



THE STATE BAR OF CALIFORNIA

APPOINTMENT POLICIES AND PROCEDURES

2015-2016

Revised: November 20, 2015

Compilation of Board of Trustees' appointment policies, procedures, and historical practices that affect the Board's recurring, non-disciplinary appointments to the State Bar's standing committees, section executive committees, and special boards, commissions and committees, and other external entities.

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GENERAL POLICY

I. Appointments

It is the policy of the Board of Trustees to encourage the opportunity of all members of the State Bar to participate in activities of committees and to achieve a diversified membership on committees (including, but not limited to, standing and special committees and executive bodies to which the Board of Trustees has the authority to make appointments) and in order to further encourage all members in such participation, the Board adopts the following procedures, applicable generally whenever there are vacant positions to be filled by Board appointments to such bodies.

(Source: Board Resolutions June 1977, August 1987)

II. Achieving a Diversified Membership

Diversity includes a **multitude** of factors identified under Criteria, article 2, section 2, sub-paragraph b. (3). These factors include geography, type of practice, size of practice, gender, ethnicity, sexual orientation, disability, length of time in practice, etc.

(Source: Board Resolution March 1997)

III. Participation of Diverse Members

The State Bar of California values diversity and broad-based representation in its appointments. The recruitment and selection of applicants with diverse backgrounds, experiences, outlooks, and ideas and geographical diversity brings qualities essential to the governance of the legal profession and to the services the State Bar provides to its diverse members and to the public.

The State Bar's Board of Trustees is committed to the active solicitation and encouragement of members with a broad array of backgrounds and life experiences including members with skills or attributes that are underrepresented in the legal profession to submit applications for appointments to all bar sponsored entities.

The State Bar provides equal access to all applicants and complies with all applicable anti-discrimination laws in its appointment process.

(Source: Board Resolution July 2015)

AUTHORITY AND CONFIDENTIALITY

I. Appointment

Authority – The Board has the ultimate authority and responsibility to make appointments from among applicants.

Confidentiality – Appointment recommendations are confidential until the Board has made the appointments.

(Source: Business & Professions[B&P] Code §6026.5; State Bar Rule 6.55 (A); Board Resolutions June 1977, July 1981, August 1987)

II. Applications

Confidentiality – Applications for appointment to any entity to which the Board appoints are treated as confidential. This includes any material submitted with the application. In addition, the fact someone has applied for appointment is treated as confidential. Information concerning applications for appointment is released to those persons involved in the appointment process, e.g., Board members, section and committee officers, and all staff necessary to assist in the appointment process.

Applications and Letters of Recommendation – Applicants are to file the current application form [e.g., 2016-2017]. Applicants who previously applied must submit a new application form. All applications and letters of recommendation, or copies of letters of recommendation, must be submitted to the Appointments Office.

Distribution – Applications shall be maintained in confidence and be available only to those persons involved in the appointment process.

(Source: B&P Code §6026.5; Board Resolutions June 1977, July 1981, August 1987)

CRITERIA

I. Criteria for Appointment

The Board adopts the following criteria to guide the board committee which reviews, reports on and makes recommendations to the Board concerning such appointments:

- a. In considering recommendations of applicants to the Board for appointment, the board committee shall:
 - 1) Define the general and specific purposes of the entity to which the appointments are to be made and other relevant factors relating to its duties and functions, including, but not limited to, the number of meetings budgeted or anticipated, the estimated volunteer time, the difficulty of tasks, and projected work product deadlines.
 - 2) Identify particular, legal, organizational or cultural expertise that may be appropriate for meaningful contribution to the entity's purposes, duties and functions.

(Source: Board Resolution August 1987, July 2015)

- 3) Identify factors which encourage breadth and depth of perspectives including, but not limited to, the following:
 - length of time in the practice of law or, if appointment is of a person who not a lawyer, the length of time in a given profession or vocation;
 - accomplishments of note;
 - proven commitment to volunteer work or strong indication of capacity and desire for making the expected time commitment
 - personal recommendations for the appointment;
 - educational background;
 - geographic location of residence and work;
 - size of law firm or of practice;
 - types of employment and types of specific interests represented by law practice or employment (e.g., house counsel, public, private, etc.; personal injury, litigation, plaintiff or defense, etc.);
 - gender, age, race, ethnicity and other factors of minority status including religious creed, physical or mental disability, or sexual orientation contributing to diversity and broad representation;
 - prior experience in national, state or local bar association work, or similar experience if a non-lawyer appointment;
 - prior experience in the subject area of the entity.

