

## Assignment of Board Book Sections to Board Committees

### **Board Committees**

Assigned Board Committee are identified under each Article, Section, or related group of Sections, as follows:

Board Executive Committee – ExCom

Planning and Budget Committee – P&B

Regulation and Discipline Committee – RAD

Admissions and Education Committee – A&E

Stakeholders, Access to Justice, and Appointments Committee – SAA

Audit Committee – Audit

### **Board Book**

#### **TAB 1.1**

#### **Article 1                      THE STATE BAR OF CALIFORNIA**

***Section 1     Statutes***  
***Section 2     Mission***  
***Section 3     Goals***  
***Section 4     Offices of the State Bar of California***

ExCom

***Section 5     California Bar Journal***

SAA

#### **Article 2                      DIVERSITY PRINCIPLES**

***Section 1     Elimination of Bias Resolution***  
***Section 2     Prohibition Against Use of Discriminatory Facilities***

- Section 3**     *Discriminatory Membership Policies*
- Section 4**     *Discriminatory Practices and State Bar Members*
- Section 5**     *General Statement of Diversity Principles*

SAA

## TAB 1.2

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- Section 1**     *The State Bar of California Five-Year Strategic Plan 2012-2017*

P&B

## TAB 1.3

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#### **Article 1     EXECUTIVE DIRECTOR**

- Section 1**     *Selection*
- Section 2**     *Duties*
- Section 3**     *Administration of Personnel*
- Section 4**     *Executive Director's Financial Limitations Policy*
- Section 5**     *Relationship with the Board of Trustees*
- Section 6**     *Government Affairs Representative*
- Section 7**     *Secretary and General Counsel*
- Section 8**     *The Executive Director's Annual Performance Evaluation*

ExCom

#### **Article 2     GENERAL COUNSEL**

- Section 1**     *Authority of the General Counsel*
- Section 2**     *The General Counsel's Annual Performance Evaluation*
- Section 3**     *Authorization to File Unlawful Detainer Actions*
- Section 4**     *Authorization to Arbitrate Under ICANN Domain Name Dispute Resolution Policy*
- Section 5**     *Authorization to Seek Restraining Orders*
- Section 6**     *Pending Rules of Court: Technical Changes*
- Section 7**     *Who May Assert Claim of Privilege or Confidentiality*
- Section 8**     *Claim of Confidentiality – General*
- Section 9**     *Claim of Confidentiality in a Civil Cause Against The State Bar*

ExCom

**Article 3 CHIEF TRIAL COUNSEL**

**Section 1 *Relationship with the Executive Director***

**Section 2 *Appointment, Term, Qualifications***

**Section 3 *The Chief Trial Counsel's Annual Performance Evaluation***

RAD

**Article 4 LINES OF AUTHORITY**

***State Bar of California Lines of Authority Policy Statement***

ExCom

***Governance Responsibility and Delegation of Management Functions***

P&B

**Article 5 HUMAN RESOURCES**

**Section 1 *Authority***

**Section 2 *Personnel Actions***

**Section 3 *Involuntary Termination of Employment***

**Section 4 *Fiscal Review***

**Section 5 *Personnel Impact Analysis***

P&B

**TAB 2.1**

**GENERAL AUTHORITY OF THE BOARD OF TRUSTEES**

**Article 1 STATE BAR BOARD OF TRUSTEES – GENERAL AUTHORITY**

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**Section 2 *Appointment of Committees, Officers and Employees; Salaries and Expenses***

**Section 3 *Delegations, Supervision, and Control***

**Section 4 *Functions in Aid of Jurisprudence, Justice***

**Section 5 *Executive Functions; Enforcement of Chapter; Injunction; Unauthorized Practice of Law and Unlawful Solicitation***

**Section 6 *Public Communications by Officers and Agents***

**Section 7 *Public Communications by Individual Board Members***

**Section 8 *Proposed Federal Judicial Appointees***

- Section 9**     *Prohibition Against Evaluation of Specific Supreme Court or Court of Appeal Justices*  
**Section 10**   *Governance Principles*

ExCom

**Article 2        BOARD COMPENSATION – STATUTORY PROVISIONS**

- Section 1**     *No Right to Compensation Generally*  
**Section 2**     *Public Member Compensation by Statute*  
**Section 3**     *Public Member Compensation*  
**Section 4**     *Waiver of Public Member Fees at Annual Meeting*  
**Section 5**     *Reimbursement of President’s Actual and Necessary Business Expenses*

