

Attachment E

Proposed Board Book Amendments

1. Tab 5, Article 2, Section 4, Page 8

Treasurer

The Treasurer of the State Bar will: 1) Serve as the Chair of the Planning, Budget, and Audit Committee; ~~2) Be appointed by the President to serve either as Chair or Vice Chair of Planning and Budget;~~ 3) 2) Consult with the Executive Director and CFO and report to the Board regarding matters involving the budget and internal financial controls; and 4) 3) Take primary responsibility for ensuring the Board's attention to the Bar's fiscal position, budget, audit reports, and stewardship of Bar assets to ensure protection of the public; and any other duties that the board prescribes.

2. Tab 9, Article 3, Page 9

Article 3

CHARTER FOR PLANNING, ~~AND BUDGET,~~ AND AUDIT COMMITTEE

Section 1: Creation

The Board of Trustees created a "State Bar Audit Committee" to oversee the hiring and supervision of the financial auditors pursuant to Business and Professions Code §§ 6145 and 6222, which require that the State Bar submit a copy of its audited financial statements within 120 days of the close of the fiscal year to the Board, the Chief Justice of the Supreme Court, and to the Assembly and Senate Judiciary Committees, and combined that Committee with the Planning and Budget Committee, thereby creating the "State Bar Planning, Budget, and Audit Committee."

Section 2: Charter for Planning, Budget and Audit Committee

I. Delegation of Authority to the State Bar Planning, Budget, and Audit Committee

A. Charge: The State Bar Planning, Budget, and Audit Committee is charged with the following responsibilities:

1. Selecting the independent auditor for the State Bar's annual financial statement audit;
2. Monitoring the progress of the financial statement audit;
3. Evaluating the results of the financial statement audit;
4. Ensuring that control weaknesses and legal compliance violations identified in the course of the financial statement audit are promptly and effectively remedied;
5. Serving as a direct communications link between the Board of Trustees and the independent auditor; and

6. Monitoring the adequacy of the State Bar's internal control structure on an ongoing basis.

7. Developing and leading the Board's participation in State Bar planning, budget preparation, and program implementation.

B. Access to Information: The State Bar Planning, Budget, and Audit Committee may request any independent auditor, expert, officer, trustee, agent or employee of the State Bar to appear before it to report on the financial condition of the State Bar and answer any questions the Committee might have, relating to the accomplishment of its responsibilities enumerated under section I.A.

II. Role and Responsibility of the State Bar Planning, Budget, and Audit Committee

A. Oversight Scope Defined: Except as described under section III.C, the role and responsibility of the State Bar Planning, Budget, and Audit Committee is oversight, not preparation or operation. State Bar Management is responsible for preparing the financial statements, governmental and other reports of the State Bar, for operating the State Bar, including its financial and accounting systems, and for assuring compliance with applicable laws and with policies and procedures established by the Board. The outside auditors are responsible for auditing the financial statements and such other functions as they are specifically engaged to audit.

B. Reliance on Management, Auditor, and Advisory Information: In carrying out its oversight function, the State Bar Planning, Budget, and Audit Committee is not expected to provide expert or special assurance as to the State Bar's financial statements or professional certification as to the work of the State Bar's staff or of the outside auditors. In discharging their duties, the members of the State Bar Planning, Budget, and Audit Committee may rely on information, opinions, reports or statements, including financial statements or other financial data, prepared or presented by officers, employees, internal or external counsel, public accountants, committees of the board duly designated with authority in particular areas, or other persons whom the member believes are reliable and competent in the matters presented, provided that in so relying the member is acting in good faith and with that degree of diligence, care and skill which ordinarily prudent the State Bar Planning, Budget, and Audit Committee members would exercise under similar circumstances. The Chief Financial Officer is charged with presenting all material matters to the State Bar Audit Committee not satisfactorily resolved by State Bar Management, including expedient contact with the State Bar Planning, Budget, and Audit Committee Chairperson when necessary.

III. Customary Activities of the State Bar Planning, Budget, and Audit Committee

The following functions are appropriate common recurring activities of the State Bar Planning, Budget, and Audit Committee in carrying out its oversight function.