(Source: Board Resolutions September 1981, August 1987)

LIMITATIONS AND RESTRICTIONS

I. Factors Which Militate AGAINST Appointment

The board committee shall identify the following factors which could militate against appointment, but which should be weighed among other factors:

Discipline – If a lawyer appointment, whether there is any public information known to the State Bar about the applicant or a record of public discipline imposed.

Same firm – Whether any other member of applicant's firm is on the entity.

Previous term – Whether the applicant previously served on the entity.

(Source: Board Resolutions, June 1977 and August 1987)

II. Disciplinary Probation

In no case shall the Board appoint a person who is subject to State Bar disciplinary probation.

(Source: Board Resolution February 1994)

III. Committee Members Serving on More than One Committee

Only in exceptional cases shall the Board appoint one person to more than one committee or commission of the State Bar.

(Source: Board Resolution May 1982)

IV. Employees of the State Bar

In order to minimize the potential for actual or perceived conflict and favoritism and to encourage maximum participation from the membership of the bar, that, as a general rule, the Board is not inclined to appoint members of the staff of the State Bar to section executive, standing and special committees and commissions of the bar; said policy to be disregarded only in the most exceptional circumstances.

(Source: Board Resolution October 1990)

V. Ex Officio Members, Advisers, and Consultants

Unless expressly authorized by the Board, advisers, ex officio members, and consultants shall not be appointed to State Bar standing or special committees.

(Source: Board Resolution September 1981)

Section Executive Committee – A section executive committee may appoint non-voting advisors who serve at the pleasure of the executive committee.

(Source: State Bar Rule 3.54)

VI. Inactive Members

An inactive member may be appointed by the Board upon any committee other than committee whose membership is restricted by statute or other Board policy.

(Source: Board Resolution December 2004)

VII. Out-of-State Members, Guidelines for Appointment

An out-of-state member of the State Bar may be appointed to serve on a State Bar sub-entity subject to these Guidelines:

- 1) The potential appointee, considered in light of the relevant applicant pool shall fulfill the requirements and standards for appointment and be subject to the same appointment process and standards as resident members, except that;
- 2) Due consideration shall be given in the appointment process to the budget impact of any additional costs that may be incurred by the State Bar due to the service of the out-of-state member

(Source: Board Resolution May 2005)

VIII. Section Executive Committees

Eligibility – Only members of the section are eligible for appointment to the executive committee. Section membership is open to members of the State Bar or judges of courts of records. A section's bylaws may authorize enrollment as associate members. No more than one-fourth of all section members may be associates. An associate member has all the privileges of section membership and may: 1) serve as an officer, 2) serve as a member of a committee, or 3) nominate, select or serve as members of its executive committee. (Source: State Bar Rule 3.52)

Practice Areas – To the extent practical, the executive committee shall be representative of the various fields covered by the section. No more than one attorney from any firm, corporation, entity or commission shall serve on an executive committee at the same time. (Source: Board Resolutions May 1976, March 1977)

Membership – A section must have an executive committee of at least 15 but no more than 17 members. Each member is appointed by the Board of Trustees for a three-year term to govern the section and to assist the board as it directs. Executive committee members are permitted to serve as an officer in a fourth year or as Chair, Vice Chair or Chair-Elect in a fifth year, or as Chair in a sixth year. Executive committee members must take an oath of office and are not entitled to compensation for their services. Executive committee members assume office on the last day of the State Bar's annual meeting and serve until their successors assume office. A vacant position is filled by the Board for the unexpired term. An executive committee may appoint non-voting advisors who serve at the pleasure of the committee. (Source: State Bar Rule 3.54)

Officers – The Board of Trustees must appoint as chair and vice of the executive committee members who have served on the committee at least a year at the time of assuming office. The committee must recommend candidates for these offices to the board. The chair and vice chair assume office on the last day of the State Bar's annual meeting and serve until their successors assume office. A vacant position is filled by the Board for the unexpired term. (Source: State Bar Rule 3.55)

Historical Appointment Considerations – The section executive committees generally have consisted of members who previously served on the section's standing or substantive committees or otherwise been active in section activities. Section participation is a factor considered during the appointment review.

