

YOUNG LAWYERS DIVISION



STATE BAR OF GEORGIA<sup>®</sup>

**2020-21 HANDBOOK**

# TABLE OF CONTENTS

## 1. YLD Executive Council

Officers .....	5
Directors .....	6
YLD Executive Committee .....	9
YLD Representative Council .....	10
YLD Committee Chairs.....	11
Representative Responsibilities.....	13
Representative Standing Committee Assignments .....	14

## 2. Organizational Structure

A History of the State Bar of Georgia Young Lawyers Division .....	17
Bylaws of the Young Lawyers Division of the State Bar of Georgia .....	18

## 3. Meetings & Events

2020-21 YLD Meetings .....	31
2020-21 State Bar of Georgia Board of Governors Meeting .....	32
2020-21 ABA YLD Meetings.....	33
State Bar of Georgia Young Lawyers Division Reimbursement Program .....	34
Posting an Event .....	36
YLD Committee Meeting Catering Choices.....	37

## 4. Committees

2020-21 YLD Committee Chairs.....	41
Committee Chair Guidelines .....	45
Committee Update Report Form .....	51
ABA Awards of Achievement.....	52
Steps for Organizing a CLE Lunch & Learn Program.....	53
YLD Lunch & Learn Authorization Form .....	54

## 5. Financial Information

2020-21 YLD Committee Budget.....	59
Committee Reimbursement Form .....	60
Project Information Form.....	61
2020-21 Sponsorship Packages .....	63

## 6. Communications

Submission Guidelines for <i>The YLD Review</i> .....	67
Standing Board Policy 100 (Legislative Policy and Procedure) .....	68
Standing Executive Committee Policy 500 (Email Policy) .....	72
Standing Executive Committee Policy 600 (Establishment of Website).....	74
Bar Counsel's Review of Bar-Related Contracts.....	75

## 7. Notes



# **YLD EXECUTIVE COUNCIL**



## Officers

### YLD President



**Bert Hummel**  
 Lewis Brisbois Bisgaard & Smith LLP  
 1180 Peachtree St. NE, Suite 2900  
 Atlanta, GA 30309  
 404-348-8585  
 bert.hummel@lewisbrisbois.com

### YLD Immediate Past President



**Will Davis**  
 Naggiar & Sarif LLC  
 15 Perry St., Suite 113  
 Newnan, GA 30263  
 404-816-2004  
 will@nsfamilylawfirm.com

### YLD President-Elect



**Elissa Haynes**  
 Drew Eckl & Farnham LLP  
 303 Peachtree St. NE, Suite 3500  
 Atlanta, GA 30308  
 678-296-0768  
 haynese@deflaw.com

### YLD Newsletter Co-Editors



**Ashley Akins**  
 Nelson Mullins Riley & Scarborough LLP  
 201 17th St. NW, Suite 1700  
 Atlanta, GA 30363  
 404-322-6223  
 ashley.a.akers@gmail.com

### YLD Treasurer



**Ron Daniels**  
 Daniels Law LLC  
 620 Oak St.  
 P.O. Box 4939  
 Eastman, GA 31023  
 478-227-7331  
 ron@dlawllc.com



**LaKeisha Randall**  
 The Randall Firm LLC  
 3379 Peachtree Road NE, Suite 555  
 Atlanta, GA 30326  
 404-777-3833  
 attorney@lrandallfirm.com

### YLD Secretary



**Brittanie Browning**  
 Hall Booth Smith, P.C.  
 191 Peachtree St. NE, Suite 2900  
 Atlanta, GA 30303  
 404-586-6602  
 bbrowning@hallboothsmith.com

## Directors

### LaToya Bell

Houston Circuit Public Defenders Office  
202 Carl Vinson Parkway  
Warner Robins, GA 31088  
478-542-2055  
lbell@houstoncountyyga.org

### Audrey Bergeson

Atlanta Volunteer Lawyers Foundation  
North Tower, 235 Peachtree St. NE, Suite 1750  
Atlanta, GA 30303  
404-521-0790  
abergeson@avlf.org

### Chris Bruce

The Bruce Firm LLC  
1100 Spring St., Suite 640  
Atlanta, GA 30309  
770-841-6589  
info@brucefirmllc.com

### Cary Burke

Seyfarth Shaw LLP  
1075 Peachtree St., Suite 2500  
Atlanta, GA 30309  
404-704-9667  
caburke@seyfarth.com

### Autumn Cole

Georgia Department of Administrative Services  
200 Piedmont Ave. SE, Suite 1810  
Atlanta, GA 30334  
404-403-7057  
autumn.cole@doas.ga.gov

### Daniel Cole

Parks Chesin & Walbert PC  
75 14th St. NE, 26th Floor  
Atlanta, GA 30309  
404-873-8095  
dcole@pcwlawfirm.com

### Raquel Crump

United Parcel Service, Inc.  
55 Glenlake Parkway  
Atlanta, GA 30328  
404-828-4799  
rcrump@ups.com

### Harry Dixon

MUFG Union Bank, N.A.  
1270 Avenue of the Americas  
New York, NY 10020  
hdixon@us.mufg.jp

### Donavan Eason

Lewis Brisbois Bisgaard & Smith LLP  
24 Drayton St., Suite 300  
Savannah, GA 31401  
912-525-4960  
donavan.eason@lewisbrisbois.com

### Chase Elleby

Williams | Elleby  
3450 Acworth Due West Road, Suite 610  
Kennesaw, GA 30144  
404-389-1035  
chase@gatriallattorney.com

### Gabrielle Espy

O'Kelley & Sorohan LLC  
2170 Satellite Blvd., Suite 375  
Duluth, GA 30097  
678-812-3677  
gespy@oslawllc.com

### Baylie Fry

BakerHostetler LLP  
1170 Peachtree St. NE, Suite 2400  
Atlanta, GA 30309  
404-946-9304  
bfry@bakerlaw.com

### Matthew Gettinger

Sutton Law Group LLC  
351 Washington Ave., Suite 300  
Marietta, GA 30060  
678-529-6180  
mkg@sutton-law-group.com

### Michelle Gettinger

BDO USA LLP  
1100 Peachtree St. NE, Suite 700  
Atlanta, GA 30309  
847-302-2402  
michellegettinger@gmail.com

## Directors

### Hon. Margaret Head

Cohen & Caproni LLC  
750 Hammond Drive, Building 7, Suite 200  
Atlanta, GA 30328  
404-252-8080  
mhead@cohenandcaproni.com

### Hon. Amanda Heath

Augusta Circuit Juvenile Court  
735 James Brown Blvd., Suite 2003  
Augusta, GA 30901  
706-821-1185  
aheath@augustaga.gov

### Zack Howard

U.S. Attorney's Office  
Northern District of Georgia  
75 Ted Turner Drive  
Atlanta, GA 30303  
404-581-6000  
zack.howard@usdoj.gov

### Jen Isaacs

Melville Johnson PC  
115 W. Peachtree Place NW, Unit 1  
Atlanta, GA 30313  
404-724-0000  
jen.r.duke3@gmail.com

### Sarah Jett

Gary Martin Hays & Associates P.C.  
3098 Breckinridge Blvd.  
Duluth, GA 30096  
770-934-8000  
sarah@garymartinhays.com

### Kelsey Kicklighter

Hall Booth Smith, P.C.  
191 Peachtree St. NE, Suite 2900  
Atlanta, GA 30303  
678-539-1593  
kkicklighter@hallboothsmith.com

### Chinny Law

The Ramos Law Firm  
14 Lenox Pointe NE  
Atlanta, GA 30324  
404-355-3431  
chinny@ramoslawfirm.com

### Morgan Lyndall

Butler Law Firm  
10 Lenox Pointe NE  
Atlanta, GA 30324  
678-940-1444  
morgan@butlerfirm.com

### Tyler Mashburn

Georgia State Senate  
321 State Capitol  
Atlanta, GA 30334  
404-656-6047  
tyler.mashburn@senate.ga.gov

### Jamie McDowell

Hawkins Parnell & Young LLP  
303 Peachtree St. NE, Suite 4000  
Atlanta, GA 30308  
404-614-7502  
jmcowell@hpylaw.com

### Toby Morgan

Emory Healthcare Inc.  
101 W. Ponce de Leon Ave., Suite 242  
Decatur, GA 30030  
404-778-2757  
tobykei.morgan@gmail.com

### Luke Moses

Jones Osteen & Jones  
206 E. Court St.  
Hinesville, GA 31313  
912-876-0111  
lmoses@jojlaw.com

### Mandy Moyer

Georgia Probate Lawyers Moyer LLC  
525 Tribble Gap Road #1137  
Cumming, GA 30028  
678-855-0880  
staff@gaprobatelawyers.com

### Bobo Mullens

Oliver Maner LLP  
343 Tattnall St.  
P.O. Box 10186  
Savannah, GA 31401  
912-257-0296  
dwbmullens@gmail.com

## Directors

### Garon Muller

Burnside Law Firm LLP  
2919 Professional Parkway  
Augusta, GA 30907  
706-432-8320  
garon@burnsidefirm.com

### Sam Mullis

Goodman McGuffey LLP  
3340 Peachtree Road NE, Suite 2100  
Atlanta, GA 30326  
404-926-4153  
smullis@gm-llp.com

### Titus Nichols

Nichols Law PC  
400 Galleria Parkway, Suite 1500  
Atlanta, GA 30339  
678-722-5311  
titus@nlglawyer.com

### Kerry Nicholson

U.S. Patent & Trademark Office  
571-272-5159  
kerry.nicholson@uspto.gov

### Bert Noble

Goodman McGuffey LLP  
3340 Peachtree Road NE, Suite 2100  
Atlanta, GA 30326-1084  
404-926-4143  
rnoble@gm-llp.com

### Pam Peynado Stewart

Lee & Peynado Immigration Law Group  
100 North Point Center E, Suite 530  
Alpharetta, GA 30022  
404-892-8300  
ppeynado@leelawusa.com

### Miracle Rankin

The CP Law Group LLC  
2295 Parklake Drive NE, Suite 360  
Atlanta, GA 30345  
404-480-3908  
srankin@thecplawgroup.com

### Veronica Rogusky

Equal Employment Opportunity Commission  
100 Alabama St. SW, Suite 4R30  
Atlanta, GA 30303  
404-562-6973  
veronica.rogusky@eeoc.gov

### Amanda Szokoly

Brown Readdick Bumgartner Carter Strickland & Watkins LLP  
5 Glynn Ave.  
P.O. Box 220  
Brunswick, GA 31520  
912-264-8544  
aszokoly@brbcsw.com

### Erica Taylor

Atlanta Volunteer Lawyers Foundation  
235 Peachtree St. NE, Suite 1750  
Atlanta, GA 30303  
404-521-0790  
etaylor@avlf.org

### Mark Weaver

Social Security Administration  
Office of the General Counsel  
61 Forsyth St. SW, Suite 20T45  
Atlanta, GA 30303  
404-562-0250  
mark.weaver@ssa.gov

### Na'Tasha Webb-Prather

University System of Georgia  
270 Washington St. SW  
Atlanta, GA 30334  
404-962-3010  
natasha.webbprather@usg.edu

### Rachel Wilson

Nest Estate Planning By L. Rachel Wilson  
8 Mackay Lane  
Savannah, GA 31411  
912-405-6378  
rachel@nestestateplanning.com