A. External Audit:

1. Recommend appointment of the external auditors, taking into account the recommendation of the Executive Director and Chief Financial Officer, for approval by the full Board of Trustees.
2. Review and approve the annual audit scope and fees of the external auditors.
3. Evaluate the independence of the external auditors, including their recent or planned future engagement by the State Bar for non-audit services.
4. Evaluate the report of the external auditors regarding the results of the annual audit including, but not limited to:
 - a. The audited financial statements and management letter recommendations and Management's responses thereto.
 - b. The adequacy of the State Bar's system of internal controls.
 - c. Management's cooperation with the external auditors.
 - d. The adequacy of the State Bar's accounting policies and practices, including the level of compliance with governmental regulations and with recent professional pronouncements and their impact on the financial statements.

B. Financial Management:

1. Review and evaluate Management's determination of the adequacy of the State Bar's system of internal controls and the extent to which recommendations made by external auditors have been implemented.
2. Review the results of the biennial performance audit conducted by the State Bureau of Audits.
3. Review reports of external auditors or consultants engaged for specific purposes.

C. Planning, Budget Preparation, and Program Implementation

~~1. This Committee's charter is to d~~Develop and lead the Board's participation in all State Bar planning, budget preparation, and program implementation.~~The Treasurer of the State Bar shall serve as Chair or Vice Chair of the Planning and Budget Committee and shall report to the Board regarding matters involving the budget and internal financial controls through the Planning Committee. This charter is~~ to be accomplished as follows:

- ~~a.~~ In consultation with the President, Vice President and Executive Director on the detailed design of the State Bar's planning and budget development cycle -- with special attention to the Board's role in planning -- and on the annual planning calendar, and ensuring that the Board participates fully and proactively in the planning process.
- ~~b.~~ Coordinating with the President and Vice President the overseeing and preparation for, and hosting with the Vice President and Treasurer in

connection with the Vice President's and Treasurer's responsibility for the annual strategic work session.

- c. Recommending to the full Board the strategic issues that will be added annually to the State Bar's Strategic Plan, updated values, vision, and mission statements, operational planning priorities, the annual budget, and other strategic and policy-level products that merit full Board attention.
- d. Ensuring as part of the annual operational planning/budget preparation process that all program plans include both financial and programmatic performance targets that the Performance Oversight Committees can use in monitoring the programmatic and financial performance of all State Bar programs and operating units.
- e. Designing appropriate input and participation of State Bar non-governing standing committees (e.g., Committee on Administration of Justice) in the State Bar planning process.

- ~~Perform such other functions relevant to the committee's subject area as the Board of Trustees may from time to time assign.~~

D. Other Functions of the State Bar Planning, Budget, and Audit Committee:

1. Provide advice and counsel to the Executive Director and Chief Financial Officer.
2. Perform such specific oversight functions or other functions relevant to the committee's subject area as expressly requested by the Board of Trustees.
3. Quarterly reviews of the reports prepared by the Office of Finance regarding Senior Executives' and Board Members' travel and expense reimbursements, which includes summaries of expenditures.

The Planning, Budget, and Audit Committee is chaired by the Treasurer and should have the goal of including at least one public member of the Board of Trustees.

3. Tab 9, Article 9, Pages 17 – 20

Repealed

**Article 9
AUDIT COMMITTEE**

Section 1:—Creation

~~The Board of Trustees created a "State Bar Audit Committee" to oversee the hiring and supervision of the financial auditors pursuant to Business and Professions Code §§ 6145 and 6222, which require that the State Bar submit a copy of its audited financial statements within 120 days of the close of the fiscal year to the Board, the Chief Justice of the Supreme Court, and to the Assembly and Senate Judiciary Committees.~~

Section 2: Charter for Audit Committee

~~I.—Delegation of Authority to the State Bar Audit Committee~~

~~A. Charge: The State Bar Audit Committee is charged with the following responsibilities:~~

- ~~1. Selecting the independent auditor for the State Bar's annual financial statement audit;~~
- ~~2. Monitoring the progress of the financial statement audit;~~
- ~~3. Evaluating the results of the financial statement audit;~~
- ~~4. Ensuring that control weaknesses and legal compliance violations identified in the course of the financial statement audit are promptly and effectively remedied;~~
- ~~5. Serving as a direct communications link between the Board of Trustees and the independent auditor; and~~
- ~~6. Monitoring the adequacy of the State Bar's internal control structure on an ongoing basis.~~

