

**WASHINGTON STATE**  
**B A R A S S O C I A T I O N**

**Board of Governors Meeting**  
**Meeting Materials**

**May 19-20, 2022**  
**Davenport Grand Hotel**  
**Spokane, WA**  
**Zoom and Teleconference**



**Board of Governors Meeting  
Spokane, WA  
May 19-20, 2022**

*WSBA Mission: To serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.*

**PLEASE NOTE: ALL TIMES ARE APPROXIMATE AND SUBJECT TO CHANGE  
ALL ITEMS ON THIS AGENDA ARE POTENTIAL ACTION ITEMS**

**To participate: Join via Zoom or Call 1.888.788.0099  
Thursday, May 19<sup>th</sup>, Meeting ID: 839 9384 7845 Passcode: 390178  
<https://wsba.zoom.us/j/83993847845?pwd=L3NxUjJtRmJBZ3M1aHdx2JudWVJdz09>**

**Friday, May 20<sup>th</sup>, Meeting ID: 862 9985 4319 Passcode: 551105  
<https://wsba.zoom.us/j/86299854319?pwd=cTl6eXZGVjFoQXRdZDIBc1kvL05YUT09>**

**THURSDAY, MAY 19, 2022**

**9:00 AM – CALL TO ORDER & WELCOME**

**CONSENT CALENDAR**

A governor may request that an item be removed from the consent calendar without providing a reason and it will be discussed immediately after the consent calendar. The remaining items will be voted on *en bloc*.

- Approve March 10-11, 2022 Board of Governors meeting minutes..... 6
- Approve May 4, 2022 Board of Governors special meeting minutes..... 18
- Approve Confidential Judicial Recommendation Committee Recommendations..... 21

**MEMBER AND PUBLIC COMMENTS**

Overall public comment is limited to 30 minutes and each speaker is limited to 3 minutes. The President will provide an opportunity for public comment for those in the room and participating remotely. Public comment will also be permitted at the beginning of each agenda item, at the President’s discretion.

**STANDING REPORTS**

**PRESIDENT’S REPORT**

**EXECUTIVE DIRECTOR’S REPORT** ..... 22

**ELECTION OF 2022-2023 PRESIDENT-ELECT**

**CANDIDATE INTERVIEW**.....82

**ELECTION OF 2022-2023 PRESIDENT-ELECT**

The election will be conducted by secret electronic ballot. If no candidate receives a majority of the votes cast, the two candidates receiving the highest number of votes will be voted on in a run-off election. The candidate with the most votes in the run-off will be deemed the winner.

**REPORTS OF STANDING OR ONGOING BOG COMMITTEES**

Committees may “pass” if they have nothing to report. Related agenda items will be taken up later on the agenda. Each committee is allocated, on average, 3-4 minutes.

- Executive Committee, Pres. Brian Tollefson, Chair
- APEX Awards Committee, Gov. Hunter Abell, Chair
- Personnel Committee, Gov. Carla Higginson, Chair
- Legislative Committee, Gov. Brent Williams-Ruth, Chair
- Nominations Committee, Gov. Lauren Boyd and President-elect Dan Clark, Co-Chair
- Diversity Committee, Gov. Sunitha Anjilvel, Co-Chair
- Long-Range Strategic Planning Council, Pres. Brian Tollefson, Chair
- Member Engagement Workgroup, Treas. Bryn Peterson and Gov. Francis Adewale, Co-Chairs
- Budget & Audit Committee, Treas. Bryn Peterson, Chair
- Equity & Disparity Workgroup, Gov. Alec Stephens, Chair
- Supreme Court Bar Licensure Task Force, Gov. Williams-Ruth, BOG Rep.
- TAXICAB, Immediate Past Pres. Kyle Sciuchetti

**NEW BUSINESS**

- GOVERNOR ROUNDTABLE** (Governors’ issues of interest)

**AGENDA ITEMS & UNFINISHED BUSINESS**

- FIRST READ: PROPOSED AMENDMENTS TO WSBA BYLAWS ART. IV RE SCOPE OF BOG LEGISLATIVE COMMITTEE**, Gov. Brent Williams-Ruth.....102

**12:00 PM – RECESS FOR LOCAL HEROES LUNCH**

**AGENDA ITEMS & UNFINISHED BUSINESS**

- WSBA COURT RULES AND PROCEDURES COMMITTEE ITEMS**, Subcommittee Chair Coreen Wilson ..... 115
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  - Proposal to undertake a review of the Superior Court Mental Proceedings Rules (MPRs)
- PROPOSED CONFLICT OF INTEREST POLICY**, Gen. Counsel Julie Shankland..... 118
- PROPOSED STRUCTURE FOR THE WSBA DIVERSITY COMMITTEE**, Co-Chair Sunitha Anjilvel and Co-Chair Nam Nguyen ..... 128

**SPECIAL REPORTS**

- OVERVIEW AND UPDATE ON THE WSBA INSURANCE MARKETPLACE**, Director of Advancement Kevin Plachy, Member Benefits CEO Nick Trefry, and Member Benefits VP of Business Development John Kelly.....199
  
- PRO BONO AND PUBLIC SERVICE COMMITTEE REPORT**, Co-Chair Bonnie Rosinbum and Co-Chair Michael Addams .....209

**5:00 PM – RECESS**

**FRIDAY, MAY 20, 2022**

**9:00 AM – RESUME MEETING**

**AGENDA ITEMS & UNFINISHED BUSINESS CONTINUED**

- PRESENTATION AND DISCUSSION OF NEXT STEPS REGARDING MBA PROPOSAL TO THE BOARD OF GOVERNORS**, Michelle Su ..... 226
  
- APPROVAL OF FISCAL YEAR 2022 REFORCASTED BUDGET**, Finance Manager Liz Wick and Director of Advancement Kevin Plachy ..... 234

**CLE PRESENTATION**

- RACE EQUITY AND JUSTICE REFORM IN THE SPOKANE REGIONAL LEGAL SYSTEM**, Gov. Francis Adewale, Spokane County Bar Association Past Pres. Jenae Ball, Freedom Project East Director Jermaine Williams, Health and Justice Recovery Alliance Founder and Exec. Dir. Carmen Pacheco-Jones.....304

**12:00 PM – RECESS FOR LUNCH**

- REVIEW PROPOSALS FOR THE ANNUAL EVALUATION OF THE EXECUTIVE DIRECTOR**, Human Resources Director and Chief Culture Officer Glynnis Klinefelter Sio.....306

**EXECUTIVE SESSION**

- ANNOUNCE BASIS FOR EXECUTIVE SESSION**
  
- APPEAL OF DECISION TO TERMINATE PARTICIPATION IN LAW CLERK PROGRAM**
  
- RETURN TO PUBLIC SESSION AND REPORT ON EXECUTIVE SESSION**

**4:00 PM – ADJOURN**

**INFORMATION**



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| • General Information .....   | 312 |
| • Monthly Financial Reports, Unaudited .....                          | 328 |
| • Emergency Amendment to the WSBA Bylaws Art. XVIII – Elections ..... | 377 |

## 2021-2022 Board of Governors Meeting Issues

### JULY (Tacoma)

#### Standing Agenda Items:

- Draft WSBA FY2023 Budget
- WSBA Treasurer Election
- Court Rules and Procedures Committee Report and Recommendations
- WSBA Committee and Board Chair Appointments
- BOG Retreat
- Financials (Information)
- Office of Disciplinary Counsel Report (ED Report)

### SEPTEMBER (Bellevue)

#### Standing Agenda Items:

- Final FY2022 Budget
- 2021 Keller Deduction Schedule
- WSBF Annual Meeting and Trustee Election
- ABA Annual Meeting Report
- Legal Foundation of Washington Annual Report
- Washington Law School Deans
- Chief Hearing Officer Annual Report
- Professionalism Annual Report
- Report on Executive Director Evaluation
- Office of Disciplinary Counsel Report (ED Report)
- Financials (Information)

# WASHINGTON STATE BAR ASSOCIATION

## BOARD OF GOVERNORS MEETING MINUTES

Olympia, WA

March 10-11, 2022

### Call to Order and Welcome ([link](#))

The meeting of the Board of Governors of the Washington State Bar Association (WSBA) was called to order by President Brian Tollefson on Thursday, March 10, 2022 at 9:35 AM. Governors in attendance were:

Hunter Abell  
Francis Adewale  
Sunitha Anjilvel  
Lauren Boyd  
Pres. Elect Daniel D. Clark  
Matthew Dresden  
Carla Higginson  
Tom McBride  
Treas. Bryn Peterson  
Brett Purtzer  
Serena Sayani  
Alec Stephens  
Brent Williams-Ruth

Also in attendance were Douglas Becker, Executive Administrator Shelly Bynum, Michael Cherry (Practice of Law Board), Chief Disciplinary Counsel Doug Ende, Volunteer Engagement Advisor Paris Eriksen, Gov. Elect Kevin Fay, Chief Regulatory Counsel Renata Garcia, Tamara Garrison, Nancy Hawkins (Family Law Section), Director of Human Resources & Chief Culture Officer Glynnis Klinefelter Sio, Community Outreach Specialist Mike Kroner, Chief of Staff Ana LaNasa Selvidge, James E Macpherson (Washington Defense Trial Lawyers), Rajeev Majumdar, Executive Director Terra Nevitt, Chief Communications & Outreach Officer Sara Niegowski, Broadcast Services Manager Rex Nolte, Kari Petrasek (Solo and Small Practice Section), Immediate Past President Kyle Sciuchetti, General Counsel Julie Shankland, Chief Equity & Justice Officer Diana Singleton, Equity & Justice Specialist Bonnie Sterken, and Member Services & Engagement Manager Julianne Unite.

A moment of silence was held for the brave Ukrainians that have lost their lives defending their country.

### Consent Calendar ([link](#))

Pres. Tollefson noted the revisions sent out the night before and inquired as to whether any governor wished to remove any item from the Consent Calendar. Gov. Peterson moved for approval. Motion passed unanimously. Govs Couch and Higginson were not present for the vote.

### Member & Public Comments ([link](#))

There was no public comment.

### President's Report ([link](#))

Pres. Tollefson reported on the first two ETHOS Meetings, previously held on February 5 and March 5, and reviewed the agenda topics presented thus far. He also reported on a two-day retreat held on March 8 for members of the Board and the Executive Leadership Team. The retreat focused on identifying challenges to the success of the organization and expectations for board service. President Tollefson also noted the annual meeting with the Washington State Supreme Court scheduled for the following day.

### Executive Director's Report ([link](#))

Executive Director Terra Nevitt noted that members of the Board met with local district Court Judges Brett Buckley and Sam Meier the previous day. She also provided an update on the first in-person bar exam since the COVID-19 pandemic began and noted that exam results will be released in early April. Chief Communications & Outreach Officer Sara Niegowski provided an overview of the ETHOS communications plan. A suggestion was made to produce a list of motions and action items as part of the meeting minutes, which Executive Director Nevitt indicated will be done going forward.

Discussion followed regarding a change to the Bylaws governing elections and the potential impact it would have on the election timeline. Director Nevitt confirmed that WSBA could not conduct the election based on current districting because of constraints set by the Washington State Bar Act, the Washington State Constitution and the WSBA Bylaws.

### Reports of Standing or Ongoing BOG Committees ([link](#))

*APEX Awards Committee.* Gov. Abell reported that the committee met and is unanimously recommending renaming the award of merit after former Chief Justice Mary Fairhurst.

*Personnel Committee.* Deferred

*Legislative Committee.* Gov. Williams-Ruth reported that March 10 is the last day of the legislative session. He stated that the committee has met weekly throughout the session, and that they are considering a Bylaws change to allow the Committee to approve comments on court rules, rather than just legislative comments.

*Nominations Review Committee.* Gov. Boyd noted that the committee had met and acted on several nominations. At the next meeting, the committee will discuss whether to provide more guidance to entities as to the information the Nominations Committee would like to receive when reviewing nominations and appointments.

*Diversity Committee.* Gov. Anjilvel reported that the committee plans to bring a proposal to the Board in May to address a deficit in the Bylaws, and that they are working on the next iteration of the diversity and inclusion plan.

*Long Range Strategic Planning Council.* Pres. Tollefson reported that the Council has not met since the last BOG meeting. Chief of Staff Ana LaNasa-Selvidge reported on planning for when the WSBA's office space lease expires at the end of 2026. Discussion followed regarding timelines and the need to coordinate with the Budget & Audit Committee.

*Member Engagement Workgroup.* Gov. Peterson and Gov. Adewale reported on the workgroup's focus on outreach related to ETHOS, and their goal to increase outreach to local bar associations as it becomes more possible.

*Budget & Audit Committee.* Treas. Peterson thanked Director Kevin Plachy and Manager Liz Wick for their recent work and noted that the WSBA currently has a positive variance to the budget of about \$1M.

*Supreme Court Bar Licensure Task Force.* Gov. Williams-Ruth reported that the task force met in February, and that they are working towards a recommendation to the Court by December. He also noted that they are watching what other states are doing to offer alternate paths to licensure.

*Equity & Disparity Workgroup.* Gov. Stephens reported that the group will meet in April to take up proposals from its two subcommittees.

*Task Force Examining Xenial Involvement with Court Appointed Boards (TAXICAB).* Past Pres. Sciuchetti reported on the work of the task force, and expressed his appreciation to Michael Cherry, Sal Mungia and Steve Crossland for their work on potential polices to be brought to the Board.

#### ABA Mid-Year Meeting Report ([link](#))

Delegate Rajeev Majumdar presented on the ABA Mid-Year Meeting, the theme of which was the power of lawyers to uplift the country and the profession. He noted that the meeting began with an acknowledgement of Washington tribes and that the ABA just elected its first Native American president. He highlighted a study on membership engagement that had two findings 1) involvement with sections drives volunteer engagement and 2) CLE usage is the number two driver of engagement. He also highlighted a number of actions taken by the ABA, including an action to urge bar associations to adopt clear policies to support the needs of lactating individuals; a fourth revision to the model rules for guardianship; and action relating to military discharges where mental health issues are a factor.

Delegate Kyle Berti presented on the ABA YLD Mid-Year Meeting, which focused on diversity, equity, and inclusion. He noted that in addition to the stolen land acknowledgement there was also a stolen labor acknowledgement and recommended that organizations like WSBA consider taking up those practices. He highlighted several initiatives and asked the Board to look at promoting DEI and focus on the importance of promoting oral arguments among newer attorneys and the need for more favorable terms for student loan borrowers.

#### Governor Roundtable ([link](#))

Gov. Williams-Ruth brought forward a request to add gender pronouns to the WSBA Legal Directory.

Gov. Abell reported on the work to date of the Small Town and Rural Committee (STAR), which is considering a number of proposals to be brought to the Board later this year.

Gov. Sayani noted that within her work with FLOW, there seems to be insufficient structure to support MBAs.

Gov. Stephens shared that during lent his intent is to tell the truth while being kind to his colleagues and himself.

President-elect Clark suggested that WSBA reinstate the APEX Awards Dinner. President Tollefson suggested a committee take up this request, and Gov. Abell proposed that the Awards Committee take up the issue.

Diversity Committee Request to Submit Comments in Support of Proposed Amendments to RPC 8.4 and other Court Rules ([link](#))

Gov. Anjilvel presented the proposed changes to address gendered language. She noted that the proposed changes further the goals set forth in GR 12 and respect and acknowledge gender diversity in the profession. Gov. Stephens moved for authorization and approval of the comments. In response to a question, it was noted that the CPE has no comment on the proposed changes. Motion passed unanimously. Gov. Higginson was not present for the vote.

Family Law Section Proposed Comments to Suggested Changes to the Code of Judicial Conduct ([link](#))

Executive Committee Member Nancy Hawkins expressed appreciation to Past Chair Patrick Rawnsley and current Chair Jacqueline Jeske for drafting the proposed comments. Ms. Hawkins began with a request that the Board find an alternative method for authorizing comments on proposed rule changes.

Ms. Hawkins explained that the Superior Court Judges Association has proposed changes to rules 2.2, 2.3, and 2.6 of the Code of Judicial Conduct, and the Family Law Section wishes to comment in support of the proposed changes and make some specific suggestions related to providing assistance to pro se litigants. Discussion followed regarding concerns about some of the proposed activities that judges might engage in to assist pro se litigants and whether they match with the rules of evidence and the need to balance the risks of informal trials with the real needs of pro se litigants. Gov. Clark moved for approval of the proposed comments as set forth in the materials. It was clarified that if the motion passed, the Section would also be authorized to provide follow-up technical assistance and comment. Motion passed unanimously. Gov. Higginson was not present for the vote.

APEX Award Committee Proposal to Rename the Award of Merit to the Chief Justice Mary E. Fairhurst Award of Merit ([link](#))

Gov. Abell presented on the committee's proposal, noting the criteria adopted for renaming awards. Of note, the committee discussed naming a different award for Chief Justice Fairhurst but is recommending that the Award of Merit, which is WSBA's highest award, is particularly appropriate given her service as both a WSBA President and as Chief Justice of the Washington Supreme Court. Gov. Stephens shared his rationale for making this change, some additional history, and his hope that this change can be made before the Chief's memorial service April 9. Gov. Couch moved for approval. Motion passed unanimously. Gov. Higginson was not present for the vote.

Review and Revise WSBA Roles and Responsibilities Document ([link](#))

Gov. Williams-Ruth noted that the proposal arises out of confusions in the delineation of duties that arose since the last meeting. As a result, he is proposing changes to the document approved by the Board in November 2021 to address some of the confusion. Gov. Couch suggested a correction to the language on page 447 as it refers to the Executive Director's responsibilities. He suggested the wording be changed from "[the executive director should] avoid seeking to direct the speech or actions of another governor or officer" to "[the executive director should] avoid seeking to direct the speech or actions of a governor or officer" Gov. Williams-Ruth moved to change the language on page 447 to change the word "another" to "a" Gov. Williams-Ruth clarified that his intent was to move the entire package with the amendment.

Discussion followed, including a perspective that changes in the detailed delineated list need to be made throughout for consistency; the derivation of the proposed changes; the Board and committees' roles in approving minutes and how minutes have customarily been developed; a perspective that the focus of the discussion should be on the proposal; a suggestion that committee meetings be recorded; comment in support of adoption and a note that the document arose out of a recommendation to clarify roles and responsibilities; a concern that the language will prevent governors and officers from policing themselves and a concern that staff will adopt minutes without Board, committee, or chair approval; clarification that the proposal does not indicate that staff "adopt" minutes, but "prepare" the minutes; a concern that clarification moves us further away from the Bylaws; a perspective that the proper avenue for amending minutes is at a meeting and not behind the scenes; a perspective about how the change might clarify collaboration between the chair and the staff liaison, including how to resolve conflict.

The Board took public comment from Nancy Hawkins expressing concern that the language might prevent individuals from intervening when problematic behavior or speech is taking place. Discussion followed, including clarification that the limitation would only seek to limit individuals that have no authority to act independently to direct the actions of other Board members or staff; whether the proposed changes square with the Bylaws and Roberts Rules of Order; the events leading up to the proposed changes; a perspective that the language will not actualize itself and the need to have a common understanding of the principles that are sought to be advanced – that no governor/officer can direct staff prior to a matter coming to the Board and that no committee can direct a policy or action without coming to the Board; a suggestion that the Board review the Conflict Resolution Policy prior to taking action on these proposed changes; a concern that the action should not hamstring committees from being productive; and whether specific prior committee actions would be consistent with the proposal being put forth.

Gov. Clark moved to amend and trifurcate the motion into three parts. Part 1: Adoption of the portion of the proposed amendments that reflect that staff will be primary persons drafting minutes presented to committees. Part 2: Adoption of the portions of the proposed amendments relating to governors not being able to direct governors to do things and/or not do things. Part 3: Removing the portions prohibiting the WSBA president and officers from being able to direct governors.

Discussion followed in support of trifurcation; disagreement regarding allowing officers and the president to direct other elected governors; and a suggestion that the BOG engage in Bylaws review. The Board took public comment from former President Rajeev Majumdar that the Bylaws are clear that the President and the Officers are servants to the Board. Discussion followed regarding how action will be taken, including clarification from the movant Gov. Clark that there be three separate votes, each to be a stand-alone vote for adoption; and clarification by the parliamentarian that initially there be a vote on trifurcation. Pres. Tollefson shared his perspective on the events that led up to the proposal.

Gov. Williams Ruth moved to call the question. Motion carried unanimously with Govs. Abell, Clark, Higginson and Purtzer not present for the vote.

Motion to trifurcate passed unanimously. Govs. Abell, Clark and Higginson were not present for the vote.

Gov. Williams Ruth noted that the first portions to vote on is the language relating to staff taking minutes. Motion passed unanimously. Govs. Abell and Higginson we not present for the vote.

Gov. Williams-Ruth noted that the second portion is to take up the language relating to governors not being able to direct governors to do and not do things. Discussion followed, including clarification that the Executive Director is not included in part two, but is intended to be included in part three; and clarification that it would not prohibit a chair of a meeting from determining the order of speakers. Motion passed 12-1. Gov. Abell was not present for the vote.

Gov. Williams-Ruth explained that the vote on part three related to the prohibition of the President and officers to direct governors. Discussion followed including support for the prohibition based on recent events; opposition to the prohibition given that it may be appropriate for the President, Executive Director and officers to act without needing to bring together the Board of Governors; reiteration that this will include the ability of the Executive Director to direct the speech or actions of governors; a perspective that governors should not be able to act outside of their authority.

The Executive Director clarified that the motion is on the language prohibiting directing the speech or action of governors and officers as it pertains to the President, Officers, and the Executive Director. She clarified that a "yes" vote will maintain the prohibition and a "no" vote will eliminate the prohibition with respect to the President, Officers and Executive Director.

Discussion followed in support of and in opposition to the motion, including a perspective that there should be consistency in the way that everyone treats each other and that the rule seems like an overreach to the challenges identified. Motion failed 11-2. Gov. Peterson was not present for the vote.

#### Discussion Re USPS Delays and the Impact on the Legal Process ([link](#))

Pres. Tollefson welcomed the chair of the Court Rules and Procedures Committee Isham Reavis, who pointed out some of the rules that might require amending in order to address the delays in the post office. He noted that the committee does have capacity to take up the issue and propose a rule change on an expedited basis. Gov. William-Ruth presented the concerns he has raised with regard to this issue, including his own specific experiences with delayed delivery as well as the communications he has received from large corporations about the delays. He expressed his own interested in the committee looking into the scope of the challenge and make sure that our rules reflect the reality of the post office. Discussion followed including a suggestion that the committee consider whether any change to Washington's rules would create inconsistency with the federal rules and whether that would present any challenges; a perspective that there are already differences from the federal rules; and a perspective that the committee should take up the issue. There was a brief discussion as to whether a motion would be required. There appeared to be consensus that a motion was not needed and that the committee had sufficient input to take the issue up.

#### Personnel Committee's Proposed Process for Executive Director Evaluation ([link](#))

Gov. Higginson reported that, as part of the contract with the Executive Director, the Personnel Committee is required to conduct an annual evaluation of the Executive Director, which is set forth as a responsibility of the Personnel Committee in the charter. She noted that an evaluation did not occur last year and in the



year before was conducted by the Committee. She walked through the decisions made by the Personnel Committee with respect to this year's evaluation, including the existence of and the tool for a self-evaluation and the tool for evaluation by the Board and executive staff. The intent of the process is to provide constructive feedback to the Executive Director rather than to make a recommendation as to whether to retain or not retain the Executive Director. Discussion followed including the Human Resources Director's role in developing the materials; the rationale for using former Chief Justice Alexander as the recipient of the feedback; and a perspective that comments should not be confidential. Gov. Higginson continued her presentation with a description of the development of the evaluation tool. She closed with her perspective that the Personnel Committee acted appropriately, that the Board could have addressed the process when it received the results, and expressed concern that the actions taken here to take this task away from the Personnel Committee were extraordinary. Gov. Higginson requested approval of the process set forth. Discussion continued about whether the Board should be entitled to full and un-redacted information and the concerns about the process for engaging outside assistance with the project. The Board deferred further discussion of the topic for later in the meeting.

#### Comment Period of Practice of Law Board Proposed Legal Regulatory Lab [\(link\)](#)

Gov. Couch presented a statement on behalf of the Chair of the Practice of Law Board Michael Cherry. He reported that the Board has presented a blueprint for the creation of a legal regulatory laboratory to the Supreme Court. The Supreme Court is then required to provide the Board of Governors with 90 days to comment. He also sought to clarify several common misperceptions, noting that the legal regulatory lab will not promote the unauthorized practice of law and instead will regulate innovations. As the lab runs it will learn and adapt with monitoring and feedback that will allow new information to be incorporated and changes made to the lab.

Discussion followed including how the proposal fits into the discussion regarding the bar structure; a concern about the cost to WSBA, as well as a perspective that the costs will be minimal; whether the LLLT program is a useful example when considering this proposal; a concern about WSBA endorsing products and services that are unauthorized; a perspective that the laboratory could help lawyers to innovate in manner that will mitigate risk and produce data; the types of services that could be regulated by the laboratory; the differences between Utah and Washington; a request to have a fiscal analysis completed by WSBA staff before further discussion in May; and additional discussion about the staffing and funding model.

It was clarified that the POLB intends to report again in May and the Executive Director will work to complete a financial analysis before then.

#### Character & Fitness Board Report [\(link\)](#)

Chair Michael Morguess presented on the structure and work of the Board, including the Board's authority to conduct hearings on matters of character and fitness, noting that the Board's recommendations are reviewed *de novo* by the Washington Supreme Court; its makeup and terms of service; and its mission and activities, including the applicable rules. Chair Morguess noted a recent argument in front of the Washington Supreme Court and a pending decision that will hopefully provide additional guidance on how to apply the rules. In terms of support, he identified recruiting for open positions on the Board would be helpful. Discussion followed about the important qualities sought in a Board member and any takeaways or changes following the decision *In Re Simmons*, including an annual training that has been instituted to address the issue of bias.



Training: 100 Years of Votes for Some Women – And How the Courts are Doing on the Women Left Out ([link](#))

Justice Gordon McCloud and Elizabeth Hendren presented an MCLE accredited training for the Board of Governors on the history of women's suffrage and women's issues in Washington courts today. Both presenters highlighted some of the recommendations from the study.

Emergency Amendment to WSBA Bylaws Art. VI.C.2 RE Eligibility to Vote ([link](#))

Volunteer Engagement Advisor Paris Eriksen presented the request for an emergency amendment to the Bylaws to allow the voter eligibility to be determined on March 11 rather than March 1. Discussion followed regarding the impact on campaigning; the scope of members impacted; that staff has determined that it would be in violation of the State Constitution, State Bar Act, and the WSBA Bylaws to proceed without aligning with redistricting of congressional districts; and clarification of whether the requirement for the amendment to be approved by a two-thirds majority applies to those present or to the entire Board. Gov. Peterson moved to approve changing the date on which WSBA determines voter eligibility to March 11, 2022. Motion passed by a two-third majority of the BOG 10-2, Govs. McBride and Stephens were not present for the vote.

Personnel Committee's Proposed Process for Executive Director Evaluation (continued) ([link](#))

Discussion resumed on this topic, including a perspective that the Governor feedback should not be anonymous and that the Executive Management Team evaluations should be anonymous; a concern that the self-evaluation will not be helpful as written and a suggestion that it instead focus on open-ended questions; and a perspective that the purpose of the evaluation is to provide feedback and not to extend or terminate the contract. Chief Culture Officer & Human Resources Director Glynnis Klinefelter Sio reported that the cost to engage an HR firm would depend on the scope of engagement but would likely start around \$5,000. She also suggested that a software solution could be used. Discussion continued, including a perspective that the feedback should be anonymous; a perspective that there is insufficient information to vote on who should be engaged to conduct the process and an interest in considering multiple options; a perspective that Board members are not in the same position as employees in terms of being at risk of retaliation; a suggestion to have an outside agency prepare the evaluation and a perspective that having a consistent tool would be valuable; and comments in support of an open evaluation.

Gov. Couch moved to direct WSBA staff to reach out to a professional HR Company to design an evaluation for our use. Discussion continued, including a concern about the potential fiscal impact. Following discussion, Gov. Couch restated his motion to direct the staff to conduct an RFP and bring back a proposal to the Board in May that includes a proposed scope of work, proposed budget and recommended vendor.

Discussion continued, including comments for and against addressing anonymity in the motion and a suggestion to request a recommendation on this topic from the vendor; support for the motion and for having a consistent system that can be implemented year after year as a matter of efficiency; a request to be able to see more than one proposal; a concern that if the Board delegates too much work to the Executive Director it doesn't look like a fair evaluation process to the members; support for the motion; a suggestion to look at the prior process; and a perspective that the parties could agree to extend the time for an evaluation. Executive Director Nevitt clarified her hire date, provided some information about the prior process, and noted that the self-evaluation tool being proposed is brand new.

Motion passed 11-1. Gov. Stephens abstained and Gov. McBride was not present for the vote.

## Annual Meeting with the Supreme Court ([link](#))

*Update RE Structure.* Pres. Tollefson provided an update on how WSBA is responding to the Court's request that the Board of Governors take up a study of the Bar's structure, including an overview of the content of the first two meeting and a preview of the upcoming meeting on March 25. There was a question as to whether WSBA had incorporated a look at WSBA's past work on governance yet.

*Update on Task Force Team Administering Xenial Involvement with Court Appointed Boards.* Past Pres. Sciuchetti provided an update on the work of the Task Force noting that having identified some of the challenges, the group is currently focused on policy development, which will likely come to the Court for review and approval. Executive Director Nevitt noted the variety among Supreme Court Boards in terms of scope of responsibilities and make-up and that one of the key questions is the extent to which the groups are independent from WSBA. POLB chair Michael Cherry commented that the discussions have been respectful and productive.

*Report on February 2022 Bar Exam.* Chief Regulatory Counsel Renata Garcia reported on the licensure exams, which were uneventful. She provided an overview of the health and safety protocols, which were approved by the Court. She also provided information about the summer exam and noted that the final LLLT exam will take place in May. Discussion followed regarding the extent to which the modified exam schedule sufficiently addressed the concern of LLLT candidates still in the pipeline.

*Member Engagement Survey.* Gov. Peterson expressed appreciation to Chief Communications Officer Sara Niegowski for her work on the Member Engagement Survey, and Chief Niegowski presented some background on WSBA's prior member engagement survey, an overview of the purpose of surveying members, and the first quarter results. Gov. Peterson noted the importance of looking at the positive and our tendency to sometimes dwell on the negative and gave an example of how the data can drive decision-making. He also noted how critical it is to go beyond communicating to the members and demonstrating that WSBA is listening. Discussion followed about the information presented and additional data that people would find interesting.

*Board and Executive Leadership Team-Building Retreat.* Pres. Tollefson presented an overview of the recent two-day team-building retreat among the Board of Governors and the Executive Leadership Team. Discussion continued about participant experiences and impressions of the impact. Glynnis provided a report on the Board-Staff forums. Discussion followed regarding remote work and the future of WSBA's physical workspace.

Discussion followed about the structure of WSBA; engaging with members that feel that diversity work is political; WSBA's legislative work; the impact of litigation against integrated bar associations; and the limitations under GR 12.2.

## Following the Science: Revision of Volunteer Vaccination Rules at WSBA ([link](#))

Executive Director Nevitt referred to the written materials providing an overview of current guidance from the Centers for Disease Control and Prevention, the Governor, King County, and the Washington Supreme Court. She noted that WSBA has not moved to modify the vaccination requirement for employees, but is lifting the mask requirement for the WSBA office and events in King County consistent with public health guidance. She noted that she will continue to monitor local guidance and act in accordance as in-person events are being planned around the state. Discussion followed including a that the Court is not revisiting its policies until summer, that Oregon has passed a policy requiring booster shots, and a perspective that WSBA should not change its policy early; a perspective that having various policies for different groups may

impact access to justice; a preference for following the guidance of the Washington Supreme Court; and information about section events that are being planned, including a request to strengthen the policy. The Board took public comment from Michael Cherry asking the Board to be mindful of the need for accommodations, such as hybrid meetings, for those who cannot be vaccinated.

Gov. Higginson moved that we lift the vaccine mandate for all volunteers of the WSBA effective immediately. Motion failed for lack of a second. Discussion followed, including clarity about what is being asked of the Board and that WSBA always provides accommodations to make events accessible. The Board took public comment from Nancy Hawkins, who acknowledged that the issue is complex; commented that the policy is not likely to encourage those not yet vaccinated to do so, though it would be positive if it did; and that following the Washington Supreme Court's guidance is probably a safe approach. Discussion continued, including that there is a new variant growing in Canada and the United States and a perspective that we should not be dropping the mask mandate or changing our vaccination mandate; a perspective that we should not drop the vaccine mandate at least until the Court makes an adjustment to its mandate and perhaps longer.

Gov. Boyd moved that we not make any changes to our vaccination policy at this time and that we not raise the issue again until the Court lifts its vaccination mandate. Discussion followed regarding the definition of "fully vaccinated"

Gov. Stephens moved to amend the motion to require a booster shot. Gov. Boyd accepted it as friendly amendment. Discussion continued including support for requiring a booster; a desire to maintain the mask requirement; and a perspective that the vaccine mandate should be ended based on actions taken by the Western District of Washington and several health authorities. Motion as amended passed 11-2. Gov. Abell was not present for the vote.

#### Volunteer Engagement Report ([link](#))

Volunteer Engagement Advisor Paris Eriksen provided a report detailing the core elements of volunteer engagement, a snapshot of the FY21 volunteer community, trends and highlights, as well as upcoming projects, including the opportunity to update the Committees and Boards Policy, the implementation of a volunteer engagement tool, and creating a volunteer philosophy statement.

Discussion followed, including a suggestion to see if other bar associations are having similar challenges collecting demographic data; a concern about recruiting for entities that do not appear to reflect the mission and values of WSBA's DEI efforts; a perspective that recruiting efforts address not only how and why the work is done, but also how the volunteer will benefit.

The Board took public comment from Michael Cherry that the Practice of Law Board uses the WSBA job description for promoting its volunteer positions and is looking to create a presence on LinkedIn. He also commented that the volunteer application process is long and awkward.

#### **ADJOURNMENT**

There being no further business, Pres. Tollefson adjourned the meeting at 12:35PM on Friday, March 11, 2022.

Respectfully submitted,

Terra Nevitt, Executive Director & Secretary



**Board of Governors Meeting – Motions List  
Olympia Hotel at Capitol Lake, Olympia, WA  
March 10-11, 2022**

1. Motion to approve Consent Calendar. Approved unanimously.
2. Motion to approve the Diversity Committee request to submit comments in support of proposed amendments to RPC 8.4 and other court rules. Approved unanimously.
3. Motion to approve the proposed comments of the Family Law Section to suggested changes to the Code of Judicial Conduct as set forth in the meeting materials, including authorization to provide follow-up technical assistance and comment. Approved unanimously.
4. Motion for approval of the APEX Award Committee proposal to rename the Award of Merit to the Chief Justice Mary E. Fairhurst Award of Merit. Approved unanimously.
5. Motion to change the language on page 447 of the proposed, revised WSBA Roles and Responsibilities document to change the word “another” to “a” under the Executive Director’s responsibilities regarding directing the speech of governors or officers.
  - a. Motion to amend and trifurcate the motion into three parts. Approved unanimously.
    - i. Motion to call to question. Approved unanimously.
    - ii. Part 1: Portion of the proposed amendments that reflect that staff will be the primary person drafting minutes that are presented to committees. Approved unanimously.
    - iii. Part 2: Portion of the proposed amendments relating to Governors not being able to direct Governors to do things and/or not do things. Motion passed 12-1.
    - iv. Part 3: Portion of the proposed amendments prohibiting the WSBA president and officers from being able to direct governors. Motion failed 11-2
6. Motion to approve the emergency amendment to the WSBA Bylaws Art. VI.C.2 regarding eligibility to vote. Motion passed by a two-thirds majority of the Board of Governors (10-2).
7. Motion to direct the staff to conduct an RFP and bring back a proposal to the Board in May that includes a proposed scope of work, proposed budget and recommended vendor [to conduct the Executive Director evaluation]. Motion passed 11-1. Gov. Stephens abstained.

8. Motion to adjourn and reconvening at noon [on March 11 to take up discussion of the Vaccination Policy]. Motion passed without objection.
9. Motion to not make any changes to the WSBA vaccination policy at this time and to not raise the issue again until the [Washington State Supreme] Court lifts its vaccination mandate. Motion to amend the motion to require a booster shot was accepted as a friendly amendment. Motion as amended passed 11-2.

# WASHINGTON STATE BAR ASSOCIATION

## BOARD OF GOVERNORS SPECIAL MEETING

**Minutes  
Held Virtually  
May 4, 2022**

[Call to Order and Welcome \(link\)](#)

The special meeting of the Board of Governors of the Washington State Bar Association (WSBA) was called to order by President Brian Tollefson on Wednesday, May 4, 2022 at 5:08 PM. Governors in attendance were:

Francis Adewale  
Sunitha Anjilvel  
Lauren Boyd  
Jordan Couch  
Matthew Dresden  
Treas. Bryn Peterson  
Brett Purtzer  
Alec Stephens  
Brent Williams-Ruth

Also in attendance were Gov-Elect Kevin Fay, General Counsel Julie Shankland, Executive Administrator Shelly Bynum, Immediate Past President Kyle Sciuchetti, Director of Human Resources & Chief Culture Officer Glynnis Klinefelter Sio, Volunteer Engagement Advisor Paris Eriksen, Executive Director Terra Nevitt, Chief Equity & Justice Officer Diana Singleton, and Equity & Justice Lead Imani Shannon.

Pres. Tollefson began the meeting by explaining that the meeting purpose was to review the options available to the Board in reference to the candidates put forth by the Diversity Committee for the At-Large Governor position election. Pres. Tollefson noted the time sensitive nature as the election begins on May 16, 2022 pursuant to the WSBA Bylaws.

Gov. Stephens moved to accept the recommendation from the Diversity Committee and move forward with the two previously submitted candidates. The motion was seconded by Gov. Boyd and discussion followed, including a perspective that to take any action other than the motion would be insulting to the existing candidates and is unnecessary; as suggestion that in the future we look at revising the language in the Bylaws; the idea that engaging in further solicitation would

be a waste of time; and that members of the Board have already sought to recruit additional candidates. Motion passed unanimously. Governor Williams-Ruth abstained.

**ADJOURNMENT**

There being no further business, Pres. Tollefson adjourned the meeting at 5:18PM on Wednesday, May 4, 2022.

Respectfully submitted,

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Terra Nevitt  
WSBA Executive Director & Secretary

DRAFT



**Board of Governors Special Meeting – Motions List  
Held Virtually  
May 4, 2022**

1. Motion to accept the recommendation from the Diversity Committee and move forward with the two previously submitted candidates [for the At-Large Governor position election].  
Motion passed unanimously. Gov. Williams-Ruth abstained.



# WASHINGTON STATE BAR ASSOCIATION

Office of General Counsel

Nicole Gustine, Assistant General Counsel

**TO:** WSBA Board of Governors  
**FROM:** Nicole Gustine, Assistant General Counsel  
**DATE:** May 9, 2022  
**RE:** Confidentiality of Client Protection Board Recommendations

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The Board of Governors (BOG) is responsible for approving gifts from the Client Protection Board. Per Court Rule, all of the materials, reports, and deliberations shall not be public. (APR 15 Procedural Regulations, Regulation 13(b)). As such, the recommendations are placed on the Consent Calendar. If discussion is requested by any Governor, it shall be taken up in Executive Session.

## **APR 15**

### **CLIENT PROTECTION FUND PROCEDURAL REGULATIONS REGULATION 13. CONFIDENTIALITY**

(a) Matters Which Are Public. On approved applications, the facts and circumstances which generated the loss, the Client Protection Board's recommendations to the Trustees with respect to payment of a claim, the amount of claim, the amount of loss as determined by the Client Protection Board, the name of the lawyer, LLLT, or LPO causing the loss, and the amount of payment authorized and made, shall be public.

(b) Matters Which Are Not Public. The Client Protection Board's file, including the application and response, supporting documentation, and staff investigative report, and deliberations of any application; the name of the applicant, unless the applicant consents; and the name of the lawyer, LLLT, or LPO unless the lawyer, LLLT, or LPO consents or unless the lawyer's, LLLT's, or LPO's name is made public pursuant to these rules and regulations, shall not be public.

The following report of CPB recommendations contains only pre-approved applications, and is therefore provided to you as a Trustee, confidentially. The report will not appear in the BOG meeting's public session materials. Please take the time to review the materials thoroughly prior to the BOG public session meeting.

Pursuant to ELC 3.4(l), the Chief Disciplinary Counsel has authorized the release of otherwise confidential disciplinary information to the Board of Governors for the purpose of reviewing and deciding on Client Protection Fund Board recommendations. The Board of Governors is advised of its obligation to maintain the confidentiality of these materials.

**Please do not discuss any details regarding the matters, including the names or amounts related to the matter, at the public session meeting.**



**TO:** WSBA Board of Governors  
**FROM:** Executive Director Terra Nevitt  
**DATE:** May 9, 2022  
**RE:** Executive Director's Report

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### WSBA Volunteer Application Deadline Extended to June 3

We have extended the volunteer application deadline to June 3 because as of the initial deadline of April 15 we did not have sufficient applicants to fill our vacancies. As you know, WSBA relies on the time and talent of more than 1,000 volunteers to help carry out organization's mission to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice. There are myriad opportunities for folks to build skills, explore their interests, and build their professional networks. Consider sharing this opportunity with your networks. Learn more at are *new and improved* 'Volunteer with WSBA' homepage: <https://www.wsba.org/connect-serve/volunteer-with-wsba>

As we learned at the March meeting, volunteer engagement has been trending down. This is consistent with national trends. Our goal is to receive more applicants than open positions. To date, we have not met this goal, with 106 applications for the approximately 165 positions (some are current, open others are open beginning October 1). We will continue our outreach efforts, which consist of general e-blasts, targeted messaging, social media, and list serve messages.

### WSBA and the Practice of Law Board Set to Launch Legal Check-up

The POLB is close to launching its Legal Checkup, which will be co-branded with, and promoted by, the WSBA. The POLB is finalizing five frequently asked questions (FAQs) written in plain language for the Legal Checkup project, which will be published in a PDF booklet to the WSBA website and in an interactive web-based tool currently under development that will also be posted to the WSBA website. The five FAQs are titled: Who Can Help; Types of Legal Help; Getting Free or Low-Cost Help; Reporting Bad Help; and Getting Ready to Get Legal Help. The draft FAQs are attached.

The Practice of Law Board was created by the Washington Supreme Court and is charged with the responsibility to "educate the public about how to receive competent legal assistance." To fulfill this responsibility, the Board has been working for several years to create a tool called the Legal Checkup (formerly the Legal Health Checkup). The purpose of Legal Checkup is to educate members of the public regarding determining whether they have any legal issues and then directing them to appropriate resources to address any identified legal issues. The concept of a legal checkup came to the Board's attention in late 2016 after issuance of the ABA's Report on the Future of Legal Services, which recommended the use of legal checkup tools "to empower individuals to identify their unmet legal needs and make informed decisions about how best to address them."<sup>1</sup> The Board then charged a workgroup with exploring

the idea of creating a legal checkup tool to help the public identify legal issues and find legal resources. The Board then worked on the project over the next year, eventually securing funds in 2018 from both the WSBA and the Court to work with a developer to build an interactive web-based Legal Checkup tool. In June 2018, the WSBA contracted with developer CuroLegal to build the interactive tool. Since that time, the Board has issued a detailed [Legal Checkup Plan](#), which was most recently updated in September 2021. The Plan outlines the purpose behind and the goals of the Legal Checkup project.

This project is poised to address a key finding of Washington’s [2015 Civil Legal Needs Study](#) that “a majority of low-income people do not understand that the problems they experience have a legal dimension and that they would benefit from legal help.” This project also furthers WSBA’s purpose under GR 12.2(a) to promote an accessible legal system and promote understanding of the legal system and supports goal two of the [Alliance for Equal Justice’s State Plan](#), which calls upon members of the Alliance (including WSBA) to call on Alliance organizations to consider new approaches to empowering people to understand the legal nature of the problems they experience and to make informed decisions about whether, when, and where to go for legal help.”

The FAQs represent the first phase of the project. It is anticipated that future Legal Checkup efforts will provide the public with information and resources regarding specific legal problems. Please share any feedback you have regarding the Legal Checkup with POLB Chair Michael Cherry and BOG liaison to the Practice of Law Board Jordan Couch.

#### Celebrating National Volunteer Week (April 17 – 23, 2022)

In April, WSBA joined organizations across the country to celebrate National Volunteer Week. While appreciation for WSBA’s volunteers is a year-round activity, we see this week as a great opportunity to reflect, recognize and raise awareness about the important work our volunteer community engages in every day. Some of our activities this year included publishing a full-page ‘ad’ in the [April/May issue](#) of *Bar News*; sharing a message of gratitude in our bi-weekly e-newsletter *Take Note*, on the WSBA homepage, and on social media; and individualized messages of appreciation from WSBA employees to the volunteers they partner with every day. The contributions of WSBA’s volunteers – including members of the Board of Governors – are valued and deeply respected. We could not do our work without you. Thank you.

#### Moving Toward Paperless Licensing for 2023

Beginning with the 2023 licensing year, WSBA is working to transition to exclusively online license renewal and eliminate paper license renewal forms. This change is expected to decrease staff time, reduce WSBA’s environmental footprint, and reduce the overall fiscal impact of administering the annual license renewal process.

For the 2022 licensing season, WSBA staff printed and mailed about 14,000 license renewal packets at a cost of approximately \$10,000 and about 170 hours of staff time. While 14,000 packets were mailed out, only about one-third of those were submitted by members to complete their license renewal. Paper license renewal forms are scanned and validated, which takes an additional 175 hours of staff time and additional costs for document

management software (\$13,250 in fiscal year 2021). Incomplete paper forms also require additional follow-up and processing. The transition to paperless licensing will significantly reduce if not eliminate these expenses.

Members who prefer to pay by check (rather than credit card or electronic funds transfer) will still be able to print an invoice from their online renewal account and mail it to the WSBA with a check; however, we hope this change will encourage more members to renew online. (With the recent upgrades to the payment system security, online payments are the most secure payment method and the most inexpensive and efficient for the WSBA.)

In order to ease the transition for those who have not chosen paperless license renewal in the past, WSBA will send a reminder postcard instead of a license renewal packet. WSBA will also be sending a survey to those who have been using the paper forms to identify and address any barriers to renewing online. In those rare cases where online license renewal is not possible due to special circumstances, WSBA will be able to create a paper packet as needed.

#### Winter Bar Exam Results & Planning for Summer Exams

The results of the winter 2022 licensing exams have been posted on the WSBA website. The overall passage rate was 51%, which was a pretty substantial drop from the 63% passage rate from winter 2021. However when we look at overall trends it appears that 2021 may have been the outlier. The overall passage rates were 48% in 2020, 51% in 2019, and 49% in 2018. The 2021 exam was unique in being the only winter exam that WSBA conducted full remotely and it also followed the granting of diploma privilege in the summer of 2020, meaning that there were fewer repeat test takers, which tend to have lower passage rates. You can view complete results for Washington [here](#) and state-by-state results [here](#).

The Summer 2022 LPO and lawyer bar exams will be administered in-person in Yakima. The Washington Supreme Court approved our health and safety plan in the attached court order. The Court also ordered that Washington maintain the reduced minimum passing score of 266 for the July exam and for all examinations until the Court's emergency order is lifted.

This week, WSBA is administering the LLLT licensure exam at the WSBA office. Due to the Supreme Court's decision to sunset the program, this will be the last such exam.

#### Exploring Reciprocity for Washington Law Clerks

Following-up on prior discussions with the Board, WSBA is exploring whether other states could or would be open to providing reciprocal admission by motion to lawyers admitted in Washington who completed the APR 6 Law Clerk Program. Most states currently have rules that require, among other things, a JD to qualify for reciprocal admission by motion.

Members of our Regulatory Services Department initially commenced this project by reviewing the educational requirements for reciprocal admission by motion for neighboring states, including Oregon, Idaho, Montana, and Utah. After reviewing the rules and contacting the admissions directors for Idaho, Oregon, and Montana, it

became apparent that the plan to only contact states close to Washington was not the most effective means to accomplish reciprocity for those lawyers who completed the Law Clerk Program. Instead, we plan to start by contacting states that already allow a non-JD applicant to take the bar examination if they complete a state approved law office study course: Maine, New York, Vermont, Virginia, and West Virginia. (California also authorizes law office study to qualify the applicant to take the bar examination. However, the admission rules in California reflect that California does not authorize reciprocal admission by motion.) Below is our tentative project timeline for this initial outreach phase:

**Phase 1.** By May 31, reach out to the admission directors for the five states that currently accept law office study in lieu of a JD degree to qualify to take the bar examination and schedule a meeting/presentation to determine the feasibility of reciprocity for those who completed the Law Clerk Program.

**Phase 2.** By June 30, contact the admission directors at states that do not require graduation from an ABA-approved law school as a requirement to take the bar examination, including Alabama, Alaska, Arizona, Colorado, Connecticut, District of Columbia, Florida, Hawaii, Kentucky, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Nevada, New Hampshire, New Mexico, North Carolina, Oregon, Pennsylvania, Rhode Island, Tennessee, Texas, Utah, and Wisconsin. By not requiring graduation from an ABA-approved law school, these states may be more amenable to considering reciprocal admission by motion for lawyer who completed the Law Clerk Program.

**Phase 3.** By August 31, contact the remaining states, starting with the states in close proximity to Washington who were already contacted (Montana and Idaho). These are the states in which eligibility to take the bar examination is limited to JD or LLM graduates of ABA-approved law schools, including Arkansas, Delaware, Georgia, Illinois, Indiana, Iowa, Kansas, Louisiana, Mississippi, Nebraska, New Jersey, North Dakota, Ohio, Oklahoma, South Carolina, and South Dakota. These states may be the least amenable to changing the rules for reciprocal admission by motion since it would require a significant rule change.

### 2022 Judges of Color Directory

The Outreach Committee of the Washington State Minority and Justice Commission recently published the 2022 Judges of Color Directory, [\*Diversity in the Judiciary: A Directory of Judges, Commissioners, and Magistrates of Color in the State of Washington 2022\*](#). The directory is intended to be used as a resource for speakers, networking and mentoring and the judges listed have all opted to be included. In sharing the directory, which was last published in 2017, Judge Faye R. Chess and Esperanza Borboa write, “You will note the increase in the number of judges of color included in the updated 2022 directory, which speaks to the hard work carried out by many in and outside of our justice system. The artwork and poetry are expressions that break the linear tradition of names on a list. We want to convey in this directory, the journey that many have taken to help lessen the fear and distrust felt by communities of color. The judiciary listed in this directory bring with them their lived experience as a person of color in a society that continues to struggle with racism. This directory is not a condemnation of our justice system, but instead a celebration of the importance and recognition for the need of inclusion and representation.” Please save and share this tremendous resource.

### Legal Services Corporation Releases the 2022 Justice Gap Study

This week, the Legal Services Corporation (LSC) released an update of the 2017 Justice Gap Study. The 2022 study's key finding is that low-income people receive little to no help for 92% of their substantial civil legal problems. The report finds that low-income folks only *seek* legal help for a quarter of the civil legal problems they face, with many citing cost a reason for not seeking help. The prevalence of civil legal problems is high, with most low-income households facing at least one in the past year and nearly 40% facing five or more civil legal problems in the last year. The most common legal challenges relate to consumer issues, health care, housing, and income maintenance. While this data is more recent, it remains disturbingly consistent with the findings of Washington's [2015 Civil Legal Needs Study](#). You can review the full report at <https://justicegap.lsc.gov/the-report/>.

The LSC is a nonprofit corporation that distributes grants for civil legal assistance. Among its revenue sources is an annual appropriation from the Federal Government. In Washington, LSC provides funding to the Northwest Justice Project, which operates a statewide intake and referral hotline (CLEAR), maintains an online library of legal resources and self-help materials (Washington LawHelp), and provides legal assistance and representation to thousands of low-income people in Washington.

### Attachments

Draft Legal Help FAQ

Washington Supreme Court Order No. 25700-B-683

Legislative Session Summary

Litigation Report

Media Report

Demographics Report



POLB LEGAL HELP

**FAQ**

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## Frequently Asked Questions (FAQ) about legal help in Washington state

Presented by the Practice of Law Board (POLB) in partnership with  
the Washington State Bar Association (WSBA).



PRACTICE *of* LAW BOARD

**WASHINGTON STATE**  
BAR ASSOCIATION

# POLB LEGAL HELP FAQ

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## THE LEGAL CHECKUP SERIES



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These are frequently asked questions (FAQ) about who can help you with a legal problem.



## WHO CAN HELP?

### I have a legal problem. Who can help?

Three groups of people can provide legal help in Washington state. They are:

- **Lawyers**, who can help with almost any legal problems.
- **Licensed Practice Officers or LPOs**, who can help with completing forms when buying or selling property such as a house or a condo.
- **Limited License Legal Technicians or LLLTs**, who can help with family law legal problems like divorce, child support, and which parent the child lives with and how and when the child can visit the other parent.

You can check if someone can help with your legal problem here!



### How can I find someone to help?

The Washington State Bar Association (WSBA) has a list of people who can provide legal help in Washington state. These people are active members of WSBA. This list tells you the person's name, where they work, the type of legal help they offer and if they are an active member of the bar. The list is at: <https://www.mywsba.org/PersonifyEbusiness/Default.aspx?TabID=1536>.

### How do I know someone is a lawyer, LPO, or LLLT?

All lawyers, LPOs, or LLLTs who can help with your legal problem can give you their WSBA or bar number. You can use that number to find them in the WSBA list of people who can help with legal problems.

### Can a former lawyer help me?

A person providing legal services should be on the WSBA list as an active lawyer, LPO, or LLLT to ensure you are getting the best help. You can use this list to ensure the person helping you has not been disbarred or suspended.

### Can a paralegal help me?

No. Paralegals learn how-to assist lawyers prepare legal documents, but a paralegal cannot directly help you solve your legal problem.



Not sure what type of legal problem you have? See POLB FAQ 2 on Different Types of Legal Help. Think someone is offering help who shouldn't be? See POLB FAQ 4 on Reporting Bad Help.

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These are frequently asked questions (FAQ) about who can help you with a legal problem.

## WHO CAN HELP? *(CONTINUED)*

### Can my friend help me?

Maybe. A person can provide general legal help, but they cannot help you with the specific facts of your problem and how the law applies to those facts.

