

Columbus Bar Association
**BOARD OF GOVERNOR'S POLICIES
FOR COLUMBUS BAR MEMBER COMMITTEES**

I. **RESOLUTIONS/POLICIES**

All committee resolutions and policies must be approved in advance by the Board of Governors. No committee has the authority to publish any position, endorsement, co-sponsorship, opinion or statement of Columbus Bar support without prior Board approval.

A. **Co-sponsorships**

Co-sponsorships of CLE or other non-CLE activities with outside organizations, bar-related or otherwise, must be approved in advance by the Board of Governors. Please contact Donna Sweet for CLE or non-CLE co-sponsorships.

B. **Sponsorship solicitation/fundraising**

All committee solicitation of sponsorships or contributions for any purpose must be approved in advance by the Board of Governors. Requests for solicitation of contributions should show the intended use of any funds raised. Those fundraising projects deemed to overlap with the purposes of the Columbus Bar Foundation (CBF) will also be referred to the CBF Board for their approval, which will be prerequisite to the Columbus Bar Board approval.

II. **UNBUDGETED EXPENDITURES**

Any expenditures of funds not already budgeted in the current Columbus Bar budget (meeting notices, minutes, limited copying of materials) must be approved in advance by the Executive Committee and, if deemed necessary, the Board of Governors. Requests for unbudgeted expenditures should detail expenses as well as the anticipated source of funding (even if that is only general bar revenues).

Please send requests to Donna Sweet at least five weeks prior to the date of expending funds. The Executive Committee will review the request and either make the decision, or choose to take the request to the Board of Governors for its approval. The Board will not consider requests outside of these procedures, absent emergency circumstances.

Columbus Bar Association
Solicitation Policy

The following policy shall apply to all solicitations for financial assistance or for the provision of goods or services made by, or on behalf of, the Columbus Bar Association (CBA), including any benefit of the CBA or any other organization:

1. No CBA entity may solicit funds in the name of, or on behalf of, the CBA unless the specific purpose of the solicitation is:
 - a) the subject of a budgetary line item previously approved by the CBA Board of Governors.
 - b) determined by the Executive Board of the CBA to be consistent with the guidelines set forth below.
 - c) specifically approved by the CBA Board of Governors.
2. The solicitation of funds for any pro bono or law-related activity shall be approved, to the extent that they are not included within a specific committee's line item budget or previously approved by the Board of Governors, by the Executive Director of the CBA through the application of the guidelines set forth below.
3. The CBA shall keep a sponsorship file identifying each person, group of persons, or entity solicited by any CBA entity, including:
 - a) the reason for the solicitation
 - b) the amount of solicitation
 - c) the duration of campaign
 - d) the result of the solicitation

Each entity who solicits such funds shall be responsible for providing a complete list for the CBA sponsorship file.

4. The Executive Committee of the CBA shall, on an annual basis, review the sponsorship file and make any appropriate recommendations to the Board of Governors with respect to any ongoing or future solicitations.
5. No CBA entity shall solicit funds for alcohol for a hosted bar at a social event.
6. The use of the CBA name, logo, and/or letterhead is prohibited for any solicitation unless sanctioned by one of the above means.
7. This policy does not pertain to vendors for continuing legal education programs of the CBA. The term "vendors" refers to all entities who pay a fee to the CBA which entitles them to sell respective goods or services.

Columbus Bar Association
**COMMITTEE RECOMMENDATION/PROPOSAL
FOR BOARD OF GOVERNORS**

The Committee Recommendation/Proposal Form should be used either in this form or as a guideline for proposing projects for the Board of Governors' consideration.

Please follow the following instructions:

1. Briefly summarize the recommendation.
2. Indicate whether the recommendation was approved or will be considered by the governing body of the submitting entity and the date of such action.
3. If the recommendation has been submitted previously to the Board of Governors or if there is any association position on the same or similar subject, describe the action(s) or position taken.
4. Indicate the need for action at this meeting. If deferral is acceptable, note the time by which the action is necessary.
5. If adoption of the recommendation would result in expenditures, estimate the funds necessary, suggest the anticipated source for funding, and list the proposed expenditures of both direct and indirect costs. Indirect cost should include staff time, administrative overhead, etc.
6. Review the background of the proponents of the recommendation to determine if there are potential conflicts of interest. If such a potential is found, list by name those proponents who have a material interest in the subject matter of the recommendation because of the specific employment or representation of clients. Note all individuals who abstained from discussing or voting on the recommendation due to a conflict of interest.
7. List the committee affiliated entities to which the recommendation has been referred, the date of the referral, and the response of each group.
8. Indicate the name, address, and telephone number of the person who should be contacted prior to the meeting concerning drafting problems, additional referrals, background information, and any other questions about the report.
9. Indicate the name of the person who will present the report to the Board and who should be contacted at the meeting when questions arise concerning its presentation and debate.

COMMITTEE RECOMMENDATION/PROPOSAL FORM

To Be Appended to Reports with Recommendations
(Please refer to instructions for completing this form.)

