



YLD Handbook

2011-12



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Organizational Structure



A History of the State Bar of Georgia Young Lawyers Division

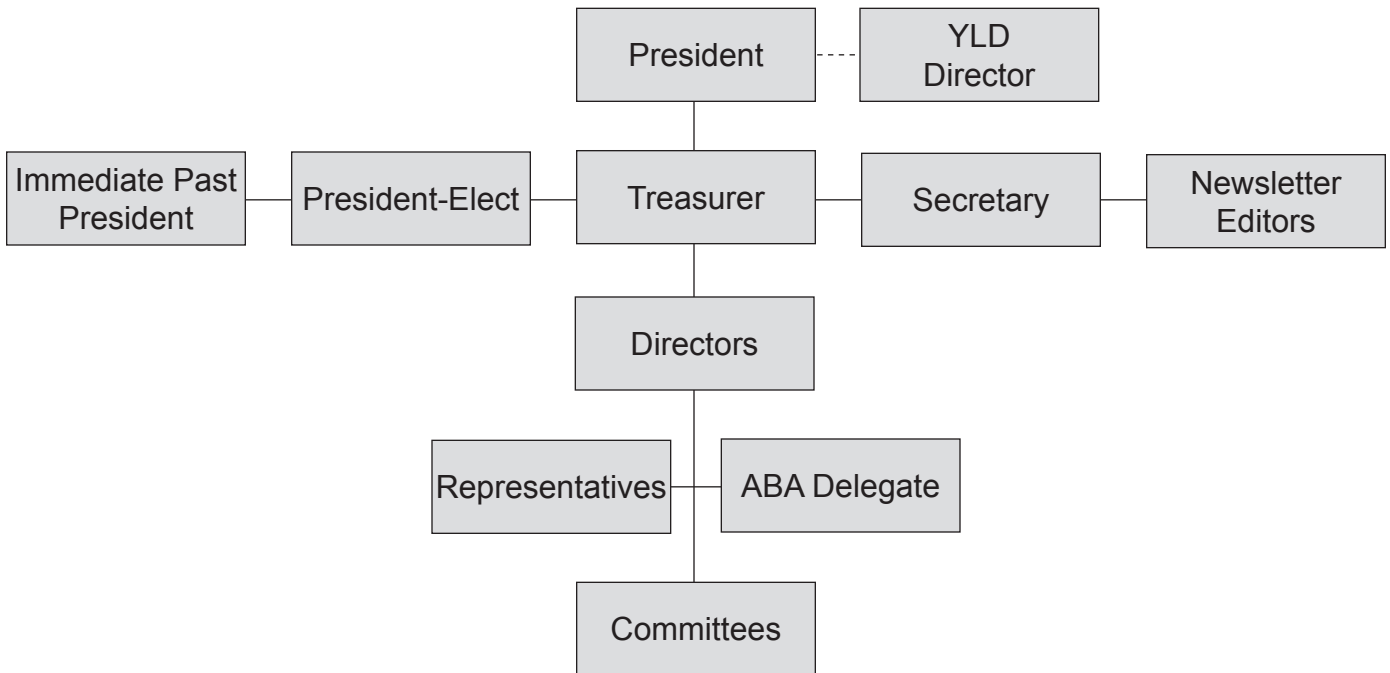
In 1883, thirty-three attorneys formed the first Georgia Bar Association. The purpose of the Association was to "advance the science of jurisprudence, promote the administration of justice throughout the State, uphold the honor of the profession of law" and establish cordial dealings between members of the profession. When the State Bar of Georgia was organized in 1883, there was no Section or Division devoted to the interests of young lawyers because there were no young lawyers practicing in the state of Georgia. Prior to 1946, the Constitution of Georgia and the State Bar rules prohibited anyone under the age of 40 from practicing law. After World War II, however, a change in attitude occurred.

The Younger Lawyers Section (YLS) was created on May 31, 1947, at the State Bar's Annual Meeting. The basic structure of the Section consisted of four officers, an Executive Committee and Executive Council. The YLS was created in order to further the original goals of the charter members of the State Bar of Georgia, along with fostering among the members of the Bar the principles of duty and service to the public, and to encourage the interest and participation of younger members of the State Bar.

When the YLS was first enacted, all members of the State Bar who had not reached their 36th birthday were automatically members of the YLS. It was later added that attorneys, regardless of age, who had been admitted to their first bar less than three years were also considered members of the YLS. The basic structure and purpose of the organization remain the same today, however, in June of 1998 the Section was renamed the Young Lawyers Division (YLD).

The Young Lawyers Division has been strengthened over the years through guidance by the State Bar of Georgia, its Executive Committee and Board of Governors, the Supreme Court, and through dedicated service rendered by its members. In keeping with its motto of "working for the profession and the public," the YLD has many hard-working committees that provide service to the public and the Bar through an array of projects and programs. Through the years, the Division has also gained national recognition by winning several American Bar Association awards for its projects and publications.

YLD Organizational Chart





YLD Executive Council

YLD Executive Council 2011-12

Officers

President: Stephanie Joy Kirijan, Atlanta
President-Elect: Jon Pannell, Savannah
Treasurer: Darrell Lee Sutton, Marietta
Secretary: Sharri Edenfield, Statesboro
Immediate Past President: Michael Geoffroy, Covington
Newsletter Editors: Jennifer Blackburn, Atlanta
Shiriki Cavitt, Atlanta

Directors

M. Khurram Baig, Atlanta	Monica Dean, McDonough	Brantley C. Rowlen, Atlanta
Josh Bosin, Atlanta	Molly Gillis, Atlanta	Alex Susor, Atlanta
Marquetta Bryan, Atlanta	Moses Kim, Atlanta	Carl Varnedoe, Hinesville
Ivy Cadle, Macon	Edward T. McAfee, Atlanta	Sarah White, Macon
Jennifer Campbell, Savannah	DeAngelo Norris, Atlanta	Meredith Wilson, Atlanta
Betty Davis, Atlanta		

Representatives

Northern

2010-12

Elizabeth Fite, Atlanta
John Phillip Jett, Atlanta
M. Anne Kaufold-Wiggins, Atlanta
Yari D. Lawson, Decatur
Pete Werdesheim, Atlanta

2011-13

Nicole Leet, Atlanta
T. Buck Levins, Porterdale
Andrea "Oni" Seliski, Atlanta
Matthew Stoddard, Atlanta
Carrie Trotter, Cartersville

Middle

2010-12

Leslie Cadle, Macon
Canon Brown Hill, Macon
Sarah Finney Kjellin, Albany
Larry K. Moore, Macon
Matthew M. Myers, Macon

2011-13

Hoganne Harrison-Walton, Milledgeville
Tiffany Mallory, Albany
Amanda Morris, Macon
Jacob Poole, Perry
Amy Walters, Columbus

Southern

2010-12

Stephanie Diane Burton, Eastman
Adam Ferrell, Waycross
Andrew Lindsey Gorman, Savannah
John R.B. "Jack" Long, Augusta
John Manly, Savannah

2011-13

Alex Brown, Augusta
Ashley Browning, Brunswick
Michael Graves, Statesboro
Lindsey Lovingood, Savannah
William Norse, Savannah

Out-of-State

2011-12

James Taylor Anderson, III, Charleston, SC

James Baehr, Camarillo, CA

Members-At-Large

2011-12

John Bush, Atlanta	Evan Kaine, Atlanta	Jennifer J. Walker, Rome
JaDawnya Butler, Atlanta	Dustin Marlowe, Gainesville	Knox Withers, Atlanta
James W. Clifton, Atlanta	William Nabors, Marietta	Kevin Woolf, Atlanta
Holly Hance, Lawrenceville	Joseph C. Sullivan, Atlanta	Rachael Zichella, Atlanta

Committee Chairs

2011-12

Appellate Admissions	Ben Perkins
Appellate Admissions	Joshua Stein
Aspiring Youth Program	Tracee Benzo
Aspiring Youth Program	Natalie Davis
Business Law	Jessica Sabbeth
Business Law	Sarah Statz
Community Service Projects	Ana Maria Martinez
Community Service Projects	Jonathan Poole
Criminal Law	Kathryn Boortz
Criminal Law	Hemanth Digumarthi
Disaster Legal Assistance	Angelique Culver
Disaster Legal Assistance	Dylan Littlejohn
Elder Law	Hillary Cranford
Elder Law	Brook Davidson
Ethics & Professionalism	Genie Iredale
Ethics & Professionalism	Steven Moulds
Family Law	Sean Ditzel
Family Law	Ashley Sawyer
High School Mock Trial	Jon Setzer, Chair
High School Mock Trial	Deshala Bray, 1st VC
High School Mock Trial	Kevin Epps, 2nd VC
Intellectual Property Law	Laura Gary
Intellectual Property Law	Rachel Young
Intrastate Moot Court Comp.	Kathleen Sullivan Dod
Intrastate Moot Court Comp.	Jamie Woodard
Judicial Law Clerk	Orlando Pearson