### Can someone help me for free?

Many legal professionals sometimes offer free or low-cost services. It does not matter if a person offers free legal advice, they still must be an active lawyer, LPO, or LLLT, in the WSBA list can help you with a legal problem.

### Can I use a legal form from the Internet or from a book?

Maybe. A person can go to court on their own. They may tell their own story in court. A person can use forms from the Internet or a book to prepare. But many forms do not properly reflect Washington law because they were prepared for another state. There is as much bad advice online as good advice, so be careful!

### Can a Notario help me?

No. Even though Notario Publicos may help with legal problems in other countries, only an active lawyer, LPO, or LLLT can help in Washington state. A Notary Public in Washington state can only say a person properly signed a legal or financial document.

### Can a “Constitutional” lawyer help me?

There is no such thing as a constitutional lawyer. A lawyer, LPO, or LLLT must be active in the WSBA list of lawyers, LPOs, and LLLTs to give you legal help.

### Can a lawyer from another state help me?

Sometimes. But the lawyer must request permission from the Court before helping you in that court.



Not sure what type of legal problem you have? See POLB FAQ 2 on Different Types of Legal Help. Think someone is offering help who shouldn't be? See POLB FAQ 4 on Reporting Bad Help.

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These are frequently asked questions (FAQ) people often ask about different types of legal help.



## TYPES OF LEGAL HELP

### What type of legal help do I need?

Lawyers help people with two different problem types: criminal problems or civil problems.

### Do I have a criminal legal problem?

You have a criminal problem when the police, sheriff, or state trooper arrest you for breaking a law, and if you are guilty, you may be sent to jail or prison.

### Do I need a criminal lawyer?

You need a criminal lawyer if:

- **The police arrest you** and take you to jail.
- **The police arrest or ticket you for driving under the influence (DUI)** of either alcohol, marijuana, or other legal or illegal drugs.
- **The police arrest or ticket you for a serious traffic accident.**
- **You want to seal or vacate a criminal record** or have other rights restored.

### Do I have a civil legal problem?

You have a civil legal problem when you need to go to court to protect your legal rights or when someone is trying to get you to perform a legal duty. For example, you might need to go to a civil trial or hearing to stop your landlord from evicting you.

### Do I need a civil law lawyer?

For civil legal problems, a lawyer focuses on one legal area, so no single lawyer can help with every civil legal problem. Look for a lawyer who handles the type of problem you have. This list will help you find the type of legal help you need.

- **Civil and individual rights lawyers** help people with age, disability, gender, race, religion, sex, or other discrimination.



Not sure who can give you legal help? See POLB FAQ 1 on Who Can Help?

Think someone is offering help who shouldn't be? See POLB FAQ 4 on Reporting Bad Help.

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These are frequently asked questions (FAQ) people often ask about different types of legal help.

## TYPES OF LEGAL HELP *(CONTINUED)*

- **Bankruptcy lawyers** can help you if you have more bills or owe more money than you could ever pay.
- **Consumer rights lawyers** can help you with loans, debt collection, an unfair contract, or a bad or unsafe product.
- **Education lawyers** can help you get your child special education or help you with discipline or suspensions.
- **Employment lawyers** can help you get your pay or wages, your worker's rights, with job safety, and job-related discrimination or harassment.
- **Family lawyers or limited license legal technicians (LLLT)** can help you with divorce, child custody and visitation, domestic abuse, and nonparental custody.
- **Health or medical lawyers** can help you with health insurance (Medicaid-Medicare or private) problems, get proper care, and if a medical professional causes harm.
- **A housing or tenant lawyer** can help with landlord-tenant disputes, evictions, and bad conditions in a rental property.
- An **immigration lawyer** can help you become a citizen, avoid deportation, or get a green card or visa.
- An **income maintenance or benefits lawyer** can help you get food and housing assistance, or the Social Security, unemployment, or veterans' benefits you deserve.
- An **Indian or Tribal lawyer** can help you in a Tribal Court.
- A **personal injury lawyer** can help you if you are hurt because someone didn't take proper care to prevent the harm.
- A **wills and estate lawyer** can help you decide what happens when you die, such as drafting documents for the care of any children.
- A **workers compensation lawyer** can help you if you are hurt or injured at work.



Not sure who can give you legal help? See POLB FAQ 1 on Who Can Help?

Think someone is offering help who shouldn't be? See POLB FAQ 4 on Reporting Bad Help.

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These are frequently asked questions (FAQ) people ask about getting free or low-cost help with a legal problem.



## GETTING LOW-COST HELP

### I can't afford legal help. What can I do?

Depending on how much money you make, several agencies may provide free (pro bono) or low cost (low bono) legal help. Check on these programs:

- **Moderate Means Program.** The Washington State Bar Association (WSBA) Moderate Means Program, available at <https://www.wsba.org/connect-serve/volunteer-opportunities/mmp/mmpclients> may provide legal help with family, housing, or consumer law issues.
- **Legal Aid Programs.** Many counties have a bar association or other groups of lawyers or limited license legal technicians (LLLTs) that may provide free or low-cost legal services. You can find these groups at <https://delicate-attention-fc4.notion.site/Legal-Help-by-County-3f7203147d96411a500254d9452b7f5>.

### What about reliable online legal resources?

There is a lot of online information available. These organizations offer good and free services:

- **Washington Law Help** has significant information for people about Washington law and representing yourself in court. They are at <https://www.washingtonlawhelp.org/>.
- **The Northwest Justice Project** may help, and you can also access the CLEAR resources. You can reach them at <https://nwjustice.org/get-legal-help>.
- The **Washington Attorney General's Office** has consumer law information. You can reach them at <https://www.atg.wa.gov/consumer-protection>.
- The **Unemployment Law Project** helps people when they have been denied unemployment claims. You can reach them at <https://unemploymentlawproject.org>.
- The **Northwest Consumer Law Center** can help with consumer matters including managing debt. You can reach them at <https://nwclc.org/>.
- **211 Washington** helps connect people with community resources. You can reach them by dialing 211 on your phone, or at <https://wa211.org/>.



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Not sure what type of legal problem you have? See POLB FAQ 2 on Types of Legal Help.

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These are frequently asked questions (FAQ) people ask about getting free or low-cost help with a legal problem.

## GETTING LOW-COST HELP *(CONTINUED)*

### Can I find information about my problem on the Internet and use that information to do it myself?

Yes, you can represent yourself in any legal matter. This is called pro-se representation. If you will represent yourself, check with the courthouse in your city or county to see if they have information which may help. A directory of courts is available at [https://www.courts.wa.gov/court\\_dir/](https://www.courts.wa.gov/court_dir/).

And, if you are using information from the Internet, ensure that the information is up to date, and is correct law for Washington State, your county, and the city you live in.

### Does Washington have a “Small Claims Court”?

Small Claims Courts in the State of Washington are a user-friendly, low-cost way of settling legal disputes up to \$10,000 (when brought by a person). Discover everything you need to know about small claims suits at Washington Law Help <https://www.washingtonlawhelp.org/resource/small-claims-court> and the Washington Courts [https://www.courts.wa.gov/newsinfo/resources/?fa=newsinfo\\_jury.scc&altMenu=smal](https://www.courts.wa.gov/newsinfo/resources/?fa=newsinfo_jury.scc&altMenu=smal).



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These are frequently asked questions (FAQ) people ask about reporting bad legal help.



## REPORTING BAD HELP

### Can I complain about someone who may not give legal help?

Yes. You can report anyone other than a lawyer, limited license legal technician (LLLT), or a limited practice officer giving people legal help. You can report them to the Washington Supreme Court's Practice of Law Board. This Board collects such reports of the unlawful practice of law and may refer them to the appropriate authority.

### How do I complain about someone who may not give legal help?

To report someone who may not give legal help, complete and submit an Unauthorized Practice of Law Complaint Form available at [https://www.wsba.org/docs/default-source/legal-community/committees/practice-of-law-board/upl-complaint-form.pdf?sfvrsn=a18e05f1\\_3](https://www.wsba.org/docs/default-source/legal-community/committees/practice-of-law-board/upl-complaint-form.pdf?sfvrsn=a18e05f1_3).

You can report someone not authorized to practice law here!



Please use the form to explain the legal help given and attach any documents which will help the Board determine which legal enforcement agency to send the complaint to for their review and action.

You can submit the complaint form via e-mail to [UPL@wsba.org](mailto:UPL@wsba.org), or mail it to the Practice of Law Board, 1325 4th Avenue, Suite 600, Seattle, WA 98101.

### What happens after I complain?

The Practice of Law Board will provide a copy of the complaint to the person and give them the chance to explain their side of the story. The Board will review the complaint and any response. The Board will decide which enforcement agency to send it to.

If the Board decides not to refer your complaint to an enforcement agency, the Board will close your complaint without further action. The Board will notify you of its decision in writing.



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These are frequently asked questions (FAQ) people ask about reporting bad legal help.

## REPORTING BAD HELP *(CONTINUED)*

### What if I am in danger or harm from the person who may not practice law?

If someone is threatening or harassing you, call your local police department immediately.

### Is my complaint confidential?

No. The Board provides the person you are complaining about a chance to tell the board their side of the story. They will be provided with a copy of the complaint form, including any attached documents you provide. Sometimes, where there is a court rule or law that prohibits disclosure of personal information, the Board will keep that information private.

### What if the legal professional that I hired is not helping me?

In exchange for the right to provide legal help, lawyers, limited license legal technicians (LLLTs), and limited practice officers (LPOs) must obey strict rules of professional conduct. For example, they must tell you what they are doing for you. They must inform you of the status of your case.

They should give you an engagement letter or other documentation about the help they are providing and what they will charge for such help.

If you have hired an authorized legal professional to assist you, and they are not communicating with you or if you think they are not properly providing you with good legal help you can report them to the Washington State Bar Association (WSBA) at <https://www.wsba.org/for-legal-professionals/professional-discipline>.

You can report someone not authorized to practice law here!



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These are frequently asked questions (FAQ) people ask about getting legal help.



## GETTING READY FOR LEGAL HELP

You've found a lawyer, a limited license legal technician to help you, and you are going to an initial meeting. You should prepare so you will get the most out of your meeting.

### What should I bring to the meeting?

Bring copies of all documents and other records about your legal problem for the legal professional to review. This includes any court records or documents you have or that have been given to you. For example, if you are looking for legal help about the place you rent, bring your lease and receipts of any rent payments you made.

### How do I best tell my story and present the facts about my legal problem?

It's important that you can tell your whole story so you will get the best help possible. A good way to do this is to prepare a timeline of everything that has happened with the date it happened. Be sure to include all the steps you have taken to solve your legal problem.

### Will I be charged for the first visit, even if I am not sure the person can help me?

It depends. Some legal professionals charge for a first meeting, others may have an initial meeting for free.

### Can I ask the legal professional about their background and experience?

Yes. You should ask questions about the person's experience, how they work, and their professional history, to make sure their experience matches your needs. For example, you might ask whether, and how often, they've helped others with your specific legal problem.



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These are frequently asked questions (FAQ) people ask about getting legal help.

## GETTING READY FOR LEGAL HELP *(CONTINUED)*

### Can I ask about the process?

Yes. You should know how the legal professional will help. Ask about what will happen and when. Ask what the legal professional will do. Ask how long it will take to solve your legal problem. Asking these questions will give you realistic idea about the situation and help you decide what to do next.

### Can I ask about my options?

Yes, often there are different solutions to a legal problem. Be sure you understand your legal options and the possible outcomes. You should understand how the legal help fits with your goals. For example, do you want to resolve the matter without going to court? Or do you want to tell your story in court?

### Can I negotiate how much the legal help will cost?

Possibly. You need to understand how much you will pay for the legal help. To avoid surprises, be sure you understand how the legal professional will charge or bill you for the legal help. Understand what other fees you may be charged. For example, will you pay for copying documents or court filing fees? Ask if there is any work you can do which may lower these fees.

Ask for a written fee agreement that details all fees and costs before you decide to hire the legal professional, and remember, you are under no obligation to hire the legal professional.

### How often should I talk with my legal professional?

Talk to the legal professional giving you legal help about how they will keep you up to date on the work they are doing to help with your legal problem. If you have not heard from them, or if you have new information about your problem, call them and tell them about your concern.



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# THE SUPREME COURT OF WASHINGTON

ORDER AMENDING APR 4 TO REDUCE )  
PASSING SCORE FOR UNIFORM BAR )  
EXAMINATION IN JULY 2022 )  
 )  
 )  
\_\_\_\_\_ )

**ORDER**  
NO. 25700-B-683

WHEREAS, the Court recognizes the extraordinary barriers applicants for the Summer 2022 legal licensing examinations are facing due to the continued COVID-19 pandemic; and

WHEREAS, the Court recognizes the challenges of administering an in-person examination to a large group of examinees while complying with health and safety protocols to alleviate risks to the examinees, Washington State Bar Association (WSBA) staff and proctors associated during a pandemic; and

WHEREAS, the Court recognizes that APR 4(a) authorizes examinations for admission to the practice of law to be conducted under the direction of the WSBA;

NOW, THEREFORE, pursuant to the Court's inherent power over admission to practice law, it is hereby

**ORDERED:**

APR 4(d)(1) is temporarily modified for the lawyer bar examination to be administered in Washington State to allow for a UBE minimum passing score of 266; the UBE minimum passing score of 266 also applies to applicants transferring a July UBE score from another jurisdiction.

This order applies to the July 2022 bar examination and any bar examinations thereafter until the Court's emergency order No. 25700-B-658 is lifted.

DATED at Olympia, Washington this 13<sup>th</sup> day of April, 2022.

  
\_\_\_\_\_  
ASSOCIATE CHIEF JUSTICE

# WASHINGTON STATE BAR ASSOCIATION

**TO:** WSBA Board of Governors  
**CC:** Terra Nevitt, Executive Director  
**FROM:** Sanjay Walvekar, Legislative Affairs Manager  
**DATE:** April 8, 2022  
**RE:** 2022 Legislative Session Report/Wrap-Up

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**BACKGROUND:** The following is provided for the Board's information regarding action taken by the Legislature during the 2022 session.

The 60-day 2022 legislative session began on January 10 and adjourned Sine Die on March 10. Legislators passed a [\\$17 billion transportation package](#) providing funding for [new ferries, roadway maintenance, and public transportation improvements](#) and a [\\$64.1 billion supplemental operating budget](#) that funds [raises for state workers, rental assistance, and further support of the state's mental health system](#).

## OVERVIEW:

### **2022 WSBA Legislative Priorities**

***Priority# 1: Support Bar-request legislative proposals initiated by WSBA Sections that are approved by the Board.***

This year's Bar-request legislation, [Senate Bill \(SB\) 5489](#), passed the Legislature and was signed into law by Governor Inslee. Originating from the Corporate Act Revision Committee and the Partnerships and LLC Law Committee of the Business Law Section, SB 5489 aims to modernize and clarify portions of Washington's Business Corporations Act, Uniform Limited Partnership Act, and Limited Liability Companies Act.

***Priority #2: Support non-Bar request legislative proposals approved by the Board under GR 12.***

The Board of Governors Legislative Committee monitored bills for potential Bar support, including [Engrossed 4<sup>th</sup> Substitute House Bill 1412](#) (concerning legal financial obligations) and [Engrossed Substitute Senate Bill 5490](#) (creating the interbranch advisory committee). The Legislative Committee did not approve any non-Bar request legislation for WSBA support this legislative session.

***Priority# 3: Monitor and take appropriate action on legislative proposals significant to the practice of law and the administration of justice.***

The WSBA Legislative Affairs team monitored several legislative proposals that might have impacted various WSBA entities. The following is a list of some of the key bills that were monitored and involved working collaboratively with relevant WSBA Sections:

- [Substitute Senate Bill 5548](#): Concerning the Uniform Unregulated Child Custody Transfer Act. This legislation prohibits a parent or guardian of a child, as well as an individual with whom a child has been placed for adoption, from transferring custody of a child to someone beyond family members and other specified categories of individuals. The bill was supported by the Family Law Section and passed the Legislature this session.
- [Senate Bill 5788](#): Concerning guardianships of minors. This bill makes several changes to provisions of law related to a minor guardianship, including changes to the definition of “guardianship ad litem” and establishing concurrent jurisdiction between a juvenile court and a probate court over minor guardianship proceedings. The bill was supported by the Family Law Section and passed the Legislature this session.
- [Substitute House Bill 1901](#): Updating laws concerning civil protection orders. This bill is a follow up to last year’s E2SHB 1320, which established a new chapter of law to govern all types of protection orders. This year’s legislation revises provisions governing court jurisdiction over civil protection order proceedings and includes “coercive control” within the definition of domestic violence (and defines the term), among other changes. The bill was supported by the Family Law Section and passed the Legislature this session.
- [Substitute House Bill 1747](#): Supporting relative placements in child welfare proceedings. This bill makes several changes to dependency court proceedings and guardianships, including prohibiting a child who is placed with a relative or other suitable person from being moved unless, under certain criteria, the court finds that a change in circumstances necessitates a change in placement. This bill was supported by the Family Law Section and passed the Legislature this session.
- [Substitute House Bill 2050](#): Repealing requirements for parent payment of the cost of their child’s support, treatment, and confinement. This bill eliminates the requirement for parents or other legally obligated persons to pay a portion of the cost of their child’s support, treatment, and confinement while that child is confined or detained. The bill was supported by the Family Law Section and passed the Legislature this session.

- [Senate Bill 5629](#): Concerning control of the disposition of remains. This bill requires the relinquishment of the right of control for the disposition of human remains if any person has certain convictions or had certain orders issued against the person that are related to the decedent. This legislation was supported by the Real Property, Probate and Trust Section. The bill passed the Senate but did not advance in the House this session.

### Session statistics

During the legislative session this year, the WSBA Legislative Affairs team:

- Referred **296** bills to WSBA Sections;
- Monitored approximately **30** committee hearings;
- Testified and/or coordinated testimony for **6** hearings; and
- Participated in approximately **10** meetings with legislators and staff.

### Legislative Interim

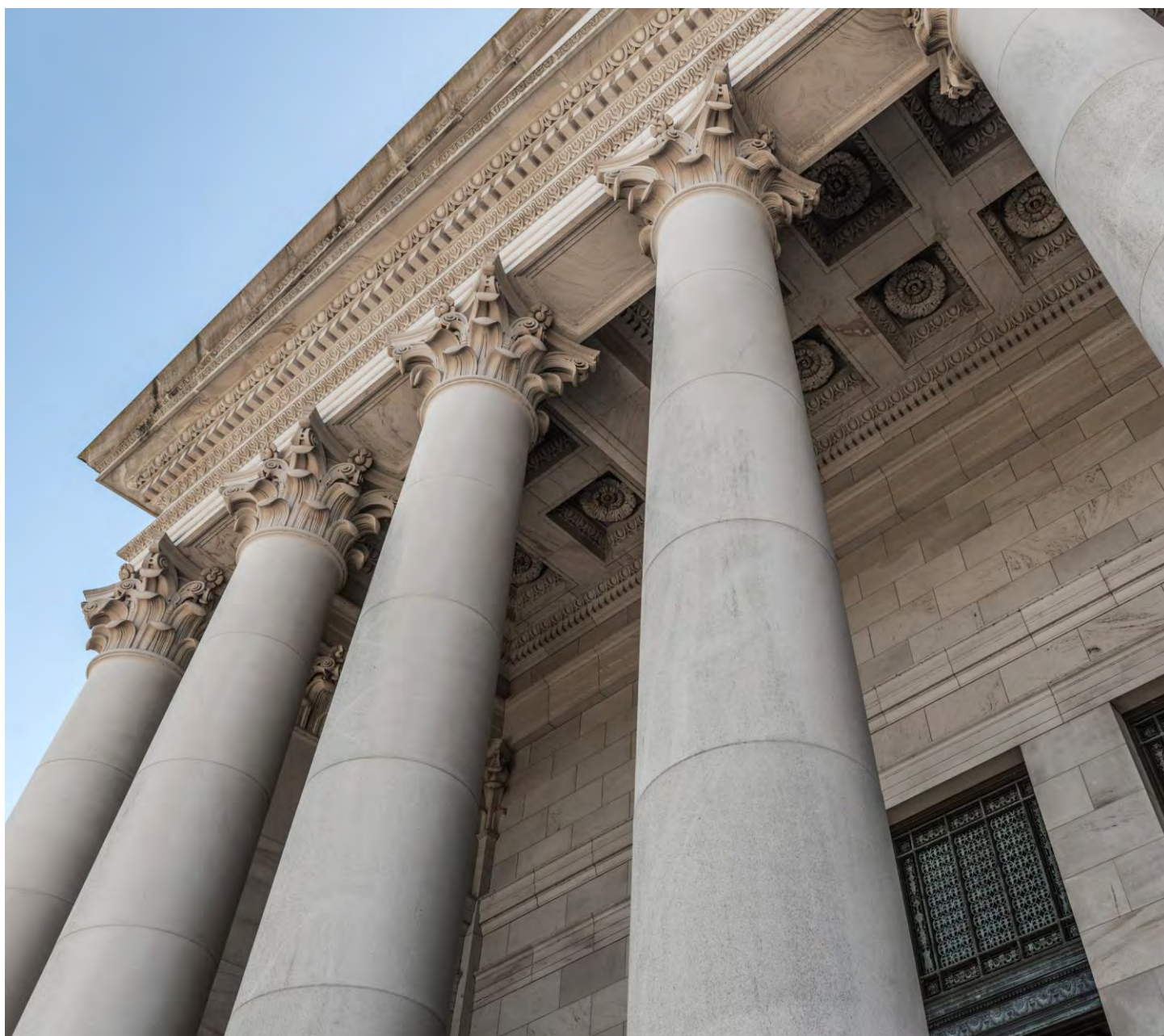
For bills that did not achieve final passage this year, legislators have already expressed an interest in studying issues for potential reintroduction in 2023. A few bills and issues to watch include:

- [Second Substitute House Bill 1850](#) and [Senate Bill 5813](#): Concerning consumer data privacy rights and protections. These bills were monitored by the Intellectual Property Section.
- [Substitute Senate Bill 5947](#): Concerning property exempt from execution. This bill was monitored by the Creditor Debtor Rights Section.
- [Substitute Senate Bill 5920](#): Concerning parenting plans. This legislation was monitored by the Low Bono Section and opposed by the Family Law Section.
- [Engrossed Second Substitute Senate Bill 5597](#): Concerning the Washington Voting Rights Act. This bill was monitored by the Civil Rights Law Section.
- [Substitute House Bill 1782](#) and [Substitute Senate Bill 5670](#): Concerning multi-family housing in single family zoned neighborhoods.
- [Senate Bill 5909](#) and [House Bill 1772](#): Concerning changes to Washington’s emergency powers statute.
- [House Bill 1507](#): Concerning the authority of the attorney general to investigate and prosecute cases involving the use of deadly force by police officers.

The next legislative session will begin in January 2023 and is scheduled for 105 days, marking the first half of the 2023-2024 biennium. Over the interim, the WSBA Legislative Affairs team will work with Section executive committees to share information about the legislative process, set and align legislative goals, and develop best practices for a successful 2023 legislative session.



# 2022 LEGISLATIVE SESSION SUMMARY REPORT





# WASHINGTON COURTS

Administrative Office of the Courts  
PO Box 41170  
Olympia, WA 98504

Brittany Gregory  
*Associate Director*

(360) 357-2113 Office  
[brittany.gregory@courts.wa.gov](mailto:brittany.gregory@courts.wa.gov)

*Established in 1957 by state lawmakers, the Administrative Office of the Courts serves the judicial branch in carrying out its constitutional mission to provide equal justice under the law.*

# 2022 LEGISLATIVE SUMMARY

On January 10, 2022, the legislature convened for a 60-day session. Following the rules developed by the Democratic majority last session, this session was conducted remotely, except for limited opportunities to view floor action. Legislators were again instructed to limit the number of bills they introduced; as a result, most bills addressed technical fixes to bills passed during the 2020 and 2021 legislative sessions. There were also bills introduced to address COVID-19 challenges, improve police accountability, and advance economic recovery.

By the end of the 2022 session 1,049 bills were introduced, and only 306 bills were passed by the legislature. By contrast, 1,800 bills were introduced during the 2020 legislative session, and 380 were passed. Next year is the start of a new biennium; bills not passed this session will have to be reintroduced in their chamber of origin.

## 2022 Supplemental Budget Summary

By the end of March 2022, the Governor had signed a \$64 billion supplemental operating budget, a \$1.5 billion capital budget, and a nearly \$17 billion transportation budget.

**Operating Budget:** Just over two years after the COVID-19 pandemic began and the **economic uncertainty it brought, Washington's economy rebounded and state** revenue projections grew. The 2022 Supplemental budget assumed a \$1.5 billion increase in the 2021–23 biennium and a \$1.3 billion increase in 2023–25. The \$64 billion operating budget (Engrossed Substituted Senate Bill 5693) continued investments in COVID relief efforts, support for homelessness and behavioral health programs, and a 3.25 percent compensation increase for all state employees.

**Capital Budget:** A \$1.5 billion construction budget was signed into law that dedicates funding to projects addressing housing and homelessness as well as seismic upgrades to public schools. Important to the Judicial Branch, the Temple of Justice enhancements (\$30 million for HVAC, lighting, and water systems) was appropriated entirely from state bonds, removing any reliance on federal coronavirus relief funding.

**Transportation Budget:** The Governor signed a nearly \$17 billion, 16-year transportation revenue package to pay for projects across the state. Investments include funding to replace the Interstate 5 bridge over the Columbia River between Oregon and Washington, transit, bicycle, and pedestrian projects, and an initiative to **transition Washington's ferries to hybrid and electric vessels.**

## Judicial Branch Budget Priorities & New Legislative Initiatives

In one of the most successful years our branch has seen in the budget, the Judicial Branch budget was increased by about \$110 million. This substantial increase in funding has long been needed, and we appreciate the investment the legislature made in our branch this year. None of this would have been possible without the tireless efforts of AOC staff, judges, advocates, and stakeholders, and we are grateful to each of them for their efforts this past session. The following summarizes the judicial branch priorities funded in the final budget:

- **Safe & Secure Access to Justice:** Evaluates and improves courthouse and courtroom security at all court levels (\$159,000).
- **Investments in Judicial Branch Staff:** Offers competitive salaries for existing staff, funds a 3.25 percent cost of living adjustment for employees, and adds new staff supporting core functions in communications, human resources, and judicial policy (\$3.1 million).
- **Support for Family and Juvenile Courts:** Funds case coordinators in the Family and Juvenile Court Program in 16 courts statewide (\$1.2 million).
- **Information Technology Investments:** Backfills pandemic-related losses in the Judicial Information Systems Account, funds new information technology work to **develop a data quality program for Washington’s** court system, adds e-Filing technology to the case management system for the courts of limited jurisdiction, collects minor guardianship information, and makes **upgrades to the appellate courts’** enterprise content management system (\$21.4 million).
- **Blake Ruling – Implementation Team and Reimbursements:** Establishes a **resentencing and legal financial obligation “refund bureau” at the AOC, increases the** county legal financial obligation pool, and expands *Blake* funding to municipal courts (\$47.1 million).
- **New Snohomish County Superior Court Judges:** Adds two new judges (\$341,000).
- **Trial Court Backlog & Pilot Self-Help Centers:** Supports pro tempore judges and backlog coordinators to assist courts with processing cases and provides dedicated staff to assist pro se litigants (\$2.6 million).
- **Eviction Resolution Program:** E2SSB 5160 passed in 2021 and created the Eviction Resolution Program to stabilize housing for Washingtonians that had fallen



behind on rent during the pandemic. This adds funding to meet the high demand for these cases and diverts them to a mediation model (\$3 million).

- Improve Trial Court and Courtroom Technology: Invests in audio/visual upgrades to court rooms around the state allowing Washingtonians remote and easier access to the justice system (\$5 million).
- Therapeutic Courts: Funds outstanding grant applications received under ESB 5476 passed in 2021 for *Blake* and supports municipal and district court drug and therapeutic community coordinators and counselors (\$7.4 million).
- District and Municipal Court Judges' Association (DMCJA) Policy Support: Funds policy staff for the DMCJA, including staff focused on the *Blake* ruling (\$262,000).
- Temple of Justice Move: Funds the temporary move and rent while the Temple of Justice is under renovation (\$2.9 million).
- Civil Protection Orders and Victim Notification: Funds SHB 1901 regarding court jurisdiction over civil protection order proceedings and provides funding for courts to help cover the costs of electronic monitoring with victim notification technology for persons seeking a protection order (\$2.3 million).
- Recruit AmeriCorps Members: Supports 20 AmeriCorps members to assist local child advocate programs (\$266,000).

## Review of Policy Bills with Potential Court or AOC Impact

Each legislative session, numerous Administrative Office of the Courts (AOC) and court staff screen, analyze, and monitor hundreds of bills for their potential impact on the business and operations of courts, AOC programs and services, and the Judicial Information System. While many of the bills introduced each legislative session will not be enacted into law, every bill must be reviewed for potential impact. This document provides a high-level summary of bills that may have significant court impact or interest.

Legislators passed several bills requested or supported by AOC and judicial branch entities, including: HB 1825 (creating a process to fill vacancies in single judge courts), HB 1894 (broadening the extension for juvenile diversion agreements), and SB 5575 (adding two additional judge positions to the Snohomish County Superior Court).

As you read through the following bill summaries, please do not hesitate to contact the AOC with **questions**. You can find detailed information about a bill on the legislature's website by visiting <https://app.leg.wa.gov/billinfo/> and entering the 4-digit bill number. You can find information about the **governor's signature, veto**, or partial veto of bills at <https://www.governor.wa.gov/office-governor/official-actions/bill-action>.

Overdose, withdrawal & suicide fatality reviews

[SHB 1074](#)

Chapter 190, Laws of 2022

Court Level(s): COA, Superior, District

Categories: Civil

Effective Date(s): 6/9/2022

Authorizes local health departments to establish overdose, withdrawal, and suicide fatality review teams to gather and review information from specified entities to use in developing fatality reduction strategies; requires production of such data, deems it confidential, and makes it inadmissible and non-discoverable; and limits extent to which team members may be called or compelled to testify.

Cannabis terminology

[2SHB 1210](#)

Chapter 16, Laws of 2022

Court Level(s): Superior, Juvenile, D/M, AOC

Categories: Civil, Criminal, Forms, Infractions, Other/Informational

Effective Date(s): 6/9/2022, except sections 7, 51, 116 (7/1/2022), sections 5, 9, 86, 88 (7/1/2023), sections 65 and 68 (7/1/2024), and section 11 (7/1/2030)

**Replaces the term "marijuana" with the term "cannabis" throughout the Revised Code of Washington and requires the Liquor and Cannabis Board to use expedited rulemaking to replace the term "marijuana" with the term "cannabis" throughout Title 314 of the Washington Administrative Code. Clarifies that the term "marijuana" as used under federal law generally refers to the term "cannabis" used throughout the Revised Code of Washington.**

Psychology interjurisdictional compact

[SHB 1286](#)

Chapter 5, Laws of 2022

Court Level(s): Superior

Categories: Civil

Effective Date(s): Contingent (effective when 7<sup>th</sup> member state adopts)

Creates psychology interjurisdictional compact to enhance access to services by allowing telepsychology and temporary in-person psychology practice across state lines in compact states; requires compact states to recognize the right of a psychologist licensed in a compact state to provide certain psychology services in other compact states; authorizes a compact state to take **adverse action against a psychologist's authority** to practice in said state; allows compact states to seek relief in superior court to enforce subpoenas and other compact elements; and directs courts to take judicial notice of the compact and associated rules, to enforce the compact, and to take all actions needed to effectuate its purpose.

## Registration of land titles

[HB 1376](#)

Chapter 66, Laws of 2022

Court Level(s): Superior

Categories: Civil

Effective Date(s): 6/9/2022, except sections 3 and 5 (7/1/2023)

Repeals *Torrens Act* (Chap 65.12 RCW), which created a registration system as an optional alternative to recording for determining title to real property; establishes end date for registration system; requires notice of discontinuance be given to registered owners of real property and for said owners to timely surrender duplicate certificates of title; permits owners to voluntarily withdraw from system before it ends and be restored to recording system; directs that property not voluntarily withdrawn will cease to be subject to the registration system after the end date; removes crimes of perjury, fraud, and forgery from chapter; and eliminates chapter provisions authorizing court involvement in quieting title.

## Addressing legal financial obligations

[E4SHB 1412](#)

Chapter 260, Laws of 2022

Court Level(s): Superior, D/M

Categories: Court Funding/Fees/LFOs, Criminal, Forms, Other/Informational

Effective Date(s): 1/1/2023

Gives judicial discretion, at any time, to waive, or reduce restitution, and the accrual of interest on restitution owed to an insurer or state agency (other than Labor and Industries crime victim compensation) if an individual does not have the current or future ability to pay. Revises time periods in which a judgment for non-restitution legal financial obligations can be enforced. Revises the standard of indigency. Allows a defendant to petition to remit, modify, or convert unpaid restitution or fines to community restitution hours if unable to pay, the failure was not willful, and payment would pose a manifest hardship, such as indigence. Allows court discretion to waive any restitution interest under RCW 10.82.090, after certain factors are considered and victim and offender input provided.

## Expanding landlord mitigation program to alleviate financial burden on victims attempting to flee domestic violence, sexual assault, unlawful harassment, or stalking

[SHB 1593](#)

Chapter 196, Laws of 2022

Court Level(s): Superior

Categories: Civil

Effective Date(s): 6/9/2022, except sections 4 and 5 (7/1/2022)

Expands landlord mitigation program to help alleviate financial burden on victims attempting to flee domestic violence, sexual assault, unlawful harassment, or stalking; removes some of the financial barriers to safely obtaining alternate housing by allowing qualified landlords to submit claims to mitigate certain losses when tenant terminates lease under victim protection provisions of Residential Landlord Tenant Act *provided* landlord satisfies specified conditions; and informs court processes by articulating conditions landlords must satisfy (*e.g.* timely accounting, returns deposit, waive claims exceeding amount of deposit) to qualify.

## Establishing restrictions on the possession of weapons in certain locations

[ESHB 1630](#)

Chapter 106, Laws of 2022

Court Level(s): Superior, D/M

Categories: Criminal, Family & Juvenile, New & Amended Crimes

Effective Date(s): 6/9/2022

Amends possession of dangerous weapons on school grounds (RCW 9.41.280) to include areas or facilities while being used for official meetings of a school board district of directors. Amends open carry of weapons prohibited on state capitol grounds (RCW 9.41.305) to restrict knowing possession of a firearm in local government buildings (city, town, or municipality) when used for a public or private meeting or hearing of the governing body. Adds a new section to RCW 9.41 that restricts knowingly carrying or possession of a firearm or dangerous weapon into election-related facilities which include the following: a ballot counting center, a voting center, a student engagement hub, or the county elections and voter registration office or areas of facilities while being used for these purposes.

A conviction results in a misdemeanor for a first-time offense and a gross misdemeanor for subsequent convictions. Convictions for restrictions on weapons in voting and school board facilities will result in a concealed pistol license ban and revocation for a period of three years. Requires the court to notify the Department of Licensing of the revocation. Requires signage restricting firearms and other weapons at facilities impacted by this legislation.

Defines what constitutes a dangerous weapon, which includes air guns, stun guns, devices used or intended to be used to injure a person by an electric shock or impulse, and spring blade knives. Creates exemptions for law enforcement officers, security personnel hired by a county and engaged in providing security, and concealed pistol license holders in specified areas impacted by this legislation.

## Broadband infrastructure loans and grants

[HB 1673](#)

Chapter 201, Laws of 2022

Court Level(s): All

Categories: Other/Informational

Effective Date(s): 6/9/2022

Creates low and no-interest loans and grants through the Public Works Board to promote and expand access to broadband services in unserved areas. Amends RCWs 43.155.160 and 42.56.270 to allow grants and loans to be used for construction, repair, reconstruction, and rehabilitation projects. Eligible entities include, but are not limited to local governments, tribes, and non-profits. Positively impacts litigant access to web-based court resources and remote participation in underserved areas.

## Concerning ghost guns

[ESHB 1705](#)

Chapter 105, Laws of 2022

Court Levels: Superior, D/M

Categories: Criminal, Forms, Infractions, New & Amended Crimes, Other/Informational

Effective Date: 7/1/2022



Amends RCW 7.80.120 (Monetary penalties—Restitution) and creates a civil infraction with a maximum penalty of \$500 for untraceable firearms, unfinished frames, or receivers. RCW 9.41.010 (Terms defined) is amended to include definitions for “assemble,” “federal firearms dealer,” “federal firearms importer,” and “federal firearms manufacturer.” RCW 9.41.010 is also amended to add definition of “frame or receiver,” as well as “fire control component,” “unfinished frame or receiver,” “readily,” and “partially complete.” Manufacturing of a firearm to include making, formation, and production either by fabrication or construction of a firearm by manual labor or machinery. Untraceable firearm within 9.41.010 is amended to include any firearm that is not an antique firearm that cannot be traced by serial number by a federal firearms manufacturer, importer, or dealer in compliance with federal law and regulations. RCW 9.41.190 (Unlawful firearms—Exceptions) is amended to expand definition of “manufacture” within subsection (d) to include “cause to be manufactured, assemble, or cause to be assembled...”

A new section is added to RCW 9.41 that restricts manufacture, assemble, or cause to be assembled of an untraceable firearm. Knowing or reckless possession, transportation, or receiving of an untraceable firearm is restricted after March 10, 2023.

Restrictions do not apply to firearms rendered inoperable, antique firearms as defined in 18USC, manufactured before 1968, or a firearm that has been imprinted by a federal firearms dealer or other federal licensee authorized to provide marking services.

A subsequent infraction will result in a misdemeanor, after two violations or more a gross misdemeanor. A gross misdemeanor will also result when a person is manufacturing, causing to manufacture, transporting, assembling or causing to assemble, offering to sell or selling, or transferring three or more untraceable firearms. Violations are classified as separate for each and every firearm.

Federal firearms dealers and other federal licensees authorized to provide marking services for firearms may imprint a firearm or unfinished frame or receiver with a serial number. The number must consist of the federal licensee's abbreviated federal firearms license number and a serial number, which may not duplicate any other serial number the federal licensee has placed on any other firearm or unfinished frame or receiver.

## **Truck drivers' ability to access restroom facilities**

[SHB 1706](#)

Chapter 204, Laws of 2022

Court Level(s): D/M, AOC

Categories: Civil, Infractions

Effective Dates(s): 6/9/2022

Requires port terminal operators to provide sufficient restrooms for use by drayage truck operators, including at least one restroom that is a private space suitable for and dedicated to expressing breast milk, in areas of the terminal that truck operators typically access. Grants Department of Health and Department of Labor and Industries jurisdiction to enforce these requirements. Department of Health may issue a warning letter to the port terminal operator for a first violation. Creates a new class 2 civil infraction for subsequent violations.

## Telecommunications access

[E2SHB 1723](#)

Chapter 265, Laws of 2022

Court Level(s): All

Categories: Other/Informational

Effective Date(s): 6/9/2022 except sections 101, 102, 301 through 305, and 401 (7/1/2023)

Amends RCW 43.330 and adds new chapters to RCW 80.36 to create the Digital Equity Act. Seeks to broaden access to the internet throughout the state including enhancing accessibility of devices, skills and training, and mandates creation of a state digital equity plan. Mandates Department of Commerce establish a Digital Equity Planning Grant Program to support local governments and institutions in creating geographically specific digital equity plans. Creates the Digital Equity Opportunity Program to provide recipients with training, hardware, internet connectivity, digital media literacy programs, cybersecurity training, and technical support. Creates a state Digital Equity Account under RCW 80.36 within the state Treasury to fund digital equity programs. Positively impacts equity in litigant access to web-based court resources and remote court participation.

## Physical force by a peace officer

[SHB 1735](#)

Chapter 4, Laws of 2022

Court Level(s): All

Categories: Other/Informational

Effective Date(s): 3/4/2022

Amends RCW 10.120.020 to clarify circumstances in which physical force may be used by a peace officer, including to execute or enforce an oral directive by a judicial officer in the courtroom, or a written order expressly authorizing use of physical force to execute or enforce. Physical force may be used to effect an arrest, prevent an escape, take an individual into custody, take a minor into protective custody in limited circumstances, or protect against threat of bodily injury. Available and appropriate de-escalation tactics must be used before physical force. Does not limit or restrict the responsibility to perform caretaking, lifesaving, or health and safety functions. Amends RCW 10.120.010 providing definition for de-escalation tactics.

## Supporting relative placements in child welfare proceedings

[SHB 1747](#)

Chapter 127, Laws of 2022

Court Level(s): Superior, Juvenile

Categories: Civil, Family & Juvenile, Forms, Probate/Guardianship

Effective Date(s): 6/9/2022

Amends RCW 13.34.145, creating a new good cause exception to the filing of a petition to terminate parental rights if the department has not yet met with the caregiver for the child to discuss guardianship as an alternative to adoption, or the court has determined that guardianship is an appropriate permanent plan. If a child has lived with a foster parent or relative for more than six months, the court must instruct the department to discuss guardianship as a permanent option for the child, with the child's parents and caregiver as an alternative to termination of parental rights and adoption. No child who is placed with a relative or other suitable person may be moved, unless, pursuant to the criteria established in RCW 13.34.130, the court finds that a change in circumstances

necessitates a change in placement.

Amends RCW 13.34.180, the court must consider the efforts taken by the department to support a guardianship and whether a guardianship is available as a permanent option for the child when **considering an allegation that continuation of the parent and child relationship diminishes the child's** prospects for integration into a stable and permanent home.

Amends RCW 13.34.210, if a child no longer has a parent with parental rights, the department is given custody of the child and must find a placement. The placement standards outlined in RCW 13.34.130 continue to apply throughout the life of a case.

Concerning assisted outpatient treatment for persons with behavioral health disorders  
[SHB 1773](#)

Chapter 210, Laws of 2022

Court Level(s): Superior

Categories: Civil, New and Amended Crimes

Effective Date(s): 6/9/2022

Consolidates all assisted outpatient treatment (AOT) procedures under one subsection. Removes conservators as ones who can file a **Joel's** Law petition; prosecutors are no longer required to review AOT petitions, effectuate service, or schedule AOT hearings. Courts are now required to schedule a hearing date three to seven days after the date of service or as agreed to by the parties; the hearing cannot be later than 30 days from service. Maximum time limit for AOT orders increased from 90 days to 18 months; the court may order the full 18 months in initial order. Identical procedures created for minors under chapter 71.34 RCW. Clerks only have to report commitment hearings, rather than all involuntary commitment hearings. Requires AOC to create a separate petition and user guide for AOT matters.

Electric vehicles/HOAs

[ESHB 1793](#)

Chapter 27, Laws of 2022

Court Level(s): Superior, D/M, AOC

Categories: Civil

Effective Date(s): 6/9/2022

Specifies procedures for the installation of electric vehicle charging stations in common interest communities, including application and insurance **requirements, and prohibits owners' associations** from unreasonably restricting their installation or use. Establishes that an association that willfully violates the requirements is liable to the lot owner for actual damages and a civil penalty not to exceed \$1,000. **Court shall award reasonable attorneys' fees and costs in any action by a lot owner** requesting to have an electric vehicle charging station installed and seeking to enforce compliance.

Barring nondisclosure provisions which prohibit disclosure of illegal acts

[ESHB 1795](#)

Chapter 133, Laws of 2022

Court Level(s): Superior

Categories: Civil

Effective Date(s): 6/9/2022

Bans use of nondisclosure and non-disparagement provisions, which prohibit employees from disclosing conduct reasonably believed to be discriminatory or otherwise illegal; bars employer retaliation for such disclosures; prescribes penalties for employer violations; provides for civil cause of action; and makes invalidating provisions retroactive in specified instances.

Catalytic converter theft

[E2SHB 1815](#)

Chapter 221, Laws of 2022

Court Level(s): Superior, D/M, AOC

Categories: Criminal, New & Amended Crimes, Other/Informational

Effective Date(s): Immediately, except section 4 (5/1/2022)

Directs Washington State University to develop the WA Catalytic Converter Theft Task Force, to study and review laws relating to theft of catalytic converters and make recommendations to the Legislature; members to include one SCJA member and one DMCJA member. Creates requirements for scrap metal business documentation and procedures regarding identification of items and sellers, and allowable transaction types. Facilitating the offer of used catalytic converters without verifying proof of ownership subjects violator to damages as an unfair or deceptive practice under the Consumer Protection Act RCW 19.86. Amends RCW 9A.56 creating a new gross misdemeanor for unlawful possession of a catalytic converter that has been removed from a vehicle. Each additional **catalytic converter in a person's possession is subject to an additional penalty of \$2000 each. Amends RCW 9A.56 to create a new Class C felony of attempting the unlawful sale of a catalytic converter that has been removed from a vehicle. Each additional catalytic converter is subject to an additional \$5000 penalty.**

Promoting successful reentry and rehabilitation of persons convicted of criminal offenses

[2SHB 1818](#)

Chapter 29, Laws 2022

Court Level(s): Superior

Categories: Court Funding/Fees/LFOs, Criminal, Forms

Effective Date(s): 6/9/2022, except section 8 (7/1/2022)

Extends housing voucher program for persons released from state correctional facilities from three to six months. Requires the DOC to establish policies for prioritizing those individuals who are at risk of housing instability and homelessness. DOC supervision fee assessments are eliminated for those who are convicted of criminal offenses and are sentenced to a term of community custody. Removes the **clerk's statutory authority to collect annual fees for unpaid legal financial obligations.**

Single Judge Courts

[HB 1825](#)

Chapter 74, Laws of 2022

Court Level(s): Superior, D/M

Categories: Other/Informational

Effective Date(s): 6/9/2022

Establishes standards governing the designation, appointment, and authority of presiding judges **pro tempore in single judge courts. Defines a "single judge court" as a court or judicial district that has**

only one judge. Establishes that if the presiding judge in a single judge court is unable to fulfill the duties of their office due to illness, incapacity, resignation, death, or unavailability, and either (1) no person has been previously designated by the presiding judge to serve as the presiding judge pro tempore; or (2) the previously designated presiding judge pro tempore resigns, is removed from office, or is no longer able to serve; then the Chief Justice may appoint another judicial officer or other qualifying person to serve as presiding judge pro tempore. Authorizes the Chief Justice to appoint a new presiding judge pro tempore to a single judge court to replace the predesignated or previously appointed presiding judge pro tempore whenever the Chief Justice determines the administration of justice would be better served by doing so. Requires the Chief Justice to consult with the local legislative and executive authorities before removing or appointing a presiding judge pro tempore for a single judge court.

#### Student absences/mental health

[HB 1834](#)

Chapter 31, Laws of 2022

Court Level(s): Superior, Juvenile

Categories: Family & Juvenile, Other/Informational

Effective Date(s): 6/9/2022

Amends RCW 28A.300.046, directing OSPI starting the 2022–23 school year, to categorize student absences due to mental health reasons as excused absences. Directs OSPI to review current notices, consult with the graduation team partnership advisory committee, and a student advisory group, and to develop and publish guidelines for student absences for mental health reasons, including guidance for schools.

#### Juvenile diversion period

[HB 1894](#)

Chapter 34, Laws of 2022

Court Level(s): Superior, Juvenile

Categories: Criminal, Family & Juvenile, Other/Informational

Effective Date(s): 6/9/2022

Amends RCW 13.40.080 to allow the extension of juvenile diversion agreements, beyond six-month cut-off, at the request of the juvenile. Diversion agreement may be completed any time before an order terminating the agreement becomes effective.

#### Civil protection orders

[SHB 1901](#)

Chapter 268, Laws of 2022

Court Level(s): Superior, D/M, AOC

Categories: Civil, Forms, Other/Informational

Effective Date(s): 7/1/2022 except sections 9-14 (immediately), section 47 (immediately), section 37 (7/1/2023)

Amends RCW 7.105, as the trailer bill to HB 1320 passed during the 2021 Legislative session. Adds coercive control to the definition of domestic violence. Removes municipal court jurisdiction generally from chapter. Addresses transfer of cases from district to superior courts. Requires courts to make print and digital information regarding calendars, transfer procedures and judicial officer assignments

available to the public. Makes clarifications regarding information petitioners must provide regarding **respondent's possession of firearms, and notice and surrender requirements and procedures.** Requires clerks to make available to judicial officers electronically any protection orders filed within the state and expands methods and time windows for filing of petitions. Removes requirement that children be referred to by only initials and birthday. Extends forms creation deadline for AOC to December 30, 2022. Clarifies circumstances in which personal service must be attempted, and circumstances under which electronic service is allowable, including role of law enforcement in attempting service. Addresses issues relating to confidential information form. Law enforcement members who are petitioners may participate remotely. Provides recommendations to courts in assisting parties in maintaining confidentiality of location during hearings. Clarifies requirements for holding full hearing following ex parte requests for emergency relief, and time windows for petition amendments. Directs law enforcement to assist in recovery of firearms, and standby in removal of personal items from residence. Clarifies sufficiency of notice when respondent appears for hearing and voluntarily leaves prior to conclusion of hearing. Directs individuals arrested in violation of a protection order (except for extreme risk protection orders) to appear before the court within one day to determine whether no-contact order or other conditions of pretrial release are needed. If not arrested individual has 14 days to appear. Appearances mandatory and cannot be waived. Clarifies rebuttable presumption of including children in orders as well as processes for adding children following entry of final order via modification. Clarifies if petitioner meets criteria for different order, **the petitioner's preference will be considered and judicial officers shall enter a temporary protection order and set for a hearing as appropriate under the law.**

Reducing homelessness for youth and young adults discharging from a publicly funded system of care

[2SHB 1905](#)

Chapter 137, Laws 2022

Court Level(s): Superior, Juvenile

Categories: Civil, Family & Juvenile

Effective Date(s): 6/9/2022, except section 2 (1/1/2023)

Reduces homelessness for youth and young adults discharging from publicly funded systems of care. The Office of Homeless Youth Prevention and Protection Programs, in coordination with DCYF, shall provide flexible funding to support youth and young adults exiting publicly funded systems of care who need discrete support of funds to secure safe housing. Funding can be provided directly to young people, community-based providers involved in planning for and discharging youth into safe housing, and individuals or entities that provide safe housing or related support for this population.

Creates housing stability for youth in crisis pilot programs in a minimum of six counties. The pilot programs must include training for juvenile court staff; identification and referral system for juvenile court staff; a dedicated housing stability coordinator; homelessness prevention services; and coordinated housing services. The Office of Homeless Youth Prevention and Protection Programs must submit an evaluation and recommendations to the legislature and the Governor by October 1, 2025.

Creates system of care grants, provided by the Office of Homeless Youth Prevention and Protection Programs to prevent youth from exiting publicly funded systems of care into homelessness.

Section 2 (effective January 1, 2023) requires DCYF, in collaboration with the Office of Homeless

Youth Prevention and Protection Programs, DSHS, and HCA, to develop and implement a rapid response team to support youth and young adults exiting a publicly funded system of care.

Legislative service leave

[HB 1927](#)

Chapter 271, Laws of 2022

Court Level(s): Superior

Categories: Civil

Effective Date(s): 6/9/2022

Requires public employers, upon request, to grant temporary leave to employees serving in the legislature without loss of job, job status, or seniority; leave is without pay unless the employee opts to use accrued paid leave; employee must give prior notice to employer; and provides a private cause of action in superior court for reinstatement. Affects court processes to the extent of such actions.

Creating uniformity in education requirements for students who are the subject of a dependency proceeding

[SHB 1955](#)

Chapter 78, Laws of 2022

Court Level(s): Superior, Juvenile

Categories: Civil, Family & Juvenile

Effective Date(s): 6/9/2022

Creates uniformity in education requirements for students who are the subject of a dependency **proceeding. Defines "students who are the subject of a dependency proceeding" as a child or youth** who is located in Washington State and is the subject of a shelter care or dependency order in state court under RCW 13.34 or an equivalent order of a tribal court, or a child or youth eligible to receive federal foster care benefits.

Schools are required to provide school records within two days of receiving a request related to a student involved in a dependency proceeding. Records must be provided to DCYF, the federally recognized Indian tribe or state agency responsible for serving unaccompanied refugee minors, provided the agency or tribe certifies it will not disclose the education records without consent from the parent or student, unless authorized to disclose them under state law.

Schools may not prevent a student who is the subject of a tribal court dependency proceeding or eligible for federal foster **care from enrolling if there is incomplete information about the student's** special education history, disciplinary record, violent or concerning behavior, unpaid fines or fees, or health conditions impacting their educational needs. This applies during the period of 10 business days from the date the equivalent tribal order is entered or the date determined by the agency responsible for refugee minor's program.

The requirements and protocols for making best interest decisions for students who are the subject of a dependency proceeding under chapter 13.34 RCW may also be applied to students who are subject to an equivalent tribal court shelter care or dependency order and those eligible for benefits under the federal foster care system.



**If a student's placement changes to an area served by a different school district and it's determined to be in the student's best interest to remain in their school of origin, the two districts shall agree on how to divide the cost and responsibility of transporting the student. If the districts cannot agree, they will split it evenly.**

DCYF will reimburse school districts for half of all excess transportation costs for students in their care.

Each school district must designate a foster care liaison and collaborate with the agency or tribe **responsible for the student's care.**

Whenever practical and in the best interest of the child, children who are the subject of a dependency proceeding shall remain in their schools of origin, the school in which the child was enrolled at the time of their placement change.

**The department's educational responsibilities apply to preschool and school-aged students who are the subject of a dependency proceeding.**

Name change fee waivers

[SHB 1961](#)

Chapter 141, Laws of 2022

Court Level(s): D/M, AOC

Categories: Civil, Court Funding/Fees/LFOs, Other/Informational

Effective Date(s): 7/1/2022

Requires district courts to waive all fees for filing and recording a name change order, including **county auditor's fees, upon affidavit by the person seeking the name change that they are unable to** pay the fees due to financial hardship. Prohibits the court from waiving the fees if the person requesting the name change order has received victim compensation for name change fees. Updates name change civil procedure (RCW 4.24.130) to include gender neutral terminology.

Parent pay/child detention

[SHB 2050](#)

Chapter 145, Laws of 2022

Court Level(s): Superior, Juvenile

Categories: Court Funding/Fees/LFOs, Family & Juvenile, Other/Informational

Effective Date(s): 6/9/2022

Repeals RCW 13.40.220 and RCW 13.16.085, removing requirements parents, or other legally **obligated individuals, pay a portion of their gross income to cover costs associated with their child's** support, treatment, and confinement. Repeals courts ability to require parents or custodians to pay **for a child's detention. Terminates all pending actions to recover these debts, including but not** limited to tax refund intercepts, wage garnishments, payment plans, and bank account deductions, from effective date of bill. Renders all outstanding debts null and void and directs that they are to be considered paid in full. Requires recall or termination of any collection actions.



