

COMMITTEES

I. AUTHORITY

In accordance with Article XII of the Bylaws of the South Carolina Bar, committees are created by the Board of Governors and are appointed by the President.

II. TYPES

2.1 Standing committees are created to undertake responsibilities in areas where continuity is necessary or desirable.

2.1 Ad hoc committees are created to undertake specific assignments of relatively short duration.

III. ORGANIZATION

3.1 Some committees are created and governed by specific rules, regulations, or charges, and such committees shall be appointed and shall operate in accordance with those rules, regulations, or charges.

3.2 All other committees shall be appointed annually by the President to hold office during his/her term from July 1 (or the date of appointment if after July 1) through June 30. The President while President-Elect should strive to complete the appointment process by June 1 prior to his/her taking office on July 1.

3.3 Except as provided in specific rules, regulations, and charges, the appointment of committee chairmen and members lies within the discretion of the President. However, each President should strive to maintain continuity and to infuse new members into committees. Generally, the term of service of an active and interested committee members should be approximately three years. No chairman or committee member should serve more than five years. Inactive and disinterested members and chairmen should not be reappointed and may be removed by the President during the year.

IV. MEETINGS

4.1 A committee shall meet at such times and places as specified by the chairman. Before calling a meeting, the chairman should coordinate with the Director of Membership Services, Director of Continuing Legal Education, or such other appropriate committee liaison of the South Carolina Bar staff for that particular committee for scheduling and notification of members.

4.2 Each year the initial meeting of a committee shall be held before the end of August unless in the discretion of the chairman and the Executive Director such meeting is unnecessary.

4.3 There is no reimbursement from the South Carolina Bar for attendance at committee meetings.

V. SOURCE AND SCOPE OF MATTERS TO BE CONSIDERED

With due regard to the general area of responsibility of the committee, any matter deemed appropriate may be considered on the request of any committee member, and matters shall be considered on referral of the Board of Governors or the President.

VI. MINUTES AND REPORTS

6.1 Minutes shall be kept of all committee meetings, and a copy of such minutes shall be promptly delivered to the Executive Director and to each member of the committee.

6.2 On or before September 1, the chairman shall furnish the Executive Director a report of the goals and objectives of the committee for the year. The report may, in the discretion of the Executive Director, be published in a Bar publication.

6.3 Each committee chairman shall, no later than June 1, file with the Executive Director a concise report summarizing the activities of the current year, unless the Executive Director indicates the report need not be filed.

6.4 Each committee chairman shall, no later than April 1, file with the Executive Director a confidential evaluation of all members of his/her committee including recommendations as to future membership of the committee.

VII. REQUESTS FOR ACTION OF THE BOARD OF GOVERNORS

Whenever a committee requests action by the Board of Governors, the requested action shall be reflected in the minutes of the meeting at which the action was authorized and in addition be set forth in a letter or memorandum accompanying the minutes directed to the Board of Governors in care of the Executive Director.

VIII. COOPERATION WITH OTHER COMMITTEES AND SECTIONS

8.1 Cooperation with and respect for other committees and sections is expected. Should conflicts appear in areas of responsibility or in purpose or goals, such conflicts should be brought promptly to the attention of the President.

8.2 All committees shall extend full cooperation to the Bar entity charged with legislative liaison responsibilities and the Assistant Executive Director in connection with any legislative interests, notification of meetings at which proposed legislative activities will be discussed, and furnishing a brief memorandum of the issues, reasons for action, and impact that any proposed legislation will have or reasons for supporting or opposing pending legislation.

8.3 All continuing legal education programs of the South Carolina Bar must be approved by the CLE Committee. This is necessary to avoid duplication of effort, scheduling conflicts and unreasonable costs, and to maintain the high standards of the South Carolina Bar and the Commission on Continuing Legal Education and Specialization. All committees are encouraged to suggest subjects for CLE programs and to assist in planning, preparation, and execution of such programs.

8.4 Committees are encouraged to submit proposals for CLE programs to be held at the annual SC Bar Convention. The Bar Convention, on a space-available basis, will host up to three (3) committee-sponsored seminars of no more than three (3) hours' duration each. Committee-sponsored programs must be approved by the SC Bar Conventions Committee. The CLE Division will send a letter and Election to Conduct form to each Committee Chair-elect by April 1. Committees must return the form by May 1 in order to be considered for a convention seminar. Since committees do not have budgets, expenses for committee-sponsored will be borne by the SC Bar Convention.

IX. ASSISTANCE BY STAFF

The staff of the South Carolina Bar, headed by the Executive Director, will furnish committees with assistance including but not limited to the following:

- a) Preparing and disseminating notices, minutes, etc.;
- b) Obtaining and arranging meeting places;
- c) Furnishing general information and amplifying policy;
- d) Assisting in obtaining resource material; and
- e) Clarifying and coordinating with activities of other committees and sections.

X. POLICIES AND POSITIONS

Since all policies and positions of the South Carolina Bar are established by the House of Delegates or Board of Governors, no committee has authority to establish, announce or espouse any policy or position other than those established by the House or Board. Committees may, and are encouraged to, recommend policies and positions to the Board of Governors and House of Delegates.