ExCom

**TAB 2.2**

**ELECTION AND APPOINTMENT OF THE BOARD OF TRUSTEES**

**Article 1        BOARD COMPOSITION**

- Section 1**     *Board of Trustees in General*  
**Section 2**     *Number of Members*

ExCom

**Article 2        LEGISLATIVE AND SUPREME COURT APPOINTMENTS AND TERMS FOR PUBLIC AND ATTORNEY MEMBERS**

- Section 1**     *Membership from Supreme Court Appointment*  
**Section 2**     *Membership from Legislative Appointment*  
**Section 3**     *Public Members; Appointment; Qualifications; Term; Reappointment*  
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ExCom

**Article 3        ELECTED ATTORNEY MEMBERS AND TERMS**

- Section 1**     *Qualifications of Members*  
**Section 2**     *Tenure of Members; Vacancies; Interim Board*  
**Section 3**     *State Bar Districts – Membership and Composition*  
**Section 4**     *Terms and Sequence of Election of Members*  
**Section 5**     *Election Policies and Procedures – Statutes and Rules*

**Section 6     *Disclosure of Petitioners***

ExCom

**TAB 2.3**

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- Section 2     *Elections--Generally***
- Section 3     *Election Procedures***
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- Section 5     *Continuance in Office***
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ExCom

**Article 2     *RESPONSIBILITIES OF OFFICERS***

- Section 1     *General***
- Section 2     *President***
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- Section 4     *Treasurer***
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ExCom

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**BOARD OF TRUSTEES MEMBER RESPONSIBILITIES**

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- Section 2     *Board Member Skills and Responsibilities***
- Section 3     *Minimum Standards of Commitment and Conduct***
- Section 4     *Board of Trustees Liaison Policy for State Bar Committees***
- Section 5     *Board of Trustees Liaison Assignments to State Bar Standing Committees, Section Executive Committees, Special Boards, Committees and Commissions***

**Section 6     *Time Commitment***

ExCom

**Article 2     OFFICIAL DUTIES OF PUBLIC MEMBERS – DEFINED**

**Section 1     *Board of Trustees***

ExCom

**Section 2     *State Bar Court***

RAD

**Article 3     PUBLIC AND MEMBER OUTREACH**

**Section 1     *The Board Member’s Role In Member And Public Outreach***

**Section 2     *Communications With Local Bars***

**Section 3     *Outreach To Members***

**Section 4     *Board Legislative and Communications Liaisons***

SAA

**TAB 2.5**

**MEETINGS OF THE BOARD OF TRUSTEES**

**Article 1     MEETINGS OF THE BOARD**

**Section 1     *Statutory Authority***

**Section 2     *Implementing Procedures For Board of Trustee Compliance With the Bagley-Keene Open Meeting Act***

**Section 3     *Annual Board of Trustees Strategic Work Session***

**Section 4     *Attendance of Newly Elected and Appointed Members at Last Board Meeting***

**Section 5     *Attendance and Voting***

**Section 6     *Roll-Call Voting***

**Section 7     *Multi-Year Schedule of Meetings***

**Section 8     *State Bar Annual Meeting***

ExCom

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**Section 2     *Special Orders of Business and Appearances***

**Section 3**     *Minutes of Meetings*  
**Section 4**     *Private Deliberations*

ExCom

**Article 3**     **RULE OF DISCUSSION, DEBATE AND PROCEDURE**

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**Section 2**     *Prioritizing Discussion*  
**Section 3**     *Conduct of Meetings*  
**Section 4**     *Rule of Discussion, Debate and Procedure for the Board of Trustees*  
**Section 5**     *Staff and Public Comment*  
**Section 6**     *Claimed Breach of Confidentiality*

ExCom

## **TAB 2.6**

### **BOARD COMMITTEES AND TASK FORCES**

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**Section 1**     *Committee Structure*  
**Section 2**     *Standing Board Committees*  
**Section 3**     *Appointment and Composition of Board Committees*  
**Section 4**     *Compliance with Bagley-Keene Open Meeting Act*  
**Section 5**     *Board Committee Chair Orientation*  
**Section 6**     *Board Committee Work Plan*

ExCom and/or P&B

**Article 2**     **CHARTER FOR BOARD EXECUTIVE COMMITTEE**

ExCom

**Article 3**     **CHARTER FOR PLANNING AND BUDGET COMMITTEE**

P&B

**Article 4**     **CHARTER FOR REGULATION AND DISCIPLINE COMMITTEE**

RAD

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

A&E

**Article 6      CHARTER FOR STAKEHOLDERS, ACCESS TO JUSTICE, AND  
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SAA