~~B. Access to Information: The State Bar Audit Committee may request any independent auditor, expert, officer, trustee, agent or employee of the State Bar to appear before it to report on the financial condition of the State Bar and answer any questions the Committee might have, relating to the accomplishment of its responsibilities enumerated under section I.A.~~

~~II. Role and Responsibility of the State Bar Audit Committee~~

~~A. Oversight Scope Defined: The role and responsibility of the State Bar Audit Committee is oversight, not preparation or operation. State Bar Management is responsible for preparing the financial statements, governmental and other reports of the State Bar, for operating the State Bar, including its financial and accounting systems, and for assuring compliance with applicable laws and with policies and procedures established by the Board. The outside auditors are responsible for auditing the financial statements and such other functions as they are specifically engaged to audit.~~

~~B. Reliance on Management, Auditor, and Advisory Information: In carrying out its oversight function, the State Bar Audit Committee is not expected to provide expert or special assurance as to the State Bar's financial statements or professional certification as to the work of the State Bar's staff or of the outside auditors. In discharging their duties, the members of the State Bar Audit Committee may rely on information, opinions, reports or statements, including financial statements or other financial data, prepared or presented by officers, employees, internal or external counsel, public accountants, committees of the board duly designated with authority in particular areas, or other persons whom the member believes are reliable and competent in the matters presented, provided that in so relying the member is acting in good faith and with that degree of diligence, care and skill which ordinarily prudent the State Bar Audit Committee members would exercise under similar circumstances. The Chief Financial Officer is charged with presenting all material matters to the State Bar Audit Committee not satisfactorily resolved by State Bar~~

~~Management, including expedient contact with the State Bar Audit Committee Chairperson when necessary.~~

~~III.—Customary Activities of the State Bar Audit Committee~~

~~The following functions are appropriate common recurring activities of the State Bar Audit Committee in carrying out its oversight function.~~

~~A.—External Audit:~~

- ~~1.—Recommend appointment of the external auditors, taking into account the recommendation of the Executive Director and Chief Financial Officer, for approval by the full Board of Trustees.~~
- ~~2.—Review and approve the annual audit scope and fees of the external auditors.~~
- ~~3.—Evaluate the independence of the external auditors, including their recent or planned future engagement by the State Bar for non-audit services.~~
- ~~4.—Evaluate the report of the external auditors regarding the results of the annual audit including, but not limited to:
 - ~~a.—The audited financial statements and management letter recommendations and Management's responses thereto.~~
 - ~~b.—The adequacy of the State Bar's system of internal controls.~~
 - ~~c.—Management's cooperation with the external auditors.~~
 - ~~d.—The adequacy of the State Bar's accounting policies and practices, including the level of compliance with governmental regulations and with recent professional pronouncements and their impact on the financial statements.~~~~

~~B.—Financial Management:~~

- ~~1.—Review and evaluate Management's determination of the adequacy of the State Bar's system of internal controls and the extent to which recommendations made by external auditors have been implemented.~~
- ~~2.—Review the results of the biennial performance audit conducted by the State Bureau of Audits.~~
- ~~3.—Review reports of external auditors or consultants engaged for specific purposes.~~

~~C.—Other Functions of the State Bar Audit Committee:~~

- ~~1.—Provide advice and counsel to the Executive Director and Chief Financial Officer.~~
- ~~2.—Perform such specific oversight functions as expressly requested by the Board of Trustees.~~

~~3. Quarterly reviews of the reports prepared by the Office of Finance regarding Senior Executives' and Board Members' travel and expense reimbursements, which includes summaries of expenditures.~~

~~The Audit Committee is chaired by the Treasurer and should have the goal of including at least one public member of the Board of Trustees.~~

4. Tab 9, Article 6, Pages 13 - 14

Article 6
CHARTER FOR STAKEHOLDERS, ~~AND ACCESS TO JUSTICE,~~ AND APPOINTMENTS
COMMITTEE

The Stakeholders, ~~and Access to Justice,~~ and Appointments Committee shall be responsible for developing, maintaining and/or improving effective relationships with the State Bar's most important stakeholders; maintaining a positive, productive working relationship between the State Bar and its attorney members, and between the State Bar and the Council of State Bar Sections and other groups of the State Bar relating to the scope of this committee's work; and advising the Board on its responsibilities to nominate and appoint members of Bar and non-Bar bodies.