Judicial Law Clerk	Jason Redmond
Juvenile Law	Crystal Conway
Juvenile Law	Stephanie Mason
Law Related Education	Melissa Durand
Law Related Education	Aundrea Roberts
Leadership Academy	Tippi Burch
Leadership Academy	Adriana Sola Yarborough
Legislative Affairs	Jennifer Little
Legislative Affairs	David Werner
Litigation	John Hadden
Litigation	Lara Percifield
Minorities in the Profession	Shalamar Parham
Minorities in the Profession	Tiffany Yamini
National Moot Court Comp.	Sarah Madden
National Moot Court Comp.	Jessica Nix
Real Estate Law	Jeff Mueller
Real Estate Law	Brandy Shannon
Signature Fundraiser	Jessica Cabral
Signature Fundraiser	Karen Kurtz
Signature Fundraiser	Caroline Vann
Solo/Small Firm	Brandei DeBerry
Solo/Small Firm	Natalie Woodward
William Daniel National Invitational Mock Trial	Nicholas Smith
Women in the Profession	Kelly Campanella
Women in the Profession	Mary Woodson Felker

Affiliate Units

2011-12

Albany Young Lawyers Division:

Augusta Young Lawyers Association:

Blue Ridge Young Lawyers:

Cobb Young Lawyers Division:

Columbus Young Lawyers Division:

DeKalb Young Lawyers Division:

Gwinnett Young Lawyers Association:

Macon Young Lawyers Division:

Rome/Northwest Georgia Young Lawyers Division:

Savannah Young Lawyers Division:

Valdosta Young Lawyers Division:

William Davis

John R. B. Long

Vacant

Graham E. McDonald

Amy C. Walters

Jessica K. Rock

Holly Hance

Ivy N. Cadle

Wesley J. Knight

Jacob Masee

Matthew E. Eutzler

Law Student Representatives

2011-12

Atlanta's John Marshall Law School:

Emory University School of Law:

Georgia State University College of Law:

Mercer University Walter F. George School of Law:

University of Georgia School of Law:

Thomas Lyman

Heidi Grothaus

Lisa Scatamacchia

Deborah Anice Swofford

Michelle Torsigliara



YLD Representative Responsibilities

Representatives of the YLD Executive Council are expected to:

- Attend (3) three of the five regularly scheduled Executive Council meetings (pursuant to Art. X, § 2(b) of the YLD Bylaws).^{*} Attendance records are kept by and requests for an excused absence should be submitted to the Secretary of the YLD.
- Participate in at least two YLD Committees:
 - one internal committee (e.g., meetings, elections, communications, membership, etc.) to which you will be appointed; and
 - one external committee (e.g., Litigation, High School Mock Trial, Juvenile Law, Community Service, etc.) of your choice.
- Serve as the project coordinator, in conjunction with other district representatives, for a service project in the represented district
- Serve as a liaison between the YLD and the young lawyers and young lawyer organizations in your area.
- Advise the YLD Executive Council of local needs and programs being conducted in your area.
- Keep local bar organizations updated about current YLD projects and solicit new YLD project ideas from them.

In addition, YLD Representatives are encouraged to:

- Offer local support to committee chairs.
- Write articles for YLD Newsletter.
- Recruit other young lawyers to become active in the YLD during the year.

In all events, YLD Representatives should copy the President, President-elect, Newsletter Editor (when appropriate), Award of Achievement chair (when appropriate) and YLD Director on relevant correspondence.

^{*} A copy of the YLD Bylaws may be found at www.gabar.org/public/pdf/yld/yldbylaws.pdf.

STANDING COMMITTEE MEMBERS

"Each Standing Committee shall include in its membership at least six (6) members of the Executive Council, including two (2) from each Federal Judicial District. The mandatory members described herein (other than nonvoting members) shall count towards fulfilling the minimum member requirement. The membership of each Standing Committee (other than the Budget Committee) shall be selected by the President, subject to the requirements set forth in this Section 1."

Membership and Meetings

"Membership and Meetings. This committee, which shall include the Secretary and President-Elect as members, shall consider and make recommendations on ways to improve the membership's involvement and attendance at meetings."

1. Sharri Edenfield, Secretary
2. Jon Pannell, President-Elect
3. T. Buck Levins
4. Pete Werdesheim
5. Amy Walters
6. Hoganne Harrison-Walton
7. Evan Kaine
8. John Manly

Budget

"Budget. This committee, which shall be chaired by the Treasurer, shall be **appointed and organized by the President-Elect** at least sixty (60) days immediately preceding the Annual Meeting and shall prepare the budget for the subsequent Bar Year."

1. Darrell Sutton, Treasurer (Chair)
2. Carrie Trotter
3. Matthew Stoddard
4. Jacob Poole
5. Matthew Myers
6. Alex Brown
7. Rachael Zichella

Rules, Bylaws & Procedures

"Rules, Bylaws and Procedures. This committee shall consider and make recommendations on all proposed amendments or changes concerning the organization of the Young Lawyers Division and its rules, Bylaws, and procedures."

1. Anne Kaufold-Wiggins
2. John Jett
3. Knox Withers
4. Sarah Kjellin
5. Jack Long
6. Michael Graves

Nominating

"Nominating. This committee, which shall be chaired by the President-Elect, who shall act as chairperson but shall have no vote on the committee, shall be charged with making nominations for all elections. The President-Elect shall notify all committee members of the time and place of meetings. Three (3) voting members of the Nominating Committee shall constitute a quorum for such meetings."

1. Jon Pannell, President-Elect (chair)
2. Nicole Leet
3. Bill Nabors
4. Canon Hill
5. Jennifer J. Walker
6. Andrew Gorman
7. Adam Ferrell

Election

"Election. This committee, which shall be chaired by the President-Elect, shall be charged with conducting all elections."

1. Jon Pannell, President-Elect (Chair)
2. John Bush
3. Holly Hance
4. Amanda Morris
5. Larry Moore
6. Dustin Marlowe
7. Lindsey Lovingood

Communications

"Communications. This committee, which shall include the Secretary and the Editor(s) as members, shall consider and make recommendations on proposed publications of the Young Lawyers Division and the number and types of publications issued or sponsored by the Young Lawyers Division. This committee shall also be responsible for maintaining the Young Lawyers Division's website."

1. Sharri Edenfield, Secretary
2. Jennifer Blackburn, Newsletter Editor
3. Shiriki Cavitt, Newsletter Editor
4. Elizabeth Fite
5. Andrea Seliski
6. Leslie Cadle
7. JaDawnya Butler
8. Ashley Browning
9. Joseph Sullivan

Public Relations and Policy

"Public Relations and Policy. This committee shall consider and make recommendations on ways to promote a positive public image of young lawyers in the State of Georgia and shall inform the membership of any legislation relevant to the legal profession. The actions of this committee shall comply with the requirements of Article XI, Section 1."

1. Yari Lawson
2. Kevin Woolf
3. Tiffany Mallory
4. James Clifton
5. Stephanie Burton
6. William Norse



Meetings & Events



2011-2012 YLD Meetings

Summer Meeting

August 18-21, 2011

State Bar Headquarters with optional trip to NY
Omni Berkshire Place, NY, NY

Fall Meeting

November 11-13, 2011

Foundry Park Inn
Athens, GA

Midyear Meeting

January 5-7, 2012

Loews Atlanta Hotel
Atlanta, GA

Held in conjunction with the State Bar of Georgia

YLD Signature Fundraiser

January 7, 2012

Location TBD

Spring Meeting

May 11-14, 2012

Sofitel

Washington, DC

(Supreme Court Swearing In held on Monday, May 14)

Annual Meeting

May 31-June 3, 2012

Westin Harbor Resort & Spa
Savannah, GA

Held in conjunction with the State Bar of Georgia

ABA Meetings 2011-12

YLD Fall Conference

October 13-15, 2011

Seattle, WA

Midyear Meeting

February 1-7, 2011

New Orleans, LA

YLD Spring Conference

May 3-5, 2012

Nashville, TN

Annual Meeting

August 2-7, 2012

Chicago, IL

For more information about ABA/YLD meetings, visit www.abanet.org/yld.



