

AGENDA ITEM

112 JULY 2015

DATE: July 13, 2015

TO: Members, Board Executive Committee
Members, Board of Trustees

FROM: David Pasternak, Trustee
Joanna Mendoza, Trustee

SUBJECT: Board Policy Manual - Proposed Reorganization

EXECUTIVE SUMMARY

The State Bar of California's Board of Trustees Policy Manual (commonly known and referred to as the "Board Book") is a compilation of statutes, Rules of the State Bar, and other policies and procedures adopted by Board resolutions that govern the operations of the Board and its oversight of the State Bar. The Board Book is intended to be a source book for the Board and State Bar staff to readily find these various provisions. We were assigned to review the Board Book with the goal of updating it, making it more user-friendly and better organized. The ultimate goal is to make the Board Book available to the public to increase transparency and knowledge regarding the State Bar. This item presents a proposed re-organization of the Board Book for the Board's approval. Once the organizational structure is approved, we will return to the Board with suggested revisions to the content of the Board Book.

BACKGROUND

The State Bar of California's Board of Trustees Policy Manual (commonly known and referred to as the "Board Book") is a compilation of statutes, Rules of the State Bar, and other policies and procedures adopted by Board resolutions that govern the operations of the Board and its oversight of the State Bar. In 2004, the current form of the Board Book replaced the multi-volume Administrative Manual of the State Bar of California. The Board Book is routinely updated as new statutes, rules and resolutions are adopted.

DISCUSSION

The Board Book is currently divided into 24 Tabs, which contain some overlapping categories and content. We worked with staff to produce a new organizational structure for the Board Book that includes 5 broad sections with related information appearing in Tabs and Subsections within the broader overall category. The proposed new Table of Contents is attached as Attachment A. Our strategy in developing this organizational structure was to make the Board Book more logically structured, make it easier to find materials within the Board Book, and avoid duplication. If the Board approves this organization, we will proceed to move the related content of the existing Board Book into this organizational structure, updating and amending as

appropriate. We will present the proposed edited content for each section to the Board for its approval.

The five broad categories are as follows:

Section 1: The State Bar of California. This section includes basic information regarding the Bar's mission, goals, strategic plan, and authorities related to staffing, human resources, performance evaluations performed by the Board, and lines of authority.

Section 2: The Board of Trustees. This section includes all relevant authorities relating to the Board of Trustees, including structure, terms, election and appointment information, officer election procedures, responsibilities, meeting procedures, and Board Committee structure and charters.

Section 3: Legal and Legislative Policies and Procedures. This section includes all relevant authorities regarding legal restrictions and policies, including conflicts, claims procedures, amicus curiae participation procedures, public comment, public communications, and procedures regarding legislative positions of the Board and Sections.

Section 4: Finance. This section includes all authorities related to financial management and fiscal policies, including budgets, travel and expense policies, contracts, and investment policy.

Section 5: State Bar Committees, Commissions and Sections. This section includes general information about committees, commissions and sections, including charges for committees and commissions, appointments policies and procedures.

FISCAL/PERSONNEL IMPACT

N/A

RULE AMENDMENTS

N/A

BOARD BOOK IMPACT

Restructuring and Editing

BOARD COMMITTEE RECOMMENDATIONS

The Board Executive Committee recommends that the Board of Trustees approve the following resolution:

RESOLVED, that the Board of Trustees approves the proposed new Table of Contents for the Board Book; and it is

FURTHER RESOLVED, that the Board of Trustees authorizes Trustees Pasternak and Mendoza to continue to work with staff to edit the related content, subject to Board approval and adoption.

ATTACHMENT(S) LIST

- A. Board Policy Book, Table of Contents, Proposed Reorganization