulating their conduct through disciplinary procedures.

SCOPE

[1] The Kansas Code of Judicial Conduct consists of four Canons, numbered Rules under each Canon, and Comments that generally follow and explain each Rule. Scope and Terminology sections provide authoritative guidance in interpreting and applying the Code. An Application section establishes when the various Rules apply to a judge or judicial candidate.

[2] The Canons state general principles of judicial ethics that all judges must observe.

[3] The Rules of the Kansas Code of Judicial Conduct are rules of reason that should be applied consistent with constitutional requirements, statutes, other court rules, and decisional law, and with due regard for all relevant circumstances. The Rules should not be interpreted to impinge upon the essential independence of judges in making judicial decisions.

[4] The Comments that accompany the Rules serve two functions. First, they provide authoritative guidance regarding the purpose, meaning, and proper application of the Rules. They contain explanatory material and, in some instances, provide examples of permitted or prohibited conduct. Comments neither add to nor subtract from the binding obligations set forth in the Rules. Second, the Comments identify aspirational goals for judges. To implement fully the principles of this Code as articulated in the Canons, judges should strive to exceed the standards of conduct established by the Rules, holding themselves to the highest ethical standards and seeking to achieve those aspirational goals, thereby enhancing the dignity of the judicial office.

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[1] The Kansas Code of Judicial Conduct consists of four Canons, numbered Rules under each Canon, and Comments that generally follow and explain each Rule. Scope and Terminology sections provide authoritative guidance in interpreting and applying the Code. An Application section establishes when the various Rules apply to a judge or judicial candidate.

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[5] When this Code uses “shall” or “shall not,” binding obligations are imposed, the violation of which can result in disciplinary action. When “should” or “should not” is used, the text is cautionary and a statement of what is or is not appropriate conduct but not a binding rule under which a judge may be disciplined. “May” denotes permissible discretion or, depending on the context, action that is not covered by specific proscriptions.

[6] Although the black letter of the Canons and Rules is binding and enforceable, it is not contemplated that every transgression will result in the imposition of discipline. Whether discipline should be imposed should be determined through a reasonable and reasoned application of the Canons and Rules, and should depend upon factors such as the seriousness of the transgression, the facts and circumstances that existed at the time of the transgression, the extent of any pattern of improper activity, whether there have been previous violations, and the effect of the improper activity upon the judicial system or others.

[7] The Code is not designed or intended as a basis for civil or criminal liability. Neither is it intended to be the basis for litigants to seek collateral remedies against each other or to obtain tactical advantages in proceedings before a court.

TERMINOLOGY

Terms defined below are noted in italics in the Canons and Rules where they appear.

“Appropriate authority” means the authority having responsibility for initiation of disciplinary process in connection with the violation to be reported. See Rules 2.14 and 2.15.

“Candidate” See “Judicial Candidate.”

“Contribution” means both financial and in-kind contributions, such as goods, professional or volunteer services, advertising, and other types of assistance, which, if obtained by the recipient otherwise, would require a financial expenditure. See Rules 3.7, 4.1, and 4.4.

“De minimis,” in the context of interests pertaining to disqualification of a judge, means an insignificant interest that could not raise a reasonable question regarding the judge’s impartiality. See Rule 2.11.

“Domestic partner” means a person with whom another person maintains a household and an intimate relationship, other than a person to whom he or she is legally married. See Rules 2.11, 2.13, 3.13, 3.14, and 3.15.

“Economic interest” means ownership of more than a de minimis legal or equitable interest. Except for situations in which the judge participates in the management of such a legal or equitable interest, or the interest could be substantially affected by the outcome of a proceeding before a judge, it does not include:

- (1) an interest in the individual holdings within a mutual or common investment fund;
- (2) an interest in securities held by an educational, religious, charitable, fraternal, or civic organization in which the judge or the judge’s spouse, domestic partner, parent, or child serves as a director, an officer, an advisor, or other participant;
- (3) a deposit in a financial institution or deposits or proprietary interests the judge may maintain as a member of a mutual savings association or credit union, or similar proprietary interests; or
- (4) an interest in the issuer of government securities held by the judge.

See Rules 1.3 and 2.11.

“Fiduciary” includes relationships such as executor, administrator, trustee, or guardian. See Rules 2.11, 3.2, and 3.8.

“Harassment” See Rule 2.3, Comment [3].

“Impartial,” “impartiality,” and **“impartially”** mean absence of bias or prejudice in favor of, or against, particular parties or classes of parties, as well as maintenance of an open mind in

considering issues that may come before a judge. See Canons 1, 2, and 4, and Rules 1.2, 2.2, 2.10, 2.11, 2.13, 3.1, 3.12, 3.13, and 4.2.

“Impending matter” is a matter that is imminent or expected to occur in the near future. See Rules 2.9, 2.10, 3.13, and 4.1.

“Impropriety” includes conduct that violates the law, court rules, or provisions of this Code, and conduct that undermines a judge’s independence, integrity, or impartiality. See Canon 1 and Rule 1.2.

“Independence” means a judge’s freedom from influence or controls other than those established by law. See Canons 1 and 4, and Rules 1.2, 3.1, 3.12, 3.13, and 4.2.

“Integrity” means probity, fairness, honesty, uprightness, and soundness of character. See Canon 1 and Rule 1.2.

“Invidious discrimination” See Rule 3.6, Comment [2].

“Judge” See Application section I(B).

“Judicial candidate” means any person, including a sitting judge, who is seeking selection for or retention in judicial office by election or appointment. A person becomes a candidate for judicial office as soon as he or she makes a public announcement of candidacy, declares or files as a candidate with the election or appointment authority, authorizes or, where permitted, engages in solicitation or acceptance of contributions or support, or is nominated for election or appointment to office. See Rules 2.11, 4.1, 4.2, and 4.4.

“Knowingly,” “knowledge,” “known,” and “knows” means actual or constructive knowledge of the fact in question. Constructive knowledge may be inferred from circumstances. See Rules 2.11, 2.15, 2.16, 3.6, and 4.1.

“Law” encompasses court rules as well as statutes, constitutional provisions, and decisional law. See Rules 1.1, 2.1, 2.2, 2.6, 2.7, 2.9, 3.1, 3.4, 3.9, 3.12, 3.13, 3.14, 4.1, 4.2, and 4.4.

“Member of the candidate’s family” means a spouse, domestic partner, child, grandchild, parent, grandparent, or other relative or person with whom the candidate maintains a close familial relationship. See Rule 4.1, Comment [5].

“Member of the judge’s family” means a spouse, domestic partner, child, grandchild, parent, grandparent, or other relative or person with whom the judge maintains a close familial relationship. See Rules 3.7, 3.8, 3.10, 3.11, and 4.1, Comment [5].

“Member of a judge’s family residing in the judge’s household” means any relative of a judge by blood or marriage, or a person treated by a judge as a member of the judge’s family, who resides in the judge’s household. See Rules 2.11 and 3.13.

“Nepotism” See Rule 2.13, Comment [2].

“Nonpublic information” means information that is not available to the public. Nonpublic information may include, but is not limited to, information that is sealed by statute or court order or impounded or communicated in camera, and information offered in grand jury proceedings, presentencing reports, dependency cases, or psychiatric reports. See Rule 3.5.

“Pending matter” is a matter that has commenced. A matter continues to be pending through any appellate process until final disposition. See Rules 2.9, 2.10, 3.13, and 4.1.

“Personally solicit” means a direct request made by a judge or a judicial candidate for financial support or in-kind services, whether made by letter, telephone, or any other means of communication. See Rule 4.4.

“Political organization” means a political party or a political action committee required to file financial information with federal or state election or campaign commissions. For purposes of this Code, the term does not include a judicial candidate’s own campaign committee created as authorized by Rule 4.4. See Rules 4.1 and 4.2.

[**History:** Am. effective December 4, 2015.]

“Public election” includes primary and general elections, as well as partisan elections, nonpartisan elections, and retention elections as specifically designated. See Rule 4.2.

“Sexual Harassment” See Rule 2.3, Comment [4]. See also Rule 2.3, Comment [3].

“Third degree of relationship” includes the following persons: great-grandparent, grandparent, parent, uncle, aunt, brother, sister, child, grandchild, great-grandchild, nephew, or niece. See Rule 2.11.

APPLICATION

The Application section establishes when the various Rules apply to a judge or judicial candidate.

I. Applicability of this Code

(A) All judges shall comply with this Code, except as provided below.

(B) Anyone, whether or not a lawyer, who is an officer of the judicial system, is a judge within the meaning of this Code. Judge is defined as: any judicial officer who performs the functions of a judge in the courts of this state including Kansas Supreme Court Justices, 1 Court of Appeals Judges, District Judges, District Magistrate Judges, Senior Judges, Retired Judges who accept judicial assignments, and Municipal Court Judges.

(C) The term “judge” also includes Masters, Referees, Judicial Hearing Officers, Temporary Judges, Pro Tempore Judges, Part-time Judges, and Commissioners if they perform any functions of a judge in any court of this state.

(D) The term “judge” also includes a judicial candidate. Canon 4 applies to judicial candidates.

II. Full-time Judge

All provisions of this Code apply to judges serving full-time in a judicial capacity.

III. Retired Judge

(A) A retired judge under contract to the senior judge program shall be deemed a part-time judge.

(B) A retired judge not under contract to the senior judge program but who is recalled for specific cases or specific periods of service shall be deemed a part-time or occasional part-time judge, depending on the repeated or occasional nature of the service.

(C) A retired judge who does not accept judicial assignments is not required to comply with this Code.

IV. Part-time Judge

(A) A part-time judge is a judge who serves or expects to serve repeatedly on a part-time basis whether by election or under an appointment for a period of time or for each case heard.

APPENDIX II

(B) A part-time judge shall not practice law of the type which the judge is assigned to hear in the court on which the judge serves and shall not act as a lawyer in a proceeding in which the judge has served as a judge or in any proceeding related thereto.