## Use of fees in lieu of security deposits in residential tenancies

[ESHB 2064](#)

Chapter 81, Laws of 2022

Court Level(s): Superior

Categories: Civil

Effective Date(s): 6/9/2022

Provides for use of fees in lieu of security deposits in residential tenancies; specifies criteria for/limitations on such use and purposes for which funds may be used; requires fees in lieu be optional and available to all tenants; requires landlord disclosures; prohibits courts from treating fees as security deposits or applying security deposit law to them; sets a one-year statute of limitations on judicial action or other collection activity against a tenant who paid a fee and later vacated; and requires prior notice and post-notice delay before taking such action.

## Improving tax administration

[SHB 2099](#)

Chapter 282, Laws of 2022

Court Level(s): Superior

Categories: Other/Informational

Effective Date(s): 1/1/2023, except section 4 (6/9/2022)

Adds a new section to RCW 82.32, the Department of Revenue can grant additional time for filing any return, and the tax that was paid in full will not be assessed a penalty for full payment by the extended due date.

Amends RCW 82.32.050, for taxes that are not paid by the extended due date, the interest will be computed from first day of the month following the statutory due date until the tax has been paid in full. If a declaration of emergency extends the due date then no interest will be computed if a full payment of tax is made on or before the extended due date. These changes apply to extensions granted on or after January 1, 2023.

Amends RCW 9A.040.080, statute of limitations for filing fraudulent or false returns and for the use of sales suppression software is increased to six years from the date of discovery or commission.

## Addressing firearm safety measures to increase public safety

[ESSB 5078](#)

Chapter 104, Laws of 2022

Court Level(s): Superior, D/M

Categories: Criminal, New and Amended Crimes

Effective Date(s): 6/9/2022

Amends RCW 9.41.010 to include a definition of large capacity magazine as well as ammunition feeding device, tubular magazine, distribute, .22 caliber tube, and import. A large capacity magazine does not include an ammunition feeding device that has been permanently altered so that it cannot accommodate more than 10 rounds of ammunition, a .22 caliber tube ammunition feeding device, or a tubular magazine that is contained in a lever-action firearm. Definitions will be within new section 36 of RCW 9.41.010.

Amends RCW 9.41.010 (20) to include large capacity magazines.

Amends RCW 9.41.010 **to include definitions of “distribute” and “import.”** Distribute means to give out, provide, make available, or deliver a firearm or large capacity magazine to any person in this state, with or without consideration, whether the distributor is in-state or out-of-state. Distribute includes, but is not limited to, filling orders placed in this state, online, or otherwise. Distribute also includes causing a firearm or large capacity magazine to be delivered in this state. Import means to move, transport, or receive an item from a place outside the territorial limits of the state of Washington to a place inside the territorial limits of the state of Washington. Import does not include situations where an individual possesses a large capacity magazine when departing from, and returning to, Washington State, so long as the individual is returning to Washington in possession of the same large capacity magazine the individual transported out of the state.

New section is added to RCW 9.41 (Firearms and dangerous weapons). A person may not manufacture, import, sell, or distribute a large capacity magazine. The ban does not apply to any licensed firearms manufacturer for any branch of the armed forces of the United States or the state of Washington; by a licensed firearms manufacturer; by a properly licensed dealer to a law enforcement agency for purposed of law enforcement purposes; or to a law enforcement agency in this state for use by that agency or its employees for law enforcement purposes; by a dealer that is properly licensed under federal and state law for the purpose of sale to any branch of the armed forces of the United States or the state of Washington, or to a law enforcement agency in this state for use by that agency or its employees for law enforcement purposes; or by a dealer that is properly licensed under federal and state law where the dealer acquires the large capacity magazine from a person legally authorized to possess or transfer the large capacity magazine for the purpose of selling or transferring the large capacity magazine to a person who does not reside in the state of Washington. Violation is a gross misdemeanor.

New section is added to RCW 9.41. Distributing, selling, offering for sale, or facilitating the sale, distribution, or transfer of a large capacity magazine online is an unfair or deceptive act or practice or unfair method of competition in the conduct of trade or commerce for purposes of the Consumer Protection Act, RCW 19.86 (Unfair Business Practices—Consumer Protection).

#### Interbranch advisory committee

[ESSB 5490](#)

Chapter 284, Laws of 2022

Court Level(s): All

Categories: Other/Informational

Effective Date(s): 6/9/2022, expires on 1/1/2026

Creates the Interbranch Advisory Committee, which will assemble representatives from the three branches of government to discuss issues of mutual concern. The committee will submit a recommendation to the legislative committees with jurisdiction over general civil or criminal law matters and the state operating budget by November 1, 2024.

#### Health professional monitoring programs

[SSB 5496](#)

Chapter 43, Laws of 2022

Court Level(s): Superior

Categories: Civil

Effective Date(s): 6/9/2022

Allows contracting with physician health programs or voluntary substance use disorder monitoring programs; permits licensees to be referred to treatment in lieu of discipline if unprofessional conduct is due to an applicable health-impairing condition; grants immunity for good faith actions taken under statute; and, with limited exceptions, makes treatment records confidential.

Insurance guarantee fund

[SB 5508](#)

Chapter 151, Laws of 2022

Court Level(s): Superior

Categories: Civil

Effective Date(s): 6/9/2022

Expands the Washington Life and Disability Insurance Guarantee Association Act to further protect covered persons and entities when insurers fail to perform contractual obligations due to insolvency or impairment; broadens scope of those subject to and protected by the Act; creates an insurance guaranty association; requires insurers authorized to do business in Washington to be members of the association as a condition of retaining such authority; allows the association to impose assessments on members and to use association funds to pay benefits/continue coverage as specified when an issuing insurer is insolvent/impaired; directs courts to stay certain proceedings involving insolvent insurers so association can take action against them; and requires courts to vacate default judgments entered against the association.

Occupational therapy (OT) licensure compact

[SB 5518](#)

Chapter 152, Laws of 2022

Court Level(s): Superior

Categories: Civil

Effective Date(s): Contingent (effective when 10<sup>th</sup> member state adopts)

Creates occupational therapy licensure compact to improve access to OT services by providing for interstate delivery and regulation of such services and mutual recognition of compact **states'** OT licenses, and by establishing a governing commission; directs courts to take judicial notice of the compact and associated rules, to enforce the compact, and to take all actions needed to effectuate its purpose; grants commission standing for any proceeding which may affect its powers, responsibilities, or actions, requires that it receive service of process in all such instances; and voids any judgment entered against it without such service.

Revised uniform unclaimed property act

[ESSB 5531](#)

Chapter 225, Laws of 2022

Court Levels: Superior, District

Categories: Civil

Effective Date: 1/1/2023

Creates Revised Uniform Unclaimed Property Act; clarifies when certain property presumed abandoned; requires holders of such property to deliver it to Dept. of Revenue; establishes procedures for Dept. to take custody of such property and specifies what may be done with it;

clarifies procedure for holders and apparent owners seeking to recover such property; modifies how long courts may retain property; and provides for administrative and judicial review of Dept. decisions.

#### Rx drug affordability board

[2SSB 5532](#)

Chapter 153, Laws of 2022

Court Level(s): Superior

Categories: Civil, Other/Informational

Effective Date(s): 6/9/2022

Creates the Prescription Drug Affordability Board within the Health Care Authority to identify biosimilar prescription products, and assess generic and wholesale acquisition costs. The Department may conduct affordability reviews of any prescription drug identified within its charge and assess fines up to \$100,000 for manufacturer failures to comply with requests for information. Tasked with developing methodology in setting limits on up to twelve specific prescription drug prices per year, and monitoring supplies. The Department to assess a penalty for any increased revenue gained by a manufacturer when the Board determines an excess cost for patients will result. Board rulings subject to judicial review pursuant to RCW 34.05, the Administrative Procedures Act.

#### Child custody transfers

[SSB 5548](#)

Chapter 88, Laws of 2022

Court Level(s): Superior

Categories: Criminal, Family & Juvenile, Other/Informational

Effective Date(s): 6/9/2022

Adds a new chapter to RCW Title 26 called the Uniform Unregulated Child Custody Transfer Act. Prevents a parent or guardian from informally transferring custody of a child to another with the intent to abandon rights and responsibilities relating to the child except through certain channels: adoption, guardianship, judicial award of custody, via a child placement agency, through other tribal or judicial action, or when transferring a newborn to a qualified person. Does not apply to transfers to a parent, stepparent, an individual with whom the child has a strong existing relationship, a blood relative of the child, an Indian custodian, a member of a tribal customary family unit, or a designee under the Uniform Guardianship Act, RCW 11.130.145. Violation of the Act is a gross misdemeanor. Requires DCYF to investigate if reasonable basis to believe a violation has occurred. Requires courts to consider promotion of uniform application of the law across the state when interpreting the Act. Act does not apply to Indian children under the Indian Child Welfare Act.

#### Expanding eligibility for the independent youth housing program

[SB 5566](#)

Chapter 154, Laws of 2022

Court Level(s): Superior, Juvenile

Categories: Civil, Family & Juvenile

Effective Date(s): 6/9/2022

Expands eligibility for the independent youth housing program to youth who were a dependent of the state at any time before their 18<sup>th</sup> birthday and who have not yet reached the age of 25. The young

**person's total income cannot exceed fifty percent of the** area median income, and the youth must comply with other eligibility requirements the Department of Commerce establishes.

Snohomish County Superior Court additional judge positions

[SSB 5575](#)

Chapter 46, Laws of 2022

Court Level(s): Superior

Categories: Salaries/Benefits/Personnel/HR

Effective Date(s): 6/9/2022

Creates two additional judge positions for Snohomish County Superior Court. Requires the Snohomish County legislative authority to document approval and agreement to pay for the additional positions in order for them to become effective.

Ensuring domestic violence victims and survivors of victims have the opportunity to make a statement

[SB 5612](#)

Chapter 229, Laws of 2022

Court Level(s): Superior, Juvenile, District/Municipal

Categories: Criminal

Effective Date(s): 6/9/2022

Amends RCW 7.69.030 to allow victims and survivors of victims to make a statement at the sentencing hearing for all – felony and misdemeanor – domestic violence convictions. Also expands the requirement that prosecuting attorneys notify victims or survivors of victims, upon their request, of the date, time, and place of the trial and sentencing hearings for any domestic violence case.

Concerning cyber harassment

[ESSB 5628](#)

Chapter 231, Laws of 2022

Court Level(s): Superior, D/M

Categories: Court Funding/Fees/LFOs, Criminal, Forms, New and Amended Crimes, Other/Informational

Effective Date(s): 6/9/2022, except sections 8, 9, 11, 13, and 15 (7/1/2022)

Amends RCW 9.61.260, renames cyberstalking to cyber harassment. Cyber harassment is defined as a crime in which a person, with intent to harass or intimidate any other person, makes an electronic communication to that person or a third party. The communication contains lewd, lascivious, indecent, or obscene words, images, or language, or suggests the commission of any lewd or lascivious act; anonymously or repeatedly; or threatening to inflict injury on the person or property of the person contacted or any other person. The communication would cause a reasonable person with **knowledge of the sender's history to suffer from emotional distress or fear of the threatened person's safety.**

Cyber harassment is a gross misdemeanor, but rises to Class C felony level if the offender has been previously convicted for **cyber harassment of the same victim, victim's family,** or household.

Cyber harassment includes a threat to kill; harassment towards a criminal justice participant or elected official performing their official duties or because of an action or decision made while performing their official duties; cyber harassment in violation of a protection order; the victim is cyberstalked to retaliate for an act the victim performed during the performance or to influence the **victim's official duties; the victim is a current, former, or prospective witness in an adjudicative proceeding, and the person cyberstalked to retaliate against the victim's testimony or potential testimony.**

Amends RCW 9.61.260 to include definitions of criminal justice participant and elected official.

Amends RCW 9A.90.030 to include a definition of electronic tracking device. Definition includes a computer code or device that allows a person to remotely track the position of that device.

New section is added to RCW 9A.90 (Cybercrimes) in which installation of an electronic tracking device without the person knowing and lack of consent is a gross misdemeanor if not a felony attempt of another crime. The tracking device is used with the intent to monitor and track remotely the location of another person, vehicle, device, or other personal possession. The person installing the tracking device knows or reasonably should know that the device would cause the other person reasonable fear, has notice by the other person that they do not want to be contacted or monitored, or there is a protection order in place between the two people. Lack of actual notice that a person does not want to be contacted or monitored is not a defense as well as lack of intent on the part of the perpetrator to frighten, intimidate, or harass.

Certain provisions of bill do not apply to public employees engaged in the lawful performance of their official duties in accordance with state and federal law; parent or legal guardian of a minor unless there is a court order prohibiting the parent/guardian from assaulting, harassing, following, or contacting the minor; guardian designated to provide services to a disabled adult; organization using a tracking device owned by the organization for the purpose of recovering the device if lost or stolen; or owner tracking their fleet vehicles.

Amends RCW 40.24.030 to allow criminal justice participants and election officials, or family members of the person who are residing with them, who are victims of cyber harassment to petition the secretary of state and apply to the address confidentiality program.

CDLs/human trafficking

[SSB 5631](#)

Chapter 51, Laws of 2022

Court Level(s): Superior

Categories: Other/Informational

Effective Date(s): 9/23/2022

**Amends RCW 46.25.090, disqualifying a person from holding a commercial driver's license for life if uses a motor vehicle in the commission of human trafficking under RCW 9A.40.100. Brings Washington into compliance with the requirements of the federal Motor Carrier Safety Administration.**

Concerning forensic competency restoration programs

[2SSB 5664](#)

Chapter 228, Laws of 2022

Court Level(s): All  
Categories: Criminal, New and Amended Crimes  
Effective Date(s): 6/9/2022

Aligns performance targets for competency restoration services revised to provide minimum and maximum time limits with *Trueblood v. DSHS*. If a defendant is transferred from an outpatient **program to an inpatient program, the treatment time must be reduced by the defendant's active time** in the previous outpatient program, not including any time the defendant was inactive in outpatient treatment. For defendants charged with either a Class C felony or nonviolent Class B felony, outpatient restoration treatment is 90 days (rather than 45 days for inpatient restoration treatment). If, during this initial outpatient restoration, the defendant is transferred to an inpatient program, then the inpatient period may not exceed 45 days. Increases evaluation time for defendants following dismissal of charges from 72 hours to 120 hours if the defendant is engaged in outpatient restoration services. Provides that any party may request DSHS perform a competency check if the person remains in jail more than 21 days after service of the order so long as notice is sent to all parties. Adds an emergency clause stating the act takes effect immediately.

Traffic safety

[SB 5687](#)

Chapter 235, Laws of 2022  
Court Level(s): Superior  
Categories: Civil, Other/Informational  
Effective Date(s): 6/9/2022

**Changes the party responsible for establishing speed limits from "cities and towns" to "local authorities."** Expands the secretary of transportation's authority to establish 20-mph maximum speed limits on nonarterial state highways without an engineering and traffic investigation. Creates a duty for pedestrians walking or moving along and upon an adjacent roadway to exercise due care to avoid colliding with any vehicle upon the roadway. Also, creates an exception to unlawful use of roadways by pedestrians and bicyclists when duly closed to vehicular traffic.

Concerning guardianship of minors

[SB 5788](#)

Chapter 243, Laws of 2022  
Court Level(s): Superior, Juvenile  
Categories: Probate/Guardianship  
Effective Date(s): 6/9/2022, except section 5 (1/1/2023)

Allows for the appointment of an emergency guardian upon a motion when a regular guardianship petition is filed (and changes references to reasonable notice to include notice of such a motion). Changes the findings required to appoint an emergency guardian. Instead of the second required finding of: "No other person appears to have authority and willingness to act in the circumstances" to "No other person appears to have authority, ability, and the willingness to act to prevent substantial harm to the minor's health, safety, or welfare." Formalizes the requirements for a qualifying will or "other record" that is offered as evidence of a parent's nomination of a guardian for a minor.

**Changes the definition of a guardian ad litem to "a person appointed to inform the court about or to represent, the needs and best interests of a minor."**



Adds the requirement that before issuing a final custody order, the court must direct DCYF to release **information on all proposed guardians and adult members of a proposed guardian's household.** Requires the petitioner to provide criminal background check on a proposed guardian and all adult members of proposed guardian's household.

Requires petitioners and parties to an RCW 11.130 minor guardianship case to file a confidential information form.

Amends RCW 11.130.085 to state that the courts may not be able to access databases to verify disclosures. The parties are responsible for accuracy of disclosed information and not the courts.

Amends RCW 13.04.030 to give concurrent original jurisdiction to juvenile court with the family or probate court over RCW 11.130 minor guardianship proceedings.

Exempts RCW 11.130 minor guardianship cases from parenting seminar requirements.

Tax and revenue laws

[ESB 5800](#)

Chapter 56, Laws of 2022

Court Level(s): Superior

Categories: Civil, Other/Informational

Effective Date(s): 6/9/2022

Amends RCW 14.08, RCW 19.02, RCW 82, and RCW 84 to make administrative, technical and statutory corrections, clarify ambiguities and aid in collection by easing compliance burdens for taxpayers. Clarifies deadlines. Allows Department of Revenue to disclose licensing information to a peace officer for business license review, investigation, or enforcement without needing a warrant or subpoena, and to disclose tax information to a member of a marital community, if named on a tax warrant issued by DOR. Addresses tax credit carryover and expiration.

Promoting housing construction by amending and limiting appeals under state environmental policy act (SEPA) & growth management act (GMA)

[SSB 5818](#)

Chapter 246, Laws of 2022

Court Level(s): Superior

Categories: Civil

Effective Date(s): 6/9/2022

Promotes housing construction in cities by amending and limiting judicial review and appeals under SEPA and GMA; encourages qualified cities to take specified steps to increase residential building capacity; authorizes such cities to adopt housing action plans with specified provisions to increase availability/accessibility of housing; and exempts certain plan implementation strategies from environmental or judicial review/appeal under SEPA or GMA.

Campaign funds/child care

[SB 5855](#)

Chapter 174, Laws of 2022



Court Level(s): All  
Categories: Judicial Elections  
Effective Date(s): 6/9/2022

Allows candidates for office to use campaign funds for certain personal expenditures under RCW 42.17A.445. Permits reimbursement for direct care, supervision, or protection of child, person with a medical condition, or individual for whom the candidate has direct caregiving responsibilities, if **expenses were incurred directly as a result of a candidate's campaign activities.**

Concerning appointment of judges pro tempore in the court of appeals  
[SB 5931](#)

Chapter 63, Laws of 2022  
Court Level(s): COA  
Categories: Other/Informational  
Effective Date(s): 6/9/2022

Amends RCW 2.06.150 to allow any Court of Appeals chief judge to appoint a judge pro tempore for their division who is a regularly elected and qualified judge of a court of general jurisdiction, a retired judge of the Court of Appeals, or an active or retired justice of the Washington Supreme Court. Also removes the one-time only appointment and 60-day restrictions for judge pro tempore appointments of Court of Appeals judges whose term expired but they still have pending cases or other judicial business.

Addressing transportation resources  
[ESSB 5974](#)

Chapter 182, Laws of 2022  
Court Level(s): Superior, D/M  
Categories: Infractions, JIS, Other/Informational  
Effective Date(s): 6/9/2022, except sections 205, 206, 209, and 210 (10/1/2022); sections 207 and 208 (1/1/2023); sections 313, 408 through 414, and 421 (3/25/2022); section 404 (7/1/2024); and section 424 (6/30/2025)

Provides funding resources for transportation programs, projects, and activities in the state through **increased driver's and vehicle-related fees, and transfers from the Washington State's general fund** and the public works assistance account. Limits spending of some funds generated from the Climate Commitment Act to active transportation, transit programs and project, alternative fuel and electrification, ferries, and rail.

Repeals RCW 7A.535.020 that establishes standards to reduce carbon intensity in transportation fuels and replaces it with new standards that assign credits that can be used to satisfy or offset compliance obligations. Increases the taxing authority of local governments.

Expands the use of automated traffic safety cameras to speed violations in school walk areas, public park speed zones, and hospital speed zones. Allows cities to now operate at least one automated traffic safety camera to detect speed violations upon completing an equity analysis and to use an additional automated **traffic safety camera for every 10,000 residents in the city's population in** statutorily designated locations. Requires posting of signs that meet specific statutory criteria in the expanded locations and cities where automated traffic safety cameras are used. Requires cities to

remit 50% of the noninterest money received for infractions, minus costs, in these expanded locations and cities for deposit in the Cooper Jones active transportation safety account with the balance kept by cities. Extends City of Seattle's **automated traffic safety camera pilot program** until June 30, 2025.

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# WASHINGTON STATE BAR ASSOCIATION

Office of General Counsel

To: The President, President-elect, Immediate Past-President, and Board of Governors  
 From: Julie Shankland, General Counsel  
 Lisa Amatangel, Associate Director, OGC  
 Date: May 2, 2022  
 Re: Litigation Update

| No. | Name   | Brief Description                                 | Status  |
|-----|--|---|---|
| 1.  | <i>Norman v. WSBA</i> , No. 22-2-03177-8 (King Sup. Ct.)                         | Alleges employment and disability discrimination. | Complaint filed 03/04/22. A notice of filing petition for removal to U.S. District Court filed on 3/24/22.  |
| 2.  | <i>Sangha v. Knapp et al</i> , No. 21-2-00-769-37 (Whatcom Sup. Ct.)             | Addresses handling of letters of complaint.       | Complaint filed 08/02/21; WSBA filed motion to dismiss on 08/24/21. WSBA's motion to dismiss granted 09/24/21. Notice of appeal received 11/22/21.  |
| 3.  | <i>Block v. WSBA et al.</i> , No. 18-cv-00907 (W.D. Wash.) (" <i>Block II</i> ") | See <i>Block I</i> (below).                       | <p>On 03/21/19, the Ninth Circuit stayed <i>Block II</i> pending further action by the district court in <i>Block I</i>. On 12/17/19, Block filed a status report with the Ninth Circuit informing the Court of the <i>Block I</i> Court's reimposition of the vexatious litigant pre-filing order against Block. On 06/18/20, the Ninth Circuit lifted the stay order and ordered the appellees who have not yet filed their answering briefs to do so by 08/17/20 (WSBA filed its answer brief before the stay order was entered). Block's reply was due 10/09/20, then extended to 12/28/20.</p> <p>Block filed a reply brief four months late along with a motion for extension of time. The Ninth Circuit denied Block's motion for an extension and declined to accept the reply brief. Block has filed a Motion for Reconsideration of the Order denying her motion for an extension. The Ninth Circuit set this matter for consideration without oral argument on 06/08/21. On 07/02/21, the Ninth Circuit affirmed the dismissal of <i>Block II</i> pursuant to the original vexatious litigant order.</p> |



|    |  |   |  |
|----|--|---|--|
|    |  |   | <p>Block filed in District Court a Motion to Issue Indicative ruling and an amended version of the same motion, which was denied.</p> <p>Block filed a second notice of appeal in this matter, 9<sup>th</sup> Cir., No. 21-35261), “Block II – Appeal II”. Block’s opening brief and excerpts of record were due 06/07/21. On 08/27/21, the Ninth Circuit denied the appellees’ requests for dismissal of the appeal for failure to prosecute and set a new briefing schedule; Block’s opening brief was due 09/22/21. On 09/29/21 Block filed a motion to stay the appeal or extend the deadline for her to file the opening brief by 90 days.</p> <p>On 09/09/21, Block filed a motion to vacate all decisions in this matter; WSBA opposed and the motion was denied on 09/28/21. Block appealed the Ninth Circuit Court’s 9/28/21 order, and the amended notice of appeal was added to Block II -Appeal II.</p> <p>The Ninth Circuit Court then issued an order to Block to show cause why it should not summarily dispose of this appeal; Block failed to respond and the Ninth Circuit dismissed Block II – Appeal II.</p> |
| 4. | <i>Block v. WSBA, et al.</i> , No. 15-cv-02018-RSM (W.D. Wash.) (“ <i>Block I</i> ”) | Alleges conspiracy among WSBA and others to deprive plaintiff of law license and retaliate for exercising 1st Amendment rights. | <p>On 02/11/19, the Ninth Circuit affirmed dismissal of claims against WSBA and individual WSBA defendants; the Court also vacated the pre-filing order and remanded this issue to the District Court. On 12/09/19, the United States Supreme Court denied plaintiff’s Petition of Writ of Certiorari.</p> <p>On 12/13/19, the District Court reimposed the vexatious litigant pre-filing order against Block; Block filed a notice of appeal regarding this order on 01/14/20 (“Block I – Appeal II”). Block filed an opening brief in Block I – Appeal II on 11/06/20; WSBA filed its answering brief on 01/07/21. Block’s</p>   |



|  |  |   |
|--|--|---|
|  |  | <p>optional Reply Brief was due on 01/28/21. Block filed a reply brief on 04/26/21 along with a motion for extension. The Ninth Circuit set this matter for consideration without oral argument on 06/08/21. On 07/02/21 the Ninth Circuit affirmed the dismissal of Block II pursuant to the original vexatious litigant order.</p> <p>On 09/10/20, Block moved to vacate the vexatious litigant order; WSBA opposed the motion and it was denied. In response to the district court’s denial of Block’s motion to vacate, on 10/01/20, Block filed a motion for an indicative ruling on whether the district court would vacate the vexatious litigant order if the appellate court remanded the case for that purpose. WSBA opposed the motion. Block filed a reply on 10/16/20. This motion was denied.</p> <p>On 09/09/21, Block filed a motion to vacate all decisions in this matter; WSBA filed an opposition on 09/20/21. This motion was denied on 09/28/21.</p> <p>Block appealed the order issued on 09/28/21. The Ninth Circuit opened a new appeal (9<sup>th</sup> Cir. No. 21-35922), “Block I – Appeal III”, in which Block’s opening brief was due 01/05/22. Block filed an untimely motion to extend the time to file her opening brief; WSBA opposed the motion on 02/07/22. Block filed an opening brief in Block I – Appeal III on 3/3/22. WSBA’s answering brief is due 5/4/22.</p> |
|--|--|---|

# WASHINGTON STATE BAR ASSOCIATION

## MEMO

To: WSBA Board of Governors

From: Jennifer Olegario, Communications and Outreach Manager

CC: Sara Niegowski, Chief Communications and Outreach Officer

Date: May 2, 2022

RE: **Summary of Media Contacts, Feb. 23-April 30, 2022**

| Date | Journalist and Media Outlet                             | Inquiry   |
|------|---|---|
| 3/7  | Jessica Perez, KNDO-TV<br>(Richland NBC News affiliate) | Inquired about Yakima County Deputy Prosecutor Alvin Lee Guzman, Jr.  |
| 3/10 | Becca Robbins, <i>The Columbian</i>                     | Attorney ethics questions and whether they would lead to a violation of the RPCs. Referred to Hugh Spitzer and Mark Fucile.   |
| 3/14 | Kari Plog, KNKX Public Radio                            | Asked for publicly available documents regarding the disbarment of Dominique Louise Eng Jinhong. Sent information available.  |
| 3/15 | Jeff Manning, <i>The Oregonian</i>                      | In search of Vancouver lawyer Phil Foster. Sent link to Legal Directory with contact information on file.   |
| 3/25 | Gracie Todd, KUOW                                       | Public records request for WSBA documentation destruction activity. Response sent from Public Records Officer.  |
| 3/26 | Melissa Santos, Crosscut.com                            | Inquired about the nature and frequency of corresponding professional discipline when prosecutors face court Brady violation charges for withholding key information in a case. See |

|      |  |  |
|------|--|--|
|      |  | resulting story below.   |
| 3/29 | Marianna Wharry, alm.com<br>(American Legal Media) | Public records request for disciplinary docket for attorney Robert S. McKay who resigned in lieu of disciplinary action. Responded by Public Records Officer. See resulting story below. |
| 3/30 | Jordan Yadoo, Bloomberg                            | Inquired about length of Bar exam.   |
| 4/12 | Jeff Manning, <i>The Oregonian</i>                 | Inquired about any grievances for Thomas Brad Eriksen and Kevin Sali. Sent standard media response for grievance inquiries.  |

#### Media Coverage

- [WA prosecutors who withhold evidence rarely get disciplined](#) (Crosscut.com, April 19)
- [Attorney resigns from Bar after investigations reveal affair with client's girlfriend](#) (Law.com, March 31)
- [Bremerton woman sentenced for stealing money from children's hospital](#) (KIRO7, March 7)

**WSBA Member\* Licensing Counts 5/3/22 10:05:57 AM GMT-07:00**

| Member Type         | In WA State | All    |
|---------------------|-------------|--------|
| Attorney - Active   | 26,289      | 33,435 |
| Attorney - Emeritus | 112         | 120    |
| Attorney - Honorary | 360         | 409    |
| Attorney - Inactive | 2,730       | 5,937  |
| Judicial            | 635         | 664    |
| LLLT - Active       | 69          | 69     |
| LLLT - Inactive     | 6           | 7      |
| LPO - Active        | 783         | 794    |
| LPO - Inactive      | 140         | 158    |
|                     | 31,124      | 41,593 |

| By District |        |        |
|-------------|--------|--------|
|             | All    | Active |
| 0           | 4,468  | 3,360  |
| 1           | 2,961  | 2,461  |
| 2           | 2,184  | 1,771  |
| 3           | 2,116  | 1,766  |
| 4           | 1,375  | 1,160  |
| 5           | 3,311  | 2,711  |
| 6           | 3,501  | 2,909  |
| 7N          | 5,052  | 4,298  |
| 7S          | 6,386  | 5,250  |
| 8           | 2,304  | 1,956  |
| 9           | 5,036  | 4,263  |
| 10          | 2,899  | 2,393  |
|             | 41,593 | 34,298 |

| By State and Province            |        |
|----------------------------------|--------|
| Alabama                          | 24     |
| Alaska                           | 199    |
| Alberta                          | 9      |
| Arizona                          | 369    |
| Arkansas                         | 20     |
| Armed Forces Americas            | 2      |
| Armed Forces Europe, Middle East | 22     |
| Armed Forces Pacific             | 8      |
| British Columbia                 | 93     |
| California                       | 1,971  |
| Colorado                         | 279    |
| Connecticut                      | 47     |
| Delaware                         | 7      |
| District of Columbia             | 362    |
| Florida                          | 280    |
| Georgia                          | 92     |
| Guam                             | 14     |
| Hawaii                           | 142    |
| Idaho                            | 497    |
| Illinois                         | 161    |
| Indiana                          | 48     |
| Iowa                             | 29     |
| Kansas                           | 29     |
| Kentucky                         | 42     |
| Louisiana                        | 46     |
| Maine                            | 15     |
| Maryland                         | 118    |
| Massachusetts                    | 81     |
| Michigan                         | 72     |
| Minnesota                        | 111    |
| Mississippi                      | 4      |
| Missouri                         | 73     |
| Montana                          | 179    |
| Nebraska                         | 17     |
| Nevada                           | 165    |
| New Hampshire                    | 13     |
| New Jersey                       | 63     |
| New Mexico                       | 78     |
| New York                         | 256    |
| North Carolina                   | 85     |
| North Dakota                     | 10     |
| Northern Mariana Islands         | 6      |
| Nova Scotia                      | 1      |
| Ohio                             | 94     |
| Oklahoma                         | 46     |
| Ontario                          | 17     |
| Oregon                           | 2,746  |
| Pennsylvania                     | 75     |
| Puerto Rico                      | 6      |
| Quebec                           | 2      |
| Rhode Island                     | 16     |
| South Carolina                   | 33     |
| South Dakota                     | 9      |
| Tennessee                        | 59     |
| Texas                            | 423    |
| Utah                             | 185    |
| Vermont                          | 13     |
| Virginia                         | 277    |
| Virgin Islands                   | 2      |
| Washington                       | 31,124 |
| Washington Limited License       | 1      |
| West Virginia                    | 4      |
| Wisconsin                        | 51     |
| Wyoming                          | 20     |

| By WA County |        |
|--------------|--------|
| Adams        | 17     |
| Asotin       | 25     |
| Benton       | 401    |
| Chelan       | 260    |
| Clallam      | 162    |
| Clark        | 985    |
| Columbia     | 8      |
| Cowlitz      | 151    |
| Douglas      | 39     |
| Ferry        | 9      |
| Franklin     | 60     |
| Garfield     | 3      |
| Grant        | 126    |
| Grays Harbor | 115    |
| Island       | 156    |
| Jefferson    | 122    |
| King         | 17,328 |
| Kitsap       | 839    |
| Kittitas     | 92     |
| Klickitat    | 28     |
| Lewis        | 119    |
| Lincoln      | 13     |
| Mason        | 95     |
| Okanogan     | 89     |
| Pacific      | 27     |
| Pend Oreille | 13     |
| Pierce       | 2,455  |
| San Juan     | 96     |
| Skagit       | 300    |
| Skamania     | 19     |
| snohomish    | 1      |
| Snohomish    | 1,708  |
| Spokane      | 2,051  |
| Stevens      | 55     |
| Thurston     | 1,692  |
| Wahkiakum    | 11     |
| Walla Walla  | 119    |
| Whatcom      | 607    |
| Whitman      | 74     |
| Yakima       | 438    |

| By Admit Yr |       |
|-------------|-------|
| 1946        | 1     |
| 1947        | 2     |
| 1948        | 2     |
| 1949        | 1     |
| 1950        | 4     |
| 1951        | 12    |
| 1952        | 17    |
| 1953        | 15    |
| 1954        | 20    |
| 1955        | 9     |
| 1956        | 30    |
| 1957        | 20    |
| 1958        | 25    |
| 1959        | 28    |
| 1960        | 26    |
| 1961        | 21    |
| 1962        | 26    |
| 1963        | 29    |
| 1964        | 30    |
| 1965        | 45    |
| 1966        | 55    |
| 1967        | 54    |
| 1968        | 71    |
| 1969        | 86    |
| 1970        | 85    |
| 1971        | 91    |
| 1972        | 140   |
| 1973        | 223   |
| 1974        | 211   |
| 1975        | 259   |
| 1976        | 314   |
| 1977        | 326   |
| 1978        | 348   |
| 1979        | 385   |
| 1980        | 405   |
| 1981        | 445   |
| 1982        | 427   |
| 1983        | 466   |
| 1984        | 1,058 |
| 1985        | 534   |
| 1986        | 724   |
| 1987        | 691   |
| 1988        | 611   |
| 1989        | 672   |
| 1990        | 844   |
| 1991        | 817   |
| 1992        | 801   |
| 1993        | 897   |
| 1994        | 860   |
| 1995        | 800   |
| 1996        | 780   |
| 1997        | 893   |
| 1998        | 880   |
| 1999        | 897   |
| 2000        | 897   |
| 2001        | 897   |
| 2002        | 977   |
| 2003        | 1,037 |
| 2004        | 1,075 |
| 2005        | 1,102 |
| 2006        | 1,173 |
| 2007        | 1,250 |
| 2008        | 1,088 |
| 2009        | 968   |
| 2010        | 1,065 |
| 2011        | 1,047 |
| 2012        | 1,076 |
| 2013        | 1,212 |
| 2014        | 1,343 |
| 2015        | 1,582 |
| 2016        | 1,300 |
| 2017        | 1,376 |
| 2018        | 1,301 |
| 2019        | 1,355 |
| 2020        | 1,549 |
| 2021        | 1,413 |
| 2022        | 406   |

| Misc Counts                            |        |
|--|--------|
| All License Types **                   | 41,981 |
| All WSBA Members                       | 41,593 |
| Members in Washington                  | 31,124 |
| Members in western Washington          | 26,988 |
| Members in King County                 | 17,328 |
| Members in eastern Washington          | 3,920  |
| Active Attorneys in western Washington | 22,853 |
| Active Attorneys in King County        | 15,100 |
| Active Attorneys in eastern Washington | 3,255  |
| New/Young Lawyers                      | 6,581  |
| MCLE Reporting Group 1                 | 11,005 |
| MCLE Reporting Group 2                 | 11,129 |
| MCLE Reporting Group 3                 | 11,798 |
| Foreign Law Consultant                 | 19     |
| House Counsel                          | 359    |
| Indigent Representative                | 10     |

| By Section ***  | All   | Previous Year |
|---|-------|---------------|
| Administrative Law Section                                  | 247   | 237           |
| Alternative Dispute Resolution Section                      | 318   | 313           |
| Animal Law Section  | 86    | 82            |
| Antitrust, Consumer Protection and Unfair Business Practice | 187   | 198           |
| Business Law Section  | 1,228 | 1,249         |
| Cannabis Law Section  | 66    | 95            |
| Civil Rights Law Section                                    | 172   | 178           |
| Construction Law Section                                    | 492   | 518           |
| Corporate Counsel Section                                   | 1,070 | 1,099         |
| Creditor Debtor Rights Section                              | 453   | 466           |
| Criminal Law Section  | 373   | 384           |
| Elder Law Section   | 592   | 623           |
| Environmental and Land Use Law Section                      | 758   | 801           |
| Family Law Section  | 972   | 989           |
| Health Law Section  | 381   | 391           |
| Indian Law Section  | 318   | 332           |
| Intellectual Property Section                               | 851   | 868           |
| International Practice Section                              | 238   | 225           |
| Juvenile Law Section  | 137   | 146           |
| Labor and Employment Law Section                            | 957   | 976           |
| Legal Assistance to Military Personnel Section              | 79    | 79            |
| Lesbian, Gay, Bisexual, Transgender (LGBT) Law Section      | 116   | 108           |
| Litigation Section  | 1,017 | 1,045         |
| Low Bono Section  | 70    | 85            |
| Real Property Probate and Trust Section                     | 2,248 | 2,310         |
| Senior Lawyers Section                                      | 213   | 232           |
| Solo and Small Practice Section                             | 845   | 907           |
| Taxation Section  | 618   | 626           |
| World Peace Through Law Section                             | 128   | 144           |

\* Per WSBA Bylaws 'Members' include active attorney, emeritus pro-bono, honorary, inactive attorney, judicial, limited license legal technician (LLLT), and limited practice officer (LPO) license types.

\*\* All license types include active attorney, emeritus pro-bono, foreign law consultant, honorary, house counsel, inactive attorney, indigent representative, judicial, LPO, and LLLT.

\*\*\* The values in the All column are reset to zero at the beginning of the year (Jan 1). The Previous Year column is the total from the last day of the prior year (Dec 31). WSBA staff with complimentary membership are not included in the counts.

| By Years Licensed |               |
|-------------------|---------------|
| Under 6           | 8,346         |
| 6 to 10           | 6,389         |
| 11 to 15          | 5,444         |
| 16 to 20          | 4,942         |
| 21 to 25          | 4,085         |
| 26 to 30          | 3,686         |
| 31 to 35          | 2,946         |
| 36 to 40          | 2,312         |
| 41 and Over       | 3,441         |
| <b>Total:</b>     | <b>41,591</b> |

| By Age        | All           | Active        |
|---------------|---------------|---------------|
| 21 to 30      | 1,766         | 1,697         |
| 31 to 40      | 9,158         | 8,234         |
| 41 to 50      | 10,294        | 8,623         |
| 51 to 60      | 9,101         | 7,176         |
| 61 to 70      | 7,375         | 5,406         |
| 71 to 80      | 3,279         | 2,140         |
| Over 80       | 618           | 157           |
| <b>Total:</b> | <b>41,591</b> | <b>33,433</b> |

| By Gender               |               |
|-------------------------|---------------|
| Female                  | 12,201        |
| Male                    | 16,062        |
| Non-Binary              | 26            |
| Not Listed              | 27            |
| Selected Mult Gender    | 32            |
| Transgender             | 1             |
| Two-spirit              | 4             |
| <b>Respondents</b>      | <b>28,353</b> |
| <b>No Response</b>      | <b>13,238</b> |
| <b>All Member Types</b> | <b>41,591</b> |

| By Disability           |               |
|-------------------------|---------------|
| Yes                     | 1,284         |
| No                      | 19,794        |
| <b>Respondents</b>      | <b>21,078</b> |
| <b>No Response</b>      | <b>20,513</b> |
| <b>All Member Types</b> | <b>41,591</b> |

| By Sexual Orientation                       |               |
|---|---------------|
| Asexual                                     | 25            |
| Gay, Lesbian, Bisexual, Pansexual, or Queer | 627           |
| Heterosexual                                | 5,414         |
| Not Listed                                  | 121           |
| Selected multiple orientations              | 29            |
| Two-spirit                                  | 4             |
| <b>Respondents</b>                          | <b>6,220</b>  |
| <b>No Response</b>                          | <b>35,371</b> |
| <b>All Member Types</b>                     | <b>41,591</b> |

| By Ethnicity                                       |               |
|--|---------------|
| American Indian / Native American / Alaskan Native | 224           |
| Asian-Central Asian                                | 27            |
| Asian-East Asian                                   | 292           |
| Asian-South Asian                                  | 85            |
| Asian-Southeast Asian                              | 88            |
| Asian—unspecified                                  | 1,013         |
| Black / African American / African Descent         | 666           |
| Hispanic / Latinx                                  | 710           |
| Middle Eastern Descent                             | 30            |
| Multi Racial / Bi Racial                           | 1,090         |
| Not Listed   | 215           |
| Pacific Islander / Native Hawaiian                 | 63            |
| White / European Descent                           | 22,634        |
| <b>Respondents</b>                                 | <b>27,137</b> |
| <b>No Response</b>                                 | <b>14,454</b> |
| <b>All Member Types</b>                            | <b>41,591</b> |

| Members in Firm Type      |               |
|---------------------------|---------------|
| Bank                      | 42            |
| Escrow Company            | 63            |
| Government/ Public Sector | 5,137         |
| House Counsel             | 3,214         |
| Non-profit                | 516           |
| Title Company             | 127           |
| Solo                      | 4,997         |
| Solo In Shared Office Or  | 1,199         |
| 2-5 Members in Firm       | 4,130         |
| 6-10 Members in Firm      | 1,644         |
| 11-20 Members in Firm     | 1,222         |
| 21-35 Members in Firm     | 758           |
| 36-50 Members In Firm     | 545           |
| 51-100 Members in Firm    | 592           |
| 100+ Members in Firm      | 1,835         |
| Not Actively Practicing   | 2,142         |
| <b>Respondents</b>        | <b>28,163</b> |
| <b>No Response</b>        | <b>13,428</b> |
| <b>All Member Types</b>   | <b>41,591</b> |

| By Practice Area         |       |
|--------------------------|-------|
| Administrative-regulator | 2,265 |
| Agricultural             | 235   |
| Animal Law               | 111   |
| Antitrust                | 318   |
| Appellate                | 1,655 |
| Aviation                 | 182   |
| Banking                  | 431   |
| Bankruptcy               | 827   |
| Business-commercial      | 5,220 |
| Cannabis                 | 154   |
| Civil Litigation         | 375   |
| Civil Rights             | 1,088 |
| Collections              | 479   |
| Communications           | 216   |
| Constitutional           | 650   |
| Construction             | 1,345 |
| Consumer                 | 757   |
| Contracts                | 4,287 |
| Corporate                | 3,605 |
| Criminal                 | 3,627 |
| Debtor-creditor          | 878   |
| Disability               | 573   |
| Dispute Resolution       | 1,225 |
| Education                | 473   |
| Elder                    | 812   |
| Employment               | 2,767 |
| Entertainment            | 315   |
| Environmental            | 1,265 |
| Estate Planning-probate  | 3,191 |
| Family                   | 2,550 |
| Foreclosure              | 439   |
| Forfeiture               | 91    |
| General                  | 2,491 |
| Government               | 2,858 |
| Guardianships            | 767   |
| Health                   | 958   |
| Housing                  | 336   |
| Human Rights             | 311   |
| Immigration-naturaliza   | 995   |
| Indian                   | 568   |
| Insurance                | 1,604 |
| Intellectual Property    | 2,288 |
| International            | 895   |
| Judicial Officer         | 441   |
| Juvenile                 | 785   |
| Labor                    | 1,105 |
| Landlord-tenant          | 1,197 |
| Land Use                 | 861   |
| Legal Ethics             | 289   |
| Legal Research-writing   | 835   |
| Legislation              | 445   |
| Lgbtq                    | 95    |
| Litigation               | 4,749 |
| Lobbying                 | 167   |
| Malpractice              | 730   |
| Maritime                 | 304   |
| Military                 | 382   |
| Municipal                | 898   |
| Non-profit-tax Exempt    | 640   |
| Not Actively Practicing  | 2,042 |
| Oil-gas-energy           | 261   |
| Patent-trademark-copyr   | 1,330 |
| Personal Injury          | 3,145 |
| Privacy And Data Securit | 422   |
| Real Property            | 2,662 |
| Real Property-land Use   | 2,074 |
| Securities               | 780   |
| Sports                   | 178   |
| Subrogation              | 126   |
| Tax                      | 1,293 |
| Torts                    | 2,033 |
| Traffic Offenses         | 574   |
| Workers Compensation     | 679   |

| By Languages Spoken    |       |
|------------------------|-------|
| Afrikaans              | 5     |
| Akan /twi              | 6     |
| Albanian               | 2     |
| American Sign Language | 19    |
| Amharic                | 21    |
| Arabic                 | 49    |
| Armenian               | 8     |
| Bengali                | 13    |
| Bosnian                | 15    |
| Bulgarian              | 13    |
| Burmese                | 3     |
| Cambodian              | 6     |
| Cantonese              | 107   |
| Cebuano                | 6     |
| Chamorro               | 5     |
| Chaozhou/chiu Chow     | 1     |
| Chin                   | 1     |
| Croatian               | 20    |
| Czech                  | 7     |
| Danish                 | 19    |
| Dari                   | 5     |
| Dutch                  | 22    |
| Egyptian               | 2     |
| Estonian               | 1     |
| Farsi/persian          | 70    |
| Finnish                | 8     |
| French                 | 692   |
| French Creole          | 2     |
| Fukienese              | 3     |
| Ga/kwa                 | 2     |
| German                 | 405   |
| Gikuyu/kikuyu          | 1     |
| Greek                  | 33    |
| Gujarati               | 16    |
| Haitian Creole         | 3     |
| Hebrew                 | 40    |
| Hindi                  | 108   |
| Hmong                  | 1     |
| Hungarian              | 17    |
| Ibo                    | 4     |
| Icelandic              | 2     |
| Ilocano                | 9     |
| Indonesian             | 12    |
| Italian                | 166   |
| Japanese               | 212   |
| Javanese               | 1     |
| Kannada/canases        | 4     |
| Kapampangan            | 2     |
| Khmer                  | 3     |
| Korean                 | 242   |
| Kurdish/kurmanji       | 1     |
| Lao                    | 5     |
| Latvian                | 6     |
| Lithuanian             | 4     |
| Malay                  | 4     |
| Malayalam              | 8     |
| Mandarin               | 409   |
| Marathi                | 6     |
| Mien                   | 1     |
| Mongolian              | 1     |
| Navajo                 | 1     |
| Nepali                 | 5     |
| Norwegian              | 36    |
| Not_listed             | 49    |
| Oromo                  | 3     |
| Pashto                 | 1     |
| Persian                | 23    |
| Polish                 | 34    |
| Portuguese             | 132   |
| Portuguese Creole      | 1     |
| Punjabi                | 72    |
| Romanian               | 23    |
| Russian                | 236   |
| Samoan                 | 7     |
| Serbian                | 17    |
| Serbo-croatian         | 13    |
| Sign Language          | 19    |
| Singhalese             | 2     |
| Slovak                 | 3     |
| Spanish                | 1,853 |
| Spanish Creole         | 3     |
| Swahili                | 8     |
| Swedish                | 52    |
| Tagalog                | 69    |
| Taishanese             | 5     |
| Taiwanese              | 23    |
| Tamil                  | 10    |
| Telugu                 | 4     |
| Thai                   | 12    |
| Tigrinya               | 4     |
| Tongan                 | 1     |
| Turkish                | 16    |
| Ukrainian              | 45    |
| Urdu                   | 47    |
| Vietnamese             | 89    |
| Yoruba                 | 10    |
| Yugoslavian            | 3     |

\* Includes active attorneys, emeritus pro-bono, honorary, inactive attorneys, judicial, limited license legal technician (LLLT), and limited practice officer (LPO).

**TO:** Board of Governors  
**FROM:** Terra Nevitt, Executive Director  
Paris Eriksen, Volunteer Engagement Advisor  
**DATE:** May 3, 2022  
**RE:** WSBA President-elect Candidate Interview & Selection Process

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**ACTION:** Elect one of the 2 candidates listed below to the 2022-2023 President-elect seat on the Board of Governors, for a one-year term beginning upon the incumbent President-elect becoming President.

Listed in alphabetical order:

- Hunter M. Abell
- Lauren R. Boyd

Application materials for the candidates follow this memo.

**Interview Process:**

The candidate interviews will take place the morning of Thursday, May 19. All candidates will be interviewed in public session. We have allocated 20 minutes for each candidate to introduce themselves and to answer questions. Governors suggested interview questions are attached, but Governors are not limited to these questions.

**Voting Process:**

Given the hybrid meeting environment, implementing the vote in complete accordance with the WSBA Bylaws is not feasible. This election will be conducted through a secret, electronic ballot. After interviews, Board members will be asked to indicate their choice through the e-ballot. All votes will be secret and made available only to three persons appointed by the President, one of which is the Executive Director. The voting process will continue if needed until a winner is identified. Results will be announced immediately following the election.

**Attachments:**

Pool of Interview Questions  
Hunter M. Abell, candidate materials  
Lauren R. Boyd, candidate materials

# WASHINGTON STATE BAR ASSOCIATION

## Pool of Interview Questions for WSBA President-elect Candidates

*April 2022*

### **Background**

1. Why do you want to serve in this role?
2. How will you fit Board service into your personal, work, and other commitments?
3. What motivates you as an individual?
4. Please share any prior board leadership experience.

### **Interest and Commitment**

5. What experience(s) do you have related to WSBA's mission?
6. What interests you most about the WSBA?
7. What makes our mission meaningful to you?
8. What three adjectives or short phrases do you think best characterize WSBA?
9. What is your understanding of the role of the WSBA Board of Governors and the role of WSBA President?

### **Skills and Expertise**

10. What qualities make a great WSBA President?
11. What would you suggest your unique contribution to the Board to be?
12. What is the most difficult problem that a board you have been on has had to deal with and what did you learn from that experience?

### **Current Topics and Member Engagement**

13. How could you serve as a link between the organization and the legal community?
14. What initiatives (current or yet to be contemplated) do you think the Board should focus on to help serve the public and the members?
15. As the WSBA considers its structure in light of first amendment challenges, what do you think are the most important considerations?
16. On June 4, 2020, our Washington Supreme Court issued a letter in response to the growing public outcry for social justice and call upon the legal profession to take individual and collective action towards addressing issues of racism in our legal system. In what ways can the WSBA act in response to this call to action?
17. As a board member, what would you do to promote diversity, equity, and inclusion on the Board itself and in the profession as a whole?

HUNTER M [REDACTED] ABELL

March 31, 2022

Washington State Bar Association  
Board of Governors  
1325 Fourth Ave., Suite 600  
Seattle, WA 98101-2539

Re: WSBA President-Elect

Dear Governors:

I respectfully submit my name for consideration to serve as President-Elect of the Washington State Bar Association ("WSBA"). As requested, enclosed is a copy of the Application Form, a biographical statement, and a current resume.

Over the last three years, I have had the pleasure and honor of serving with you as an At-Large Governor on the Board of Governors. During that time, I became intimately familiar with the challenges and opportunities facing our organization and our profession. As you know, our organization faces deep divisions and significant issues. Moreover, our profession is faced with a long-term and catastrophic loss of public trust. If honored to serve as your President-Elect, it is my hope to address both issues through an "Inside-Out" approach that I look forward to explaining over the coming weeks and months. As we will discuss, this approach seeks to effectuate positive and healthy institutional change, while simultaneously building public confidence in the profession. By doing so, we can serve the members and public in a manner that will do credit to our entire profession.

If elected, this effort will be supported by a unique statewide perspective that stems from my growing up and currently residing on the Colville Indian Reservation in Ferry County, while practicing in downtown Seattle. This experience bridging the "Cascade Curtain" is uniquely situated to allow me to interact with members from a wide variety of communities and practices, including those that often feel marginalized.

Finally, if elected, I will renew the promise I made to you three years ago when applying to serve as an At-Large Governor: 1) I will utilize and apply the WSBA Creed of Professionalism in all my interactions with Governors, WSBA staff, and the public; 2) I will address issues on the basis of principle, rather than personality; and 3) I will continually strive to bring credit on our shared legal profession.



Board of Governors  
March 31, 2022  
Page Two

Thank you for your time and consideration.

Very truly yours,

A handwritten signature in black ink, appearing to read "Hunter M. Abell". The signature is fluid and cursive, with a large loop at the end.

Hunter M. Abell

Enclosures

Hunter M. Abell is a member at the Seattle office of Williams, Kastner & Gibbs, PLLC. Hunter is a native of eastern Washington where he was raised on a ranch in rural Ferry County. A graduate of the College of William & Mary, Hunter attended law school at Gonzaga University School of Law and received a LLM at Georgetown University Law Center. Before joining Williams Kastner, Hunter served as a JAG officer with the U.S. Navy, and is a Commander in the U.S. Navy Reserve. Hunter previously served as Chair of the WSBA Professionalism Committee and Indian Law Section.

**EMPLOYMENT:**

**Williams, Kastner & Gibbs, PLLC**

**Member**, Seattle, WA, November 2010 – Present. Represent hundreds of clients before state, federal, and tribal courts or administrative tribunals. Advise clients in complex, high-stakes litigation. Emphasis on business litigation and tribal matters.

Firm General Counsel and Ethics/Loss Prevention Committee Chair.

**United States Navy Judge Advocate General's (JAG) Corps**

**U.S. Navy/U.S. Navy Reserve**, April 2003 – Present. Commander (O-5) in USNR. Deployed to Baghdad, Iraq in 2007-2008, Guantanamo Bay, Cuba, in 2014 –2015. Executive Officer for NR Preliminary Hearing Unit from 2019-2021.