## YLD Executive Committee

### Officers

#### *President*

Bert Hummel, Atlanta

#### *President-Elect*

Elissa Haynes, Atlanta

#### *Treasurer*

Ron Daniels, Eastman

#### *Secretary*

Brittanie Browning, Atlanta

#### *Immediate Past President*

Will Davis, Newnan

#### *Newsletter Co-Editors*

Ashley Akins, Atlanta

LaKeisha Randall, Atlanta

### Directors

LaToya Bell, Warner Robins

Audrey Bergeson, Atlanta

Chris Bruce, Atlanta

Cary Burke, Atlanta

Autumn Cole, Atlanta

Daniel Cole, Atlanta

Raquel Crump, Atlanta

Harry Dixon, New York

Donavan Eason, Savannah

Chase Elleby, Kennesaw

Gabrielle Espy, Duluth

Baylie Fry, Atlanta

Matthew Gettinger, Marietta

Michelle Gettinger, Atlanta

Margaret Head, Atlanta

Amanda Heath, Augusta

Zack Howard, Atlanta

Jen Isaacs, Atlanta

Sarah Jett, Duluth

Kelsey Kicklighter, Atlanta

Chinny Law, Atlanta

Morgan Lyndall, Atlanta

Tyler Mashburn, Atlanta

Jamie McDowell, Atlanta

Toby Morgan, Decatur

Luke Moses, Hinesville

Mandy Moyer, Cumming

Bobo Mullens, Savannah

Garon Muller, Augusta

Sam Mullis, Atlanta

Titus Nichols, Atlanta

Kerry Nicholson, Atlanta

Bert Noble, Atlanta

Pam Peynado Stewart, Alpharetta

Miracle Rankin, Atlanta

Veronica Rogusky, Atlanta

Amanda Szokoly, Brunswick

Erica Taylor, Atlanta

Mark Weaver, Atlanta

Na'Tasha Webb-Prather, Atlanta

Rachel Wilson, Savannah

## YLD Representative Council

### Northern District

#### 2019-21

Eufemia Cabrera-D'Amour, Atlanta  
Michelle Gettinger, Atlanta  
Jamie McDowell, Atlanta  
Kenneth Mitchell, Atlanta  
Blair Weatherly, Alpharetta

#### 2020-22

Samantha Beskin, Atlanta  
Jena Emory, Atlanta  
Leslie Hartnett, Atlanta  
Jen Isaacs, Atlanta  
Mitch Snyder, Dalton

### Middle District

#### 2019-21

Lauren Lomax Brown, Perry  
Kindall Browning, Perry  
Lauren Childs, Macon  
Jacob Langlely, Macon  
Nyonnohweah Seekie, Macon

#### 2020-22

LaToya Bell, Warner Robins  
Terri Benton, Macon  
Megan Glimmerveen, Macon  
Virginia Josey, Macon  
Warner Kennon, Columbus

### Southern District

#### 2019-21

Marcol Harvey, Statesboro  
Eric Kramer, Savannah  
Shannon O'Reilly, Savannah  
Nicole Pope, Savannah  
Tom Watkins, Augusta

#### 2020-22

Christina Corless East, Savannah  
Jack Downie, Vidalia  
Katy Gathy, Savannah  
Matt Padgett, Augusta  
Amanda Szokoly, Brunswick

### Out-of-State

#### 2020-21

Morgan Carrin, Blue Bell, Pennsylvania      Alex Heideman, Alexandria, Virginia

### Members-at-Large

#### 2020-21

Jana Anandarangam, Atlanta  
Hannah Couch, Macon  
Matt Hollingsworth, Atlanta  
Kelsey Kicklighter, Atlanta  
Kevin Langlely, Atlanta  
Michael Mannino, Atlanta  
Nicole McArthur, Marietta  
Ashley Pruitt, Atlanta  
Riane Sharp, Atlanta  
Ray Tran, Atlanta  
Megan Tuttle, Macon  
Megan Wyss, Atlanta

## YLD Committee Chairs

### Advocates for Students with Disabilities

Sydney Ford  
Jack Grote

### Community Service Projects

DeVondrel Banks  
Andy Navratil  
Kayla Winters Strozier

### Corporate Counsel

Raquel Crump  
Tanesha Steward

### Criminal Law

Eufemia Cabrera-D'Amour  
*Vacant*

### Disaster Legal Assistance

Donovan Eason

### Estate and Elder Law

Amber Crawford  
*Vacant*

### Ethics and Professionalism

Milinda Brown  
Nicole Pope

### Family Law

Samantha Lennon  
Amy Saul

### Government Law

*Vacant*

### Health Law

*Vacant*  
*Vacant*

### High School Mock Trial

Norman Barnett

### Inclusion in the Profession

Chanel Chauvet  
Alexis Hamilton  
Mishael Najm

### Intellectual Property Law

*Vacant*  
*Vacant*

### Intrastate Moot Court Competition

*Vacant*  
*Vacant*

### Labor and Employment Law

Jana Anandarangam  
JonVieve Hill

### Law School Outreach

*Vacant*  
*Vacant*

### Leadership Academy

Autumn Cole  
Sara Fish  
Taylor Hanks  
Nicole McArthur

### Leadership Academy Alumni

Christopher Collier  
Kerry Nicholson

### Legal Food Frenzy

Morgan Lyndall  
Veronica Rogusky

### Legislative Affairs

James Cox  
Tyler Mashburn  
Philip Pendergrass

## YLD Committee Chairs

### Litigation

Carlos Fernandez  
Kate Reddy

### Business Law Subcommittee

*Vacant*  
*Vacant*

### Judicial Law Clerk Subcommittee

Kyle Davis

### National Moot Court Competition

*Vacant*

### Public Interest Internship Program

Andrew Navratil  
Jamie Rush

### Real Estate Law

Gabrielle Espy  
Richard Sarrell  
Kaitlyn Sayne

### Signature Fundraiser

*Vacant*  
*Vacant*

### Solo Practice/Small Firm

Hermise Pierre  
Chelsea Wilkerson

### William W. Daniel National Invitational Mock Trial Competition

*Vacant*

### Women in the Profession

Jena Emory  
Lindsey Macon

### Workers' Compensation

Oliver Ladd  
Liz Phrampus

## YLD Representative Responsibilities

Members of the YLD Representative Council are expected to:

- » Attend three of the four regularly scheduled Executive Council meetings (pursuant to Art. X, § 2(b) of the YLD bylaws)\* Attendance records are kept by the YLD secretary. Requests for an excused absence should be submitted to the secretary.
- » 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, Community Service Projects, etc.) of your choice.
- » Attend the 2021 YLD Signature Fundraiser.
- » Serve as a liaison between the YLD and the young lawyers, affiliates and young lawyer organizations in your area.
- » Advise the YLD Board of Directors of local needs and programs being conducted in your area.
- » Participate in law school outreach events at the law school you attended or 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 *The YLD Review*.
- » Recruit other young lawyers to become active in the YLD during the year.
- » Welcome and make follow-up contact with new attendees to YLD meetings.

In all events, YLD representatives should copy the president, president-elect, newsletter editors (when appropriate) and YLD director on relevant correspondence.

*\*A copy of the YLD bylaws may be found at [www.georgiayld.org](http://www.georgiayld.org).*

## 2020-21 YLD Standing Committees

Each standing committee shall include in its membership at least six (6) members of the Representative Council, including two (2) from each federal judicial district. The mandatory members described herein (other than nonvoting members) shall count toward fulfilling the minimum member requirement. The membership of each standing committee shall be selected by the president, subject to the requirements set forth in this section. The standing committees of the Young Lawyers Division shall be as follows:

- (a) **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.
- |                                 |                 |
|---------------------------------|-----------------|
| Elissa Haynes (President-Elect) | Katy Gathy      |
| Brittanie Browning (Secretary)  | Leslie Hartnett |
| Terri Benton                    | Virginia Josey  |
| Morgan Carrin                   | Eric Kramer     |
| Jena Emory                      | Riane Sharp     |
- (b) **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, procedures and standing policies.
- |                   |                  |
|-------------------|------------------|
| Kindall Browning  | Kenneth Mitchell |
| Megan Glimmerveen | Nicole Pope      |
| Alex Heideman     | Ray Tran         |
| Jen Isaacs        | Tom Watkins      |
- (c) **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.
- |                                 |                    |
|---------------------------------|--------------------|
| Elissa Haynes (President-Elect) | Kelsey Kicklighter |
| Jana Anandaragam                | Nicole McArthur    |
| LaToya Bell                     | Kenneth Mitchell   |
| Michelle Gettinger              | Nicole Pope        |
| Warner Kennon                   | Amanda Szokoly     |
- (d) **Election.** This committee, which shall be chaired by the president-elect, shall be charged with conducting all elections, except to the extent the conducting of any election called for by the bylaws is, pursuant to these bylaws, to be conducted by another entity.
- |                                 |                    |
|---------------------------------|--------------------|
| Elissa Haynes (President-Elect) | Shannon O’Reilly   |
| Jena Emory                      | Ashley Pruitt      |
| Jacob Langley                   | Nyonnohweah Seekie |
| Michael Mannino                 | Riane Sharp        |
| Jamie McDowell                  | Tom Watkins        |
- (e) **Communications.** This committee, which shall include the secretary and editors 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.
- |                                |                   |
|--------------------------------|-------------------|
| Brittanie Browning (Secretary) | Megan Glimmerveen |
| Ashley Akins (Editor)          | Marcol Harvey     |
| LaKeisha Randall (Editor)      | Kevin Langley     |
| Eufemia Cabrera-D’Amour        | Megan Tuttle      |
| Lauren Childs                  | Blair Weatherly   |
| Jack Downie                    | Megan Wyss        |
- (f) **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.
- |                        |                    |
|------------------------|--------------------|
| Samantha Beskin        | Matt Hollingsworth |
| Lauren Lomax Brown     | Jacob Langley      |
| Christina Corless East | Matt Padgett       |
| Hannah Couch           | Mitch Snyder       |



# **ORGANIZATIONAL STRUCTURE**





## A History of the State Bar of Georgia Young Lawyers Division

In 1883, 33 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.

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.

**Bylaws of the Young Lawyers Division of the State Bar of Georgia**

*Adopted January 20, 2007, as amended on April 18, 2009, and August 11, 2012, and October 31, 2014.*

**ARTICLE I**

NAME AND PURPOSE..... 19  
 Section 1. Name..... 19  
 Section 2. Purpose..... 19

**ARTICLE II**

MEMBERSHIP..... 19  
 Section 1. Qualification for Membership ..... 19  
 Section 2. Honorary Membership ..... 19  
 Section 3. Affiliate Membership ..... 19  
 Section 4. Termination of Membership ..... 19

**ARTICLE III**

OFFICERS..... 19  
 Section 1. Officers ..... 19  
 Section 2. Eligibility ..... 19  
 Section 3. President..... 20  
 Section 4. President-Elect..... 20  
 Section 5. Treasurer..... 20  
 Section 6. Secretary ..... 20  
 Section 7. Editor of the Young Lawyers Division Newsletter.... 20  
 Section 8. Immediate Past President ..... 20  
 Section 9. Election or Appointment of Officers..... 20  
 Section 10. Terms of Office..... 20

**ARTICLE IV**

EXECUTIVE COMMITTEE ..... 20  
 Section 1. Purpose and Powers..... 20  
 Section 2. Composition of the Executive Committee ..... 21  
 Section 3. Directors..... 21  
 Section 4. Terms of Office..... 21  
 Section 5. Eligibility ..... 21

**ARTICLE V**

REPRESENTATIVE COUNCIL..... 21  
 Section 1. Purpose and Powers..... 21  
 Section 2. Composition of the Representative Council ..... 21  
 Section 3. Eligibility ..... 21  
 Section 4. Elections of Members of Representative Council... 21  
 Section 5. Terms of Representative Council..... 21  
 Section 6. Duties..... 22

**ARTICLE VI**

DELEGATES TO THE YOUNG LAWYERS DIVISION OF THE AMERICAN BAR ASSOCIATION ..... 22

**ARTICLE VII**

ELECTIONS..... 22  
 Section 1. Qualifications for Voting and Making Nominations... 22

Section 2. Offices Filled by Election ..... 22  
 Section 3. Notification of Elections..... 22  
 Section 4. Nominations ..... 22  
 Section 5. Certification of Nominees ..... 23  
 Section 6. Officer Elections ..... 23  
 Section 7. Representative Council Elections ..... 23

**ARTICLE VIII**

REMOVAL AND VACANCIES ..... 24  
 Section 1. Removal of Officer for Cause..... 24  
 Section 2. Change of Residence or Office of Certain Persons.... 24  
 Section 3. Vacancies..... 24

**ARTICLE IX**

COMMITTEES..... 24  
 Section 1. Standing Committees..... 24  
 Section 2. Special Committees ..... 25  
 Section 3. Committee Chairpersons ..... 25  
 Section 4. Reports ..... 25

**ARTICLE X**

MEETINGS ..... 25  
 Section 1. Meetings of the YLD Members ..... 25  
 Section 2. Representative Council Meetings..... 25  
 Section 3. Executive Committee Meetings..... 26  
 Section 4. Committee Meetings ..... 26  
 Section 5. Conduct of Meetings..... 26  
 Section 6. Quorum ..... 26  
 Section 7. Voting at Meetings..... 26  
 Section 8. Rules ..... 26

**ARTICLE XI**

LEGISLATION AND PUBLICITY ..... 26  
 Section 1. Legislation..... 26  
 Section 2. Publicity..... 26

**ARTICLE XII**

AFFILIATE UNITS..... 26  
 Section 1. Qualification and Application ..... 26  
 Section 2. Affiliation ..... 26  
 Section 3. Terms of Affiliation ..... 26

**ARTICLE XIII**

STANDING POLICIES..... 27

**ARTICLE XIV**

AMENDMENTS..... 27

## Bylaws of the Young Lawyers Division of the State Bar of Georgia

*Adopted January 20, 2007, as amended on April 18, 2009, and August 11, 2012, and October 31, 2014.*

### ARTICLE I – NAME AND PURPOSE

#### **Section 1. Name**

The name of this organization shall be the Young Lawyers Division of the State Bar of Georgia (the “Young Lawyers Division” or “YLD”).