(C) The following provisions of the Code are not applicable to part-time judges at any time:

- Rule 3.4 Appointments to Governmental Positions
- Rule 3.7 Participation in Educational, Religious, Charitable, Fraternal or Civic Organizations and Activities
- Rule 3.8 Appointments to Fiduciary Positions
- Rule 3.9 Service as Arbitrator or Mediator
- Rule 3.10 Practice of Law [unless specifically prohibited by the terms of an appointment]
- Rule 3.11 Financial, Business or Remunerative Activities
- Rule 3.15 Reporting Requirements [unless the judge derives at least \$15,000 of his or her annual income from the performance of judicial duties]
- Rule 4.1 Political and Campaign Activities of Judges and Judicial Candidates in General
- Rule 4.2 Political and Campaign Activities of Judicial Candidates in Public Elections
- Rule 4.3 Activities of Candidates for Appointment to Judicial Office
- Rule 4.4 Campaign Committees
- Rule 4.5 Activities of Judges Who Become Candidates for Nonjudicial Office

(D) The following additional provisions of the Code are not applicable to part-time judges, except when serving as a judge:

- Rule 2.10(A) Judicial Statements on Pending and Impending Cases [no statements that would impair fair hearing]
- Rule 2.10(B) Judicial Statements on Pending and Impending Cases [no pledges, promises, or commitments inconsistent with the impartial performance of adjudicative duties]

V. Occasional Part-time Judge

(A) An occasional part-time judge is a judge who serves or expects to serve once or only sporadically [occasionally] under a separate appointment for each period of service or for each case heard.

(B) An occasional part-time judge shall not act as a lawyer in a proceeding in which the judge has served as a judge or in any other proceeding related thereto.

(C) In addition to the provisions of the Code not applicable to part-time judges at any time, the following additional provision of the Code is not applicable to an occasional part-time judge at any time:

- Rule 3.13 Acceptance and Reporting of Gifts, Loans, Bequests, Benefits, or Other Things of Value

(D) The following additional provisions of the Code are not applicable to occasional part-time judges, except when serving as a judge:

- Rule 1.2 Promoting Confidence in the Judiciary
- Rule 2.4 External Influences on Judicial Conduct
- Rule 2.10 Judicial Statements on Pending and Impending Cases
- Rule 3.2 Appearances Before Governmental Bodies and Consultation with Government Officials

VI. Time for Compliance

A person to whom this Code becomes applicable shall comply immediately with its provisions except for Rule 3.8 (Appointments to Fiduciary Positions) and Rule 3.11 (Financial, Business or Remunerative Activities). These Rules shall be complied with as soon as reasonably possible. Compliance must occur within the period of one year.

[History: New Rule effective March 1, 2009; Am. I(C) effective February 8, 2010.]

COMMENT

[1] The three categories of judicial service in other than a full-time capacity are necessarily defined in general terms because of the widely varying forms of judicial service. The determination of which category and, accordingly, which specific Code provisions apply to an individual judicial officer, depend upon the facts of the particular judicial service.

[2] When a person who has been a part-time judge is no longer a part-time judge (no longer accepts appointments) or whose service as an occasional part-time judge in a proceeding has concluded, that person may act as a lawyer in a proceeding in which he or she has served as a judge or in any other proceeding related thereto only with the express consent of all parties pursuant to Rule 1.12(a) of the Kansas Rules of Professional Conduct (KRPC 1.12[a] [2008 Kan. Ct. R. Annot. 487]).

[3] If serving as a fiduciary when selected as judge, a new judge may, notwithstanding the prohibitions in Rule 3.8, continue to serve as fiduciary but only for that period of time necessary to avoid serious adverse consequences to the beneficiary of the fiduciary relationship and in no event longer than one year. Similarly, if engaged at the time of judicial selection in a business activity, a new judge may, notwithstanding the prohibitions in Rule 3.11, continue in that activity for a reasonable period but in no event longer than one year.

Case Annotations

1. An occasional part-time judge shall not act as a lawyer in a proceeding in which the judge has served as a judge or in any other proceeding related thereto under Rule 601B, Application, V(B). *Boldridge v. State*, 289 Kan. 618, 215 P.3d 585 (2009).

CANON 1

A JUDGE SHALL UPHOLD AND PROMOTE THE *INDEPENDENCE, INTEGRITY, AND IMPARTIALITY* OF THE JUDICIARY, AND SHALL AVOID *IMPROPRIETY* AND THE APPEARANCE OF IMPROPRIETY.

RULE 1.1**Compliance with the *Law***

A judge shall comply with the *law* and the Kansas Code of Judicial Conduct.

RULE 1.2**Promoting Confidence in the Judiciary**

A judge shall act at all times in a manner that promotes public confidence in the *independence, integrity, and impartiality* of the judiciary, and shall avoid *impropriety* and the appearance of impropriety.

COMMENT

[1] Public confidence in the judiciary is eroded by improper conduct and conduct that creates the appearance of impropriety. This principle applies to both the professional and personal conduct of a judge.

[2] A judge should expect to be the subject of public scrutiny that might be viewed as burdensome if applied to other citizens, and must accept the restrictions imposed by the Code.

[3] Conduct that compromises or appears to compromise the independence, integrity, and impartiality of a judge undermines public confidence in the judiciary. Because it is not practicable to list all such conduct, the Rule is necessarily cast in general terms.

[4] Judges should participate in activities that support ethical conduct among judges and lawyers, professionalism within the judiciary and the legal profession, and access to justice for all.

[5] Actual improprieties include violations of law, court rules, or provisions of this Code. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the judge violated this Code or engaged in other conduct that reflects adversely on the judge's honesty, impartiality, temperament, or fitness to serve as a judge.

[6] A judge may initiate and participate in community outreach activities for the purpose of promoting public understanding of and confidence in the administration of justice. In conducting such activities, the judge must act in a manner consistent with this Code.

RULE 1.3**Avoiding Inappropriate Use of the Prestige of Judicial Office**

A judge shall not lend the prestige of judicial office to advance the personal or *economic interests* of the judge or others, or allow others to do so.

COMMENT

[1] It is improper for a judge to use or attempt to use his or her position to gain personal advantage or deferential treatment of any kind. For example, it would be improper for a judge to allude to his or her judicial status to gain favorable treatment in encounters with traffic officials. Similarly, a judge must not use judicial letterhead in conducting his or her personal business.

[2] A judge may provide a reference or recommendation for an individual based upon the judge's personal knowledge. However, the use of judicial letterhead for anything other than official court business should be exercised with the utmost caution. A judge should only use judicial letterhead when its use could not be reasonably perceived as an attempt to inappropriately use the prestige of judicial office to influence others._

[3] Judges may participate in the process of judicial selection by cooperating with appointing authorities and screening committees, and by responding to inquiries from such entities concerning the professional qualifications of a person being considered for judicial office.

[4] Special considerations arise when judges write or contribute to publications of for-profit entities, whether related or unrelated to the law. A judge should not permit anyone associated with the publication of such materials to exploit the judge's office in a manner that violates this Rule or other applicable law. In contracts for publication of a judge's writing, the judge should retain sufficient control over the advertising to avoid such exploitation.

CANON 2

**A JUDGE SHALL PERFORM THE DUTIES OF JUDICIAL OFFICE *IMPARTIALLY*,
COMPETENTLY, AND DILIGENTLY.**

RULE 2.1

Giving Precedence to the Duties of Judicial Office

The duties of judicial office, as prescribed by *law*, shall take precedence over all of a judge's personal and extrajudicial activities.

COMMENT

[1] To ensure that judges are available to fulfill their judicial duties, judges must conduct their personal and extrajudicial activities to minimize the risk of conflicts that would result in frequent disqualification. See Canon 3.

[2] Although it is not a duty of judicial office unless prescribed by law, judges are encouraged to participate in activities that promote public understanding of and confidence in the justice system.

RULE 2.2

Impartiality and Fairness

A judge shall uphold and apply the *law*, and shall perform all duties of judicial office fairly and *impartially*.

COMMENT

[1] To ensure impartiality and fairness to all parties, a judge must be objective and open-minded.

[2] Although each judge comes to the bench with a unique background and personal philosophy, a judge must interpret and apply the law without regard to whether the judge approves or disapproves of the law in question.

[3] When applying and interpreting the law, a judge sometimes may make good-faith errors of fact or law. Errors of this kind do not violate this Rule.

[4] It is not a violation of this Rule for a judge to make reasonable accommodations to ensure self-represented litigants the opportunity to have their matters fairly heard. On the other hand, judges should resist unreasonable demands of assistance that might give an unrepresented party an advantage. If an accommodation is afforded a self-represented litigant, the accommodation shall not relieve the self-represented litigant from following the same rules of procedure and evidence that are applicable to a litigant represented by an attorney.

RULE 2.3**Bias, Prejudice, and *Harassment***

(A) A judge shall perform the duties of judicial office, including administrative duties, without bias or prejudice.

(B) A judge shall not, in the performance of judicial duties, by words or conduct manifest bias or prejudice, or engage in *harassment*, including but not limited to bias, prejudice, or *harassment* based upon race, sex, gender, religion, national origin, ethnicity, disability, age, sexual orientation, marital status, socioeconomic status, or political affiliation, and shall not permit court staff, court officials, or others subject to the judge's direction and control to do so.

(C) A judge shall require lawyers in proceedings before the court to refrain from manifesting bias or prejudice, or engaging in *harassment*, based upon attributes including but not limited to race, sex, gender, religion, national origin, ethnicity, disability, age, sexual orientation, marital status, socioeconomic status, or political affiliation, against parties, witnesses, lawyers, or others.

(D) The restrictions of paragraphs (B) and (C) do not preclude judges or lawyers from making legitimate reference to the listed factors, or similar factors, when they are relevant to an issue in a proceeding.

COMMENT

[1] A judge who manifests bias or prejudice in a proceeding impairs the fairness of the proceeding and brings the judiciary into disrepute.

[2] Examples of manifestations of bias or prejudice include but are not limited to epithets; slurs; demeaning nicknames; negative stereotyping; attempted humor based upon stereotypes; threatening, intimidating, or hostile acts; suggestions of connections between race, ethnicity, or nationality and crime; and irrelevant references to personal characteristics. Even facial expressions and body language can convey to parties and lawyers in the proceeding, jurors, the media, and others an appearance of bias or prejudice. A judge must avoid conduct that may reasonably be perceived as prejudiced or biased.

[3] Harassment, as referred to in paragraphs (B) and (C), is verbal or physical conduct that denigrates or shows hostility or aversion toward a person on bases such as race, sex, gender, religion, national origin, ethnicity, disability, age, sexual orientation, marital status, socioeconomic status, or political affiliation.

[4] Sexual harassment includes but is not limited to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is unwelcome.