**Article 7      TASK FORCE ON SECTIONS**

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***Section 2      Mission Statement***

***Section 3      Appointments to Task Force***

Obsolete with departure of Sections

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Audit

**TAB 3.1**

**CONFLICTS OF INTEREST**

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ExCom

**Article 2      CONFLICTS OF INTEREST**

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ExCom

**Article 3      DEFINITIONS**

ExCom

***Section 1      Statutory Definitions***

ExCom

**Article 4      CONFLICT OF INTEREST CODE FOR THE BOARD OF TRUSTEES OF  
THE STATE BAR OF CALIFORNIA**

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- Section 2**     *Enumeration of Positions Subject to This Code*
- Section 3**     *Reportable Financial Interests*
- Section 4**     *Disclosure Statements: Contents, Time for Filing, and Reporting Periods*
- Section 5**     *Place of Filing Statements*
- Section 6**     *Assistance to Members*
- Section 7**     *Privileged Information Withheld From a Statement of Economic Interests*

ExCom

## TAB 3.2

### CLAIMS AGAINST THE STATE BAR

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ExCom

## TAB 3.3

### COLLECTION POLICY FOR COURT-ORDERED DISCIPLINE COSTS AND CSF OBLIGATIONS

RAD

## TAB 3.4

### AMICUS CURIAE PARTICIPATION

- Article 1**     **STATE BAR**
- Section 1**     *Application of Amicus Curiae Policy*
- Section 2**     *Authorization*
- Section 3**     *Appropriate Cases*
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SAA

- Article 2**     **STATE BAR SECTIONS**

- Section 1** *Amicus Curiae Participation by Sections*
- Section 2** *Avoiding Inconsistent Positions; Request by Executive Committees; Conflict of Interest*
- Section 3** *Disclaimer*
- Section 4** *Side Letter for Sections Amicus Participation*

SAA (policy may be obsolete with departure of Sections, but policy has been applied to other State Bar sub-entities)

## TAB 3.5

### LEGISLATIVE POLICIES AND PROCEDURES

#### **Article 1** **LEGISLATIVE POLICIES AND PROCEDURES FOR LEGISLATIVE POSITIONS OF BOARD OF TRUSTEES**

- Section 1** *Vote on Legislative Positions*
- Section 2** *Keller Parameters*
- Section 3** *Funding*

ExCom

#### **Article 2** **LEGISLATIVE POLICIES AND PROCEDURES FOR SECTIONS AND COMMITTEES**

- Section 1** *Review of Sections and Committees Affirmative Legislation Proposals*
- Section 2** *Time for Board Review of Section Affirmative Legislative Proposals*
- Section 3** *Germaneness Standard for Sections*
- Section 4** *Review of Proposed Positions on Bills of Others*
- Section 5** *Disclaimers*
- Section 6** *Funding of Legislative Activities of Committees and Certain Other State Bar Entities*
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SAA

## TAB 3.6

### PUBLIC COMMENT

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SAA

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SAA

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SAA

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SAA

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ExCom

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***Section 3    Reserve Policy***

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***Section 5    Interfund Transfers and Loans Policy***

***Section 6    Fiscal Impact Analysis***

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P&B

**Section 10 *Independent Review of Fiscal Controls***

Audit

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Audit

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P&B

**TAB 4.3**

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P&B

**TAB 4.4**

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**Section 2 *Objectives***

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- Section 4**     *Surplus Funds*
- Section 5**     *Reports of Investment Activities*
- Section 6**     *Ethics and Conflicts of Interest*
- Section 7**     *Required Review of State Bar Investment Policy*
- Section 8**     *Investment Advisory Subcommittee*

P&B

## **TAB 4.5**

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ExCom

## **TAB 5.1**

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- Section 2**     *Appointment of Advisors, Ex Officio Members and Consultants*
- Section 3**     *Number of Committees*
- Section 4**     *The Committee Year*
- Section 5**     *Term of Membership*
- Section 6**     *Missed Meetings*
- Section 7**     *Size of Committees*
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- Section 9**     *Annual Reports*
- Section 10**    *Duties of Chairpersons*
- Section 11**    *Board Referral to Committees*

ExCom and/or P&B

- Article 2**     **THE STANDING COMMITTEE ON PROFESSIONAL RESPONSIBILITY AND CONDUCT**

- Section 1**     *Establishment*
- Section 2**     *Members and Advisors*
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RAD

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Obsolete with sunseting of Committee