This committee's charter shall encompass attorney member practice issues and service programs for the benefit of or relating to members. This charter shall be accomplished as follows:

- Oversee the development of strategies for building understanding and respect for the State Bar, lawyers, and the legal profession; and for developing and/or maintaining close, positive relationships with key external stakeholders (utilizing the resources of the State Bar's Communications/Media and Information Services, Legislative, and Court Relations programs) — carrying out this responsibility within the State Bar planning process and in coordination with the Planning and Budget Committee.
- Oversee the administration of member/customer/constituency services and surveys, reviewing such surveys, and reporting results to the Board as appropriate.
- Oversee the development and implementation of State Bar operational policies as needed to guide programs and functions dealing with attorney members, so long as these policies do not alter approved goals or results in changes in the adopted budget.
- Help to develop and expand resources for civil and legal services to low- and moderate-income persons.
- Ensure — through detailed strategy formulation and careful monitoring — that the State Bar's working relationship with the Council of State Bar Sections and other groups of the State Bar (relating to the scope of this committee's work) is positive and productive.
- Monitor and develop programs relating to attorney member practice issues and service programs for the benefit of or relating to members, including issues and programs relating to the diversification of the legal profession.

- Oversee the development and implementation of legislative relations policies and strategies.
- Oversee Board member participation in outreach programs in appropriate forums on behalf of the State Bar.
- Work with Board appointed committees and task forces to oversee and develop the Bar's access to justice programs, including identifying and distributing funding and identifying opportunities and challenges for ensuring access to justice by Californians of all income levels and from each of our state's diverse communities.
- Recommend non-disciplinary appointments to the State Bar's standing committees, section executive committees, special committees, boards and commissions, and external entities (formerly the responsibility of the appointments Committee of the Board of Trustees).
- Ensure adequate public notice of appointment opportunities to ensure a well-qualified and diverse field of applicants
- Perform such other functions relevant to the committee's subject area as the Board of Trustees may from time to time assign.

5. Tab 9, Article 7, Pages 15

Repealed

Article 7

CHARTER FOR NOMINATIONS AND APPOINTMENTS COMMITTEE

~~The Nominations and Appointments Committee is responsible for advising the Board on its responsibilities to nominate and appoint members of Bar and non-Bar bodies and its charge includes:~~

- ~~• Recommending non-disciplinary appointments to the State Bar's standing committees, section executive committees, special committees, boards and commissions, and external entities (formerly the responsibility of the appointments Committee of the Board of Trustees).~~
- ~~• Ensuring adequate public notice of appointment opportunities to ensure a well-qualified and diverse field of applicants.~~
- ~~• Perform such other functions relevant to the committee's subject area as the Board of Trustees may from time to time assign.~~

6. Tab 9, Article 5, Pages 12

**Article 5
CHARTER FOR ADMISSIONS AND EDUCATION COMMITTEE**

The Admissions and Education Committee is a performance-monitoring committee for the operational and financial performance of the State Bar's admissions and education functions, with a focus on preventative public protection, such as monitoring the work of the Committee of Bar Examiners, Professional Competence, and Special Admissions (Foreign Legal Consultants; Practical Training of Law Students, Pro Hac Vice & Out-Of-State Attorney Arbitration Counsel), Legal Specialization, and Pre-licensing and continuing education. The Admissions and Education Committee is accountable for the following functions:

- Establish the key elements of a programmatic and financial reporting process, including the content, format, and frequency of performance reports to the Board, and overseeing implementation of the process.
- Review performance reports in committee meetings and reporting program and financial performance to the full Board.
- Identify needed corrective actions in ongoing programs and functions that do not require revision in approved program and functional goals or changes in the approved budget, and overseeing the implementation of such actions.
- Oversee the development and implementation of State Bar operational policies as needed to guide programs and functions dealing with Admissions and Education, including Mandatory Continuing Legal Education (MCLE) requirements, so long as these policies do not alter approved goals or result in changes in the adopted budget.
- Oversee the preparation of in depth assessments of program/function effectiveness for presentation at the annual strategic work session.
- Perform such other functions relevant to the committee's subject area as the Board of Trustees may from time to time assign.