RULE 2.4**External Influences on Judicial Conduct**

(A) A judge shall not be swayed by public clamor or fear of criticism.

(B) A judge shall not permit family, social, political, financial, or other interests or relationships to influence the judge's judicial conduct or judgment.

(C) A judge shall not convey or permit others to convey the impression that any person or organization is in a position to influence the judge.

COMMENT

An independent judiciary requires that judges decide cases according to the law and facts, without regard to whether particular laws or litigants are popular or unpopular with the public, the media, government officials, or the judge's friends or family. Confidence in the judiciary is eroded if judicial decision making is perceived to be subject to inappropriate outside influences.

RULE 2.5
Competence, Diligence, and Cooperation

(A) A judge shall perform judicial and administrative duties, competently and diligently.

(B) A judge shall cooperate with other judges and court officials in the administration of court business.

COMMENT

[1] Competence in the performance of judicial duties requires the legal knowledge, skill, thoroughness, and preparation reasonably necessary to perform a judge's responsibilities of judicial office.

[2] A judge should seek the necessary docket time, court staff, expertise, and resources to discharge all adjudicative and administrative responsibilities.

[3] Prompt disposition of the court's business requires a judge to devote adequate time to judicial duties, to be punctual in attending court and expeditious in determining matters under submission, and to take reasonable measures to ensure that court officials, litigants, and their lawyers cooperate with the judge to that end.

[4] In disposing of matters promptly and efficiently, a judge must demonstrate due regard for the rights of parties to be heard and to have issues resolved without unnecessary cost or delay. A judge should monitor and supervise cases in ways that reduce or eliminate dilatory practices, avoidable delays, and unnecessary costs.

RULE 2.6
Ensuring the Right to Be Heard

(A) A judge shall accord to every person who has a legal interest in a proceeding, or that person's lawyer, the right to be heard according to *law*.

APPENDIX II

(B) A judge may encourage parties to a proceeding and their lawyers to settle matters in dispute but shall not act in a manner that coerces any party into settlement. But see Rule 2.11 Disqualification.

COMMENT

[1] The right to be heard is an essential component of a fair and impartial system of justice. Substantive rights of litigants can be protected only if procedures protecting the right to be heard are observed.

[2] Increasingly, judges have before them self-represented litigants whose lack of knowledge about the law and about judicial procedures and requirements may inhibit their ability to be heard effectively. A judge's obligation under Rule 2.2 to remain fair and impartial does not preclude the judge from making reasonable accommodations to ensure a self-represented litigant's right to be heard, so long as those accommodations do not give the self-represented litigant an advantage. If the judge chooses to make a reasonable accommodation, such accommodation shall not relieve the self-represented litigant from following the same rules of procedure and evidence that are applicable to a litigant represented by an attorney.

RULE 2.7**Responsibility to Decide**

A judge shall hear and decide matters assigned to the judge, except when disqualification is required by Rule 2.11 or other *law*.

COMMENT

Judges must be available to decide the matters that come before the court. Although there are times when disqualification is necessary to protect the rights of litigants and preserve public confidence in the independence, integrity, and impartiality of the judiciary, judges must be available to decide matters that come before the courts. Unwarranted disqualification may bring public disfavor to the court and to the judge personally. The dignity of the court, the judge's respect for fulfillment of judicial duties, and a proper concern for the burdens that may be imposed upon the judge's colleagues require that a judge not use disqualification to avoid cases that present difficult, controversial, or unpopular issues.

RULE 2.8**Decorum, Demeanor, and Communication with Jurors**

(A) A judge shall require order and decorum in proceedings before the court.

(B) A judge shall be patient, dignified, and courteous to litigants, jurors, witnesses, lawyers, court staff, court officials, and others with whom the judge deals in an official capacity, and shall require similar conduct of lawyers, court staff, court officials, and others subject to the judge's direction and control.

(C) A judge shall not commend or criticize jurors for their verdict other than in a court order or opinion in a proceeding.

COMMENT

[1] The duty to hear all proceedings with patience and courtesy is not inconsistent with the duty imposed in Rule 2.5 to dispose promptly of the business of the court. Judges can be efficient and businesslike while being patient and deliberate.

[2] Commending or criticizing jurors for their verdict may imply a judicial expectation in future cases and may impair a juror's ability to be fair and impartial in a subsequent case.

[3] A judge who is not otherwise prohibited by law from doing so may meet with jurors who choose to remain after trial but should be careful not to discuss the merits of the case.

RULE 2.9

Ex Parte Communications

(A) A judge shall not initiate, permit, or consider ex parte communications, or consider other communications made to the judge outside the presence of the parties or their lawyers, concerning a *pending or impending matter*, except as follows:

(1) When circumstances require it, ex parte communication for scheduling, administrative, or emergency purposes, which does not address substantive matters, is permitted, provided:

(a) the judge reasonably believes that no party will gain a procedural, substantive, or tactical advantage as a result of the ex parte communication; and

(b) the judge makes provision promptly to notify all other parties of the substance of the ex parte communication, and gives the parties an opportunity to respond.

(2) A judge may obtain the written advice of a disinterested expert on the *law* applicable to a proceeding before the judge, if the judge gives advance notice to the parties of the person to be consulted and the subject matter of the advice to be solicited, and affords the parties a reasonable opportunity to object and respond to the notice and to the advice received.

(3) A judge may consult with court staff and court officials whose functions are to aid the judge in carrying out the judge's adjudicative responsibilities, or with other judges, provided the judge makes reasonable efforts to avoid receiving factual information that is not part of the record, and does not abrogate the responsibility personally to decide the matter.

APPENDIX II

(4) A judge may, with the consent of the parties, confer separately with the parties and their lawyers in an effort to settle matters pending before the judge. But see Rule 2.6(B) Ensuring the Right to Be Heard and Rule 2.11 Disqualification.

(5) A judge may initiate, permit, or consider any ex parte communication when expressly authorized by law to do so.

(B) If a judge inadvertently receives an unauthorized ex parte communication bearing upon the substance of a matter, the judge shall make provision promptly to notify the parties of the substance of the communication and provide the parties with an opportunity to respond.

(C) A judge shall not investigate facts in a matter independently, and shall consider only the evidence presented and any facts that may properly be judicially noticed.

(D) A judge shall make reasonable efforts, including providing appropriate supervision, to ensure that this Rule is not violated by court staff, court officials, and others subject to the judge's direction and control.

COMMENT

[1] To the extent reasonably possible, all parties or their lawyers shall be included in communications with a judge.

[2] Whenever the presence of a party or notice to a party is required by this Rule, it is the party's lawyer, or if the party is unrepresented, the party, who is to be present or to whom notice is to be given.

[3] The proscription against communications concerning a proceeding includes communications with lawyers, law teachers, and other persons who are not participants in the proceeding, except to the limited extent permitted by this Rule.

[4] A judge may initiate, permit, or consider ex parte communications as authorized by Supreme Court Rule 109A when serving on therapeutic or problem-solving courts, mental health courts, or drug courts. In this capacity, judges may assume a more interactive role with parties, treatment providers, probation officers, social workers, and others.

[5] A judge may consult with other judges on pending matters, but must avoid ex parte discussions of a case with judges who have previously been disqualified from hearing the matter, and with judges who have appellate jurisdiction over the matter.

[6] The prohibition against a judge investigating the facts in a matter extends to information available in all mediums, including electronic.

[7] A judge may consult ethics advisory committees, outside counsel, or legal experts concerning the judge's compliance with this Code. Such consultations are not subject to the restrictions of paragraph (A)(2).

RULE 2.10**Judicial Statements on *Pending* and *Impending* Cases**

- (A) A judge shall not make any public statement that might reasonably be expected to affect the outcome or impair the fairness of a matter *pending* or *impending* in any court, or make any nonpublic statement that might substantially interfere with a fair trial or hearing.
- (B) A judge shall not, in connection with cases, controversies, or issues that are likely to come before the court, make pledges, promises, or commitments that are inconsistent with the *impartial* performance of the adjudicative duties of judicial office.
- (C) A judge shall require court staff, court officials, and others subject to the judge's direction and control to refrain from making statements that the judge would be prohibited from making by paragraphs (A) and (B).
- (D) Notwithstanding the restrictions in paragraph (A), a judge may make public statements in the course of official duties, may explain court procedures, and may comment on any proceeding in which the judge is a litigant in a personal capacity.

COMMENT

[1] This Rule's restrictions on judicial speech are essential to the maintenance of the independence, integrity, and impartiality of the judiciary.

[2] This Rule does not prohibit a judge from commenting on proceedings in which the judge is a litigant in a personal capacity. In cases in which the judge is a litigant in an official capacity, such as a writ of mandamus, the judge must not comment publicly.

RULE 2.11**Disqualification**

- (A) A judge shall disqualify himself or herself in any proceeding in which the judge's *impartiality* might reasonably be questioned, including but not limited to the following circumstances:
- (1) The judge has a personal bias or prejudice concerning a party or a party's lawyer, or personal *knowledge* of facts that are in dispute in the proceeding.
 - (2) The judge *knows* that the judge, the judge's spouse or *domestic partner*, or a person within the *third degree of relationship* to either of them, or the spouse or *domestic partner* of such a person is:
 - (a) a party to the proceeding, or an officer, director, general partner, managing member, or trustee of a party;

APPENDIX II

- (b) acting as a lawyer in the proceeding;
 - (c) a person who has more than a *de minimis* interest that could be substantially affected by the proceeding; or
 - (d) likely to be a material witness in the proceeding.
- (3) The judge *knows* that he or she, individually or as a *fiduciary*, or the judge's spouse, *domestic partner*, parent, or child, or any other *member of the judge's family residing in the judge's household*, has an *economic interest* in the subject matter in controversy or in a party to the proceeding.
- (4) The judge, while a judge or a *judicial candidate*, has made a public statement, other than in a court proceeding, judicial decision, or opinion, that commits the judge to reach a particular result or rule in a particular way in the proceeding or controversy.
- (5) The judge:
- (a) served as a lawyer in the matter in controversy, or was associated with a lawyer who participated substantially as a lawyer in the matter during such association;
 - (b) served in governmental employment, and in such capacity participated personally and substantially as a lawyer or public official concerning the proceeding, or has publicly expressed in such capacity an opinion concerning the merits of the particular matter in controversy;
 - (c) was a material witness concerning the matter; or
 - (d) previously presided as a judge over the matter in another court.
- (B) A judge shall keep informed about the judge's personal and fiduciary *economic interests*, and make a reasonable effort to keep informed about the personal *economic interests* of the judge's spouse or *domestic partner* and minor children residing in the judge's household.
- (C) A judge subject to disqualification under this Rule, other than for bias or prejudice under paragraph (A)(1), may disclose on the record the basis of the judge's disqualification and may ask the parties and their lawyers to consider, outside the presence of the judge and court personnel, whether to waive disqualification. If, following the disclosure, the parties and lawyers agree, without participation by the judge or court personnel, that the judge should not be disqualified, the judge may participate in the proceeding. The agreement shall be incorporated into the record of the proceeding.