REAPPOINTMENT

I. Reappointment of Members

Members Filling Unexpired Vacancies – Members appointed to fill unexpired terms of one year or less may be reappointed for a full three-year term. Members appointed to fill unexpired vacancies of more than one year are not eligible for reappointment, except to serve as an officer. This reappointment limitation does not apply to members of the Committee of Bar Examiners, LAP Oversight Committee, California Board of Legal Specialization and its Advisory Commissions, California Commission on Access to Justice, Legal Services Trust Fund Commission, and CEB Governing Committee.

(Source: Board Resolutions April 1993, December 2001, July 2010, November 2013, July 2014.)

II. Reappointment of Officers

Members appointed to fill unexpired vacancies of more than one year may be reappointed to serve as an officer. A member may be reappointed to a fourth year to serve as chair, vice-chair or chair-elect, or reappointed to serve a fifth year as chair; section executive and Mandatory Fee Arbitration committee members may be reappointed to serve a fourth year as an officer, a fifth year to serve as vice chair or chair-elect, or a sixth year to serve as chair.

(Source: Board Resolutions August 1982, July 1986, April 1993, August 2004, July 2005; State Bar Rule 3.54)

III. Procedure for Reappointment

Unless required by the committee's established procedures, voting members of standing, section executive and special committees who are eligible for reappointment do not submit a new application. Instead, the committee submits its recommendation for the member's reappointment, or termination, in the nomination letter to the board committee and on the Appointments Office worksheet.

Section Advisers – The exceptions to this procedure are advisers of section executive committees. A section executive committee adviser who is elected to an officer position, or wishes to be considered for a voting member seat, must file a current application on file with the Appointments Office.

REMOVAL / RESIGNATION

I. Removal of Committee Members

Committee members serve at the pleasure of the Board. A committee member should not be asked to resign, and the Board should not remove a committee member from office, unless, without justification, the member refuses or persistently fails to perform his or her duties as a member of the committee.

If a committee member, without justification, refuses or persistently fails to perform his or her duties, or if other good cause exists, the Board may ask for the member's resignation or, if necessary, remove him or her from office. This policy should not be construed as limiting the inherent power of the Board to remove any such appointee from office at any time.

Standing and special committee members who miss more than one-third (1/3) of the regularly scheduled meetings during a committee year without good cause, may be deemed to have resigned from the committee. Policies adopted by the various section executive committees shall prevail.

(Source: Board Resolutions August 1982, July 1986, August 2004)

II. Resignation / Declined Appointment

The president or his or her designee is authorized, on behalf of the Board, to accept resignations of members of State Bar committees and accept resignations from their offices of chairperson and vice-chairpersons of State Bar committees.

(Source: Board Resolutions August 1971, August 1987)

Procedure – Members are to submit their letters of resignation and/or letters declining an appointment by first-class mail or e-mail to the Appointments Office at the State Bar's San Francisco office.

Upon receipt of the notice, the Appointments Office will advise the committee of any changes to its remaining applicant pool and the Board's agenda deadlines to submit recommendations to fill the vacancy by an interim appointment.

TERM OF MEMBERSHIP

I. Terms Follow the Committee Year

Unless otherwise specified by the Board, appointment terms for standing, special and section executive committees follow the committee year. The normal committee year shall commence with the close of the Annual Meeting and continue until the close of the Annual Meeting of the following year.

(Source: Board Resolution August 1992)

II. Maximum Term

Members – The term of office for all members of standing, special and section executive committees shall be three years; said terms to be staggered. Members serve no more than three years, except to permit service as chair, vice-chair or chair-elect in a fourth year, or chair in a fifth year.

The exceptions to this policy are: the section executive and Mandatory Fee Arbitration committee members who serve as an officer in a fourth year, or a chair, vice chair or chair-elect in a fifth year or as chair in a sixth year; the Committee of Bar Examiners, the California Board of Legal Specialization and its Advisory Commissions, the Committee on Professional Liability Insurance and the LAP Oversight Committee and the California Board of Legal Specialization and its Advisory Commissions, whose members may serve four-year terms; the CEB Governing Committee, whose members serve two-year terms; and the California Commission on Access to Justice and Legal Services Trust Fund Commission, whose members may serve two consecutive three-year terms.

Officers – Officers are appointed by the Board and serve one-year terms unless otherwise designated by the Board.