#### **Section 2. Purpose**

The purposes of the Young Lawyers Division shall be:

- (a) to encourage the interest and participation of YLD members in the activities, objectives, and purpose of the State Bar of Georgia;
- (b) to aid and promote the advancement of YLD members in the activities of the State Bar of Georgia;
- (c) to foster among YLD members the principles of duty and service to the public;
- (d) to provide YLD members with an opportunity to participate in activities directed toward improving the administration of justice;
- (e) to foster discussion and interchange of ideas among YLD members relating to the duties, responsibilities, and problems of YLD members; and
- (f) to provide a full and complete program of activities and projects in those areas of the State Bar of Georgia in which YLD members are particularly suited.

### ARTICLE II – MEMBERSHIP

#### **Section 1. Qualification for Membership**

A “YLD member” is an active member of the State Bar of Georgia whose membership in the Young Lawyers Division has not terminated pursuant to Section 4 of this Article. Membership in the Young Lawyers Division is automatic.

#### **Section 2. Honorary Membership**

Any person who has served as President shall be an “Honorary Member” of the Young Lawyers Division for his or her lifetime after the date on which such person’s membership would have otherwise terminated pursuant to Section 4(a) of this Article. Honorary Members shall not be eligible to vote or hold office in the Young Lawyers Division; provided, however that the Immediate Past President shall be eligible to vote and shall be a member of the Executive committee during the term of such office. Membership as an Honorary Member shall terminate should an Honorary Member cease to be a member in good standing of the State Bar of Georgia.

#### **Section 3. Affiliate Membership**

The Young Lawyers Division may recognize, as an “Affiliate Member,” any person who is licensed to practice law, who has not

yet reached either of the thresholds for termination of membership in the YLD as set forth in Section 4(a) of this Article, and who is not authorized to practice law in the State of Georgia, but who is (a) employed in Georgia by the government or a governmental agency, the armed services, or a private or commercial institution, or (b) a third-year law student or LLM student attending a law school in the State of Georgia that is approved by the American Bar Association or the Georgia Board of Bar Examiners. Any individual desiring to become an Affiliate Member shall be considered for membership after submitting a letter of interest in the manner provided for and consistent with Article I, Section 6 of the Bylaws of the State Bar of Georgia. Such letter of interest shall be considered by and approved by the Young Lawyers Division in the manner provided for and consistent with the consideration and approval of Affiliate Membership to the State Bar of Georgia pursuant to Article I, Section 6 of the Bylaws of the State Bar of Georgia.

#### **Section 4. Termination of Membership**

Membership in The Young Lawyers Division shall terminate:

- (a) at the end of the fiscal year of the State Bar of Georgia (the “Bar Year”) after (1) the member attains the age of thirty-six (36) or (2) the fifth anniversary of the member’s being admitted to their first bar, whichever date is later (other than Honorary Members); or
- (b) upon such member ceasing to be an active member in good standing of the State Bar of Georgia; or
- (c) in the case of Affiliate Members, by the vote of a majority of the YLD members in attendance at any meeting of the YLD membership.

Notwithstanding the foregoing, a person who met the requirements of Section 4(a) above at the time such person was elected President-Elect shall continue to be a YLD Member for the duration of the terms of President and Immediate Past President to which he or she succeeds.

### ARTICLE III – OFFICERS

#### **Section 1. Officers**

The “Officers” of the Young Lawyers Division shall consist of: (a) President, (b) President-Elect, (c) Treasurer, (d) Secretary, (e) Immediate Past-President, and (f) Newsletter Editor(s).

#### **Section 2. Eligibility**

(a) Persons who are YLD members (but not Honorary Members or Affiliate Members) at the time of their election shall be eligible to serve as an Officer of the Young Lawyers Division.

(b) The President-Elect position may be filled by any YLD Member who is also an active member in good standing of the

## Bylaws of the Young Lawyers Division of the State Bar of Georgia

*Adopted January 20, 2007, as amended on April 18, 2009, and August 11, 2012, and October 31, 2014.*

State Bar of Georgia without regard to the location of his or her residence.

### **Section 3. President**

The President shall be responsible for carrying out the purposes of the Young Lawyers Division. The duties of the President shall include, but not be limited to, presiding at all meetings of the Executive Committee, the Representative Council, and the YLD membership, as well as duties assigned by the membership at any regular meeting or by the Representative Council. The President shall be responsible for the preparation and submission of an annual report of the activities of the Young Lawyers Division at the regular Annual Meeting of the State Bar of Georgia. The President shall be an ex officio member of all Standing Committees.

### **Section 4. President-Elect**

The President-Elect shall perform such duties as may be assigned by the President, the YLD membership at any regular meeting, or by the Executive Committee or Representative Council. During any period in which the President is unable to act, the President-Elect shall perform the duties of President.

The President-Elect shall also plan for the year in which he or she shall act as President, and make needed arrangements for the prompt inauguration of the program for that year upon assuming office and to prevent interruption in the continuing program then being carried on by the Young Lawyers Division.

### **Section 5. Treasurer**

The Treasurer shall have general supervision of the finances of the Young Lawyers Division. The Treasurer shall cause to be kept full and accurate records and accounts showing the transactions of the Young Lawyers Division. The Treasurer shall provide a financial report to the YLD membership annually and more frequently if required by the President. The Treasurer shall perform all other duties as may be assigned by the President, the YLD membership at any regular meeting, or by the Executive Committee or Representative Council.

### **Section 6. Secretary**

The Secretary shall keep full minutes of all meetings, including meetings of the Executive Committee, the Representative Council, and the YLD membership; shall publish such minutes at the proper subsequent meetings; shall give notice of meetings; and shall perform all other duties as may be incidental to the office of Secretary or as assigned by the President, the YLD membership at any regular meeting, or by the Executive Committee or Representative Council.

### **Section 7. Editor of the Young Lawyers Division Newsletter**

The Editor or Co-Editors of the Young Lawyers Division Newsletter (the "Editor(s)") shall cause to be published a quarterly newsletter of the activities and programs of the Young Lawyers Division and shall perform all other duties as may be incidental to said office or assigned by the President, the YLD membership at any regular meeting, or the Executive Committee or Representative Council.

### **Section 8. Immediate Past President**

The Immediate Past-President shall be a member of all Standing Committees and shall have such other responsibilities as are assigned by the President, the YLD membership at any regular meeting, or the Executive Committee or Representative Council.

### **Section 9. Election or Appointment of Officers**

The President-Elect, Treasurer and Secretary shall be elected in the manner and shall take office at the time provided for in Article VII of these Bylaws. The Editor(s) shall be appointed by the President to serve at the pleasure of the President. The offices of President and Immediate Past-President shall be filled by the person who was President-Elect and President, respectively, in the immediately preceding Bar Year.

### **Section 10. Terms of Office**

The terms of office of President, President-Elect, Treasurer, Secretary, and Immediate Past-President shall be for the period beginning immediately upon the adjournment of the Annual Meeting and ending at the adjournment of the next succeeding Annual Meeting or until such officer's successor is elected or appointed and qualified. The term of office of the Editor(s) shall be concurrent with the term of office of the President who appointed such Editor(s).

## **ARTICLE IV – EXECUTIVE COMMITTEE**

### **Section 1. Purpose and Powers**

There shall be an Executive Committee of the Young Lawyers Division (the "Executive Committee"). The Executive Committee shall conduct all business of the YLD between meetings of the YLD membership or the Representative Council, except those enumerated in Sections 1 and 3(c) of Article VIII, Section 1 of Article X, and Section 1 of Article XI.

### **Section 2. Composition of the Executive Committee**

The Executive Committee shall be composed of:

- (a) the Officers; and
- (b) the appointed Directors.

## Bylaws of the Young Lawyers Division of the State Bar of Georgia

*Adopted January 20, 2007, as amended on April 18, 2009, and August 11, 2012, and October 31, 2014.*

### **Section 3. Directors**

(a) Appointment. A minimum of four (4) Directors shall be appointed by the President to serve at the pleasure of the President and to be directly responsible to the President.

(b) Duties. The Directors shall assist the President during his or her term in office and shall perform such duties and responsibilities as designated by the President. The Directors shall also oversee the activities of and advise one or more of the YLD Special Committees as designated by the President.

### **Section 4. Terms of Office**

Each member of the Executive Committee shall hold office for the following terms:

(a) The appointed Directors shall be appointed by the incoming President for terms to be served concurrent with that of the incoming President.

(b) The Officers shall serve for a period concurrent with the incoming President, beginning upon their swearing-in at the Annual Meeting at which they are sworn-in as Officers and continuing until their successors are sworn-in at the next Annual Meeting.

### **Section 5. Eligibility**

Persons who are YLD members (but not Honorary Members or Affiliate Members) at the time of their election or appointment shall be eligible to serve as a member of the Executive Committee.

## **ARTICLE V – REPRESENTATIVE COUNCIL**

### **Section 1. Purpose and Powers**

There shall be a Representative Council of the Young Lawyers Division (the “Representative Council”). The Representative Council shall exercise the powers granted to it hereunder.

### **Section 2. Composition of the Representative Council**

The Representative Council shall be composed of:

(a) the Officers of the Young Lawyers Division.

(b) No less than six (6) and no more than ten (10) YLD members from each Federal Judicial District within the State of Georgia, provided that each such member is a resident of the Federal Judicial District such person represents. A YLD member shall be considered a resident of a particular Federal Judicial District within the State of Georgia if he or she maintains either his or her residence or his or her primary office in that Federal Judicial District, and residency shall be determined at the time of the YLD member’s election to the Representative Council.

(c) two (2) YLD members who are not residents of any Federal Judicial District within the State of Georgia.

(d) twelve (12) YLD members at large.

(e) the president or chairperson of each Affiliate Unit (as

defined in Article XII of these bylaws); provided, however, that each president or chairperson may, by written notice to the Secretary at least ten (10) days prior to each Representative Council meeting, appoint a member of such Affiliate Unit as an alternate delegate to serve on the Representative Council in the event of his or her absence.

(f) the third-year law student serving as the YLD Law School Fellow from each law school in the State of Georgia participating in the YLD Law School Fellows program. These persons shall be members ex officio but nonvoting.

### **Section 3. Eligibility**

Persons who are YLD members (but not Honorary Members or Affiliate Members) at the time of their election or appointment shall be eligible to serve on the Representative Council; provided, however, the any representative serving on the Representative Council pursuant to Section 2(f) of this Article shall be eligible to serve in that capacity without being a YLD Member.

### **Section 4. Elections of Members of Representative Council**

The members of the Representative Council described in Section 2(b), (c), and (d) of this Article shall be elected in the manner provided for in Article VII of these Bylaws and shall take office immediately upon the adjournment of the Annual Meeting at which said election is conducted.

### **Section 5. Terms on Representative Council**

Each member of the Representative Council shall hold office for the following terms:

(a) The Officers of the Young Lawyers Division and presidents or chairpersons of Affiliate Units shall serve for a period of time concurrent with the term of their respective positions as defined within these bylaws or other organizing document pursuant to which they serve.

