

Standing Committee Scope Notes

Revised September 2006

Committee on ARDC

To solidify the working relationship between the ISBA and the ARDC through enhanced communication and dissemination of relevant information. To provide information to the legal community regarding attorneys' professional and ethical duties and the disciplinary system. To review and make recommendations to the ARDC and the Supreme Court of Illinois regarding the disciplinary system to ensure that the disciplinary system is fair and balances the needs of the profession and the public. Consists of a chair, vice-chair, secretary and members-at-large appointed by the ISBA President. (Rev. 1-23-04)

Bar Publications Board

Serves as a board of editors for ISBA publications including monographs, books and other publications except the *Illinois Bar Journal* and *ISBA Bar News*, and in such capacity solicits and evaluates manuscripts from individuals and from ad hoc publication project editorial committees that it appoints. Identifies projects for monographs, books, multimedia and other publications on the basis of reader interest, economic feasibility and availability of author resources and submits to the Board of Governors for approval projects it identifies for publication. Consists of a chairperson who may be reappointed for two additional one-year terms, a vice-chair, a secretary and at least six other members. The President should give special consideration in the appointment process to appointing to the Board members who have served for two or more years on the IBJ Editorial Board, the CLE Committee, or as a newsletter editor.

Bar Services and Activities

To recommend, monitor, and promote services, member benefits, activities and programs for Association members. Supervise a continuing program of member benefits. Plan and supervise programs and conferences for local and organized bar associations and additional segments of the Association. Promote the affiliated bar association program for local and organized bar associations. Be available to assist as needed the President and other ISBA officers in planning and arranging among the members of the bar the Annual and Midyear meetings. Supervise and assist in the promotion of the Association group travel programs and travel programs by the President.

Budget and Audit

To develop the budget for the Association and to regularly review all financial aspects of the Association's operations, especially including representation of Board of Governors and Assembly in the annual audit of the Association's finances. Will meet independently with Association auditors prior to and during annual audit and be prepared to report thereon to the Board and Assembly. In addition, the committee is responsible for reviewing and making recommendations to the Board of Governors on all present or proposed staff benefits (except the Staff Pension Plan), such as hospitalization, sick leave, disability plans and vacation. Consists of the First Vice-President, as chair ex officio, the Second Vice-President, and the Treasurer in addition to three other members of the Board of Governors appointed by the President. Other than the First and Second Vice-Presidents, at least one of the members shall have served the previous year.

Continuing Legal Education

Responsibility for planning and coordinating continuing legal education programs is vested in the Standing Committee on Continuing Legal Education. The committee's primary responsibility is the generation and development of continuing legal education programs. It also approves the scheduling, content and faculty for all continuing legal education proposals developed by other sections and committees, and acts on all requests to co-sponsor programs with other organizations. Consists of chair, vice-chair, secretary and 11 additional members.

Corrections and Sentencing

To be responsible for activities relating to the improvement of correctional facilities in Illinois; to develop guidelines and recommendations for appropriate projects in Illinois; to implement the Unified Code of Corrections, including sentencing provisions, and to cooperate and maintain coordination with the American Bar Association in such activities. Lay members are authorized.

Delivery of Legal Services

To study, recommend, promote and conduct activities of the Association pertaining to mechanisms for the delivery of legal services to the public, including but not limited to legal assistance to the indigent and other methods of simplifying or lessening the costs of delivery systems. In addition, to supervise the operation of the Illinois Lawyer Referral Service.

Government Lawyers

To promote a representative organized bar by providing a forum for government lawyers to meet, identify, address and register common concerns regarding substantive and procedural laws relating to government practice. To work to ensure adequate government lawyer representation on the committees and section councils of the Association. To promote the representation of government lawyer interests in all aspects of bar activities and the profession. To present seminars and conferences and conduct other appropriate activities in furtherance of these goals.