**Ferry County District Court – Judge Pro Tem**, September 2017 – Present.

**Quinault Indian Nation – Court of Appeals Chief Justice**, March 2011 – Present.

**Round Valley Indian Tribe – Court of Appeals Associate Justice**, January 2015 – Present.

**EDUCATION:**

**Georgetown University Law Center, Washington, DC**

Masters of Law (LLM) *With Distinction* May 2006; GPA: 3.67  
Individual Study - Constitutional Law with National Security Certificate

**Gonzaga University School of Law, Spokane, WA**

Juris Doctorate (JD) *Cum Laude*, May 2005; GPA: 3.34, top 15% of class  
Student Government, S.B.A. President  
*Gonzaga Law Review*, Associate Editor

**The College of William & Mary, Williamsburg, VA**

Bachelor of Arts (BA) in Government, May 2002; GPA: 3.2  
Student Government, Vice President for Liaison Affairs  
Honor Council, Justice

## **AWARDS AND RECOGNITION:**

**2017 Puget Sound Business Journal “40 Under 40” Award** – Award presented by the *Puget Sound Business Journal* to recognize rising business leaders under the age of 40.

**2016 Rising Star Award** – Award presented by *Super Lawyers* magazine to top 2.5% of Washington attorneys younger than the age of 40.

**2015 WSBA Courageous Award** – Award presented for “exceptional courage in the face of adversity, thus bringing credit to the legal profession.”

**Defense Meritorious Service Medal** – July 2015. Medal presented upon successful completion of service as Chief of Military Justice at Joint Task Force Guantanamo, Guantanamo Bay, Cuba.

**Joint Service Commendation Medal** – May 2008. Medal presented upon successful completion of service as Liaison Officer to Central Criminal Court of Iraq, Baghdad, Iraq.

**Gonzaga University School of Law Commencement Speech** – May 2005. Selected to deliver commencement address on theme of “Attorneys of Honor, Faith, and Courage.”

## **PRESENTATIONS AND PUBLICATIONS:**

**WSBA Indian Law Section CLE**, Chair, 2014. Coordinate speakers on developments in federal Indian law, sovereign immunity, and gaming matters.

## **PROFESSIONAL ACTIVITIES:**

**WSBA Board of Governors** – At-Large Governor, 2019-Present.

**WSBA Small Town and Rural (“STAR”) Committee** – Chair, 2021-Present.

**WSBA Indian Law Section** – Chair, 2013-2014.

**WSBA Professionalism Committee** – Chair, 2012-2013.

## **CIVIC PARTICIPATION:**

**Canyon Hills Community Church** – Member, 2010-2022.

**Seattle Navy League** – Board Member, 2016-2019.

**Gonzaga University School of Law Board of Advisors** – Member, 2012-2019.

## **PERSONAL:**

Two daughters (Libby and Wynie). Avid hiker, waterskiier, and history buff.

# WASHINGTON STATE BAR ASSOCIATION

## President-elect Application Form

### INSTRUCTIONS

- 1) Complete this application form. If you are nominating someone else, ask them to sign it below and submit it along with the required attachments.
- 2) Attach the following:
  - A brief (100-word maximum) biographical statement including current occupation, relevant experience, and education.
  - A letter of interest.
  - A resume.
- 3) Scan and email the signed form and attachments to [barleaders@wsba.org](mailto:barleaders@wsba.org). **Applications must be received by 5 p.m. PST on Friday, April 15, 2022.**
- 4) Letters of support must be emailed to [barleaders@wsba.org](mailto:barleaders@wsba.org) by April 15.
- 5) Applications will be included in the May Board of Governors meeting materials and posted on the WSBA website.
- 6) Questions? Contact Paris Eriksen, [parise@wsba.org](mailto:parise@wsba.org).

---

### Candidate for President-elect position of the Washington State Bar Association

I, the undersigned active member of the Washington State Bar Association, am running for the President-elect position.

Hunter M. Abell

WSBA 37223

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Name of candidate (please print)

WSBA Bar #



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Signature of Candidate

---

Signature of Nominator (if relevant)

WSBA Bar #

Note: By signing this form, the candidate understands and agrees that as part of the election process for this position, the WSBA routinely checks the grievance and discipline files for any records related to candidates. Thus, the candidate waives confidentiality of these materials to WSBA staff and the Board of Governors.

**This form must be filed in the Office of the Executive Director of the WSBA no later than 5 p.m. PDT on April 15, 2022. Filing may be accomplished by emailing the form and attachment to [barleaders@wsba.org](mailto:barleaders@wsba.org).**

April 18, 2022

Washington State Bar Association  
ATTN: Board of Governors  
1325 Fourth Ave., Suite 600  
Seattle, WA 98101-2539

**Re: Hunter Abell**

To Whom It May Concern:

I am pleased to write this letter of support for Hunter Abell to serve as President-Elect of the Washington State Bar Association. I have known Hunter for approximately two years, primarily in my capacity as President of the Ferry County Bar Association in Northeast Washington.

As you may know, Ferry County is extremely rural, and has few practicing attorneys. Because of that, it is vital that attorneys in this area are collegial, practical, and “get” the need to serve the public in a manner that reflects well on the entire legal profession. Hunter meets all those criteria.

Hunter currently serves as the Treasurer of the Ferry County Bar Association and serves as a pro tem for the Ferry County District Court. In both capacities, he interacts with local attorneys, court staff, and the public in a manner that builds the public’s trust in attorneys and the legal system. Hunter is actively involved in our bar association and most recently lead a successful effort to improve our courtroom with historic pictures of local communities. Hunter’s efforts on this project culminated in an event attended by local elected officials, tribal representatives, and members of our county historical society. Hunter is a natural leader and can identify shared goals and direct individuals in a way that encourages successful collaboration.

Finally, I serve with Hunter on the WSBA Small Town And Rural (“STAR”) Committee, where he has demonstrated his commitment to addressing access to justice issues in rural Washington. Hunter’s execution of his leadership role on the STAR Committee shows me that he would also be successful and effective in a position of greater leadership and responsibility within our statewide bar association.

Please do not hesitate to let me know if you have any questions.

Very truly yours,



Sarah Cuellar  
Attorney at Law

April 12, 2022

Washington State Bar Association  
Board of Governors  
1325 Fourth Ave., Suite 600  
Seattle, WA 98101-2539

Re: Hunter Abell

To whom it may concern:

**It is my extreme pleasure to write in support of Hunter Abell's candidacy to serve as President-Elect of the Washington State Bar Association ("WSBA").** I serve as Hunter's Commanding Officer in the United States Navy Reserve. Moreover, I have known him personally and professionally for over fifteen years.

Hunter would be an outstanding leader for the WSBA. His leadership skills make him an invaluable member of my unit and would be perfectly employed in leading a complex and dynamic organization. Hunter is able to lead without creating rancor or hostility, and he has the unique ability to disagree without being disagreeable. In my own unit, I have given him positions of unusual responsibility and authority, a decision that has repeatedly proven to be justified.

I have carefully followed Hunter's service as an At-Large member of the WSBA Board of Governors over the last three years. In that capacity, he has been a welcome voice on issues facing military practitioners and those who serve military families. Moreover, he is an effective and capable Liaison to the Washington State Veterans Bar Association, of which I am a proud Steering Committee member.

Finally, as a WSBA member, let me say that the organization would be tremendously well served by Hunter's leadership, integrity, and dedication to the legal profession. **I am proud to give him my highest recommendation and strongest personal and professional support.**

Please do not hesitate to let me know if you have any questions.

Very truly yours,



Eric M. Pedersen  
WSBA 39778  
2014 WSBA Award of Merit Recipient

**Judge Jane M. Smith**  
380 P Elmer City Access Road  
Coulee Dam WA 99116  
509-994-1149

April 13, 2022

Washington State Bar Association  
Board of Governors  
1325 Fourth Ave., Suite 600  
Seattle, WA 98101-2539

Re: WSBA President-Elect

WSBA Board of Governors:

My name is Jane M. Smith. I am a member of the Confederated Tribes of the Colville Reservation. I have served in Tribal Courts for 42 years, and have interacted with many lawyers, both personally and professionally. I have served on several WA Supreme Court appointment committees, so am somewhat familiar with the interworkings of the WSBA.

I am very pleased to write this letter in support of Hunter Abell's potential service as President-Elect of the Washington State Bar Association. I have known Hunter for nearly twenty years, and have known his family for decades. I firmly believe he would be outstanding leader for the WSBA.

The Colville Reservation is located in a rural area of eastern Washington where most people know each other, and reputations matter. His grandparents were my teachers in grade and high school. His father is a childhood friend of my oldest brother. He comes from very good stock. I came to know Hunter while he was in law school at Gonzaga University School of Law. He interned at the Colville Tribal Public Defender's Office. After he graduated, I challenged him to make tribal law a regular part of his practice, a challenge that he readily took up and carried out. I am proud to say that he has become a very well-respected tribal judge.

I have the pleasure of serving with Hunter as an Associate Justice on the Quinault Tribal Court of Appeals. In that capacity, we have heard numerous cases together, and I have had the opportunity to watch him engage in critical legal thinking. He is sharp, prepared, poised, and a keen legal thinker. He is also a great listener, which is a must in the tribal communities. He allows all sides to present their arguments, thus allowing him to make informed and thoughtful decisions. Hunter has an innate ability to listen, to find the important issue, then present his decision in such a manner that everyone understands. This ability has carried through to the



committees I have served on with him. He is a leader and a team player, both very much needed at the WSBA.

I believe Hunter would be an outstanding leader for the Washington State Bar Association, and would bring a unique voice to the profession from areas of the state that are often overlooked. He has great ideas and is willing to work hard to accomplish them. Consequently, I strongly endorse him for this position and provide my strongest possible recommendation for his election.

Thank you for your time and consideration.

Sincerely,



Jane Smith  
Associate Justice

# Lauren Ruth Boyd

Vancouver, Washington

(360)

April 15, 2022

Washington State Bar Association Board of Governors

Dear Board of Governors,

I am honored to have the opportunity to apply for the position of President-Elect of the Washington State Bar Association for the 2022-2023 fiscal year. My time on the Board thus far has been overwhelmingly positive, informative, and encouraging. Because of my service, I have had the privilege of meeting many legal leaders throughout the state. They are, you are, inspiring. Interacting with people who, on a daily basis, strive to improve the legal profession, the public's access to justice, and the opportunities for the members doing this important work has further solidified my commitment to public service. I look forward to the chance to continue serving the members of the WSBA and the public as President-Elect and then President of the Washington State Bar Association.

I am committed to public service and to the public's access to justice. My legal career has been spent with the Clark County Prosecuting Attorney's Office where I invest much of my day working toward fair and just results for victims, for defendants, and for the community. I take great pride in being a member of the legal profession and in working to create change in our society. I am a member of our office's Action Reform Committee, which is dedicated to both strengthening and, where appropriate, changing the policies and procedures of the criminal justice system in Clark County. Outside of my legal work, I devote time to volunteer efforts on The Pelican Education Foundation, which is devoted to supporting the public education system of Klamath Falls, Oregon. I seek opportunities to help my neighbors wherever possible and believe my volunteer work is one of the many responsibilities I have as an attorney.

I am committed to diversity, equity, and inclusion and believe that the best system is one where a variety of voices and experiences sit at the table. The Bar Association's focus on expanding access to and leadership of the legal profession is admirable and will help to ensure a better future for all people of our state. I want Washington to continue leading this endeavor and support the Minority Bar Associations and the Diversity Committee in their efforts. Further, as a younger female, I believe that I bring a mostly unrepresented perspective to our profession and want to continue advocating for the inclusion of a female point of view in our society.

I am committed to serving the members of the Washington State Bar Association and the public. As the justice system is the backbone of our democracy, I support providing the members of the legal profession with every tool necessary to do their jobs well. We are in the best position to fully equip the attorneys of our state to better serve the public and I want to promote programs that help to ensure their success, such as member-wellness programs and access to CLEs and Deskbooks. More resources for our members expands the access to justice for the public. I cannot think of a better use of my time with the Bar Association than to continue the efforts to increase these services.

I am committed to the effective work of the Bar Association. I have noticed, like many boards, we spend a significant amount of time "discussing whether we will discuss" various issues. But I have also noticed that we are united in our opinions more than we disagree and when we do discuss the substance of an issue our discussions are productive. I am committed not only to the effective work of the Bar Association staff and to our continued support of their efforts, but to the effective work of the Board of Governors

itself. I have seen our Board facilitate positive change to our profession over the past two years and am excited to keep pursuing that change with even more productive conversations during our time in board and committee meetings. As President, I would commit to promoting constructive discussions and ensuring that everyone's ideas get to the board table.

Thank you for the opportunity to apply for this position. I have greatly enjoyed my involvement with the Board of Governors and the Washington State Bar Association and am committed to this work. I hope to continue my service as the President-Elect. I would appreciate your support.

Sincerely,

*Lauren R. Boyd, WSBA #50016*

Lauren Boyd

## **Lauren Ruth Boyd**

Vancouver, Washington

(360)

I became a member of the Washington State Bar Association after graduating from the University of Oregon School of Law in 2015. During law school, I received an externship and then an internship with the Clark County Prosecuting Attorney's Office. After graduation, I began working with the CCPAO full-time, now as a Senior Deputy Prosecuting Attorney running the Domestic Violence Prosecution Center. I have prosecuted cases within our District Court, Domestic Violence, Major Crimes, and Appellate Units in all levels of our Washington court system. I also currently serve on the WSBA's Board of Governors as Governor for District 3.

# Lauren Ruth Boyd

Vancouver, Washington

(360)

## EDUCATION

### University of Oregon School of Law

Eugene, OR

*Juris Doctor*

May 2015

- Oregon Law Review, Executive Editor, Maxine Lee Award for Editorial Excellence Recipient
- Moot Court Board, Client Counseling Competition Coordinator, National Tax Competition Competitor
- Reentry Court Clinic Design, Fellow
- The Federalist Society – University of Oregon Chapter, 1L Representative, President

### Johns Hopkins University

Baltimore, MD

*Bachelor of Arts in the History of Art*

May 2012

- Alpha Phi Omega Community Service Organization, Vice President of Service, President

## PROFESSIONAL EXPERIENCE

### Clark County Prosecuting Attorney's Office

Vancouver, WA

*Deputy Prosecuting Attorney*

Fall 2015 – Fall 2021

*Senior Deputy Prosecuting Attorney – Head of Domestic Violence Prosecution Center*

Fall 2021 - Present

- Lead of the Domestic Violence Prosecution Center, an inter-disciplinary effort of the Clark County Prosecuting Attorney's Office, the Vancouver City Attorney's Office, and the Vancouver Police Department, supervising 22 employees and liaising with our law enforcement partners at the Vancouver Police Department and the Clark County Sheriff's Office.
- Prosecuting a full felony caseload ranging from 20 to 80 pending domestic violence cases.
- Handling and supervising all aspects of prosecution, including making charging decisions; engaging in settlement negotiations. communicating with victims and witnesses; conducting interviews and depositions; handling procedural and substantive pre-trial hearings on a variety of issues; completing legal research; drafting filings and leading arguments in the Superior Court, Court of Appeals, and Washington Supreme Court; and trying cases both in front of the bench and juries.
- Training and advising members of the Prosecutor's Office and law enforcement on legal issues, court rules, and evidentiary rules.
- Mentoring younger attorneys and deputy prosecutors, victim advocates, legal staff, externs, and court-certified interns.
- Experience handling cases assigned to the District Court Unit, the Major Crimes Unit, and the Appellate Unit.

### Clark County Prosecuting Attorney's Office

Vancouver, WA

*Court-Certified Intern*

Summer 2014 – Fall 2015

- Managed misdemeanor docket of approximately 300 pending cases.
- Drafted and submitted filings for motions, responses, and appeals to the Clark County District Court and Clark County Superior Court.
- Represented Clark County in misdemeanor arraignments, review and sentencing hearings, attorney negotiations, suppression hearings, jury trials, and appellate oral arguments.

*Extern*

Summer 2013

- Drafted over legal filings, including motions and responses to the Clark County District Court, Clark County Superior Court, and Washington Court of Appeals.

### Oregon State Legislature

Salem, OR

*Intern for Representative Cliff Bentz*

Spring 2015

- Conducted and presented research regarding current legislation in the Oregon House of Representatives.

# Lauren Ruth Boyd

Vancouver, Washington

(360)

## PROFESSIONAL ASSOCIATION MEMBERSHIPS

The Washington State Bar Association, The Clark County Bar Association

## LEADERSHIP AND VOLUNTEER EXPERIENCE

### **The Washington State Bar Association**

Seattle, WA

*District 3 Governor on the Board of Governors*

Fall 2020 – Present

- Serving the members of Southwest Washington and the public by helping to set the general policies of the Bar and approve the yearly budget.
- Member of several committees over the past year and a half, including the Diversity Committee, the Long-Range Planning Council, the Budget and Audit Committee, the Member Engagement Committee, the Personnel Committee, the APEX Committee, and the Nominations Committee.
- Working as a liaison between the Bar Association and Sections, Committees, and Minority Bar Associations to facilitate communication among groups, members, and the Bar.

### **The Pelican Education Foundation**

Klamath Falls, OR

*Board Member*

Fall 2011 – Present

- Aiding in establishing an endowment fund for school programs in the Klamath Falls City School District.
- Providing scholarships to Klamath Union High School graduates and grants to educators striving to improve the educational experience for kindergarten through high school students.
- Reviewing and updating the organizational bylaws to ensure consistency with our mission, ethical responsibilities, and operational policies.

### **4k for Cancer**

Baltimore, MD

*Route Coordinator*

Summer 2011

- Bicycled 4,200 miles across the country starting in Baltimore, MD and ending in Seattle, WA; planned the daily biking route for 30 people.
- Staffed cancer-related community service projects in the communities along the route.
- Raised funds for the fight against cancer and donated to programs focused on patient care and cancer navigation in Baltimore other communities across the United States.

# WASHINGTON STATE BAR ASSOCIATION

## President-elect Application Form

### INSTRUCTIONS

- 1) Complete this application form. If you are nominating someone else, ask them to sign it below and submit it along with the required attachments.
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  - A brief (100-word maximum) biographical statement including current occupation, relevant experience, and education.
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- 6) Questions? Contact Paris Eriksen, [parise@wsba.org](mailto:parise@wsba.org).

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### Candidate for President-elect position of the Washington State Bar Association

I, the undersigned active member of the Washington State Bar Association, am running for the President-elect position.

Click or tap here to enter text.  
Lauren Boyd  
Name of candidate (please print)

Click or tap here to enter text.  
50016  
WSBA Bar #

Lauren Boyd  
Signature of Candidate

---

Signature of Nominator (if relevant)

WSBA Bar #

Note: By signing this form, the candidate understands and agrees that as part of the election process for this position, the WSBA routinely checks the grievance and discipline files for any records related to candidates. Thus, the candidate waives confidentiality of these materials to WSBA staff and the Board of Governors.

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## Washington State Senate

205 Irv Newhouse Building  
PO Box 40417  
Olympia, WA 98504-0417

**Senator Lynda Wilson**  
17th Legislative District

Phone: (360) 786-7632  
Hotline: 1-800-562-6000  
Lynda.Wilson@leg.wa.gov

April 25, 2022

To Whom it May Concern:

It is with great pleasure that I write in support of Lauren Boyd's selection as President for the Washington State Bar Association.

I first became acquainted with Lauren two years ago in her role as senior deputy prosecutor for the Clark County Prosecuting Attorney's Office, Domestic Violence Prosecution Center. Following the tragic murder of a former Marine in my legislative district – Tiffany Hill – Lauren was a tireless advocate in support of legislation I introduced to ensure victims of domestic violence had an opportunity to protect themselves that Tiffany never got, despite Lauren's best efforts in the courtroom. She has continued these efforts the past two years, helping to advocate for additional legislation to bring justice to victims and survivors of domestic violence.

Lauren's ongoing work on behalf of victims of domestic violence should be lauded, but there is still so much more to be done. As WSBA President, she would seek to further that work by introducing legislation at the bar level to support attorneys who are working with victims of domestic violence. She has a vision and the drive and dedication to carry it out.

Lauren is deeply committed to public service and increasing the public's access to justice. I have no doubt this commitment would only further the effective work of the WSBA. I offer the highest recommendation for Lauren, and I am certain she will be an outstanding leader for the WSBA.

Please don't hesitate to contact me if you would like to further discuss my support of Lauren Boyd for President of the Washington State Bar Association.

Sincerely,

A handwritten signature in black ink that reads "Lynda Wilson".

Senator Lynda Wilson  
17<sup>th</sup> Legislative District





**PROSECUTING ATTORNEY | ANTHONY F. GOLIK**

**RACHAEL ROGERS**  
Chief Deputy

**ANNA KLEIN**  
Chief Criminal Deputy

**LESLIE LOPEZ**  
Chief Civil Deputy

**GAYLE HUTTON**  
Administrator

May 2, 2022

To Whom It May Concern:

We write in support of Lauren Boyd as President of the Washington State Bar Association. Lauren is an integral part of our office and a diligent worker. She is passionate about public service and has spent her time with the Clark County Prosecuting Attorney's Office working to serve the community and the other attorneys of the CCPAO. Lauren believes in the rule of law and in the responsibility of individual attorneys to ensure that society is just. We fully supported her efforts to volunteer with the WSBA as a Governor and continue to support Lauren as she applies for the position of President.

Lauren has a demonstrated passion for public service and is a continual advocate for policies and procedures that strengthen fairness within the criminal justice system. She has quickly become a trusted member of our office and was given the title of "Senior Deputy Prosecuting Attorney" last year, the youngest female to have earned that designation. Lauren is currently leading the Domestic Violence Prosecution Center and supervises a team of over 20 attorneys, advocates, and staff professionals, all while maintaining a trial caseload of her own and campaigning for improvements to the domestic violence laws in Washington State. It is clear that Lauren greatly cares about the community and the work to protect victims of domestic violence.

Since Lauren started volunteering with the Bar Association, she has seamlessly integrated her work for the WSBA with her duties for our office and has done both exceptionally well. We are pleased to support the passions of our attorneys and fully support Lauren's work with the Bar Association – she is certainly passionate about her role and frequently brings the discussions occurring around the State to discussions within our office. We have no doubt that Lauren will continue to work tirelessly for our office and for the mission of the Bar Association should she be elected as President and we will continue to support her and the time required for her to serve in that office.

Sincerely,

Tony Golik  
Prosecuting Attorney

Rachael Rogers  
Chief Deputy

Anna Klein  
Chief Criminal Deputy

Sent via email to: [barleaders@wsba.org](mailto:barleaders@wsba.org)

**TO:** WSBA Board of Governors  
**CC:** Terra Nevitt, Executive Director  
**FROM:** Governor Brent Williams-Ruth  
**DATE:** May 9, 2022  
**RE:** Supporting Timely Comments on Court Rule Proposals by WSBA Entities

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**ACTION:** Amend the WSBA Bylaws (C.4(a), C.6 and E.2) to provide the Board Legislative Committee authority to authorize a WSBA entity to comment to the Washington Supreme Court on a proposed rule change when the full Board of Governors will not meet before the comments are due.

### **Background**

The Board of Governors has recognized that there are certain critical situations requiring nimbleness in decision making to meet quick deadlines. Foremost are decisions in the realm of proposed state legislation and court rules. For WSBA and its entities to meaningfully engage with such proposals, we often do not have time to wait for the entire Board of Governors to meet, especially during the legislative session. For this reason, we have approved policies that delegate decision-making authority to the Board Legislative Committee (BLC) to allow sections and other entities to comment on state legislation and court rules.

This legislative session, however, we became aware of an inconsistency within the WSBA Bylaws and BOG policy. Policy 1501 allows the BLC to authorize entities to comment on proposed court rules. But language in the WSBA Bylaws only explicitly carves out state legislation under the BLC's authority: The BLC can "propose or adopt positions on behalf of the BOG with respect to legislation that has been introduced or is expected to be in the Washington State Legislature."

This creates a problem, and one we should address quickly. Members of the Supreme Court have themselves communicated how critical it is to receive member feedback on proposed rule amendments, and the WSBA regularly sends out wide and specific notice about rule changes to lawyers who may be affected. We as the Board of Governors should support our sections and other entities as they respond. Further, unlike with legislators and legislation, the risk of "germaneness" and confusion seems to be minimized with court rules: The court is able to distinguish between WSBA speech and WSBA entity speech, and comments are very likely to be considered within the scope of GR 12.2.

### **Proposal**

I propose a simple Bylaw amendment expanding the BLC's authority to include comments on court rules so we can practice our policy. Historically, the BLC has considered comments on court rules, and the system works well to provide timely authorization for our sections and other entities. This is a matter of alignment, now that we know of the Bylaw/Policy inconsistency. (Note: Our practice would be to continue to have entities seek full Board of Governor authorization if they are able to do so and still meet the comment deadline.)

### **Stakeholder Input**

At the April Executive Committee, there was discussion about the possibility of resolving the Bylaw/policy misalignment by allowing the full Board of Governors to pre-authorize entity comments on proposed court rules by

establishing criteria that—if met—would allow the comments to go forward upon review by the Executive Director. I strongly prefer continuing to have entities seek case-by-case authorization for court rule comments for several reasons: It allows both the entity and the Board of Governors to proactively clear up any misunderstanding or misinformation inherent in the comment; it alerts the Board of Governors to potential issues/concerns we may not otherwise hear about; and it allows the Board of Governors to consider whether we, too, might want or need to send in a comment.

*WSBA RISK ANALYSIS: General Counsel notes that the WSBA Bylaws need to provide appropriate authority for the Board of Governors to take the actions specified in their policies. This proposal would provide authority for the Board Legislative Committee to approve entity court rule comments; such a change would decrease legal risk of following the policy.*

*WSBA FISCAL ANALYSIS: If the BLC continues to meet remotely to consider entity requests to comment, the fiscal impact to the organization is negligible; in fact, when compared to the likelihood that the entire Board of Governors will be called into special meetings to authorize comments if we do not align our Bylaws and policies, the cost savings—in terms of governor and staff time—might be significant.*

#### **Attachments**

*Redline of proposed WSBA Bylaw amendments  
Policy 1501*

## IV. GOVERNANCE

### A. BOARD OF GOVERNORS

The Board of Governors (BOG) is the governing body of the Bar. It determines the policies of the Bar and approves its budget each year. Subject to the plenary authority and supervision of the Washington Supreme Court and limitations imposed by Statute, Court Rule, Court Order, or case law, the Board possesses all power and discretion on all matters concerning the WSBA. The Board may delegate the exercise of its authority but that does not constitute a transfer of it. The Board's authority is retained and may be exercised at any time upon a majority vote of the Board.

#### 1. Composition of the Board of Governors

The BOG will consist of (a) the President; (b) one Governor elected from each Congressional District, except in the Seventh Congressional District where members will be elected from separate geographic regions designated as North and South, and identified by postal zip codes as established by the Bar in accordance with these Bylaws and BOG policy; and (c) three Governors elected at-large pursuant to these Bylaws.

#### 2. Duties

- a. The BOG elects the President-elect of the Bar.
- b. The BOG selects the Bar's Executive Director and annually reviews the Executive Director's performance.
- c. Regardless of the method by which any person is selected to serve on the BOG, each Governor will act in the best interest of all members of the Bar and the public. Each Governor is primarily obligated to ensure that the Bar fulfills the mandate set forth in General Rule 12.1, carries out the mission of the Bar, and operates in accordance with the Bar's Guiding Principles.
- d. Each Governor is expected to engage with members about BOG actions and issues, and to convey member viewpoints to the Board. In representing a Congressional District, a Governor will at a minimum: (1) bring to the BOG the perspective, values and circumstances of her or his district to be applied in the best interests of all members, the public and the Bar; and (2) bring information to the members in the district that promotes appreciation of actions and issues affecting the membership as a whole, the public and the organization.
- e. Each Governor appointed to serve as a BOG liaison to a committee, task force, council, section, board, or other entity has the responsibility to fulfill those liaison duties on behalf of the BOG. Governors appointed to serve as BOG liaisons are not voting members of those entities. BOG liaisons must not be excluded but will not participate in those entities' executive sessions or confidential deliberations except when requested to do so as a resource.

- f. Meetings of the BOG will be held as provided in these Bylaws. Each Governor must attend all board meetings except in cases of emergency or compelling circumstance that prevents participation.

### **3. Term**

Governors will assume their duties at the close of the final regularly scheduled BOG meeting of the fiscal year in which they were elected. Governors serve a term of three years, except as may be otherwise provided by these Bylaws.

### **4. Vacancy**

- a. A vacancy may arise due to resignation, death, removal by BOG, or recall by members.
  - 1) Removal by the Board of Governors. Any Governor may be removed from office for good cause by a 75% vote of the entire BOG exclusive of the Governor subject to removal, who will not vote. The vote will be by secret written ballot. Good cause for removal includes, without limitation, incapacity to serve, serious or repeated failures to meet the duties outlined in these Bylaws, or conduct or activities that bring discredit to the Bar.
  - 2) Recall by Members. Any Governor may be removed from the BOG by a recall by members, in accordance with the procedures set forth in these Bylaws.
- b. Response to a Vacancy
  - 1) If a vacancy occurs for any reason and 12 months or less remain in that Governor's term, in the BOG's sole discretion the position may remain vacant until the next regularly scheduled election for that Governor position. In that event, no interim governor will be elected or appointed to the position.
  - 2) If a vacancy occurs due to resignation, death, or the removal of a Governor by the BOG, and more than 12 months remain in that Governor's term, the BOG must elect a candidate eligible for that position to serve as Governor until the next regularly scheduled election for that Governor position.
  - 3) If a Governor is removed due to recall and more than 12 months remain in that Governor's term, a special election will be conducted using the general procedures set forth in the "Election of Governors from Congressional Districts" provisions of these Bylaws. The application period for any special election held pursuant to this paragraph must be no less than 30 days and must, at a minimum, be prominently posted on the Bar's website and e-mailed to all members eligible to vote in the election.
  - 4) Regardless of whether a special election will be held to fill a Governor position that is vacant due to recall by the members, such position will not be filled by any interim governors selected by the BOG or appointed by the President.

## **B. OFFICERS OF THE BAR**

The officers of the Bar consist of a President, President-elect, Immediate Past-President, and Treasurer. The Executive Director of the Bar serves as secretary in an ex officio capacity. Except for the Executive Director, all officers must be Active lawyer members of the Bar.

### **1. President**

The President is the chief spokesperson of the Bar, and presides at all meetings of the BOG. The President has the authority to: set the agenda however that authority is secondary to the authority of the Board of Governors at any Board meeting to take action on any issue raised by a duly seconded motion; take action to execute the policies established by the BOG; assign Governors as liaisons to Bar sections, committees, or task forces, specialty bar associations, and other law related organizations; and to appoint task forces, BOG committees, or other ad hoc entities to carry out policies established by the BOG. The President also performs any other duties typically performed by an organization's President. The President may vote only if the President's vote will affect the result. The President must present a report to the membership covering the principal activities of the Bar during the President's tenure.

### **2. President-elect**

The President-elect performs the duties of the President at the request of the President, or in the absence, inability, recusal, or refusal of the President to perform those duties. The President-elect also performs such other duties as may be assigned by the President or the BOG. The President-elect is not a voting member of the BOG except when acting in the President's place at a meeting of the BOG and then only if the vote will affect the result.

### **3. Immediate Past President**

The Immediate Past President performs such duties as may be assigned by the President or the BOG. The Immediate Past President will perform the duties of the President in the absence, inability, recusal, or refusal of the President, President-elect, and Treasurer to perform those duties. Among the duties specifically assigned to the Immediate Past President is to work on behalf of the BOG and the officers to ensure appropriate training and education of new BOG members and officers during their term.

The Immediate Past President is not a voting member of the BOG except when acting in the President's place at a meeting of the BOG and then only if the vote will affect the result.

### **4. Treasurer**

The Treasurer chairs the Budget and Audit Committee and is responsible for ensuring that the BOG and officers are informed about the finances of the Bar. The Treasurer will perform the duties of the President in the absence, inability, recusal, or refusal of the President and the President-elect to perform those duties. The Treasurer also performs such other duties as are assigned by the President or the BOG.

### **5. Executive Director**

The Executive Director is the principal administrative officer of the Bar. The Executive Director is responsible for the day-to-day operations of the Bar including, without limitation: (1) hiring, managing and terminating Bar personnel, (2) negotiating and executing contracts, (3) communicating with Bar members, the judiciary, elected officials, and the community at large regarding Bar matters, (4) preparing an annual budget for the Budget and Audit Committee, (5) ensuring that the Bar's books are kept in proper order and are audited annually, (6) ensuring that the annual audited financial report is made available to all Active members, (7) collecting debts owed to the bar and assigning debts for collection as deemed appropriate, (8) acquiring, managing, and disposing of personal property related to the Bar's operations within the budget approved by the BOG, (9) attending all BOG meetings, (10) reporting to the BOG regarding Bar operations, (11) ensuring that minutes are made and kept of all BOG meetings, and (12) performing such other duties as the BOG may assign. The Executive Director serves in an ex officio capacity and is not a voting member of the BOG.

#### **6. Terms of Office**

- a. The President-elect is elected by the BOG, as set forth in these Bylaws. The President-elect succeeds the President unless removed from office pursuant to these Bylaws.
- b. The President-elect and Treasurer take office at the close of the final regularly scheduled BOG meeting of the fiscal year in which they were elected to those positions. The President takes office at the close of the final regularly scheduled BOG meeting of the fiscal year in which he or she served as President-elect. The Immediate Past President takes office at the close of the final regularly scheduled BOG meeting of the fiscal year in which he or she served as President.
- c. The term of office of each officer position is one year; however, the Executive Director serves at the direction of the BOG and has an annual performance review. No individual shall serve as Executive Director for more than ten years, except that the Board of Governors may extend the contract for the Executive Director past that period, in its discretion, by a 66% super-majority vote for terms of two year increments.

#### **7. Vacancy**

- a. The President, President-Elect, Immediate Past President, and Treasurer may resign or be removed from office for good cause by an affirmative vote of 75% of the entire BOG. Good cause for removal includes, without limitation, incapacity to serve, serious or repeated failures to meet the duties outlined in these Bylaws, or conduct or activities that bring discredit to the Bar.
  - 1) Upon removal or resignation of the President, the President-elect will fill the unexpired term of the President and then serve the term for which he or she was elected President. If there is no President-elect, then the BOG will elect such other person as it may determine, with the Treasurer performing the duties of the President until the BOG elects a new President.
  - 2) Upon removal or resignation of the President-elect, or ascendancy of the President-elect to the Presidency pursuant to paragraph (1) above, the BOG will elect a new President-elect (from Eastern Washington if the President-elect is mandated to be from Eastern Washington per these Bylaws).

- 3) Upon disqualification, removal, or resignation of the Immediate Past President, the office will remain vacant until the close of the term of the then-current President. If the office of Immediate Past President would otherwise become vacant because the President was removed or resigned during his or her term, the most recent Immediate Past President will remain in office for another term. If the most recent Immediate Past President is unable or unwilling to serve another term, the President may appoint, subject to approval of the BOG, a person eligible to serve as an officer to act as Immediate Past President for the otherwise vacant term. This appointment may be done prior to the start of the otherwise vacant term, but the appointed Immediate Past President will not assume office until the close of the term of the then-current Immediate Past President. If the appointment is done after the otherwise vacant term begins, the appointed Immediate Past President will assume office immediately upon BOG approval.
- 4) Upon removal or resignation of the Treasurer, the BOG will elect a new Treasurer pursuant to the procedures set forth in these Bylaws.
- b. The Executive Director is appointed by the BOG, serves at the direction of the BOG, and may be dismissed at any time by the BOG without cause by a majority vote of the entire BOG. If dismissed by the BOG, the Executive Director may, within 14 days of receipt of a notice terminating employment, file with the Supreme Court and serve on the President, a written request for review of the dismissal. If the Supreme Court finds that the dismissal of the Executive Director is based on the Executive Director's refusal to accede to a BOG directive to disregard or violate a Court order or rule, the Court may veto the dismissal and the Executive Director will be retained.

#### **C. BOARD OF GOVERNORS COMMITTEES**

1. The BOG may delegate work to BOG standing committees, special committees, work groups, or other subgroups however defined, the membership of which will be established by the President with due consideration given to Governors' membership requests. The BOG standing committees include, at a minimum, the following: Executive Committee; Awards Committee; Budget and Audit Committee; Legislative Committee; Personnel Committee; and Diversity Committee.
2. The purpose of BOG committees, regardless of what they are called, is to make recommendations and make the work of the BOG more efficient. Consensus should govern meetings of BOG committees whenever possible. If a BOG committee is unable to reach a consensus, the committee will vote. Only Governors may vote on standing Board committees. Voting members of ad hoc committees will be determined by the Board on a case-by-case basis.
3. Meetings of BOG committees are open to the public, unless provided otherwise in these Bylaws or by court rule. The ability to participate in and comment at BOG committee meetings is in the discretion of the Chair as provided in these Bylaws.
4. BOG Legislative Committee



PROPOSED AMENDMENTS TO BOG LEGISLATIVE COMMITTEE C.4.a, c.6) and E.2 - REDLINE

- a. Purpose: The BOG Legislative Committee is authorized to propose or adopt positions on behalf of the BOG with respect to legislation that has been introduced or is expected to be introduced in the Washington State Legislature, including the authority to propose amendments to legislation or to adopt positions on amendments to legislation. [The BOG Legislative Committee is authorized to review and approve proposed comments to Court Rules, so long as the deadline for submission is before the next regularly scheduled meeting of the Board of Governors.](#)
- b. Membership: The President appoints the Committee, which consists of the following voting members:
  - 1) Eight Governors, including the Treasurer;
  - 2) the President;
  - 3) the President-elect; and
  - 4) the Immediate Past President.

The President selects the Chair from among the Governors appointed to the Committee.

- c. Procedure: Consideration of legislation by the Committee proceeds in the following order:
  - 1) The Committee first determines, by a two-thirds majority vote of those voting, whether the legislation is within the scope of GR 12.1 and whether it is appropriate under the circumstances for the Committee to determine a position on the legislation on behalf of the BOG.
  - 2) If the determination in subsection (1) above is affirmative, then the Committee will determine by a two-thirds majority vote of those voting what position, if any, to adopt on the legislation on behalf of the BOG.
  - 3) The Committee may determine that major or novel legislative issues will be referred to the BOG for consideration.
  - 4) Any issues to be considered or actions taken by the Committee must be promptly communicated to the BOG by electronic delivery; and actions taken by the Committee must also be communicated at the next BOG meeting.
  - [5\) Due to the Committee's unique need to be able to act quickly to address issues that arise during a regular or special legislative session, between meetings the Committee may discuss and vote on issues by e-mail; however, if any Committee member objects to using an e-mail process for any particular issue, the Committee will take up that issue at its next scheduled Committee meeting.](#)
  - [5\)6\) When reviewing a proposed comment for a Court Rule that has a submission deadline prior to the next regularly scheduled Board of Governors meeting, a simple majority of the BOG Legislative Committee present at a regular or special meeting of the Committee may approve the comment for submission with the same effect as if it has been approved by the Board of Governors.](#)
- d. Quorum: A quorum consists of a majority of the Committee's voting members.
- e. Committee Meetings: The Committee may meet in executive session, with no persons present except the members of the Committee, other members of the BOG, the Executive

Director, the Legislative Liaison, and such others as the Committee may authorize. Committee meetings may be held electronically.

## **D. POLITICAL ACTIVITY**

### **1. Board of Governors**

- a. The BOG acting as a board must not publicly support or oppose, in any election, any candidate for public office.
- b. The BOG acting as a board must not take a side or position publicly or authorize any officer or the Executive Director to take a side or position publicly on any issue being submitted to the voters or pending before the legislature, unless the matter is considered in public session at a meeting of the BOG with advance notice to the Bar's membership, and the following requirements are met:
  - 1) The BOG first votes to determine whether the issue is within the scope of GR 12.1; and
  - 2) If the BOG determines that the matter is within the scope of GR 12.1, then the BOG will vote to determine what position, if any, to adopt on the issue.
- c. The restriction applies fully to prohibit:
  - 1) the use of the name or logo of the Bar;
  - 2) the contribution of funds, facility use, or Bar staff time;
  - 3) participation or support to any degree in the candidate's campaign, or the campaign on either side of the issue.
- d. The restriction does not apply to matters that are exclusively related to the administration of the Bar's functions or to any issue put to a vote of the Bar's membership.

Notice of any BOG position or authorization to the President or Executive Director to take a position must be published on the Bar's website as soon as possible after the meeting at which the final action is taken.

### **2. President and President-elect**

The President and President-elect must not publicly support or oppose, in an election, any candidate for public office. This restriction applies fully to prohibit:

- a. the use of the President's and President-elect's name,
- b. the contribution of funds, or
- c. participation or support to any degree in the candidate's campaign.

Further, the President and President-elect must not take a side publicly on any issue being submitted to the voters, pending before the legislature or otherwise in the public domain except when specifically authorized or instructed by the BOG to do so on a matter relating to the function or purposes of the Bar.

### **3. Governors, other Officers, and Executive Director**

Governors, other officers, and the Executive Director must not publicly support or oppose, in an election, any candidate for public elective office in the State of Washington the prerequisites for which

include being an attorney, except where the candidate is a member of that person's immediate family. This restriction applies fully to prohibit:

- a. the use of the Governor's, officer's, or Executive Director's name,
- b. the contribution of funds, or
- c. participation or support to any degree in the candidate's campaign.

The term "immediate family" as used in this Article includes a sibling, parent, spouse, domestic partner, child and the child of a spouse or domestic partner.

#### **4. Other**

If any officer, Governor, or the Executive Director supports or opposes any candidate or issue as permitted in this Article, then that person must not state or imply that he or she is acting in his or her capacity as officer, Governor or Executive Director of the Bar unless specifically authorized to do so by the BOG.

#### **5. Letterhead**

Use of Bar letterhead is limited to official business of the Bar and specifically must not be used for personal or charitable purposes, or in connection with any political campaign or to support or oppose any political candidate. Bar letterhead must not be used to support or oppose any public issue unless the BOG has taken a position on the issue.

### **E. REPRESENTATION OF THE BAR**

Except as specifically set forth in these Bylaws, no committee, section, task force, or other Bar entity, or member thereof, member of the BOG, or officer or employee of the Bar is permitted to speak for or represent the Bar, or any committee, section, task force, or entity thereof, before any legislative body, in any court, before any other tribunal or in any communication to the Governor or the Attorney General of the State, unless prior authorization to do so has been specifically granted by the BOG by policy adopted by the BOG or by specific BOG action.

1. As the chief spokesperson of the Bar, the President has the authority to take action to execute the policies established by the BOG, and to serve as the representative of the Bar in connection therewith.
2. The BOG Legislative Committee is specifically authorized, under the terms of these Bylaws, to propose or adopt positions on behalf of the BOG with respect to legislation that has been introduced or is expected to be introduced in the Washington State Legislature, including the authority to propose amendments to legislation or to adopt positions on amendments to legislation. [The BOG Legislative Committee is further authorized to approve proposed comments to Court Rules, so long as the deadline for the comment submission occurs before the next regularly scheduled Board of Governors meeting.](#)

3. The Executive Director may communicate with Bar members, the judiciary, elected officials, and the community at large regarding Bar matters and policies established by the BOG, and is not required to obtain prior approval from the BOG before doing so.
4. Bar employees whose job duties require them to do so, and independent counsel retained at the direction of the President or the BOG, are specifically authorized to represent the Bar, or any committee, section, or task force thereof, before any legislative body, in any court, before any other tribunal or in any communication to the Governor or the Attorney General of the State as may be necessary to perform their job duties.

PROPOSED

# WSBA LEGISLATION AND COURT RULE COMMENT POLICY

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*(Amended November 13, 2015 Board of Governors Meeting)*

\*Please see *Sections Legislative Comment Policy*, adopted June 2020, for policy as applicable to Sections.

**Purpose:** This policy governs Panel, Committee, Division or Council (hereinafter collectively referred to as 'Entity') authority to comment publicly on state and federal court rules and legislation, and clarifies the conditions under which such Washington State Bar Association (WSBA) entities can comment publicly on state and federal court rules, legislation, executive orders, administrative rulemaking, and international treaties. For purposes of this policy, to “comment” means to take a position (for example, expressing support, concerns, or opposition) with or without accompanying statements explaining the position; it also means to provide input (for example, suggested amendments, recommendations, analysis, or comments to the media) without taking a position.

**Policy:** The Board of Governors, the Executive Director, the WSBA Legislative Committee, the Board of Governors Legislative Committee, and the Legislative Affairs Manager, are authorized to refer legislative proposals (including bills, initiatives, referenda, and resolutions) or proposed court rule changes<sup>1</sup> to Entities of the WSBA for their consideration. Entities are authorized to appear before or otherwise publicly comment on legislation to the Legislature or Congress, or a committee of the Legislature or Congress, or to publicly comment on any proposed state rule change pursuant to Washington Supreme Court General Rule (GR) 9(f), or to publicly comment on any federal proposed rule change, only under the following conditions:

1. The Entity may not comment publicly on federal legislation or federal court rules without prior written authorization of the Board of Governors, and such authorization may be subject to limitations established by the Board of Governors.
2. The Entity may not publicly comment unless: (a) at least 75% of the total membership of the Entity's governing body has first determined that the matter under consideration meets GR 12; and (b) after determining that the matter meets GR 12, that the comments are the opinion of at least 75% of the total membership of the governing body of the Entity. A subcommittee or other subset of an Entity may not publicly communicate its comments on proposed legislation or court rules.

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<sup>1</sup> The WSBA Court Rules and Procedures Committee routinely vets proposed Court Rules to various WSBA Entities, scrubs the proposals, and then either supports or opposes having the Board of Governors recommend those proposals to the Supreme Court Rules Committee. This process continues to be permitted under this Policy.

3. The Entity shall not publicly communicate comments on a legislative or rule proposal that are in conflict with or in opposition to decisions or policies of the Board of Governors or Board Legislative Committee, including GR12 analyses.
4. The Entity shall seek authorization from the Legislative Affairs Manager or the Board Legislative Committee Chair prior to publically communicating with anyone. If authorization is granted, Entities must clearly state that their comments are solely those of the Entity, and not the official comments of the WSBA. In order to officially comment on behalf of the WSBA, the Entity must have the prior written approval of the Board of Governors, and any comments will be subject to limitations established by the Board of Governors. Entities are not permitted to comment on local or municipal policies or legislation.
5. The Entity is responsible for advising the Executive Director, the Board of Governors, the Board of Governors Legislative Committee, and the Legislative Affairs Manager, on an ongoing basis, regarding decisions, comments, and actions of the Entity. The Entity shall advise the Legislative Affairs Manager of any proposed action intended to publicly communicate its comments on legislation in advance of taking such action. Unless otherwise authorized by the Executive Director, the Board of Governors, or the Board of Governors Legislative Committee, the Entity shall follow the advice, guidance, and recommendations of the Legislative Affairs Manager in taking any action.
6. In all cases, the Entity representatives shall cease to publicly communicate the comments of the Entity if requested to do so by the Executive Director, the Board of Governors, the Board of Governor's Legislative Committee, or the President of the Bar; and, in the case of comments on legislative proposals, the Entity representatives shall also cease to publicly communicate the comments of the Entity if requested to do so by the Legislative Affairs Manager.
7. Entities are prohibited from joining or affiliating with groups or associations whose legislative advocacy reaches beyond the areas allowable under GR 12.

# WASHINGTON STATE BAR ASSOCIATION

## Court Rules and Procedures Committee

April 18, 2022

Hon. Brian M. Tollefson  
President, Board of Governors  
Washington State Bar Association  
1325 Fourth Ave., Suite 600  
Seattle, WA 98101  
[tollefsonBOG@outlook.com](mailto:tollefsonBOG@outlook.com)

### **RE: Mail Delays and Mental Proceeding Rules**

Dear President Tollefson:

I write on behalf of the Court Rules and Procedures Committee to request guidance from the Board of Governors regarding two matters before our Committee. The first matter is whether our Committee should continue exploring a proposed rules change in response to the U.S. Postal Service's ongoing delays in services. The second is whether our Committee should undertake a review of the Superior Court Mental Proceedings Rules (MPRs).

#### *Mail Delays*

As you will recall, on March 10 I addressed the Board of Governors regarding the issue of postal service delays, and particularly its impact on service by mail. With the change in service, pleadings or motions served by mail increasingly arrive shortly before, or even after, the deadline for a response. In some cases, the papers never arrive at all. The issue particularly affects litigants in jurisdictions without rules providing for electronic service, and inmates who frequently have no option but to rely on service by mail.

Following the BOG meeting, a subcommittee of the full Court Rules and Procedures Committee studied whether a potential rule change might address the issue of unreliable mail service. The subcommittee looked at the responses of other jurisdictions and obtained information from interested stakeholders. But ultimately, the subcommittee found no potential response beyond increasing the amount of time allowed to respond to papers served by mail.

Adding more time to respond would lessen some of the problems caused by delay, but could create others by delaying litigation. It would not address problems with mailed items which never arrive. Ultimately this is an issue which only the U.S. Postal Service has the power to fix. However, if it is the wish of the BOG, our Committee will proceed with crafting a proposal increasing the time to respond to pleadings or papers served by mail.

#### *Mental Proceedings Rules*

The MPRs have not changed since at least 2015. However, the RCWs associated with mental proceedings, Chapter 71.05 RCW, have been revised several times, with additional revisions becoming effective this July.



Although the MPRs are not on the schedule for regular review by our Committee, if the BOG wishes we will conduct a review of the MPRs to see if any rules need to be harmonized with the RCWs.

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Please let me know any guidance the BOG is willing to give our Committee regarding these issues. Please do not hesitate to contact me if there are any questions. Thank you.

Sincerely,

*s/Isham M. Reavis*

Isham M. Reavis  
Chair, WSBA Court Rules & Procedures Committee  
(206) 204-6744  
[isham@aokilaw.com](mailto:isham@aokilaw.com)

cc: Lauren Boyd  
Terra Nevitt



## Terra Nevitt

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**From:** Judge Indu Thomas <indu.thomas@co.thurston.wa.us>  
**Sent:** Thursday, March 10, 2022 4:08 PM  
**To:** WSBA CourtRules  
**Subject:** [External]Query re Mental Proceeding Rules

I am writing to inquire as to whether there is any plan to review and/or amend the Mental Proceeding Rules. It appears that no changes have been made since 2015.

*Indu Thomas*

*She/her*

Superior Court Judge



**TO:** WSBA Board of Governors  
**CC:** Terra Nevitt, Executive Director  
**FROM:** Julie Shankland, General Counsel  
**DATE:** May 2, 2022  
**RE:** Proposed Conflict of Interest Policy

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**DISCUSSION AND POTENTIAL ACTION:** Consider and discuss next steps for recommended changes to the Board's Conflict of Interest Policy

#### Background

WSBA member Gabe Galanda raised an issue with the scope of the Board's conflict of interest policy. Given Mr. Galanda's concern, the Office of General Counsel was asked to review the current conflict policy and recommend changes.<sup>1</sup> The recommended policy changes do not address Mr. Galanda's concerns directly. Rather, the changes are based on best practices research.

My understanding of Mr. Galanda's continuing concern is that the current policy does not prevent "the appearance of conflict associated with somebody simultaneously wearing (or leveraging) three hats—(1) WSBA licensed attorney, (2) WSBA Governor/Officer, (3) Judge in Washington State—it falls short and the public's faith in the WSBA and our profession at large could further erode."<sup>2</sup>

#### Summary of Changes to the Policy

The recommended policy has new definitions, a procedure to follow, and a changed annual disclosure statement. The definitions of conflict of interest are broadened to include personal and professional conflicts, in addition to financial conflicts which are covered in the existing policy. A new procedure involving disclosure and a decision whether to recuse from participation is recommended. The annual disclosure statement acknowledges that the Governors and Officers have read and will abide by the policy, rather than making a list of all potential conflicts.

#### Stakeholder Input

Stakeholder input has not been gathered. The Board can determine the next steps in this process.

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<sup>1</sup> Mr. Galanda initially raised this issue in the context of a client representation. On February 15, 2022, the Ninth Circuit Court of Appeals issued a nonpublished opinion resolving the client matter with no finding of a conflict of interest. Consequently, the proposed changes relate to improving the policy, not to issues in Mr. Galanda's client matter.

<sup>2</sup> Quoted from Mr. Galanda's April 25, 2022 email.

WSBA RISK ANALYSIS: *This section is to be completed by the Office of General Counsel, with input from the proposing entity or individual.*

Having a robust conflict of interest policy with clear definitions and an understandable process reduces risk.

WSBA FISCAL ANALYSIS: *This section is to be completed by the Finance Department, with input from the proposing entity or individual.*

None identified.

#### Attachments

1. Recommended Conflict of Interest Policy
2. Current Conflict of Interest Policy



# WSBA

OFFICE OF THE GENERAL COUNSEL

Robert D. Welden  
General Counsel

direct line: 206-727-8232  
fax: 206-727-8314  
e-mail: bobw@wsba.org

## BOARD OF GOVERNORS CONFLICT OF INTEREST POLICY Approved by the Board of Governors July 27, 2007

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### **Purpose and Statement of Policy:**

The Board of Governors Conflict of Interest Policy is intended to protect the interests of the Washington State Bar Association when it is contemplating entering into a transaction, arrangement, or other action that might benefit the private interest of an Officer or Governor of the WSBA. The proper leadership of the WSBA depends upon members of the Board of Governors (including the Officers) who give of their time and knowledge for the benefit of the WSBA and its goals. Governors have a duty of loyalty to the WSBA, which requires them to exercise their powers in the interest of the WSBA, and not in their own interests or those of another person or entity.

Governors bring varied backgrounds and interests to the work of the WSBA and may have interests that are in conflict with those of the WSBA. The existence of an actual or potential conflict of interest should be addressed by full disclosure of the conflict to the Board of Governors. The Governor having the conflict should withdraw from any discussion or vote on any matter in which the conflict is involved.

The Board of Governors of the WSBA accordingly resolves as follows:

### **Procedures:**

1. **Duty to Disclose:** It is the duty of each Officer and Governor to be conscious of any actual or potential conflict of interest between that Officer or Governor and the Association, and to act with candor and care in such a situation. An Officer or Governor must disclose to the Board of Governors, before the Board takes any action on the matter, the nature and extent of any direct, indirect or potential conflict of interest that the Officer or Governor, or any member of his or her immediate family may have, whether individually, through business relationships or transactions, or through investment relationships or transactions. For purposes of this policy, the term "immediate family" includes the following: (1) an Officer's or Governor's spouse or domestic partner; (2) a child of an Officer or Governor or of an Officer's or Governor's spouse or domestic partner; and (3) other dependent relatives of an Officer or Governor or of an Officer's or Governor's spouse or domestic partner if living in his or her household. Conflicts of interest that require disclosure include, but are not limited to, (a) any ownership or financial interest in any entity with which the WSBA has a transaction, arrangement or other action, (2) any compensation arrangement with the WSBA or with any entity or individual with which the WSBA

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has a transaction, arrangement or other action, and (3) any potential ownership or financial interest in, or compensation arrangement with, any entity or individual with which the WSBA is negotiating a transaction, arrangement or other action. An Officer's or Governors' disclosure shall be noted in the minutes of the Board meeting and made a part of the records of the WSBA.