(b) Each member of the Representative Council representing a Federal Judicial District and the nonresident members of the Representative Council shall hold office for a period of two (2) years or until their successors have been duly chosen and qualified.

(c) Each member at large of the Representative Council shall hold office for a period of one (1) year or until their successors have been duly chosen and qualified.

(d) Notwithstanding anything contained within this Article, any member of the Representative Council who shall fail to meet the attendance requirement set forth in Article X, Section 2(b) shall be automatically removed from office on the Representative Council, unless such attendance requirement has been suspended by a majority vote of the Representative Council.



## Bylaws of the Young Lawyers Division of the State Bar of Georgia

*Adopted January 20, 2007, as amended on April 18, 2009, and August 11, 2012, and October 31, 2014.*

### **Section 6. Duties**

Each member of the Representative Council shall

(a) Serve as a liaison between the YLD and the members of the YLD who reside or maintain a law practice in the same Federal Judicial District within the State of Georgia as the member of the Representative Council.

(b) Comply with the attendance requirement set forth in Article X, Section 2(b) of these bylaws.

(c) Serve as a member of at least one (1) of the Standing Committees set forth in Article IX, Section 1 of these bylaws.

(d) Serve as a member of at least one (1) of the Special Committees set forth in Article IX, Section 2 of these bylaws.

### **ARTICLE VI – DELEGATES TO THE YOUNG LAWYERS DIVISION OF THE AMERICAN BAR ASSOCIATION**

The President shall appoint all delegates to the American Bar Association Young Lawyers Division (“ABA/YLD”) Annual and Mid-Year meetings for the term during which he or she is President. Such appointments shall be made according to the following priority, in descending order, from the YLD members, as follows: (1) Officers; (2) Directors; (3) other Representative Council members; (4) other YLD members, with priority being given to those members who have previously held leadership positions within the State Bar of Georgia YLD, including any Affiliate Unit, or who have attended any State Bar of Georgia YLD, including Affiliate Unit, activities, meetings, or events. To receive priority as outlined herein, a potential delegate must notify the President of his or her desire to be a delegate at least forty-five (45) days before the delegate certification deadline published by the ABA/YLD for the ABA/YLD meeting at issue.

### **ARTICLE VII – ELECTIONS**

#### **Section 1. Qualifications for Voting and Making Nomination**

Only active members of the State Bar of Georgia in good standing who are also YLD members (other than Honorary Members or Affiliate Members) shall be eligible to vote or nominate in any election in the Young Lawyers Division.

#### **Section 2. Offices Filled by Election**

(a) The President-Elect, Treasurer and Secretary shall be elected consistent with and in the manner set forth in Section 6 of this Article.

(b) Members of the Representative Council representing Federal Judicial Districts, non-resident members of the Representative Council, and members at large of the Representative Council shall be elected consistent with and in the manner set forth in Section 7 of this Article. Provided, however,

that elections of Representative Council members representing Federal Judicial Districts shall be staggered, with no more than five (5) representatives from each district elected per year.

### **Section 3. Notification of Elections**

The Secretary shall cause to be performed the following in connection with elections:

(a) Officers. The Secretary shall cause to be published a notice distributed to all YLD members not less than seventy-five (75) days prior to the date upon which the State Bar of Georgia’s election is schedule to commence or as provided by these bylaws or any standing policy created hereunder (as such, “Election Commencement Date”), setting forth:

- (1) that the positions of President-Elect, Treasurer and Secretary shall be filled by election;
- (2) the eligibility requirements for such positions;
- (3) the nomination and election procedure; and
- (4) the names and addresses of members of the Nominating Committee and the Election Committee.

(b) Representative Council. The Secretary shall cause to be published a notice distributed to all YLD members not less than sixty (60) days prior to the State Bar of Georgia Annual Meeting, setting forth:

- (1) the positions on the Representative Council which shall be filled by election at such Annual Meeting;
- (2) the eligibility requirements for such positions;
- (3) the nomination and election procedure; and
- (4) the names and addresses of members of the Nominating Committee and the Election Committee.

### **Section 4. Nominations**

Nominations for any office or position may be made by the Nominating Committee (described in Article IX, Section 1(d)) or by any YLD member as follows:

(a) Nominations from Nominating Committee.

(1) Nominations of Officers. In conjunction with and during the State Bar of Georgia Midyear Meeting, the Nominating Committee shall nominate one (1) or more candidates for the office of President-Elect, Treasurer and Secretary, and shall report the names of all such nominees to the Election Committee.

(2) Nominations for Representative Council. Not less than forty-five (45) days prior to the date of the State Bar of Georgia Annual Meeting, the Nominating Committee shall nominate: five (5) or more candidates from each Federal Judicial District for election as members representing such district to fill the terms that will terminate at the next Annual Meeting; twelve (12) or more candidates for election as members at large to the

# Bylaws of the Young Lawyers Division of the State Bar of Georgia

*Adopted January 20, 2007, as amended on April 18, 2009, and August 11, 2012, and October 31, 2014.*

Representative Council; and two (2) or more candidates for election as nonresident members of the Representative Council in the years that the term of such office terminates at the next Annual Meeting. The Nominating Committee shall report the names of all Representative Council nominees to the Election Committee not less than forty-five (45) days prior to the date of the State Bar of Georgia Annual Meeting.

(b) Nominations from Members. Nominations for candidates for the offices of President-Elect, Treasurer and Secretary and for positions on the Representative Council may be made by the membership of the Young Lawyers Division as follows:

(1) Nominations of Officers. Any two (2) YLD members who are qualified to vote in accordance with these bylaws may submit a nominating petition in writing to the Election Committee for the nomination of Officers not less than thirty (30) days prior to the Election Commencement Date. .

(2) Nominations for Representative Council. A nominating petition for the nomination of Representative Council members may be submitted to the Executive Director of the Young Lawyers Division or his or her designee, provided that the nominating petition is submitted prior to the commencement of Representative Council elections.

(3) Nominating Petition. The nominating petition shall be substantially in the following form:

**Nominating Petition the Young Lawyers Division**

The undersigned member of the Young Lawyers Division of the State Bar of Georgia in good standing hereby nominate \_\_\_\_\_ for the office of \_\_\_\_\_ for the term beginning at the close of the Annual Meeting in \_\_\_\_\_.  
 \_\_\_\_\_ Nominator  
 \_\_\_\_\_ Nominator [if applicable]  
 Date \_\_\_\_\_  
 I, \_\_\_\_\_, the person nominated in this petition, hereby accept said nomination and, if elected, will serve.  
 \_\_\_\_\_ Nominee

(c) No Nominations. Should a position on the Representative Council which is to be filled at an Annual Meeting lack a nomination properly filed in accordance with these bylaws, then nominations for such position may be made from the floor at the State Bar of Georgia Annual Meeting.

**Section 5. Certification of Nominees**

(a) Determination of Eligibility. Upon receipt of the nominations from the Nominating Committee or the members, the Election Committee (as described in Article IX, Section 1(e))

shall determine if the persons nominated are eligible for office.

(b) Notification of Nominees. Within five (5) days of receipt of the report of the Nominating Committee or receipt of a nomination from the members, the Election Committee shall notify each nominee of such nomination and of the names of other persons nominated for the same position. Each nominee shall have two (2) business days from the date of notification to accept or reject the nomination. Nominees failing to respond shall be deemed to have accepted the nomination.

**Section 6. Officer Elections**

The election for the positions of President-Elect, Treasurer and Secretary shall be conducted and resolved consistent with and in the manner set forth for the election of officers for the State Bar of Georgia. This specifically includes but is not limited to the content of ballots; the method of voting; the counting and report of votes; the procedure for requesting, conducting, and resolving a recount; the declaration of election results; the procedure for determining the need for, conducting and resolving a run-off election; and the coordination of elections with the election to determine the officers of the State Bar of Georgia.

(a) Standing Policy. In the event or to the extent the State Bar of Georgia’s provisions for the election of officers for the State Bar of Georgia are insufficient to govern the election for the positions of YLD President-Elect, Treasurer and Secretary, then the YLD Standing Policy on Officer elections shall govern the procedure for conducting the elections of those Officers and shall determine the outcome of that elections.

(b) Creation of Standing Policy. Upon approval by the YLD membership of this subsection of this Article of these bylaws, the President at the time of such approval shall appoint a committee to prepare a proposed YLD Standing Policy on Officer elections. This Standing Policy shall be adopted and incorporated as a supplement to these bylaws once it is distributed, considered, and approved as provided for in Article XIII of these bylaws.

**Section 7. Representative Council Elections**

The election of the Representative Council shall occur at the State Bar of Georgia Annual meeting.

(a) Content of Ballots. The Election Committee shall have ballots prepared, which shall include (1) the name of each person duly nominated for each Representative Council position, (2) space for a write-in for each position, and (3) instructions as to the method by which a vote for a particular candidate shall be indicated.

(b) Voting. Each YLD member in attendance at the State Bar Annual Meeting who desires to vote shall mark his or her ballot according to the instructions thereon and shall return the ballot to

## Bylaws of the Young Lawyers Division of the State Bar of Georgia

*Adopted January 20, 2007, as amended on April 18, 2009, and August 11, 2012, and October 31, 2014.*

one of the voting places.

(c) Counting and Report. The Executive Director of the Young Lawyers Division or his or her nominee shall, at the end of the voting, count the votes and report the results at the State Bar of Georgia Annual Meeting. The Executive Director may employ such impartial clerical assistance as he or she may deem necessary.

(1) The five (5) candidates receiving the greatest number of votes in the elections for members from each of the Federal Judicial Districts to the Representative Council shall be declared elected.

(2) The twelve (12) candidates receiving the greatest number of votes in the elections for members at large to the Representative Council shall be declared elected.

(3) The two (2) candidates receiving the greatest number of votes in the election for nonresident member to the Representative Council shall be declared elected.

(4) In the event two (2) or more candidates receive the same number of votes in any election and such tie is between the candidates who receive the lowest number of votes that still might result in such candidates being elected, the YLD members present at the State Bar of Georgia Annual Meeting shall, by vote, determine which of such tying candidates shall be declared elected.

### **ARTICLE VIII – REMOVAL AND VACANCIES**

#### **Section 1. Removal of Officer For Cause**

The YLD membership may, at any meeting called in accordance with these bylaws, by two-thirds majority vote of the total voting membership present and qualified to vote at said meeting, remove any Officer from office for cause.

#### **Section 2. Change of Residence of Office of Certain Persons**

In the event that:

(a) any member of the Representative Council representing a specific Federal Judicial District ceases to be a resident of the Federal Judicial District which such member represents; or

(b) a nonresident member of the Representative Council becomes a resident of a Federal Judicial District in the State of Georgia, such member shall continue to serve on the Representative Council only until the next State Bar of Georgia Annual Meeting. If the term of office of such member does not normally expire at such Annual Meeting, there shall be a special nomination and election to elect a new member to serve for the remainder of such unexpired term. Such special election and nominations shall be conducted as elections and nominations for such position are normally conducted.

### **Section 3. Vacancies**

Vacancies occurring in any office shall be filled as follows:

(a) Any vacancy arising in the office of President shall be filled by the President-Elect who shall continue to hold the office of President-Elect until the expiration of the unexpired term and shall continue to serve as President for the term during which he or she would regularly have served as President.

(b) Any vacancy arising in the office of President-Elect (except pursuant to Section 3(a) of this Article) shall remain unfilled for the unexpired term. An election for the office of President shall be held at the next election held pursuant to Article VII, Section 6 of these bylaws.

(c) Any vacancy arising in the office of Secretary or Treasurer shall be filled for the unexpired term by such person elected at the next meeting of the YLD membership by majority vote of those present and qualified to vote and voting.

(d) Any vacancy arising in the office of Editor(s) shall be filled for the unexpired term by appointment by the President.

(e) Any vacancy arising in the office of Committee Chairperson (other than those fixed by the terms of these bylaws) shall be filled for the unexpired term by appointment by the President, or the President may delegate the appointment to the members of said committee.

(f) Any vacancy arising in the office of Director shall be filled for the unexpired term by appointment by the President.

(g) Any vacancy arising in the office of member of the Representative Council representing a specific Federal Judicial District shall be filled by appointment by the President for the unexpired term, provided that the appointee shall be a resident of the same Federal Judicial District as the member whose position he or she fills.