State Bar of Georgia YLD Reimbursement Program

The Young Lawyers Division sponsors a reimbursement program designed to encourage attendance at YLD meetings. Each reimbursement recipient will receive funding (up to \$200 per meeting) for travel expenditures. Reimbursements are awarded at the discretion of the Meetings Committee.

Applicants for the reimbursement should be YLD eligible lawyers (State Bar of Georgia members under the age of 36 and/or the first five years of practice after being admitted to your first bar).

Application submission deadlines are below, and reimbursement awardees will be notified within one week after the application deadline.

For more information, contact Mary McAfee, YLD Director, at (404) 527-8778 or marym@gabar.org.

Name: _____

Telephone Number: _____ Fax Number: _____

Email: _____ Date of Birth: _____

Firm/Employer: _____

Address: _____

Year admitted to the Bar: _____

Which meeting are you applying for scholarship funding to attend? Please note application deadlines:

<u>Meeting</u>	<u>Dates</u>	<u>Location</u>	<u>Application Deadline</u>
___ Summer	Aug. 18-21, 2011	New York, NY (optional)	July 8, 2011
___ Fall	November 11-13, 2011	Athens, GA	October 4, 2011
___ Midyear	Jan. 5-7, 2012	Atlanta, GA	November 28, 2011
___ Spring	May 11-14, 2012	Washington, DC	April 4, 2012
___ Annual	May 31-June 3, 2012	Savannah, GA	April 26, 2012

Bar Associations of which you are a member: _____

Are you actively involved in any Bar Association programs or projects? If so, please name them and briefly describe your involvement, including any positions held:

Describe how this reimbursement will further your involvement in the YLD.

Please explain your specific financial need, as well as your firm's role in supporting your travel to meetings (what type of travel budget you have).

Please list 'pro bono' participation and/or activities:

Have you ever attended a YLD Meeting? _____ Yes _____ No
If you answered yes, please list the meeting(s) and date(s). If you answered no, please state your reasons for not having attended meetings in the past:

If awarded a reimbursement through the YLD, you will receive up to \$200. You will receive the reimbursement after each meeting. Recipients are required to attend a majority of YLD functions for each meeting. You will be asked to provide receipts for which you are requesting reimbursement. The maximum reimbursement is \$200 for the meeting. Reimbursement will only be made for expenses for airfare, hotel, registration, or meals incurred in connection with the meeting.

If you are unable to attend a meeting for which you have applied for reimbursement to attend, please notify the YLD Director as soon as possible. This will allow us to award another YLD member with the reimbursement.

Signature _____ Date _____

Please return your completed application by email, fax, or mail to:

Mary K. McAfee, YLD Director
State Bar of Georgia
104 Marietta Street, Suite 100
Atlanta, GA 30303
Phone: (404) 527-8778
Fax: (404) 287-4990
Email: marym@gabar.org



Upcoming Events

The YLD posts upcoming committee meetings and events on the Bar's website and maintains it throughout the year. If you have an upcoming meeting or event that you would like posted, please send the following event information to Mary McAfee at marym@gabar.org:

Meeting/Event Title

Date

Time

Location

The link to the list of upcoming events is:

http://www.gabar.org/young_lawyers_division/yld_upcoming_events/



Committees



Committees 2011-12

Appellate Admissions

This committee arranges the biannual ceremonies for admission of new Bar admittees to the Supreme Court of Georgia, the Court of Appeals of Georgia and the U.S. District Courts.

Co-Chairs: Benjamin M. Perkins
Joshua S. Stein

Aspiring Youth Program

The Aspiring Youth Program Committee works to teach conflict resolution skills through the "Art of Debate" to incarcerated youth in the DeKalb Regional Youth Detention Center. Specifically, this committee assists at-risk youth by working to increase rehabilitation rates and their aspirations to graduate from high school and college by demonstrating the importance of education, hard work, and commitment. Young lawyers serve as positive role models while developing mentoring relationships with these youth.

Co-Chairs: Tracee R. Benzo
Natalie D. Davis

Business Law

Business Law Committee addresses issues specific to young lawyers whose practice involves either commercial litigation or commercial transactions. The committee monitors and addresses legal developments in the areas of business, commerce and finance on both federal and state levels.

Co-Chairs: Jessica E. Sabbath
Sarah E. Statz

Community Service Projects

This committee provides opportunities for young lawyers to participate in local, state or national service projects focused on various social issues, such as working with organizations that address the needs of underprivileged children, hunger, domestic violence, and the environment.

Co-Chairs: Ana Maria Martinez
Jonathan R. Poole

Criminal Law

This committee strives for the improvement of the criminal justice system, and where appropriate, seeks to implement changes. The committee annually sponsors CLE seminars and the Commitment to Justice Award.

Co-Chairs: Kathryn J. Boortz
S. Hemanth Digumarthi

Disaster Legal Assistance

This committee coordinates emergency legal assistance for victims of natural disasters.

Co-Chairs: Angelique M. Culver
Dylan Littlejohn

Elder Law

This committee is involved in the delivery of legal services to the elderly, monitoring legislation and other legal developments affecting the elderly community, and providing general information to older Georgians.

Co-Chairs: Hillary B. Cranford
Brook A. Davidson

Ethics & Professionalism

This committee develops programs to assist lawyers in achieving the ethical and professional standards set forth for the legal profession and to make the public aware that lawyers are striving to meet and exceed these standards. This committee works with the Chief Justice's Commission on Professionalism. The committee recognizes one young lawyer who has demonstrated outstanding professionalism with its Ethics & Professionalism Award.

Co-Chairs: Eugenia "Genie" Iredale
Steven A. Moulds

Family Law

This committee provides educational and networking opportunities to young lawyers whose practice involves family law. The committee sponsors a networking event as part of the annual Family Law Institute, as well as an annual signature fundraising event to raise money and awareness for causes involving family related issues in Georgia.

Co-Chairs: Sean Ditzel
Ashley Sawyer

High School Mock Trial

This committee provides educational litigation experience to hundreds of high school students by sponsoring a statewide mock trial competition, sending a team to the national competition, and holding a summer law camp. Young lawyers, judges and teachers throughout Georgia get involved in all levels of the competition as coaches, judges and committee members.

Co-Chairs: Jon W. Setzer, Chair
Deshala D. Bray, 1st Vice-Chair
Kevin Epps, 2nd Vice-Chair

Intellectual Property Law

This committee promotes communication among young lawyers practicing in the various areas of intellectual property law as well as networking with other practice groups to enhance the availability of business opportunities. The committee provides CLE programs as well as social activities that promote networking and Bar participation.

Co-Chairs: Laura E. Gary
Rachel C. Young

Intrastate Moot Court Competition

This committee sponsors the annual Intrastate competition among students from Georgia law Schools. It organizes and conducts all aspects of the competition.

Co-Chairs: Kathleen S. Dod
Jamie P. Woodard

Judicial Law Clerk

This Committee serves the professional needs of, and addresses issues specific to, young lawyers serving as Staff Attorneys or Judicial Law Clerks in either State or Federal Courts throughout the State. In this regard, the Committee monitors and addresses legal developments and issues facing the courts. Moreover, the Committee provides a forum for young, practicing lawyers to gain insight from other young lawyers serving in the courts. The Committee also sponsors CLE programs, covering topics of interest to Staff Attorneys and Judicial Law Clerks, and offers networking events throughout the year.

Co-Chairs: T. Orlando Pearson
Jason P. Redmond

Juvenile Law

This committee is responsible for studying and recommending changes in the areas of juvenile law, facilities and rehabilitation. The committee encourages and celebrates excellence in juvenile law practice across Georgia through sponsorship of an annual CLE event and recognition of exceptional child advocates. The committee organizes and co-sponsors the Celebration of Excellence, a graduation ceremony for youth in the state foster care system. In addition, the committee recently drafted comprehensive recommended revisions to Georgia's Juvenile Code and provides technical support to efforts to turn these recommendations into legislation.

Co-Chairs: Crystal L. Conway
Stephanie M. Mason

Advocates for Students with Disabilities Subcommittee Chair: Laurice Rutledge

Law-Related Education/Law Awareness for Youth

This committee supports and encourages the growth of law-related education in the state, particularly through the inclusion of law-related curriculum in the schools. These

efforts include preparing an Introduction to Law textbook and hosting an annual Teachers' Workshop.

Co-Chairs: Melissa L. Durand
Aundrea L. Roberts

Leadership Academy

This committee oversees the Leadership Academy by providing guidance and input for the application process and each of the program's six sessions.