7. Tab 10, Article 1, Section 4, Pages 8 - 9

Annual Board of Trustees Strategic Work Session

The Board of Trustees will participate in an annual Strategic Work Session at which one or more of the strategic, operational, or annual work plans will be considered and/or developed. ~~As part of its charge, the Board's Planning and Budget Committee (P&B) is responsible for organizing and presenting the annual strategic work session with the active involvement of other Board Committees, staff and invited guests, as determined each year.~~ The Vice President and Treasurer shall be responsible for the annual Strategic Work Session. Each annual Strategic Work Session agenda will be designed to be responsive to current State Bar issues and concerns and to maintain the integrity of the ongoing planning process by including the following agenda items:

- (a) Review of Accomplishments/Performance In Prior Year

(b) Environmental Scan

- (1) Customer and Stakeholder Input
- (2) Environmental Trends:
 - (A) Sociological
 - (B) Economic
 - (C) Political
 - (D) Technological

(c) Consideration of Proposed Advisory Committee Work Plans for Upcoming Budget Year

(d) Need to Undertake Any New Strategic Initiatives/Programs

(e) Identification of Revisions to the Strategic Plan (if any)

(f) Setting of Operational Priorities to guide budget development and work plan implementation for the budget development year.

At the completion of each Strategic Planning Session, the Board will provide direction to Board and Advisory Committees and staff regarding new strategic initiatives, operational priorities, budget development and resource allocation, and performance measures, as appropriate.

This meeting is conducted in every January.

8. Tab 6, Article 5, Section 8, Page 13

Board Legislative and Communications Liaisons

The President shall designate ~~Two Trustees of the Board Executive Committee are to be designated~~ to serve as liaisons ~~with the Chief Executive Officer, the State Bar's legislative advocate, and State Bar Governmental Affairs staff during the course of any year of a legislative session regarding the development of legislative proposals that may lead to requests for an affirmative vote by the Board of Trustees to sponsor specific legislation~~ in the areas of communications and legislative relations.

9. Tab 6, Section 7, Pages 9 - 13

Board Liaison Policy for State Bar Committees

In 2006, the Board adopted the following liaison policy for State Bar committees. This policy replaced the former Board Committee on Volunteer Involvement's Outreach Program.

(a) Assignment of Board Members to Specific Committees

- (1) ~~Each~~ The President is authorized to determine, at his or her discretion, which, if any, members of the Board of Trustees ~~will be assigned by the President to assign to~~ serve as a Liaisons ~~or Outreach Coordinator for one or more to~~ which, if any, of the State Bar standing committees, special boards, committees and commissions, ~~and section executive committees,~~ taking into consideration each member's preferences as much as possible, with an eye

toward getting as much actual contact between the Board members and the committee.

- (2) To the extent possible, the Board member will continue with this relationship for three years.
- (3) Each year the President may adjust the assignments to accommodate incoming Board members and changes in Board member preferences.
- (4) Each Board member liaison will attend at least one meeting of one of his or her assigned committees during each committee year
- (5) Board members' travel expenses to attend the meetings will be reimbursed in accordance with established Board and State Bar policies ~~(e.g., the State Bar will reimburse travel expenses for no more than two Board liaison attending the same committee meeting).~~
- (6) *Committee of Bar Examiners and Commission on Judicial Nominees Evaluation*: The VIC or its successor chair and vice chair and members will serve as the liaison contacts and coordinators for communications and attendance at meetings.

~~(7) — Sections: Liaisons assigned to section executive committees are required to attend the executive committee meetings of their assigned entity at the Annual Meeting at a minimum and are also strongly encouraged to also attend the Solo and Small Firm Summit. Representatives from the Task Force shall be invited to the Board's annual planning meeting.~~

(b) Liaison/Coordinator Responsibilities at the Meetings

- (1) Demonstrate to committee members that their work is known by the Board and appreciated.
- (2) Ascertain areas where committee needs help.
- (3) Ask about and listen to goals and projects of the committee. Do they overlap in any way with other projects?
- (4) Report on and answer questions, if able, about board activities and goals.
- (5) Report to VIC or its successor and the Board on the date of the visit and feedback from the committee, e.g., describe any issues or concerns.

(c) Process re Notice and Attendance

- (1) Staff will e-mail notices of upcoming committee meetings to Board members and to the extent practical, the notice will be at least one month in advance of the meeting. The e-mail distribution will be scheduled approximately every two weeks to include any last minute scheduling.