(h) Any vacancy arising in the office of member of the Representative Council at large shall be filled by appointment by the President for the unexpired term.

(i) Any vacancy arising in the office of a nonresident member of the Representative Council shall be filled by appointment by the President for the unexpired term, provided that the appointee shall not be a resident of any Federal Judicial District in the State of Georgia.

### **ARTICLE IX – COMMITTEES**

#### **Section 1. Standing Committees**

Each Standing Committee shall include in its membership at least six (6) members of the Representative 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



## Bylaws of the Young Lawyers Division of the State Bar of Georgia

*Adopted January 20, 2007, as amended on April 18, 2009, and August 11, 2012, and October 31, 2014.*

membership of each Standing Committee shall be selected by the President, subject to the requirements set forth in this Section. The Standing Committees of the Young Lawyers Division shall be as follows:

(a) 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.

(b) 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, procedures and standing policies.

(c) 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.

(d) Election. This committee, which shall be chaired by the President-Elect, shall be charged with conducting all elections, except to the extent the conducting of any election called for by these bylaws is, pursuant to these bylaws, to be conducted by another entity.

(e) 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.

(f) 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.

### **Section 2. Special Committees**

The President shall appoint such special committees as he or she shall deem necessary and proper and shall designate their duties and their size. Upon motion of any YLD member and the passage of such motion by a majority vote at any meeting of the YLD membership, a committee for any specific purpose may be formed, and it shall be mandatory for the President to make the appointment of such committee. The President may delegate the appointment of committee members to the Committee Chairperson of the respective committees.

### **Section 3. Committee Chairpersons**

All "Committee Chairpersons" (other than those mandated by the terms of these bylaws) shall be appointed by the President for a term concurrent with that of the President and shall serve at the pleasure of the President. Persons who are YLD members (but not Honorary Members or Affiliate Members) at the time of their appointment shall be eligible to serve as a Committee Chairperson. No person shall serve as the Committee Chairperson of any one (1) committee of the Young Lawyers Division for more than two (2) consecutive Bar Years, or any portion of two (2) consecutive Bar Years; provided, however, such person may serve as a Committee Chairperson of any other committee of the Young Lawyers Division. The President reserves the power to remove any Committee Chairperson or committee member.

### **Section 4. Reports**

Each Committee Chairperson shall submit to the President, Secretary and such other persons or committees as designated by the President, written reports of the activities of their respective committee. Reports may be submitted at intervals as required or desired by the President.

## **ARTICLE X – MEETINGS**

### **Section 1. Business Meetings of the YLD Members**

YLD members shall meet not less than four (4) times during each Bar Year.

(a) Midyear Meeting. The YLD members shall meet annually at the time and place designated by the Board of Governors for the Midyear Meeting of the State Bar of Georgia unless the President designates a different place and time. The Secretary shall cause notice of the Midyear Meeting to be given to all YLD members not less than thirty (30) days before such Midyear Meeting.

(b) Other Meetings. The President shall call three (3) other meetings of the YLD members at such times as he or she shall designate. The Secretary shall cause notice of such meetings to be given to all YLD members not less than thirty (30) days before such meetings.

(c) Annual Meeting. YLD members may, at the discretion of the President, meet annually at the time and place designated by the Board of Governors for the Annual Meeting of the State Bar of Georgia. In the event the President elects to conduct this meeting, the Secretary shall cause notice of the meeting to be given to all YLD members not less than thirty (30) days before the Annual Meeting.

### **Section 2. Representative Council Meetings**

(a) Scheduling of Meetings. The President or the Representative Council, by majority vote of the members

## Bylaws of the Young Lawyers Division of the State Bar of Georgia

*Adopted January 20, 2007, as amended on April 18, 2009, and August 11, 2012, and October 31, 2014.*

present and voting, may designate the time and location of the Representative Council meetings. The Secretary shall cause notice of such meetings to be given to all members of the Representative Council not less than thirty (30) days before such meetings.

(b) Attendance Requirement. Unless otherwise modified by majority vote of the Representative Council, or if such provision is waived or suspended by a majority vote of the Representative Council, each member of the Representative Council shall be required to attend at least three (3) of the meetings set forth in Section 1 of this Article.

### **Section 3. Executive Committee Meetings**

(a) The Executive Committee shall meet upon the call of the President or upon the written request addressed to the President of a majority of the voting members of the Executive Committee.

(b) Unless otherwise modified by majority vote of the Executive Committee, or if such provision is waived or suspended by a majority vote of the Executive Committee, each member of the Executive Committee shall be required to attend at least three (3) of the meetings set forth in Section 1 of this Article.

### **Section 4. Committee Meetings**

Each Committee, whether standing or special, shall meet, as often as necessary in order to perform its duties, upon the call of the Committee Chairperson for such Committee.

### **Section 5. Conduct of Meetings**

All meetings may be conducted in person or by any means of communication by which all persons participating may simultaneously hear each other during the meeting. Furthermore, all meetings of a special committee, a standing committee or the Executive Committee may be conducted by correspondence or otherwise in writing (including electronically), without assembling in person at any particular place.

### **Section 6. Quorum**

(a) Ten (10) members of the Representative Council shall constitute a quorum for Representative Council meetings;

(b) Thirty (30) YLD members shall constitute a quorum for meetings of the YLD members.

### **Section 7. Voting at Meetings**

Except as otherwise provided in these Bylaws, all questions coming before any meeting (YLD members, Representative Council, committee or other) when duly convened shall be decided by a majority of the members present and voting.

### **Section 8. Rules**

All meetings, including committee meetings, shall be conducted in accordance with the provisions of these bylaws and where no provision is made, then in accordance with Robert's Rules of Order.

## **ARTICLE XI – LEGISLATION AND PUBLICITY**

### **Section 1. Legislation**

No legislation shall be recommended, approved or disapproved in the name of the Young Lawyers Division unless that recommendation, approval, or disapproval is done in the manner set forth and consistent with Article II, Section 6 of the Bylaws of the State Bar of Georgia.

### **Section 2. Publications**

No publication shall be distributed, published or publicly endorsed in the name of the Young Lawyers Division except by approval of the President, and only then to the extent consistent with and in the manner set forth for issuing publications by the Bylaws of the State Bar of Georgia and the State Bar of Georgia Standing Policies.

## **ARTICLE XII – AFFILIATE UNITS**

### **Section 1. Qualification and Application**

Any young lawyers organization or younger lawyers unit of any bar association, city, Superior Court Circuit, Congressional District, or other jurisdiction in which membership is restricted to younger lawyers in good standing may apply to be an "Affiliate Unit" of the Young Lawyers Division. The applying organization shall submit to the Secretary a petition containing: (a) a copy of a resolution or letter regularly adopted by the applying organization authorizing affiliation; (b) a petition or letter signed by at least three (3) members of the applying organization describing its organization and listing the size of its membership; and (c) a copy of any constitution, bylaws, or articles of procedure of the applying organization, if any exist. In the event that the applying organization has no constitution, bylaws, or articles of procedure at the time of application, said organization shall adopt and operate under the YLD bylaws in effect at the time of application until such time as they adopt their own constitution, bylaws, or articles of procedure.

### **Section 2. Affiliation**

The Secretary shall present the affiliation petition for approval at the meeting of the YLD membership next following the Secretary's receipt of the affiliation petition. Upon approval by a majority of the YLD members present and voting, the applicant shall immediately be an Affiliate Unit.

### **Section 3. Termination of Affiliation**

Any YLD member may at any time submit a motion in writing to the President or Secretary, moving that an entity cease to be an Affiliate Unit. Such motion shall be presented for consideration at the meeting of the YLD membership next following the

## Bylaws of the Young Lawyers Division of the State Bar of Georgia

*Adopted January 20, 2007, as amended on April 18, 2009, and August 11, 2012, and October 31, 2014.*

submission of the motion. If such motion is approved by a majority of the YLD members present and voting at such meeting, the entity shall immediately cease to be an Affiliate Unit.

### **ARTICLE XIII – STANDING POLICIES**

The Bylaws of the Young Lawyers Division may be supplemented by the creation of standing policies as provided for in this Article. A standing policy can be created only at a meeting of the YLD members by motion made in writing and submitted to the President at least thirty (30) days prior to the meeting. Copies of the motion containing the proposed Standing Policy shall be mailed or electronically distributed to all YLD members at least twenty (20) days prior to the meeting. The motion shall thereafter be voted upon at the regularly scheduled meeting of the YLD membership next following the publication of this motion; provided, however, that a quorum of YLD members, as defined by Article X of these bylaws, is present for said meeting. The motion shall be deemed approved and the proposed standing policy adopted if a majority of those YLD members present at the meeting where the vote on the motion is conducted issue votes in favor of the motion. The provisions of this Article imposing certain time requirements may be waived with the unanimous consent of all YLD members present at any such meeting where a proposed standing policy is considered.

### **ARTICLE XIV – AMENDMENTS**

The Bylaws of the Young Lawyers Division may be amended only at a meeting of the YLD members by motion made in writing and received by the President or Secretary at least thirty (30) days prior to the meeting. A quorum of members, as defined by Article X of these bylaws, shall be required at any such meeting where a bylaw amendment is being considered for adoption. Copies of the motion containing the proposed amendment shall be mailed or electronically distributed to all YLD members at least twenty (20) days prior to the meeting. The motion to amend shall then be voted upon at the meeting and shall require a majority vote of those YLD members present for adoption. The provisions of this Article imposing certain time requirements may be waived with the unanimous consent of all YLD members present at any such meeting where proposed bylaw provisions are considered.





# MEETINGS & EVENTS



## 2020-21 YLD Meetings

### Summer

Sept. 26, 2020

Zoom and Facebook Live

### Fall

Nov. 13-14 2020

Zoom and Facebook Live

### Midyear

Jan. 7-9, 2021

Zoom and Facebook Live

*Held in conjunction with the State Bar of Georgia*

### Spring

March 19-21, 2021

Zoom and Facebook Live

*Held in conjunction with the State Bar of Georgia*

### Annual

June 10-13, 2021

Wild Dunes Resort

Isle of Palms, South Carolina

*Held in conjunction with the State Bar of Georgia*

## 2020-21 State Bar of Georgia Board of Governors Meetings

### **Fall**

Oct. 23-24, 2020

Zoom and Facebook Live

### **Midyear**

Jan. 7-9, 2021

Zoom and Facebook Live

### **Spring**

March 19-21, 2021

Zoom and Facebook Live

### **Annual**

June 10-13, 2021

Wild Dunes Resort

Isle of Palms, South Carolina



## 2020-21 ABA YLD Meetings

### **Fall Conference**

Oct. 7-9, 2020

Virtual

### **YLD Events at the ABA Midyear Meeting**

Feb. 17-22, 2021

Virtual

### **Spring Conference**

TBA

TBA

### **YLD Events at the ABA Annual Meeting**

Aug. 4-10, 2021

Toronto, Ontario

## 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 YLD 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 Stephanie Wilson, YLD director, at 404-527-8778 or stephaniew@gabar.org.

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ Year Admitted to the Bar \_\_\_\_\_

Firm/Employer \_\_\_\_\_

Address \_\_\_\_\_

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

<b><u>Meeting</u></b>	<b><u>Dates</u></b>	<b><u>Location</u></b>	<b><u>Application Deadline</u></b>
____ Midyear	Jan. 7-9, 2021	Virtual	Dec. 4, 2020
____ Spring	March 19-21, 2021	Virtual	Feb. 19, 2021
____ Annual	June 10-13, 2021	Isle of Palms, South Carolina	May 7, 2021

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 do 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 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, mileage, 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 another YLD member to be awarded the reimbursement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Stephanie J. Wilson, YLD Director  
 State Bar of Georgia  
 104 Marietta St. NW, Suite 100  
 Atlanta, GA 30303  
 404-527-8778  
 Fax 404-527-8717  
 stephaniew@gabar.org

## Posting an Event

The YLD posts upcoming committee meetings and events on the State Bar's website, the YLD Facebook page and the bi-weekly email blast, as well as maintains records of each committee's activities throughout the year. If you have an upcoming meeting or event that you would like posted, please send the following event information to Stephanie Wilson at [stephaniew@gabar.org](mailto:stephaniew@gabar.org) and Jakira Smith at [jakiras@gabar.org](mailto:jakiras@gabar.org):

- Committee name
- Type of meeting/event (e.g., lunch meeting, CLE, etc.)
- Date
- Time
- Location (Bar Center, law office, etc.)
- Number of people you plan on accommodating
- If at the Bar Center, do you need audio/visual capabilities? (microphone(s), screen, sound, etc.)
- Special requests
- Do you want food catered from the YLD Committee Meeting Catering Choices?