Co-Chairs: Carolyn "Tippi" Burch
Adriana I. Yarbrough

Legislative Affairs

This committee serves as the clearinghouse for YLD-initiated legislation and aids legislators and other YLD committees in various matters. The committee also holds the annual Legislative Luncheon.

Co-Chairs: Jennifer L. Little
David R. Werner

Litigation

This committee addresses the needs of younger litigators by sponsoring litigation themed lunch-and-learns, CLEs and socials. The committee also places an emphasis on social activities as well as service to the community, fostering networking among the members.

Co-Chairs: John D. Hadden
Lara P. Percifield

Minorities in the Profession

This committee encourages increased participation by minorities in the Bar and the YLD, examines the problems affecting the minority lawyer and expands the opportunities for minority lawyers within the profession.

Co-Chairs: Shalamar J. Parham
Tiffany K. Yamini

National Moot Court Competition

This committee conducts the Region V competition of the National Moot Court Competition.

Co-Chair: Jessica C. Nix

Public Interest

This committee oversees the Public Interest Internship Program (PIIP) and acts as liaison to other public interest organizations.

Co-Chairs: Sarah C. Cipperly
Colin K. Kelly

Real Estate

The Real Estate Law Committee promotes communication among young lawyers practicing in the various areas of real estate law as well as networking with other practice groups to enhance the availability of business opportunities. The committee provides CLE programs as well as social activities that promote networking and Bar participation.

Co-Chairs: W. Jeffrey Mueller
Brandy M. Shannon

Signature Fundraiser

The Signature Fundraiser Committee organizes and orchestrates an annual fundraising event to raise money to support non-profits.

Co-Chairs: Jessica C. Cabral
Karen S. Kurtz
Caroline M. Vann

Solo Practice/Small Firm

This committee seeks to provide opportunities for and support to solo practitioners and young lawyers who work in small firms. Recognizing that the economy and many other factors contribute to young lawyers hanging their own shingles, this committee focuses on providing discounted CLE's, organizing networking events and creating projects aimed at sharpening the skills and increasing the success of active member participants.

Co-Chairs: Brandei J. DeBerry
Natalie S. Woodward

William W. Daniel National Invitational Mock Trial

This committee hosts an annual criminal mock jury trial competition among law students. The talented competitors are law students hailing from law schools across the country. All Georgia law schools are also invited to participate. Every summer, the William W. Daniel National Invitational Mock Trial Committee sends hundreds of applications to ABA accredited law schools. Only 18 schools are invited to compete in this well known competition named in honor of the late Judge William W. Daniel of the Superior Court of Fulton County.

Chair: Nicholas P. Smith

Women in the Profession

This committee's mission is to ensure the success of women attorneys just beginning their careers by providing a forum for dialogue and ideas on multicultural concerns of women, sponsoring programs directed to business and professional development, organizing networking activities, and supporting organizations and causes which advance the status and progress of women in society.

Co-Chairs: Kelly E. Campanella
Mary Woodson Felker



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Juvenile Law

This committee is responsible for studying and recommending changes in the areas of juvenile law, facilities and rehabilitation. The committee encourages and celebrates excellence in juvenile law practice across Georgia through sponsorship of an annual CLE event and recognition of exceptional child advocates. The committee organizes and co-sponsors the Celebration of Excellence, a graduation ceremony for youth in the state foster care system. In addition, the committee recently drafted comprehensive recommended revisions to Georgia's Juvenile Code and provides technical support to efforts to turn these recommendations into legislation.

Co-Chairs: Crystal L. Conway
Stephanie M. Mason

Advocates for Students with Disabilities Subcommittee Chair: Laurice Rutledge

Law-Related Education/Law Awareness for Youth

This committee supports and encourages the growth of law-related education in the state, particularly through the inclusion of law-related curriculum in the schools. These

efforts include preparing an Introduction to Law textbook and hosting an annual Teachers' Workshop.

Co-Chairs: Melissa L. Durand
Aundrea L. Roberts

Leadership Academy

This committee oversees the Leadership Academy by providing guidance and input for the application process and each of the program's six sessions.

Co-Chairs: Carolyn "Tippi" Burch
Adriana I. Yarbrough

Legislative Affairs

This committee serves as the clearinghouse for YLD-initiated legislation and aids legislators and other YLD committees in various matters. The committee also holds the annual Legislative Luncheon.

Co-Chairs: Jennifer L. Little
David R. Werner

Litigation

This committee addresses the needs of younger litigators by sponsoring litigation themed lunch-and-learns, CLEs and socials. The committee also places an emphasis on social activities as well as service to the community, fostering networking among the members.

Co-Chairs: John D. Hadden
Lara P. Percifield

Minorities in the Profession

This committee encourages increased participation by minorities in the Bar and the YLD, examines the problems affecting the minority lawyer and expands the opportunities for minority lawyers within the profession.

Co-Chairs: Shalamar J. Parham
Tiffany K. Yamini

National Moot Court Competition

This committee conducts the Region V competition of the National Moot Court Competition.

Co-Chair: Jessica C. Nix

Public Interest

This committee oversees the Public Interest Internship Program (PIIP) and acts as liaison to other public interest organizations.

Co-Chairs: Sarah C. Cipperly
Colin K. Kelly

Real Estate

The Real Estate Law Committee promotes communication among young lawyers practicing in the various areas of real estate law as well as networking with other practice groups to enhance the availability of business opportunities. The committee provides CLE programs as well as social activities that promote networking and Bar participation.

Co-Chairs: W. Jeffrey Mueller
Brandy M. Shannon

Signature Fundraiser

The Signature Fundraiser Committee organizes and orchestrates an annual fundraising event to raise money to support non-profits.

Co-Chairs: Jessica C. Cabral
Karen S. Kurtz
Caroline M. Vann

Solo Practice/Small Firm

This committee seeks to provide opportunities for and support to solo practitioners and young lawyers who work in small firms. Recognizing that the economy and many other factors contribute to young lawyers hanging their own shingles, this committee focuses on providing discounted CLE's, organizing networking events and creating projects aimed at sharpening the skills and increasing the success of active member participants.

Co-Chairs: Brandei J. DeBerry
Natalie S. Woodward

William W. Daniel National Invitational Mock Trial

This committee hosts an annual criminal mock jury trial competition among law students. The talented competitors are law students hailing from law schools across the country. All Georgia law schools are also invited to participate. Every summer, the William W. Daniel National Invitational Mock Trial Committee sends hundreds of applications to ABA accredited law schools. Only 18 schools are invited to compete in this well known competition named in honor of the late Judge William W. Daniel of the Superior Court of Fulton County.

Chair: Nicholas P. Smith

Women in the Profession

This committee's mission is to ensure the success of women attorneys just beginning their careers by providing a forum for dialogue and ideas on multicultural concerns of women, sponsoring programs directed to business and professional development, organizing networking activities, and supporting organizations and causes which advance the status and progress of women in society.

Co-Chairs: Kelly E. Campanella
Mary Woodson Felker

D. Other State Bar Finance Rules.

No committee shall have funds or bank accounts of its own, as all transactions connected with committee activities shall be reflected in the appropriate State Bar of Georgia/YLD account.

All funds received by a committee shall be remitted to the YLD, and all expenditures on behalf of a committee shall be paid by check of the State Bar of Georgia.

V. RESOURCES

State Bar Staff. The YLD Director is available to assist the committees, but does not carry out the work of committees. The YLD Director will be able to help with coordinating meeting notices (given sufficient time), arrange for conference rooms, establish teleconference connections, administer expense reimbursements, and communicate with the Officers, Directors and Executive Council.

VI. CONTINUITY

The bar year often seems incredibly short for committee chairs to accomplish any goal. In addition the YLD's Bylaws provide that no person may chair a single committee for more than two years in a row. Some ways to ensure that the work done by your committee does not get lost in the shuffle of a long or a new year:

- Appoint a co-chair or vice-chair, with the consent of the YLD President and the President-Elect, with the understanding that this person will become chairperson in the future.
- All letters, agendas, minutes, award of achievement submissions, and other documents must be passed along to the next year's Chair(s). Preparing a notebook is a great way to do this.
- Write an informal year-end summary for the notebook telling what was done, what was rejected, and what not to do.

Chairs are appointed by the YLD President to serve concurrently with him or her. Be on the lookout for committee members who would be good successors to you and recommend them to the YLD President-Elect.

VII. MISCELLANEOUS

- A. Legislation.** All positions on legislation must be approved by the Board of Governors of the State Bar. Committees are not permitted to lobby, except in conjunction with a concerted and approved State Bar effort.