Illinois Bar Journal Editorial Board

To serve as a board of editors of the *Illinois Bar Journal* and, in such capacity, to supervise, assist, and advise in the editing and distributing of section council newsletters and Illinois Courts Bulletin. The board shall further supervise administration of the advertising sales program for Association publications. The board shall contribute or obtain contributions of articles of interest to the Association for publication in the *Illinois Bar Journal* and provide general guidance to section council newsletter editors and the editor of the *Illinois Courts Bulletin* to ensure that the contents of these publications are of high quality and contain materials and information of interest to members of the Association. Consists of an editor-in-chief (to serve two years), associate editor, secretary, immediate-past editor-in-chief ex officio and 12 additional members. Lay members are authorized.

Insurance Program and Services

To recommend, monitor and promote insurance programs and services for association members. To improve and expand existing insurance plans and programs endorsed by the association. To be available to assist and advise the president and other ISBA officers on insurance issues. To review and monitor federal and state legislation impacting association insurance programs. To supervise a continuing program of insurance plans and services.

Judicial Advisory Polls

To study, formulate and recommend occasions for and methods of conducting advisory polls of members of the bar on qualifications of candidates for judicial office, and to supervise and conduct such polls when requested by local bar associations in accordance with policy and procedure established by the Assembly. Consists of chair, vice-chair, director of administrative services as secretary ex officio, and 13 additional members. Eight members constitute a committee quorum. No change in the basic Judicial Advisory Polls Committee Policy shall be adopted with less than six affirmative votes.

Judicial Evaluations

To investigate and evaluate the qualifications of Illinois candidates for nomination to the U.S. District Court and Circuit Court of Appeals. To investigate and evaluate the qualifications of candidates for nomination, election, retention and appointment to the Illinois Supreme Court in all judicial districts, and to the Illinois Appellate Court in the districts outside of Cook County. No committee member who serves on a campaign committee, or is actively involved in fund raising for any candidate under review, may participate in the investigation or evaluation of any candidate for the same judicial office. Consists of a chair, a vice-chair, a secretary and sufficient members to implement its responsibilities in all judicial districts. Lay members are authorized. Five members shall constitute a quorum.

Law Office Management

To enhance and develop the professional capabilities of Illinois lawyers in the realization that the practice of law now requires the implementation of sound business practices. Its focus will center on economic and professional management development. The committee will provide members practical education and suggestions for making law office business practices more effective, competent, ethical and responsive to the needs of clients and the public. This mission will be accomplished in publications, seminars and ISBA programs that offer a practical application for law office management and improved profitability. Finally, the committee will coordinate with other sections or committees to accomplish its mission within specific applications, including substantive law practice support, technology that promotes sound business practices, and the Committee on Continuing Legal Education for contribution to a broad range of educational opportunities.

Law Related Education for the Public

To study, formulate and recommend programs that will foster and implement the concept of law related education in Illinois.

Legal Education, Admission & Competence

To study all phases of preparatory and legal education requirements for admission to the bar and standards for bar examinations, and to review continuing legal education, competence, and lawyer skills, making recommendations with respect thereto. Consists of chair, vice-chair, secretary and 18 additional members.

Legal Technology

The mission of the ISBA Standing Committee on Legal Technology shall be to advise ISBA members on the implementation of technology in their law practices; to advise other ISBA sections and committees on proposed projects; to advise other legal entities on the development of programs and systems to better circulate information to the public and expedite the practice of law on all levels; to develop a communications network for use of ISBA members, with membership on the system available upon membership in the ISBA; to

serve as a clearinghouse for technical information; and to serve as a liaison between the ISBA and other bar associations, as well as non-legal entities which address technology issues.

Legislation

Has the responsibility for committee execution of legislative program. Adopted by the Board of Governors in October 1981. Normally consists of Immediate Past President, ex officio, the Third Vice-President, ex officio, two persons who are members of the ISBA Assembly, two persons who are members of the Board of Governors, and 16 additional members selected because of their demonstrated interest, at least two of whom, if possible, should be persons who have served in the General Assembly of the state of Illinois. The Immediate Past President shall be the chair. If he or she should decline such appointment, the First Vice-President, Second Vice-President and Third Vice-President, in that order, shall be offered the office of chair.