## YLD Committee Meeting Catering Choices

Below are some catering options for your meeting. Choose what you would like and the YLD staff will place the order for you. We have an account with almost all these restaurants and can debit your committee's budget so that you do not have to submit for reimbursement. The Bar Center provides complimentary sodas (Coke, Diet Coke and Sprite), water and coffee. Committee budgets **cannot** be used to purchase alcohol.

### Corner Bakery Cafe

[www.cornerbakerycafe.com](http://www.cornerbakerycafe.com)

- Corner Classic package with assorted gourmet sandwiches and choice of two sides: fruit medley, chips, pasta salad, Asian edamame salad, mixed greens salad, Caesar salad or other salads listed online, and dessert.
- Lunch boxes with specialty sandwich, bakery chips, fresh seasonal fruit and a freshly baked cookie.
- Corner Pasta Classic package with choice of pasta, salad, ciabatta bread and dessert.
- \$10-12 per person

### Jason's Deli

[www.jasonsdeli.com](http://www.jasonsdeli.com)

- Sandwich Tray packages with assorted sandwiches, potato or pasta salad, chips, pickles and dessert.
- Lunch boxes with sandwich or salad, chips, pickle and cookie.
- Pasta Feast package with hot pasta, choice of house salad or Caesar salad tray, and assorted dessert tray. Served with toasted herb focaccia bread.
- Grand Potato Bar package with giant baked potatoes and toppings (bacon, butter, cheese, green onion and sour cream), choice of house salad or Caesar salad tray, and assorted dessert tray.
- \$10-14 per person

### Rosa's Pizza

[www.rosaspizza.net](http://www.rosaspizza.net)

- Pizza: Large cheese, white, veggie, pepperoni or Rosa's special. (Feeds four) \$3.50 – \$5.75 per person.
- Lasagna: Meat or spinach (half tray feeds 10-14; \$42.50) (full tray feeds 20-24; \$80)
- Salad: comes with choice of Italian or ranch dressing (feeds 15-20; \$36) (half pan available)

### Carlyle's Catering

[www.carlylescatering.com](http://www.carlylescatering.com)

- Sandwich trays featuring Boar's Head Brand® meats and cheeses served with one deli side. \$9.79 – \$12.79 per person
- Boxed lunches with sandwich, kettle chips, choice of deli side and a fresh baked cookie. \$8.79 – \$13.79 per person
- Hot entrées (minimum of 10 people) with two side dishes of your choice. Served buffet style with rolls and butter. \$12.99 – \$18.99 per person

### Bitetime

[www.bitetime.com](http://www.bitetime.com)

- Offering 20 different cuisines:
  - American grill (GrillaJoe)
  - Breakfast (Nana Bakin)
  - BBQ (Cut N Que)
  - Brazilian (Chewrasco)
  - Cajun (Papa Cajun)
  - Caribbean (Jamazed)
  - Chicken (Clucken)
  - Chinese (Wok Boss)
  - Grilled cheese (CheezLouise)
  - Hawaiian (Munchalo!)
  - Home cooking (Granny Rules)
  - Hot dogs (Got Franks?)
  - Italian (Sir Gusto)
  - Korean BBQ (Seoul Sizzle)
  - Loaded potatoes (Spudsters)
  - Mediterranean (Pita Pan's)
  - Mexican (El Pepi's)
  - Southern (Southern Kickin)
  - Thai (Rice a Roo)
  - Wraps and Salads (Sandwich Sal)
- \$11.50 per person (minimum of 25 people)





# COMMITTEES





## 2020-21 YLD Committees

### Advocates for Students with Disabilities

This committee provides technical support and networking opportunities to the community of attorneys whose practice or passion includes students with disabilities and their families. The committee works to expand the number of attorneys for this practice area and to provide continuing education opportunities. The committee also provides support on issues such as estate planning, civil rights, health care issues, powers of attorney, juvenile justice and guardianships.

**Sydney Ford and Jack Grote**

### 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.

**DeVondrel Banks, Andy Navratil and Kayla Winters Strozier**

### Corporate Counsel

This committee addresses issues specific to young lawyers who practice in corporate legal departments, as well as those in private law firms that interact/represent corporate legal departments. The committee monitors and addresses legal developments in the areas of corporate governance and compliance, regulatory matters, mergers and acquisitions, ethics, human resources, technology solutions, privacy and partnerships with private law firms.

**Raquel Crump and Tanesha Steward**

### 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.

**Eufemia Cabrera-D'Amour**

### Disaster Legal Assistance

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

**Donavan Eason**

### Estate and 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. This committee also oversees the Wills Clinic, which is a pro bono service project where attorney volunteers assist first responders in the preparation and execution of basic estate planning documents. The documents offered by the Wills Clinic include a Last Will & Testament, a Financial Power of Attorney and an Advance Health Care Directive.

**Amber Crawford**

### Ethics and 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 and the State Bar's Committee on Professionalism. The committee recognizes one young lawyer who has demonstrated outstanding professionalism with its Ethics & Professionalism Award.

**Milinda Brown and Nicole Pope**

### 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, the "Supreme Cork," to raise money and awareness for causes involving family related issues in Georgia.

**Samantha Lennon and Amy Saul**

### Government Law

This committee provides professional and networking opportunities for government attorneys, such as prosecutors and public defenders. This committee develops ways for government attorneys to make connections statewide and gain professional development outside of the normal training they receive from their respective associations.

**Vacant**

## 2020-21 YLD Committees

### Health Law

This committee aims to connect and engage young lawyers serving in the health care industry in various capacities, including compliance, transactional and litigation, and operates to provide professional and networking opportunities. The committee places emphasis on mentoring, community service, social networking and lunch-and-learns focused around emerging legal issues in the health care industry, including privacy, compliance, fraud, facility operations, insurance, public health and much more on both the federal and state levels.

*Vacant*

### High School Mock Trial

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

**Norman Barnett**

### Inclusion in the Profession

This committee facilitates, analyzes and presents initiatives and programs which promote and increase participation, retention and representation of Georgia's diverse young lawyers to more accurately reflect the makeup of our state. The committee includes young lawyers who have been historically underrepresented and is open to all YLD members interested in supporting these goals and interests.

**Chanel Chauvet, Alexis Hamilton and Mishael Najm**

### 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.

*Vacant*

### Intrastate Moot Court Competition

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

*Vacant*

### Labor and Employment Law

This committee provides educational and networking opportunities by: (1) enhancing the role and skill of young lawyers engaged in the practice of labor and employment through the development and dissemination of materials and discussion on subjects of interest to young labor and employment law practitioners; (2) assisting in the formation, administration and implementation of programs, forums and other activities for the education of members in matters pertaining to labor and employment; and (3) recognizing and discussing means of improving the practice of law in the field of labor and employment through meetings and other social events.

**Jana Anandaragam and JonVieve Hill**

### Law School Outreach Program

This committee seeks to communicate with each of Georgia's law schools and plan events where young lawyers can speak to students about getting involved in the YLD.

*Vacant*

### 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.

**Autumn Cole, Sara Fish, Taylor Hanks and Nicole McArthur**

### Leadership Academy Alumni

This committee provides continuing leadership development, community service, pro bono opportunities and networking opportunities for Leadership Academy alumni. The committee annually hosts a Holiday Luncheon and other events and programs to encourage members to sustain the relationships formed with their class, as well as forge new relationships with other alumni while serving the community. Members must be Leadership Academy graduates.

**Christopher Collier and Kerry Nicholson**

## 2020-21 YLD Committees

### Legal Food Frenzy

This committee coordinates with the Office of the Attorney General to host the statewide “Legal Food Frenzy,” a food drive and fundraiser competition among Georgia’s law firms, law schools and other legal organizations. The committee partners with community legal leaders across the state to spread awareness about Georgia’s hunger problems, and to make a significant impact by gathering both canned food donations and monetary donations to help those affected by hunger in the state. Community leader sign-ups begin on March 1, and the competition runs from late April to May 1.

**Morgan Lyndall and Veronica Rugosky**

### Legislative Affairs

This committee promotes education and involvement in the state legislative process. Working with the State Bar, the committee promotes Bar and/or YLD-initiated legislation and assists other YLD committees in legislative-related matters, including co-hosting the annual legislative luncheon with the Leadership Academy.

**James Cox, Tyler Mashburn and Philip Pendergrass**

### 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.

**Carlos Fernandez and Kate Reddy**

### Business Law Subcommittee

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

**Vacant**

### Judicial Law Clerk Subcommittee

This subcommittee 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 subcommittee monitors and addresses legal developments and issues facing the courts. Moreover, the subcommittee provides a forum for young, practicing lawyers to gain insight from other young lawyers serving in the courts. The subcommittee also sponsors CLE programs, covering topics of interest to Staff Attorneys and Judicial Law Clerks, and offers networking events throughout the year.

**Kyle Davis**

### National Moot Court Competition

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

**Vacant**

### Public Interest Internship Program

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

**Andrew Navratil and Jamie Rush**

### Real Estate Law

This 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.

**Gabrielle Espy, Richard Sarrell and Kaitlyn Sayne**

### Signature Fundraiser

This committee plans and executes the YLD Signature Fundraiser which benefits an organization of the YLD president’s choosing.

**Vacant**

## 2020-21 YLD Committees

### **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 CLEs, organizing networking events and creating projects aimed at sharpening the skills and increasing the success of active member participants.

**Hermise Pierre and Chelsea Wilkerson**

### **William W. Daniel National Invitational Mock Trial Competition**

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.

*Vacant*

### **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.

**Jena Emory and Lindsey Macon**

### **Workers' Compensation**

This committee is aimed at young lawyers whose practice involves representing claimants, employers, insurers and servicing agents in workers' compensation claims. This committee seeks to be a resource to young workers' compensation attorneys by providing relevant and useful information to help navigate the workers' compensation arena; creating guidance and mentorship opportunities by connecting young attorneys with seasoned workers' compensation attorneys; and facilitating social and networking opportunities throughout the state of Georgia.

**Oliver Ladd and Liz Phrampus**

## Committee Chair Guidelines

The following outline attempts to address the main topics involved in running a successful committee: getting started, holding meetings, reporting and ensuring continuity. It is not intended to be a comprehensive guide. It is a list of general ideas on how to make a committee work efficiently and effectively.

### I. GETTING STARTED

- A. **Set Goals and Deadlines Early.** As leader of the committee, your primary function is to generate enthusiasm for your meetings and projects and keep the projects flowing. You should take some time prior to setting the first meeting to think about what you want to accomplish during the year. You don't need to have fully hatched plans for the committee; rather, you need to float good ideas and see what develops. The YLD office is a good resource for information about what may have been done in the past or what similar committees might be doing. In addition, ideas can be found on the ABA/YLD website ([www.abanet.org/yld/home.html](http://www.abanet.org/yld/home.html)) and on other state bar's websites (see [www.tyla.org](http://www.tyla.org) and [www.flayld.org](http://www.flayld.org).) The first meeting should be devoted to talking about and formulating one or more goals for the year, and then setting a timetable for achieving each goal. This is the most important thing to accomplish. Aim to maintain momentum throughout the year; holding one event at the beginning of the YLD year, with none towards the middle and end, is not desirable and can cause disunity amongst the committee members.
- B. **Co-Chairs.** If you have a co-chair, schedule an advance planning meeting with that person to divide up responsibilities and to make sure you are both on the same page about the committee's goals for the year. Be sure to keep in communication during the year, particularly in advance of committee meetings and events.
- C. **Recruiting Committee Members.** The YLD sends a recruitment brochure at the end of each summer to recruit YLD members to sign up for committees. The YLD office will forward to you a list of the persons who have signed up for your committee. In addition, you should utilize your own network to recruit committee members. If there is a specific task that requires a unique skill set, do not hesitate to call someone you know who fits the bill and invite them personally to join the committee and take on the task. The key to recruiting and retaining committee members is communicating to them, through words and by delegating tasks and seeking advice, that they are a vital member of the committee. This will provide them ownership and make

them feel a part of something larger than themselves, both of which act as internal motivators.