- B. Use of Bar Center.** Committee meetings may be held at the Bar Center with advance notice. Contact the YLD Director to schedule space.
- C. Committee Chair Orientation.** All Committee Chairs are required to attend Committee Chair Orientation or a make-up session.
- D. Needs Analysis/Long Range Planning.** The YLD Executive Committee annually develops organizational goals for the year. In addition, during the Bar Year, the YLD will be conducting a Needs Analysis and developing a Long Range Plan to ensure that the YLD and its committees are meeting the needs of the YLD Members.

Committee projects should be geared to fit within the organizational goals of the YLD, to meet the needs of YLD Members and to further the purposes of the YLD, as set forth in the YLD Bylaws. Care should be taken in developing projects to ensure that they constitute a service to the profession or the public that is broad in scope. In addition, projects should not promote specific ideologies or religions.

Practical Tips for Committee Chairs:

Planning the Meeting:

- ❑ Meeting Notices: Give members notice well in advance of meetings or set the schedule for the year and stick to it. Committee members will be more likely to prepare and follow through if they see the big picture of meetings and deadlines.
- ❑ Charges: It would be difficult to chair a committee if you did not know what the President and the Executive Committee expected of the group. If he or she has not charged the committee with specific, measurable goals, then ask for clarification or set your committee goals and clear them with these individuals.
- ❑ Time Management: Committee members' time is valuable. Let them know this by thanking them for attending and showing respect for their time. Start and end your meeting on time. If work isn't completed within the meeting timeframe, suggest a conference call in the interim. Make every minute count.
- ❑ Committee Composition: A word about overly large committees and "dead weight" – if, as the committee chair, you cannot figure out why some people volunteer without commitment or even showing up for meetings, speak to the YLD Director about replacing them with more effective members or paring down the committee to a manageable size.
- ❑ Orientation: Committee volunteers will appreciate a short briefing at the start of the year to learn what is expected of them. For instance, how many meetings will be required, and how many hours will they need to give? This is also the

time to indicate that though everyone is a volunteer, accountability and follow-through will be required to serve the committee.

- ❑ Subcommittees: To accomplish more work on a timely basis, consider appointing subcommittees from among your members. A subcommittee or task force is smaller, more agile and can get the work done faster in many instances.

At the Meeting:

- ❑ Seating: Don't miss the opportunity to plant yourself at the best seat at the table. That's not usually hidden in the corner or crowded among members. You want to be seen and have room to spread out—take advantage of the *power* of seating by arriving first.
- ❑ Guests and VIPs: From time to time you may have a guest or non-committee member sit in the meeting. Treat them with respect by making them feel welcome and introducing them to the other members.
- ❑ Agenda: The agenda keeps the meeting moving. It serves as a guide for committee members to gauge how long the meeting will last and how much discussion each item should receive. A meeting without an agenda allows for rambling discussions and sidebar chatter as members wait for the next topic.
- ❑ Forms: It may help to have forms that make record keeping easier. Committees use forms to record motions, for sign-in rosters, for taking minutes, and to report to the Executive Committee. Consider the forms that will best serve your needs and streamline the work.
- ❑ Flipchart: A flipchart offers multiple purposes—some of them psychological. You may need to take charge of a meeting by walking to the flipchart to make a point. Or you can emphasize a point by using it to outline a plan, draw a chart, or create a calendar, for example. Another use of a flipchart is for the member who likes to spout out ideas but seldom offers any details. Ask him or her to outline the idea on the flipchart, which usually silences them or helps to make their point.
- ❑ Performance Criteria: Every committee project can be measured in various ways. For example, if the project is education—are you seeking to generate revenue, position the organization, or enroll new members? Each volunteer will have a different perspective that you as chairman will want to take into account and then set criteria for determining success.
- ❑ Minutes: Committees should use minutes to report to the non-attending members, the YLD Director and the President on actions and to record commitments, deadlines, and action steps. *The chair is too busy to run the meeting and take the minutes*, so seek a volunteer willing to actively listen and take good notes.

- Diplomat and Traffic Cop: As committee chair, you'll have to keep members focused. If sidebar conversations develop, bring attention back to the agenda and pertinent discussions. It's OK to ask that cell phones be silenced and discussions stay focused.
- Take Action: Simply stated, "Actions speak louder than words." Read the minutes of your last meeting. Are they simply reports and discussions—or do you see a clear course of actions, steps, and progress?
- Summarize: Every agenda item creates discussion. It is important that the chair summarize what is understood for the group. If someone says let's raise the fees and another member says we should offer discounts—it is up to the chair to bring about consensus. Try something like, "those are good points, what I think I hear you saying is we should offer seminars that make money for the organization but are discounted for members."
- Calendars: Bring a calendar to the meeting—it's an important tool for setting the project deadlines and planning activities. It's easier to discuss the next meeting with a calendar in sight than to say you'll be announcing the meeting when you get back to your office.
- Handouts: Give members the information they need for decision making. If it's a contract to review, make enough copies to distribute—don't just read it to them. The same applies to agendas and other documents. By distributing information in advance, volunteers can review and prepare for your meeting.
- The Big Picture: The chair must envision the organization's overall "big picture" (i.e. strategic mission and goals) and how the committee's work fits in. Try not to look at each goal as a successive project (one activity to achieve before tackling the next), but how you can advance the goals simultaneously. For example, if you are charged with developing several educational seminars...don't just plan one per quarter, but schedule a full year of seminars, sponsors and speakers.
- Rules of Order: Rules of order are encouraged. They don't have to be formal but the position of chair should be respected, motions should be made and seconded before debate, and members should be recognized before speaking. Chaos develops if everyone speaks at once.

After the Meeting:

- Reports: As a committee leader, there is a responsibility for keeping the YLD Director and the President informed. The best way to do this is by written reports provided to them within ten days of the meeting. Let them know of decisions, progress, needed resources, and when the next meeting is scheduled. Keep your committee members well informed by copying them on the reports.

- Interim Efforts: Check the progress of committee work in between formal meetings. Set up a mechanism for having committee members and subcommittees report on their progress. If you don't hear from members, remind them of their commitments and the need for accountability to achieve the committee's goals.

- Closure: The best chairs leave a legacy. That means they achieve the goals set by the organization, they encourage the committee members to take on leadership roles, and they pass on important files and folders to the next appointed committee chair. Leave time to personally brief the new chair on achievements, pending work and recommendations. It is the chair's job to "package" the committee and present it so he or she will have a running start.

ABA/YLD Awards of Achievement

What they are:

The Awards of Achievement are presented by the Young Lawyers Division of the American Bar Association to the affiliates that have accomplished the most during the previous bar year. The objectives of the Awards of Achievement are to provide an opportunity for local, state, and national YLD affiliates to obtain national recognition for well planned and executed programs that contribute significantly to the public good and to the betterment of the profession.

The Awards of Achievement also provide affiliates an opportunity to exchange ideas and obtain readily accessible information about the projects of other affiliates. In addition, it provides affiliates with a method of comparing and evaluating their programs with those of other affiliates.

Your role as committee chair:

Each year in June, the YLD submits a package of all of its committees' accomplishments to the American Bar Association for consideration for the Awards of Achievement. The Georgia YLD has been quite successful in its division in the past.

It is the committee chair's responsibility to get the information for the Awards of Achievement together and forward it to the YLD Director after every project is accomplished. This is an ongoing effort that in the past has taken place in the spring, but now involves your cooperation year long after each and every project. Please fill out the project submission form so that we don't have to contact you asking for it. **You will not get reimbursed for expenses without filling out the project information form.** Please also submit copies of all correspondence, photographs, or videotapes of the project, flyers, or other items generated by your committee for part of your submission. This is not optional! Your task in preparing for the Awards of Achievement submission is made much easier by keeping it in mind as you go.