2. Meeting Procedure: The Board of Governors shall provide a disinterested review of the matter that is the subject of a conflict of interest. An Officer or Governor having a conflict of interest should absent himself or herself from any discussion of the matter, should not use his or her personal influence with respect to the matter, and should abstain from casting any vote. To the extent that the remaining members of the Board determine that the Officer or Governor can provide information that may be useful, the Officer or Governor having a conflict may provide that information to the Board and answer pertinent questions from the other members of the Board before the Board casts its vote. An Officer or Governor having a conflict of interest shall not be counted as present for the purpose of determining whether a quorum is established, even if permitted by law. The Officer's or Governor's absence from the discussion and vote of the Board, and the establishment of the quorum without counting that Officer or Governor, shall be noted in the minutes of the Board meeting and made a part of the records of the WSBA.

3. Due Diligence: This policy is not intended to prohibit or restrain the WSBA from entering into transactions with an Officer or Governor or person or entity in which an Officer or Governor has an interest. Those transactions should be approved, however, only in circumstances where the approval process is scrupulously disinterested and fair, and where the best interest of the WSBA is the clear and overriding consideration leading to the approval. If any Officer or Governor discovers that the Board has acted on a proposal in ignorance of an undisclosed conflict of interest, the Officer or Governor should promptly disclose the matter to the entire Board, and the Board should promptly re-examine the matter using the procedures outlined in this policy.

4. Corporate Opportunity: Before an Officer or Governor enters into a transaction which he or she reasonably should know may be of interest to the WSBA, the Officer or Governor should disclose the transaction to the Board in sufficient detail, and with adequate advance notice, that the Board has adequate information and time to allow it to act or decline to act with respect to the transaction.

5. Annual Statements: Each year each Officer and Governor shall complete and deliver to the President a disclosure statement in the form approved from time to time. By executing the statement each Officer and Governor shall acknowledge his or her knowledge of this policy, and disclose any conflicts of interest that the Officer or Governor may have, or be likely to have, with the WSBA. All Officers' and Governors' disclosures shall be made a part of the records of the WSBA.

6. Review of this Policy: The Board of Governors shall review this policy at least annually for the information and guidance of members of the Board. Each new Officer and Governor shall be advised of the policy and asked to complete the disclosure statement.



WSBA

WASHINGTON STATE BAR ASSOCIATION

**BOARD OF GOVERNORS  
CONFLICT OF INTEREST DISCLOSURE**  
Approved by the Board of Governors July 27, 2007

Name: \_\_\_\_\_

1. I certify that I have read the WSBA Board of Governors Conflict of Interest Policy and agree to abide by it.

2. During the past 12 months, have you or any member or your immediate family as defined in the Board of Governors Conflict of Interest Policy had any ownership or financial interest in any entity with which the WSBA has a transaction, arrangement or other action? If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. During the past 12 months, have you or any member or your immediate family as defined in the Board of Governors Conflict of Interest Policy had any compensation arrangement with the WSBA or with any entity or individual with which the WSBA has a transaction, arrangement or other action? If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. During the past 12 months, have you or any member or your immediate family as defined in the Board of Governors Conflict of Interest Policy had any potential ownership or financial interest in, or compensation arrangement with, any entity or individual with which the WSBA is negotiating a transaction, arrangement or other action? If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATED \_\_\_\_\_

\_\_\_\_\_  
signature

\_\_\_\_\_  
print name

**BOARD OF GOVERNORS**  
**CONFLICT OF INTEREST POLICY**

Amended and approved by the Board of Governors [DATE]  
(Supersedes Conflict of Interest Policy Approved July 26, 2007)

---

**I. Purpose**

The Board of Governors Conflict of Interest Policy is intended to protect the interests of the Washington State Bar Association (WSBA) when it is contemplating entering into a transaction, arrangement, or other action that might benefit the private interest of a Governor or an Officer of the WSBA. The proper leadership of the WSBA depends upon members of the Board of Governors (including the Officers) who give of their time and knowledge for the benefit of the WSBA and its goals. Governors and Officers have a duty of loyalty to the WSBA, which requires them to exercise their powers in the interest of the WSBA, and not in their own interests or those of another person or entity.

Governors and Officers bring varied backgrounds and interests to the work of the WSBA and may have interests that are in conflict with those of the WSBA. The purpose of this Policy is to help inform Governors and Officers about what constitutes a conflict of interest, to assist the Governors and Officers in identifying and disclosing actual and potential conflicts, and to help ensure the avoidance of known conflicts of interest.

All conflicts of interest are not necessarily prohibited or harmful to the WSBA; however, full disclosure of all conflicts is required. Governors and Officers have the continuing, affirmative duty to report any personal, financial interest, or other relationship that might affect their ability to exercise impartial, ethical, and business-based judgments in fulfilling their responsibilities to the WSBA. The existence of an actual, perceived, or potential conflict of interest should be addressed by full disclosure of the conflict to the Board of Governors. The Governor or Officer having the conflict shall withdraw from any discussion or vote on any matter in which the conflict is involved. The Board of Directors will take any action required to ensure that the conflict of interest is resolved.

The Board of Governors (Board) of the WSBA accordingly resolves as follows:

**II. Definitions**

1. “Conflicts of interest”: the term “conflict of interest” includes any actual, perceived, or potential conflict of interest (conflict). The term includes, but is not limited to, the following:





- a. any ownership or financial interest in any entity with which the WSBA has a transaction, arrangement, or other action;
  - b. any compensation arrangement with the WSBA or with any entity or individual with which the WSBA has a transaction, arrangement, or other action;
  - c. any potential ownership or financial interest in, or compensation arrangement with, any entity or individual with which the WSBA is negotiating a transaction, arrangement, or other action;
  - d. any other personal, professional, or financial interest in a matter under consideration by the Board of Governors that is of such significance to a Governor or Officer, a Governor's or Officer's immediate family, or anyone associated with a Governor or Officer, that the interest would reasonably be perceived by an objective, disinterested third party as having the potential to influence the independent, unbiased judgment of the Governor or Officer if called upon to discuss or vote on the matter;
  - e. any other circumstances where a Governor's or Officer's duties to the WSBA conflict with other commitments or obligations owed by the Governor or Officer to other persons or entities, such that the Governor or Officer cannot fully discharge their fiduciary duties or responsibilities to the WSBA.
2. "Actual conflict of interest": a situation where a Governor or Officer has a direct or indirect personal, professional, or business interest that is sufficiently connected to their duties and responsibilities as a Governor or Officer that it influences the exercise of these duties and responsibilities.
  3. "Perceived conflict of interest": a situation where well-informed persons could have a reasonable belief that a Governor or Officer has an actual conflict of interest, even where that is not the case.
  4. "Potential conflict of interest": a situation where a Governor or Officer has a direct or indirect personal, professional, or business interest that could influence the performance of their duties or responsibilities as Governor or Officer, provided that they have not yet exercised that duty or responsibility.
  5. "Immediate family": the term "immediate family" includes a sibling, parent, spouse, domestic partner, child and the child of a spouse or domestic partner of a Governor or Officer.

### **III. Procedures**

#### **1. Duty to Disclose**

It is the duty of each Governor and Officer to be conscious of any actual, perceived, or potential conflict of interest between that Governor or Officer and the WSBA, and to act with candor and care in such a situation. Governors and Officers must promptly disclose to the Board of Governors, before the Board takes any action on the matter, the existence, nature and extent of and all material facts related to any conflict of interest that the Governor or Officer, any member of their immediate family may have, whether individually, through



personal, professional, or business relationships, transactions, or otherwise. At the beginning of every meeting of the Board of Governors, the President (or the Governor presiding over the meeting) is to ask and have recorded in the minutes whether any Governor or Officer has a conflict to declare with respect to any agenda item. A Governor's or Officer's disclosure shall be noted in the minutes of the Board of Governors meeting and made a part of the records of the WSBA. The minutes of the Board of Governors must be maintained per WSBA's Records Retention Schedule.

## 2. Determining Whether a Conflict of Interest Exists

- a. After disclosure of a conflict of interest and any discussion with the Governor or Officer regarding the conflict pursuant to section 1 of these procedures, the Board of Governors shall determine whether a conflict of interest exists.
- b. A Governor or Officer having a conflict of interest must be absent from any discussion of the matter, must not use the Governor's or Officer's personal influence with respect to the matter, and must abstain from casting any vote on resolution of the conflict.
- c. The minutes of the Board of Governors must contain the name of the Governor or Officer who disclosed a conflict of interest, the nature of the conflict, the Board of Governor's determination as to whether a conflict of interest existed and any action taken by the Board of Governors to resolve the conflict. The Governor's or Officer's absence from the discussion and the vote of the Board must be noted in the minutes.

## 3. Due Diligence

This policy is not intended to prohibit or restrain the WSBA from (a) entering into transactions with a Governor or Officer or person or entity in which a Governor or Officer has an interest or (b) taking action on any other matter under consideration by the Board for which a Governor or Officer, or their immediate family member, has a significant personal interest.

Those transactions should be approved or actions taken, however, only in circumstances where the approval process is scrupulously disinterested and fair, and where the best interest of the WSBA is the clear and overriding consideration leading to the approval.

If any Governor, Officer, or WSBA member discovers that the Board has voted or acted on a proposal in ignorance of an undisclosed conflict of interest by a Governor or Officer, the Governor, Officer, or WSBA member should promptly disclose the matter to the entire Board. If the Board determines that the involvement of the said Governor or Officer influenced the decision of the matter, the Board shall promptly re-examine the matter using the procedures outlined in this Policy and may rescind, vary, or confirm its prior decision, or may take any other corrective action.

## 4. Procedures for Addressing a Conflict of Interest

- a. After determination that a conflict of interest exists pursuant section 2 of these procedures, the Board of Governors shall provide a disinterested review of the matter that is the subject of the conflict of interest.
  - b. The Board of Governors shall exercise due diligence pursuant to section 3 of these procedures before entering into any transaction with a Governor, Officer, or person or entity in which a Governor or Officer has an interest or taking action on any other matter before the Board for which a Governor or Officer, or a Governor's or Officer's immediate family member, has a significant personal interest.
  - c. The conflicted Governor or Officer must be absent from discussion on the matter for which the conflict of interest arises except as provided in section 4(d) of these procedures, must not use the Officer's or Governor's personal influence with respect to the matter, and must abstain from casting any vote on the matter for which the conflict of interest arises.
  - d. With respect to a contemplated transaction, to the extent that the Board determines that the conflicted Governor or Officer can provide information that may be useful in making the Board's decision, the Governor or Officer having the conflict may provide that information to the Board and answer pertinent questions from the other members of the Board before the Board casts its vote on matter that is the subject of the conflict of interest. After providing the requested information, the Governor or Officer having a conflict shall comply with section 4(c) of these procedures.
  - e. The minutes of the Board of Governors must contain the names of the members of the Board of Governors who were present for the discussions and vote relating to the matter for which a conflict of interest was found to exist, the content of the discussion, and a record of any votes taken on the matter that is the subject of the conflict. The conflicted Governor's or Officer's absence from the discussion and the vote of the Board must be noted in the minutes of the Board meeting.
5. Annual Conflict of Interest Policy Acknowledgement Statements: Each year each Governor and Officer shall complete and deliver to the President a Conflict of Interest Policy Acknowledgement Statement ("Statement") in the form approved by the Board. By executing the Statement each Governor and Officer shall acknowledge the Governor's or Officer's knowledge of this Policy and pledge compliance with this Policy's rules Annual Statements completed and delivered to the President pursuant to this section must be maintained per WSBA's Records Retention Schedule.
6. Review of the Policy: The Board of Governors shall review this Policy at least annually for the information and guidance of members of the Board. Each new Governor and Officer shall be advised of the Policy and asked to sign the enclosed Conflict of Interest Policy Acknowledgement Statement.

**BOARD OF GOVERNORS**  
**CONFLICT OF INTEREST POLICY ACKNOWLEDGEMENT STATEMENT**

Approved by the Board of Governors [DATE TBD]

I confirm that I have (a) received a copy of the WSBA Board of Governors Conflict of Interest Policy (the “Policy”), (b) read and understand the Policy, (c) agree to comply with the Policy.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**TO:** WSBA Board of Governors  
**CC:** Terra Nevitt, Executive Director  
**FROM:** Nam Nguyen, Diversity Committee Co-Chair  
Gov. Sunitha Anjilvel, Diversity Committee Co-Chair  
**DATE:** May 2, 2022  
**RE:** Diversity Committee's Proposal to Become a Council

---

**FIRST READ:** The Diversity Committee is requesting a first read of its proposal to become the Diversity, Equity and Inclusion (DEI) Council. The proposal includes its draft DEI Council Charter and accompanying draft changes to the WSBA Bylaws and Committees and Board Policy.

## **PROPOSAL**

### ***What is the problem we are trying to solve?***

The current [WSBA Bylaws](#) and [Committees and Board Policy](#) do not account for the Diversity Committee's unique history, membership makeup and role, and has conflicting language about the Committee.

In 2012, the Board of Governors' Diversity Committee (made up of only BOG members) merged with the WSBA Diversity Committee (made up of only non-BOG members). It appears that when this merger occurred, the WSBA Bylaws and Committees and Board Policy were not changed to reflect the merger. As a result, there is conflicting language.

WSBA Bylaw IV(C)(1) provides that the Diversity Committee is one of the BOG standing committees and indicates that only Governors may vote on standing committees. The Committees and Board Policy, however, describes the Diversity Committee among the nine other committees outside of the standing committees. The Policy provides that all members of all committees shall be active members with the exception of the Diversity Committee who includes both general members and members of the BOG.

The conflicting language has not only created confusion on who can be a member of the Committee and who can vote, but it also limits the diversity of the committee's membership. Given the Committee's purpose – to promote diversity, equity and inclusion in the legal profession and legal system, it is problematic that the Committee's voting membership is limited to only BOG members and membership is limited to only active members.

### ***What is the proposed solution?***

We propose that the Diversity Committee become a council under WSBA Bylaw XI(C) which provides that "councils are created and authorized by the BOG to serve as advisory committees to the BOG on matters and issues of particular import of the Bar." Diversity, equity and inclusion have been and are part of the WSBA Strategic Goals which are consistent with the Bar's purposes in General Rule 12.2. WSBA Bylaw XI(C) provides that charters can set for a council's membership, duties and tasks. Attached is our draft charter which outlines our duties and tasks and membership.

The chart provides a broader diversity of voting members who would include not only active members and BOG members, but also judicial status members, pro bono status members, law students, faculty and staff as well as members of the public.

**How is the solution expected to solve the problem?**

Approval of the Diversity Committee becoming a council and its charter would resolve the conflicting language and make clear the Committee’s duties and tasks, provide for a greater diversity in its voting membership and ultimately better advance the WSBA’s Strategic Goal to advance diversity, equity and inclusion.

**What are the suggested next steps?**

We propose that the BOG engage in a first reading of our proposal which includes our draft charter and accompanying changes to the Bylaws and Committees and Board Policy. We are open to the BOG’s feedback to inform the second reading which we request be done at the BOG’s July 2022 meeting.

**BACKGROUND**

In September 2021, the Diversity Committee reported to the BOG that it would be exploring the possibility of becoming a council (see attached memo to BOG dated September 14, 2021). We provided the reasons for this exploration which are outlined in the memo and the problem section above.

Since then, we have concluded that becoming a council is the best solution for solving the problems outlined above and in our September 2021 memo. We considered staying a committee and proposing changes to the Bylaws and Committees and Board Policy that would clarify the Committee’s membership and role but concluded that a council structure is better suited given the history and unique nature of the Committee.

We applied an equity lens in our analysis and determined that becoming a council would promote equity in the Bar and the legal system. Equity is about policies and practices that create fairer outcomes. Changing the WSBA Bylaws and Committees and Board Policy to allow the Committee to become the DEI Council would result in fairer outcomes; we would have a much more diverse voting membership of people who experience systemic oppression and marginalization as underrepresented people in the legal profession and larger community.

**STAKEHOLDER INPUT**

We shared the first draft of the DEI Council charter with many stakeholders including the Minority Bar Associations, the Washington law schools, the Superior Court Judges Association, the District & Municipal Court Judges Association, members of the Alliance for Equal Justice and others in the equity and justice community like the JustLead Washington’s Leadership Academy alumni who include legal professionals (both attorneys and non-attorneys) and community members from organizations such as the Northwest Justice Project, City of Spokane Human Rights Commission, ACLU-WA, Clark County Volunteer Lawyer Program, QLaw Foundation, Family Violence Appellate Project, Fair Work Center, Multicultural Families, Disability Rights WA, Working Washington, and the Office of Public Defense.

We received a joint letter from the Washington State Pro Bono Council, which is the consortium of all 16 county based volunteer lawyer programs throughout the state (see attached). The letter states, in part:

“Many of the Pro Bono Council members (the county-based volunteer lawyer programs) have already transitioned to include non-attorney members of their governing boards. The input of these individuals, *especially* those with lived experiences and those from systemically disadvantaged groups, provides valuable perspective to improve the quality and accessibility of legal services to clients, which should be our ultimate goal.

The addition of law students, judicial officers, and members of the public to the WSBA Diversity Committee could similarly better support historically underrepresented and under-resourced communities in accordance with the Washington Supreme Court’s June 4, 2020 directive to the members of the legal community.

As the WSBA Diversity Committee continues to build relationships and partnerships with community and legal organizations, it will be important for them to make time and space to amplify, follow, and lead with the voices of the most impacted at the forefront.”

After the first reading of our proposal, we would like to expand our outreach to get input from more stakeholders to inform the second draft for the second reading.

## **CONCLUSION**

We are grateful for the BOG’s consideration of our proposal and look forward to our discussion at the BOG’s May meeting.

*WSBA RISK ANALYSIS: This section is to be completed by the Office of General Counsel, with input from the proposing entity or individual.*

The current structure of the Board Diversity Committee was created when two committees merged into one. The new structure created a BOG Committee but did not conform the structure to the Bylaw requirements relating to BOG committees or amend the Bylaws to accommodate the created structure. The proposed new structure will more closely comply with the Bylaws. Continuing to operate in the current structure creates risks based on failure to comply with the current Bylaws. The Committee has modified its operating procedures to comply as closely as possible to the Bylaws while seeking a new structure.

The Proposed DEI Council Charter allows judicial status WSBA members to be voting members of the Council. This is an area of inconsistency in the Bylaws. Below is a comparison of the Bylaw language relating to voting by inactive and judicial members:

### **Judicial**

May be appointed to serve on any task force, council or Institute of the Bar. (Article III.B.3.d.2)

Not eligible to vote in Bar matters or to hold office therein. (Article III.B.3.d.5)

### **Inactive**

Not eligible to serve on any committee or board, except may vote and hold office in a Section if the section’s bylaws permit. (Article III.B.2)

Not eligible to vote in Bar matters or hold office therein. (Article III.B.2)

The Bylaws specifically allow judicial status members to serve on councils, so the potential confusion is whether the separate statement that judicial members are not eligible to vote in Bar matters would limit them to non-voting participation on a council. The Bylaws do not contain a definition of “Bar matters.” A reasonable interpretation that would give meaning to both would be that (1) judicial members can serve as voting members of councils; and (2) judicial members cannot serve on the Board of Governors, or as Officers of the WSBA, cannot participate in WSBA elections, and cannot vote on referenda. Although the Bylaw language is not entirely clear, judicial members appear to be authorized to participate as voting members of councils. The DEI Council will be involved in the at-large Governor candidate qualification process, so perceived Bylaw inconsistency could create risks for the election process.

The following rules provide direction from the Washington Supreme Court for the WSBA to include diversity and inclusion in the Bar’s authorized purposes and activities, including specifically in delegated regulatory activities.

GR 12.1(j)

Legal services providers must be regulated in the public interest.

GR 12.2(a)(6)

In general, the Washington State Bar Association strives to promote diversity and equality in the courts and the legal profession.

*WSBA FISCAL ANALYSIS: This section is to be completed by the Finance Department, with input from the proposing entity or individual.*

There is no fiscal impact as the proposed number of members (18) remains the same.

### Attachments

Proposed DEI Council Charter

Proposed Bylaw Amendments

Proposed Committee and Board Policy Amendments

Memo to BOG Dated September 14, 2021 (which includes as an attachment 2012 memo about the merger of the BOG Diversity Committee and WSBA Diversity Committee)

Letter from Pro Bono Council

## CHARTER OF THE DIVERSITY, EQUITY, AND INCLUSION COUNCIL

### **Background**

Under the delegated authority of the Washington Supreme Court and consistent with the WSBA mission, the DEI Council's purpose is to advance diversity, equity and inclusion in the legal profession and legal system.

Specifically, under Washington General Rule 12(1)(j), in regulating the practice of law, one of the Washington Supreme Court's objectives includes "diversity and inclusion among legal service providers and freedom from discrimination for those receiving legal services and in the justice system." Further, under Washington General Rule 12.2(6), the Washington Supreme Court has expressly delegated to the WSBA the responsibility to "promote diversity and equality in the courts and the legal profession."

In addition to carrying out the objectives and responsibilities outlined in the General Rules and other commitments like the Washington Race and Equity Justice Initiative [commitments](#), the Council also carries out the mission of the WSBA – 'to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice' – by advancing diversity, equity and inclusion in the legal profession and legal system.

### **Purpose**

To advance diversity, equity and inclusion and address the problems of bias, systemic inequities and underrepresentation in the legal profession, the Council's work includes but is not limited to:

- Increasing and supporting members from underrepresented communities by developing and supporting diversity pipeline and mentorship programs and partnering with schools, students and members from underrepresented communities.
- Developing diversity, equity and inclusion educational content and programs for members, volunteers and members of the public.
- Developing diversity, equity and inclusion educational content and programs designed to offer members opportunities to learn, gain skills and fulfill the MCLE ethics requirement on the mitigation of bias.
- Implementing and updating the WSBA Diversity and Inclusion Plan.
- Supporting and collaborating with the Minority Bar Associations to promote mutual goals to advance diversity, equity and inclusion in the legal profession.
- Promoting leadership opportunities in the WSBA, legal profession and legal system by engaging in outreach to underrepresented members and the public, promoting diversity in the judiciary, and recommending candidates for At-Large Governors on the WSBA Board of Governors (BOG).
- Advising the BOG on examining issues through a diversity, equity and inclusion lens and fulfilling its responsibilities outlined in General Rule 12.2(a)(6), WSBA Strategic Goals, the Race and Equity Justice Initiatives commitments, and approved resolutions concerning diversity, equity and inclusion.

The Council shall work with a variety of stakeholders to ensure it centers underrepresented members and communities, and will work collaboratively with WSBA staff who manage diversity, equity and inclusion programs.



## **Governance and Membership**

The Council shall consist of up to 18 members, who will include four BOG members and 14 members who may be WSBA active members, WSBA pro bono status members, WSBA judicial status members and judicial officers, law students, law school faculty and staff, and members of the public. Of the 14 non-BOG members, at least eight shall be active members.

The membership terms for non-BOG members shall be two years, renewable for a second consecutive term. Non-BOG members who serve two consecutive terms may serve again after at least a two-year hiatus.

The membership terms for BOG members shall be a one-year term, renewable with no limit on the number of terms.

The Council shall be co-chaired by a member of the BOG and a member of the Committee who is not on the BOG. If an individual is appointed as the non-BOG co-chair but is not a new or returning member of the committee, they will be appointed as a member for one year, which may temporarily increase the size of the committee to 19.

In accordance with WSBA Bylaw Article IX.C, selection of persons to be appointed to the Council will be made by the President with confirmation by the Board of Governors.

Applications to serve on the Council shall be in accordance with WSBA Bylaws, policies, and procedures.

## **Voting**

All members of the Council are eligible to vote. Judicial members may choose to recuse themselves from voting relating to any matters. If judicial members choose to recuse themselves from votes relating to court rules or legislation, on those occasions, and only on those occasions, the membership of the Council, for purposes of determining whether a supermajority have voted in favor or against a proposition, shall be reduced by the number of judges who have recused themselves. This provision does not apply if a judicial member is merely absent.

## **Membership Expectations**

Council members are expected to serve on at least one Council workgroup. Council members who have three consecutive unexcused absences in any 12-month period will be considered as resigned from the Council. Council members may be excused for good cause by either co-chair; such an excuse should be sought prior to the meeting. The Council may seek a replacement member through the regular WSBA volunteer process, unless the absent member was nominated by the WSBA President. In that case, the WSBA President will be asked to appoint a replacement.

This edition of the Bylaws of the Washington State Bar Association includes the comprehensive review of the Bylaws adopted by the Board of Governors on September 24, 2010, and all other amendments approved by the Board of Governors through January 6, 2022.

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## **I. FUNCTIONS**

### **A. PURPOSES: IN GENERAL**

In general, the Washington State Bar Association (Bar) strives to:

1. Promote independence of the judiciary and the legal profession;
2. Promote an effective legal system, accessible to all;
3. Provide services to its members and the public;
4. Foster and maintain high standards of competence, professionalism, and ethics among its members;
5. Foster collegiality among its members and goodwill between the legal profession and the public;
6. Promote diversity and equality in the courts and the legal profession;
7. Administer admissions, regulation, and discipline of lawyers, Limited License Legal Technicians (LLTs), and Limited Practice Officers (LPOs) in a manner that protects the public and respects the rights of the applicant or member;
8. Administer programs of legal education;
9. Promote understanding of and respect for our legal system and the law;
10. Operate a well-managed and financially sound organization, with a positive work environment for its employees;
11. Serve as a statewide voice to the public and to the branches of government on matters relating to these purposes and the activities of the organization and the legal profession.

### **B. SPECIFIC ACTIVITIES AUTHORIZED**

In pursuit of these purposes, the Washington State Bar Association may:

1. Sponsor and maintain committees and sections whose activities further these purposes;
2. Support the judiciary in maintaining the integrity and fiscal stability of an independent and effective judicial system;
3. Provide periodic reviews and recommendations concerning court rules and procedures;
4. Administer examinations and review applicants' character and fitness to practice law;
5. Inform and advise its members regarding their ethical obligations;
6. Administer an effective system of discipline of lawyers, LLTs, and LPOs, including receiving and investigating complaints of misconduct, taking and recommending appropriate punitive and remedial measures, and diverting less serious misconduct to alternatives outside the formal discipline system;
7. Maintain a program, pursuant to court rule, requiring members to submit fee disputes to arbitration;
8. Maintain a program for mediation of disputes between members and others;
9. Maintain a program for legal professional practice assistance

**I. FUNCTIONS;**  
**II. DEFINITIONS AND GENERAL PROVISIONS**

10. Sponsor, conduct, and assist in producing programs and products of continuing legal education;
11. Maintain a system for accrediting programs of continuing legal education;
12. Conduct examinations of lawyer, LLLT, and LPO trust accounts;
13. Maintain a client protection fund in accordance with the Admission and Practice Rules;
14. Maintain a program for the aid and rehabilitation of impaired members;
15. Disseminate information about the organization's activities, interests, and positions;
16. Monitor, report on, and advise public officials about matters of interest to the organization and the legal profession;
17. Maintain a legislative presence to inform members of new and proposed laws and to inform public officials about the organization's positions and concerns;
18. Encourage public service by members and support programs providing legal services to those in need;
19. Maintain and foster programs of public information and education about the law and the legal system;
20. Provide, sponsor, and participate in services to its members;
21. Hire and retain employees to facilitate and support its mission, purposes, and activities, including in the organization's discretion, authorizing collective bargaining;
22. Establish the amount of all license, application, investigation, and other related fees, as well as charges for services provided by the Bar, and collect, allocate, invest, and disburse funds so that its mission, purposes, and activities may be effectively and efficiently discharged. The amount of any license fee is subject to review by the Supreme Court for reasonableness and may be modified by order of the Court if the Court determines that it is not reasonable;
23. Administer Supreme Court-created boards in accordance with General Rule 12.3.

**C. ACTIVITIES NOT AUTHORIZED**

The Washington State Bar Association will not:

1. Take positions on issues concerning the politics or social positions of foreign nations;
2. Take positions on political or social issues which do not relate to or affect the practice of law or the administration of justice; or
3. Support or oppose, in an election, candidates for public office.

**II. DEFINITIONS AND GENERAL PROVISIONS**

**A. HEADQUARTERS**

The office of the Bar will be maintained in the State of Washington.

## II. DEFINITIONS AND GENERAL PROVISIONS

### B. SEAL

The Bar will have a Seal having the words and figures of “The Washington State Bar Association—June 7, 1933.” The Seal will remain in the control of the Executive Director at the office of the Bar.

### C. FILING PAPERS WITH THE BAR

Whenever these Bylaws require that petitions, notices, or other documents be filed with the Bar, or served upon the Board of Governors (BOG) or the Executive Director, they must be filed at the office of the Bar.

### D. COMPUTATION OF TIME

If any date specified in these Bylaws is a Saturday, Sunday, or legal holiday observed by the Bar, it refers to the next regular business day. Legal holidays observed by the Bar may differ from the legal holidays statutorily designated by the state Legislature.

### E. DEFINITIONS AND USE OF TERMS

Unless otherwise specifically stated herein,

1. “Days” means calendar days.
2. “Quorum” means the presence of a majority of the voting membership (i.e., more than half the voting members). A quorum must be present when votes are taken.
3. “Excused absence” means an absence excused by the President or presiding officer.
4. “Writing” includes email and fax.
5. “Electronic means” includes email, fax, video conferencing, and telephone; however, in the context of meetings, “electronic means” is limited to video conferencing and telephone.
6. “Bar records” and/or “Bar documents” means documents or records maintained by the Bar, whether in printed or electronic form.
7. When used in connection with a particular act or event, the terms “active membership” or “active members” refers to the Active membership at the time of the act or event.
8. “APR” refers to the Admission and Practice Rules.
9. “ELC” refers to the Rules for Enforcement of Lawyer Conduct.
10. “ELLLTC” refers to the Rules for Enforcement of LLLT Conduct.
11. “ELPOC” refers to the Rules for Enforcement of LPO Conduct.
12. “Member” means an individual in any of the groups of licensed legal professionals specified in Article III(A) of these Bylaws, unless otherwise specified.
13. “May” means “has discretion to,” “has a right to,” or “is permitted to.”
14. “Must” means “is required to.”



### III. MEMBERSHIP

#### III. MEMBERSHIP

##### A. MEMBER LICENSE TYPES

1. Members of the Washington State Bar consist of these types of licensed legal professionals:
  - a. Lawyers admitted to the Bar and licensed to practice law pursuant to APR 3 and APR 5;
  - b. Limited License Legal Technicians; and
  - c. Limited Practice Officers.

Members of one type do not automatically qualify to be or become a member of another type, and in order to become a member of another type the member must comply with the requirements for admission as a member of that type.

2. Lawyers licensed to practice law in Washington pursuant to APR 8 and APR 14, or who are permitted to practice law pursuant to RPC 5.5 without being licensed in Washington are not members of the Bar.
3. Membership in the Bar ends when a member is disbarred or the equivalent, the member resigns or otherwise terminates his or her license, or when the member's license is revoked or terminated for any reason.

##### B. STATUS CLASSIFICATIONS

Membership status classifications have the qualifications, privileges, and restrictions specified.

###### 1. Active

Any member who has been duly admitted by the Supreme Court to the practice of law in Washington State who complies with these Bylaws and the Supreme Court rules applicable to the member's license type, and who has not changed to another status classification or had his or her license suspended is an Active member.

- a. Active membership in the Bar grants the privilege to engage in the practice of law consistent with the rules governing the member's license type. Upon payment of the Active annual license fee and assessments required for the member's license type, compliance with these Bylaws and the applicable Supreme Court rules, and compliance with all other applicable licensing requirements, Active members are fully qualified to vote, hold office and otherwise participate in the affairs of the Bar as provided in these Bylaws.
- b. Active members may:
  - 1) Engage in the practice of law consistent with the rules governing their license type;
  - 2) Be appointed to serve on any committee, board, panel, council, task force, or other Bar entity;
  - 3) Vote in Bar matters and hold office therein, as provided in these Bylaws;
  - 4) Join Bar sections as voting members; and
  - 5) Receive member benefits available to Active members.
- c. All persons who become members of the Bar must first do so as an Active member.

### III. MEMBERSHIP

#### 2. Inactive

Inactive members must not practice law in Washington, nor engage in employment or duties that constitute the practice of law. Inactive members are not eligible to vote in Bar matters or hold office therein, or serve on any committee or board, except an inactive member may vote and hold office in a Bar section if a section's bylaws permit.

- a. Inactive members may:
  - 1) Join Bar sections,
  - 2) Continue their affiliation with the Bar;
  - 3) Change their membership status to Active pursuant to these Bylaws and any applicable court rule;
  - 4) Request a free subscription to the Bar's official publication; and
  - 5) Receive member benefits available to Inactive members.
- b. Types of Inactive membership:
  - 1) Inactive Member: Inactive members must pay an annual license fee in an amount established by the BOG and approved by the Supreme Court. They are not required to earn or report MCLE credits while Inactive, but may choose to do so, and may be required to do so to return to Active membership.
  - 2) Disability: Disability inactive members are not required to pay a license fee, or earn or report MCLE credits while in this status, but they may choose to do so, and they may be required to earn and report MCLE credits to return to Active membership.
  - 3) Honorary: All members who have been Active or Judicial, or a combination of Active and Judicial, members for 50 years may elect to become Honorary members of the Bar. Honorary members are not required to pay a license fee. A member who otherwise qualifies for Honorary membership but wants to continue to practice law in any manner must be an Active member or, if applicable, a Pro Bono member.

#### 3. Judicial

- a. A member may qualify to become a Judicial member if the member is one of the following:
  - 1) A current judge, commissioner, or magistrate judge of the courts of record in the State of Washington, or the courts of the United States, including Bankruptcy courts;
  - 2) A current judge, commissioner, or magistrate in the district or municipal courts in the State of Washington, provided that such position requires the person to be a lawyer;
  - 3) A current senior status or recall judge in the courts of the United States;
  - 4) An administrative law judge, which is defined as either:
    - (a) Current federal judges created under Article I and Article II of the United States Constitution, excluding Bankruptcy court judges, or created by the Code of Federal Regulations, who by virtue of their position are prohibited by the United States Code and/or the Code of Federal Regulations from practicing law; or
    - (b) Full-time Washington State administrative law judges in positions created by either the Revised Code of Washington or the Washington Administrative Code; or
  - 5) A current Tribal Court judge in the State of Washington.

### III. MEMBERSHIP

- b. Members not otherwise qualified for Judicial membership under (1) through (5) above and who serve full-time, part-time or ad hoc as pro tempore judges, commissioners or magistrates are not eligible for Judicial membership.
- c. Judicial members, whether serving as a judicial officer full-time or part-time, must not engage in the practice of law and must not engage in mediation or arbitration for remuneration outside of their judicial duties.
- d. Judicial members:
  - 1) May practice law only where permitted by the then current Washington State Code of Judicial Conduct as applied to full-time judicial officers;
  - 2) May be appointed to serve on any task force, council or Institute of the Bar;
  - 3) May receive member benefits provided to Judicial members; and
  - 4) May be non-voting members in Bar sections, if allowed under the section's bylaws.
  - 5) Judicial members are not eligible to vote in Bar matters or to hold office therein.
- e. Nothing in these Bylaws will be deemed to prohibit Judicial members from carrying out their judicial duties.
- f. Judicial members who wish to preserve eligibility to transfer to another membership status upon leaving service as a judicial officer:
  - 1) must provide the member registry information required of other members each year unless otherwise specified herein, and provide the Bar with any changes to such information within 10 days of any change; and
  - 2) must annually pay any required license fee that may be established by the Bar, subject to approval by the Supreme Court, for this membership status. Notices, deadlines, and late fees will be consistent with those established for Active members.
- g. Judicial members must inform the Bar within 10 days when they retire or when their employment situation has otherwise changed so as to cause them to be ineligible for Judicial membership, and must apply to change to another membership status or to resign.
  - 1) Failure to apply to change membership status or to resign within ten days of becoming ineligible for Judicial membership, when a Judicial member has annually maintained eligibility to transfer to another membership status, is cause for administrative suspension of the member.
  - 2) A Judicial member who has not annually complied with the requirements to maintain eligibility to transfer to another membership status and who is no longer eligible for Judicial membership who fails to change to another membership status will be deemed to have voluntarily resigned.
- h. Administrative law judges who are judicial members must continue to comply with APR 11 regarding MCLE. Either judicial continuing education credits or lawyer continuing legal education credits may be applied to the credit requirement for judicial members; if judicial continuing education credits are applied, the standards for determining accreditation for judicial continuing education courses will be accepted as establishing compliance.
- i. Legal, legislative, and policy positions and resolutions taken by the BOG are not taken on behalf of Judicial members, are not considered to be those of Judicial members, and are not binding on Judicial members.

### III. MEMBERSHIP

- j. The Bar's disciplinary authority over Judicial members is governed exclusively by ELC 1.2 and RPC 8.5.

#### 4. Pro Bono

A member may become a Pro Bono member by complying with the requirements of APR 3(g), including payment of any required license fee and passing a character and fitness review.

Pro Bono members must not engage in the practice of law except as permitted under APR 3(g), but may:

- a. Be appointed to serve on any task force, council, or Institute of the Bar. In addition, up to two Pro Bono members are permitted to serve on the Pro Bono and Public Service Committee (PBPSC) and may be appointed to serve as Chair, Co-Chair, or Vice-Chair of that committee;
- b. Join Bar sections;
- c. Request a free subscription to the Bar's official publication; and
- d. Receive member benefits available to Pro Bono members.

#### 5. Suspended

Members of any type and status can have their membership suspended by order of the Washington Supreme Court. Although suspended members remain members of the Bar, they lose all rights and privileges associated with that membership, including their authorization and license to practice law in Washington.

### C. REGISTER OF MEMBERS

- 1. All Bar members, including Judicial members who wish to preserve eligibility to transfer to another membership status upon leaving service as a judicial officer, must furnish the information below to the Bar:
  - a. physical residence address;
  - b. physical street address for a resident agent if required to have one pursuant to these Bylaws or by court rule;
  - c. principal office address, telephone number, and email address;
  - d. such other data as the BOG or Washington Supreme Court may from time to time require of each member

and must promptly advise the Executive Director in writing of any change in this information within 10 days of such change. Judicial members are not required to provide a physical residence address.

- 2. The Executive Director will keep records of all members of the Washington State Bar Association, including, but not limited to:
  - a. physical residence address furnished by the member;
  - b. principal office address, telephone number, and email address furnished by the member;
  - c. physical street address of any resident agent for the member;
  - d. date of admittance;
  - e. type and status of membership;
  - f. date of transfer(s) from one status to another, if any;

### III. MEMBERSHIP

- g. date and period(s) of administrative suspensions, if any;
  - h. date and period of disciplinary actions or sanctions, if any, including suspension, disbarment, and revocation;
  - i. such other data as the BOG or Washington Supreme Court may from time to time require of each member.
3. Any Active member residing out-of-state must file with the Bar, in such form and manner as the Bar may prescribe, the name and physical street address of a designated resident agent within Washington State. The member must notify the Bar of any change in resident agent within 10 days of any such change.
  4. Any member who fails to provide the Bar with the information required to be provided pursuant to these Bylaws, or to notify the Bar of any changes in such information within 10 days, will be subject to administrative suspension pursuant to these Bylaws and/or the Admission and Practice Rules. Judicial members are exempt from suspension pursuant to this provision while eligible for Judicial membership and serving as a judicial officer.

#### D. CHANGE OF MEMBERSHIP STATUS TO ACTIVE

1. Members may change membership status as provided below.
  - a. **Transfer from Inactive to Active.**
    - 1) An Inactive member or Honorary member may transfer to Active by:
      - (a) paying an application and/or investigation fee and completing and submitting an application form, all required licensing forms, and any other required information. The fee in this paragraph is not required from an LPO or LLLT who has been inactive for 90 days or less;
      - (b) earning, within the six years preceding the return to Active status, and reporting the total number of approved MCLE credits required for one reporting period for an Active member with the same license type, and paying any outstanding MCLE late fees that are owed. If the member has been Inactive or a combination of Suspended and Inactive for less than one year, and the member would have been required to report during the time the member was Inactive and/or Suspended, the member must establish that the member is compliant with the MCLE reporting requirements for that reporting period before the member can change to Active. This paragraph does not apply to members transferring back to Active during their first MCLE reporting period;
      - (c) passing a character and fitness review essentially equivalent to that required of all applicants for admission to the Bar, pursuant to APR 20-24.3; and
      - (d) paying the current Active license fee, including any mandatory assessments, less any license fee (not including late fees) and assessments paid as an Inactive member for the same year.
    - 2) If a member was Inactive or any combination of Suspended and Inactive in Washington for more than six consecutive years, the member must earn MCLE credits in a manner consistent with the requirement for one reporting period for an Active member of the

### III. MEMBERSHIP

same license type, and these credits must be earned and reported within the three years preceding the return to Active status. In addition, the member must complete a reinstatement/readmission course sponsored by the Bar, which must consist of education on law office management and professional responsibility (including the applicable RPC for the member's license type, proper handling of client funds and trust accounts, and client communications), legal research and writing, and changes in the law that apply to the member's license type, as follows:

- (a) For lawyer members, a minimum of 15 live CLE credits, consisting of at least four credit hours on law office management and professional responsibility, at least three credit hours on legal research and writing, and the remaining credit hours on recent significant changes in the law;
- (b) For LLLT members, a minimum of seven live CLE credits, consisting of at least two credit hours on law office management and professional responsibility, at least one credit hour on legal research and writing, and the remaining credit hours on recent significant changes in the law in approved LLLT practice or core education areas;
- (c) For LPO members, a minimum of seven live CLE credits, consisting of at least two credit hours on professional responsibility, and the remaining credit hours on recent significant changes in the law covered by the approved LPO Study Topics.

The member is required to pay the cost of the course. Any member completing such course will be entitled to credit towards mandatory continuing legal education requirements for all CLE credits for which such reinstatement/readmission course is accredited. The member must comply with all registration, payment, attendance, and other requirements for such course, and will be responsible for obtaining proof of attendance at the entire course and submitting or having such proof submitted to the Bar.

Periods of administrative and/or disciplinary suspension occurring immediately before or after a change to Inactive will be included when determining whether a member is required to take the readmission course. For purposes of determining whether a member has been Inactive and/or Suspended for more than six consecutive years, the period continues to run until the change to Active membership is completed, regardless of when the application is submitted to the Bar.

- 3) Any member seeking to change to Active who was Inactive or any combination of Suspended and Inactive in Washington and does not have active legal experience as defined in APR 1(e) in any jurisdiction for more than ten consecutive years, is required to complete the requirements in Art. III. Sec.D.1.a.1)(a), (c) and (d), above, and is also required to take and pass the examinations required for admission to the Bar for the member's license type.
- 4) A Disability Inactive status member may be reinstated to Active pursuant to the disciplinary rules applicable to their license type. Before being transferred to Active, after establishing compliance with the disciplinary rules, the member also must comply with the requirements in these Bylaws for Inactive members transferring to Active status.

### III. MEMBERSHIP

- 5) A member of any type who has transferred to Inactive status during the pendency of a grievance or disciplinary proceedings may not be transferred to Active except as provided herein and may be subject to such discipline by reason of any grievance or complaint as may be imposed under the ELC, ELPOC, or ELLLTC.

#### **b. Transfer from Judicial to Active.**

A Judicial member may request to transfer to any other status, including Active. Upon a Judicial member's resignation, retirement, or completion of such member's term of judicial office, such member must notify the Bar within 10 days, and any Judicial member desiring to continue his or her affiliation with the Bar must change to another membership status within the Bar.

- 1) A Judicial member who has complied with all requirements for maintaining eligibility to return to another membership status may transfer to Active by submitting an application for change to Active membership status and
  - (a) paying the then current Active license fee for the member's license type, including any mandatory assessments, less any license fee (not including late fees) and assessments paid as a Judicial member for the same licensing year; and
  - (b) complying with the MCLE requirements for members returning from Inactive to Active. Either judicial continuing education credits or lawyer continuing education credits may be applied to the credit requirement for Judicial members transferring to Active. If judicial continuing education credits are applied, the standards for determining accreditation for judicial continuing education courses will be accepted as establishing compliance.
- 2) A Judicial member wishing to transfer to Active upon leaving service as a judicial officer who has failed in any year to provide the annual member registry information or pay the annual license fee required of Judicial members to maintain eligibility to transfer to another membership status shall, prior to transfer to Active, be required to pay the Active license fee for the member's license type any years the registry information was not provided or the Judicial fee was not paid, in addition to complying with the requirements of (a) above.

#### **c. Transfer from Pro Bono to Active**

A Pro Bono member may transfer to Active by complying with the requirements for members returning from Inactive to Active. There is no limit on how long a member may be Pro Bono before returning to Active status.

#### **d. Referral to Character and Fitness Board**

All applications for readmission, reinstatement or transfer to Active status will be reviewed by Bar staff and handled consistent with the provisions of APR 20-24.3. In all cases reviewed by it, the Character and Fitness Board has broad authority to recommend withholding a transfer to Active status or imposing

### III. MEMBERSHIP

conditions on readmission to Active status, which may include retaking and passing the licensing examination applicable to the member's license type. The member will be responsible for the costs of any investigation, examination, or proceeding before the Character and Fitness Board and the Washington Supreme Court.

#### E. CHANGE OF MEMBERSHIP STATUS TO INACTIVE

1. Any member who is an Active, Judicial, or Pro Bono member and who is not Suspended will become an Inactive member when the member files a request for Inactive membership with the Bar, in such form and manner as the Bar may require, and that request is approved.

Effective January 1, 2012, a Judicial member wishing to transfer to Inactive member status upon leaving service as a judicial officer, who has failed in any year to provide the annual member registry information or to pay the annual licensing fee required of Judicial members to maintain eligibility to transfer to another membership status shall, prior to transfer to Inactive, be required to pay the Active license fee for lawyer members for any years the registry information was not provided or the Judicial fee was not paid.

2. Members are transferred to Disability Inactive pursuant to Title 8 of the ELC, ELPOC, or ELLLTC. Any member seeking to transfer from Disability Inactive to Inactive member status must first establish that the member has complied with the requirements of Title 8 of the ELC, ELPOC, or ELLLTC, and then must submit a written request to make the change and comply with all applicable licensing requirements for Inactive members.
3. All members who have been Active or Judicial, or a combination of Active and Judicial, members for 50 years may qualify for Honorary status. A qualified member may request to change to Honorary status by submitting a written request and any required application.
4. An Active member may apply to change from Active to Inactive status while grievances or disciplinary proceedings are pending against such member. Such transfer, however, shall not terminate, stay or suspend any pending grievance or proceeding against the member.

#### F. CHANGE OF MEMBERSHIP STATUS TO JUDICIAL

An Active member may request to become a Judicial member of the Bar by submitting a written request on judicial letterhead and any required application, and complying with the provisions of these Bylaws.

#### G. CHANGE OF MEMBERSHIP STATUS TO PRO BONO

A member may become a Pro Bono member by complying with the requirements of APR 3(g), including payment of any required license fee, and passing a character and fitness review.

Effective January 1, 2012, a Judicial member wishing to transfer to Pro Bono status upon leaving service as a judicial officer who has failed in any year to provide the annual member registry information or to pay the annual licensing fee required of Judicial members to maintain eligibility to transfer to another membership status shall, prior to transfer to Pro Bono, be required to pay the Active license fee for any years the registry information was not provided or the Judicial fee was not paid.



### III. MEMBERSHIP

#### H. VOLUNTARY RESIGNATION

Voluntary resignation may apply in any situation in which a member does not want to continue practicing law in Washington for any reason (including retirement from practice) and for that reason does not want to continue membership in the Bar. A member may voluntarily resign from the Bar by submitting a written request for voluntary resignation to the Bar in such form and manner as the Bar may require. If there is a disciplinary investigation or proceeding then pending against the member, or if at the time the member submits the written request the member has knowledge that the filing of a grievance of substance against such member is imminent, resignation is permitted only under the provisions of the ELC, ELPOC, or ELLLTC. A member who resigns from the Bar cannot practice law in Washington in any manner. A member seeking readmission after resignation must comply with these Bylaws.

#### I. ANNUAL LICENSE FEES AND ASSESSMENTS

##### 1. License Fees

Unless established otherwise by order of the Washington Supreme Court, the following provisions apply to member license fees.

##### a. Active Members

- 1) Effective 2010, and all subsequent years, the annual license fees for Active members will be as established by resolution of the BOG, subject to review by the Washington Supreme Court.
- 2) First time admittees who are not admitted or licensed to practice law elsewhere, who take and pass the required examination for admission to practice law in Washington and are admitted in the first six months of the calendar year in which they took the exam, will pay 50% of the applicable full Active license fee for that year.
- 3) First time admittees who are not admitted or licensed to practice law elsewhere, who take and pass the required examination for admission to practice law in Washington and are admitted in the last six months of the calendar year in which they took the exam, will pay 25% of the applicable full Active license fee for that year.
- 4) First time admittees who are not admitted elsewhere, who take and pass the required examination for admission to practice law in Washington in one year but are not admitted until a subsequent year, shall pay 50% of the applicable full Active license fee for their first two license years after admission.
- 5) First time admittees who are admitted as a lawyer in one calendar year in another state or territory of the United States or in the District of Columbia by taking and passing a bar examination for that state, territory, or district, who become admitted as a lawyer in Washington in the same calendar year in which they took and passed the examination, will pay 50% of the full Active lawyer license fee if admitted in Washington in the first six months of that calendar year and 25% of the full active license fee if admitted in Washington in the last six months of that calendar year.

### III. MEMBERSHIP

- 6) All members in their first two full licensing years after admission or licensure to practice law in any jurisdiction will pay 50% of the applicable full Active license fee.
- 7) An Active member of the Bar who is activated from reserve duty status to full-time active duty in the Armed Forces of the United States for more than 60 days in any calendar year, or who is deployed or stationed outside the United States for any period of time for full-time active military duty in the Armed Forces of the United States will be exempt from the payment of license fees and assessments for the Client Protection Fund upon submitting to the Executive Director satisfactory proof that he or she is so activated, deployed or stationed. All requests for exemption must be postmarked or delivered to the Bar's offices on or before February 1st of the year for which the exemption is requested. Eligible members must apply every year they wish to claim the exemption. Each exemption applies for only the calendar year in which it is granted, and exemptions may be granted for a maximum total of five years for any member. Granting or denying an exemption under this provision is within the sole discretion of the Executive Director and is not appealable.

#### b. Inactive Members

- 1) The annual license fee for Inactive members will be as established by resolution of the BOG and as approved by the Washington Supreme Court. Except for the amount of the license fee itself, the annual license fee payment requirements, including deadlines and late payment fees, for Active members will apply to Inactive members.
- 2) Honorary and Disability Inactive status members will be exempt from license fees and assessments, unless otherwise provided by Supreme Court order.

#### c. Judicial Members [Effective January 1, 2012]

Judicial members who wish to preserve eligibility to transfer to another membership status upon leaving service as a judicial officer must pay the annual license fee established by the Bar and as approved by the Supreme Court. Except for the amount of the license fee itself, the annual license fee payment requirements, including deadlines and late payment fees, for Active members apply to Judicial members; however, Judicial members are not subject to administrative suspension for nonpayment of license or late payment fees.

#### d. Pro Bono Members

Pro Bono members must pay the annual license fee required of Inactive members with the same type of license unless the member qualifies for the license fee waiver as provided for in APR 3(g). Except for the amount of the license fee itself, the annual license fee payment requirements, including deadlines and late payment fees, for Active members apply to Pro Bono members.

### 2. Assessments

Members must pay any Client Protection Fund assessment, and any other assessments, as ordered by the Washington Supreme Court.

### III. MEMBERSHIP

#### 3. Deadline and Late Payment Fee

License fees and mandatory assessments are due and payable on or before February 1st of each year, in such form and manner as required by the Bar, unless otherwise established by these Bylaws or the APR. Members who pay their license fees on or after February 2nd will be assessed a late payment fee of 30% of the total amount of the license fees required for that membership type and status. License fees for newly admitted members are due and payable at the time of admission and registration, and are not subject to the late payment fee.

#### 4. Rebates /Apportionments

No part of the license fees will be apportioned to fractional parts of the year, except as provided for new admittees by the BOG. After February 1st of any year, no part of the license fees will be rebated for any reason, including but not limited to death, resignation, suspension, disbarment, license termination, cancellation or revocation, or change of membership status.

#### 5. License Fee and Assessment Exemptions Due to Hardship

In case of proven extreme financial hardship, which must entail a current annual household income equal to or less than 200% of the federal poverty level as determined based on the member's household income for the calendar year immediately preceding the calendar year for which the member is seeking to be exempted from license fees, the Executive Director may grant an exemption from payment of annual license fees and assessments by any Active member. Hardship exemptions are for one licensing period only, and a request must be submitted on or before February 1st of the year for which the exemption is requested. Denial of an exemption request is not appealable. A member may be granted a hardship exemption a maximum of two times, on the basis of separate exemption requests, and the exemptions may be granted for consecutive or non-consecutive calendar years.

#### 6. License Fee Referendum

Once approved by the BOG, license fees shall be subject to the same referendum process as other BOG actions, but may not be modified or reduced as part of a referendum on the Bar's budget. The membership shall be timely notified of the BOG resolutions setting license fees both prior to and after the decision, by posting on the Bar's website, e-mail, and publication in the Bar's official publication.

### J. SUSPENSION

#### 1. Interim Suspension

Interim suspensions may be ordered during the course of a disciplinary or disability investigation or proceeding, as provided in the ELC, ELPOC, or ELLLTC, and are not considered disciplinary sanctions.

#### 2. Disciplinary Suspension

Suspensions ordered as a disciplinary sanction pursuant to the ELC, ELPOC, or ELLLTC are considered disciplinary suspensions.