- (2) For committee's that have full advance calendars, staff shall provide the meeting calendars to the appropriate board members as soon as the annual calendars are available.
 - (3) Board members who wish to attend a committee meeting should contact the Coordinator to advise him or her of the meetings they plan to attend.
 - (4) A typical visit would last 1-1/2 to 2 hours. Visiting Board members should be encouraged to visit just prior to or after the lunch hour and during the lunch hour.
 - (5) The Board Liaisons/Coordinators are to notify committee staff of the meetings they plan to attend so that staff may coordinate catering, distribution of agenda materials, etc.
 - (6) Following a meeting, committee staff should e-mail the VIC or its successor chair and VIC or its successor staff coordinator the names of the Board members who attended the meeting.
- (d) Attendance at Committee Meetings Held at State Bar Conferences
- (1) A Board member will attend each and every meeting of the State Bar standing, ~~section executive~~ and special committees held at State Bar Conferences, including but not limited to the Solo and Small Firm Summit, Bar Leadership Conferences, and State Bar Annual Meeting.
 - (2) All Board members shall be encouraged to attend the Solo and Small Firm Summit, pending fiscal feasibility and approval of Planning re budget issues.

Board members should notify the designated staff as to which meetings they plan to attend and staff will coordinate the information with the President, VIC or its successor Chair, and the committees.

10. Tab 19, Article 1, Section 8, Pages 5 - 7

Board of Trustees' Liaison Policy for State Bar Committees

- (a) Assignment of Board Members to Specific Committees
 - (1) ~~Each~~ The President is authorized to determine, at his or her discretion, which, if any, members of the Board of Trustees ~~will be assigned by the President to assign to~~ serve as a Liaison ~~or Outreach Coordinator for one or more to which, if any,~~ of the State Bar standing committees, special boards, committees and commissions, ~~and section executive committees,~~ taking into consideration each member's preferences as much as possible, with an eye toward getting as much actual contact between the Board members and the committee
 - (2) To the extent possible, the Board member will continue with this relationship for three years unless he or she requests to be reassigned or is not doing the job.

- (3) Each year the President may adjust the assignments to accommodate incoming Board members and changes in Board member preferences.
- (4) Each Board member liaison will attend at least one meeting of one of his or her assigned committees during each committee year
- (5) Board members' travel expenses to attend the meetings will be reimbursed in accordance with established Board and State Bar policies ~~(e.g. the State Bar will reimburse travel expenses for no more than two Board liaison attending the same committee meeting).~~
- (6) Committee of Bar Examiners and Commission on Judicial Nominees Evaluation: The VIC or its successor chair and vice chair and members will serve as the liaison contacts and coordinators for communications and attendance at meetings.

~~(7) Sections: Liaisons assigned to section executive committees are required to attend the executive committee meetings of their assigned entity at the Annual Meeting at a minimum and are also strongly encouraged to also attend the Section Education Institute and the Spring Summit. Representatives from the Task Force shall be invited to the Board's annual planning meeting.~~

(b) Liaison/Coordinator Responsibilities at the Meetings

- (1) Demonstrate to committee members that their work is known by the Board and appreciated.
- (2) Ascertain areas where committee needs help.
- (3) Ask about and listen to goals and projects of the committee. Do they overlap in any way with other projects?
- (4) Report on and answer questions, if able, about board activities and goals.
- (5) Report to VIC or its successor and the Board on the date of the visit and feedback from the committee, e.g., describe any issues or concerns, was the visit appreciated?

(c) Process re Notice and Attendance

- (1) Staff will e-mail notices of upcoming committee meetings to Board members and to the extent practical, the notice will be at least one month in advance of the meeting. The e-mail distribution will be scheduled approximately every two weeks to include any last minute scheduling.
- (2) For committee's that have full advance calendars, staff shall provide the meeting calendars to the appropriate board members as soon as the annual calendars are available.