Send correspondence to:

Mary McAfee, YLD Director
State Bar of Georgia
104 Marietta Street, Suite 100
Atlanta, GA 30303
(404) 527-8778 Fax (404) 287-4990
marym@gabar.org

Continuing Legal Education (CLE)

One of the most valuable commodities for any attorney is information, and one of the best ways to provide a constant flow of accurate and timely information is through CLE seminars. CLEs must be approved and/or sponsored by the Institute for Continuing Legal Education (ICLE) in Athens. Recognizing this, ICLE will assist you in arranging CLE seminars on a wide range of topics at convenient locations around the state. Special attention should be given to participation of women and minority lawyers as speakers at CLE seminars. For further information or help in arranging a seminar, contact Steve Harper at:

Institute for Continuing Legal Education (ICLE)

P.O. Box 1885

Athens, GA 30603-1884

(800) 422-0893

(706) 369-5665

www.iclega.org

Another option is hosting Lunchtime CLE events, which also must be co-sponsored by ICLE and must adhere to the following rules and procedures:

- Whenever possible, the sponsoring committee should give ICLE advanced notice of the lunchtime CLE event, which must include the speaker(s), topic(s), and program duration (not more than one-hour). Also, in the usual case, the written materials supporting the event should be submitted in advance to ICLE. ICLE will then determine accreditation hours, to include professionalism, ethics and/or trial practice; assign an ICLE seminar number to the event and place the written materials in the program's historical file, all of which are MCLE Rules requirements. When there are unusual circumstances, this procedure may be done after the event.
- At the event, the committee representative must: (1) ensure that each attendee is given a copy of the written materials, which have been reproduced for this purpose by the committee; (2) keep a list of those attorneys attending for MCLE credit, to include name, bar number and firm or business address; and (3) collect the required per attendee MCLE fees (\$5 per hour and \$15 per professionalism credit).
- As soon as possible after the event, the attendee list and collected fees should be sent to ICLE by the committee representative, and ICLE will take care of entering each individual's credits in his or her file at the Bar and remitting the collected fees to the Bar.
- This will be done by ICLE as a service to the committees and at no cost to the committees. Each committee should limit the number of accredited lunchtime CLE events it co-sponsors with ICLE to **not more than one per quarter**.

The Bar Center is a great place to host your CLE seminars. There are meeting spaces for groups of up to 350 people at no charge with free parking for attorneys. Meeting space can be reserved through Mary McAfee at 404-527-8778 or marym@gabar.org.



Financial Information



Reimbursement Form

Description of Expense Items _____

Requested by _____

Amount _____

Make Check Payable To _____

Address _____

Request Payment from Which Committee _____

1. Attached Project Information Form must be completed or Reimbursement Form will not be considered.
2. Prior authorization from YLD Director Mary McAfee must be obtained for expenses over \$100 unless approved on committee line item budget (attach with form).
3. Attach supporting Invoice or Documentation (e.g. copies of receipts, etc.).
4. Allow 2-3 weeks for all reimbursements.
5. All requests must be submitted before the end of the Bar year (June 30) to qualify for reimbursement.
6. Committee funds cannot be used for alcohol or travel reimbursements. See Committee Chair Guidelines for other restrictions.
7. E-mail, fax or mail requests to:
Mary McAfee, YLD Director
State Bar of Georgia
104 Marietta Street, Suite 100
Atlanta, GA 30303
E-mail: marym@gabar.org
Fax: (404) 287-4990
Phone: (404) 527-8778



Project Information Form

This form must be completed for all single project service to the bar, public and comprehensive applications. One form must be completed for each project included in a comprehensive application as well as for each single project application entry.

Affiliate Name State Bar of Georgia Young Lawyers Division

Project Title _____

(If Comprehensive Application) - Project I.D. # _____

1. Type of Project

Please check appropriate type:

Service to the Public Service to the Bar

2. Degree of Change or Growth

Check appropriate response:

New Project this Year Project Continued from Previous Year

3. Project Description

Please provide a brief description (250 words or less) of your project. Be sure to include a description of the role(s) played by the young lawyer volunteers in the undertaking of this project; any products resulting from the project; and in the case of continuing projects, if they have been expanded, explain how.

4. Needs Assessment

What was the reason for undertaking this project? (e.g. was the project internally or externally motivated; was there a need in the community for the project; was there a target audience?)

5. Achievement of Goals/Impact

A. What were the goals and objectives of the project and how were they met?

B. If goals were not met, why not?

C. Will this be a recurring affiliate project? If yes, will you make any revisions?

6. Degree of Participation by Members

A. How many YLD members actually participated in this project? (Consider young lawyer involvement in all the different stages of the project: planning, organization, implementation and/or presentation.)

Please indicate how many:

_____ YLD leadership (officers, directors, board membership)

_____ YLD committee members

_____ YLD general membership

B. Was the project conducted with the Senior Bar?

___ Yes ___ No

C. What other groups or individuals participated and in what numbers?

7. Budget

A. What was the cost of this project excluding in-kind/donated services?

B. How was the project funded?

8. Supporting Documents

Do you have flyers or photos from the event/project?

SPONSORSHIP

2011-2012



What is the Young Lawyers Division?

The Young Lawyers Division (YLD) is part of the State Bar of Georgia, created to promote the advancement of young lawyers. The YLD is the “service arm” of the State Bar, and annually organizes scores of projects to serve the public and the profession throughout the state in which hundreds of lawyers participate. The YLD is part of a nonprofit organization and relies on outside sponsorship to supplement the cost of its meetings and other events.

Who are Young Lawyers?

All Georgia attorneys who are under the age of 36 or who have been practicing for five years or less.

- There are about 10,000 “young lawyers”
- 25% of State Bar members are under age 36
- 53% of “young lawyers” reside in metro Atlanta
- The 2nd highest concentration of “young lawyers” is in Savannah (184), followed by Macon (157)
- 50% of “young lawyers” are female

Promotional Opportunities

YLD Meetings. The YLD has five meetings a year at various resort locations, with attendance of about 40-60 people. Sponsorship opportunities for each Meeting are detailed on the following page.

YLD Signature Fundraiser. Sponsorship opportunities are also available in connection with the YLD's annual fundraiser gala.

YLD Sponsorship includes:

- Signage displayed at sponsored event
- Promotional materials distributed at meeting or event
- Distribution of items
- Acknowledgement in promotional materials and final program
- Announcement of sponsorship at sponsored event
- Acknowledgement in one issue of the *YLD Newsletter* (circulation to over 22,000 attorneys statewide)
- Opportunity to give brief presentation at YLD Business Meeting for contributions of \$500 or more (Meeting sponsors only)
- Copy of master attendance roster (Meeting sponsors only)
- Opportunity to attend Meeting or Event. For Meeting sponsors, all registration charges will apply.

For further information

Mary McAfee, YLD Director	(404) 527-8778	marym@gabar.org
Edward McAfee, YLD Co-Director of Sponsorship	(404) 348-8585	mcafee@lbbslaw.com
Brantley Rowlen, YLD Co-Director of Sponsorship	(404) 348-8585	rowlen@lbbslaw.com

SPONSORSHIP 2011-2012



Sponsorship Agreement

Sponsor's Name: _____

Contact Person's Name: _____

Address: _____

City/State/Zip: _____

Email: _____

Phone: _____

<u>Event Being Sponsored</u>	<u>Sponsorship Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL:	\$ _____

Sponsorship amount must be paid at least two weeks prior to meeting or event to ensure inclusion in written materials distributed at meeting or event.

Payment Type: Check (payable to "State Bar of Georgia") MasterCard
 Visa American Express

Card No.: _____ Expiration Date: _____ Security Code: _____

Name on Card: _____ E-mail: _____

Signature: _____ Phone: _____

Billing Address/City/State: _____

Credit Card payments **only** may be sent to:

Mary K. McAfee, YLD Director
404-527-8749 (fax)

Payment by check may be mailed to:

Mary K. McAfee, YLD Director
State Bar of Georgia
104 Marietta Street, Suite 100
Atlanta, GA 30303

Contributions to the State Bar of Georgia/Young Lawyers Division are not tax deductible as charitable contributions for Federal Income Tax purposes.

For further information

Mary McAfee, YLD Director	(404) 527-8778	marym@gabar.org
Edward McAfee, YLD Co-Director of Sponsorship	(404) 348-8585	mcafee@lbbslaw.com
Brantley Rowlen, YLD Co-Director of Sponsorship	(404) 348-8585	rowlen@lbbslaw.com



Communications

YLD Newsletter Submission Guidelines

2011-12 Deadlines for *The YLD Review*:

<u>Issue</u>	<u>Copy/Submission Deadline</u>
Fall 2011	August 1, 2011
Winter 2011	November 1, 2011
Spring 2012	February 1, 2012
Summer 2012	May 1, 2012

General Guidelines:

1. Submit all articles, committee updates and event notices, pictures, and other materials for consideration to Mary McAfee, YLD Director electronically via e-mail, to marym@gabar.org.
2. Submissions **must** be attached in a Word document. PDF, faxed or linked versions will not be considered.
3. Submitting an article does not guarantee inclusion in *The YLD Review*. Final inclusion choices are based upon submission date, space availability/limitation, availability of accompanying photos and the editorial discretion of the YLD Newsletter Editors, YLD Director and YLD President.
4. The Newsletter Editors, YLD Director and YLD President will make all decisions regarding what is included in each newsletter, as well as how each article/piece will be presented. Additionally, all articles will be edited by the Newsletter Editors, YLD Director and YLD President for spelling, grammar, length and content.
5. The deadlines, as stated above, are FINAL.
6. Photos are requested to accompany submissions. Photos must be sent electronically in .jpg .tif, or .bmp format, and must have a resolution of 300 dpi. Photos should not show YLD members holding alcoholic beverages.
7. In general, newsletters should hit desks one month after the copy/submission deadline. We strongly encourage you to “advertise” upcoming events in *The YLD Review*. A good rule of thumb to follow—if your event is six/seven weeks (or beyond) from the copy/submission deadline, it will be printed the newsletter before the event takes place.
8. General information: The newsletter is mailed to approximately 21,000 State Bar of Georgia members (all active members). This is our chance to show the “Big Bar” and those who are not involved with YLD all of the good work the YLD accomplishes—please send updates of your events, both upcoming and summaries post-project.