### III. MEMBERSHIP

#### 3. Administrative Suspension

- a. Administrative suspensions are neither interim nor disciplinary suspensions, nor are they disciplinary sanctions. Except as otherwise provided in the APR and these Bylaws, a member may be administratively suspended for the following reasons:
  - 1) Nonpayment of license fees or late-payment fees;
  - 2) Nonpayment of any mandatory assessment (including without limitation the assessment for the Client Protection Fund);
  - 3) Failure to file a trust account declaration;
  - 4) Failure of a lawyer to file a professional liability insurance disclosure;
  - 5) Failure of a LLLT or LPO to provide proof of financial responsibility;
  - 6) Failure to comply with mandatory continuing legal education requirements;
  - 7) Nonpayment of child support;
  - 8) Failure to designate a resident agent or notify the Bar of change in resident agent or the agent's address;
  - 9) Failure to provide current information required by APR 13 or to notify the Bar of a change of information required by APR 13 within 10 days after the change; and
  - 10) For such other reasons as may be approved by the BOG and the Washington Supreme Court.
- b. Unless requirement for hearing and/or notice of suspension are otherwise stated in these Bylaws or the APR, ELC, ELPOC or ELLTLC, a member will be provided notice of the member's failure to comply with requirements and of the pendency of administrative suspension if the member does not cure the failure within 60 days of the date of the written notice, as follows:
  - 1) Written notice of non-compliance will be sent one time by the Bar to a member at the member's address of record with the Bar by registered or certified mail. Such written notice will inform the member that the Bar will recommend to the Washington Supreme Court that the member be suspended from membership and the practice of law if the member has not corrected the deficiency within 60 days of the date of the notice.
  - 2) In addition to the written notice described above, the Bar will make one attempt to contact the member at the telephone number(s) the member has made of record with the Bar and will speak to the member or leave a message, if possible. The Bar will also make one attempt to contact the member at the member's e-mail address of record with the Bar.
- c. Although not required to provide any additional notice beyond what is described above, the Bar may, in its sole discretion, make such other attempt(s) to contact delinquent members as it deems appropriate for that member's situation.
- d. A member failing to correct any deficiency after two months' written notice as provided above must be suspended from membership. The Executive Director must certify to the Clerk of the Supreme Court the name of any member who has failed to correct any deficiency, and when so ordered by the Supreme Court, the member will be suspended from membership in the Bar and from the practice of law in Washington. The list of

### III. MEMBERSHIP

suspended members may be provided to the relevant courts or otherwise published at the discretion of the BOG.

#### 4. Multiple Suspensions

A member may be suspended from membership and from the practice of law for more than one reason at any given time.

#### K. CHANGING STATUS AFTER SUSPENSION

1. Upon the completion of an ordered disciplinary or interim suspension, or at any time after entry of an order for an administrative suspension, a suspended member may seek to change status from suspended to any other membership status for which the member qualifies at the time the change in status would occur.
2. Before changing from suspended status, a member who is suspended pursuant to an interim or disciplinary suspension must comply with all requirements imposed by the Washington Supreme Court and/or the applicable disciplinary rules in connection with the disciplinary or interim suspension. Additionally, such member must comply with all other requirements as stated in these Bylaws and in the applicable APR.
3. If a member was suspended from practice for more than one reason, all requirements associated with each type of suspension must be met before the change from suspended status can occur.
4. Unless otherwise provided in the applicable APR, a suspended member may seek to change status by:
  - a. paying the required license fee and any assessments for the licensing year in which the status change is sought, for the membership status to which the member is seeking to change. For members seeking to change to Active or any other status from suspension for nonpayment of license fees, the required license fee will be the current year's license fee and assessments, the assessments for the year of suspension, and double the amount of the delinquent license fee and late fees for the license year that resulted in the member's suspension;
  - b. completing and submitting to the Bar an application for change of status, any required or requested additional documentation, and any required application or investigation fee, and cooperating with any additional character and fitness investigation or hearing that may be required pursuant to APR 20-24.3; and
  - c. completing and submitting all licensing forms required for the license year for the membership status to which the member is seeking to change.
  - d. In addition to the above requirements:
    - 1) Any member seeking to change to Active who was Suspended, or any combination of Suspended and Inactive, for less than six consecutive years must establish that within the six years prior to the return to active status, the member has earned and reported approved MCLE in a manner consistent with the requirements for one reporting period for an Active member with the same license type. However, if the member has been Suspended and/or Inactive for one year or less and the member was required to report

### III. MEMBERSHIP

MCLE compliance during the time the member was Suspended and/or Inactive, the member must establish that the member is compliant with the MCLE credits the member would have been required to report that period.

- 2) Any member seeking to change to Active who was Suspended, or any combination of Suspended and Inactive, for six or more consecutive years must establish that within the three years prior to the return to Active status, the member has earned and reported approved MCLE credits in a manner consistent with the requirement for one reporting period for an Active member with the same license type. In addition, the member must have completed the applicable readmission/reinstatement course as set forth in Art. III. Sec.D.1.a)(2).

Any member completing such course will be entitled to credit towards mandatory continuing legal education requirement for all CLE credits for which such reinstatement/readmission course is accredited. It is the member's responsibility to pay the cost of attending the course. The member must comply with all registration, payment, attendance, and other requirements for such course, and will be responsible for obtaining proof of attendance at the entire course and submitting or having such proof submitted to the Bar.

#### L. REINSTATEMENT AFTER DISBARMENT OR REVOCATION

Applicants seeking reinstatement after disbarment or revocation must file a petition for reinstatement and otherwise comply with the requirements of the APR relating to reinstatement after disbarment or revocation. If the petition is granted and reinstatement is recommended, the petitioner must take and pass the required examination for admission and comply with all other admission and licensing requirements applicable to the member's license type for the year in which the petitioner is reinstated.

#### M. REINSTATEMENT AFTER RESIGNATION IN LIEU OF DISCIPLINE, DISBARMENT, OR REVOCATION

No former member will be allowed to be readmitted to membership of any type after entering into a resignation in lieu of discipline, disbarment, or revocation pursuant to the ELC, ELPOC, or ELLLTC. Persons who were allowed to resign with discipline pending under former provisions of these Bylaws prior to October 1, 2002, may be readmitted on such terms and conditions as the BOG determines, provided that if the person resigned with discipline pending and a prior petition for reinstatement or readmission has been denied, no petition may be filed or accepted for a period of two years after an adverse decision on the prior petition for reinstatement or readmission.

#### N. READMISSION AFTER VOLUNTARY RESIGNATION

Any former member who has resigned and who seeks readmission to membership must do so in one of two ways: by filing an application for readmission in the form and manner prescribed by the Bar, including a statement detailing the reasons the member resigned and the reasons the member is seeking readmission, or by seeking admission by motion pursuant to APR 3(c) (if the former member is

### III. MEMBERSHIP

licensed as a lawyer in another U.S. jurisdiction and would otherwise qualify for admission under that rule).

1. A former member filing an application for readmission after voluntary resignation must:
  - a. pay the application fee, together with such amount as the BOG may establish to defray the cost of processing the application and the cost of investigation; and
  - b. establish that such person is morally, ethically and professionally qualified to be licensed as the applicable member type and is of good moral character and has the requisite fitness to practice law consistent with the requirements for other applicants for admission to practice law as the applicable member type. An application for readmission will be subject to character and fitness investigation and review as described in APR 20-24.3, consistent with other applications for admission.
  - c. In addition to the above requirements, if an application for readmission is granted and:
    - 1) it has been less than four consecutive years since the voluntary resignation, the applicant must establish:
      - (a) that within the three years prior to readmission the former member has earned and reported approved MCLE credits in a manner consistent with the requirement for one reporting period for an Active member of the same license type, without including the credits that might otherwise be available from the reinstatement/readmission course; and
      - (b) attend and complete the applicable Bar-sponsored reinstatement/readmission course as set forth in Art. III.Sec.D.1.a)(2).
    - 2) it has been four or more consecutive years since the voluntary resignation, the applicant must take and pass the applicable examination required for admission.
  - d. Upon successful completion of the above requirements, the former member must satisfy the preadmission requirements and be admitted by Supreme Court order as set forth in APR 5, except that:
    - 1) A lawyer who has been resigned for less than four years need not take and pass the Washington Law Component; and
    - 2) A LLLT applicant who has been resigned less than four consecutive years need not demonstrate completion of substantive law-related work experience.
2. A voluntarily resigned former member seeking readmission through admission by motion pursuant to APR 3(c) must comply with all requirements for filing such application and for admission upon approval of such application.

### O. EXAMINATION REQUIRED

All applications for reinstatement after disbarment or revocation will be subject to character and fitness review, and taking and passing the examination for admission for the applicable license type, pursuant to the provisions of APR 25-25.6. All applications for readmission after voluntary resignation will be subject to character and fitness review pursuant to the provisions of APR 20-24.3. All applications for reinstatement to Active status from Suspended status will be handled in a similar fashion to applications for a return to Active status from Inactive status. The Character and Fitness Board, and (on review) the

### III. MEMBERSHIP; IV. GOVERNANCE

Washington Supreme Court, have broad authority to withhold a transfer to Active or to impose conditions on reinstatement or readmission to Active membership, which may include taking and passing the applicable examination for admission, in cases where the applicant fails to meet the burden of proof required by APR 20-24.3. The member/former member will be responsible for the costs of any investigation, bar examination, or proceeding before the Character and Fitness Board and the Washington Supreme Court.

## IV. GOVERNANCE

### A. BOARD OF GOVERNORS

The Board of Governors (BOG) is the governing body of the Bar. It determines the policies of the Bar and approves its budget each year. Subject to the plenary authority and supervision of the Washington Supreme Court and limitations imposed by Statute, Court Rule, Court Order, or case law, the Board possesses all power and discretion on all matters concerning the WSBA. The Board may delegate the exercise of its authority but that does not constitute a transfer of it. The Board's authority is retained and may be exercised at any time upon a majority vote of the Board.

#### 1. Composition of the Board of Governors

The BOG will consist of (a) the President; (b) one Governor elected from each Congressional District, except in the Seventh Congressional District where members will be elected from separate geographic regions designated as North and South, and identified by postal zip codes as established by the Bar in accordance with these Bylaws and BOG policy; and (c) three Governors elected at-large pursuant to these Bylaws.

#### 2. Duties

- a. The BOG elects the President-elect of the Bar.
- b. The BOG selects the Bar's Executive Director and annually reviews the Executive Director's performance.
- c. Regardless of the method by which any person is selected to serve on the BOG, each Governor will act in the best interest of all members of the Bar and the public. Each Governor is primarily obligated to ensure that the Bar fulfills the mandate set forth in General Rule 12.1, carries out the mission of the Bar, and operates in accordance with the Bar's Guiding Principles.
- d. Each Governor is expected to engage with members about BOG actions and issues, and to convey member viewpoints to the Board. In representing a Congressional District, a Governor will at a minimum: (1) bring to the BOG the perspective, values and circumstances of her or his district to be applied in the best interests of all members, the public and the Bar; and (2) bring information to the members in the district that promotes appreciation of actions and issues affecting the membership as a whole, the public and the organization.
- e. Each Governor appointed to serve as a BOG liaison to a committee, task force, council, section, board, or other entity has the responsibility to fulfill those liaison duties on behalf



## IV. GOVERNANCE

of the BOG. Governors appointed to serve as BOG liaisons are not voting members of those entities. BOG liaisons must not be excluded but will not participate in those entities' executive sessions or confidential deliberations except when requested to do so as a resource.

- f. Meetings of the BOG will be held as provided in these Bylaws. Each Governor must attend all board meetings except in cases of emergency or compelling circumstance that prevents participation.

### 3. Term

Governors will assume their duties at the close of the final regularly scheduled BOG meeting of the fiscal year in which they were elected. Governors serve a term of three years, except as may be otherwise provided by these Bylaws.

### 4. Vacancy

- a. A vacancy may arise due to resignation, death, removal by BOG, or recall by members.
  - 1) Removal by the Board of Governors. Any Governor may be removed from office for good cause by a 75% vote of the entire BOG exclusive of the Governor subject to removal, who will not vote. The vote will be by secret written ballot. Good cause for removal includes, without limitation, incapacity to serve, serious or repeated failures to meet the duties outlined in these Bylaws, or conduct or activities that bring discredit to the Bar.
  - 2) Recall by Members. Any Governor may be removed from the BOG by a recall by members, in accordance with the procedures set forth in these Bylaws.
- b. Response to a Vacancy
  - 1) If a vacancy occurs for any reason and 12 months or less remain in that Governor's term, in the BOG's sole discretion the position may remain vacant until the next regularly scheduled election for that Governor position. In that event, no interim governor will be elected or appointed to the position.
  - 2) If a vacancy occurs due to resignation, death, or the removal of a Governor by the BOG, and more than 12 months remain in that Governor's term, the BOG must elect a candidate eligible for that position to serve as Governor until the next regularly scheduled election for that Governor position.
  - 3) If a Governor is removed due to recall and more than 12 months remain in that Governor's term, a special election will be conducted using the general procedures set forth in the "Election of Governors from Congressional Districts" provisions of these Bylaws. The application period for any special election held pursuant to this paragraph must be no less than 30 days and must, at a minimum, be prominently posted on the Bar's website and e-mailed to all members eligible to vote in the election.
  - 4) Regardless of whether a special election will be held to fill a Governor position that is vacant due to recall by the members, such position will not be filled by any interim governors selected by the BOG or appointed by the President.

## IV. GOVERNANCE

### B. OFFICERS OF THE BAR

The officers of the Bar consist of a President, President-elect, Immediate Past-President, and Treasurer. The Executive Director of the Bar serves as secretary in an ex officio capacity. Except for the Executive Director, all officers must be Active lawyer members of the Bar.

#### 1. President

The President is the chief spokesperson of the Bar, and presides at all meetings of the BOG. The President has the authority to: set the agenda however that authority is secondary to the authority of the Board of Governors at any Board meeting to take action on any issue raised by a duly seconded motion; take action to execute the policies established by the BOG; assign Governors as liaisons to Bar sections, committees, or task forces, specialty bar associations, and other law related organizations; and to appoint task forces, BOG committees, or other ad hoc entities to carry out policies established by the BOG. The President also performs any other duties typically performed by an organization's President. The President may vote only if the President's vote will affect the result. The President must present a report to the membership covering the principal activities of the Bar during the President's tenure.

#### 2. President-elect

The President-elect performs the duties of the President at the request of the President, or in the absence, inability, recusal, or refusal of the President to perform those duties. The President-elect also performs such other duties as may be assigned by the President or the BOG. The President-elect is not a voting member of the BOG except when acting in the President's place at a meeting of the BOG and then only if the vote will affect the result.

#### 3. Immediate Past President

The Immediate Past President performs such duties as may be assigned by the President or the BOG. The Immediate Past President will perform the duties of the President in the absence, inability, recusal, or refusal of the President, President-elect, and Treasurer to perform those duties. Among the duties specifically assigned to the Immediate Past President is to work on behalf of the BOG and the officers to ensure appropriate training and education of new BOG members and officers during their term.

The Immediate Past President is not a voting member of the BOG except when acting in the President's place at a meeting of the BOG and then only if the vote will affect the result.

#### 4. Treasurer

The Treasurer chairs the Budget and Audit Committee and is responsible for ensuring that the BOG and officers are informed about the finances of the Bar. The Treasurer will perform the duties of the President in the absence, inability, recusal, or refusal of the President and the President-elect to perform those duties. The Treasurer also performs such other duties as are assigned by the President or the BOG.

#### 5. Executive Director

#### IV. GOVERNANCE

The Executive Director is the principal administrative officer of the Bar. The Executive Director is responsible for the day-to-day operations of the Bar including, without limitation: (1) hiring, managing and terminating Bar personnel, (2) negotiating and executing contracts, (3) communicating with Bar members, the judiciary, elected officials, and the community at large regarding Bar matters, (4) preparing an annual budget for the Budget and Audit Committee, (5) ensuring that the Bar's books are kept in proper order and are audited annually, (6) ensuring that the annual audited financial report is made available to all Active members, (7) collecting debts owed to the bar and assigning debts for collection as deemed appropriate, (8) acquiring, managing, and disposing of personal property related to the Bar's operations within the budget approved by the BOG, (9) attending all BOG meetings, (10) reporting to the BOG regarding Bar operations, (11) ensuring that minutes are made and kept of all BOG meetings, and (12) performing such other duties as the BOG may assign. The Executive Director serves in an ex officio capacity and is not a voting member of the BOG.

##### 6. Terms of Office

- a. The President-elect is elected by the BOG, as set forth in these Bylaws. The President-elect succeeds the President unless removed from office pursuant to these Bylaws.
- b. The President-elect and Treasurer take office at the close of the final regularly scheduled BOG meeting of the fiscal year in which they were elected to those positions. The President takes office at the close of the final regularly scheduled BOG meeting of the fiscal year in which he or she served as President-elect. The Immediate Past President takes office at the close of the final regularly scheduled BOG meeting of the fiscal year in which he or she served as President.
- c. The term of office of each officer position is one year; however, the Executive Director serves at the direction of the BOG and has an annual performance review. No individual shall serve as Executive Director for more than ten years, except that the Board of Governors may extend the contract for the Executive Director past that period, in its discretion, by a 66% super-majority vote for terms of two year increments.

##### 7. Vacancy

- a. The President, President-Elect, Immediate Past President, and Treasurer may resign or be removed from office for good cause by an affirmative vote of 75% of the entire BOG. Good cause for removal includes, without limitation, incapacity to serve, serious or repeated failures to meet the duties outlined in these Bylaws, or conduct or activities that bring discredit to the Bar.
  - 1) Upon removal or resignation of the President, the President-elect will fill the unexpired term of the President and then serve the term for which he or she was elected President. If there is no President-elect, then the BOG will elect such other person as it may determine, with the Treasurer performing the duties of the President until the BOG elects a new President.
  - 2) Upon removal or resignation of the President-elect, or ascendancy of the President-elect to the Presidency pursuant to paragraph (1) above, the BOG will elect a new President-elect (from Eastern Washington if the President-elect is mandated to be from Eastern Washington per these Bylaws).

#### IV. GOVERNANCE

- 3) Upon disqualification, removal, or resignation of the Immediate Past President, the office will remain vacant until the close of the term of the then-current President. If the office of Immediate Past President would otherwise become vacant because the President was removed or resigned during his or her term, the most recent Immediate Past President will remain in office for another term. If the most recent Immediate Past President is unable or unwilling to serve another term, the President may appoint, subject to approval of the BOG, a person eligible to serve as an officer to act as Immediate Past President for the otherwise vacant term. This appointment may be done prior to the start of the otherwise vacant term, but the appointed Immediate Past President will not assume office until the close of the term of the then-current Immediate Past President. If the appointment is done after the otherwise vacant term begins, the appointed Immediate Past President will assume office immediately upon BOG approval.
  - 4) Upon removal or resignation of the Treasurer, the BOG will elect a new Treasurer pursuant to the procedures set forth in these Bylaws.
- b. The Executive Director is appointed by the BOG, serves at the direction of the BOG, and may be dismissed at any time by the BOG without cause by a majority vote of the entire BOG. If dismissed by the BOG, the Executive Director may, within 14 days of receipt of a notice terminating employment, file with the Supreme Court and serve on the President, a written request for review of the dismissal. If the Supreme Court finds that the dismissal of the Executive Director is based on the Executive Director's refusal to accede to a BOG directive to disregard or violate a Court order or rule, the Court may veto the dismissal and the Executive Director will be retained.

#### C. BOARD OF GOVERNORS COMMITTEES

1. The BOG may delegate work to BOG standing committees, special committees, work groups, or other subgroups however defined, the membership of which will be established by the President with due consideration given to Governors' membership requests. The BOG standing committees include, at a minimum, the following: Executive Committee; Awards Committee; Budget and Audit Committee; Legislative Committee; and Personnel Committee, and Diversity Committee.
2. The purpose of BOG committees, regardless of what they are called, is to make recommendations and make the work of the BOG more efficient. Consensus should govern meetings of BOG committees whenever possible. If a BOG committee is unable to reach a consensus, the committee will vote. Only Governors may vote on standing Board committees. Voting members of ad hoc committees will be determined by the Board on a case-by-case basis.
3. Meetings of BOG committees are open to the public, unless provided otherwise in these Bylaws or by court rule. The ability to participate in and comment at BOG committee meetings is in the discretion of the Chair as provided in these Bylaws.
4. BOG Legislative Committee

#### IV. GOVERNANCE

- a. Purpose: The BOG Legislative Committee is authorized to propose or adopt positions on behalf of the BOG with respect to legislation that has been introduced or is expected to be introduced in the Washington State Legislature, including the authority to propose amendments to legislation or to adopt positions on amendments to legislation.
- b. Membership: The President appoints the Committee, which consists of the following voting members:
  - 1) Eight Governors, including the Treasurer;
  - 2) the President;
  - 3) the President-elect; and
  - 4) the Immediate Past President.

The President selects the Chair from among the Governors appointed to the Committee.

- c. Procedure: Consideration of legislation by the Committee proceeds in the following order:
  - 1) The Committee first determines, by a two-thirds majority vote of those voting, whether the legislation is within the scope of GR 12.1 and whether it is appropriate under the circumstances for the Committee to determine a position on the legislation on behalf of the BOG.
  - 2) If the determination in subsection (1) above is affirmative, then the Committee will determine by a two-thirds majority vote of those voting what position, if any, to adopt on the legislation on behalf of the BOG.
  - 3) The Committee may determine that major or novel legislative issues will be referred to the BOG for consideration.
  - 4) Any issues to be considered or actions taken by the Committee must be promptly communicated to the BOG by electronic delivery; and actions taken by the Committee must also be communicated at the next BOG meeting.
  - 5) Due to the Committee's unique need to be able to act quickly to address issues that arise during a regular or special legislative session, between meetings the Committee may discuss and vote on issues by e-mail; however, if any Committee member objects to using an e-mail process for any particular issue, the Committee will take up that issue at its next scheduled Committee meeting.
- d. Quorum: A quorum consists of a majority of the Committee's voting members.
- e. Committee Meetings: The Committee may meet in executive session, with no persons present except the members of the Committee, other members of the BOG, the Executive Director, the Legislative Liaison, and such others as the Committee may authorize. Committee meetings may be held electronically.

#### D. POLITICAL ACTIVITY

##### 1. Board of Governors

- a. The BOG acting as a board must not publicly support or oppose, in any election, any candidate for public office.

#### IV. GOVERNANCE

- b. The BOG acting as a board must not take a side or position publicly or authorize any officer or the Executive Director to take a side or position publicly on any issue being submitted to the voters or pending before the legislature, unless the matter is considered in public session at a meeting of the BOG with advance notice to the Bar's membership, and the following requirements are met:
  - 1) The BOG first votes to determine whether the issue is within the scope of GR 12.1; and
  - 2) If the BOG determines that the matter is within the scope of GR 12.1, then the BOG will vote to determine what position, if any, to adopt on the issue.
- c. The restriction applies fully to prohibit:
  - 1) the use of the name or logo of the Bar;
  - 2) the contribution of funds, facility use, or Bar staff time;
  - 3) participation or support to any degree in the candidate's campaign, or the campaign on either side of the issue.
- d. The restriction does not apply to matters that are exclusively related to the administration of the Bar's functions or to any issue put to a vote of the Bar's membership.

Notice of any BOG position or authorization to the President or Executive Director to take a position must be published on the Bar's website as soon as possible after the meeting at which the final action is taken.

##### **2. President and President-elect**

The President and President-elect must not publicly support or oppose, in an election, any candidate for public office. This restriction applies fully to prohibit:

- a. the use of the President's and President-elect's name,
- b. the contribution of funds, or
- c. participation or support to any degree in the candidate's campaign.

Further, the President and President-elect must not take a side publicly on any issue being submitted to the voters, pending before the legislature or otherwise in the public domain except when specifically authorized or instructed by the BOG to do so on a matter relating to the function or purposes of the Bar.

##### **3. Governors, other Officers, and Executive Director**

Governors, other officers, and the Executive Director must not publicly support or oppose, in an election, any candidate for public elective office in the State of Washington the prerequisites for which include being an attorney, except where the candidate is a member of that person's immediate family. This restriction applies fully to prohibit:

- a. the use of the Governor's, officer's, or Executive Director's name,
- b. the contribution of funds, or
- c. participation or support to any degree in the candidate's campaign.

## IV. GOVERNANCE

The term "immediate family" as used in this Article includes a sibling, parent, spouse, domestic partner, child and the child of a spouse or domestic partner.

### 4. Other

If any officer, Governor, or the Executive Director supports or opposes any candidate or issue as permitted in this Article, then that person must not state or imply that he or she is acting in his or her capacity as officer, Governor or Executive Director of the Bar unless specifically authorized to do so by the BOG.

### 5. Letterhead

Use of Bar letterhead is limited to official business of the Bar and specifically must not be used for personal or charitable purposes, or in connection with any political campaign or to support or oppose any political candidate. Bar letterhead must not be used to support or oppose any public issue unless the BOG has taken a position on the issue.

## E. REPRESENTATION OF THE BAR

Except as specifically set forth in these Bylaws, no committee, section, task force, or other Bar entity, or member thereof, member of the BOG, or officer or employee of the Bar is permitted to speak for or represent the Bar, or any committee, section, task force, or entity thereof, before any legislative body, in any court, before any other tribunal or in any communication to the Governor or the Attorney General of the State, unless prior authorization to do so has been specifically granted by the BOG by policy adopted by the BOG or by specific BOG action.

1. As the chief spokesperson of the Bar, the President has the authority to take action to execute the policies established by the BOG, and to serve as the representative of the Bar in connection therewith.
2. The BOG Legislative Committee is specifically authorized, under the terms of these Bylaws, to propose or adopt positions on behalf of the BOG with respect to legislation that has been introduced or is expected to be introduced in the Washington State Legislature, including the authority to propose amendments to legislation or to adopt positions on amendments to legislation.
3. The Executive Director may communicate with Bar members, the judiciary, elected officials, and the community at large regarding Bar matters and policies established by the BOG, and is not required to obtain prior approval from the BOG before doing so.
4. Bar employees whose job duties require them to do so, and independent counsel retained at the direction of the President or the BOG, are specifically authorized to represent the Bar, or any committee, section, or task force thereof, before any legislative body, in any court, before any other tribunal or in any communication to the Governor or the Attorney General of the State as may be necessary to perform their job duties.

## V. APPROPRIATIONS AND EXPENSES; VI. ELECTIONS

### V. APPROPRIATIONS AND EXPENSES

#### A. APPROPRIATIONS

Appropriations of Bar funds and authorization for payment of expenses will be made by the BOG through the adoption of an annual budget or by special appropriation as required.

1. The President appoints a BOG Budget and Audit Committee, which consists of a minimum of two Governors from each class, not to exceed eight Governors, one of whom must be the Treasurer. The President, President-Elect, Executive Director and Chief Financial Officer serve as ex officio, non voting members, and the Treasurer serves as Chair of the Committee and has a vote on the committee.
2. The Treasurer, together with the Budget and Audit Committee, will present a proposed Annual Budget to the BOG for approval prior to each fiscal year.
3. Decisions regarding non-budgeted appropriations must be made in accordance with the BOG-approved fiscal policies and procedures.

#### B. EXPENSES; LIMITED LIABILITY

1. Requests for payment must be in such form and supported by such documentation as the BOG prescribes.
2. The financial obligation of the Bar to any Bar entity is limited to the amount budgeted and ceases upon payment of that amount unless the BOG authorizes otherwise.
3. Any liability incurred by any Bar entity, or by its members, in excess of the funds budgeted, will be the personal liability of the person or persons responsible for incurring or authorizing the liability.
4. Any liability incurred by any Bar entity, or by its members, not in accordance with the policies of the BOG or in conflict with any part of these Bylaws, will be the personal liability of the person or persons responsible for incurring or authorizing the liability.

### VI. ELECTIONS

#### A. ELIGIBILITY FOR MEMBERSHIP ON BOARD OF GOVERNORS

1. Governors from Congressional Districts: Any Active member of the Bar, except a person who has previously served as a Governor for more than 48 consecutive months, may be nominated or apply for election as Governor from the Congressional District, or geographic regions within the Seventh Congressional District, in which such person resides.

Members that have served as Governors for more than 48 consecutive months at time of filing an application, are not eligible to be nominated or apply for election or appointment as Governor from the Congressional District, At-Large Governor position, or geographic regions within the Seventh Congressional District, in which such person resides, for a period of 36



## VI. ELECTIONS

months after the conclusion of that term of service. Any disputes regarding the eligibility of a member to serve on the Board of Governors shall be addressed by the Board of Governors.

2. At Large Governors: There will be a total of three At Large Governor positions.
  - a. Two At Large (“Member At Large Governor”) Positions: Any Active member of the Bar, except a person who has previously served as a Governor for more than 48 consecutive months, may be nominated or apply.
  - b. One Young Lawyer (“Young Lawyer At Large Governor”) Position: Any Active lawyer member of the Bar who qualifies as a Young Lawyer as set forth in these Bylaws, except for a person who has previously served as a Governor for more than 48 consecutive months, may be nominated or apply.
3. Filing of nominations and applications must be in accordance with this Article.

### B. NOMINATIONS AND APPLICATIONS

1. Applications for the Board of Governors elected from Congressional Districts must be filed in the office of the Bar not later than 5:00 p.m., on the 15th day of February of the year in which the election is to be held. If this deadline falls on a day in which the office of the Bar is closed, the deadline will be 5:00 p.m. of the following business day.
2. Applications and nominations for At Large Governor positions must be filed in the office of the Bar not later than 5:00 p.m. on the 15<sup>th</sup> day of April of the year in which the election or nomination is to be held.
3. Applications for the position of President-elect must be filed by the deadline set forth in the notice published in the Bar’s official publication and posted on the Bar’s website. Notice must be given not less than 30 days before the filing deadline.
4. In the event no application is made for a seat, the position will be treated, advertised, and filled by Board appointment until the next election cycle only, in which the position will be included in the election cycle for the remainder of the term.

### C. ELECTION OF GOVERNORS

1. Election of one Governor from each Congressional District and for the At Large positions will be held every three years as follows:
  - a. Third, Sixth, Eighth Congressional Districts and the North region of the Seventh Congressional District and one At Large Member Governor – 2014 and every three years thereafter.
  - b. First, Fourth, Fifth Congressional Districts and the South region of the Seventh Congressional District and one At Large Young Lawyer Governor – 2015 and every three years thereafter.
  - c. Second, Ninth and Tenth Congressional Districts and one At Large Member Governor – 2013 and every three years thereafter.
2. Voting in the Election of Governors from Congressional Districts will be conducted in the following manner:
  - a. Eligibility to Vote. All Active members, as of March 1st of each year, are eligible to vote in the BOG election for their district, subject to the election schedule shown above. Active

## VI. ELECTIONS

members residing in the State of Washington may only vote in the district in which they reside. Active members residing outside the State of Washington may only vote in the district of the address of the agent they have designated within the State of Washington for the purpose of receiving service of process as required by APR 13, or, if specifically designated to the Executive Director, within the district of their primary Washington practice.

- b. Ballots. On March 15th of each election year, the Executive Director will ensure delivery of ballots containing the names of all candidates for Governor for each District in which an election is to be held to each Active member eligible to vote in that District. Elections will be conducted electronically using a secure process (“electronic voting”). Active members who are eligible to vote in an election may request a paper ballot to be used in place of the electronic ballot. Electronic ballots will be sent to active members eligible to vote in an election, and will include information about how to vote by electronic voting. Should any Active member eligible to vote fail to receive a ballot, or receive a defective ballot, the member may obtain a replacement ballot by furnishing proof of eligibility to the Executive Director, and upon returning the defective ballot if the member received a paper ballot.
- c. Voting Procedure. Each Active member eligible to vote in the election may vote in one of the following ways. Each member has only one vote. Only one vote will be counted from any member who inadvertently votes both by paper ballot and by electronic means:
  - 1) By paper ballot. Paper ballots will be available upon request. The member must submit the request by March 15<sup>th</sup> and cause the envelope containing the ballot to be delivered to the office of the Bar by no later than 5:00 p.m. (PDT) on April 1st of that election year. Alteration of or addition to the ballot, other than the marking of the member's choice, invalidates the ballot.
  - 2) By electronic voting. Voters will be sent links to their ballots via email. Voting must be completed by no later than 5:00 p.m. (PDT) on April 1st of that election year.
- d. Voting System. In any election for membership on the BOG, if there is only one qualified candidate nominated, then that candidate will be declared elected. If there are only two candidates for a position, then the candidate receiving the highest number of votes will be declared elected. If there are more than two candidates, and if no candidate receives more than 50% of the total vote, the two candidates receiving the highest number of votes will participate in a run-off election. In the event of a tie for the second highest vote total, all candidates who are tied will participate in the run-off election along with the candidate who received the most votes.

If a run-off election is necessary, the Executive Director in consultation with the President will designate the date for delivering the ballots and the deadline for voting, which will be no later than 5:00 p.m. (PDT), 10 days after the date the ballots are delivered. The candidate receiving the highest number of votes will be declared elected.

- e. Checking and Custody of Ballots. The Executive Director will maintain custody of all satisfactorily identified and signed paper ballot envelopes, segregated as to position. The

## VI. ELECTIONS

- paper ballot will remain in the custody of the Executive Director until counted. Any paper ballots not enclosed in an envelope, satisfactorily identified and signed, will not be counted.
- f. Electronic votes must be verified and securely stored by the online voting vendor.
  - g. Counting of Ballots. Paper ballots will be counted by the Executive Director or their designee under the supervision of the Election Board, and electronic ballots will be counted by the online voting vendor. The ballot verification process will be supervised by an Election Board of not less than three Active members appointed by the President. At least two members of the Election Board must be present (in person or by video conference) at any count of paper ballots. Any Active member of the Bar may be present at such count of paper ballots.

The Executive Director will establish and follow a procedure that will ensure that no member's vote is counted more than once.

Promptly upon determination of the election results, the Election Board will forward the results to the Executive Director, who will notify each candidate as promptly as reasonably possible of the result of the election and publicly announce the election of the successful candidates. Official written notice of the election results also will be emailed to each candidate.

- h. Retaining Ballots. All paper ballots and identifying return envelopes must be retained in the custody of the Executive Director. The elections vendor must retain the electronic voting data, and maintain an auditable trail of the election, for no less than 90 days after the close of the election.
- i. If no challenge to the ballot count has been made after 90 days, the ballots and identifying return envelopes may be destroyed, and the Executive Director will notify the vendor to destroy the data and auditable trail for that election.

### 3. Eligibility Requirements: Election of At-Large Governors

At-Large Governors shall be elected by the Members as follows:

- a. Member At Large Governors: After notice of the position has been adequately provided to all members, the Diversity, Equity and Inclusion (DEI) Committee Council shall forward at least three candidates who have the experience and knowledge of the needs of those members whose membership is or may be historically underrepresented in governance, or who represent some of the diverse elements of the public of the State of Washington, to the end that the BOG will be a more diverse and representative body than the results of the election of Governors based solely on Congressional Districts may allow. Underrepresentation and diversity may be based upon, but not be limited to age, race, gender, sexual orientation, disability, geography, areas and types of practice, and years of membership, provided that no single factor will be determinative. The Executive Director shall then place all candidates forwarded by the Diversity Committee DEI Council on the ballot to be elected by all eligible voting members. If the Diversity Committee DEI Council

## VI. ELECTIONS

forwards less than three candidates by May 1, the Executive Director shall notify the BOG, which may, at its option, select additional qualifying candidates on its own or place only those candidates forwarded by the Diversity Committee/DEI Council on the ballot to be elected by all eligible voting members.

- b. Young Lawyer At Large Governor: By May 1, the Washington Young Lawyers Committee shall forward at least three candidates to the BOG who qualify as Young Lawyers as defined by Article XII(B) of these Bylaws in the year of the election. The BOG shall then place all candidates forwarded by the Washington Young Lawyers Committee on the ballot to be elected by a vote of all Young Lawyer Members as defined in section XII(B) of these Bylaws. If the Washington Young Lawyers Committee forwards less than three candidates by May 1, the Executive Director shall notify the BOG, which may, at its option, select additional qualifying candidates on its own or place only those candidates forwarded by the Washington Young Lawyers Committee on the ballot to be elected by a vote of all Young Lawyer Members as defined in section XII(B) of these Bylaws.
4. Voting in the Election of Member At Large Governor positions will be conducted in the following manner:
    - a. Voting Procedure for the At Large Governor positions shall follow the procedures described above with the exception of the dates of the election.
    - b. Election will begin on May 15.
    - c. Voting must be completed no later than 5:00 p.m. (PDT) on June 1 of that election year.

### D. ELECTIONS BY BOARD OF GOVERNORS

#### 1. Office of President-Elect.

The BOG will elect an Active lawyer member of the Washington State Bar Association to serve as President-elect. The election shall take place during a BOG meeting not later than the 38th week of each fiscal year, and will be by secret written ballot. The President-elect will take office upon the incumbent President-elect becoming President or upon vacancy of the office of President-elect.

If at the time of election, no President-elect in the preceding three years was an individual whose primary place of business was located in Eastern Washington, the President-elect must be an individual whose primary place of business is located in Eastern Washington. For purposes of these Bylaws, "Eastern Washington" is defined as that area east of the Cascade mountain range generally known as Eastern Washington. In any year where the President-elect must be an individual from Eastern Washington and no qualifying application is received within the timeframe allowed, the President will advise the BOG, and the BOG, at any regular meeting or special meeting called for that purpose, will establish procedures to re-open and extend the application period or otherwise address the issue. Such action by the BOG may include waiver of any geographic limitation for the year in question.

#### 2. Treasurer

The Treasurer must be a current lawyer Governor and will be nominated and elected by the BOG at the second to the last regularly scheduled BOG meeting of the fiscal year. The Treasurer will be elected by

## VI. ELECTIONS

simple majority of Governors voting. In the event there is more than one nomination, the vote will be by secret written ballot.

### 3. Election Procedures for President and President-elect

Elections of President and President-elect elections, and any other elections held by the BOG under these Bylaws, are conducted as follows:

- a. Notice of the position will be advertised in the Bar's official publication and on the Bar's website no less than 30 days before the filing deadline and must include the closing date and time for filing candidate applications.
- b. Following expiration of the closing date and time identified, all candidate names will be posted publicly.
- c. The BOG may appoint a committee to recommend candidates to the BOG from all who have submitted their applications for a position in a timely manner.
- d. All recommended candidates, or others as determined at the discretion of the BOG, will be interviewed in public session of the BOG's meeting. Candidates who are competing for the same position must not be present for each other's interviews.
- e. Discussion of the candidates will be in public session but candidates will be asked by the President not to be present.
- f. Election of candidates will be conducted by secret written ballot.
- g. If no candidate for a given position receives a majority of the votes cast, the two candidates receiving the highest number of votes will be voted on in a run-off election. In the event of a tie for the second highest vote total, all candidates who are tied will participate in the run-off election along with the candidate who received the most votes. The candidate with the most votes in the run-off will be deemed the winner.
- h. Ballots will be tallied by three persons designated by the President, one of whom will be the Executive Director.
- i. Proxy votes are not allowed; however, a Governor who participated in the interview and discussion process by electronic means may cast a vote telephonically via a confidential phone call with the Executive Director and the other persons designated by the President to count the ballots.
- j. The elected candidate will be announced publicly following the vote. However, the vote count will not be announced and all ballots will be immediately sealed to both the BOG and the public and remain in the custody of the Executive Director for 90 days, when they will be destroyed.

### E. NEW GOVERNOR ORIENTATION

Any newly elected Governor will undergo an orientation period commencing from the time of his or her election until being sworn in by the Supreme Court. This orientation must include attendance and participation in a New Governor Orientation to be held at a time and place specified by the Executive Director. In addition, the Governors-elect are expected to attend other meetings and/or activities as invited by or directed by the BOG. Governors-elect must also attend public meetings of the BOG as non-voting Governors. This attendance does not include executive sessions, unless authorized by the BOG.

## VI. ELECTIONS; VII. MEETINGS

### F. MEMBER RECALL OF GOVERNORS

Any Governor may be removed from office by member recall. A recall vote is initiated by an Active member filing a petition for recall with the Executive Director. A petition for recall must identify the Governor, the Governor's congressional district or at-large status, and the Governor's term of office; set forth the basis for the recall; and contain the names and signatures of the Active members supporting the petition.

1. For congressional district Governors, the petition must be signed by five percent of the Active members of the Governor's congressional district at the time of filing. Only members of the Governor's district who are on Active status at the time of the vote are eligible to vote.
2. For the Young Lawyers At Large Governor, the petition must be signed by five percent of the Young Lawyers as defined in Article XII of these Bylaws at the time of filing. Only Young Lawyers who are on Active status at the time of the vote are eligible to vote. For all other At Large Governors, the petition must be signed by five percent of the Active members of the Bar at the time of filing, and only members on Active status at the time of the vote are eligible to vote.
3. The voting procedures set forth in the "Election of Governors from Congressional Districts" will be used as a procedural guideline for conducting a recall vote, and a majority vote is sufficient to pass a recall petition.

### G. 2020 ELECTIONS

In response to the Corona virus and public safety concerns, the 2020 elections conducted by the Board of Governors pursuant to these Bylaws may be scheduled anytime prior to 44th week of the fiscal year.

## VII. MEETINGS

### A. GENERAL PROVISIONS; DEFINITIONS

#### 1. Definitions

As used in this Article unless the context indicates otherwise:

- a. "Meeting" means any regular or special meeting of the BOG or other Bar entity at which action is contemplated. A "special meeting" is a meeting limited to specific agenda topics.
- b. When these Bylaws refer to a "Bar entity" or "other Bar entity," this means any body, no matter how named, working under the authority of, or administered by, the Bar, pursuant to these Bylaws or court rule. The activities of such Bar entities subject to the Open Meetings Policy of this Article VII may include, but are not limited to, conducting meetings, taking actions, conducting hearings, or gathering information or member comment.
- c. "Action" means the transaction of the official business of the Bar by the BOG or other Bar entity including but not limited to receipt of member information, deliberations, discussions, considerations, reviews, evaluations, and final actions.

## VII. MEETINGS

- d. "Final action" means a collective positive or negative consensus, or an actual vote of the voting members present, whether in person or by electronic means, at the time of the vote, upon a motion, proposal, resolution, or order.
- e. "Minutes" means, at a minimum, recording the members of the Bar entity in attendance, the date and time of the meeting, the agenda of the meeting, the subject and results of any final action taken, and a reasonable summary of the issues and points raised during discussion.

### 2. Order of Business

The President or Chair of the meeting determines the order of the business of any meeting.

### B. OPEN MEETINGS POLICY

1. All meetings of the BOG or other Bar entity must be open and public and all persons will be permitted to attend any meeting, except as otherwise provided in these Bylaws or under court rules. A meeting may be held in person or by videoconference and/or teleconference. Meeting schedules and contact information will be made reasonably available by the Bar.
2. This Open Meetings Policy does not apply to duly designated executive sessions, meetings otherwise excluded under the terms of these Bylaws, meetings of the BOG Personnel and Awards Committees, the Judicial Recommendation Committee, or to matters regulated by the Rules for Enforcement of Lawyer Conduct, the Admission and Practice Rules, or the Rules for Enforcement of Conduct of Limited Practice Officers.
3. Minutes of all meetings, except for executive sessions, must be recorded and approved minutes will be open to public inspection upon request. Minutes from every BOG public session will be posted on the Bar's website once approved by the BOG. Sub-entities (for example, subcommittees) need not record minutes, unless they are specifically delegated the authority to take final action on behalf of the entity.
4. A member of the public will not be required, as a condition of attendance at a meeting, to register his or her name and other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance.
5. In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting not feasible, and order cannot be restored by the removal of individuals who are interrupting the meeting, the persons presiding over the meeting may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members of the Bar entity. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, will be allowed to attend any session held pursuant to this paragraph. Nothing in this paragraph prohibits the Bar entity from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.
6. At any meeting required to be open to the public, no Bar entity is permitted to vote by secret ballot, except for elections for At Large Governors and the President-elect, as required by Article VI(D) for purposes of elections, or as otherwise provided by these Bylaws. A vote taken by email

## VII. MEETINGS

will not be deemed a secret ballot so long as the vote, including the question voted on, the identity of each person voting, and vote cast by each person, is recorded and published with the minutes. Votes taken on matters in a duly designated executive session need not be recorded or published, unless otherwise required by these Bylaws or court rule.

### 7. Executive Session

- a. The BOG may meet in Executive Session at the discretion of the President subject to a majority vote of the Board of Governors that an issue is not properly raised in Executive Session, or as specifically provided by court rule:
  - 1) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price, or to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price;
  - 2) To discuss an individual disciplinary matter, character and fitness matter, Client Protection Fund claim, or other matter made confidential by court rule or these Bylaws;
  - 3) To evaluate the qualifications of an applicant for employment as Executive Director or General Counsel, or for appointment to a position with the Bar or on a Bar entity; to review the performance of the Executive Director; or to receive or evaluate complaints regarding Officers, Governors, Bar staff, or appointees to other Bar entities;
  - 4) To discuss with legal counsel representing the Bar in litigation or potential litigation to which the Bar, the Bar entity, or an employee or officer of the Bar or member of the Bar entity is or is likely to become a party, or to have other privileged or confidential communications with legal counsel representing the Bar;
  - 5) To discuss legislative strategy; or
  - 6) To discuss any other topic in which the President in his or her discretion believes the preservation of confidentiality is necessary or where public discussion might result in violation of individual rights or in unwarranted or unjustified private or personal harm. This subsection 6 shall be narrowly and strictly construed; mere embarrassment or criticism is insufficient standing alone to address an issue in Executive Session.

Executive session of the BOG may proceed with no persons present except the President, President-elect, Immediate Past President, Governors, Executive Director, General Counsel, and such other persons as the BOG may authorize on a case by case basis. Any others shall be presumptively excluded, but may be admitted upon approval of a majority of the Board. An individual may be recused from executive session for conflict of interest or other reasons at the person's request or by a majority vote of the BOG. The President will publicly announce the purpose for meeting in executive session and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the President.

- b. A BOG committee may meet in Executive Session subject to the same terms and conditions as the Board may meet in Executive Session as identified in the preceding section.



## VII. MEETINGS

- c. Other Bar entities may meet in Executive Session on matters within the scope of their work at the discretion of the Chair or as specifically provided by court rule:
  - 1) To discuss an individual disciplinary matter, character and fitness matter, Client Protection Fund claim, or other matter made confidential by court rule or these Bylaws;
  - 2) To evaluate the qualifications of an applicant for appointment to a Bar entity;
  - 3) To discuss with legal counsel representing the Bar in litigation or potential litigation to which the Bar, the Bar entity, or an employee or officer of the Bar or member of the Bar entity is or is likely to become a party, or to have other privileged or confidential communications with legal counsel representing the Bar; or
  - 4) To discuss legislative strategy.

Executive sessions of other Bar entities may proceed with no persons present except members of the entity and such other persons as the Chair may authorize, provided, however, that Bar staff and the BOG liaison may not be excluded from executive session. An individual may be recused from executive session for conflict of interest or other reasons at the person's request. The Chair will publicly announce the purpose for meeting in executive session and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the Chair.

- 8. Each Bar entity will set regular and special meetings as needed. It will not be a violation of these Bylaws for a majority of the members of a Bar entity to travel together or gather for purposes other than a meeting or special meeting as these terms are used in these Bylaws, provided that they take no final action as defined in these Bylaws.
- 9. A Bar entity may adjourn any meeting to a time and place specified in the order of adjournment. A quorum is not required to adjourn. If all members are absent from any meeting the Chair of the Bar entity may declare the meeting adjourned to a stated time and place. He or she will cause written or electronic notice of the adjournment to be given to all members of the Bar entity within 48 hours of the adjournment.
- 10. Any member may timely petition the BOG to declare any BOG final action voidable for failing to comply with the provisions of these Bylaws. Any member may petition the BOG to stop violations or prevent threatened violations of these Bylaws.

### C. MEETINGS OF THE BOARD OF GOVERNORS

#### 1. Regular Meetings

Regular meetings of the BOG will be held at such times and locations as the President may designate. Notice of the date, time, and location of each regular meeting must be posted on the Bar's website no later than 45 days prior to the date of the meeting. The agenda for the meeting will be posted on the Bar's website once finalized. Late materials related to agenda items may be accepted. Any changes to the agenda will be posted as soon as practicable given the circumstances of the change.

#### 2. Special Meetings

- a. Special meetings of the BOG may be called by the President at his or her discretion, by the Executive Director, at the written request of five members of the BOG, or at the written

## VII. MEETINGS

request of three members of the BOG's Executive Committee. Special meetings will customarily be held at the Bar's offices. All reasonable efforts will be made to schedule special meetings so the maximum number of Governors may attend, and Governors who are unable to attend in person may attend by electronic means.

- b. Notice of a special meeting must be in writing and must set forth the time, place and purpose thereof, and must be given to all members of the BOG, the officers, the Executive Director, and the General Counsel, and posted on the Bar's website, at least five days prior to the meeting. The five days' notice requirement may be waived by unanimous consent of the BOG. The special meeting will only consider such matters as set forth in the notice of the meeting. A special meeting may be canceled by the written consent of eight Governors, directed to the Executive Director, who in turn will transmit the cancellation notice and supporting documentation to all persons who were sent notice of the meeting.

### 3. Emergency Meetings

An emergency meeting may be called, with 24-hour electronic notice to all members of the BOG and the General Counsel:

- a. When the President determines that an extraordinary matter requires immediate attention of the BOG; or
- b. By the Executive Director when there has been a natural disaster or catastrophic event that significantly impacts the Bar's ability to function.

The emergency meeting will be held at a location designated by the President or Executive Director, and Governors who are unable to attend in person may attend by electronic means. Notice of the meeting must indicate the subject matter to be considered, and the meeting must only consider such noted subject matter.

### 4. Agenda

For every BOG meeting, the President will establish the agenda and order of business. Upon request to the President, a Governor may add an item to the upcoming regular meeting's agenda. If in the President's good faith estimation the upcoming agenda is full, the requested item will be placed on the next regularly scheduled meeting's agenda, unless otherwise agreed by the President and the requesting Governor. However, nothing in this section shall prohibit the Board of Governors upon a duly seconded motion from addressing any issue or taking any action a majority of the Board determines to take if otherwise permitted by these Bylaws.

### 5. Parliamentary Procedure

Proceedings at BOG meetings shall be governed by the most current edition of Robert's Rules of Order.

## D. EXECUTIVE COMMITTEE OF THE BOG

1. The BOG recognizes the need for an Executive Committee to address emergent but non-policy making matters that need timely attention in between BOG meetings. The Executive Committee's authority derives solely from the authority of the BOG, and is limited by the

**VII. MEETINGS ;  
VIII. MEMBER REFERENDA AND BOG REFERRALS TO MEMBERSHIP**

authority granted by the BOG. The BOG may establish a Charter specifically delineating the duties and functions of the Executive Committee.

2. The Executive Committee members shall include the President, the President- elect, the Immediate Past President, the Treasurer, the Chair of the BOG Personnel Committee, the Executive Director, and one member of each Governor class as elected by that class at or before the first Board meeting of the fiscal year unless that class is already represented. For any particular meeting, a governor class representative may designate an alternate from their class who is authorized to attend as the class representative for that particular meeting. Only the President, President-elect, and Governors may vote on the Executive Committee.
3. An Executive Committee meeting may be called by any member of the Executive Committee, provided that at least five days' notice is given to the Board of Governors and Executive Committee members. If an emergency situation requires less than five days' notice, the notice period may be waived by unanimous consent of the Executive Committee members but the full Board must be given notice at the same time of both the intent to consider an emergency meeting and the day and time of the meeting itself.
4. The Executive Committee may meet as necessary to develop the BOG meeting agenda or for discussion and action on matters within its scope. All agenda setting meetings will be set in advance and notice provided in writing to all Governors with the day, time, place, and agenda or purpose of the Executive Committee's meeting, and any Governor may attend the meeting. Although emergent issues may make it difficult to provide advanced notice of Executive Committee meetings not related to meeting and agenda setting, the Executive Committee must provide advance notice to all Governors to permit them to attend whenever feasible to do so.

**E. FINAL APPROVAL OF ACTION BY THE BOARD OF GOVERNORS**

Reports, recommendations, or proposals do not represent the view or action of the Bar, unless approved by a vote of the BOG.

**VIII. MEMBER REFERENDA AND BOG REFERRALS TO MEMBERSHIP**

**A. MEMBER REFERENDA**

1. The Board of Governors sets the policy for the Bar. The membership, through a referendum, has the opportunity to affect policy set by the BOG. Membership referenda may accomplish the following:
  - a. Reverse a final action taken by the Board of Governors;
  - b. Modify a final action taken by the Board of Governors;
  - c. Enact a resolution; or
  - d. Amend these bylaws.
2. Any Active member may file a petition for a referendum. All petitions must meet the following requirements:

## VIII. MEMBER REFERENDA AND BOG REFERRALS TO MEMBERSHIP

- a. The petition must set forth the exact language of the proposed resolution, bylaw amendment, or modification/reversal of the BOG action.
  - b. The petition must be signed by at least five percent of the Active membership of the Bar at the time the petition is filed.
  - c. The petition must comply with GR 12. The BOG will determine, within 30 days of the filing of a petition for a referendum, if the subject of the petition falls within the requirements of GR 12.
  - d. If the subject of the petition seeks to reverse or modify final action taken by the Board of Governors, then the petition must be filed with the Executive Director within 90 days of that final action.
  - e. All petitions for a referendum must be filed with the WSBA Executive Director.
3. All qualifying petitions will be put to a vote of the active membership within 90 days of the date that the petition was filed.

### B. BOG REFFERALS TO MEMBERSHIP

The Board of Governors may also refer a proposed resolution, bylaw amendment, or other proposal to a vote of the Active membership in accordance with the procedures set forth in these bylaws.

### C. BALLOT PREPARATION

The Executive Director shall prepare ballots as directed by the BOG. The proponents of the action may submit, for inclusion with the ballot a “statement for” not to exceed 750 words and a “rebuttal of statement against” not to exceed 250 words. The opponents of the action may submit, for inclusion with the ballot, a “statement against” not to exceed 750 words and a “rebuttal of statement for” not to exceed 250 words. The Executive Director will determine the deadlines for filing all such statements with the Bar and provide notice of those deadlines. If more than one opponent statement is submitted, the WSBA President will determine which statement(s) will be submitted with the ballot.

### D. VOTING PROCEDURES

The procedures set forth in the “Election of Governors from Congressional Districts” section of these bylaws shall be used as a procedural guideline. The ballot, petition, and accompanying statements shall be posted on the WSBA website, distributed electronically to Active members with e-mail addresses on record with the Bar, and mailed to all other Active members. The deadline for return of ballots shall be not less than 30 days from the date of distribution.