(Source: Board Resolutions August 1982, July 1986, December 1991, September 1996, December 2001, July 2004, July 2005; July 2010; November 2013, July 2014, November 2015; Agreement between the State Bar of California and the University of California Continuing Education of the Bar, §VIII A.6.; State Bar Rule 3.54; B&P Code §6230 et seq.)

VACANCIES

I. Vacancies on Committees

The Board, upon the recommendation of the appropriate board committee, shall fill vacancies on State Bar committees and section executive committees, occurring during the State Bar committee year.

The applicant pool for the vacancy shall consist of any of the following:

- (1) Applicants for the current committee year on file with the appointments administrator; or
- (2) Newly recruited applicants

The appropriate board committee shall review the recommendation(s), for each vacancy, and upon appropriate consultation with the chair of the entity, will submit a recommendation to the Board.

The Board will fill the vacancy, giving due consideration to the recommendation(s), consistent with the guidelines and policies herein established.

(Source: Board Resolutions August 1971, June 1977, August 1987)

APPOINTMENT REVIEW PROCEDURES STATE BAR AND EXTERNAL ENTITIES

INTERIM APPOINTMENTS

Interim Appointment Procedure

The interim appointments differ from regular appointments in that the terms of become effective immediately and retain the original expiration dates of the members being replaced.

Interim Term – An interim appointee serves only the remaining portion of the member's term; the term is effective immediately unless otherwise designated by the Board. Pursuant to the Board's reappointment policy, if an interim appointee serves one year or less, he or she is eligible for consideration for reappointment to a full three-year term; members appointed to vacancies of more than one year are not eligible for reappointment unless to serve as an officer.

Process – Upon notice of the vacancy, the Appointments Office advises the committee chair and/or staff liaison of the Board's agenda deadlines and process to submit an interim appointment agenda item. Interim appointments may be considered at the Board's November, March, May and July meetings.

The committee chair and /or the committee review the applications in accordance with the Board's appointment policies and the committee's established procedures. The agenda item for the interim appointment recommendation must be submitted in the formats required by the designated board committee and include the names of the nominee and alternate(s) for each vacancy as well as the reasons for the recommendation. The agenda item is due by the *agenda notice deadline* (typically on Friday, five weeks before the Board's scheduled meeting, see schedule at p. 29). All appointment recommendations are confidential until the Board has made the appointments (see Notification process below).

Notification to Applicant and Committee – Upon appointment, the Appointments Office will notify the staff liaison and mail the letter of appointment to the new member. The letter of appointment includes the oath of office, a committee roster reflecting the public address of record for the members, and general information pertaining to committee service (e.g., public communications, meeting rules and travel reimbursement).

OATH OF OFFICE

Oath of Office – In accordance with Article XX, Section 3, of the California Constitution and required of all public officers pursuant to California Government Code Sections 1360 *et seq.*, each new member appointed to a State Bar committee is required to file the oath of office for service on that committee with the State Bar. The oath is to be returned to the Appointments Office in the State Bar's San Francisco office within 30 days of the effective date of the appointment.

APPOINTMENT REVIEW PROCEDURES STATE BAR AND EXTERNAL ENTITIES

(Source: Board Resolutions August 2003, December 2005, November 2006)

Standing and Special Committee

Standing Committees

Administration of Justice (CAJ)
Alternative Dispute Resolution (ADR)
Appellate Courts (CAC)
Bar Examiners (CBE)
Delivery of Legal Services (SCDLS)
Federal Courts (CFC)
Group Insurance Program (COGIP)
Mandatory Fee Arbitration (CMFA)
Professional Liability Insurance (COPLI)
Professional Responsibility and Conduct (COPRAC)

Special Boards, Committees and Commissions

California Board of Legal Specialization (CBLIS) and its advisory commissions

- Admiralty and Maritime Law Advisory (AMLAC)
- Appellate Law Advisory (ALAC)
- Bankruptcy Law Advisory (BLAC)
- Criminal Law Advisory (CLAC)
- Estate Planning, Trust and Probate Law Advisory (EPLAC)
- Family Law Advisory (FLAC)
- Franchise and Distribution Law Advisory (FDLAC)
- Immigration and Nationality Law Advisory (INLAC)
- Legal Malpractice Law Advisory (LMLAC)
- Taxation Law Advisory (TLAC)
- Workers' Compensation Law Advisory (WLAC)