- D. **Motivating Committee Members.** Remember that part of your job is generating enthusiasm and keeping the ball rolling. That means, at a minimum, keeping your members informed and continuing to move forward. Some suggestions:
- Be aggressive in involving committee members, even if a member misses a meeting, send an email about the meeting and what was accomplished, and continue to send meeting notices to all members.
  - Send a meeting summary to committee members with reminders of what they volunteered to do. This can be accomplished through social media pages or email lists.
  - Recognize your committee members who go above and beyond the call of duty, or who truly work hard.
  - Should your project become stalled for reasons outside of your control, continue to hold meetings. Consider creating smaller, short-range goals until you can get back on track.

### II. MEETINGS

- A. **Holding Meetings.** Meetings should be held early and often. As soon as possible, set a regular meeting time for your committee (e.g., the third Thursday at noon) so that all committee members can calendar the meeting. You may want to vary the location around the state. The Bar Center offers a number of meeting rooms, teleconference capabilities and free parking to Bar members. You can contact the YLD office to check availability on meeting space and make reservations.

The timing of the meeting can be crucial. Lunch meetings often ensure a good turnout as well as Thursday afternoon meetings where hors d'oeuvres and beverages can be served to entice lawyers trying to wind down their weeks. Most food items can be catered and those expenses can be taken out of the committee's budget. (Alcohol is not a reimbursable expense.)

Providing members with strong speakers is one way to increase turnout and interest in your committee. This provides members value and a reason to take time to attend a committee meeting.

- B. **Have a Written Agenda for Every Meeting.** As your committee's leader, it is your job to prepare and stick to a written agenda for each meeting. You should circulate the

## Committee Chair Guidelines

agenda prior to the meeting and request members to get back to you about any ideas or changes.

- C. **Keep Written Minutes of the Meeting.** Assign a committee person who will be attending meetings regularly to keep minutes of every meeting. A form has been provided in your handbook. Provide the minutes to the YLD Director and your committee members as soon as possible after the meeting. Make sure your next meeting and upcoming events are listed so that they can be added to the YLD calendar.
- D. **Low Attendance.** Sometimes, only three or four members may show up for a committee meeting. If this happens, you may need to change your regular meeting time or place. Don't get discouraged—persistence will pay off!

### III. REPORTING

- A. **Meeting Minutes and Correspondence.** See above for discussion of the minutes. In addition, please ensure that all committee reports, meeting notices and general correspondence are forwarded to the YLD Director.
- B. **YLD Newsletter.** *The YLD Review* is a valuable resource in generating interest in or reporting about your committee or project. Write an article and send along a high-resolution photograph of your committee at work. You should also submit your meeting notices, calendar of events or other items of interest. The YLD newsletter deadlines are:
- Volume 62, Issue 1: Tuesday, Sept. 15, 2020  
 Volume 62, Issue 2: Friday, Nov. 13, 2020  
 Volume 62, Issue 3: Friday, Jan. 29, 2021  
 Volume 62, Issue 4: Friday, April 16, 2021
- These are hard deadlines. No extensions will be granted without approval from the YLD newsletter editors and the YLD president.
- C. **Awards of Achievement.** Each year, 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 with its submissions in the past, winning awards for its newsletters and community service projects. It is the committee chair's responsibility to get the information for the Award of Achievement together and forward it to the YLD office following each project. Include copies of all correspondence, photographs or videos of the projects, flyers or other items generated by your committee for part

of your submission. Your task in preparing for the Award of Achievement submission is made much easier by keeping it in mind as you go.

- D. **YLD Business Meetings.** The YLD generally meets four times each year: the Midyear Meeting of the State Bar of Georgia, as well as three other times in accordance with the Bylaws. All committees should provide a written report of the committee's activities to the YLD office no later than 15 days in advance of each YLD meeting to be delivered at the meeting.

Even though these meetings are not mandatory as part of your duties as chair, they are beneficial. You will be able to report on your committee's work and recruit members from around the state. The meetings also provide informal and leisurely opportunities to exchange ideas. In addition, they provide excellent opportunities for networking and meeting colleagues in person.

2020 YLD Summer Meeting  
 Sept. 24 | Zoom and Facebook Live

2020 YLD Fall Meeting  
 Oct. 30 | Zoom and Facebook Live

2021 Midyear Meeting  
*(in conjunction with the State Bar of Georgia)*  
 Jan. 7-9 | Georgia State University College of Law and  
 The Candler Hotel | Atlanta, Ga.

2021 YLD Spring Meeting  
*(in conjunction with the State Bar of Georgia)*  
 March 19-21 | Brasstown Valley Resort & Spa | Young  
 Harris, Ga.

2021 Annual Meeting  
*(in conjunction with the State Bar of Georgia)*  
 June 10-13 | Wild Dunes Resort | Isle of Palms, S.C.

- E. **Other Publications.** All content for publication must be approved in advance by the YLD Executive Committee. This includes any information published on the internet, including on websites, listservs, blogs, social media, etc. The State Bar has established policies on websites and emails, which are located in this handbook.

### IV. FINANCES

- A. **Budget.** Each committee is given a monetary allotment for the year. Your committee's budget is contained under the Financial Information tab in this handbook. Expenditures should not exceed that amount.



## Committee Chair Guidelines

Committee chairs shall be responsible for the preparation of budgets for their respective committees. The budget for the amount allotted for the current Bar year and any anticipated funds raised should be sent to the YLD director for approval by the treasurer no later than Sept. 30.

In addition, a proposed budget for the anticipated expenses and anticipated fundraising during the next Bar year should be sent to the YLD director and treasurer no later than Dec. 31 in order to ensure sufficient funding is allocated during the following Bar year. Any changes to the proposed budget should be communicated as soon as they are learned to facilitate the budgeting process.

If you are planning special events or believe your committee may exceed its allotted amount, think about how your project could dovetail with another, similar committee of the YLD or even the State Bar, and try to tap into the other committee's resources. You can also consider raising funds from outside sources, sponsors, friends of the Bar and/or foundations. Be sure you talk with the YLD director prior to commencing such a campaign. More information on fundraising is contained in this handbook.

- B. **Expenditures.** Expenditures should be made according to the committee's budget. Amounts allocated to committees must be used by June 30, or they will revert back to the State Bar of Georgia's general operating fund.

The State Bar has negotiated discounts with various vendors. Contact the YLD office to take advantage of them.

Because amounts allocated to committees are derived from Bar dues and the Bar is committed to being fiscally prudent with the use of Bar dues, committee allocations may **NOT** be used for the following:

- Alcohol
- Duplicating, mailing or faxing of materials. Committees should utilize the resources of the State Bar of Georgia for the reproduction and distribution of written materials, or absorb the cost should committee chairs or members duplicate and mail or fax materials from their office.
- Travel expenditures such as mileage and parking for committee chairs, members or speakers.
- Speaker appreciation gifts. Please contact the YLD office for speaker appreciation gifts.
- Reimbursement of members or speakers for time spent by them or any partner, associate, paralegal or other employee in connection with committee activities.
- Charitable contributions. Any individuals making such

commitments shall be personally liable therefore.

- To pay for CLE credit for committee members, chairs or speakers.

In addition, committees should structure fees for programs, CLEs and other functions, or augment fees by means of sponsorship income, to operate such events on a financially self-sustaining basis to minimize the extent to which funds derived from the dues of non-attending Bar members are used to sustain such events. Should estimated costs for a program or event exceed proposed revenues, or if other circumstances exist, such as the poor overall financial condition of the committee, the YLD Executive Committee may require the committee to adjust the proposed fee or otherwise augment revenues.

Payment is not authorized for expenditures incurred by any committee except as provided for in the budget of such committee. Prior to drawing a State Bar of Georgia check for payment of any committee expenditure, the YLD office shall verify that such expense is a budgeted item and sufficient funds remain for such purpose.

- C. **Reimbursement.** Requests for reimbursement should be submitted to the YLD office within 30 days of the expenditure. The reimbursement form is included in this handbook. You must include all receipts, invoices, etc., and deliver to the YLD office. Backup is required in order to cut a check. A receipt showing items as "paid" and/or a zero balance is required by accounting to process your reimbursement. Copies of your credit card statement are not permissible as receipts. In addition, the reimbursement form must be accompanied by the ABA Project Information Form describing the committee project.

All reimbursements over \$100 and not listed in the committee's approved budget must be pre-approved by submitting a request to the YLD office two weeks prior to expenditure. If pre-approval is not obtained, no reimbursement will be available. Some requests may require the YLD office to receive approval from the YLD president and/or YLD Executive Committee.

- 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.

## Committee Chair Guidelines

### V. RESOURCES

**State Bar Staff.** The YLD administrative assistant is available to assist the committees, but does not carry out the work of committees. The YLD administrative assistant will be able to help with coordinating meeting notices (given sufficient time), arranging for conference rooms, establishing video and teleconference connections, administering expense reimbursements and communicating with the YLD 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 YLD president-elect, with the understanding that this person will become chair 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 Administrative Assistant to schedule space.
- C. **Committee Chair Orientation.** All committee chairs are highly encouraged to attend the YLD Committee Chair Orientation.
- 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.



## Committee Chair Guidelines

- » **Publicizing:** Publicizing a meeting is important. A committee can host a tier-one event, but if no one is aware of it, then no one will attend it. Creating an email list, listserv or Mailchimp account and maintaining an active membership list is one way to maximize event visibility. Committees are also recommended to reach out to the YLD director or administrative assistant for assistance in creating social media posts or pages, and to post pictures and other information to maintain an active presence to its members. If a separate social media account is created for the committee, it must be approved by the YLD director and president. Remember to publicize in advance as well as take photographs and memorialize the event afterwards. Highlighting past events can generate interest and activity as well.

### 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 YLD Executive Committee. Consider the forms that will best serve your needs and streamline the work. Be sure to keep forms and materials that are generated for the committee in a central place—a notebook, Google doc or Dropbox account—in order to pass it on to future committee chairs.
- » **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 chair 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 YLD 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 okay 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

## Committee Chair Guidelines

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 YLD president informed. The best way to do this is by written reports provided to them within 10 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.

## Committee Update Report Form

Committee chairs may use this form to provide information about committee activities to the YLD director. It is helpful for the YLD director to have this information so that we can include your efforts in reports to the Board of Governors and so that we are knowledgeable about what the YLD committees are doing.

Committee \_\_\_\_\_

Chair(s) \_\_\_\_\_

Type of Activity      Meeting      CLE      Service Project      Networking/Social      Other

Date of Activity \_\_\_\_\_

Location of Activity \_\_\_\_\_

Description of Activity *(include number of participating young lawyers as well as other attendees, goal of the activity and results of the activity)*

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Please return to YLD Director Stephanie Wilson at [stephaniew@gabar.org](mailto:stephaniew@gabar.org)  
and YLD Administrative Assistant Jakira Smith at [jakiras@gabar.org](mailto:jakiras@gabar.org).

## 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:  
Stephanie Wilson, YLD Director  
State Bar of Georgia  
104 Marietta St. NW, Suite 100  
Atlanta, GA 30303  
404-527-8778 | Fax 404-527-8717  
stephaniew@gabar.org

## Steps for Organizing a CLE Lunch & Learn Program

### Step 1

Plan a topic that you think will appeal to your committee/group.

### Step 2

Think of a date, time and location to hold the CLE.

### Step 3

Coordinate with YLD staff to make sure we can secure the date/location (if at State Bar).

### Step 4

Secure a speaker and get an outline together.

### Step 5

Fill out the YLD Lunch & Learn Authorization Form (included in your handbook) and submit to the YLD director along with an agenda/outline.

*\*Your CLE is not approved until the form has been signed off by the YLD director and the CLE director\**

### Step 6

Once CLE approval has been granted, publicize your program—online sign up can be setup through the YLD department.