Mental Health Law

To propose and review legislation, statutes, common law court decisions, administrative procedures and rules affecting persons with mental illness and developmental disabilities; and to make recommendations about these issues to the Board of Governors. The addition of one or two lay members has been approved.

Minority & Women Participation

To work to ensure the fair and adequate representation of minority and women attorneys in all aspects of bar activities and the profession. Identify and encourage minority and women attorneys who are willing to serve on committees, section councils, programs, the Board of Governors, the Assembly, and as officers of the Association. Identify the special needs of minority and women attorneys and work to meet those needs within the framework of the ISBA. Develop and implement programs to help mentor and encourage the professional development of minority and women attorneys. Encourage and expand service to the public by minority and women attorneys through the development and implementation of public service and educational programs and activities.

Personnel

To exercise responsibility for supervision of personnel matters pertaining to ISBA staff, including supervision of a salary management program, the review of recommendations for staff officer salary increases, clerical salary increases and fringe benefits submitted by the executive director. It is noted that the responsibility listed above does not derogate the executive director's primary responsibility for clerical salary administration, the development of job descriptions, evaluation procedures and like functions. Consists of a chair, First Vice-President as ex officio, chair of the Assembly Finance Committee as ex officio, and four additional members.

Professional Conduct

To review the Rules of Professional Conduct to assure that its provisions adequately address matters of professional conduct and, when deemed necessary, to recommend proposed amendments to the Rules. In the committee's discretion, to prepare written advisory opinions on professional conduct in response to inquiries or comments from members relating to professional conduct, provided no such advisory opinion be published as an opinion of the Association until it has been approved by the Association President and/or the Board of Governors. Consists of a chair, vice-chair, secretary and 15 additional members. A quorum of this committee shall be one-third of the active members.

Public Relations

To study, recommend, supervise, conduct and promote the activities of the Association seeking to improve the relations between the bar and the public to promote a better understanding of the functions of the Illinois State Bar Association and lawyers in the community. The members shall monitor and publicize the activities of each ISBA committee and section council, and members shall be assigned as liaison between the Public Relations Committee and other committees. The committee shall utilize all forms of media available, both within and outside the Illinois State Bar Association, and in accordance with ISBA policies and guidelines. Consists of a chair, vice-chair, secretary and such additional members as may be appointed by the President.

Scope & Correlation

To study the structure, function and work of the various standing and special committees, the sections and other agencies of the Association, and to make such recommendations to the Board of Governors from time to time as the committee deems advisable in the interest of better correlation and development of the work of the Association. Consists of the Second Vice-President to serve as chair ex officio, the executive director to serve as secretary ex officio without vote, the Third Vice-President, the Immediate Past President and seven members of the Board of Governors to be elected by the Board for terms of one year.

Sexual Orientation & Gender Identity

To educate attorneys, judges, the Association, and members of the general public about the law as it relates to lesbian, gay, bisexual, and transgender (“LGBT”) persons; to promote the fair and equal treatment of LGBT individuals by identifying the types of discrimination that LGBT persons experience and pursuing appropriate forms of education, legislation, and advocacy to eliminate such discrimination; and to further the professional development of LGBT attorneys and law students, as well as practitioners who serve LGBT clients, by creating programming, mentoring opportunities, and other resources that support their professional needs and interests.

Supreme Court Rules

Has the responsibility for assisting the Board of Governors and Assembly with the review of proposed amendments to the Rules of the Illinois Supreme Court, (excluding the Rules of Professional and Judicial Conduct and the rules governing attorney registration and discipline); and to coordinate the presentation of ISBA positions or proposals to the supreme court and its appropriate committees. The committee’s membership shall include the Third Vice-President who shall serve as chair, representatives of the Civil Practice & Procedure and Criminal Justice section councils and such other members as the President shall appoint.

Women & the Law

The committee’s purpose is to study and to focus on areas of the law uniquely affecting women. The committee shall assess, design and implement programs designed to satisfy women’s unmet legal needs: study and recommend legislation uniquely affecting women, provide a forum for action relating to women’s issues, and explore ways to encourage women in their involvement in the legal community at all levels.