California Commission on Access to Justice

California Young Lawyers Association Board of Directors (CYLA)

Client Security Fund (CSF) Commission

Continuing Education of the Bar (CEB) Governing Committee

Council on Access and Fairness (COAF)

Lawyer Assistance Program (LAP) Oversight Committee

Legal Services Trust Fund Commission (LSTF)

Procedure for Reviewing New Applications

1. Each State Bar standing and special committees listed above shall review the applications for new members in accordance with each committee's established procedures and Board policies. Each entity will submit its appointment recommendations by the established deadline to the Appointments Office on the appointment worksheet. At the same time, each committee shall also provide information regarding selection criteria and statistics of the current committee membership, applicant pool, and proposed new committee to the designated board committee on an appointment report form, or other manner as prescribed by the board committee.
2. Each committee chair is to submit written comments regarding the committee's ranking and the qualifications of the applications, the reappointments (if any), and proposed officers. A committee chair may also request to attend the board committee's meeting to participate in the discussion of his or her committee's appointment recommendations. Applications will be available to board committee members and at the meetings in which the appointments are discussed.
3. **Committee of Bar Examiners:** For the applicants to the Committee of Bar Examiners, the designated board committee will rank the new applicants and those seeking reappointment (if any) in order of preference. The Committee of Bar Examiners (CBE) will follow its normal process and provide board committee with information as to specific qualifications or criteria that must be met. The CBE chair will submit the committee's recommendations to the Appointments Office by the established deadline and also submit written comments for the board committee's consideration. The designated board committee chair, or his or her appointee, will serve as the primary board committee liaison to work with the committee during the review process. The CBE chair may also attend the board committee meeting to participate in the discussion of the CBE's appointments.
4. **Lawyer Assistance Program (LAP) Oversight Committee:** The board committee will review the applications for new and/or reappointment in accordance with statutory provisions and Board policies and procedures.

Procedure for Officer and Reappointment Nominations

1. Officer and reappointment candidates will be selected in accordance with each committee's established written procedures and pursuant to Board policy. Information regarding the selection criteria and procedure for officer consideration is to be made available to each committee member.
2. The officer and reappointment nominations will to be submitted in writing by each committee chair by the established deadline to the Appointments Administrator.
3. **Committee of Bar Examiners:** At its discretion, the designated board committee may appoint interview candidates for chair and/or vice chair; the interview team shall include the current CBE chair.
4. **LAP Oversight Committee:** Pursuant to Board policy and the LAP rules, at its discretion, the board committee may interview the candidates for chair and vice chair.

Section Executive Committees

Antitrust UCL and Privacy
Business Law (BLS)
Criminal Law
Environmental Law
Family Law (FLEXCOM)
Intellectual Property Law (IP)
International Law
Labor and Employment Law
Law Practice Management and Technology (LPMT)
Litigation
Public Law
Real Property Law
Solo and Small Firm
Taxation
Trusts and Estates (TEXCOM)
Workers' Compensation

Procedure for Reviewing New Applications

1. The applications will be reviewed by each of the section executive committees in accordance with the section's established procedures and Board policies. By the established deadline, the section's appointment recommendations will be submitted to the Appointments Office on the appointment worksheet, and each executive committee shall also provide information regarding selection criteria and statistics of the current committee membership, applicant pool, and proposed new committee to the designated board committee on an appointment report form, or other manner as prescribed by the board committee.
2. Each section chair is to submit written comments regarding the committee's ranking and the qualifications of the applications, the reappointments (if any), and the proposed officers. A section chair or representative may attend the board committee meeting to participate in the discussion of his or her committee's appointment nominations. Applications will be available to the board committee members and at the meetings in which appointments are discussed.

Procedure for Officer and Reappointment Nominations

1. Officer and reappointment candidates will be selected in accordance with each section's established written procedures and pursuant to Board policies and the State Bar's regulations. Each executive committee member is to be notified of the qualifications desired for officer candidates and the procedure for being considered.
2. The officer and reappointment nominations will be submitted in writing by the section by the established deadline to the Appointments Administrator.

