

WSBA Legislative Review Committee Policies & Procedures

Adopted by the WSBA Board of Governors September 29, 2017

Format: The WSBA Legislative Review Committee (Committee) is a standing committee authorized for up to two in-person meetings each year (additional meetings may be approved by the President or the Executive Director), but with the caveat that no meeting shall be held unless there is specific business to discuss and the meeting is convened by the Outreach and Legislative Affairs Manager. Where possible, meetings are conducted electronically (or an electronic option is at least made available). The Committee's Board of Governors (BOG) liaison must be a member of the BOG Legislative Committee (BLC).

Responsibilities: The Committee reviews all Bar request bills, answers questions, and provides support upon request of the BOG, the BLC, or the Outreach and Legislative Affairs Manager. Depending on the makeup of the Committee, it may also be able to provide technical support to sections in drafting of bills where appropriate.

Structure: The Committee consists of nine members, with a quorum of at least five required to conduct business. The Committee's chair is nominated each year by the WSBA President-elect and appointed by the BOG per standard WSBA committee procedures.

Appointment of members: All members are appointed or reappointed to a one-year term by the BOG each year, with a six-year term limit. Terms begin July 1 and end June 30. Appointments are made per standard WSBA committee appointment procedures, and following WSBA's diversity guidelines. Attendance will be taken into account in reappointment decisions, per below.

Duties of Members: Members are expected to attend the Committee's mandatory annual training as well as all meetings for which they are available. Failure to attend the training or meetings will be considered grounds for non-reappointment. In addition, members are expected read the materials prior to each meeting and be prepared to ask questions.

Timelines: Entities proposing Bar request legislation must meet the following deadlines:

- Notify the Outreach and Legislative Affairs Manager by June 1.
- Provide a draft of content and a coversheet to the Outreach and Legislative Affairs Manager by July 1.
- Receive a Code Reviser draft for stakeholder work by August 1 (in collaboration with the Outreach and Legislative Affairs Manager).
- Finalize the draft for the Committee by September 1.
- Receive approval from the Committee by the end of October.
- Receive approval by the BOG at the November BOG meeting.
- The Chair may accept proposals outside the deadlines in consultation with the Outreach and Legislative Affairs Manager, provided there is sufficient time to properly vet the bill.

Oversight: The Committee will be routinely reviewed by the BOG's Committee on Mission Performance and Review.