Submitting Entity: _____

Submitted By: _____

1. Summary of Recommendation(s):

2. Approval of Submitting Entity:

3. Previous Submission to the Board or Relevant Association Position:

4. Need for Action at This Meeting:

5. Status of Legislation: (If applicable)

6. Cost to the CBA: (Both direct and indirect costs)

7. Disclosure of Interest: (If applicable)

8. Referrals: (List the entities to which the report has been referred and give the date of the referral)

9. Contact Person: (Prior to meeting and who will present the report, include phone number)

**Columbus Bar Association
MEMBER COMMITTEE GUIDELINES**

I. **MEETINGS**

A. **Scheduling**

Please review the enclosed 2008-2009 meeting schedule. **Your committee meetings will be held on the dates assigned at 12:00 noon.** To change your meeting date for any reason, you must work directly with Donna Sweet to select an alternative date and time. A notice will be sent to members at least two weeks before each regularly scheduled meeting and placed in the Daily Reporter the Friday prior to your scheduled meeting. In addition, meeting notices will be placed on our website, www.cbalaw.org, as soon as the information is received.

For special meetings or meeting cancellations, please call Donna Sweet as soon as possible.

Please note that due to increased CLE offerings, there are **no meetings held in December.**

In addition to the December break, committees are not scheduled to meet over the summer – June, July & August. To schedule a special meeting during any of the “off” months, please contact Donna to secure meeting space prior to confirming a speaker.

B. **Committee Meeting Announcement Sheet, Minutes, and Materials**

Topic/speaker information and any other documents that need to be distributed to the members prior to the meeting must be sent to Donna Sweet three weeks before the meeting. (Feel free to e-mail the information to Donna at Donna@cbalaw.org) In order to ensure accuracy, **topic/speaker information will not be accepted over the telephone.** This time frame ensures that your committee’s meeting information is distributed in a timely manner and that the notice is placed in the Daily Reporter. Listed below are guidelines for constructing a committee mailing:

→ ***Committee Meeting Announcement Sheet***
Identifies topics and speakers (copy enclosed)

→ ***Minutes/Meeting Summary***
Provide a brief synopsis of the discussion and any action taken to offer to members that were not able to attend. Your meeting summary will be placed on our website in the committee news section.

→ ***Materials***
Materials that need to be copied for distribution at your meeting should be sent to Donna Sweet at least **two days** prior to the meeting.

C. **Attendance List**

An attendance list should be completed for each meeting. A blank form will be placed in your meeting room for your convenience. Please be sure each member fills out this sheet, and turn it in to Donna Sweet when the meeting has adjourned.

D. **Audio-visual equipment**

Please contact Donna Sweet in advance to schedule the AV equipment. Limited numbers of laptops and other equipment are available so advanced notice will help guarantee that you have the equipment you need to make your meeting a success.

If your speaker prefers to use his/her own equipment, please make Donna aware of this request so that she can contact the speaker directly to arrange a test. Testing the equipment in advance will allow us to work out any kinks before your meeting so that your event runs smoothly.

II. **CONTINUING LEGAL EDUCATION (CLE)**

See "CLE Procedures and Guidelines" or contact Donna Sweet at 614/221.4112.

III. **COMMITTEE PUBLICITY**

See enclosed schedule and information for the promotion of committee meetings, projects, etc. under publication information or contact Jill Snitcher McQuain at 340-2060.

Columbus Bar Association
Committee Chair Duties and Responsibilities

All committee chairs and members must be members in good standing with the CBA. The President appoints, at his/her discretion, the committee chairs. Unless an exception is made by the President, an appointment is made for a one year term.

Chair

The Committee Chair's term runs from July 1 through June 30.

1. Maintains a regular committee meeting schedule and coordinates all dates with the Director of Committees and Special Events at the CBA.
2. Sets the agenda for each meeting and sends it to the Director of Committees and Special Events three weeks prior to the meeting. *Please note that notices cannot be printed in the Daily Reporter until written notification has been received for each meeting. (Please e-mail the information to Donna at donna@cbalaw.org.)
3. Recruits speakers for meetings, if the committee desires speakers.
4. Notifies the Director of Committees and Special Events at the CBA of any action that the committee has taken, or will take, which requires approval by the CBA Board of Governors.
5. Has ultimate responsibility for CLE seminars.
6. Attends the annual Committee Chair Orientation program and Mid-Year Committee Event.

Secretary

The Secretary is appointed annually by the committee/chair.

1. Prepares minutes of each meeting and sends them to the Director of Committees and Special Events no more than one week after the meeting. There are a couple of methods to consider when taking minutes, simply **writing** the minutes by hand, later transferring to a Word document and e-mailing them to the Director of Committees and Special Events *or* checking out a CBA laptop prior to the meeting and **typing** the minutes of the meeting. At the end of the meeting, the secretary would simply turn in the laptop and the disk to the Director of Committees and Special Events.
2. Responsible for distributing the attendance list to all members to complete and turn it in to the Director of Committees and Special Events after the meeting.
3. Recruits new committee members and enhances the participation of current committee members.
4. Communicates with the Director of Committees and Special Events about any special correspondence to the committee members.