COMMENT

[1] Under this Rule, a judge is disqualified whenever the judge's impartiality might reasonably be questioned, regardless of whether any of the specific provisions of paragraphs (A)(1) through (5) apply. The term "recusal" is used interchangeably with the term "disqualification."

[2] A judge's obligation not to hear or decide matters in which disqualification is required applies regardless of whether a motion to disqualify is filed.

[3] The rule of necessity may override the rule of disqualification. For example, a judge might be required to participate in judicial review of a judicial salary statute, or might be the only judge available in a matter requiring immediate judicial action, such as a hearing on probable cause or a temporary restraining order. In matters that require immediate action, the judge must disclose on the record the basis for possible disqualification and make reasonable efforts to transfer the matter to another judge as soon as practicable.

[4] The fact that a lawyer in a proceeding is affiliated with a law firm with which a relative of the judge is affiliated does not itself disqualify the judge. If, however, the judge's impartiality might reasonably be questioned under paragraph (A), or the relative is known by the judge to have an interest in the law firm that could be substantially affected by the proceeding under paragraph (A)(2)(c), the judge's disqualification is required.

[5] A judge should disclose on the record information that the judge believes the parties or their lawyers might reasonably consider relevant to a possible motion for disqualification, even if the judge believes there is no basis for disqualification.

[6] "Economic interest," as set forth in the Terminology section, means ownership of more than a de minimis legal or equitable interest. Except for situations in which a judge participates in the management of such a legal or equitable interest, or the interest could be substantially affected by the outcome of a proceeding before a judge, it does not include:

- (1) an interest in the individual holdings within a mutual or common investment fund;
- (2) an interest in securities held by an educational, religious, charitable, fraternal, or civic organization in which the judge or the judge's spouse, domestic partner, parent, or child serves as a director, officer, advisor, or other participant;
- (3) a deposit in a financial institution or deposits or proprietary interests the judge may maintain as a member of a mutual savings association or credit union, or similar proprietary interests; or
- (4) an interest in the issuer of government securities held by the judge.

RULE 2.12
Supervisory Duties

(A) A judge shall require court staff, court officials, and others subject to the judge's direction and control to act in a manner consistent with the judge's obligations under this Code.

(B) A judge with supervisory authority for the performance of other judges shall take reasonable measures to ensure that those judges properly discharge their judicial responsibilities, including the prompt disposition of matters before them.

COMMENT

[1] A judge is responsible for his or her own conduct and for the conduct of others, such as staff, when those persons are acting at the judge's direction or control. A judge may not direct court personnel to engage in conduct on the judge's behalf or as the judge's representative when such conduct would violate the Code if undertaken by the judge.

[2] Public confidence in the judicial system depends upon timely justice. To promote the efficient administration of justice, a judge with supervisory authority must take the steps needed to ensure that judges under his or her supervision administer their workloads promptly.

RULE 2.13
Administrative Appointments

(A) In making administrative appointments, a judge:

- (1) shall exercise the power of appointment *impartially* and on the basis of merit; and
- (2) shall avoid *nepotism*, favoritism, and unnecessary appointments.

(B) A judge shall not approve compensation of appointees beyond the fair value of services rendered.

COMMENT

[1] Appointees of a judge include assigned counsel, officials such as case managers, appraisers, commissioners, special masters, receivers, and guardians, and personnel such as clerks, secretaries, and bailiffs. Consent by the parties to an appointment or an award of compensation does not relieve the judge of the obligation prescribed by paragraph (A).

[2] Unless otherwise defined by law, nepotism is the appointment or hiring of any relative within the third degree of relationship of either the judge or the judge's spouse or domestic partner, or the spouse or *domestic partner* of such relative.

RULE 2.14
Disability and Impairment

A judge having a reasonable belief that the performance of a lawyer or another judge is impaired by drugs or alcohol, or by a mental, emotional, or physical condition, shall take appropriate action, which may include a confidential referral to a lawyer or judicial assistance program.

COMMENT

[1] “Appropriate action” means action intended and reasonably likely to help the judge or lawyer in question address the problem and prevent harm to the justice system. Depending upon the circumstances, appropriate action may include but is not limited to speaking directly to the impaired person, notifying an individual with supervisory responsibility over the impaired person, or making a referral to an assistance program.

[2] Taking or initiating corrective action by way of referral to an assistance program may satisfy a judge’s responsibility under this Rule. Assistance programs have many approaches for offering help to impaired judges and lawyers, such as intervention, counseling, or referral to appropriate health care professionals. Depending upon the gravity of the conduct that has come to the judge’s attention, however, the judge may be required to take other action, such as reporting the impaired judge or lawyer to the appropriate authority. See Rule 2.15.

RULE 2.15
Responding to Judicial and Lawyer Misconduct

(A) A judge having *knowledge* that another judge has committed a violation of this Code that raises a substantial question regarding the judge’s honesty, trustworthiness, or fitness as a judge in other respects shall inform the *appropriate authority*.

(B) A judge having *knowledge* that a lawyer has committed a violation of the Kansas Rules of Professional Conduct that raises a substantial question regarding the lawyer’s honesty, trustworthiness, or fitness as a lawyer in other respects shall inform the *appropriate authority*.

(C) A judge who receives information indicating a substantial likelihood that another judge has committed a violation of this Code shall take appropriate action.

(D) A judge who receives information indicating a substantial likelihood that a lawyer has committed a violation of the Kansas Rules of Professional Conduct shall take appropriate action.

COMMENT

[1] Taking action to address known misconduct is a judge’s obligation. Paragraphs (A) and (B) impose an obligation on the judge to report to the appropriate disciplinary authority the known misconduct of another judge or a lawyer that raises a substantial question regarding the honesty, trustworthiness, or fitness of that judge or lawyer. Ignoring or denying known misconduct among one’s judicial colleagues or members of the legal profession undermines a judge’s responsibility

to participate in efforts to ensure public respect for the justice system. This Rule limits the reporting obligation to those offenses that an independent judiciary must vigorously endeavor to prevent.

[2] A judge who does not have actual knowledge that another judge or a lawyer may have committed misconduct, but receives information indicating a substantial likelihood of such misconduct, is required to take appropriate action under paragraphs (C) and (D). Appropriate action may include, but is not limited to, communicating directly with the judge who may have violated this Code, communicating with a supervising judge, or reporting the suspected violation to the appropriate authority. Similarly, actions to be taken in response to information indicating that a lawyer has committed a violation of the Kansas Rules of Professional Conduct may include but are not limited to communicating directly with the lawyer who may have committed the violation, or reporting the suspected violation to the appropriate authority.

RULE 2.16

Cooperation with Disciplinary Authorities

(A) A judge shall cooperate and be candid and honest with judicial and lawyer disciplinary agencies.

(B) A judge shall not retaliate, directly or indirectly, against a person *known* or suspected to have assisted or cooperated with an investigation of a judge or a lawyer.

COMMENT

Cooperation with investigations and proceedings of judicial and lawyer discipline agencies, as required in paragraph (A), instills confidence in judges' commitment to the integrity of the judicial system and the protection of the public.

CANON 3

**A JUDGE SHALL CONDUCT THE JUDGE'S PERSONAL AND EXTRAJUDICIAL
ACTIVITIES TO MINIMIZE THE RISK OF CONFLICT WITH THE OBLIGATIONS
OF JUDICIAL OFFICE.**

**RULE 3.1
Extrajudicial Activities in General**

A judge may engage in extrajudicial activities, except as prohibited by *law* or this Code. However, when engaging in extrajudicial activities, a judge shall not:

- (A) participate in activities that will interfere with the proper performance of the judge's judicial duties;
- (B) participate in activities that will lead to frequent disqualification of the judge;
- (C) participate in activities that would appear to a reasonable person to undermine the judge's *independence, integrity, or impartiality*; or demean the judicial office; or
- (D) engage in conduct that would appear to a reasonable person to be coercive.

COMMENT

[1] To the extent that time permits, and judicial independence and impartiality are not compromised, judges are encouraged to engage in appropriate extrajudicial activities. Judges are uniquely qualified to engage in extrajudicial activities that concern the law, the legal system, and the administration of justice, such as by speaking, writing, teaching, or participating in scholarly research projects. In addition, judges are permitted and encouraged to engage in educational, religious, charitable, fraternal, or civic extrajudicial activities not conducted for profit, even when the activities do not involve the law. See Rule 3.7.

[2] Participation in both law-related and other extrajudicial activities helps integrate judges into their communities, and furthers public understanding of and respect for courts and the judicial system.

[3] Discriminatory actions and expressions of bias or prejudice by a judge, even outside the judge's official or judicial actions, are likely to appear to a reasonable person to call into question the judge's integrity and impartiality. Examples include jokes or other remarks that demean individuals based upon their race, sex, gender, religion, national origin, ethnicity, disability, age, sexual orientation, or socioeconomic status. For the same reason, a judge's extrajudicial activities must not be conducted in connection or affiliation with an organization that practices invidious discrimination. See Rule 3.6.

APPENDIX II

[4] While engaged in permitted extrajudicial activities, judges must not coerce others or take action that would reasonably be perceived as coercive. For example, depending upon the circumstances, a judge's solicitation of contributions or memberships for an organization, even as permitted by Rule 3.7(A), might create the risk that the person solicited would feel obligated to respond favorably, or would do so to curry favor with the judge.

RULE 3.2**Appearances before Governmental Bodies and Consultation with Government Officials**

A judge shall not appear voluntarily at a public hearing before, or otherwise consult with, an executive or a legislative body or official, except:

(A) in connection with matters concerning the *law*, the legal system, or the administration of justice; or

(B) when the judge is acting pro se in a matter involving the judge's legal or *economic interests*, or when the judge is acting in a *fiduciary* capacity.