**Section 2**     *Committee on Alternative Dispute Resolution*

Obsolete with sunseting of Committee

**Section 3**     *Committee on Appellate Courts*

Obsolete with sunseting of Committee

**Section 4**     *Committee of Bar Examiners*

A&E

**Section 5**     *California Board of Legal Specialization and its Advisory Commissions*

A&E

**Section 6**     *The California Commission on Access to Justice*

SAA

**Section 7**     *Client Security Fund Commission*

RAD

**Section 8**     *Continuing Education of the Bar (CEB) Governing Committee*

A&E

**Section 9    *Standing Committee on Delivery of Legal Services***

SAA

**Section 10   *Council on Access and Fairness***

SAA

**Section 11   *Committee on Federal Courts***

Obsolete with sunseting of Committee

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Obsolete with sunseting of Committee

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RAD

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SAA

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ExCom

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SAA

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- Article 1** **A PROGRAM ENCOURAGING THE OPPORTUNITY OF ALL MEMBERS OF THE STATE BAR OF CALIFORNIA TO PARTICIPATE IN ACTIVITIES OF THE STATE BAR**

- Section 1** *General*
- Section 2** *Recruitment*
- Section 3** *Achieving a Diversified Membership*
- Section 4** *Statement of Diversity Principles*
- Section 5** *Encouragement of Participation*
- Section 6** *Applications*
- Section 7** *Confidentiality*
- Section 8** *Appointment*
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- Section 10** *Principles of Structure and Staffing of Sections, Commissions and Committees*

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- Article 2** **CRITERIA**

- Section 1** *General*
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- Section 3** *Limitations and Restrictions*

SAA

- Article 3** **PROCEDURE FOR SECTION EXECUTIVE COMMITTEES**

- Section 1** *Board Committee Consent Agenda*

Obsolete with departure of Sections.



**Article 4      TERMS OF OFFICE AND OATH**

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- Section 2      *Term, Maximum***
- Section 3      *Term, Reappointment of Members Filling Unexpired Vacancies***
- Section 4      *Terms of Office, Committee on Professional Liability Insurance***
- Section 5      *Oath of Office***

SAA

**Article 5      GUIDELINES FOR APPOINTMENT TO THE COMMISSION ON JUDICIAL NOMINEES EVALUATION**

- Section 1      *Statutory Requirements***
- Section 2      *Appointment of Chair and Vice Chair***
- Section 3      *Procedures for Appointment***

SAA

**Article 6      GUIDELINES FOR APPOINTMENT OF STATE BAR REPRESENTATIVES TO BOARDS OF DIRECTORS OF PROGRAMS FUNDED BY THE LEGAL SERVICES CORPORATION**

- Section 1      *Review of Candidates by Board Committees***
- Section 2      *Program Request for Appointments***
- Section 3      *Staggered Terms***
- Section 4      *Legal Services Boards: Diversity Outreach***
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- Section 6      *Press Releases***
- Section 7      *Recommendations by Program's Board of Directors***
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SAA

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- Section 2      *Appointment Process***
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- Section 7      *Appointment Screening***
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- Section 10     *Attendance and Removal***
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**Article 9      GUIDELINES CONCERNING APPOINTMENTS TO THE ABA HOUSE  
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SAA

**Article 10     GUIDELINES CONCERNING JUDICIAL COUNCIL APPOINTMENTS**

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SAA

**Article 11     GUIDELINES CONCERNING CALIFORNIA YOUNG LAWYERS  
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- Section 1      *Membership***

SAA

**Article 12     GUIDELINES CONCERNING APPOINTMENTS TO SECTION  
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- Section 1      *Membership of Executive Committees of Sections***
- Section 2      *Board of Trustees Appointments to Section Executive Committees***

Obsolete with departure of Sections

**Article 13 INTERIM APPOINTMENTS**

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**Section 2** *Vacancies on Committees*

SAA

**Article 14 REMOVAL**

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**Article 15 CONFIDENTIALITY**

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**TAB 5.4**

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### **Article 3      COUNCIL OF STATE BAR SECTIONS: BYLAWS**

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<b>Section 2</b>	<b><i>Council of State Bar Sections</i></b>
<b>Section 3</b>	<b><i>Purposes and Responsibilities</i></b>
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<b>Section 14</b>	<b><i>Amendment of the Bylaws</i></b>

Entire Tab obsolete with departure of Sections.

### **TAB 5.5**

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SAA

#### **Article 2      Conference of Delegates**

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<b>Section 2</b>	<b><i>Restriction of Funding, Voluntary Fees</i></b>

**Section 3    *Memorandum of Understanding Between The State Bar of California  
and Conference of Delegates of California Bar Associations***

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