COLUMBUS BAR ASSOCIATION

COMMITTEE MEETING ANNOUNCEMENT SHEET

Please complete and return this form to the Columbus Bar (e-mail donna@cbalaw.org) **THREE WEEKS** in advance of your committee meeting. Your cooperation is greatly appreciated so that we may distribute notices in a timely manner.

Please print or type all information to ensure correct spelling.

Meeting Date: _____

Time: _____ **Location:** _____

Committee: _____

Chair: _____

Speaker: _____

Topic: _____

Other important information: _____

Columbus Bar Staff

Columbus Bar Staff will assist the committees as noted below. Although resources are limited, the staff will strive to assist the committee leaders and their members as much as possible. The Columbus Bar is responsible for:

1. Maintenance of membership rosters.
2. Distribution of committee notices.
3. Maintenance of master committee files.

*Chairs for the following committees should contact Marion Smithberger for any questions or concerns at 340-2070

Pro Bono Committee

*Chairs for the following committees should contact Donna Sweet for any questions or concerns at 340-2062:

ADR	Employee Benefits
Bankruptcy	Entertainment & Sports
Business Tax	Environmental Law
Common Pleas Court	Estate and Gift Tax
Construction	Family Law
Criminal Law	Federal Court
Health Care Law	Government Agencies
Juvenile Law	New Lawyers
Labor & Employment Law	Real Property
Municipal Court	Securities Law
Probate Court	Small Firm/Solo Practitioner
Professionalism	Workers' Compensation

*Chairs for the following committees should contact Bruce Campbell for any questions or concerns at 340-2053:

Admissions	Professional Ethics
Fee Arbitration	Unauthorized Practice of Law

*Chairs for the following committees should contact Annette Hudson-Clay for any questions or concerns at 340-2033:

Minorities in the Law

DEPARTMENT DIRECTORY

Accounting

Frank Duffy
Carmen Green
Sarah Curran
Amar Sinha

Admissions

Angela Assi

Advertising

Lawyers Quarterly
Jill Snitcher McQuain
Directory
Esther Kash

Columbus Bar Foundation

Marion Smithberger

Committees

Donna Sweet

Communications

Jill Snitcher McQuain

Continuing Legal Education

Donna Sweet

Ethics

Attorney Inquiries
Bruce Campbell
Alysha Clouse
Client Complains/Inquiries
Angela Assi

Fee Arbitration

Grievance Mediation

Civility

Angela Assi
Alysha Clouse

Lawyers for Justice

She'lia Boddling

Columbus Lawyer Finder

Anne Leonard-Palmer

Lawyer Referral Service

Marion Smithberger
She'lia Bolding
Vickie Neff

Mailing Lists/Labels (not committee)

Esther Kash

Membership

Marcia Smith

Minority Clerkship Program

Annette Hudson-Clay

Notary Department

Kate Quinn

Pro Bono Department

Marion Smithberger

Publications

Lawyers Quarterly/CBA Today
Jill Snitcher McQuain
Directory
Esther Kash

Public Relations

Jill Snitcher McQuain

Space Rental

Donna Sweet

Secretarial Education

Paula Coulter

Support Staff/Temporary Placement

Paula Coulter

Unauthorized Practice of Law

Bruce Campbell

Website

Jill Snitcher McQuain

Columbus Bar Staff E-Mail

The staff of the Columbus Bar Association is dedicated to providing outstanding service to members. Please feel free to contact staff during regular office hours, Monday – Friday, 8:30 a.m. – 5:00 p.m., at 221-4112. In addition, questions and comments can be sent to the individual of your choice by using the e-mail addresses listed below.

Angela Assi	angela@cbalaw.org
Bruce Campbell	bruce@cbalaw.org
Alysha Clouse	alysha@cbalaw.org
Paula Coulter	paula@cbalaw.org
Sarah Curran	sarah@cbalaw.org
Frank Duffy	frank@cbalaw.org
Carmen Green	carmen@cbalaw.org
Annette Hudson-Clay	annette@cbalaw.org
Esther Kash	esther@cbalaw.org
Alexander Lagusch	alex@cbalaw.org
Anne Leonard-Palmer	anne@cbalaw.org
Vickie Neff	vickie@cbalaw.org
Kate Quinn	kate@cbalaw.org
Amar Sinha	amar@cbalaw.org
Marcia Smith	marcia@cbalaw.org
Marion Smithberger	marion@cbalaw.org
Donna Sweet	donna@cbalaw.org
Rachelle White	shelli@cbalaw.org
Kathy Wiesman	kathy@cbalaw.org
Shannon Zee Cross	shannon@cbalaw.org

General Columbus Bar Email Addresses

Accounting	accounting@cbalaw.org
Committees	committees@cbalaw.org
CLE	education@cbalaw.org
Directory	directory@cbalaw.org
Ethics	ethics@cbalaw.org
Lawyer Referral Service	lrs@cbalaw.org
Legal Secretarial Service	placement@cbalaw.org
Membership	membership@cbalaw.org
Notary Public	notary@cbalaw.org
Publications	publications@cbalaw.org
Website	webmaster@cbalaw.org