Procedure for Section Executive Committees

1. Section appointment recommendations will be placed on the consent agenda for the appropriate board committee, with any committee member retaining the right to remove any section's recommendation from consent in order to allow for fuller discussion. If any section's recommended slate of appointments is to be removed from the board committee's consent agenda, it should be removed in its entirety;
2. The section having offered the recommendation will be notified and invited to participate in the committee's discussion of its recommendation. All section appointment recommendations that are passed by the committee will be placed on the consent agenda of a the Board;
3. As soon as is practicable following the board committee meeting, the list of all those section appointment recommendations passed by the appropriate board committee will be compiled and distributed to all members of the Board, who may notify the Secretary of the State Bar that the item should be removed from the Board's consent agenda.
4. Any section offering an appointment recommendation that has been deferred will be notified and invited to participate in the Board's discussion of that appointment.

Judicial Nominees Evaluation (JNE) Commission

Procedure for Reappointment and Officer Candidate

1. In accordance with established procedures, the JNE chair will submit a written evaluation of the reappointment and officer candidates and will receive copies of the reappointment applications. The JNE chair will discuss the appointment considerations for the coming year with the chair of the board committee charged with appointment screening.
2. The board committee members will receive copies of the evaluations by the JNE chair and the reappointment applications. The board committee members will vote on the recommendations for reappointment and on the officer candidates.
3. At its discretion, the board committee may interview the officer candidates.

Procedure for New Applicants

The board committee members and the JNE leadership will review and rank applicants. The rankings will be submitted to the Appointments Administrator, and compiled and prepared for consideration at the board committee's designated meeting. The number of reappointments will determine the number of available positions for new members.

Review Committee of the JNE Commission

Procedure for Review

The designated board committee will consider the annual chair and member recommendations in accordance with Rule 7.66 of the Rules of the Commission on Judicial Nominees Evaluation.

**JNE Appointment Policy:
Procedure for Appointment of the Commission on Judicial Nominees Evaluation**

(Source: Board Resolutions June 1990; January 1993; July 1997; September 1997, December 2004, June 2005, July 2009, January 2012)

The mission of the Commission on Judicial Nominees Evaluation is to assist the Governor in the judicial selection process and thereby to promote a California judiciary of quality and integrity by providing independent, comprehensive, accurate, and fair evaluations of candidates for judicial appointment and nomination.

In order to assure that the Commission on Judicial Nominees Evaluation is "broadly representative of the ethnic, sexual and racial diversity of the population of California" as required by section 12011.5 of the Government Code and fulfills Board policies on diversity and tenure, the Board hereby establishes the following procedures to govern appointment of commissioners:

- a. Commissioners shall be appointed by the Board of Trustees upon recommendation of the board committee designated to review appointments to State Bar committees.
- b. All appropriate diversity considerations shall be taken into account in making recommendations and appointments, including, but not limited to, legally mandated criteria and Board policies on diversity and criteria for membership on State Bar appointed entities from time to time in effect. Without limiting the generality of the foregoing, recommendations and appointments shall be made having in mind the desirability of appropriate geographical diversity of membership on the Commission.
- c. Subject to the other provisions of this procedure statement, the pool of nominees to be considered by the board committee shall consist of all persons who have filed a written application form and requisite documents for appointment or reappointment by the predetermined deadline.

The designated board appointments committee, or its designee, shall interview selected applicants for appointment and shall interview persons wishing to serve as chair or vice chair. [On September 10, 1997, due to cost controls in effect, the Board waived this requirement.]

The board committee handling appointments, or its designee, shall solicit written feedback on the performance of commissioners seeking reappointment from the current chair, the Commission staff, the JNE Review Committee, the members of the Board, the Governor's Office, and other sources as may be deemed appropriate by the Board. Commissioners seeking reappointment shall complete an application designated for that purpose.

- d. The terms of office shall be determined by the Board of Trustees, upon consideration of appropriate deadlines and procedures affecting the Commission's operation. Commissioners shall not serve for more than three consecutive one-year terms except they may serve a fourth year as chair. It shall not be assumed that a vice-chair will necessarily be appointed chair.

- e. The application shall solicit information regarding the applicant, including but not limited to, his or her background, relevant qualifications to serve on the Commission, legal, professional and/or volunteer experience, reasons for wishing to serve on the Commission, ability to make the substantial time commitment required of commissioners, and availability and willingness to attend any scheduled interview and the Orientation-Training session.