COMMENT

[1] Judges possess special expertise in matters of law, the legal system, and the administration of justice, and may properly share that expertise with governmental bodies and executive or legislative branch officials.

[2] In appearing before governmental bodies or consulting with government officials, judges must be mindful that they remain subject to other provisions of this Code, such as Rule 1.3, prohibiting judges from using the prestige of office to advance their own or others' interests, Rule 2.10, governing public comment on pending and impending matters, and Rule 3.1(C), prohibiting judges from engaging in extrajudicial activities that would appear to a reasonable person to undermine the judge's independence, integrity, or impartiality.

[3] In general, it would be an unnecessary and unfair burden to prohibit judges from appearing before governmental bodies or consulting with government officials on matters that are likely to affect them as private citizens, such as zoning proposals affecting their real property. In engaging in such activities, however, judges must not refer to their judicial positions, and must otherwise exercise caution to avoid using the prestige of judicial office.

RULE 3.3**Testifying as a Character Witness**

A judge shall not testify as a character witness in a judicial, administrative, or other adjudicatory proceeding or otherwise vouch for the character of a person in a legal proceeding, except when duly summoned.

COMMENT

A judge who, without being subpoenaed, testifies as a character witness inappropriately uses the prestige of judicial office to advance the interests of another. See Rule 1.3. Except in unusual circumstances where the demands of justice require, a judge should discourage a party from requiring the judge to testify as a character witness.

RULE 3.4**Appointments to Governmental Positions**

A judge shall not accept appointment to a governmental committee, board, commission, or other governmental position, unless it is one that concerns the *law*, the legal system, or the administration of justice.

COMMENT

[1] Rule 3.4 implicitly acknowledges the value of judges accepting appointments to entities that concern the law, the legal system, or the administration of justice. Even in such instances, however, a judge should assess the appropriateness of accepting an appointment, paying particular attention to the subject matter of the appointment and the availability and allocation of judicial resources, including the judge's time commitments, and giving due regard to the requirements of the independence and impartiality of the judiciary.

[2] A judge may represent his or her country, state, or locality on ceremonial occasions or in connection with historical, educational, or cultural activities. Such representation does not constitute acceptance of a government position.

RULE 3.5***Use of Nonpublic Information***

A judge shall not intentionally disclose or use *nonpublic information* acquired in a judicial capacity for any purpose unrelated to the judge's judicial duties.

COMMENT

[1] In the course of performing judicial duties, a judge may acquire information of commercial or other value that is unavailable to the public. The judge must not reveal or use such information for personal gain or for any purpose unrelated to his or her judicial duties.

[2] This rule is not intended, however, to affect a judge's ability to act on information as necessary to protect the health or safety of the judge or others if consistent with other provisions of this Code.

RULE 3.6**Affiliation with Discriminatory Organizations**

(A) A judge shall not hold membership in any organization that practices *invidious discrimination* on the basis of race, sex, gender, religion, national origin, ethnicity, or sexual orientation.

(B) A judge shall not use the benefits or facilities of an organization if the judge *knows* or should know that the organization practices *invidious discrimination* on one or more of the bases identified in paragraph (A). A judge's attendance at an event in a facility of an organization that the judge is not permitted to join is not a violation of this Rule when the judge's attendance is an isolated event that could not reasonably be perceived as an endorsement of the organization's practices.

COMMENT

[1] A judge's public manifestation of approval of invidious discrimination on any basis gives rise to the appearance of impropriety and diminishes public confidence in the integrity and impartiality of the judiciary. A judge's membership in an organization that practices invidious discrimination creates the perception that the judge's impartiality is impaired.

[2] An organization is generally said to discriminate invidiously if it arbitrarily excludes from membership on the basis of race, sex, gender, religion, national origin, ethnicity, or sexual orientation persons who would otherwise be eligible for admission. Whether an organization practices invidious discrimination is a complex question to which judges should be attentive. The answer cannot be determined from a mere examination of an organization's current membership rolls, but rather, depends upon how the organization selects members, as well as other relevant factors, such as whether the organization is dedicated to the preservation of religious, ethnic, or cultural values of legitimate common interest to its members, or whether it is an intimate, purely private organization whose membership limitations could not constitutionally be prohibited.

[3] When a judge learns that an organization to which the judge belongs engages in invidious discrimination, the judge must resign immediately from the organization.

[4] A judge's membership in a religious organization as a lawful exercise of the freedom of religion is not a violation of this Rule.

[5] This Rule does not apply to national or state military service.

RULE 3.7**Participation in Educational, Religious, Charitable,
Fraternal, or Civic Organizations and Activities**

(A) Subject to the requirements of Rule 3.1, a judge may participate in activities sponsored by organizations or governmental entities concerned with the *law*, the legal system, or the administration of justice, and those sponsored by or on behalf of educational, religious, charitable,

fraternal, or civic organizations not conducted for profit, including but not limited to the following activities:

- (1) assisting such an organization or entity in planning related to fund-raising, and participating in the management and investment of the organization's or entity's funds;
- (2) soliciting *contributions* for such an organization or entity, but only from *members of the judge's family*, or from judges over whom the judge does not exercise supervisory or appellate authority;
- (3) soliciting membership for such an organization or entity, even though the membership dues or fees generated may be used to support the objectives of the organization or entity, but only if the organization or entity is concerned with the *law*, the legal system, or the administration of justice;
- (4) appearing or speaking at, receiving an award or other recognition at, being featured on the program of, and permitting his or her title to be used in connection with an event of such an organization or entity, but if the event serves a fund-raising purpose, the judge may participate only if the event concerns the *law*, the legal system, or the administration of justice;
- (5) making recommendations to such a public or private fund-granting organization or entity in connection with its programs and activities, but only if the organization or entity is concerned with the *law*, the legal system, or the administration of justice; and
- (6) serving as an officer, director, trustee, or nonlegal advisor of such an organization or entity, unless it is likely that the organization or entity:
 - (a) will be engaged in proceedings that would ordinarily come before the judge; or
 - (b) will frequently be engaged in adversary proceedings in the court of which the judge is a member, or in any court subject to the appellate jurisdiction of the court of which the judge is a member.

(B) A judge may encourage lawyers to provide pro bono legal services.

COMMENT

[1] The activities permitted by paragraph (A) generally include those sponsored by or undertaken on behalf of public or private not-for-profit educational institutions, and other not-for-profit organizations, including law-related, charitable, and other organizations.

[2] Even for law-related organizations, a judge should consider whether the membership and purposes of the organization, or the nature of the judge's participation in or association with the

APPENDIX II

organization, would conflict with the judge's obligation to refrain from activities that reflect adversely upon a judge's independence, integrity, and impartiality.

[3] Mere attendance at an event, whether or not the event serves a fund-raising purpose, does not constitute a violation of paragraph (A)(4). It is also generally permissible for a judge to serve as an usher or a food server or preparer, or to perform similar functions, at fund-raising events sponsored by educational, religious, charitable, fraternal, or civic organizations so long as such activities are not solicitation and do not present an element of coercion or inappropriately use the prestige of judicial office.

[4] The letterhead may list the judge's title or judicial office if comparable designations are used for other persons. Identification of a judge's position in educational, religious, charitable, fraternal, or civic organizations on letterhead is appropriate so long as the letterhead is not used for fund-raising or membership solicitation.

[5] In addition to appointing lawyers to serve as counsel for indigent parties in individual cases, a judge may promote broader access to justice by encouraging lawyers to participate in pro bono legal services, if in doing so the judge does not employ coercion, or inappropriately use the prestige of judicial office. Such encouragement may take many forms, including providing lists of available programs, training lawyers to do pro bono legal work, and participating in events recognizing lawyers who have done pro bono work.

RULE 3.8**Appointments to *Fiduciary* Positions**

(A) A judge shall not accept appointment to serve in a *fiduciary* position, such as executor, administrator, trustee, guardian, attorney in fact, or other personal representative, except for the estate, trust, or person of a *member of the judge's family*, and then only if such service will not interfere with the proper performance of judicial duties.

(B) A judge shall not serve in a *fiduciary* position if the judge as *fiduciary* will likely be engaged in proceedings that would ordinarily come before the judge, or if the estate, trust, or ward becomes involved in adversary proceedings in the court on which the judge serves, or one under its appellate jurisdiction.

(C) A judge acting in a *fiduciary* capacity shall be subject to the same restrictions on engaging in financial activities that apply to a judge personally.

(D) If a person who is serving in a *fiduciary* position becomes a judge, he or she must comply with this Rule as soon as reasonably practicable, but in no event later than one year after becoming a judge.

COMMENT

A judge should recognize that other restrictions imposed by this Code may conflict with a judge's obligations as a fiduciary; in such circumstances, a judge should resign as fiduciary. For example,

-serving as a fiduciary might require frequent disqualification of a judge under Rule 2.11 because a judge is deemed to have an economic interest in shares of stock held by a trust if the amount of stock held is more than de minimis.

RULE 3.9
Service as Arbitrator or Mediator

A judge shall not act as an arbitrator or mediator or otherwise perform judicial functions in a private capacity unless expressly authorized by *law*.

COMMENT

Rule 3.9 does not prohibit a judge from participating in arbitration, mediation or settlement conferences performed as part of judicial duties.

RULE 3.10
Practice of *Law*

A judge must not practice *law*. A judge may act pro se and may, without compensation, give legal advice to and draft or review documents for a *member of the judge's family*, but the judge is prohibited from serving as the family member's lawyer in any forum. This rule does not prohibit the practice of law pursuant to, and in the context of, a judge's military service.

COMMENT

[1] A judge may act pro se in all legal matters, including matters involving litigation and matters involving appearances before or other dealings with governmental bodies. A judge must not use the prestige of office to advance the judge's personal or family interests. See Rule 1.3.

[2] A judge will remain subject to conflict of interest and impropriety constraints. See Rule 2.11.

[**History:** Am. effective March 1, 2018.]

RULE 3.11
Financial, Business, or Remunerative Activities

- (A) A judge may hold and manage investments of the judge and *members of the judge's family*.
- (B) A judge shall not serve as an officer, director, manager, general partner, advisor, or employee of any business entity except that a judge may manage or participate in:
- (1) a business closely held by the judge or *members of the judge's family*; or
 - (2) a business entity primarily engaged in investment of the financial resources of the judge or *members of the judge's family*.