### E. EFFECT OF VOTE

1. All member referenda and BOG referrals only require a majority of those Active members voting to pass. No unsuccessful member referenda may be resubmitted to the membership until two years have passed from the date of the voting results.
2. The BOG may not alter the effects of a member referenda that passed sooner than two years from the date of the voting results.

## IX. COMMITTEES, COUNCILS, AND OTHER BAR ENTITIES

### IX. COMMITTEES, COUNCILS, AND OTHER BAR ENTITIES

#### A. GENERALLY

1. The work of the Bar shall be accomplished by the BOG, the officers, and the Bar staff. To facilitate the work of the Bar in accordance with its purposes as provided in Article I, the BOG may delegate such work to an appropriate Bar entity, such as sections, committees, councils, task forces, or other Bar entity, however that may be designated by the BOG.
2. The work of any Bar entity established by the BOG must:
  - a. have a defined scope that requires the active and continuing attention of the BOG;
  - b. further the Bar's Guiding Principles and/or the purposes of the Bar outlined in General Rules promulgated by the Supreme Court; and
  - c. enhance consideration of a topic that is beyond the time and expertise of the BOG and staff by incorporating expertise and additional viewpoints from the broader community.
3. A list of the current committees, councils, and task forces, and their functions, will be maintained by the Executive Director. The BOG may terminate any recurring committee whenever in its opinion such committee is no longer necessary. Any nonrecurring Bar entity shall automatically terminate pursuant to the terms of its charter or originating document.
4. Governors appointed to serve as BOG liaisons to any Bar entity are not voting members. However, if a Governor is appointed as a member of any Bar entity, then he or she may vote in accordance with the terms of the charter or originating document for that entity.

#### B. COMMITTEES AND OTHER BAR ENTITIES

##### 1. Committees

Committees are created and authorized by the BOG to study matters relating to the general purposes and business of the Bar which are of a continuous and recurring character. The number, size, and functions of each committee will be determined from time to time by the BOG.

- a. Committee members, Chairs, and Vice Chairs must be Active members of the Bar. Exceptions: (a) up to two Pro Bono members are permitted to serve on the Pro Bono and Public Service Committee (PBPSC) and may be appointed to serve as the Chair, Co-Chair, or Vice-Chair of that committee; and (b) faculty of Washington state law schools who are not Active members of the Bar are permitted to serve on the Committee on Professional Ethics (CPE).
- b. Committee members are appointed by the BOG. Appointments to committees are for a two-year term unless the BOG determines otherwise. A committee member's service on any committee is limited to two consecutive terms, after which the member cannot be reappointed to that committee for three years, subject to individual exceptions for cause as approved by the BOG. Appointments to the Legislative Committee will be made pursuant to the written BOG policy for that committee.

## IX. COMMITTEES, COUNCILS, AND OTHER BAR ENTITIES

- c. The President-elect will annually select the Chair or Vice Chair of each committee, with the BOG having the authority to accept or reject that selection.
- d. In the event of the resignation, death, or removal of the Chair or any committee member, the BOG may appoint a successor to serve for the unexpired term.

### 2. Other Bar Entities

The BOG may from time to time establish other Bar entities to study matters relating to specific purposes and business of the Bar which are of an immediate and/or non-recurring character. These other Bar entities may be titled as task forces, workgroups, or any other label the BOG may designate.

- a. The President will select the persons to be appointed to such other Bar entities, with the BOG having the authority to accept or reject those appointments. The term of appointments will be until the work of the entity has been concluded or until such committee member's successor is appointed.
- b. The Chair(s) of any other Bar entity shall be appointed by the President at the time of creation of the entity, with the BOG having the authority to accept or reject that selection, and will serve for the duration established by the BOG or until replaced.
- c. In the event of the resignation, death or removal of the Chair or any other member of the Bar entity, the President may appoint a successor to serve for the unexpired term.

### 3. General Duties and Responsibilities for Committees and Other Bar Entities

- a. Each committee or other Bar entity will carry out various tasks and assignments as requested by the BOG or as the entity may determine to be consistent with its function or its charter or originating document.
- b. Each Bar entity must submit an annual report to the Executive Director and submit such other reports as requested by the BOG or Executive Director.
- c. These Bar entities are not permitted to issue any report, take a side publicly on any issue being submitted to the voters, pending before the legislature, or otherwise in the public domain, or otherwise communicate in a manner that may be construed as speaking on behalf of the Bar or the BOG without the specific authorization to do so by the BOG. Reports, recommendations, or proposals do not represent the view or action of the Bar unless approved by a vote of the BOG.
- d. Bar staff will work with each committee or other Bar entity to prepare and submit an annual budget request as part of the Bar's budget development process. Each committee and other Bar entity must confine its expenditures to the budget and appropriation as approved by the BOG as generally set forth in these Bylaws.
- e. Each committee and other Bar entity must prepare and distribute minutes of each meeting if required under Article VII of these Bylaws. The minutes will be distributed to its members and posted on the Bar's website, as soon as is reasonably possible after a meeting. The form of the minutes must comply with Article VII of these Bylaws.

**IX. COMMITTEES, COUNCILS, AND OTHER BAR ENTITIES;  
X. REGULATORY BOARDS; XI. SECTIONS**

- f. The success of any committee or other Bar entity is dependent upon the active participation of its members.
  - 1) Chairs and committee members serve at the pleasure of, and may be removed by, the Board. Neither malfeasance nor misfeasance is required for removal.
  - 2) Any committee member who fails to attend two consecutive regularly called meetings may be removed by the BOG, in the absence of an excuse approved by the Chair.

**C. COUNCILS**

- 1. Councils are created and authorized by the BOG to serve as advisory committees to the BOG on matters and issues of particular import to the Bar.
- 2. Nominations to councils are made as set forth in the council's charter or originating document, and are confirmed by the BOG. Except as may be specifically required under the council's charter or originating document, council members are not required to be members of the Bar.
- 3. Terms of appointments to councils will be as set forth in the council's charter or originating document.
- 4. Each council will carry out the duties and tasks set forth in its charter or originating document.
- 5. Each council must submit an annual report, and such other reports as may be requested, to the BOG or Executive Director.
- 6. Bar staff will work with each council to prepare and submit an annual budget request as part of the Bar's budget development process.

**X. REGULATORY BOARDS**

The Bar administers regulatory boards created by court rules and has any powers necessary to administer those boards. Appointment to regulatory boards is as provided in the promulgating rule or as otherwise directed by the Supreme Court. A list of the current regulatory boards and their functions will be maintained by the Executive Director. Governors and Bar staff appointed as liaisons to regulatory boards are not voting members of those boards. Liaisons may not be excluded but will not participate in executive session or confidential deliberations except as a resource.

**XI. SECTIONS**

**A. DESIGNATION AND CONTINUATION**

Sections are entities of the Bar created and tasked to carry on the work of the Bar and further their purposes as defined in individual section bylaws. A list of all current sections will be maintained by the Executive Director. Once established, a section will continue until discontinued as provided in these Bylaws or in the section bylaws.

## XI. SECTIONS

### B. ESTABLISHING SECTIONS

1. The BOG will consider the establishment of a new section on a petition and report endorsed by at least 150 Active members of the Bar. Any such petition must be filed with the Executive Director at least one BOG meeting prior to the meeting at which action on the proposal is contemplated and must substantially set forth:
  - a. The contemplated purpose of the section, which will be within the purposes of the Bar and not in substantial conflict with the purpose of any existing section or committee, the continuance of which is contemplated after the section is established;
  - b. Proposed bylaws of the section, which must contain a definition of its purpose;
  - c. The names of any proposed committees of the section;
  - d. A proposed budget of the section for the first two years of its operation;
  - e. A list of members of the Bar who have signed statements that they intend to apply for membership in the section;
  - f. A statement of the need for the proposed section.
2. The BOG may create a new section by combining sections as set forth in these Bylaws.

### C. MEMBERSHIP

1. Any Active member of the Bar may be a voting member of a section and eligible for election to office in the section upon paying the annual dues established by the section. Inactive members may be voting members of sections, if permitted by a section's bylaws.
2. If provided for in the section bylaws, any Pro Bono member pursuant to APR 3(g), Judicial member, House Counsel under APR 8(f), professor at a Washington law school (whether licensed in Washington or not), or any lawyer who is a full time lawyer in a branch of the military who is stationed in Washington but not licensed in Washington, may be a voting member of the section and eligible for election to office in the section.
3. Law students will be allowed to be nonvoting members of any section at a standard annual dues amount set by the BOG.
4. Sections may adopt bylaw provisions authorizing inactive members to be voting members of the section. Article III.B.2.b of these Bylaws defines inactive WSBA members to include inactive, disability inactive, and honorary members. Sections may adopt bylaw provisions authorizing inactive members, and/or others not eligible for section membership as voting members, to be nonvoting members or "subscribers" of the section.

### D. DUES

Dues will be paid annually in the amount determined by the section executive committee and approved by the BOG. Any person who fails to pay the annual dues will cease to be a member of the section.

### E. BYLAWS AND POLICIES

Sections are subject to all Bar Bylaws, policies, and procedures. Each section must have bylaws consistent with the Bar Bylaws. Amendments to section bylaws may be made by a majority vote of the



## XI. SECTIONS

voting executive committee members or by a majority vote of section members present at a section meeting. Section bylaws or amendments thereof will become effective when approved by the BOG.

### F. SECTION EXECUTIVE COMMITTEE

1. Each section will have a section executive committee consisting of, at minimum, the following Officer positions: Chair, Secretary and Treasurer (or Secretary/Treasurer); and may have At-Large members. Unless otherwise permitted by a section's bylaws, voting members of a section executive committee must be Active members of the Bar and a member of the section for their entire term of office on the executive committee. Additionally, a section executive committee may have non-voting members. The section executive committee is empowered to act on behalf of the section unless it chooses to take a vote of the section membership.
2. Due to the section executive committee's unique need to be able to act quickly to address issues that arise during a regular or special legislative session, between executive committee meetings during a legislative session, upon notice to all section executive committee members, the section executive committee may discuss and vote on issues relating to the section's position on pending or proposed legislation by email. However, if any section executive committee member objects to using an email process for any particular issues, the section executive committee instead will take up that issue at its next section executive committee meeting.
3. Officers. Unless otherwise permitted by a section's bylaws, officers of a section executive committee must be Active members of the Bar and elected by the section membership to complete the one-year term of office.
  - a. Chair. The chair of the section presides at all meetings of the section and section executive committee, and will have such other executive powers and perform such other duties as are consistent with the Bar and section bylaws.
  - b. Secretary. The Secretary will take minutes at each meeting of the section and section executive committee, and provide approved minutes to the Bar for publication and record retention.
  - c. Treasurer. The Treasurer will work with the Bar to ensure that the section complies with Bar fiscal policies and procedures, work with the Bar to prepare the section's annual budget, and review the section's monthly financial statements for accuracy and comparison to budget.
  - d. A section may have additional officer positions as defined in its sections bylaws.
4. At-Large Members. At-large members of the section executive committee will be voting members. At-large members will be elected by the section membership for terms of up to three-years. A section executive committee may appoint its Young Lawyer Liaison (if any) as a voting member of the section's executive committee.
5. Non-voting Members. Voting members of the section executive committee may appoint non-voting members from among the current members of the section to further the work of the Bar and section. Non-voting members serve at the discretion of the section executive committee.
6. Executive committee members are not subject to a limit on the number of the consecutive terms they may serve unless stated in a section's bylaws.

## XI. SECTIONS

7. All section executive committee positions will begin October 1 each year.

### G. NOMINATIONS AND ELECTIONS

1. Nominations
  - a. Nominating Committee. Each section will have a nominating committee consisting of no less than three section members appointed annually by the Chair or executive committee. At least one member of the nominating committee should not be a current member of the section executive committee.
  - b. The executive committee should reflect diverse perspectives. To assist this, all applicants will apply through an electronic application process administered by the Bar. The application form will, on a voluntary basis, solicit information including, but not limited to, the person's ethnicity, gender, sexual orientation, disability status, area of practice, years of practice, employer, number of lawyers in law firm, previous involvement in section activities, and skills or knowledge relevant to the position. The nominating committee should actively take factors of diversity into account when making recommendations.
  - c. Alternate Nomination Process. The executive committee will also have an alternative process to allow for nominations to occur outside of the nominating committee process.
  - d. Executive Committee Approval. The executive committee will approve a list of nominees for each open position. Persons nominated through an alternative nomination process will be included on the final list of approved nominees.
2. Elections
  - a. Only voting members of the section may participate in section elections.
  - b. The Bar will administer the elections by electronic means and certify results, unless the section develops its own equivalent electronic election process. For sections that administer elections through an alternate equivalent electronic election process, the section must provide the Bar with the total number of votes cast and the number of votes received for each candidate immediately following the close of the election.
  - c. In the event of a tie, the section executive committee will implement a random tie-breaker of its choice, such as a coin toss or a drawing of lots, to determine the winner.
  - d. All election processes must comply with the Bar record retention policies.
3. Timing. Nominations and elections for open section executive committee positions will be held no later than June 30th of each year.

### H. VACANCIES AND REMOVAL

1. The section executive committee will appoint, by a majority vote, members to fill vacancies on the section executive committee. When a member is appointed to fill a vacancy in an unexpired term, the member will do so until the next annual election when an individual will be elected to serve the remainder of the vacated term.
2. Any member of the executive committee may be removed by a two-thirds majority vote of the section executive committee. Grounds for removal include, but are not limited to, regular absence from section executive committee meetings and events, failure to perform duties,

## XI. SECTIONS

unprofessional or discourteous conduct or whenever, in the executive committee's judgment, the executive committee member is not acting in the best interest of the section membership.

### I. OTHER COMMITTEES

The section executive committee may create other committees as necessary to further the purposes of the section. Section committees, section committee chairs, and section committee members serve at the discretion of the section executive committee.

### J. BUDGET

Each section executive committee must submit an annual budget request for each fiscal year to the BOG for review. The BOG will approve final section budgets as part of the Bar's annual budget. The section executive committee expenditures must be consistent with the approved section budget and consistent with the Bar fiscal policies and procedures.

### K. SECTION REPORTS

Each section must submit an annual report to the Executive Director and such other reports as requested by the BOG.

### L. TERMINATING SECTIONS

1. The BOG may consider terminating a section when it appears the section is no longer carrying on the work of the Bar as defined in these Bylaws. The issue will be raised (a) on motion, (b) on petition, or (c) at a "viability review" as defined in these Bylaws.
2. A section that has less than 75 voting members for two consecutive years will be automatically placed on the BOG agenda for a "viability review." The BOG has the discretion to retain a section despite what might otherwise be considered to be a lack of viability when in the BOG's opinion the section is carrying on the work of the Bar as defined in these Bylaws, and the work is of value to the legal profession.
3. Any section subject to a motion, petition, or viability review pursuant to paragraph (1) above will be given notice and an opportunity to be heard by the BOG. Notice must be sent by the Bar to the current section officers and/or executive committee and posted on the Bar website at least one BOG meeting prior to the meeting at which the Board plans to vote on the proposal.
4. A section subject to potential termination may petition the BOG to be combined with another section, with that section's written approval, and will be given reasonable opportunity to present that petition to the BOG before the BOG votes on the section's termination.
5. If a section is terminated pursuant to these Bylaws, section members will be allowed to transfer to another section of their choosing, without payment of additional fees, for that remainder of the section dues year.
6. A section terminated pursuant to these Bylaws may apply for reactivation if they meet qualifications for establishing a new section.

**XI. SECTIONS; XII. YOUNG LAWYERS**  
**XIII. RECORDS DISCLOSURE & PRESERVATION**

7. Any funds remaining in the treasury of a section at the time of termination will be transferred to the Bar's general operating fund unless otherwise designated by the BOG. Funds in the treasury of combined sections will be combined.

**XII. YOUNG LAWYERS**

**A. PURPOSE**

There will be a member segment within the Bar identified as "Young Lawyers" for the purposes of encouraging the interest and participation of (i) new and young lawyers and law students in the activities of the Bar; and (ii) developing and conducting programs of interest and value to new and young lawyers consistent with the focus areas of public service and pro bono programs, transition to practice, and member outreach and leadership; and (iii) upholding and supporting the Guiding Principles of the Bar.

**B. DEFINITION**

Active lawyer members of the Bar will be considered Young Lawyers until the last day of December of the year in which the member attains the age of 36 years or until the last day of December of the fifth year after the year in which such member first was admitted to practice as a lawyer in any state, whichever is later.

**XIII. RECORDS DISCLOSURE & PRESERVATION**

- A. These Bylaws apply to Bar records created before July 1, 2014. Access to Bar records created on or after July 1, 2014, is governed by GR 12.4.
- B. The Bar, in accordance with published rules, shall make available for its members and/or public inspection and copying all Bar records, unless the record falls within the specific exemptions of these bylaws or is made confidential by the Rules of Professional Conduct, the Rules for Enforcement of Lawyer Conduct, the Admission and Practice Rules, the Rules for Enforcement of Limited Practice Officer Conduct, GR 25, or any other applicable statute or rule. To the extent required to prevent an unreasonable invasion of personal privacy interests protected by these bylaws or the above-referenced rules or statutes, the Bar shall delete identifying details in a manner consistent with those rules when it makes available or publishes any Bar record; however, in each case, the justification for the deletion shall be explained fully in writing.
  1. The Bar shall establish, maintain, and make available for its members and/or public inspection and copying a statement of the actual per page cost or other costs, if any, that it charges for providing photocopies of Bar records and a statement of the factors and manner used to determine the actual per page cost or other costs, if any.
  2. No fee shall be charged for the inspection of Bar records. No fee shall be charged for locating Bar records or documents and making them available for copying unless the request

### XIII. RECORDS DISCLOSURE & PRESERVATION

entails a substantial use of staff time to locate and gather the documents. In no event may the Bar charge a per page cost greater than an actual per page cost established by the Bar.

3. The Bar shall not distinguish among persons requesting records and such persons shall not be required to provide information as to the purpose for the request except to establish whether inspection and copying would violate a statute, court order, or rule which exempts or prohibits disclosure of specific information or records to certain persons. Bar facilities shall be made available to any person for the copying of Bar records except when and to the extent that this would unreasonably disrupt the operations of the Bar. The Bar shall honor requests received by mail for identifiable Bar records unless exempted by provisions of these bylaws or other rules.
4. Bar records shall be available for inspection and copying during the customary office hours of the Bar.
5. The following are exempt from public inspection and copying:
  - a. Personal information in files maintained for employees, appointees, or elected officials of the Bar to the extent that disclosure would violate their right to privacy.
  - b. Specific information, records, or documents relating to lawyer or Limited Practice Officer discipline that is not expressly classified as public information or confidential information by court rule.
  - c. Information revealing the identity of persons who have assisted a Bar investigation or filed grievances or complaints with the Bar, if disclosure would endanger any person's life, physical safety, or property.
  - d. Test questions, scoring keys, and other examination data used by the Bar to administer a license, employment, or academic examination.
  - e. The contents of real estate appraisals made by the Bar relative to the acquisition or sale of property, until the project or prospective sale is abandoned or until such time as all of the property has been acquired or the property to which the sale appraisal relates is sold, but in no event shall disclosure be denied for more than three years after the appraisal.
  - f. Valuable formulae, designs, drawings, and research data obtained by the Bar within five years of the request for disclosure when disclosure would produce private gain and loss to the Bar.
  - g. Preliminary or intra-Bar memoranda, notes, and e-mails, and other documents in which recommendations or opinions are expressed or policies formulated or recommended, except that a specific record shall not be exempt when referenced during an open meeting or cited by the Bar in connection with any of its actions.
  - h. Manuals, policies, and procedures, developed by Bar staff, that are directly related to the performance of investigatory, disciplinary, or regulatory functions, except as may be specifically made public by court rule;
  - i. Applications for employment with the Bar, including the names of applicants, resumes, and other related materials submitted with respect to an applicant.

### XIII. RECORDS DISCLOSURE & PRESERVATION

- j. The residential addresses and residential telephone numbers of Bar employees or volunteers which are held by the Bar in personnel records, employment or volunteer rosters, or mailing lists of employees or volunteers.
- k. Information that identifies a person who, while a Bar employee:
  - 1) Seeks advice, under an informal process established by the Bar, in order to ascertain his or her rights in connection with a potentially discriminatory or unfair employment practice; and
  - 2) requests his or her identity or any identifying information not be disclosed.
- l. Membership information; however
  - 1) status, business addresses, business telephones, facsimile numbers, electronic mail addresses (unless the member has requested that it not be made public), bar number, and dates of admission, shall not be exempt, provided that, for reasons of personal security or other compelling reason, the Executive Director may, on an annual basis, approve the confidentiality of any such information; and
  - 2) age information may be used as a criterion for eligibility for membership in a WSBA committee or section, but only when used in conjunction with year of admission.
- m. Applications for admission to the Bar and related records;
- n. Information which would identify bar examiners responsible for writing and/or grading specific bar exam questions;
- o. Proceedings and records of the Board of Bar Examiners;
- p. Proceedings and records of the Law Clerk Board, including information, records, or documents received or compiled that relate to any application for admission to the Law Clerk program, or to the retention of any current participant in the Law Clerk program;
- q. Proceedings and records of the Practice of Law Board, including information, records, or documents received or compiled regarding the investigation, or potential investigation, of any incident or alleged incident of the unauthorized practice of law;
- r. Proceedings and records of the Character and Fitness Board, including information, records, or documents received or compiled that relate to any application for admission, special admission, special licensing, or change of membership status or class, except where those proceedings are specifically made public by court rule;
- s. Records relating to requests by members for ethics opinions to the extent that they contain information identifying the member or a party to the inquiry,
- t. Proceedings and records of the Judicial Recommendation Committee,
- u. Records and proceedings of any Fee Arbitration Program, Mediation Program, or other alternative dispute resolution program which may be administered by the Bar,
- v. Records and proceedings of the Personnel and Awards Committees,
- w. Records and proceedings of the Hearing Officer Selection Panel, except as made public by the Panel;
- x. Personnel records of Bar employees, whether permanent, temporary, or contract, except for information relating to compensation for job classifications, verifying periods

**XIII. RECORDS DISCLOSURE & PRESERVATION;  
XIV. INDEMNIFICATION**

of employment or, when specifically requested, the Executive Director's current annual compensation; and

- y. Any other documents or records made confidential by statute, court rule, or court order.

The above exempted information will be redacted from the specific records sought. Statistical information not descriptive of any readily identifiable person or persons will be disclosed.

- 6. Responses to requests for Bar records shall be made promptly by the Bar. In acknowledging receipt of a records request that is unclear, the Bar may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, the Bar need not respond to it. Denials of requests must be accompanied by a written statement of the specific reasons therefor.
- 7. Whenever the Executive Director concludes that a Bar record is exempt from disclosure and denies a person opportunity to inspect or copy such record for that reason, the person may appeal that decision to the Board of Governors. The Board of Governors shall provide the person with its written opinion on whether the record is exempt.
- 8. The disclosure of information under this section should not violate an individual's right to privacy by amounting to a disclosure of information about that person that 1) would be highly offensive to a reasonable person, or 2) is not of legitimate concern to the public.
- 9. Nothing in this section shall be construed to require publication in the Washington Administrative Code or the maintenance of indexes of records.

**XIV. INDEMNIFICATION**

**A. GENERALLY**

- 1. The Bar shall provide indemnification to qualified indemnitees for liabilities arising out of qualified actions.
  - a. A qualified indemnitee is a person who is or was an officer, member of the Board of Governors, member of the staff of the Bar, or is serving at the request or appointment of the Bar as a member of any board, committee, task force, or other WSBA entity.
  - b. A qualified action is an action in good faith within the course and scope of the authority expressly or impliedly delegated by applicable Supreme Court Rule, policy adopted by the Board of Governors, or by the Executive Director within his or her authority.
- 2. Each qualified indemnitee who is a party to, or is threatened to be made a party to, or is involved in any threatened, pending, or completed claim, action, suit, or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that the indemnitee, or a person of whom the indemnitee is a legal representative, is, or was, an officer or member of the Board of Governors, member of the staff of the Bar, or a member of a board, committee, task force, or other WSBA entity formed by the Board of Governors, shall be defended, indemnified, and held harmless by the Bar against all expenses, liability, and losses (including, but not limited

#### **XIV. INDEMNIFICATION; XV. KELLER DEDUCTION**

to, attorneys' fees, judgments, fines, and amounts paid in settlement) reasonably incurred or suffered by the indemnitee in connection therewith. The Board of Governors shall have the right, as a condition of granting indemnification, to approve in advance the choice of counsel as well as any settlement by the person requesting indemnification. The Board shall not unreasonably withhold its approval.

#### **B. CUMULATIVE, NON-EXCLUSIVE RIGHT**

The indemnification provided by this Article shall not be deemed exclusive of any other rights to which any person seeking indemnification may be entitled under law or under any bylaw, agreement, vote of the Board of Governors or members of the Bar, or otherwise.

#### **XV. KELLER DEDUCTION**

As a mandatory bar association, the Bar may not use compulsory license fees of any member who objects to that use for political or ideological activities that are not germane, or reasonably related, to regulating the legal profession or improving the quality of legal services. *Keller v. State Bar of California*, 496 U.S. 1 (1990). These activities are considered "nonchargeable." The Bar may use compulsory license fees for all other activities.

- A. Under Keller, the Bar is required to identify that portion of mandatory license fees that go to "nonchargeable" activities and establish a system whereby objecting members may either deduct that portion of their fees or receive a refund. The Bar will calculate the Keller deduction prospectively for each fiscal year, using that fiscal year's budget and the actual activities of the Bar during the prior fiscal year. The process to be followed in calculating the Keller deduction will be as set forth in the Keller Deduction Policy. When calculating the Keller deduction, the Bar shall use a conservative test for determining whether an individual activity is chargeable or nonchargeable. When in doubt, the Bar will err in favor of the membership by considering activities to be nonchargeable even when a reasonable argument could be made that such activities were chargeable.
- B. Notice of the amount of the Keller deduction will be included with the annual licensing information provided to members, and detailed information regarding the calculation of the deduction will be posted on the Bar's website. Members admitted to the Bar during the course of a year will be advised of this notice with their initial fee statements. Such members may demand arbitration within 45 days following receipt of the notification. If arbitration is pending at the date of delivery of a demand for arbitration submitted pursuant to this paragraph, the newly admitted member's demand will be consolidated with the pending arbitration. All of the provisions of this Article shall otherwise apply to demands for arbitration filed by newly admitted members.
- C. Except for requests for arbitration submitted by newly admitted members pursuant to Paragraph (B) above, any member requesting arbitration of the calculation of the amount of the Keller deduction for a licensing year must deliver a written request for arbitration to the Executive Director on or before February 1 of the licensing year in which the deduction is being



## XV. KELLER DEDUCTION

challenged. Delivery may be made in person or by first-class mail, and mailed demands will be deemed delivered upon mailing. Demands shall include the name and address of the member or members demanding arbitration, a brief statement of the claim or objection, identifying each challenged activity with such specificity as to allow the Bar to respond, and the signature of each objecting member.

1. Within 14 days of receipt of a timely demand for arbitration, the Bar will submit the matter to the Chief Justice of the Washington Supreme Court for appointment of an impartial arbitrator.
2. All timely demands for arbitration, including any timely demands received after submission of one earlier received, will be consolidated.
3. A member demanding arbitration is required to pay his or her license fee and assessments, excepting the amount in dispute, on a timely basis as otherwise required by these Bylaws. Failure to pay the fees and assessments, other than the amount in dispute, by the requisite date may result in suspension as provided by these Bylaws or applicable court rules.
4. Unless the parties agree to a different schedule, a hearing will be held within 30 days of the appointment of the arbitrator. The arbitrator will determine the date, time, and location of the arbitration hearing(s) and will so notify the parties at least 15 days prior to the hearing(s).
5. The burden is on the member(s), as a condition of arbitration, to identify each challenged activity with such specificity as to allow the Bar to respond. The burden is on the Bar to establish the accuracy of the determination of the Keller calculation. Members demanding arbitration will have access to the financial records upon which the Bar based the determination of the amount of fee that can be withheld. These records will be available for inspection and copying during normal business hours. Copying will be at the member's expense.
6. At the hearing(s), the parties will be permitted to participate personally or through counsel admitted to practice in the state of Washington. All parties will be given the opportunity to present evidence and to present arguments in support of their positions. The following rules will apply to the arbitration proceedings:
  - a. There will be no transcripts or post-hearing briefs; except, however, post-arbitration motions for reconsideration or clarification are permitted.
  - b. The arbitrator will issue a written opinion, stating the reasons for the decision, within 14 days of the close of the hearing. The opinion will be brief and will be based on the evidence and arguments presented.
  - c. The arbitrator will be compensated at an hourly rate established pursuant to BOG policy for the hearing, preparation, and study time, and will be reimbursed for all necessary expenses of the arbitration. The Bar will pay for the arbitrator's services.
  - d. The arbitration is not a judicial proceeding but is sui generis. Except for production of documents as set forth in Paragraph 5 above, or as may be stipulated to by the parties, there is no discovery, and the civil rules, arbitration rules, rules of evidence, and other court rules will not apply.

**XV. KELLER DEDUCTION; XVI. AMENDMENTS;**

**XVII. EMERGENCY AMENDMENT; PRESIDENTIAL AUTHORITY DURING COVID-19 EMERGENCY**

7. The arbitrator will have no authority to add, subtract, set aside, or delete from any court rule or these Bylaws.
8. The scope of the arbitration is limited to reviewing the challenged activities specified for the purpose of determining whether the Bar has correctly calculated the Keller deduction, and the sole relief potentially available through arbitration is a change in the amount of the named parties' Keller deduction for that licensing year.
9. The arbitration will be binding and the decision of the arbitrator final, with no right of trial de novo or appeal.

**XVI. AMENDMENTS**

- A. These Bylaws may be amended by the BOG at any regular meeting of the BOG, or at any special meeting of the BOG called for that purpose under the terms of these Bylaws.
- B. All proposed bylaw amendments must be posted on the Bar's website and presented for "first reading" at least one BOG meeting prior to the meeting at which the BOG votes on the proposed amendment, and the BOG will not vote on any proposed bylaw amendment at the meeting at which the amendment is originally proposed, except as may be allowed below.
- C. For good cause shown under exceptional circumstances these Bylaws may be amended on an emergency basis, without the prior notice required above, by an affirmative vote of two-thirds of the BOG; however, any such amendment will be effective only until notice is given and a vote taken pursuant to the procedures set forth above.
- D. Notice of all bylaw amendments adopted by the BOG must be prominently posted on the Bar's website within 14 days of the BOG's vote on the amendment.

**XVII. EMERGENCY AMENDMENT; PRESIDENTIAL AUTHORITY DURING COVID-19 EMERGENCY (EXPIRES APRIL 24, 2020)**

- A. During the COVID-19 emergency, the WSBA President is granted discretion to reasonably modify, extend, or make exceptions to the dates, deadlines, or communication procedures in the current Admissions Policies, and exam administration guidelines and policies, when necessary to comply with court, state, health department, or other authorized Coronavirus responses, on the condition that all actions must comply with court rules, court orders, and with the NCBE's requirements for secure administration of the bar exam.
- B. During the COVID-19 emergency, the WSBA President is granted limited authority to temporarily substitute electronic documents and processes for in-person or paper documents and processes outlined in the WSBA Bylaws. This specifically includes the authority to conduct elections electronically and permit the Election Board to be present electronically during the counting of any paper ballots received.
- C. During the COVID-19 emergency, the WSBA President is granted limited authority to temporarily substitute remote attendance at meetings when in person attendance is outlined in the WSBA

**XVII. EMERGENCY AMENDMENT; PRESIDENTIAL AUTHORITY DURING COVID-19 EMERGENCY**

Bylaws. This specifically include the authority to authorized Governors and Officers to attend Board meetings remotely.

D. Provisions of this amendment shall be rescinded on April 24, 2020.



Washington State Bar Association  
Board of Governors  
**Committees and Boards Policy**

(Effective with 1993-94 Committee Appointments)

(Amended July 19, 1996; Amended March 28, 1997; Amended February 13, 1999, Amended May 19, 2000, Amended January 19, 2002, Amended October 2002, Amended April 2003, Amended February 2004, Amended March 11, 2005, Amended January 2012, Amended September 2012, Amended January 2013, Amended July 2013, Amended September 2015, Amended September 2020)

1. **Diversity:** To further the WSBA policy of advancing and promoting diversity, equality, and cultural understanding, the Board of Governors shall take into consideration the makeup of a committee or board in terms of diversity when considering appointments to it. (Committee Membership Selection Advisory Policy.) To assist the Board in fulfilling this policy, all applicants and appointees to committees and boards will be required to complete the Committee/Board/Panel Application Form. This form shall, on a voluntary basis, solicit information including, but not limited to, the person's ethnicity, gender, sexual orientation, disability status, area of practice, years of practice, employer, and number of lawyers in law firm.
  
2. **Size of Committees and Boards:**
  - a) Committees:
    - Amicus Curiae Brief Committee: 14
    - Committee on Professional Ethics: 9
    - Continuing Legal Education Committee: 18
    - Court Rules and Procedures Committee: 28
    - Editorial Advisory Committee: 14
    - Judicial Recommendation Committee: 22
    - Legislative Review Committee: 35 maximum
    - Pro Bono and Public Service Committee: 18
    - Washington Young Lawyers Committee: 18
    - ~~WSBA Diversity Committee: 18~~
  
  - b) Boards:
    - Board of Bar Examiners: 50 maximum
    - Character and Fitness Board: 10 WSBA members minimum (at least one from each district) and 3 public members (APR 23(a))
    - Law Clerk Board: 11 lawyers
    - Client Protection Board: 11 WSBA members and 2 public members (APR 15(b)(2))
  
3. **Membership Requirements:** All members of WSBA committees and boards must be active members of the WSBA, with the following exceptions: (a) Up to two Emeritus/Pro Bono members are permitted to serve on the Pro Bono and Public Service Committee and may be appointed to serve as the Chair, Co-Chair or Vice-Chair. (WSBA Bylaws IX.B.1.a.) (b) Members

of the Character and Fitness Board must have been members of the WSBA for seven years before their term begins. (APR20(b), ELC2.3(b)(2).) (c) Members of the Washington Young Lawyers Committee must meet the WSBA young lawyer criteria on the start date of their term (WSBA Bylaws XIIB). (d) Faculty of Washington state law schools who are not active members of the WSBA are permitted to serve on the Committee on Professional Ethics (WSBA Bylaws IX.B.1.a.) No WSBA staff member will be appointed to serve as a WSBA committee or board member. ~~(e) The WSBA Diversity Committee includes both general WSBA members and members of the Board of Governors.~~

4. **Selection of Members:** Nominations for open positions on each standing committee and board will be made by a nomination team comprising the chair, vice-chair or chair-elect, staff liaison and BOG liaison, in consultation with WSBA diversity and inclusion staff. In addition, each district-based BOG member may nominate one applicant from his or her district to any committee or board that does not have a continuing member from that district. At large BOG members may, as a group, nominate one applicant to each committee or board. If this process results in more nominations than there are open positions on a committee or board, nominations from BOG members will take priority over nominations from the nomination teams. If nominations from BOG members alone exceed the number of open positions, the nomination teams will make recommendations to the BOG as a whole. Exceptions: The Judicial Recommendation Committee, Washington Young Lawyers Committee, Legislative Committee and Committee on Professional Ethics have unique member selection procedures which are described in separate policy documents. The nomination teams will make recommendations for non-lawyer appointments, as these nominations are made by the BOG as a whole and forwarded to the Supreme Court for appointment. (APR 20(a), ELC 2.3(b)(1).) The Board of Governors will make most committee and board appointments (and nominations of non-lawyers to the two boards cited above) at the July Board of Governors meeting. At the same time, the Board of Governors will approve a list of alternate appointees for each committee and board. The alternate lists will be effective for one year. If any committee or board member positions remain open after the July Board of Governors meeting, they will be filled as soon as possible.
5. **Definition of Membership:** Although WSBA committees operate under an "open meeting" policy that allows any member of the WSBA or public to attend a meeting (See (12) below), in order to be recognized as a member of a committee or board an individual must be appointed to the committee or board.
6. **Selection of Chair and Vice-Chair:** The President-elect shall nominate committee and board Chairs, Co-Chairs, and Vice-Chairs for appointment by the Board of Governors for the year in which the President-elect will serve as President. (WSBA Bylaws, IX.B.1.c.) Committee chairs are generally limited to a single year term, except in unusual circumstances, in which they may be appointed for an additional year. If an individual is appointed as committee Chair but is not a new or returning member of the committee, he or she will also be appointed as a member for one year, which may temporarily increase the size of the committee. Exception: The Washington Young Lawyers Committee has a member position set aside for leadership described in a separate policy document. ~~Note: The WSBA Diversity Committee has two co-chairs, one drawn from the general membership and one drawn from the Board of Governors.~~

The President-elect shall commit to diversity in nominating Chairs, Co-Chairs and Vice-Chairs, taking into consideration the makeup of a committee or board and the potential impact of appointing a particular individual as Chair.

7. **Expenses:** Committee and board member expenses shall be reimbursed in accordance with the WSBA Expense Reimbursement Policy as adopted by the Board of Governors. Reimbursement of travel expenses for out-of-state committee or board members to attend committee or board meetings is limited to the approximate cost of in-state travel. Participation in meetings by telephone conference call or videoconferencing is encouraged when possible because it saves significant travel time and expense.
8. **Terms:** Except as indicated below, committee appointments shall be for 2-year terms. A member's service on any committee shall be limited to two consecutive terms, after which the member cannot be reappointed to that committee for three years, subject to individual exceptions as approved by the Board of Governors. Appointments to the WSBA Legislative Committee shall be made pursuant to the written Board of Governors policy for that committee. (WSBA Bylaws, IX.B.1.b.)

The following committees and boards shall have more than a 2-year term:

- Board of Bar Examiners: 4 years, no limit on number of terms (subject to Chair approval and completion of mandatory training)
- Character and Fitness Board: 3 years (APR 20(i)) (one-term limit)
- Committee on Professional Ethics: 3 years (two-term limit)
- Continuing Legal Education Committee: 3 years
- Judicial Recommendation Committee: 3 years (JRC Guidelines I(A)(1))
- Law Clerk Board: 3 years (two-term limit)
- Client Protection Board: 3 years, no limit on number of terms (APR 15)
- Washington Young Lawyers Committee: 3 years

9. **Recommendations for Discipline-System Appointments:** Under ELC 2.2(c), a former WSBA officer, WSBA executive director, or Board of Governors member may not serve as a hearing officer, Disciplinary Board member, or Conflicts Review Officer until three years have expired after the former officer or member's departure from office. To ensure the proper implementation of the policy underlying ELC 2.2(c), the Board of Governors shall not recommend a former WSBA officer, WSBA Executive Director, or Board of Governors member for appointment as a hearing officer, Disciplinary Board member, or Conflicts Review Officer sooner than two years following such an individual's departure from office.
10. **Vacancies and Removal:** In the event of the resignation, death or removal of the Chair of a committee, the Board of Governors may appoint a successor to serve for the unexpired term. (WSBA Bylaws, IX.B.1.d.) In the event of the resignation, death or removal of a member of a committee or board, the nomination team may appoint a replacement from the alternate list that has been pre-approved by the Board of Governors. If there is no candidate on the alternate list that meets the committee's or board's needs, the nomination team may recruit a new applicant to be appointed by the Board of Governors.  
  
Any member who fails to attend two consecutive regularly called meetings of the committee may be removed by the Board of Governors, in the absence of an excuse approved by the Chair of the committee or board. (WSBA Bylaws, IX.B.3.g.2.)
11. **Notice of Vacancies:** The annual Committee/Board/Panel application form will be available in myWSBA and on the WSBA website starting in early January, and publicized via *NWLawyer* and broadcast email. Notice of non-lawyer committee and board openings also will be sent to nonlawyer organizations each winter. Mid-year vacancies will be publicized only if suitable applicants cannot be identified from the existing applicant pool.

12. **Exceptions:** These policies as a whole do not apply to the following entities, although individual provisions may apply: (a) WSBA panels; (b) The Supreme Court-created boards administered by the WSBA; (c) The Council on Public Defense; (d) discipline-system appointments, except as addressed in item (9); (e) WSBA state bar delegates to the ABA House of Delegates who are eligible for reappointment to three consecutive two-year terms; (f) Boards or commissions or other outside organizations to which the WSBA nominates or appoints members or representatives; **(g) Diversity, Equity and Inclusion Council.**
  
13. **Open Meetings:** The WSBA is committed to conducting the regular and special meetings of the WSBA, its Board of Governors, and its divisions, committees, boards, task forces, and sections in an open and public manner. Through such openness, the WSBA intends to make information available to the people of Washington that will allow them to become informed about matters regarding the provision of legal services and other matters falling under the WSBA’s authority. Exceptions to the “open meeting” policy are stated in court rules and regulations and the WSBA Bylaws. (WSBA Bylaws, VII.B.) Meetings and materials related to boards generally are governed by court rules and regulations that in many cases require confidentiality of all or parts of the meetings and all or parts of the board materials.

**MEMO**

**To:** Board of Governors

**From:** Governor Sunitha Anjilvel, Diversity Committee Co-Chair  
Andrea Jarmon, Diversity Committee Co-Chair

**Date:** September 14, 2021

**Re:** Diversity Committee's Exploration of Proposing a Council Structure

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We are writing to inform the Board of Governors (BOG) that the Diversity Committee will be exploring the possibility of becoming a council. If we decide to submit a proposal to become a council, we will develop a proposed charter. Prior to submitting a proposal to the BOG, we will be sure to seek stakeholder input. We are exploring the possibility of the Diversity Committee becoming a council because the current Bylaws and Committee and Board Policy do not account for the Diversity Committee's unique history, membership makeup and role.

**History**

Prior to 2012, there were two different diversity focused committees, the Board of Governors' Diversity Committee and the WSBA Committee for Diversity. The Board of Governors' Diversity Committee's purpose was to focus on diversity policy established by the BOG. This committee "served to further the guiding principles of advancing and promoting diversity, equality and cultural understanding throughout the legal community and to reflect the ever changing face of the legal profession." This committee's membership was limited to BOG members only. The WSBA Committee for Diversity's purpose was to focus on increasing diversity within the membership and leadership of WSBA, to promote opportunities for appointment or election of diverse members to the bench, to support and encourage opportunities for minority attorneys, and to raise awareness of the benefits of diversity. This committee's membership was open to any WSBA member.

In 2012, the WSBA Board of Governors voted to merge these two committees into one to become what is known today as the WSBA Diversity Committee (see attached Memo dated 2/24/2012).

**Membership Makeup**

The Diversity Committee's membership makeup consists of four BOG members and 14 non-BOG members. It is a unique WSBA entity, in that BOG members are not just liaisons to the committee, but voting members of the committee appointed by the incoming president. The Diversity Committee is led by co-chairs – one BOG member and one non-BOG member. The bylaws do not account for the unique structure of this entity.

Further, the Bylaws and the Committee and Board Policy are in conflict when applying them to the Diversity Committee. The Bylaws provide that the Diversity Committee is a standing committee of the



BOG but then later state that only governors may vote on standing committees (see Bylaw IV (c)(1)). Further, the WSBA Committee and Board Policy states under Section 2(a) that the Diversity Committee will be made up of 18 members and under Section 3(e) that “the WSBA Diversity Committee includes both general WSBA members and members of the Board of Governors.”

When looking at both the WSBA Bylaws and the Committee and Boards Policy, there appears to be a discrepancy regarding whether or not the Committee is a standing BOG committee or a committee constituted of both general members and BOG members. When we look at the Bylaws and Committee and Boards Policy together, they do not accurately reflect the actual makeup of Bar members and BOG members working collaboratively to promote diversity, equity, and inclusion in the legal profession. Part of our exploration in becoming a council will be to have clear membership makeup so there is not confusion in how we are constituted.

### **Role**

The work of the Diversity Committee is focused on assisting underrepresented and historically marginalized groups to enter, thrive, and advance to leadership roles in the legal profession. This is accomplished through collaborative relationships with the Minority Bar Associations; community partnerships with other organizations; and supporting programming at our legal institutions (see memos dated 7/12/2021 and 8/5/2021 for detailed information on the work of the Committee). This is all done with the recognition that a credible legal profession reflects the diversity of the communities and populations served.

Given the unique role and scope of work of the Committee, we believe it is vital to have a diversity of voices within the committee. The current Bylaws and Committee and Board Policy limit membership to active members only. They do not allow for representation from the judiciary, law students, and other types of status.

Given the unique history, makeup and role of the Diversity Committee, we believe it is prudent to begin exploring a different structure such as a council. We will keep you posted on our exploration.



MICHAEL TERASAKI  
PRO BONO COUNCIL MANAGER  
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KATELYN MONACO  
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April 13, 2022

Washington State Bar Association Diversity Committee

Re: Request for Stakeholder Feedback- WSBA Diversity Committee  
Proposed Council Charter

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Dear WSBA Diversity Committee:

The Washington State Pro Bono Council (PBC) is the consortium of all the 16 county based volunteer lawyer programs (VLPs) around the state. The PBC's mission is to further access to justice by supporting and advocating on behalf of the VLPs.

Many of the Pro Bono Council members (the county-based volunteer lawyer programs) have already transitioned to include non-attorney members of their governing boards. The input of these individuals, *especially* those with lived experiences and those from systemically disadvantaged groups, provides valuable perspective to improve the quality and accessibility of legal services to clients, which should be our ultimate goal.

The addition of law students, judicial officers, and members of the public to the WSBA Diversity Committee could similarly better support historically underrepresented and under-resourced communities in accordance with the Washington Supreme Court's June 4, 2020 directive to the members of the legal community.<sup>1</sup>

As the WSBA Diversity Committee continues to build relationships and partnerships with community and legal organizations, it will be important for them to make time and space to amplify, follow, and lead with the voices of the most impacted at the forefront.

Sincerely,  
Michael Terasaki  
Pro Bono Council Manager

Katelyn Monaco  
Pro Bono Council Coordinator

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<https://www.courts.wa.gov/content/publicUpload/Supreme%20Court%20News/Judiciary%20Legal%20Community%20SIGNED%20060420.pdf>

**TO:** WSBA Board of Governors  
**FROM:** Kevin Plachy, WSBA Advancement Department Director  
**DATE:** May 9, 2022  
**RE:** **WSBA Private Insurance Exchange Partnership with Member Benefits**

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In response to member requests, WSBA established a partnership with Member Benefits Inc. in 2018 to administer a private insurance exchange available to WSBA members. Member Benefits was founded in 1984 and they are a third party administrator and insurance broker for the WSBA Insurance Marketplace. They have been providing similar services to other bar associations, including the State Bar of Missouri, State Bar of Florida, State Bar of Texas, and the State Bar of Georgia for years.

Member Benefits offers private insurance plans as well as state plans on the exchange. They provide personal support and counseling to WSBA members who are seeking insurance options on the exchange. Insurance products include; health, dental, life, vision, accidental death and dismemberment, and long-term disability insurance.

Nick Trefry is the CEO of Member Benefits and John Kelly, is the Vice President of Business Development. They are joining our meeting to provide the Board with an update on the WSBA Insurance Marketplace, to discuss enrollments, and provide an overview of the ongoing service and support provided by Member Benefits to WSBA members.

# Washington State Bar Association Insurance Marketplace Update

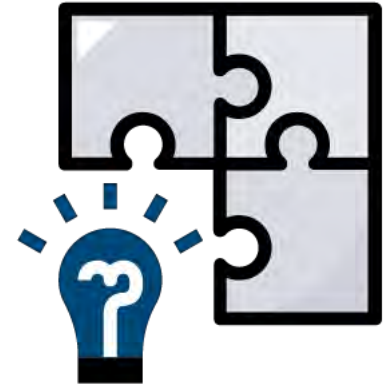
Presented by

**MB** | MemberBenefits

March 10, 2022

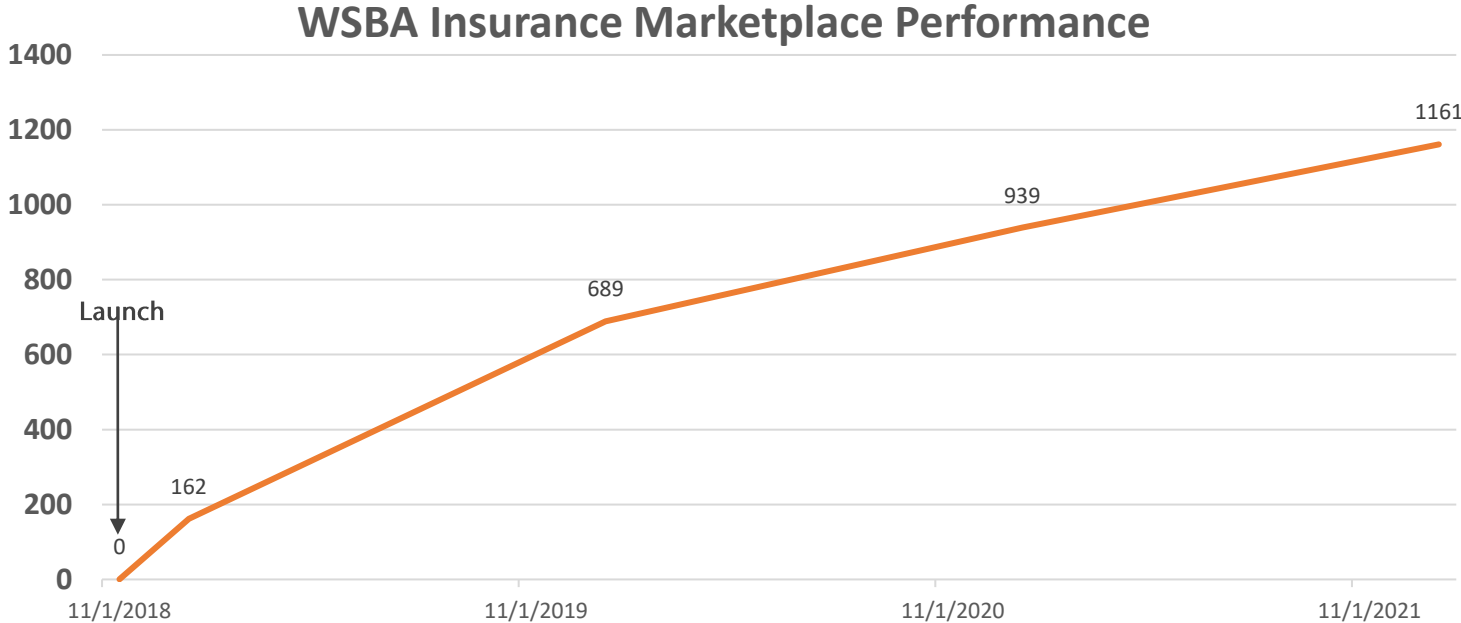
# TALKING POINTS / AGENDA

- Performance
- Marketing
- Program / Product Updates



# PERFORMANCE

(Report does not include dependent enrollment figures.)



# PERFORMANCE

## 2022 Individual Marketplace Enrollments

| <b>Product Enrollments</b>   | 966 | Total Individual Product Enrollments       |
|------------------------------|-----|--|
| • <b>Medical</b>             | 327 | Total Individual Major Medical Enrollments |
| • <b>Medicare Supplement</b> | 0   | Total Individual Medicare Supp Enrollments |
| • <b>Supplemental Health</b> | 0   | Total Individual Supp Health Enrollments   |
| • <b>Dental</b>              | 279 | Total Individual Dental Enrollments        |
| • <b>Vision</b>              | 148 | Total Individual Vision Enrollments        |
| • <b>Telehealth</b>          | 119 | Total Individual Telehealth Enrollments    |
| • <b>ID Theft Protection</b> | 10  | Total Individual ID Theft Enrollments      |
| • <b>Life</b>                | 14  | Total Individual Life Enrollments          |
| • <b>Disability</b>          | 69  | Total Individual Disability Enrollments    |

# PERFORMANCE

## 2022 Firm Marketplace Enrollments

| 2022 Firm Marketplace Enrollments |     |  |
|-----------------------------------|-----|--|
| <b>Product Enrollments</b>        | 195 | Total Employer Group Product Enrollments |
| • <b>Medical</b>                  | 155 | Total Employee Medical Enrollments       |
| • <b>Dental</b>                   | 17  | Total Employee Dental Enrollments        |
| • <b>Vision</b>                   | 18  | Total Employee Vision Enrollments        |
| • <b>Life</b>                     | 2   | Total Employee Life Enrollments          |
| • <b>Disability</b>               | 3   | Total Employee Disability Enrollments    |



# MARKETING

## 2022 Plan

Email, direct mail, webinar, social, e-newsletter, blogs, banners



# MARKETING

## 2021 Activity

The collage features several marketing assets for the Washington State Bar Association Insurance Marketplace:

- Website Banners:**
  - "DID YOU MISS THE DEC 15 DEADLINE?":** Promotes enrollment by Jan 15 for a Feb 1 start date. Includes a "VIEW PLANS" button.
  - "Start your 2022 off with a smile.":** Encourages dental plan enrollment by Dec 31 for Jan 1 coverage. Mentions competitive Member Group rates on two PPO dental plans from MetLife.
  - "Enjoy all of the value-added benefits your membership offers.":** Lists benefits like dental, vision, and hearing. Includes a "VIEW ALL" button.
  - "June is Oral Health Month.":** Promotes dental hygiene and offers a PPO dental plan with a \$1,750 annual max and a \$23/month premium. Includes an "ENROLL NOW" button.
- Social Media Posts:**
  - Facebook Post:** "COVID-19 PANDEMIC GIVES RISE TO TELEHEALTH TECHNOLOGY". Includes an image of a doctor on a video call and text about telehealth benefits.
  - Facebook Post:** "OPEN ENROLLMENT HAS BEEN EXTENDED". Promotes enrollment by Jan 15 for a Feb 1 start date. Includes "Like", "Comment", and "Share" buttons.
  - Facebook Post:** "DID YOU MISS THE DEC 15 DEADLINE?". Promotes enrollment by Jan 15 for a Feb 1 start date. Includes "Like", "Comment", and "Share" buttons.

# PROGRAM / PRODUCTS UPDATE

## Health Insurance 2021-22

- ARPA impact with extended enrollment period & premium tax subsidies
- Exploring new options through Captives, MEWAs, and other models

## Group Term Life (MetLife)

- QuickTerm Life – simplified issue up to \$250,000
- Fully Underwritten – up to \$1,000,000

## Dental/Vision (MetLife)

- 3 PPO Options

## Group Long Term Disability (Guardian)

- Group Rate for WSBA members
- Up to \$10,000 of monthly disability coverage
- Own Occ definition of disability

## Telehealth (MDLive)



# QUESTIONS?



# PRO BONO AND PUBLIC SERVICE COMMITTEE ENTITY REPORT 2022

*Co-Chairs:*  
*Bonnie Rosinbum*  
*Michael Addams*

## OVERVIEW

### Purpose

The Pro Bono and Public Service Committee serves WSBA members by communicating opportunities and eliminating barriers to providing pro bono services to communities that experience poverty and injustice.