### Step 7

Secure program material. (Do you need A/V for PowerPoint? Do you need to print materials from speaker to pass out?)

### Step 8

Day of program, you will need attendees to sign a sign-up sheet with their name and Bar number. You will also need to collect the appropriate CLE fees from each attendee that wishes to receive credit. Current fees are \$4/per CLE hour.

### Step 9

Submit CLE sign-up sheet with names and Bar numbers along with the collected fees to the YLD department for processing.

*Questions? Contact YLD Administrative Assistant Jakira Smith at 404-526-8607 or YLD Director Stephanie Wilson at 404-527-8778.*

## YLD CLE Approval Form

Please provide the following information so that your proposed CLE course can be submitted for approval into the online portal. You will be notified of the status of your course once it has been reviewed by the Commission on Continuing Lawyer Competency.

### COURSE INFORMATION

Course Name \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

### CLE Format

- In-Person Attendance  
(Not In-House and Not Distance Learning)

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

- In-House  
Law firms, corporate legal departments and similar entities develop and present CLE activities to assist their member attorneys in maintaining their professional competence. Even if outside presenters are used, these seminars are considered In-House.

- Distance Learning  
Remote attendance (online, webinars, live webcasts and other distance learning formats).

### Registration Fee

- Registration Fee for the Attendee
- No Registration Fee for the Attendee

### INSTRUCTIONAL HOURS

Total \_\_\_\_\_

*Total number of hours for the entire program. This includes all instructional hours but does not include breaks or introductions. (60 minutes=1 CLE hour; round down to the nearest half hour)*

Ethics \_\_\_\_\_

*Are any of the program hours Ethics? If yes, how many? (60 minutes=1 CLE hour; round down to the nearest half hour)*

Trial \_\_\_\_\_

*Are any of the program hours Trial? If yes, how many? (60 minutes=1 CLE hour; round down to the nearest half hour)*

Professionalism \_\_\_\_\_

*Are any of the program hours Professionalism? If yes, how many? (60 minutes=1 CLE hour; round down to the nearest half hour)*

**CLE FEE INFORMATION****CLE Fees**

- Sponsor Pays CLE Fees
- Sponsor will pay the \$4 per CLE hour per Georgia attorney attendance fee.
  - Sponsor required to pay fees for:
    - Courses held in Georgia and
    - Online, webcasts, webinars and other distance learning formats.
- Member/Attorney Pays CLE Fees
- Attorney attendee will be billed \$4 per CLE hour.
  - CLE sponsors are not required to pay fee when the course is held outside of Georgia.
  - CLE sponsors can elect to pay the fee even for out-of-Georgia courses by selecting “Sponsor Pays” instead of “Member/Attorney Pays.”

**SUPPORTING DOCUMENTS**

Submit with this request the following information:

- A brochure or other such outline that:
  1. describes the course content,
  2. identifies the faculty and states their qualifications,
  3. lists the topics by title, and
  4. shows the time schedule for each topic, for breaks, for lunch, etc.
- Include a copy of the course materials that will be distributed to each attendee.

*The following file types are accepted: PDF, PowerPoint, Excel, Word, Text, MP3, MP4, MOV.*

**SUBMITTED BY**

Name \_\_\_\_\_ Date \_\_\_\_\_

Return form and supporting documents to Stephanie Wilson at [stephaniew@gabar.org](mailto:stephaniew@gabar.org).







# **FINANCIAL INFORMATION**



## 2020-21 YLD Committee Budget

Advocates for Students with Disabilities	\$1,000
Community Service Projects	\$1,250
Corporate Counsel	\$150
Criminal Law	\$500
Disaster Legal Assistance	\$100
Estate and Elder Law	\$2,000
Ethics and Professionalism	\$350
Family Law	\$750
Government Law	\$350
Health Law	\$350
High School Mock Trial	--
Inclusion in the Profession	\$500
Intellectual Property Law	\$750
Intrastate Moot Court Competition	\$1,250
Labor and Employment Law	\$1,000
Law School Outreach	\$2,000
Leadership Academy	\$18,500
Leadership Academy Alumni	\$2,500
Legal Food Frenzy	\$1,500
Legislative Affairs	\$700
Litigation	\$2,500
Business Law Subcommittee	\$350
Judicial Law Clerk Subcommittee	\$650
National Moot Court Competition	--
Public Interest Internship Program	\$3,750
Real Estate Law	\$500
Signature Fundraiser	\$3,250
Solo Practice/Small Firm	\$500
William W. Daniel National Invitational Mock Trial Competition	\$800
Women in the Profession	\$1,250
Workers' Compensation	\$250

## Committee Reimbursement Form

Description of expense items \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by \_\_\_\_\_ Amount \$ \_\_\_\_\_

Make check payable to \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of YLD committee \_\_\_\_\_

1. Attached Project Information Form must be completed or Committee Reimbursement Form will not be considered.
2. Prior authorization from YLD Director Stephanie Wilson ([stephaniew@gabar.org](mailto:stephaniew@gabar.org)) 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, IV(B) on page 47, for other restrictions.

7. Email, fax or mail requests to:

Jakira Smith, YLD Administrative Assistant  
State Bar of Georgia  
104 Marietta St. NW, Suite 100  
Atlanta, GA 30303  
[jakiras@gabar.org](mailto:jakiras@gabar.org)  
Fax 404-527-8717

## 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 ID # \_\_\_\_\_

1. Type of Project

- Service to the Public       Service to the Bar

2. Degree of Change or Growth

- 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 and 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 the goals were not met, why not?

---

---

C. Will this be a recurring 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, representatives)

\_\_\_\_\_ 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 any flyers or photos from the event/project?

2020-21 Sponsorship Packages

	<b>GOLD \$5,000</b>	<b>SILVER \$2,500</b>	<b>BRONZE \$1,000</b>	<b>FRIEND OF THE YLD \$500</b>
Specific announcement and recognition in meeting brochure and literature for the Summer, Fall and Spring Meetings	●	●	●	Spring Meeting only
Opportunity to address attendees during the General Session of the Summer, Fall, Midyear and Spring Meetings	●	●	●	Midyear and Spring Meetings only
Opportunity to provide promotional material at Summer, Fall, Midyear and Spring Meetings	●	●	●	Midyear and Spring Meetings only
Listed as YLD sponsor in one issue of <i>The YLD Review</i>	●	●	●	
Receipt of official registered attendee names list after Summer, Fall, Midyear and Spring Meetings	●	●		
Marketing/advertising opportunity through social media highlights (Facebook, Twitter and Instagram)	4 posts	2 posts		
Full registration package for the Summer, Fall and Spring Meetings	1 full package to three meetings	1 full package to one meeting		
Tickets to the YLD Signature Fundraiser	4 tickets and listed as \$1,000 sponsor	2 tickets and listed as \$500 sponsor		







# COMMUNICATIONS



## Submission Guidelines for *The YLD Review*

### 2019-20 Deadlines

<u>Edition</u>	<u>Copy/Submission Deadline</u>	<u>Distribution Date</u>
Vol. 62, No. 1 (Fall)	Sept. 15, 2020	Late September
Vol. 62, No. 2 (Winter)	Nov. 13, 2020	Late November
Vol. 62, No. 3 (Spring)	Jan. 29, 2021	Mid-February
Vol. 62, No. 4 (Summer)	April 16, 2021	Late April

### General Guidelines

1. Submit all articles, committee updates, event notices, pictures and other materials for consideration to YLD Director Stephanie Wilson via email to [stephaniew@gabar.org](mailto:stephaniew@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 on submission date, space availability/limitation, availability of accompanying photos and the editorial discretion of the YLD newsletter editors, YLD president and YLD director.
4. The YLD newsletter editors, YLD president and YLD director 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 YLD newsletter editors, YLD president and YLD director for spelling, grammar, length and content.
5. The deadlines as stated above are **final**.
7. In general, newsletters should be posted online two weeks after the copy/submission deadline. We strongly encourage you to “advertise” upcoming events in *The YLD Review*, but keep the distribution date in mind making sure that the date of your event is before the newsletter is posted.
8. The newsletter is available online for members of the State Bar of Georgia and the public. This is our chance to show the “Big Bar” and those who are not involved with the YLD all of the good work the YLD accomplishes. Please send information about your events—both announcements of upcoming events and post-project summaries.

## 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.

## Standing Board Policy 100 (Legislative Policy and Procedure)

### 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.

## Standing Board Policy 100 (Legislative Policy and Procedure)

- 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

## Standing Board Policy 100 (Legislative Policy and Procedure)

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 (Email Policy)

### Emails To Members

(Adopted August 22, 2003; Amended February 20, 2019)

#### Purpose

It is important for the members of the Bar to be informed about matters related 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 mass emails, have a long-term adverse impact on effective communication. Therefore, this policy is designed to enhance communication by authorizing the use of emails for important information with appropriate limits on frequency and content. It is also intended to maintain compliance with Federal and state laws governing mass emails.

#### Authorized Communications

- a. Emails are authorized as limited by this policy.
- b. 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 emails from the circuit's representatives as a group rather than multiple emails from individual Board members. If the members of a circuit are evenly divided with no majority viewpoint, no email should be sent. The Board members in each circuit may accomplish this by jointly prepared emails, 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) emails per election);
- h. State Bar staff, for approved communications-related to Bar elections;
- i. Administrative Office of the Courts, for use by individual courts to communicate with the lawyers practicing in the courts;
- j. ICLE, for notifying members of upcoming seminars and institutes; and
- k. Others, as approved by the Executive Committee for limited, urgent uses.

#### All Users Must

- a. Not sell, give or otherwise redistribute the email 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 be included.
- d. Each email message will include unsubscribe or opt-out instructions.

#### Process

- a. All email messages should be coordinated centrally by the Communications Department and are not to be sent by individuals or entities. Because most emails are time sensitive, all participants in this process shall cooperate to perform their duties in a timely manner



## Standing Executive Committee Policy 500 (Email Policy)

- b. When applicable, the person or entity initiating the email should be sent a final draft for approval prior to the email being sent.
- c. In emails related to State Bar elections, the entity wishing to send an email message drafts the message and submits it to the Membership Department, in accordance with the direction of the Elections Committee. The Membership Department sends it to the Chief Operating Officer and the Deputy General Counsel for approval. The approved email message is then sent by the Communications Department. The President and Executive Director are available for discussion when deemed appropriate by the Chief Operating Officer.
- d. The Executive Director and Chief Operating Officer are copied on all email messages. The person(s) initiating the email request is also copied.

Note: Due to anti-spam measures and other email filtering software utilized by our membership, Internet Service Providers (ISPs), 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 email address database will successfully receive the email message instituted with the mass email procedures specified above.

*As applicable, these rules also apply to the use of a member's fax number.*

## Standing Executive Committee Policy 600 (Establishment of Website)

### 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.

## Bar Counsel's Review of Bar-Related Contracts

No State Bar-related contract shall be executed without first having been reviewed by Bar Counsel. This review is necessary so that Bar Counsel can assist you in preventing loss and to insure that insurance, indemnity and limitation of liability issues, especially those that are unique to the State Bar, are adequately contemplated.

For all State Bar contracts, the "State Bar of Georgia" shall be identified as the contracting party and the Executive Director is the State Bar's designated signatory unless another signatory is approved.

At the earliest possible stage in considering a contract, including, but not limited to, contracts for services, entertainment, use of facilities,

independent contractors, member benefits, promotions, publishing or purchasing, you shall email a Word version of the contract to YLD Director Stephanie Wilson at [stephaniew@gabar.org](mailto:stephaniew@gabar.org), to be forwarded to Bar Counsel, who will review it for legal sufficiency. The review process can take up to five days for basic contracts or two to three weeks for more complex contracts. Bar Counsel will review the contract and provide you with comments, concerns and/or proposed modifications that you should address before signing the contract.

In order to avoid delays in the execution of the contract, please include Bar Counsel early in the contract process to allow ample time for review and modification. Once the contract is signed by all parties, provide Bar Counsel with a copy of the executed contract.





# NOTES

















104 Marietta St. NW, Suite 100  
Atlanta, GA 30303  
404-527-8778 | Fax 404-527-8717  
[yld@gabar.org](mailto:yld@gabar.org)  
[www.georgiayld.org](http://www.georgiayld.org)