- (3) Board members who wish to attend a committee meeting should contact the Coordinator to advise him or her of the meetings they plan to attend.
 - (4) A typical visit would last 1-1/2 to 2 hours. Visiting Board members should be encouraged to visit just prior to or after the lunch hour and during the lunch hour.
 - (5) The Board Liaisons/Coordinators are to notify committee staff of the meetings they plan to attend so that staff may coordinate catering, distribution of agenda materials, etc.
 - (6) Following a meeting, committee staff shall e-mail the chair of the Board Committee on Volunteer Involvement (VIC), or its successor, and VIC staff coordinator the names of the Board members who attended the meeting.
- (d) Attendance at Committee Meetings Held at State Bar Conferences
- (1) A Board member will attend each and every meeting of the State Bar standing, ~~section executive~~ and special committees held at State Bar Conferences, including but not limited to the Section Education Institute, Spring Summit, Bar Leadership Conferences, and State Bar Annual Meeting.
 - (2) All Board members shall be encouraged to attend the Section Education Institute and the Spring Summit, pending fiscal feasibility and approval of Planning re budget issues.
 - (3) Board members should notify the designated staff as to which meetings they plan to attend and staff will coordinate the information with the President, VIC Chair, and the committees.
- (e) State Bar Committees with Individual Board Member Assignments
- (1) Standing Committees: Administration of Justice (CAJ); Alternative Dispute Resolution (ADR); Appellate Courts; Bar Examiners (Bar X, CBE); Delivery of Legal Services; Federal Courts; Group Insurance Programs; Mandatory Fee Arbitration; Professional Liability Insurance; Professional Responsibility and Conduct
 - (2) Special Boards, Committees and Commissions: California Commission on Access to Justice (CCAJ); California Board of Legal Specialization and its Advisory Commissions (Legal Spec.); California Judges Association (CJA); Continuing Education of the Bar (CEB) Governing Committee; Client Security Fund Commission (CSF); Commission on Judicial Nominees Evaluation (JNE); Council on Access and Fairness (COAF); Council on State Bar Sections; CYLA Board; Legal Services Trust Fund Commission; Lawyer Assistance Program Oversight Committee (LAP);
 - ~~(3) Section Executive Committees: Antitrust UCL & Privacy Law; Business Law; Criminal Law; Environmental Law; Family Law; Intellectual Property Law; International Law; Labor and Employment Law; Law Practice Management &~~

~~Technology ; Litigation; Public Law; Real Property Law; Solo and Small Firm;
Taxation; Trusts and Estates; Workers Compensation~~

- (f) Committees with VIC, or its successor, Chair and Members Assigned as Liaison:
Committee of Bar Examiners (CBE); Commission on Judicial Nominees Evaluation (JNE)

**BOARD OF TRUSTEES LIAISON ASSIGNMENTS TO STATE BAR STANDING
COMMITTEES, SECTION EXECUTIVE COMMITTEES, SPECIAL BOARDS, COMMITTEES
AND COMMISSIONS**

Standing Committees

1. Administration of Justice
2. Alternative Dispute Resolution (ADR)
3. Appellate Courts
4. Bar Examiners (Bar X, CBE)
5. Delivery of Legal Services
6. Federal Courts
7. Group Insurance Programs
8. Mandatory Fee Arbitration
9. Professional Liability Insurance
10. Professional Responsibility and Conduct

Sections Executive Committees

- ~~1. Antitrust UCL & Privacy~~
- ~~2. Business Law~~
- ~~3. Criminal Law~~
- ~~4. Environmental Law~~
- ~~5. Family Law~~
- ~~6. Intellectual Property Law~~
- ~~7. International Law~~
- ~~8. Labor and Employment Law~~
- ~~9. Law Practice Management and Technology~~
- ~~10. Litigation~~
- ~~11. Public Law~~
- ~~12. Real Property Law~~
- ~~13. Solo and Small Firm~~
- ~~14. Taxation~~
- ~~15. Trusts and Estates~~
- ~~16. Workers' Compensation~~

Special Boards, Committees and Commissions

1. California Commission on Access to Justice (CAAJ)
2. California Board of Legal Specialization and its Advisory Commissions (Legal Spec.)
3. California Judges Association (CJA)
4. CEB Governing Committee

5. Client Security Fund Commission (CSF)
6. Commission on Judicial Nominees Evaluation (JNE)
7. Council on Access and Fairness (COAF)
8. Council on State Bar Sections
9. CYLA Board
10. Legal Services Trust Fund Commission
11. Lawyer Assistance Program Oversight Committee (LAP)

Committees with VIC or its successor Chair and Members Assigned as Liaison

1. Bar Examiners
2. Commission on Judicial Nominees Evaluation (JNE)

11. Tab 19, Article 1, Section 9, Page 8

Repealed

~~***Travel Expenses -- Board of Trustees' Liaison***~~

~~No more than two (2) liaison may attend any given meeting at State Bar expense, determination to be made among liaison~~