Press Releases

Information submitted in the Project Information Forms will be used for Press Releases.

If you have a specific request, please contact YLD Director Mary McAfee at (404) 527-8778 or marym@gabar.org.



State Bar of Georgia Policies



Standing Board Policy 100

LEGISLATIVE POLICY AND PROCEDURE ADOPTED BY BOARD OF GOVERNORS JUNE 14, 1986, AMENDED JUNE 20, 1992, JUNE 18, 1994

1.01. General Legislative Policy.

(a) The Bylaws set forth the restrictions on establishing a legislative policy. Article II, Section 6 of the Bylaws provides that:

No legislation shall be recommended, supported or opposed by the State Bar unless:

- (1) such action has been initiated by an appropriate committee or section, or by any ten members of the Board of Governors; and
- (2) the text of the legislation is furnished to the President, the President-elect and the Advisory Committee on Legislation at least thirty days prior to its submission for support or opposition as set forth below; and
- (3) provided further:
 - (i) that such legislative position receives a majority vote of the members of the State Bar present at a meeting; or
 - (ii) that such legislative position receives a two-thirds vote of the members of the Board of Governors present and voting; or
 - (iii) when the Board of Governors is not in session, such legislative position receives a two-thirds vote of the members of the Executive Committee voting.

In addition to and in aid of these legislative powers, the Board shall have the power to adopt, by a vote of two-thirds of the members of the Board present and voting, a Standing Board Policy regarding legislation. Such Standing Board Policy shall be binding from session to session unless suspended, modified or rescinded pursuant to a two-thirds vote of the members of the Board present and voting.

No committee or section of the State Bar shall recommend, support or oppose any legislation except in the manner herein provided.

(b) No legislative position shall be taken by the State Bar or any committee, section or other organizational element thereof except as provided for in this policy. Committees, sections or other organizational elements of the Bar are encouraged to debate and discuss legislation relating to their areas of expertise and to let the Advisory Committee on Legislation know of their positions. The ultimate position of the State Bar, however, will be determined pursuant to this Policy.

(c) A legislative position, once adopted, shall remain an official position of the State Bar during the full biennial session of the General Assembly in which it was adopted unless rescinded or modified.

(d) Failure to receive a necessary two thirds vote to favor or oppose legislation shall not be considered adoption of the contrary position.

(e) All legislative positions adopted by the State Bar shall be reduced to writing and communicated to the General Assembly as the organizational positions of the State Bar.

(f) The Advisory Committee on Legislation, the Board, or the Executive Committee may allow any interested person to appear before it in person and in writing in support of or in opposition to any legislative proposal being considered subject to reasonable limitations on available time.

(g) The Board and Executive Committee shall have authority to take reasonable action

necessary to communicate and advocate legislative positions adopted pursuant to the Bylaws and this policy.

(h) The Board or the Executive Committee shall have the authority to designate persons to promote State Bar legislative positions. Persons so designated shall be authorized to agree to and to support amendments and substitute legislation which are consistent with legislative positions previously adopted pursuant to the Bylaws and this Policy. No section, committee or other Bar-related organization shall hire or designate any persons or entities to promote State Bar or their own legislative positions nor shall such sections, committees or Bar-related organization expend any funds of the section, committee or organization in the support of or opposition to any legislative positions unless expressly approved by the Board of Governors or the Executive Committee. Should the Board of Governors or the Executive Committee approve such expenditures, the funds of the section, committee or Bar-related organization shall be paid into the Legislative Advocacy Fund.

(i) Nothing in this policy shall be construed to prevent members of the State Bar from presenting their own personal views concerning any legislative matter and members are encouraged to do so while making clear that they are speaking only in their personal capacity.

1.02. Board of Governors.

(a) Consideration of any legislative proposal by the Board shall proceed in the following order:

(1) A written proposal shall be presented by an appropriate committee or section or by any 10 members of the Board to the Advisory Committee on Legislation, the President, the President-elect, and each member of the Executive Committee at least 30 days prior to a meeting of the Board. Such proposal shall, as a minimum, include the following:

- (i) the specific legislation, if any, which is pending or proposed;
- (ii) if no specific legislation is pending or proposed, a statement of the issues to be addressed by the legislation;
- (iii) a summary of the existing law;
- (iv) principal known proponents or opponents of the legislation and, if possible, a brief statement of the reasons for opposition or support by the other interests;
- (v) a listing of any other committees or sections which may have an interest in the legislation and a certification that any such committees have been provided a copy of the proposal simultaneous to its transmission to the Advisory Committee on Legislation; and
- (vi) the position which the committee, section or group recommends be adopted by the State Bar.

(2) The Advisory Committee on Legislation, after consideration of the legislative proposal in accordance with Rule 1.04 of this policy, shall make a written recommendation concerning the proposal to the Board at its next meeting. A copy of the written recommendation shall be furnished to each member of the Executive Committee at least ten (10) days prior to the Board meeting.

(3) The Board shall determine specifically by a majority vote of members present and voting whether the proposed legislative action is germane to the legitimate purposes of the State Bar.

(4) If the determination in section (3) above is affirmative, then at least two thirds of the members of the Board present and voting must vote to recommend, to support, or to oppose the legislative proposal.

(b) Legislative positions may be considered and adopted by the Board at any special or regular meeting.

1.03. Executive Committee.

(a) Consideration of any legislative proposal by the Executive Committee shall proceed in the following order:

- (1) a proposal adopted by the Advisory Committee on Legislation or from a member of

the Executive Committee shall be presented;

(2) the Executive Committee shall specifically determine by a majority of members voting whether the proposed legislative action is germane to the legitimate purposes of the State Bar;

(3) if the determination in subsection (2) above is affirmative, then the Executive Committee shall then determine by a majority vote of those voting either that (i) the requested legislative action could not reasonably have been submitted for consideration by the Board of Governors in accordance with existing policies, or: (ii) that a significant material change in circumstances since the last Board of Governors has made the Executive Committee action necessary;

(4) if either determination in subsection (3) above is affirmative, at least two thirds of the members of the Executive Committee voting must vote to recommend, to support, or to oppose the legislative proposal.

(b) The Executive Committee shall take no action inconsistent with previous action of the Board on substantially identical legislation unless there has been a significant material change in circumstances since the last meeting of the Board of Governors. The failure to receive the required two thirds vote of the Board of Governors shall not be considered "previous action" by the Board.

(c) If any emergency exists and is not feasible for the Executive Committee to act, then the president, upon consultation with and agreement by any two from among the president-elect, the immediate past president and the chairman of the Advisory Committee on Legislation may act upon pending or proposed legislation.

(d) Any action taken by the Executive Committee or president shall be reported to the Board at its next meeting.

1.04. Advisory Committee on Legislation.

(a) Structure--The Advisory Committee shall be composed of at least nine members, at least six of whom shall be members of the Board at the time of their appointment and the Immediate Past President.

(b) Initial Terms--The nine members of the Advisory Committee appointed to serve effective July 1, 1986, shall be appointed for initially staggered terms as set out below:

(1) three members, including two members of the Board, shall be appointed by the immediate past president for one-year terms.

(2) three members, including two members of the Board, shall be appointed by the president for two-year terms.

(3) three members, including two members of the Board, shall be appointed by the president-elect for three year terms.

(4) the chairman shall be appointed by the president.

