

PROPOSED POLICY MANUAL REVISION

BOARD COMMITTEES

Purpose: To clarify that Board committees, including the Executive Committee, consist solely of Board members, in order to maintain the representative governing structure of the Board and its committees.

1.14 Board Committees

1.14.01. General. The Chair, in consultation with the President, shall organize the Board into committees and, ~~except as otherwise provided in this Policy Manual,~~ shall appoint members of the Board to such committees. To the extent reasonably possible, the Chair shall appoint an odd number of members to each Board Committee and shall consider continuity and experience in making appointments.

1.14.02. Board Committees. The following Board committees shall be appointed each year, and shall be charged with the duties as described below. Nothing in the description of the charge and duties of each Board committee below, however, is to be construed as limiting the authority of the Chair, the President, the Board, or the Court to expand or narrow the scope of the committee's function as may be deemed appropriate from time to time.

(A) Administration Committee. This committee shall advise and assist the Executive Director in the administrative operation of the State Bar and shall assist as directed with other projects having an impact on the internal organization of the State Bar.

(B) Audit and Finance Committee. This committee shall follow the monthly financial results and report to the Board on matters relating to the State Bar's financial conditions. Additionally, this committee will serve as the liaison between the independent auditors, investment managers and the Board by receiving the annual financial audit, internal audit and quarterly investment reports. The committee will also review and recommend necessary changes to the Board relating to policies and procedures in place to comply with financial best practices and legal requirements, such as the Public Funds Investment Act and the Public Funds Collateral Act.

(C) Budget Committee. This committee shall advise and assist the Executive Director in the preparation of the annual budget of the State Bar for the next Fiscal Year.

(D) Discipline and Client Attorney Assistance Committee. This committee shall monitor the policies, procedures and practices of the Chief Disciplinary Counsel's office without violating the confidentiality of the grievance process; coordinate with the Commission for Lawyer Discipline to ensure the successful operation of the Discipline/Disability System; facilitate the reporting of the Chief Disciplinary Counsel to the Executive Director on administrative matters; advise the Board and assist the Court as directed concerning any proposed revisions to the Texas Disciplinary Rules of Professional Conduct or the Texas Rules of Disciplinary Procedure; and follow the work of the Commission for Lawyer Discipline and the

Board of Disciplinary Appeals.

(E) Executive Committee. The general purpose of the Executive Committee shall be to perform between meetings of the Board such functions, consistent with the State Bar Act or the State Bar Rules, as the Board may assign to it from time to time.

(F) Member Services and Education Committee. This committee shall provide guidance in and oversight of the services and programs offered to State Bar members.

(G) Public Services and Education Committee. This committee shall provide guidance in and oversight of the services and programs of interest to the citizens of Texas.

1.15 Executive Committee

1.15.01 Composition. The Executive Committee-consists of:

(A) the President, the President-elect, and Immediate Past President;

(B) the Chair;

(C) the president of the TYLA;

(D) the Executive Director and the Chief Disciplinary Counsel as non-voting *ex officio* members; and

(E) additional members [of the Board](#) appointed by the President, though such appointments should not exceed ten (10).

The President serves as chair of the Executive Committee. The Chair serves as vice-chair of the Executive Committee and presides over its meetings in the President's absence or at the President's request.