(C) A judge shall not engage in financial activities permitted under paragraphs (A) and (B) if they will:

- (1) interfere with the proper performance of judicial duties;
- (2) lead to frequent disqualification of the judge;
- (3) involve the judge in frequent transactions or continuing business relationships with lawyers or other persons likely to come before the court on which the judge serves; or
- (4) result in violation of other provisions of this Code.

COMMENT

[1] Judges are generally permitted to engage in financial activities, including managing real estate and other investments for themselves or for members of their families. Participation in these activities, like participation in other extrajudicial activities, is subject to the requirements of this Code. For example, it would be improper for a judge to spend so much time on business activities that it interferes with the performance of judicial duties. See Rule 2.1. Similarly, it would be improper for a judge to use his or her official title or appear in judicial robes in business advertising, or to conduct his or her business or financial affairs in such a way that disqualification is frequently required. See Rules 1.3 and 2.11.

[2] As soon as practicable without serious financial detriment, the judge must divest himself or herself of investments and other financial interests that might require frequent disqualification or otherwise violate this Rule.

RULE 3.12

Compensation for Extrajudicial Activities

A judge may accept reasonable compensation for extrajudicial activities permitted by this Code or other *law* unless such acceptance would appear to a reasonable person to undermine the judge's *independence, integrity, or impartiality*.

COMMENT

[1] A judge is permitted to accept honoraria, stipends, fees, wages, salaries, royalties, or other compensation for speaking, teaching, writing, and other extrajudicial activities, provided the compensation is reasonable, commensurate with the task performed, and does not exceed what a person who is not a judge would receive for the same activity. The judge should be mindful, however, that judicial duties must take precedence over other activities. See Rule 2.1.

[2] Compensation derived from extrajudicial activities may be subject to public reporting. See Rule 3.15.

RULE 3.13
**Acceptance and Reporting of Gifts, Loans, Bequests,
Benefits, or Other Things of Value**

(A) A judge shall not accept any gifts, loans, bequests, benefits, or other things of value, if acceptance is prohibited by *law* or would appear to a reasonable person to undermine the judge's *independence, integrity, or impartiality*.

(B) Unless otherwise prohibited by *law*, or by paragraph (A), a judge may accept the following without publicly reporting such acceptance:

(1) items with little intrinsic value, such as plaques, certificates, trophies, and greeting cards;

(2) gifts, loans, bequests, benefits, or other things of value from friends, relatives, or other persons, including lawyers, whose appearance or interest in a proceeding *pending* or *impending* before the judge would in any event require disqualification of the judge under Rule 2.11;

(3) ordinary social hospitality;

(4) rewards and prizes given to competitors or participants in random drawings, contests, or other events that are open to persons who are not judges;

(5) books, magazines, journals, audiovisual materials, and other resource materials supplied by publishers on a complimentary basis for official use; or

(6) gifts, awards, or benefits associated with the business, profession, or other separate activity of a spouse, a *domestic partner*, or other *family member of a judge residing in the judge's household*, but that incidentally benefit the judge.

(C) Unless otherwise prohibited by *law* or by paragraph (A), a judge may accept the following items, and must report such acceptance to the extent required by Rule 3.15:

(1) gifts incident to a public testimonial;

(2) invitations to the judge and the judge's spouse, *domestic partner*, or guest to attend without charge:

(a) an event associated with a bar-related function or other activity relating to the *law*, the legal system, or the administration of justice; or

(b) an event associated with any of the judge's educational, religious, charitable, fraternal or civic activities permitted by this Code, if the same invitation is offered to nonjudges who are engaged in similar ways in the activity as is the judge;

- (3) gifts, loans, bequests, benefits, or other things of value, if the source is a party or other person, including a lawyer, who has come or is likely to come before the judge, or whose interests have come or are likely to come before the judge;
- (4) commercial or financial opportunities and benefits, including special pricing and discounts, and loans from lending institutions in their regular course of business, if the same opportunities and benefits or loans are made available on the same terms to similarly situated persons who are not judges; and
- (5) scholarships, fellowships, and similar benefits or awards, if they are available to similarly situated persons who are not judges, based upon the same terms and criteria.

COMMENT

[1] Whenever a judge accepts a gift or other thing of value without paying fair market value, there is a risk that the benefit might be viewed as intended to influence the judge's decision in a case. Rule 3.13 imposes restrictions upon the acceptance of such benefits, according to the magnitude of the risk. Paragraph (B) identifies circumstances in which the risk that the acceptance would appear to undermine the judge's independence, integrity, or impartiality is low, and explicitly provides that such items need not be publicly reported. As the value of the benefit or the likelihood that the source of the benefit will appear before the judge increases, the judge is either prohibited under paragraph (A) from accepting the gift, or required under paragraph (C) to publicly report it.

[2] Gift-giving between friends and relatives is a common occurrence, and ordinarily does not create an appearance of impropriety or cause reasonable persons to believe that the judge's independence, integrity, or impartiality has been compromised. In addition, when the appearance of friends or relatives in a case would require the judge's disqualification under Rule 2.11, there would be no opportunity for a gift to influence the judge's decision making. Paragraph (B)(2) places no restrictions upon the ability of a judge to accept gifts or other things of value from friends or relatives under these circumstances, and does not require public reporting.

[3] Businesses and financial institutions frequently make available special pricing, discounts, and other benefits, either in connection with a temporary promotion or for preferred customers, based upon longevity of the relationship, volume of business transacted, and other factors. A judge may freely accept such benefits if they are available to the general public, or if the judge qualifies for the special price or discount according to the same criteria as are applied to persons who are not judges. As an example, loans provided at generally prevailing interest rates are not gifts, but a judge could not accept a loan from a financial institution at below-market interest rates unless the same rate was being made available to the general public for a certain period of time or only to borrowers with specified qualifications that the judge also possesses.

[4] Rule 3.13 applies only to acceptance of gifts or other things of value by a judge. Nonetheless, if a gift or other benefit is given to the judge's spouse, domestic partner, or member of the judge's family residing in the judge's household, it may be viewed as an attempt to evade Rule 3.13 and influence the judge indirectly. Where the gift or benefit is being made primarily to such other

persons, and the judge is merely an incidental beneficiary, this concern is reduced. A judge should, however, remind family and household members of the restrictions imposed upon judges, and urge them to take these restrictions into account when making decisions about accepting such gifts or benefits.

[5] Rule 3.13 does not apply to contributions to a judge's campaign for judicial office. Such contributions are governed by other Rules of this Code, including Rules 4.3 and 4.4.

RULE 3.14

Reimbursement of Expenses and Waivers of Fees or Charges

(A) Unless otherwise prohibited by Rules 3.1 and 3.13(A) or other *law*, a judge may accept reimbursement of necessary and reasonable expenses for travel, food, lodging, or other incidental expenses, or a waiver or partial waiver of fees or charges for registration, tuition, and similar items, from sources other than the judge's employing entity, if the expenses or charges are associated with the judge's participation in extrajudicial activities permitted by this Code.

(B) Reimbursement of expenses for necessary travel, food, lodging, or other incidental expenses shall be limited to the actual costs reasonably incurred by the judge and, when appropriate to the occasion, by the judge's spouse, *domestic partner*, or guest.

(C) A judge who accepts reimbursement of expenses or waivers or partial waivers of fees or charges on behalf of the judge or the judge's spouse, *domestic partner*, or guest shall publicly report such acceptance as required by Rule 3.15.

COMMENT

[1] Educational, civic, religious, fraternal, and charitable organizations often sponsor meetings, seminars, symposia, dinners, awards ceremonies, and similar events. Judges are encouraged to attend educational programs, as both teachers and participants, in law-related and academic disciplines, in furtherance of their duty to remain competent in the law. Participation in a variety of other extrajudicial activity is also permitted and encouraged by this Code.

[2] Not infrequently, sponsoring organizations invite certain judges to attend seminars or other events on a fee-waived or partial-fee-waived basis, and sometimes include reimbursement for necessary travel, food, lodging, or other incidental expenses. A judge's decision whether to accept reimbursement of expenses or a waiver or partial waiver of fees or charges in connection with these or other extrajudicial activities must be based upon an assessment of all the circumstances. The judge must undertake a reasonable inquiry to obtain the information necessary to make an informed judgment about whether acceptance would be consistent with the requirements of this Code.

[3] A judge must assure himself or herself that acceptance of reimbursement or fee waivers would not appear to a reasonable person to undermine the judge's independence, integrity, or impartiality. The factors that a judge should consider when deciding whether to accept reimbursement or a fee waiver for attendance at a particular activity include:

APPENDIX II

- (a) whether the sponsor is an accredited educational institution or bar association rather than a trade association or a for-profit entity;
- (b) whether the funding comes largely from numerous contributors rather than from a single entity and is earmarked for programs with specific content;
- (c) whether the content is related or unrelated to the subject matter of litigation pending or impending before the judge, or to matters that are likely to come before the judge;
- (d) whether the activity is primarily educational rather than recreational, and whether the costs of the event are reasonable and comparable to those associated with similar events sponsored by the judiciary, bar associations, or similar groups;
- (e) whether information concerning the activity and its funding sources is available upon inquiry;
- (f) whether the sponsor or source of funding is generally associated with particular parties or interests currently appearing or likely to appear in the judge's court, thus possibly requiring disqualification of the judge under Rule 2.11;
- (g) whether differing viewpoints are presented; and
- (h) whether a broad range of judicial and nonjudicial participants are invited, whether a large number of participants are invited, and whether the program is designed specifically for judges.

RULE 3.15
Reporting Requirements

- (A) A judge shall publicly report:
 - (1) compensation received for extrajudicial activities as permitted by Rule 3.12 and compensation received by the judge's spouse or *domestic partner*. Reportable compensation means income received for the personal services of the judge in an amount in excess of \$500 from any single payor or in excess of \$3,000 from all payors during the reporting period; income received for the personal services of the judge's spouse or *domestic partner* in an amount in excess of \$3,000 from a single source during the reporting period; and income derived from business; royalties, including ownership of mineral rights; annuities; life insurance and contract payments.
 - (2) fees and commissions. A judge shall report each client or customer who pays fees or commissions to a business or combination of businesses from which fees or commissions the judge, the judge's spouse, or the judge's *domestic partner* received an aggregate in excess of \$3,000 during the reporting period. The phrase "client or customer" relates only to businesses or combination of businesses. The term "business" means any

APPENDIX II

corporation, association, partnership, proprietorship, trust, joint venture, or a governmental agency unit, or a governmental subdivision, and every other business interest, including ownership or use of land for income. The term “combination of businesses” means any two or more businesses owned or controlled directly by the same interests. The term “other business interest” means any endeavor which produces income, including appraisals, consulting, authorships, inventing or the sale of goods and services.