(c) Terms--Commencing July 1, 1987, the president-elect shall appoint three members, at least two of whom shall be members of the Board at the time of their appointment, to three-year terms and shall name a chairman-elect. The chairman-elect shall become chairman when the president-elect becomes president. The President, upon consultation with and agreement by the President-elect shall have the power to appoint additional voting members to the Advisory Committee who shall serve during the one-year term of his presidency. However, in any event at least two-thirds of this Committee will be members of the Board at the time of their appointment.

(d) The Advisory Committee will meet for the purpose of developing its recommendations to the Board and Executive Committee with regard to requests to adopt a legislative position.

(e) In each case involving a proposed legislative position, the Advisory Committee shall make a recommendation to the Board or the Executive Committee on the following:

(1) whether the proposed legislative action is germane to the legitimate purposes of the State Bar; and

(2) the legislative position which the Board or Executive Committee should adopt.

(f) In addition to the above, the Advisory Committee shall also have the authority to draft and submit to the Board or the Executive Committee, legislative concepts which

may or should be the subject of legislation and recommend positions with respect thereto.

(g) When the General Assembly is in session, appropriate committees and sections of the State Bar may submit legislative proposals to the Advisory Committee for approval by the Executive Committee. All such proposals, however, shall be in writing and satisfy the format requirements set forth in subsection (a)(1) of Rule 1.02 of this policy.

(h) The Advisory Committee shall review all legislation filed in the State Legislature which would require an amendment to the State Constitution. The Advisory Committee shall determine whether the State Bar should take a position pursuant to this policy regarding the proposed constitutional amendment.

(i) All matters concerning contract and finance shall be submitted to the Executive Committee for approval.

1.05. Legislative Drafting and Consulting Services.

(a) The State Bar, at the sole discretion of the Executive Committee, may provide legislative drafting, legal research and other similar services to the Office of the Governor and members of the Georgia General Assembly. THE DECISION BY THE STATE BAR TO PROVIDE SUCH SERVICES DOES NOT CONSTITUTE AN ENDORSEMENT BY THE STATE BAR OF ANY LEGISLATION REVIEWED OR DRAFTED.

(1) All requests for legislative drafting or consulting services should be directed to the President of the State Bar who shall immediately place the request on the agenda of the next Executive Committee Meeting.

(2) Consideration of any legislative drafting or consulting request by the Executive Committee shall proceed in the following order:

(i) the president shall present the request for legislative drafting or consulting services to the Executive Committee;

(ii) the Executive Committee shall specifically determine by a majority of members voting that the drafting, research or review of the proposed legislation would not be adverse to the interests of the State Bar;

(iii) if the determination in subsection (ii) above is affirmative, then the Executive Committee shall determine by majority vote whether or not to provide such services;

(iv) if the determination in subsection (iii) above is affirmative, the Executive Committee shall refer the matter to the Legislative Research Committee, or other appropriate State Bar committee or section.

(3) Should any emergency exist and it is not feasible for the Executive Committee to act, then the President, upon consultation with and agreement by any two from among the President-elect, the immediate past President, the Chair of the Advisory Committee on Legislation or the Chair of the Legislative Research Committee, may act upon the pending request for legislative drafting or consulting services.

(4) The final copy of any proposed legislation drafted by any member or members of the State Bar under this provision shall contain the following disclaimer at the head of the first page, unless the proposed legislation has been considered under the provisions of section 1.01 through 1.04 above: "The State Bar of Georgia has drafted the following proposed legislation as a service to the Georgia General Assembly and the Office of the Governor. The State Bar takes no position either for or against the enactment of such legislation unless the legislation is approved under the provisions of the State Bar of Georgia's Standing Board Policy 100."

(b) Whenever the Executive Committee grants a request to provide legislative drafting or consulting services under this rule, the President, or his or her designee, shall report to the next meeting of the Board of Governors the nature of the referral and current status.



Standing Executive Committee Policy 500

Faxes and E-mails To Members

Adopted August 22, 2003

Purpose

It is important for the members of the Bar to be informed about matters relating to the judicial system and legal profession. To that end, the State Bar should provide efficient and effective communication with Georgia lawyers. At the same time, it is recognized that unnecessary or unwanted communications, especially blast faxes and e-mails, have a long-term adverse impact on effective communication. Therefore, this policy is designed to enhance communication by authorizing the use of faxes and e-mails for important information with appropriate limits on frequency and content. It is also intended to maintain compliance with Federal and state laws governing blast faxes and e-mails.

Authorized Communications

- (a) All Blast faxes are prohibited.
- (b) E-mails are authorized as limited by this policy.
- (c) All communications shall be for the lawful purpose of the State Bar of Georgia.

Authorized Users

- (a) Supreme Court of Georgia, for any communication to all members;
- (b) Court of Appeals of Georgia, for any communication to all members;
- (c) State Bar President, for limited, significant Bar related matters to all members;
- (d) YLD President, for limited, significant YLD related matters to YLD members;
- (e) Board of Governors members, for communications with their Circuit's members;

(In circuits which have two or more representatives on the Board, each communication shall reflect the view of the majority of the representatives. The intent is for a limited number of e-mails from the circuit's representatives as a group rather than multiple e-mails from individual Board members. If the members of a circuit are evenly divided with no majority viewpoint, no e-mail should be sent. The Board members in each circuit may accomplish this by jointly prepared e-mails, by electing a single spokesperson for the group, or by any other method of their choice that accomplishes the intent of this policy.)

- (f) State Bar Sections and Committees, for communications from Section leaders with their Section members, but not for soliciting new members; and Committee chairs with their committee members;
- (g) Candidates for State Bar elected positions, for Officers of the State Bar or YLD, Executive Committee members, and ABA delegates (limited to contested races and no more than two (2) e-mails per election);
- (h) Administrative Office of the Courts, for use by individual courts to communicate with the lawyers practicing in the courts; and
- (i) Others, as approved by the Executive Committee for limited, urgent uses.

All Users Must

- (a) Not sell, give or otherwise redistribute the e-mail addresses of the members;
- (b) Use format that eliminates downloading of data;
- (c) Use only for officially authorized Bar or judicial purpose;
- (d) Not be used for private, commercial purposes; and
- (e) Allow recipients to be removed from list.

Standards

- (a) The subject line will include enough information so recipients can quickly determine if they want to delete the message without opening it. One subject per message is preferred.
- (b) The message will be brief, sometimes including instructions on where to get additional information. When applicable, web links may be included.

- (c) Attachments in the form of links to PDFs may or may not be included, depending on their number and size.
- (d) Each e-mail message will include unsubscribe or opt out instructions. If a member opts out of receiving e-mail messages, all e-mail communications from all entities, including the State Bar, will stop. There may not be a way to selectively opt out receiving e-mails from any particular entity. This is especially important and should be noted in the opt out instructions.

Process

- (a) Broadcast e-mail messages are coordinated centrally by the Communications Department and are not to be sent by individuals, departments or entities. Because most e-mails are time sensitive, all participants in this process shall cooperate to perform their duties in a timely manner.
- (b) The entity wishing to send an e-mail message drafts the message and submits it to the Chief Operating Officer for approval. The President and Executive Director are available for discussion when deemed appropriate by the Chief Operating Officer.
- (c) The Chief Operating Officer-approved e-mail message is sent to the Communications Director and to Bar Counsel. After reviewing the e-mail for compliance with law and State Bar rules/policies, Bar Counsel will advise the Communications Director of its findings.
- (d) The Membership Department is notified of the request so the e-mail address file can be prepared.
- (e) The finalized e-mail message and all related information are sent to the Communications Department for distribution to the list.
- (f) The Executive Director and Chief Operating Officer are copied on all fax and e-mail messages. The person(s) initiating the e-mail request is also copied.

Note: Due to anti-spam measures and other e-mail filtering software utilized by our membership, Internet Service Providers (ISP's), and the various data communications equipment which provides the routing of all equipment internet-related traffic, the State Bar cannot guarantee that every recipient listed in its e-mail address database will successfully receive the e-mail message instituted with the blast e-mail procedures specified above.



**State Bar
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Lawyers Serving the Public and the Justice System

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Standing Executive Committee Policy 600

Websites established by State Bar entities

Adopted May 17, 2007

No section, division, standing committee, special committee, program, department or other entity of the State Bar of Georgia may establish or maintain a website except as follows:

- (a) a mock up of the website, including both visuals and text, shall be submitted to the communications department and the bar counsel for written approval.
- (b) upon approval by both the communications department and bar counsel, the State Bar entity website may go online, but any material change to the website shall first be submitted for approval under subparagraph "a" above.

The Executive Committee, communications department, or bar counsel may rescind approval of any State Bar entity website at any time, with or without cause.