

Thank you for your interest in serving or continuing to serve on a LeGaL Committee. Below you will find committee guidelines intended to address frequently asked questions, ensure the smooth operation of our varied committees, and maximize the participation of a diverse range of members of our organization during 2012 and beyond. The guidelines are also intended to establish expectations and procedures relevant to service on such committees.

Committee service is a great way to contribute to the work of the organization and our community. Though it may not be possible for each person interested in serving on a committee to participate, or for all committee preferences to be satisfied, the organization will strive to maximize participation on our committees.

If you have any questions, please contact your committee chair in the first instance; you may also reach out to us at [committees@le-gal.org](mailto:committees@le-gal.org) for additional assistance as needed.

Thank you for your interest and participation.

### **LeGaL Standing Committee Guidelines<sup>1</sup>**

- **Committee Membership**

- From time to time, lawyer members will be canvassed to determine interest in serving on committees or to follow-up on a previous expression of committee interest
  - Individuals expressing interest may be asked to provide a resume and additional biographical information as well as more details regarding their committee interest
- After review of the requested information, members selected for participation shall be appointed by the president, upon the recommendation of committee chairs, subject to the approval of the Board
- A person who is already a member of one standing committee may not be appointed to another standing committee prior to the conclusion of his or her term unless prior consent is obtained by the president subject to the approval of the Board<sup>2</sup>
- To ensure the greatest participation of varied members in the work of our committees it is understood that serving on multiple committees is discouraged and, under no circumstances, shall a member serve on more than two committees.

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<sup>1</sup> These guidelines are not intended to supplant any provisions of the organization's bylaws that may establish specific rules with respect to select committees (i.e., in the event of a conflict, the provisions of the bylaws shall govern). Additionally, committee chairs may be expected to provide additional information requested by the president or executive director or Board of Directors with respect to the Committee's operations.

<sup>2</sup> For these purposes, members of the Networking & Social Committee may also seek membership on one additional committee without the need for consent.

- Chairs should strive to form a committee with diverse backgrounds and professional interests
- Law Students: Chairs are encouraged to consider appointing Law Student members to the committee provided the president and Board have provided prior consent to the addition of law students to the given committee; any law student member shall be a non-voting member of the committee except to the extent a special committee for law students establishes otherwise for such committee only
- Payment of Dues: Committee members are expected to support the work of the Association and the committee through the payment of membership dues; committee members who are in default on the payment of dues for more than six months may be asked to vacate his/her committee seat by the Committee Chair
- Attendance: Strong attendance by committee members is needed to ensure the effective operation of the committee. In the event of three unexcused absences by a committee member, or absences from more than 50 percent of meetings during a given year, such committee member may be removed from the committee to allow for more active participation by another member
- Terms: Committee members shall each serve a one-year term commencing in January of each year subject to reappointment by the president, upon recommendation of the committee chair, and subject to approval by the Board
- **Committee Chairs / Other Positions**
  - Each Committee shall have a Chair appointed by the president subject to the approval of the Board
  - Each Chair shall recommend to the president the appointment of a Vice Chair who shall be appointed by the president subject to the approval of the Board
  - The committee chair shall appoint a Secretary to keep minutes of all committee meetings or, in the absence of a Secretary, designate a member of the committee to do the same
- **Meetings**
  - Meeting Notices: Committee chairs will provide the executive director a notice of any committee meeting no later than two weeks before the proposed meeting date
  - Meeting Agendas: Committee chairs will provide the executive director a copy of any proposed meeting agenda at least one week prior to the proposed meeting
  - Meeting Minutes: Minutes will be distributed to the executive director as soon as practicable after the meeting is held, provided, however, that such minutes should generally be prepared and distributed within two weeks after the meeting is held. Such minutes shall record attendance at the meetings.
  - Quorum: A majority of the entire authorized number of members of each committee shall constitute a quorum for the transaction of business. The vote of a majority of the members present at a meeting at the time of such vote if a quorum is then present shall be the act of such committee.

- **Use of LeGaL Name / Policy Positions**
  - All committees operate under the auspices of the Board of Directors of LeGaL
  - Committee members may not distribute letters, reports or other communications bearing LeGaL's name without receiving prior approval from the president and executive director and/or the full LeGaL Board of Directors as needed in connection with such approval
  - Members are not authorized to take any public positions in the organization's name without specific Board authorization.
  
- **Confidentiality / Conflicts of Interest/ Code of Conduct**
  - Discussion at committee meetings are expected to be treated as confidential except to the extent the committee has expressly determined to share such information in the interest of facilitating an event, program or other activity.
  - The Chair shall be consulted before disclosure of any other information is made and the committee should then be informed prior to its disclosure
  - Members of a committee are expected to uphold the integrity of such committee and to safeguard the organization's reputation. Members who have a personal or professional interest in matters before the committee, or could appear to have such an interest, should disclose such interest to the Chair and, as appropriate, seek a recusal from the matter.
  - Members of a committee are also expected to conduct themselves professionally and collegially in relation to other committee members, the organization and its staff and volunteers as well as the larger community. Members of a committee whose conduct is determined to be detrimental or disruptive to the functioning of the committee or the organization or who has engaged in misconduct in the legal profession may be, upon the determination of the president subject to the approval of the Board, deemed ineligible for continuing service on committees.
  
- **Programming**
  - Committees should propose and assist with the organization of programs and events
  - Each committee should, at a minimum, serve as lead "sponsor" of at least two events per year; committees are also encouraged to consider joint programming with other LeGaL committees
  - Committee chairs shall consult with the executive director prior to scheduling any programming to ensure the proposed program/event fits within the schedule of other organizational events and does not conflict with other organizational events or objectives.
  
- **Budget / Funding**
  - Each Committee will be informed at the beginning of each calendar year of the amount of organizational funding determined by the Board to be available for the Committee's use; this is intended to be a modest amount to cover

various expenses or small costs of events/programming and can be expected to be in the \$300-\$500 range.

- The Chair shall consult with the executive director regarding any proposed single expenditure on behalf of the committee exceeding \$200.00.
- No committee shall incur any indebtedness or other obligation (e.g., contractual obligation) without prior authorization of the executive director.
- Committees are strongly discouraged from using such funds for expenditures that benefit only committee members (e.g., refreshments for committee meetings), which should be funded by other means including, but not limited to, sponsorship or committee dues
- The Chair may establish committee dues to be paid by committee members to cover meetings and related costs; Chairs shall consider a lower assessment for those members who may find it difficult to pay such assessments; such assessments shall not apply to any law student members