(3) ownership interests. A judge shall report any corporation, partnership, proprietorship, trust, retirement plan, joint venture, and every other business interest, including land used for income, in which either the judge, the judge’s spouse or *domestic partner*, dependent children, or dependent step children have owned a legal or equitable interest exceeding \$5,000 during the reporting period.

(4) gifts and other things of value as permitted by Rule 3.13(C), unless the value of such items, alone or in the aggregate with other items received from the same source in the same calendar year, does not exceed \$200.

(5) reimbursement of expenses and waiver of fees or charges permitted by Rule 3.14(A), unless the amount of reimbursement or waiver, alone or in the aggregate with other reimbursements or waivers received from the same source in the same calendar year, does not exceed \$200. Expense reimbursement limited to the actual cost of travel, food, and lodging reasonably incurred by the judge and, where appropriate to the occasion, by the judge’s spouse or *domestic partner* should be reported as a gift. Any payment in excess of such an amount is to be reported as compensation.

(6) positions. A judge shall report any business, organization, labor organization, educational or other institution or entity in which the judge now holds or has held a position of officer, director, associate, partner, proprietor, trustee, guardian, custodian, or similar *fiduciary*, representative, employee, or consultant at the time of filing this report or during the reporting period.

(7) liabilities. A judge shall report all of the judge’s, the judge’s spouse’s or *domestic partner’s*, dependent children’s, and dependent step children’s liabilities to any creditor which exceeded \$10,000 at any time during the reporting period except for any liability owed to a spouse, parent, brother, sister, or child; any mortgage secured by real property which is a personal residence of the judge or the judge’s spouse or *domestic partner*; any loan secured by a personal motor vehicle, household furniture, or appliances that does not exceed the purchase price of the item securing the liability; student loans or loans from a lending institution in its regular course of business on the same terms generally available to persons who are not judges; any revolving charge account, the balance of which did not exceed \$10,000 at the close of the reporting period; and political campaign funds.

(B) A judge shall report annually the information listed above in (A)(1) through (7) on a form provided by the Commission on Judicial Qualifications. The judge's report for the preceding calendar year shall be filed as a public document in the office of the Clerk of the Appellate Courts on or before April 15 of each year.

CANON 4

A JUDGE OR CANDIDATE FOR JUDICIAL OFFICE SHALL NOT ENGAGE IN POLITICAL OR CAMPAIGN ACTIVITY THAT IS INCONSISTENT WITH THE *INDEPENDENCE, INTEGRITY, OR IMPARTIALITY* OF THE JUDICIARY.

RULE 4.1

**Political and Campaign Activities of Judges and
*Judicial Candidates in General***

- (A) A judge or a *judicial candidate* shall not:
- (1) make speeches on behalf of a *political organization*;
 - (2) use or permit the use of campaign *contributions* for the private benefit of the judge, the candidate, or others;
 - (3) use court staff, facilities, or other court resources in a campaign for judicial office;
 - (4) *knowingly*, or with reckless disregard for the truth, make any false or misleading statement;
 - (5) make any statement that would reasonably be expected to affect the outcome or impair the fairness of a matter *pending* or *impending* in any court; or
 - (6) in connection with cases, controversies, or issues that are likely to come before the court, make pledges, promises, or commitments that are inconsistent with the *impartial* performance of the adjudicative duties of judicial office.
- (B) Except as permitted by *law*, or by Rules 4.2, 4.3, and 4.4, a judge or a *judicial candidate* shall not:
- (1) act as a leader in, or hold an office in, a *political organization*;
 - (2) publicly endorse or oppose another candidate for any public office;
 - (3) solicit funds for, pay an assessment to, or make a *contribution* to a *political organization* or a candidate for public office;
 - (4) attend or purchase tickets for dinners or other events sponsored by a *political organization* or a candidate for public office;
 - (5) publicly identify himself or herself as a candidate of a *political organization*; or
 - (6) seek, accept, or use endorsements from a *political organization*.

(C) A judge or *judicial candidate* shall take reasonable measures to ensure that other persons do not undertake, on behalf of the judge or *judicial candidate*, any activities prohibited under paragraphs (A) and (B).

COMMENT

GENERAL CONSIDERATIONS

[1] Even when subject to public election, a judge plays a role different from that of a legislator or executive branch official. Rather than making decisions based upon the expressed views or preferences of the electorate, a judge makes decisions based upon the law and the facts of every case.

Therefore, in furtherance of this interest, judges and judicial candidates must, to the greatest extent possible, be free and appear to be free from political influence and political pressure. This Canon imposes narrowly tailored restrictions upon the political and campaign activities of all judges and judicial candidates, taking into account the various methods of selecting judges.

[2] When a person becomes a judicial candidate, this Canon becomes applicable to his or her conduct.

PARTICIPATION IN POLITICAL ACTIVITIES

[3] Public confidence in the independence and impartiality of the judiciary is eroded if judges or judicial candidates are perceived to be subject to political influence. Although judges and judicial candidates may register to vote as members of a political party, they are prohibited by paragraph (B)(1) from assuming leadership roles in political organizations unless allowed under Rule 4.3(B).

[4] Paragraphs (A)(1) and (B)(2) prohibit judges and judicial candidates from making speeches on behalf of political organizations or publicly endorsing or opposing candidates for public office, respectively, to prevent them from inappropriately using the prestige of judicial office to advance the interests of others. See Rule 1.3. These Rules do not prohibit candidates from campaigning on their own behalf in a retention election [See Rule 4.2(B)(2)], campaigning on their own behalf or against any opponent in a nonpartisan election [See Rule 4.2(C)(2)], or from campaigning on their own behalf or from endorsing or opposing candidates for the same judicial office for which they are running in a partisan public election [See Rule 4.2(D)(3)(a) and (c)].

[5] Although members of the families of judges and judicial candidates are free to engage in their own political activity, including running for public office, there is no “family exception” to the prohibition in paragraph (B)(2) against a judge or candidate publicly endorsing candidates for public office. A judge or judicial candidate must not become involved in, or publicly associated with, a family member’s political activity or campaign for public office. To avoid public misunderstanding, judges and judicial candidates should take, and should urge members of their families to take, reasonable steps to avoid any implication that they endorse any family member’s candidacy or other political activity.

APPENDIX II

[6] Judges and judicial candidates retain the right to participate in the political process as voters in both primary and general elections. For purposes of this Canon, participation in a caucus-type election procedure is not prohibited by paragraphs (A)(1) or (B)(2).

STATEMENTS AND COMMENTS MADE DURING A CAMPAIGN FOR JUDICIAL OFFICE

[7] Judicial candidates must be scrupulously fair and accurate in all statements made by them and by their campaign committees. Paragraph (A)(4) obligates candidates and their committees to refrain from making statements that are false or misleading, or that omit facts necessary to make the communication considered as a whole not materially misleading.

[8] Judicial candidates are sometimes the subject of false, misleading, or unfair allegations made by opposing candidates, third parties, or the media. For example, false or misleading statements might be made regarding the identity, present position, experience, qualifications, or judicial rulings of a candidate. In other situations, false or misleading allegations may be made that bear upon a candidate's integrity or fitness for judicial office. As long as the candidate does not violate paragraphs (A)(4), (A)(5), or (A)(6), the candidate may make a factually accurate public response. In addition, when an independent third party has made unwarranted attacks on a candidate's opponent, the candidate may disavow the attacks, and request the third party to cease and desist.

[9] Subject to paragraph (A)(5), a judicial candidate is permitted to respond directly to false, misleading, or unfair allegations made against him or her during a campaign, although it is preferable for someone else to respond if the allegations relate to a pending case.

[10] Paragraph (A)(5) prohibits judicial candidates from making comments that might impair the fairness of pending or impending judicial proceedings. This provision does not restrict arguments or statements to the court or jury by a lawyer who is a judicial candidate, or rulings, statements, or instructions by a judge that may appropriately affect the outcome of a matter.

PLEDGES, PROMISES, OR COMMITMENTS INCONSISTENT WITH IMPARTIAL PERFORMANCE OF THE ADJUDICATIVE DUTIES OF JUDICIAL OFFICE

[11] The role of a judge is different from that of a legislator or executive branch official, even when the judge is subject to public election. Campaigns for judicial office must be conducted differently from campaigns for other offices. The narrowly drafted restrictions upon political and campaign activities of judicial candidates provided in Canon 4 allow candidates to conduct campaigns that provide voters with sufficient information to permit them to distinguish between candidates and make informed electoral choices.

[12] Paragraph (A)(6) makes applicable to both judges and judicial candidates the prohibition that applies to judges in Rule 2.10(B), relating to pledges, promises, or commitments that are inconsistent with the impartial performance of the adjudicative duties of judicial office.

[13] The making of a pledge, promise, or commitment is not dependent upon, or limited to, the use of any specific words or phrases; instead, the totality of the statement must be examined to determine if a reasonable person would believe that the candidate for judicial office has specifically undertaken to reach a particular result. Pledges, promises, or commitments must be contrasted with statements or announcements of personal views on legal, political, or other issues, which are not prohibited. When making such statements, a judge should acknowledge the overarching judicial obligation to apply and uphold the law, without regard to his or her personal views.

[14] A judicial candidate may make campaign promises related to judicial organization, administration, and court management, such as a promise to dispose of a backlog of cases, start court sessions on time, or avoid favoritism in appointments and hiring. A candidate may also pledge to take action outside the courtroom, such as working toward an improved jury selection system, or advocating for more funds to improve the physical plant and amenities of the courthouse.

[15] Judicial candidates may receive questionnaires or requests for interviews from the media and from issue advocacy or other community organizations that seek to learn their views on disputed or controversial legal or political issues. Paragraph (A)(6) does not specifically address judicial responses to such inquiries. Judicial candidates may respond but, depending upon the wording and format of such questionnaires, candidates' responses might be viewed as pledges, promises, or commitments to perform the adjudicative duties of office other than in an impartial way. To avoid violating paragraph (A)(6), therefore, candidates who respond to media and other inquiries should also give assurances that they will keep an open mind and will carry out their adjudicative duties faithfully and impartially if elected. Candidates who do not respond may state their reasons for not responding, such as the danger that answering might be perceived by a reasonable person as undermining a successful candidate's independence or impartiality, or that it might lead to frequent disqualification. See Rule 2.11.

