

# **LAW SCHOOL COUNCIL FUNCTION AND PROCEDURES**

## **I. Function**

The Committee of Bar Examiners of the State Bar of California (CBE) shall communicate and cooperate with the Law School Council (Council) on matters relating to content and format of the bar examination, coordinating curricula related to bar tested subjects, and other aspects of law school education relevant to licensure. (California Code, Business and Professions Code - BPC § 6046.6 (b)) The Council may also provide expertise and advice to the CBE for other matters as may be requested by the law schools, the CBE, the State Bar Board of Trustees (Board), or the Court.

## **II. Composition and Term of Office**

The Council consists of 14 persons: Ten members shall be law school deans who are selected by their category of school and appointed by the Board; three members shall be from the CBE who are appointed by the CBE Chair; and one member shall be from the Board (generally, the Chair of the Programs Committee).

- (A) Persons selected from the law schools shall be deans, vice deans, associate deans, or former deans.
- (B) The term of office for each law school member of the Council is three years.
- (C) The distribution of law school deans among the categories of law schools shall be the following:
  - (1) ABA-approved law schools: 6
  - (2) California Accredited Law Schools, not ABA approved: 2
  - (3) California Registered law schools: 2
- (D) Selection of Law School Representatives
  - (1) Members of the Council may be selected by election or other manner approved by the Council. If the selection is by election, the following procedures shall be followed.
  - (2) Nominations to fill vacancies in each category of law school shall be made by Assembly members from the respective category of law schools in September. Upon confirmation that the nominee is available and willing to serve, ballots for each category shall be distributed to respective Assembly members in October. Election shall be by the majority of ballots cast. In the case of a tie, run-off ballots shall be shall be distributed to the Assembly members in the

respective law school category. The elected slate shall be presented to the Board as nominees for appointment at the Board's November meeting. New members begin their term at the December Council meeting.

- (3) If a Council member is absent two consecutive meetings in any 12-month period or three meetings during their term of office, the position shall be deemed vacant and a replacement election shall be held. In the case of extraordinary circumstances, the Council, upon majority vote, has the authority to waive this provision.
- (4) In the case of an unavoidable absence, Council members may request that an alternative representative attend the meeting on their behalf. The alternative attendee may be a Vice Dean, Associate Dean, or former dean from their law school or a Dean, Vice Dean, Associate Dean, or former dean from another law school within their category. The alternative representative may participate in all discussions, but shall not have voting privileges. The attendance of an alternative member shall not affect the provisions of Section II. (D)(3) related to member absences.

### III. Officers

- (A) A Chair and Vice-Chair of the Council shall be selected annually by a majority vote of the Council members present at the first meeting of the Council following the beginning of each Committee year.

### IV. Meetings, Agenda and Summaries

- (A) The Council shall meet at least three times per year, normally in coordination with a regularly scheduled meeting of the CBE unless the Council determines that a different schedule better serves the purposes of the Council. The law schools, the CBE, or the Board may convene additional meetings upon request.
- (B) The posting of meeting agendas and the holding of meetings shall be in compliance with Bagley-Keene requirements. The Chair of the Council has primary responsibility for preparation of the agenda.
- (C) The State Bar of California's Office of Admissions shall produce a summary of each meeting, and copies of the summary shall be distributed to all members of the Assembly.
- (D) The Law School Assembly, representing the deans of all California law schools, shall convene at least one time per year in coordination with one of the three Council meetings. Members of the Assembly, the CBE, or the Board may submit an agenda item for the Assembly meeting at least 30 days prior to the Assembly meeting. The Chair of the Council has primary responsibility for the preparation of the agenda. The posting of meeting agendas and the holding of Assembly meetings shall be in compliance with Bagley-Keene requirements.

V. Budget

- (A) CBE assumes expenses for:
  - (1) Meeting room and refreshments during meetings of the Council,
  - (2) Travel and per diem for CBE member(s), Board member(s), staff, and Chair of the Council.
  
- (B) The individual law schools assume the expenses for travel and per diem for the law school members of the Council.

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