At a time calculated to give reasonable notice to applicants that the Board will make appointments and to give applicants the opportunity to apply for such appointments, the designated staff of the State Bar shall publish application information in State Bar publications and circulate notice to legal or other newspapers in California, to the Board, to local, specialty and minority bars, and to law-related and other organizations. The board committee, or its designee, may solicit further applications from Board members or other sources in order to attain the required diversity and/or quality in the pool of applicants.

- f. Membership on the Commission shall include the ratio of attorney members and public members, as required by section 12011.5(b) of the Government Code. The attorney members serving on the Commission shall be active members in good standing. Particular consideration will be given to attorney applicants who have substantial litigation, trial and/or appellate experience. To the extent practical, the public members shall be persons who have never been members of the State Bar or admitted to practice before any court in the United States.
- g. The Commission membership includes at least one former member of the judiciary, with a preference for those with appellate backgrounds.

The Commission shall consist of no more than 38 members. The exact number of commissioners shall be left to the discretion of the Board of Trustees.

American Bar Association (ABA) House of Delegates

Procedure for Reappointment and/or New Applications

1. The designated board committee members will review and rank the applicants, keeping in mind the Board's policies regarding diversity and the Board's selection guidelines for appointments to the ABA House of Delegates.
2. At its discretion, the board committee may interview the applicants.
3. The rankings will be submitted to the Appointments Administrator, and compiled and prepared for consideration at the designated meeting.

Appointment Policy: Selection Guidelines for ABA House of Delegates

(Source: Board Resolutions March 2002, March 2006)

The State Bar will strive to appoint members from its applicant pool meeting the following guidelines:

- One (1) delegate who qualifies as the young lawyer representative;
- Up to two (2) delegates to include the most immediate past member of the ABA Board of Governors and any immediate past officer of the ABA from the California ABA Delegation;
- Two (2) members who have not had substantial volunteer experience but who possess the leadership and other skills to be successful delegation members; and,
- Six (6) delegates who have substantial bar experience, especially with the ABA, and are typical of other State Bar appointments.

Unless authorized by the Board, each member of the State Bar's ABA delegation would be eligible for reappointment to no more than three (3) consecutive two-year appointments or a maximum of six (6) consecutive years of service with the delegation. Delegates who have completed such service may apply in the future after a period of not less than two years from the date of the expiration of the delegate's last term of service with the State Bar.

All members will be encouraged to become broadly participant in ABA activities in order to fully represent the interests of California attorneys.

Judicial Council

Procedure for New Applications

1. The designated board committee members will review and rank the applicants, keeping in mind the Board's policies regarding diversity.
2. At its discretion, the board committee may interview the applicants.
3. The rankings will be submitted to the Appointments Administrator, and compiled and prepared for consideration at the designated meeting.

External Entities

Law School Council

Legal Services Corporation (LSC) Boards of Directors:

- California Indian Legal Services (CILS)
- California Rural Legal Assistance (CRLA)
- Legal Aid Foundation of Los Angeles (LAFLA)
- Legal Aid Society of Orange County & Community Services of Southeast Los Angeles County (LASOC)
- Legal Services of Northern California (LSNC)

Procedure for Review

For each of the above entities, the designated board committee will consider the annual appointment recommendations in accordance with the established procedures and policies governing these entities.

BOARD LIAISON POLICY
(Source: Board Resolution September 2004)

A. Assignment of Board Members to Specific Committees

1. Each member of the Board of Trustees will be assigned by the President to serve as a Liaison or Outreach Coordinator for one or more of the State Bar standing committees, special boards, committees and commissions, and section executive committees, taking into consideration each member's preferences as much as possible, with an eye toward getting as much actual contact between the Board members and the committee.
2. To the extent possible, the Board member will continue with this relationship for three years.
3. Each year the President may adjust the assignments to accommodate incoming Board members and changes in Board member preferences.
4. Each Board member liaison will attend at least one meeting of one of his or her assigned committees during each committee year.
5. Board members' travel expenses to attend the meetings will be reimbursed in accordance with established Board and State Bar policies (e.g., the State Bar will reimburse travel expenses for no more than two Board liaison attending the same committee meeting).
6. **Committee of Bar Examiners and Commission on Judicial Nominees Evaluation:** The VIC or its successor chair, vice chair and members will serve as the liaison contacts and coordinators for communications and attendance at meetings.
7. **Sections:** Liaisons assigned to section executive committees are required to attend the executive committee meetings of their assigned entity at the Annual Meeting at a minimum and are also strongly encouraged to also attend the Section Education Institute and the Spring Summit. Representatives from the Task Force shall be invited to the Board's annual planning meeting.