RULE 4.2

Political and Campaign Activities of *Judicial Candidates in Public Elections*

- (A) A *judicial candidate* in a retention, nonpartisan, or partisan *public election* shall:
- (1) act at all times in a manner consistent with the *independence, integrity, and impartiality* of the judiciary;
 - (2) comply with all applicable election, election campaign, and election campaign fund-raising *laws* and regulations of this jurisdiction;
 - (3) review and approve the content of all campaign statements and materials produced by the candidate or his or her campaign committee, as authorized by Rule 4.4, before their dissemination; and

- (4) take reasonable measures to ensure that other persons do not undertake on behalf of the candidate activities, other than those described in Rule 4.4, that the candidate is prohibited from doing by Rule 4.1.
- (B) A candidate for retention to judicial office may, unless prohibited by *law*, and not earlier than one year before the retention election in which the candidate is running:
- (1) establish a campaign committee pursuant to the provisions of Rule 4.4;
 - (2) speak on behalf of his or her candidacy through any medium, including but not limited to advertisements, websites, or other campaign literature and;
 - (3) obtain and use publicly stated support from any person or organization other than a partisan *political organization*.
- (C) A candidate for nonpartisan election to judicial office may, unless prohibited by *law*, and not earlier than one year before the first applicable primary election, caucus, or general election in which the candidate is running:
- (1) establish a campaign committee pursuant to the provisions of Rule 4.4;
 - (2) speak on behalf of his or her candidacy or against any opponents' candidacies through any medium, including but not limited to advertisements, websites, or other campaign literature; and
 - (3) obtain and use publicly stated support from any person or organization other than a partisan *political organization*.
- (D) A judge or a *judicial candidate* subject to partisan *public election* may, unless prohibited by *law*:
- (1) at any time
 - (a) attend or purchase tickets for dinners or other events sponsored by a *political organization* or a candidate for public office;
 - (b) identify himself or herself as a member of a political party; and
 - (c) contribute to a *political organization*;
 - (2) establish a campaign committee pursuant to the provisions of Rule 4.4;
 - (3) when a candidate for election
 - (a) speak on behalf of his or her own candidacy or against any opponents' candidacies through any medium, including but not limited to advertisements, web sites, or other campaign literature;

- (b) distribute pamphlets and other promotional campaign literature supporting his or her candidacy;
- (c) publicly endorse or publicly oppose other candidates for the same judicial office in a *public election* in which the judge or *judicial candidate* is running;
- (d) identify himself or herself as a candidate of a *political organization*, including permitting the candidate's name to be listed on election materials along with the names of other candidates for elective public office and appearing in promotions of the ticket; and
- (e) obtain and use publicly stated support from any person or organization, including a *political organization*.

COMMENT

[1] Paragraphs (B), (C), and (D) permit judicial candidates in public elections to engage in some political and campaign activities otherwise prohibited by Rule 4.1(B).

[2] Despite paragraphs (B), (C), and (D), judicial candidates for public election remain subject to many of the provisions of Rule 4.1. For example, a candidate continues to be prohibited from knowingly making false or misleading statements during a campaign, or making certain promises, pledges, or commitments related to future adjudicative duties. See Rule 4.1(A), paragraphs (4) and (6).

[3] In partisan public elections for judicial office, a candidate may be nominated by, affiliated with, or otherwise publicly identified or associated with a political organization, including a political party. This relationship may be maintained throughout the period of the public campaign, and may include use of political party or similar designations on campaign literature and on the ballot.

[4] In nonpartisan public elections or retention elections, paragraphs (B)(3) and (C)(3) prohibit a candidate from obtaining and using publicly stated support from a partisan political organization.

[5] A judge or judicial candidate subject to partisan public election is permitted to attend or purchase tickets for dinners and other events sponsored by political organizations.

[6] For purposes of paragraph (D)(3)(c) candidates are considered to be running for the same judicial office if they are competing for a single judgeship or if several judgeships on the same court are to be filled as a result of the election. In endorsing or opposing another candidate for a position on the same court, a judicial candidate must abide by the same rules governing campaign conduct and speech as apply to the candidate's own campaign.

RULE 4.3

Activities of Candidates for Appointment to Judicial Office

- (A) A candidate for appointment to judicial office may:
- (1) communicate with the appointing authority, including any selection, screening, or nominating commission or similar agency; and
 - (2) seek endorsements for the appointment from any person or organization other than a partisan *political organization*.
- (B) a nonjudge candidate for appointment to judicial office may, in addition, unless otherwise prohibited by *law*:
- (1) retain an office in a *political organization*,
 - (2) attend or purchase tickets for dinners or other events sponsored by a *political organization* or a candidate for public office, and
 - (3) solicit funds for, pay an assessment to, or make a *contribution* to a *political organization* or a candidate for public office.

COMMENT

When seeking support or endorsement, or when communicating directly with an appointing authority, a candidate for appointment to judicial office must not make any pledges, promises, or commitments that are inconsistent with the impartial performance of the adjudicative duties of the office. See Rule 4.1(A)(6).

RULE 4.4 Campaign Committees

- (A) A *judicial candidate* for retention, nonpartisan, or partisan election may establish a campaign committee to manage and conduct a campaign for the candidate, subject to the provisions of this Code. The candidate is responsible for ensuring that his or her campaign committee complies with applicable provisions of this Code and other applicable *law*. A judicial candidate may also *personally solicit* or accept campaign *contributions*.
- (B) A *judicial candidate* for retention, nonpartisan, or partisan election shall direct his or her campaign committee:
- (1) to solicit and accept only such campaign *contributions* as are permitted by *law*.

(2) not to solicit or accept *contributions* for a candidate's current campaign more than one year before the applicable primary election, caucus, or general or retention election, nor more than 90 days after the last election in which the candidate participated; and

(3) to comply with all applicable statutory requirements for disclosure and divestiture of campaign *contributions*.

COMMENT

[1] Campaign committees may solicit and accept campaign contributions, manage the expenditure of campaign funds, and generally conduct campaigns. Candidates are responsible for compliance with the requirements of election law and other applicable law, and for the activities of their campaign committees.

[2] At the start of a campaign, the candidate must instruct the campaign committee to solicit or accept only such contributions as are permitted by law. Although lawyers and others who might appear before a successful candidate for judicial office are permitted to make campaign contributions, the candidate should instruct his or her campaign committee to be especially cautious in connection with such contributions, so they do not create grounds for disqualification if the candidate is elected to judicial office. See Rule 2.11.

RULE 4.5

Activities of Judges Who Become Candidates for Nonjudicial Office

(A) Upon becoming a candidate for election to a nonjudicial office either in a primary or in a general election or upon election or appointment to fill a vacancy in an elective nonjudicial office, a judge shall resign from judicial office.

(B) Upon becoming a candidate for appointment to a nonjudicial office, a judge is not required to resign from judicial office, provided that the judge complies with the other provisions of this Code.

COMMENT

[1] In campaigns for election to nonjudicial public offices, candidates may make pledges, promises, or commitments related to positions they would take and ways they would act if elected to office. Although appropriate in nonjudicial campaigns, this manner of campaigning is inconsistent with the role of a judge, who must remain fair and impartial to all who come before him or her. The potential for misuse of the judicial office, and the political promises that the judge would be compelled to make in the course of campaigning for election to nonjudicial office, together dictate that a judge who wishes to run for such an office must resign upon becoming a candidate.

[2] The Aresign to run@ rule set forth in paragraph (A) ensures that a judge cannot use the judicial office to promote his or her candidacy, and prevents post-campaign retaliation from the

judge in the event the judge is defeated in the election. When a judge is seeking appointment to nonjudicial office, however, the dangers are not sufficient to warrant imposing the Aresign to run@ rule.

[3] A judge cannot hold judicial office while holding an elective nonjudicial office, whether the nonjudicial office is held by election or by appointment.

[**History:** New Code adopted effective March 1, 2009.]

Responsibilities of KCC Chairperson

	A	B	C	D	E	F
1	Statute/Regulation	Subject Matter	Duty	Chairperson	Designee	Commission
2						
3	KSA 55-143	Conservation fee fund	Approve expenditures	yes	yes	
4	KSA 55-166	Well plugging assurance fund	Approve expenditures	yes	yes	
5	KSA 55-167	Conservation fee fund	Certify fund amounts	yes	no	
6	KSA 55-192	Abandoned oil and gas well fund	Approve expenditures	yes	yes	
7	KSA 55-1116	Natural gas underground storage fee fund	Approve expenditures	yes	yes	Formulate a system of accounting procedures; authority to proportionally reduce fees
8	KSA 55-1638	Same; carbon dioxide injection well and underground storage fund	Approve expenditures	yes	yes	
9						
10	KSA 65-5703	State emergency response commission	SERC member	yes	yes	
11	KSA 66-150	Witness fees and mileage	Approve payment	yes	yes	
12	KSA 66-1155	Gas pipeline inspection fee fund	Approve expenditures	yes	yes	
13	KSA 66-1a01	Filing fees; public service regulation fund; motor carrier license fees fund	Approve expenditures	yes	yes	
14	KSA 66-1319	Highway patrol; KCC cooperation	Cooperation	yes	no	
15	KSA 66-1513	Contracts for professional services	Designate division director to negotiating committee	yes	no	
16	KSA 74-601	KCC members	Exercise KCC power, duty, function	yes	no	Elect chairperson
17	KSA 74-617	Energy grants management fund	Approve expenditures	yes	yes	
18	KSA 74-622	Transfer Kansas energy office to KCC	Determine necessity of transferred employees	yes	no	

Responsibilities of KCC Chairperson

	A	B	C	D	E	F
20	Statute/Regulation	Subject Matter	Duty	Chairperson	Designee	Commission
21	KSA 74-2622	Kansas water authority	<i>Ex officio</i> KWA member	yes	no	
22	KAR 82-1-204	Presiding officer	Conduct hearings	yes	yes	
23	KAR 82-1-208	KCC hearings and meetings	Schedule meetings	yes	no	