B. Liaison/Coordinator Responsibilities at Meetings

1. Demonstrate to committee members that their work is known by the Board and appreciated.
2. Ascertain areas where committee needs help.
3. Ask about and listen to goals and projects of the committee. Do they overlap in any way with other projects?
4. Report on and answer questions, if able, about Board activities and goals.

5. Report to VIC or its successor and the Board on the date of the visit and feedback from the committee, e.g., describe any issues or concerns

C. Process re Notice and Attendance

1. Staff will e-mail notices of upcoming committee meetings to Board members and to the extent practical, the notice will be at least one month in advance of the meeting. The e-mail distribution will be scheduled approximately every two weeks to include any last minute scheduling.
2. For committee's that have full advance calendars, staff shall provide the meeting calendars to the appropriate Board members as soon as the annual calendars are available.
3. Board members who wish to attend a committee meeting should contact the Coordinator to advise him or her of the meetings they plan to attend.
4. A typical visit would last 1-1/2 to 2 hours. Visiting Board members should be encouraged to visit just prior to or after the lunch hour and during the lunch hour.
5. The Board Liaisons/Coordinators are to notify committee staff of the meetings they plan to attend so that staff may coordinate catering, distribution of agenda materials, etc.
6. Following a meeting, committee staff should e-mail the designated staff coordinator the names of the Board members who attended the meeting.

D. Attendance at Committee Meetings Held at State Bar Conferences

1. A Board member will attend each and every meeting of the State Bar standing, section executive and special committees held at State Bar Conferences, including but not limited to the Section Education Institute, Spring Summit, Bar Leadership Conferences, and State Bar Annual Meeting.
2. All Board members shall be encouraged to attend the Section Education Institute and the Spring Summit, pending fiscal feasibility and approval of Planning re budget issues.
3. Board members should notify the designated staff as to which meetings they plan to attend and staff will coordinate the information with the President, designated board committee chair, and the committees.

**2015-2016
KEY DATES AND DEADLINES FOR APPOINTMENT RECOMMENDATIONS**

Date**	Description	Location
November 6, 2015	NAC Meeting (Tentative) <i>Deadline to notice interim appointment items for November meeting: October 2, 2015</i>	Conference Call
November 19-20, 2015	Board Meeting	San Francisco
January 31-Feb. 2, 2016	Board Planning Meeting <i>[No interim appointments at this meeting]</i>	Monterey
January 29, 2016	Application Deadline for: ABA House of Delegates, Judicial Council, State Bar Standing, Section Executive Committee and Special Committees	
February 23, 2016	NAC Meeting <i>Deadline to notice interim appointment items for February meeting: January 29, 2016</i>	Conference Call
March 10-11, 2016	Board Meeting	Los Angeles
April 1, 2016	Deadline to submit committee nominations for 2016 annual appointments	
April 29, 2016	NAC Meeting (Tentative) <i>NAC reviews annual appointments. Deadline to notice appointment items for April meeting: March 25, 2016</i>	Conference Call
May 12-13, 2016	Board Meeting <i>Board considers appointments. Notification letters sent to new members by June 3.</i>	San Francisco
May 6, 2016	Application Deadline for: JNE Commission, Review Committee of the JNE Commission (RJNE)	
June 3, 2016	Deadline for remaining appointment nominations for July Board Meeting – last chance to submit 2016 nominations to Board before its first business meeting in 2016-2017: (scheduled November 17-18, 2016)	
July 8, 2016	NAC Meeting (Tentative) <i>NAC reviews JNE and remaining committee appointments; Deadline to notice appointment items for July meeting: June 3, 2016</i>	Conference Call
July 21-22, 2016	Board Meeting <i>Board considers appointments. Notification letters sent to new members by August 5.</i>	Los Angeles
September 29-October 2, 2016	Annual Meeting <i>New committee terms begin at close of annual meeting</i>	San Diego

**** NOTE: All dates subject to change. NAC meeting dates for 2015-2016 are tentative pending appointment of the new committee by the incoming President. NAC now meets separately from the Board and must comply with its own 10-day advance meeting notice. The above deadlines are based on the current Board schedule. A change to the date of a Board meeting or to the deadlines for Board agenda items may necessitate a change to the deadline dates for the appointment recommendations.**