### Authority

Per the WSBA bylaws, members are appointed by the BOG and serve 2-year terms.

### Composition

- **Up to 2 Emeritus/Pro Bono Status members**
- **Currently, 14 total members (4 open seats)**
  - 2 co-chairs
  - 13 members

The mission of the Washington State Bar Association is to **serve the public and the members of the bar**, to **ensure the integrity of the legal profession**, and to **champion justice**.

**Our Mission:** The Pro Bono and Public Service Committee serves WSBA members by communicating opportunities and eliminating barriers to providing pro bono services to communities that experience poverty and injustice.

The Committee **serves the public and members of the Bar** by communicating opportunities for pro bono and public service.

The Committee **ensures integrity of the legal profession** by working to enhance a culture of public service and pro bono among legal professionals.

The Committee **champions justice** by promoting pro bono and public service to help close the access to justice gap and serve communities that experience poverty and injustice

## HOW WE DO THIS

Our committee's work is separated into four subcommittees and one workgroup, with frequent cross-collaboration.

### Strategic Planning Subcommittee

- Mission, vision, and values
- Implement core values into work
- Continuing evaluation of committee structure

### Rules & Policy Subcommittee

- Propose rule and policy changes
- Gather stakeholder feedback
- Prepare comment on proposed rules and policy changes

### CLE Subcommittee

- October Legal Lunchbox – Pro Bono Month
- Gap analysis of Public Service Education Portfolios (free for QLSP volunteers)

### Communications Subcommittee

- Author *Bar News* Articles
- Disseminate information to community partners

### Technology Workgroup

- ProBonoWA.org relaunch and redesign
- Manage Pro Bono WA content

WASHINGTON STATE  
BAR ASSOCIATION

## RECENT ACCOMPLISHMENTS

FY 2019 - 2021



# ADOPTION OF VALUES, MISSION, AND VALUES

The Pro Bono and Public Service Committee serves WSBA members by communicating opportunities and eliminating barriers to providing pro bono services to communities that experience poverty and injustice.



A future where pro bono and public service close the access to justice gap.

**Our core values:**  
 Diversity, Equity, and Inclusion  
 Community  
 Dedication to Service  
 Teamwork  
 Trust  
 Communication  
 Problem-solving



## LAUNCH OF THE REDESIGNED PRO BONO WASHINGTON PORTAL

- New look
- Inclusive search functions
- Mobile-friendly
- Regularly maintained
- Possible developments:
  - Calendar
  - Resource Library
  - Postings of individual cases



## PRO BONO & PUBLIC SERVICE CLES

### Legal Lunchbox Series



- [WAC 10-24-010 - Suitable Representatives in Administrative Proceedings Before the Washington State Office of Administrative Hearings](#) (October 2019)
- [Serving Low-Income Clients at the Intersection of Family Law and Structural Poverty](#) (October 2020)
- [How Minor Guardianship Has Changed and Adult Guardianship Will Change Under the New UGA](#) (October 2021)
- [Voter Suppression 101 -- What it Takes to do Voting Rights Work](#) (February 2022) – *In collaboration with the Diversity Committee*

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## RULES & POLICY WORK

- **Model Pro Bono Policies**
  - Approved by the BOG in July 2019
  - 3 customizable templates by organization type:
    - Law Firms
    - Corporate and In-House Legal Departments
    - Government entities
- **Emeritus Pro Bono Status**
  - Proposed revisions to Pro Bono Status rules
  - Reduce barriers to engage in pro bono
- **Comments to Supreme Court in support of two rule changes**
  - RPC 6.5 proposed by Pro Bono Council
  - APR 11 proposed by MCLE Board

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## COMMUNICATIONS



### PUBLICATIONS

- Committee members have authored several articles for the *Bar News* and *NW Sidebar*
  - Benefits of Pro Bono Service
  - Tribal community opportunities
  - Recommended changes to Emeritus status
  - New Year's Resolutions – Pro Bono
  - Voting Rights
  - Moderate Means Program Feature
  - & many more!

### OTHER NOTABLE WORK

- Updated our committee's list of community partners
- Disseminated information about committee work

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# CURRENT PROJECTS

FY 2021 - 2022



## SUBCOMMITTEES AND WORKGROUPS

Current projects and initiatives.

| Strategic Planning Subcommittee   | Rules & Policy Subcommittee  | CLE Subcommittee   | Communications Subcommittee  | Technology Workgroup  |
|---|--|--|--|---|
| <ul style="list-style-type: none"> <li>• Develop a community engagement plan to stay connected to statewide pro bono community</li> <li>• Evaluate structure of committee and member roles</li> </ul> | <ul style="list-style-type: none"> <li>• QLSP Eligibility</li> <li>• Pro Bono Status</li> <li>• Prepare comment on RPC 1.8 – Indigent clients</li> </ul> | <ul style="list-style-type: none"> <li>• October Legal Lunchbox</li> <li>• Gap analysis of Public Service Education Portfolio</li> </ul> | <ul style="list-style-type: none"> <li>• Author <i>Bar News</i> Articles</li> <li>• Develop a newsletter for community partners</li> </ul> | <ul style="list-style-type: none"> <li>• Expand Pro Bono WA features</li> <li>• Manage Pro Bono WA content</li> </ul> |

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BAR ASSOCIATION

## LONG-TERM GOALS



## LONG TERM GOALS

- Restructuring subcommittees and workgroups
- Restructuring our agendas to offer space for pro bono organization or other justice partner to share their work
- A mapping project of pro bono organizations in Washington
- Developing and implementing a volunteer recruitment plan to ensure that we have well-rounded representation of voting members (diversity, practice type, representation from VLPs, QLSPs, MBAs, civil legal aid organizations)
- Town hall for pro bono organizations (potential for yearly work)
- Continue the Strategic Planning subcommittee's work by implementing the new mission, vision, and values into the day-to-day work of the committee.

WASHINGTON STATE  
BAR ASSOCIATION

## HOW THE BOG CAN SUPPORT OUR WORK

FY 2021 - 2022



## HOW THE BOG CAN SUPPORT OUR WORK

- Continue BOG Liaison attendance at PBPSC meetings
- Maintain clear communication regarding BOG needs from the PBPSC
- Meaningful engagement and constructive dialogue regarding issues PBPSC brings to the BOG for potential action

# WASHINGTON STATE BAR ASSOCIATION

## WSBA ENTITY ANNUAL REPORT

FY 2021: October 1, 2020 – September 30, 2021

*The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.*

**Instructions:** In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards<sup>i</sup>), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2020 – September 30, 2021. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

**Submission Deadline is Friday, October 15:** please submit by emailing [barleaders@wsba.org](mailto:barleaders@wsba.org) or requesting that your staff liaison submit the report internally.

|   |  |
|---|--|
| <b>Name of Entity:</b>  | Pro Bono and Public Service Committee  |
| <b>Chair or Co-Chairs:</b>  | Nicholas Larson and Bonnie Rosinbum  |
| <b>Staff Liaison:</b> <i>(include name, job title, and department if known)</i>   | Saleena Salango, Equity and Justice Specialist – Public Service, Equity and Justice Department |
| <b>Board of Governors Liaison:</b>  | Matthew Dresden  |
| <b>Purpose of Entity:</b> <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>   |  |
| The Pro Bono and Public Service Committee’s (Committee) purpose is to serve WSBA members by communicating opportunities and eliminating barriers to providing pro bono services to communities that experience poverty and injustice.   |  |
| <b>Strategy to Fulfill Purpose:</b>   |  |
| The Committee fulfills its purpose by promoting opportunities and best practices that encourage WSBA members to engage in pro bono and public service.  |  |
| <b>How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?</b>   |  |
| The Committee serves the public and members of the Bar by supporting and promoting pro bono and public service work. It ensures integrity of the legal profession by working to enhance a culture of public service and pro bono among legal professionals. Finally, The Committee champions justice by |  |

promoting pro bono and public service to help close the access to justice gap and serve communities that experience poverty and injustice.

**2020-2021 Entity Accomplishments:**

The Committee’s work is carried out by established workgroups.

- The Strategic Planning Workgroup wrote a new Mission, Vision, and Values for the committee, which were unanimously approved by the full committee.
- The Continuing Legal Education Workgroup developed and promoted free CLE programs focused on pro bono-related topics including the October 2020 Legal Lunchbox centered on family law and poverty law experts entitled “Serving Low-Income Clients at the Intersection of Family Law and Structural Poverty.” The CLE subcommittee will put on a Legal Lunchbox for October 2021 centered on guardianship law changes. The CLE subcommittee has also conducted outreach to QLSPs to assess gaps in the WSBA CLE Public Service Library and propose future programming to ensure QLSPs have information needed to best serve their client communities.
- The Technology Workgroup collected feedback from stakeholders to redesign and relaunch the Pro Bono WA portal, a clearinghouse for pro bono opportunities in Washington State; the workgroup manages and makes continual improvements to the portal.
- The Rules and Policy Workgroup proposed revisions to the Emeritus Pro Bono status rules to help reduce barriers for engaging in pro bono work that were approved by the BOG; the new Pro Bono Status can be found [here](#). The Rules workgroup also supported the work of the WSBA Committee on Professional Ethics (CPE) in researching humanitarian exceptions to RPC 1.8(e) in other jurisdictions.
- The Communications Workgroup wrote and published articles in the Washington State Bar News Magazine to promote the WSBA Moderate Means Program, highlight minority voter suppression, and promote pro bono and public service. The Communications workgroup also collaborated with the Technology Workgroup and the WSBA Communications Department to develop a full-page advertisement announcing the Pro Bono WA portal redesign in the October 2021 issue of the Bar News.

The committee submitted formal comments to support the DEI CLE requirement and the Pro Bono Council's proposed changes to RPC 6.5, which were ultimately approved by the Supreme Court.

**Looking Ahead: 2021-2022 Top Goals & Priorities:**

|          |  |
|----------|--|
| <b>1</b> | Continue the Strategic Planning subcommittee's work by implementing the new mission, vision, and values into the day-to-day work of the committee.           |
| <b>2</b> | Improve communication between the committee and justice-partner organizations, WSBA membership, and other interested stakeholders.                           |
| <b>3</b> | Increase use of probonowa.org by both WSBA members looking for pro bono opportunities and the organizations that provide them.                               |
| <b>4</b> | Identify the committee's role in supporting "public service" organizations, in contrast to the clear role of the committee in supporting "pro bono" service. |
| <b>5</b> | Recruit new committee members and ensure current members are supported and engaged in the work of the committee.   |

**Please report how this entity is addressing diversity, equity, and inclusion:**

*How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive, and eventually lead the profession? Other?*

The Committee co-chairs frequently solicit input from every Committee member. The Committee’s work is structured into separate Workgroups that allow for any member to take a leadership role and/or advance the work of the Committee. The Committee frequently seeks input and opportunities for collaboration with QLSPs, VLPs, and Minority Bar Associations to stay informed by organizations serving legal professionals and client communities that experience poverty and injustice. Finally, the committee has incorporated diversity, equity, and inclusion into the Committee’s stated values, and frequently reflect on these guiding values to accomplish the Committee’s mission.

**Please describe the relationship with WSBA staff and the Board of Governors.**

*For example:*

- *Quality of WSBA staff support/services*
- *Involvement with Board of Governors, including assigned BOG liaison*
- *Ideas you have on ways WSBA can continue to strengthen/support your entity.*

WSBA staff has always been so supportive of the committee. Even during this year of transition for their team, we always knew there was someone to address any needs that came up. All of the staff have been helpful and responsive, and able to provide great feedback and additional context that helps inform the committee's discussions and decisions. Matthew has been fantastic as liaison. It has been great having him attend our meetings. In the past, it has been difficult to even get an email response from the BOG liaison.

**SECTIONS ONLY: Please quantify your section’s 2020-2021 member benefits:**

*For example:*

- *\$3000 Scholarships, donations, grants awarded;*
- *4 mini-CLEs produced*

|  |  |
|--|--|
|  | Newsletters/publications produced  |
|  | Mini-CLEs produced   |
|  | Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA                    |
|  | Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity |
|  | Receptions/forums hosted or co-hosted  |
|  | Recognitions/Awards given  |
|  | New Lawyer Outreach events/benefits  |
|  | Other (please describe):   |

**Entity Detail & Demographics Report:  
To Be Completed by WSBA Staff**



|   |          |
|---|----------|
| <b>Size of Entity:</b>  | 18       |
| <b>Membership Size:<br/>(for Sections Only)</b><br><i>(As of September 30, 2021)</i>  |          |
| <b>Number of Applicants for FY22</b><br><i>(October 1, 2021 – September 30, 2022)</i> | 9        |
| <b>How many current volunteer<br/>position vacancies for this entity?</b>             | 5        |
| <b>FY21 Revenue (\$):<br/>For Sections Only:</b><br><i>As of September 30, 2021</i>   |          |
| <b>FY21 Budgeted Direct Expenses:</b>   | \$2,000  |
| <b>FY21 Budgeted Indirect Expenses:</b>   | \$36,934 |

**FY21 Demographics:**

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (\*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.

|                           |                                |     |
|---------------------------|--------------------------------|-----|
| <b>Disability</b>         | No                             | 85% |
|                           | Chose Not to Respond           | 0%  |
|                           | Yes                            | 15% |
| <b>District*</b>          | 10                             | 15% |
|                           | 5                              | 23% |
|                           | 6                              | 15% |
|                           | 7N                             | 15% |
|                           | 7S                             | 15% |
|                           | 9                              | 15% |
| <b>Ethnicity</b>          | Asian - East Asian             | 8%  |
|                           | White or European Descent      | 85% |
|                           | Hispanic or Latino/a or Latinx | 8%  |
|                           | Chose Not to Respond           | 0%  |
| <b>Gender</b>             | Female                         | 77% |
|                           | Male                           | 23% |
|                           | Chose Not to Respond           | 0%  |
| <b>Sexual Orientation</b> | Heterosexual                   | 92% |
|                           | No                             | 8%  |
|                           | Chose Not to Respond           | 0%  |

The Yes/No response for the Sexual Orientation category is data from a previous demographic question 'Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?' This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

<sup>i</sup> Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

# WASHINGTON STATE BAR ASSOCIATION

## WSBA Entity Three-Year Rotation Meeting with the Board of Governors – Discussion Guide –

### WSBA Mission

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.

### Introduction

It is important that the WSBA Board of Governors [the Board] have a structure to facilitate an ongoing, constructive and evaluative dialogue with each entity whether created to further the mission or by Court Order. Per the WSBA Bylaws, all committees, regulatory boards, and other bar groups are required to submit an annual report. This report will be provided to the full Board. Each report will be reviewed by the WSBA Board of Governors Executive Committee on an annual basis. This process is intended to be the evaluative discussion and is detailed in a separate Review Guide document.

As part of the ongoing and constructive discussions, the WSBA Board of Governors seeks to meet with each entity on a three-year rotating basis. This rotation does not preclude an entity from meeting with the full Board when desired or needed as the case may be. The three-year rotation process is described herein.

### Process for WSBA Entities: Three-Year Rotation of Meeting with Board of Governors

The Board of Governors would like to meet with each entity on a three-year rotating basis (with some exceptions). The overall goal of the discussions is to strengthen collaboration and communication, and discuss how the Board can continue to offer support and/or guidance.

For meeting with the Board of Governors, the discussion should focus on three areas, 1) overview of what the entity does and how it furthers the WSBA mission, 2) what the entity is currently working on and 3) how can the Board and/or WSBA provide support or assistance, if needed. The entity should anticipate questions from the full Board of Governors.

Some specific questions to anticipate are as follows:

1. Please share with us [the Board] an overview of the purpose of your entity and please reference any documents that support its purpose, authority, composition, etc. (e.g. Court rule, charter, Bylaw).
2. If applicable, in what ways does your entity further the mission of the WSBA?

3. What projects and/or initiatives are you currently working on?
4. What are the long-term goals, if any, for this body of work?
5. How can the Board assist in your efforts and/or in addressing any barriers or areas of concern?

### **Process for Entities Created by Court Rule or Court Order**

The same process as described above applies, with the difference that the discussion should focus on three areas, 1) overview of what the entity does and its relationship to the Court, 2) what the entity is currently working on and, 3) how can the Board and/or WSBA provide support or assistance, if needed. The entity should anticipate questions from members of the Board of Governors.

### **Entity Representatives**

The current chair, staff liaison and BOG Liaison are invited to attend the meeting with the full Board. If the current chair is unable to attend, an alternative representative should be designated. The chair may include additional members from the entity to be present and participate in the discussion. Still have the annual report review, with different.

### **Materials**

The most recent annual report for the entity will be provided as materials for the discussion unless otherwise requested. Additional materials are welcome, but not required and should be kept to a reasonable minimum.

The Volunteer Engagement Advisor and staff liaison will communicate any material deadlines to ensure that materials are included in the Board meeting materials.

### **This procedure applies to the following entities:**

- Adjunct Disciplinary Counsel Panel
- Board of Bar Examiners
- Character and Fitness Board
- Client Protection Board
- Committee on Professional Ethics
- Continuing Legal Education Committee
- Council on Public Defense
- Court Rules and Procedures Committee
- Disciplinary Advisory Round Table
- Disciplinary Board
- Diversity Committee
- Editorial Advisory Committee
- Equity and Disparity Work Group
- Judicial Recommendation Committee
- Law Clerk Board
- Legislative Review Committee
- Limited Licensed Legal Technician Board
- Long Range Strategic Planning Council
- Mandatory Continuing Legal Education Board
- Small Town and Rural Committee
- Pro Bono and Public Service Committee
- Washington Young Lawyers Committee

FY22

- Future Committees, Boards or Other Bar Entities as defined by the WSBA Bylaws

### **Exceptions:**

The following entities meet with the full Board of Governors on an annual basis:

- Access to Justice Board (preference)
- Washington State Bar Foundation (required)
- Practice of Law Board (preference)

The following entities are not required to meet with the full Board of Governors and therefore the above procedure does not apply:

- Disciplinary Selection Panel
- Hearing Officer Panel (the Chief Hearing Officer provides an annual report to the Board of Governors)
- Section Executive Committees (required to submit an annual report but not currently included in these procedures at this time)

### **Contact:**

Administration of this process resides within the Office of the Executive Director. For questions or for more information, please contact Paris Eriksen, Volunteer Engagement Advisor, [parise@wsba.org](mailto:parise@wsba.org).

**MEMO**

**To:** Board of Governors  
**From:** Nam Nguyen and Gov. Sunitha Anjilvel, Co-Chairs of the WSBA Diversity Committee  
**Date:** May 10, 2022  
**Re:** Letter in Support of Minority Bar Associations (MBAs)

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**ACTION/DISCUSSION:** Discuss the Minority Bar Association’s joint proposal

**BACKGROUND:**

The Joint MBA Proposal dated April 6, 2022 expressed the MBAs’ desire to continue dialogue with and further encourage the WSBA Board progress toward a diversify, equitable and inclusive legal community. The Board needs to timely respond to these proposals. A delayed response would, among other things: (a) be considered dismissive and further harm the MBAs’ relationship with the Board of Governors; (b) diminish the respective and joint diversity, equity and inclusion (DEI) efforts of the MBAs; and (c) deter future collaborations of the MBAs with the Board of Governors. Therefore, to promote a continued and cooperative relationship with the MBAs, the Diversity Committee urges the Board of Governors make the following response:

In general, the Board needs to express a desire to continue dialogue with the MBAs and encourage and promise support of the MBAs’ ongoing efforts toward diversity, equity and inclusion in the legal community. The Board should also implement and adopt the following policy and goals:

**DIVERSITY, EQUITY AND INCLUSION TOOLS FOR DECISION-MAKING**

1. Design, adopt and implement a set procedure of required considerations and analysis with respect to diversity, equity and inclusion when the Governors are in conversation or debate or making a decision leading to a vote or any action to be taken. To not “act before thinking” and to not move forward without thoughtful consideration on the effects our actions and/or policies might have regarding diversity, equity and inclusion.
2. Engage in a diversity, equity and inclusion regimen of considerations and analysis regarding diversity, equity and inclusion, in the same manner as the financial considerations and analysis the Board currently employs when taking any vote or action on behalf of the WSBA.

**DIVERSITY, EQUITY AND INCLUSION COMPETENCY FOR CANDIDATES AND GOVERNORS**

3. *DEI training for BOG Candidates and Governors.* As highlighted in the Joint Proposal, the voluntary nature of the current diversity training is either: (1) not attended or (2) not effective.

Misunderstandings about the goals, communications, and programming of minority stakeholders in our legal community would be avoided with the competency training and backgrounding the MBAs propose. The MBA proposal provides flexibility for current Governors, and an achievable DEI standard for interested Candidates.

### RESTORATIVE PROTOCOL FOR BOARD CONDUCT

With the understanding that abusive actions will diminish trust in the legal community and the public whom we serve, the Board of Governors, through and with the WSBA Diversity Committee will:

1. Promptly consult with our legal counsel on publishing self-governance codes of conduct for all Governors and Staff.
2. Require all Governors to affirm that they will follow by such codes of conduct.
3. Implement a program to censure Governors and Staff who choose to engage in conduct and/or behavior or use language, written and/or spoken against the codes of conduct, while fulfilling their office or job responsibilities for the Washington State Bar Association.

### ENGAGEMENT OF THE MINORITY BAR ASSOCIATIONS

Finally, the fourth component of the Join MBA proposal is not a requirement on WSBA or the Governors at all, but rather, a demonstration of the MBAs' commitment to this continued progress. Eleven separate Washington State MBAs have committed their current and future members to engaging with WSBA. The Diversity Committee is likewise committed to the program and the process.

**JOINT MBA PROPOSAL TO THE  
WASHINGTON STATE BAR ASSOCIATION  
BOARD OF GOVERNORS**

Date: April 6, 2022

The undersigned minority bar associations of Washington make this joint proposal to the Washington State Bar Association Board of Governors (“Governors”) to continue our dialogue and encourage the Governors in its progress and efforts on diversity, equity, and inclusion in the legal community.

**1. Diversity, Equity, and Inclusion Tools for Decision-Making.**

The Washington State Bar Association (WSBA) has made multiple commendable commitments to advance diversity and equality in the courts and our legal profession to promote an accessible and equitable justice system for everyone, including via its sign-on to the [Race Equity and Justice Initiative’s Acknowledgments and Commitments \(REJI\)](#) and its [Diversity & Inclusion Plan](#), which is implemented by its Diversity Committee.

In furtherance of these commitments, we propose the Governors implement decision-making tools to ensure due consideration of diversity, equity and inclusion issues when they are most critical: at the decision table. More specifically, **we propose the Governors approve a set procedure of required considerations on diversity and inclusion before the Governors make a vote or take any action.**

As an illustrative example on the need for an institutional framework: on April 17, 2021<sup>1</sup>, the Governors approved a Resolution in Support of a Bar Exam to Ensure a Competent, Ethical and Diverse Legal Profession, which included resolution in support of a “continued requirement of passing a bar exam before admission to the WSBA” and “discourage[d] diploma privilege as an alternative to a bar exam”. Prior to passage of the resolution, the Diversity Committee<sup>2</sup> and community leaders<sup>3</sup> issued statements of concern, urging the Governors reconsider the proposed resolutions as premature, highlighting the historical and continuing disparate impact of the bar exam on minority communities, and recognizing the necessary work still to be done by the Washington Supreme Court’s task force through 2022 in examining the bar exam and licensure requirements.

By implementing clear guidelines and requirements for diversity and inclusion analysis: (1) the Governors will proactively engage in the very conversations and considerations consistently raised by the Diversity Committee and community-at-large on issues of significant

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<sup>1</sup> [Resolution in Support of a Bar Exam to Ensure a Competent, Ethical and Diverse Legal Profession](#)

<sup>2</sup> Letter of the WSBA Diversity Committee, dated April 13, 2021.

<sup>3</sup> Joint comment by the Washington Women Lawyers, the Filipino Lawyers of Washington, and QLaw, dated April 15, 2021; Statement of the Vietnamese American Bar Association of Washington, dated April 15, 2021; Letter of the Loren Miller Bar Association, dated April 15, 2021; Letter of the Northwest Indian Bar Association, dated April 16, 2021;



disparate impact, bias, and intersectionality<sup>4</sup>; (2) develop critical training and engagement on how diversity and inclusion issues impact and intersect with so many aspects of our profession; and (3) encourage members' confidence in the Governors as representatives and advocates for our entire community.

In addition, such protocol will further advance the WSBA's agreement to REJI Commitment Nos. 2, 3, and 4 to change structures, policies and processes that may harm and disparately impact communities of color; promote and support systemic and public policy changes that advance equitable justice; and continuously examine how the WSBA operates to ensure race equity in its policies and practices.

To create and implement these decision-making tools, **we urge the Governors to collaborate with the Diversity Committee to formulate clear terms for required discussion on diversity and inclusion at the decision table.** The undersigned bar associations also offer our support and engagement in this critical work.

## **2. Diversity, Equity, and Inclusion Competency for Candidates and Governors.**

Progress is dependent on leadership. As Governors, you are not only role models to the legal community of the expectations and standards we all hold ourselves to but also must be front-line advocates for continuing improvement of our community. Development of diversity, equity and inclusion in our community does not fall on just a few Governors. **It is the responsibility of each and every Governor.**

To this end, we propose the WSBA require:

(a) Comprehensive program on diversity, equity and inclusion specific to Governors: generally in our experience, voluntary diversity trainings are frequently self-selective and ineffective on their own<sup>5</sup>. It appears this is similarly the case for the WSBA Governors; it is our understanding certain Governors have not attended any of the offered voluntary diversity trainings since the events of last year<sup>6</sup>, which precipitated these trainings.

Therefore, we propose the WSBA comprehensively implement a diversity program specifically designed for the Board of Governors to reduce bias and build skills and protocol for a more inclusive leadership lens<sup>7</sup>. This is in line with the WSBA's Diversity & Inclusion Plan and

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<sup>4</sup> The pandemic and world response in particular has caused immense [disproportional impact](#) on minority communities and individuals with intersectional identities. As Governors themselves may be personally experiencing, parenting during the pandemic is a relatable example of how attorneys with intersectional identities are in continuing exhaustion and burn out. It is more critical than ever before for the Board of Governors to intentionally, consistently, and methodically consider how their decisions will impact our community as a whole.

<sup>5</sup> On July 20, 2020, the MCLE Board issued its [Report and Recommendation](#) for amendment to Admission and Practice Rule (APR) 11 to require attorneys complete at least one (1) ethics credit in the topic of equity, inclusion, and the mitigation of both implicit and explicit bias, noting the "need for this requirement is highlighted by increased demand for the legal profession to refresh its commitment to address systemic inequities and increase awareness of both conscious and unconscious biases." On July 1, 2021, the Washington Supreme Court entered [order NO. 25700-A-1349](#), which amended APR 11 to include the foregoing credit requirement.

<sup>6</sup> See Letter of Past-President of the WSBA, Kyle Sciuchetti, on November 17, 2020.

<sup>7</sup> The above recommendation on tools for decision-making may also be a component of such a program.

its “*commitment to its own culture of inclusion and cultural competence*”, including to “develop tools and shared language for WSBA representatives to educate members why diversity matters to everyone”; and to “*deliver consistent, ongoing training on cultural competence and inclusion*” (emphasis added).

Local law firms and legal employers have implemented diversity programs, including mandatory diversity trainings, for both their employees and management, in recognition of not only the need for a formal program and trainings but also the vital message sent to everyone that competency on diversity issues matter<sup>8</sup>. In addition, for many if not all of the undersigned, we have similarly engaged in diversity programs and trainings both at work and at our respective organizations. It is past time for the Governors to catch up. Recognizing Governors are very busy, **we propose the Governors collaborate with the Diversity Committee to structure programming with flexibility in mind**, e.g. by following the WSBA’s continuing legal education framework: require specific hours or number of in-person and virtual training, offered throughout the year for Governors to fulfill in groups and/or at times most suitable for them.

(b) Mandatory statement on diversity, equity and inclusion as part of the application process from all future candidates for any position of leadership with the WSBA: leaders must be ready to advance the commitments of the organization to which they apply and this includes future Governors (and other leaders) of the WSBA. As such, candidates who may one day hold considerable power over our legal community should be vetted properly, including in regards to their commitment on diversity and inclusion<sup>9</sup>. This is in line with the WSBA’s Diversity & Inclusion Plan to “*provide tools, systems, and evaluation for intentional recruitment of diverse faculty and leadership in collaboration with Minority Bar Associations*” (emphasis added).

We propose election candidates for any Governor position or other significant leadership position be required to submit as part of their application, a statement on how they have and will support diversity and inclusion work with the WSBA, complementary to the mission and values of the WSBA. **We urge the Governors collaborate with the Diversity Committee to formulate clear guidelines for such a statement from candidates.**

### **3. Restorative Protocol for Board Conduct.**

Following the events of last year<sup>10</sup>, it is our understanding the Governors still do not have any formal process to resolve harmful board conduct. Therefore, in the event a Governor says or engages in offensive conduct which harms the board and/or the community, there is no clear

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<sup>8</sup> See [2020 Vault/MCCA Survey Results](#) (96% of surveyed law firms have a diversity committee, with 92% including management representation; 75% have hired a full-time professional to implement diversity programs; 92% support internal affinity groups; and 91% implement bias interrupters with respect to hiring, assignments, evaluations, compensation, and promotions).

<sup>9</sup> Law firms are already taking account of diversity representation in leadership, requiring diversity in their candidate pool for leadership roles. See [2021 Bloomberg Law Diversity, Equity, and Inclusion Framework](#) (58% of surveyed firms require diversity within a pool of candidates for management and leadership roles, and of those, an average of 23% of slated candidates must be diverse).

<sup>10</sup> Letter of Past-President of the WSBA, Kyle Sciuchetti, on November 17, 2020.

recourse. This is deeply disturbing. By failing to address this lack of restorative protocol, the WSBA Governors have created a questionable and potentially unsafe environment for leaders with diverse backgrounds. Indeed, harm has already occurred. And this harm is continuing. Community leaders have already voiced concerns and reluctance to engage and participate in the WSBA because of the apparent acceptance for any and all conduct amongst Governors – as evidenced by the lack of effective change in the wake of last year’s events. Again, in direct contrast, local law firms and legal employers have implemented policies and clear protocol for reproachable conduct. **We urge the WSBA Governors to prioritize redress on this matter.**

Based on discussions over the last year, we recognize Governors are sensitive to both the legal rights of their colleagues and the potential organizational liability that inevitably connects with board conduct. These are legitimate concerns. However, they are not insurmountable. And they are not an excuse to do nothing. Indeed, **the WSBA Governors are well aware of the dire cost of doing nothing.** After the mishandling of its employee’s sexual harassment allegations against a Governor in 2019 and direct recommendation of the Washington Supreme Court to adopt explicit policy changes<sup>11</sup>, the WSBA implemented its anti-harassment policy for employees. It is our sincere hope the Governors will proactively do all it can to avoid yet another national spotlight<sup>12</sup> on the WSBA, which has already severely fractured the community’s faith in its leaders and damaged the reputation of the WSBA.

As a first step, **we urge the Governors to properly analyze with their legal counsel the parameters for action**, balancing the rights of the Governors with the need for a respectful and inclusive board. Next, **we urge the Governors to reflect on what accountability means for them** and how their lived experiences may apply as creative solutions to this matter (e.g. how do you resolve conflict with your family, coworkers and friends? What do you do in your personal lives when you make a mistake?). With a year already passed with little known movement, **we encourage the Governors to form an ad-hoc committee or task force to solely focus on implementing clear processes to resolve unacceptable board conduct.** With the adoption of its anti-harassment policy, much of the foundational groundwork for ways to implement accountability with due process is already available. In summary, the WSBA Governors needs to implement institutional and express protocol to ensure accountability amongst themselves and to restore the trust of the legal community that the Governors are not immune and will genuinely be held accountable in a restorative process.

#### **4. Engagement of the Minority Bar Associations.**

We recognize much of the WSBA’s work on diversity and inclusion is not a one-way street. We further recognize our roles and responsibilities as leaders of local bar associations to meaningfully engage with the WSBA in support of its diversity and inclusion work. Already, we have made great strides in fostering relationships with the WSBA Governors and building a strong

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<sup>11</sup> [Letter of Chief Justice Mary Fairhurst, dated December 9, 2019.](#)

<sup>12</sup> [https://www.abajournal.com/web/article/washington-state-bars-board-mishandled-employees-harassment-complaint-report-finds.](https://www.abajournal.com/web/article/washington-state-bars-board-mishandled-employees-harassment-complaint-report-finds)

network of leaders to implement change and offer resources to members, e.g. joint and/or collaborative trainings and presentations.

That said, we **highlight our commitment to continuing to build our respective relationships with the WSBA in furtherance of our mutual missions and values.** For example, at a recent joint minority bar association meeting, we raised the idea of civic trainings to better aid our competency in supporting the WSBA. As a result of these conversations, it is our understanding the WSBA Equity and Justice Team is preparing civic trainings for the local bar associations to participate and learn more about the WSBA's governance and engagement opportunities. We look forward to this educational training on how the WSBA governs over our legal community, the powers of the Governors and how it implements action items, and ways in which the community-at-large can be more involved. We are also eager to collaborate with Governors to provide more outreach support and resources to our community on important issues, including on informational voting outreach.

We are encouraged by and are invested in ongoing dialogue and collective efforts amongst the WSBA and the various local community organizations to achieve our respective and mutual goals. It is our sincere goal this proposal provides support to the WSBA Board of Governors, both in ideas for improvement and in community allyship. **We are in this together.**

[Signatures Follow]

Sincerely,

Michelle Su, Diversity Outreach Chair  
Korean American Bar Association of Washington

John Laney, President  
Asian Bar Association of Washington

Amy Klosterman, President  
MAMA Seattle

Elizabeth Calora, President  
Washington Women Lawyers

Cardozo Law Society

Lionel Greaves IV, President  
Loren Miller Bar Association

Dana Savage, President  
QLaw Bar Association

Lindsay Appleton, President  
Filipino Lawyers of Washington

Joanne Kalas, President  
Vietnamese-American Bar Association of Washington

Favian Valencia, President  
Latina/o Bar Association of Washington

Jonathan Ko, President  
Washington Attorneys with Disabilities Association



# FY2022 REFORECAST

Board of Governors Meeting

May 20, 2022

# OVERVIEW

- Overall net income is favorable over budget

|              | FY22 Budget | FY22 Reforecast | Change F/(U) |
|--------------|-------------|-----------------|--------------|
| General Fund | (\$89,563)  | \$223,346       | \$324,716    |
| CPF Fund     | \$169,578   | \$157,238       | (\$12,340)   |
| CLE          | \$310,455   | \$656,575       | \$346,120    |

- Total number of FTE's was reduced from 140.30 in the budget to 139.65 in the reforecast. 5 part time people had their hours adjusted.
- Added one contract temp (developer) to TECH cost center (cost offset by capitalized labor)

# SIGNIFICANT CHANGES

- Volunteer Engagement Tool added: \$30,000 annual fee, \$12,000 implementation (depreciated)
- Blueprints for potential office lease build out added: \$3,300 expense
- ETHOS meeting expenses added: \$17,772 expense
- Office consolidation project budget added: \$75,000 (depreciated)
- Salary budget reallocated for updated compensation grid and shift to a tenure-based step system
- Casemaker eliminated: \$57,000 savings



# UPDATED COMPENSATION GRID & PROCEDURES

- Updated salary grids using data from the Compensation Study conducted by Gallagher
- Grid is consistent with our Compensation Policies (Compensation Plan and Compensation Philosophy)
  - Internally fair and consistent
  - Affordable and sustainable
  - Ranges start at 80% of midpoint and cap at 120% of midpoint
  - Progression to midpoint occurs after five years of service
- Tenure-based step approach brings transparency to the salary increase process for employees, the Board, and other interested stakeholders.
- Tenure-based step approach ensures a more equitable approach to compensation by removing subjectivity and bias.
- Cost of implementation is built into the Reforecast and still recognizes modest savings in the salary budget for the current year.

# FY2022 BUDGET PROJECTED FUND BALANCES

|                                      | General Fund      | CPF Fund         | Sections         | CLE              |
|--------------------------------------|-------------------|------------------|------------------|------------------|
| <b>2021 Projected Fund Balances</b>  | <b>6,805,873</b>  | <b>4,339,938</b> | <b>1,438,573</b> | <b>485,878</b>   |
| <b>FY22 Revenue Budget</b>           | <b>21,437,297</b> | <b>830,253</b>   | <b>637,652</b>   | <b>2,072,585</b> |
| <i>Licensing Revenue</i>             | 16,774,840        |                  |                  |                  |
| <i>Other Revenue</i>                 | 4,662,457         |                  |                  |                  |
| <b>FY22 Expense Budget</b>           | <b>21,526,859</b> | <b>660,675</b>   | <b>899,652</b>   | <b>1,762,130</b> |
| <i>Direct Expenses</i>               | 2,845,396         | 503,860          | 899,652          | 535,211          |
| <i>Indirect Expenses</i>             | 18,681,463        | 156,815          | -                | 1,226,919        |
| <b>FY22 Net Income/(Loss) Budget</b> | <b>(89,563)</b>   | <b>169,578</b>   | <b>(262,000)</b> | <b>310,455</b>   |
| <b>FY22 Fund Balance Budget</b>      | <b>6,716,310</b>  | <b>4,509,516</b> | <b>1,176,574</b> | <b>796,333</b>   |

Totals Include 2,550,000 of restricted funds

# FY2022 REFORECAST PROJECTED FUND BALANCES

|  | General Fund      | CPF Fund         | Sections         | CLE              |
|--|-------------------|------------------|------------------|------------------|
| <b>2021 Projected Fund Balances</b>      | <b>6,805,873</b>  | <b>4,339,938</b> | <b>1,438,573</b> | <b>485,878</b>   |
| <b>FY22 Revenue Reforecast</b>           | <b>21,531,920</b> | <b>828,319</b>   | <b>637,652</b>   | <b>2,219,681</b> |
| <i>Licensing Revenue</i>                 | 16,703,401        |                  |                  |                  |
| <i>Other Revenue</i>                     | 4,828,519         |                  |                  |                  |
| <b>FY22 Expense Reforecast</b>           | <b>21,296,766</b> | <b>671,081</b>   | <b>899,652</b>   | <b>1,563,106</b> |
| <i>Direct Expenses</i>                   | 2,710,263         | 503,767          | 899,652          | 357,566          |
| <i>Indirect Expenses</i>                 | 18,586,503        | 167,313          | -                | 1,205,540        |
| <b>FY22 Net Income/(Loss) Reforecast</b> | <b>235,154</b>    | <b>157,238</b>   | <b>(262,000)</b> | <b>656,575</b>   |
| <b>FY22 Fund Balance Reforecast</b>      | <b>7,041,027</b>  | <b>4,497,176</b> | <b>1,176,573</b> | <b>1,142,453</b> |

Totals Include 2,550,000 of restricted funds

# FY2022 BUDGET TO FY2022 REFORECAST COMPARISON

|                                      | General Fund      |                   |                |
|--------------------------------------|-------------------|-------------------|----------------|
|                                      | FY22 Budget       | FY22 Reforecast   | Variance F/(U) |
| <b>2021 Projected Fund Balances</b>  | <b>6,805,873</b>  | <b>6,805,873</b>  | <b>-</b>       |
| <b>FY22 Revenue Budget</b>           | <b>21,437,297</b> | <b>21,531,920</b> | <b>94,623</b>  |
| <i>Licensing Revenue</i>             | 16,774,840        | 16,703,401        | (71,438)       |
| <i>Other Revenue</i>                 | 4,662,457         | 4,828,519         | 166,062        |
| <b>FY22 Expense Budget</b>           | <b>21,526,859</b> | <b>21,296,766</b> | <b>230,093</b> |
| <i>Direct Expenses</i>               | 2,845,396         | 2,710,263         | 135,133        |
| <i>Indirect Expenses</i>             | 18,681,463        | 18,586,503        | 94,960         |
| <b>FY22 Net Income/(Loss) Budget</b> | <b>(89,563)</b>   | <b>235,154</b>    | <b>324,716</b> |
| <b>FY22 Fund Balance Budget</b>      | <b>6,716,310</b>  | <b>7,041,027</b>  | <b>324,716</b> |

**Washington State Bar Association  
FY2022 Reforecast**

|                                |       | <b>FY22 Budget</b> | <b>FY22 Reforecast</b> | <b>\$ Change in Budget<br/>F/(U)</b> | <b>% of change F/(U)</b> |
|--------------------------------|-------|--------------------|------------------------|--------------------------------------|--------------------------|
| <b>REVENUE:</b>                |       |                    |                        |                                      |                          |
| Copy Fees                      | 40200 |                    | \$ 36                  | \$ 36                                | 100%                     |
| Diversion                      | 40205 | \$ 7,000           | \$ 7,292               | \$ 292                               | 4%                       |
| Records Request Fees           | 40210 |                    | \$ 3                   | \$ 3                                 | 100%                     |
| Donations & Grants             | 40300 | \$ 265,000         | \$ 265,000             | \$ -                                 | 0%                       |
| Interest - Investments         | 40500 | \$ 10,570          | \$ 11,886              | \$ 1,316                             | 12%                      |
| License Fees                   | 40600 | \$ 15,722,944      | \$ 15,732,857          | \$ 9,913                             | 0%                       |
| License Fees - New Admittees   | 40625 | \$ 587,374         | \$ 508,058             | \$ (79,316)                          | -14%                     |
| License Fees - Late Fees       | 40650 | \$ 255,307         | \$ 255,018             | \$ (289)                             | 0%                       |
| License Fees - ReinStatements  | 40675 | \$ 14,177          | \$ 16,156              | \$ 1,979                             | 14%                      |
| Miscellaneous                  | 40700 |                    | \$ 60                  | \$ 60                                | 100%                     |
| Misc Over/Under Payments       | 40750 |                    | \$ 2,300               | \$ 2,300                             | 100%                     |
| Publications Revenue           | 40800 | \$ 4,000           | \$ 4,000               | \$ -                                 | 0%                       |
| Royalties                      | 40900 | \$ 51,250          | \$ 62,726              | \$ 11,476                            | 22%                      |
| NMP Product Sales              | 40950 | \$ 80,000          | \$ 60,000              | \$ (20,000)                          | -25%                     |
| Shipping & Handling            | 41000 | \$ -               | \$ 81                  | \$ 81                                | 100%                     |
| Status Certificate Fees        | 41100 | \$ 26,300          | \$ 24,061              | \$ (2,239)                           | -9%                      |
| Sponsorships                   | 41450 | \$ 8,000           | \$ 10,000              | \$ 2,000                             | 25%                      |
| Annual or Other Meeting Rev    | 41500 | \$ 2,000           | \$ 2,000               | \$ -                                 | 0%                       |
| Conferences & Institutes       | 41700 | \$ 8,000           | \$ 8,000               | \$ -                                 | 0%                       |
| Seminar Registrations          | 41800 | \$ 866,500         | \$ 806,500             | \$ (60,000)                          | -7%                      |
| Mini-CLE Revenue               | 41805 | \$ 36,070          | \$ 36,070              | \$ -                                 | 0%                       |
| Seminar Revenue-Other          | 41825 | \$ 20,000          | \$ 5,000               | \$ (15,000)                          | -75%                     |
| Seminar Splits w/CLE           | 41850 | \$ 139,494         | \$ 139,494             | \$ -                                 | 0%                       |
| Seminar Splits w/Others        | 41875 | \$ 8,000           | \$ 8,000               | \$ -                                 | 0%                       |
| Work Study Grants              | 41950 | \$ 10,374          | \$ -                   | \$ (10,374)                          | -100%                    |
| Bar Exam Fees                  | 42207 | \$ 1,200,000       | \$ 1,172,120           | \$ (27,880)                          | -2%                      |
| Bar Exam Late Fees             | 42230 | \$ 42,000          | \$ 40,256              | \$ (1,744)                           | -4%                      |
| House Counsel Application Fees | 42232 | \$ 40,000          | \$ 39,488              | \$ (512)                             | -1%                      |
| Rule 9/Legal intern Fees       | 42270 | \$ 12,000          | \$ 11,242              | \$ (758)                             | -6%                      |
| Law Clerk Fees                 | 42275 | \$ 220,000         | \$ 220,000             | \$ -                                 | 0%                       |
| LLLT Exam Late Fee             | 42278 | \$ 600             | \$ 300                 | \$ (300)                             | -50%                     |
| LLLT License Fees              | 42281 | \$ 14,449          | \$ 12,634              | \$ (1,815)                           | -13%                     |
| LLLT Exam Fees                 | 42282 | \$ 13,500          | \$ 3,550               | \$ (9,950)                           | -74%                     |
| Foreign Law Consultant Fees    | 42285 | \$ 620             | \$ 1,860               | \$ 1,240                             | 200%                     |
| Law Clerk Application Fees     | 42286 | \$ 2,500           | \$ 2,500               | \$ -                                 | 0%                       |
| Special Admissions             | 42287 | \$ 7,020           | \$ 4,387               | \$ (2,633)                           | -38%                     |
| Investigation Fees             | 42288 | \$ 22,951          | \$ 22,159              | \$ (792)                             | -3%                      |

|                                |       | FY22 Budget          | FY22 Reforecast      | \$ Change in Budget<br>F/(U) | % of change F/(U) |
|--------------------------------|-------|----------------------|----------------------|------------------------------|-------------------|
| Pro Hac Vice                   | 42290 | \$ 325,000           | \$ 362,311           | \$ 37,311                    | 11%               |
| LLLT Late License Fees         | 42291 | \$ 1,412             | \$ 1,000             | \$ (412)                     | -29%              |
| Audit Revenue                  | 42450 | \$ 1,877             | \$ 1,000             | \$ (877)                     | -47%              |
| BNews Display Advertising      | 42710 | \$ 450,000           | \$ 400,000           | \$ (50,000)                  | -11%              |
| BNews Subscript/Single Issues  | 42720 | \$ 200               | \$ 200               | \$ -                         | 0%                |
| BNews Classified Advertising   | 42730 | \$ 5,000             | \$ 2,500             | \$ (2,500)                   | -50%              |
| BNews Gen Announcements        | 42740 | \$ 14,000            | \$ 14,000            | \$ -                         | 0%                |
| BNews Prof Announcements       | 42750 | \$ 22,500            | \$ 22,500            | \$ -                         | 0%                |
| Job Target Advertising         | 42760 | \$ 150,000           | \$ 180,000           | \$ 30,000                    | 20%               |
| Deskbook Sales                 | 43100 | \$ 82,000            | \$ 82,000            | \$ -                         | 0%                |
| Coursebook Sales               | 43200 | \$ 10,000            | \$ 5,717             | \$ (4,283)                   | -43%              |
| MP3 Sales                      | 43350 | \$ 209,617           | \$ 187,620           | \$ (21,997)                  | -10%              |
| Digital Video Sales            | 43400 | \$ 829,368           | \$ 1,099,663         | \$ 270,295                   | 33%               |
| Section Publication Sales      | 43450 | \$ 9,000             | \$ 6,000             | \$ (3,000)                   | -33%              |
| Resold Product Sales           | 43455 | \$ 31,600            | \$ 31,600            | \$ -                         | 0%                |
| Casemaker Royalties            | 43525 | \$ 45,000            | \$ 45,000            | \$ -                         | 0%                |
| WSBA Logo Merchandise Sales    | 44100 | \$ -                 | \$ 113               | \$ 113                       | 100%              |
| Recovery of Discipline Costs   | 44350 | \$ 85,000            | \$ 100,000           | \$ 15,000                    | 18%               |
| Discipline History Summary     | 44450 | \$ 15,000            | \$ 17,000            | \$ 2,000                     | 13%               |
| Practice Monitor Fees          | 44460 | \$ 4,000             | \$ 4,000             | \$ -                         | 0%                |
| CPF Restitution                | 44820 | \$ 30,000            | \$ 30,000            | \$ -                         | 0%                |
| CPF Member Assessments         | 44840 | \$ 795,753           | \$ 792,503           | \$ (3,250)                   | 0%                |
| Member Contact Information     | 45040 | \$ 4,200             | \$ 3,125             | \$ (1,075)                   | -26%              |
| Photo Bar Card Sales           | 45060 | \$ 280               | \$ 247               | \$ (33)                      | -12%              |
| LPO Examination Fees           | 45110 | \$ 24,000            | \$ 28,350            | \$ 4,350                     | 18%               |
| LPO Exam Late Fee              | 45115 | \$ 4,000             | \$ 5,500             | \$ 1,500                     | 38%               |
| LPO License Fees               | 45120 | \$ 174,077           | \$ 172,579           | \$ (1,499)                   | -1%               |
| LPO Late License Fees          | 45125 | \$ 5,100             | \$ 5,100             | \$ -                         | 0%                |
| LPO License Fees - ReinStates  | 45140 | \$ 1,000             | \$ 667               | \$ (333)                     | -33%              |
| Accredited Program Fees        | 45210 | \$ 515,000           | \$ 566,556           | \$ 51,556                    | 10%               |
| Form 1 Late Fee                | 45215 | \$ 220,000           | \$ 220,000           | \$ -                         | 0%                |
| Member Late Fees               | 45220 | \$ 300,000           | \$ 401,200           | \$ 101,200                   | 34%               |
| Annual Accredited Sponsor Fees | 45230 | \$ 39,250            | \$ 39,250            | \$ -                         | 0%                |
| Attendance Late Fees           | 45250 | \$ 95,000            | \$ 115,000           | \$ 20,000                    | 21%               |
| COMITY Certificates - Request  | 45255 | \$ 13,500            | \$ 13,500            | \$ 0                         | 0%                |
| COMITY Certificates - Submit   | 45260 | \$ 27,000            | \$ 28,500            | \$ 1,500                     | 6%                |
| Trial Advocacy Program         | 47100 | \$ 15,000            | \$ 15,000            | \$ -                         | 0%                |
| Reimbursements From Sections   | 48010 | \$ 286,875           | \$ 284,000           | \$ (2,875)                   | -1%               |
| Section Dues Revenue           | 48200 | \$ 439,178           | \$ 439,178           | \$ -                         | 0%                |
| <b>TOTAL REVENUE</b>           |       | <b>\$ 24,977,787</b> | <b>\$ 25,217,572</b> | <b>\$ 239,785</b>            | <b>1%</b>         |

| DIRECT EXPENSES:                |       |            | FY22 Budget | FY22 Reforecast | \$ Change in Budget<br>F/(U) | % of change F/(U) |
|---------------------------------|-------|------------|-------------|-----------------|------------------------------|-------------------|
| Depreciation                    | 50015 | \$ 384     | \$ 0        | \$ 384          | 100%                         |                   |
| Bank Fees                       | 50020 | \$ 2,160   | \$ 2,067    | \$ 93           | 4%                           |                   |
| Consulting Services             | 50033 | \$ 191,375 | \$ 209,175  | \$ (17,800)     | -9%                          |                   |
| Donations/Sponsorships/Grants   | 50037 | \$ 250,280 | \$ 250,280  | \$ 0            | 0%                           |                   |
| Postage                         | 50060 | \$ 119,100 | \$ 124,141  | \$ (5,041)      | -4%                          |                   |
| Printing & Copying              | 50070 | \$ 230,850 | \$ 260,750  | \$ (29,900)     | -13%                         |                   |
| Publications Production         | 50080 | \$ 250     | \$ 181      | \$ 69           | 28%                          |                   |
| YLL Section Program             | 50085 | \$ 1,500   | \$ 1,500    | \$ -            | 0%                           |                   |
| Staff Travel/Parking            | 50100 | \$ 91,338  | \$ 71,036   | \$ 20,302       | 22%                          |                   |
| Staff Training & Conferences    | 50110 | \$ 129,144 | \$ 110,104  | \$ 19,040       | 15%                          |                   |
| Staff Membership Dues           | 50120 | \$ 18,095  | \$ 16,755   | \$ 1,340        | 7%                           |                   |
| Subscriptions                   | 50130 | \$ 10,151  | \$ 9,653    | \$ 498          | 5%                           |                   |
| Supplies                        | 50140 | \$ 1,150   | \$ 2,650    | \$ (1,500)      | -130%                        |                   |
| Surveys                         | 50145 | \$ 51,500  | \$ 50,300   | \$ 1,200        | 2%                           |                   |
| Digital/Online Development      | 50155 | \$ 2,114   | \$ 16,609   | \$ (14,495)     | -686%                        |                   |
| Telephone                       | 50160 | \$ 88,606  | \$ 88,415   | \$ 191          | 0%                           |                   |
| Conference Calls                | 50165 | \$ 6,061   | \$ 5,811    | \$ 250          | 4%                           |                   |
| Pro Bono& Legal Aid Committee   | 52110 | \$ 2,000   | \$ 2,000    | \$ -            | 0%                           |                   |
| ATJ Board Retreat               | 52121 | \$ 2,000   | \$ 2,000    | \$ -            | 0%                           |                   |
| Leadership Training             | 52125 | \$ 59,000  | \$ 48,000   | \$ 11,000       | 19%                          |                   |
| ATJ Board Expense               | 52140 | \$ 24,000  | \$ 24,000   | \$ -            | 0%                           |                   |
| Facility, Parking, Food         | 52210 | \$ 108,500 | \$ 102,038  | \$ 6,462        | 6%                           |                   |
| Examiner Fees                   | 52215 | \$ 36,000  | \$ 36,000   | \$ -            | 0%                           |                   |
| UBE Examinations                | 52221 | \$ 126,900 | \$ 126,900  | \$ -            | 0%                           |                   |
| Board of Bar Examiners          | 52225 | \$ 23,000  | \$ 23,000   | \$ -            | 0%                           |                   |
| Bar Exam Proctors               | 52230 | \$ 27,000  | \$ 31,000   | \$ (4,000)      | -15%                         |                   |
| Character & Fitness Board Exp   | 52235 | \$ 5,700   | \$ 10,000   | \$ (4,300)      | -75%                         |                   |
| Disability Accommodations       | 52240 | \$ 22,000  | \$ 21,833   | \$ 167          | 1%                           |                   |
| Character & Fitness Investi     | 52245 | \$ 1,100   | \$ 2,100    | \$ (1,000)      | -91%                         |                   |
| Law School Visits               | 52250 | \$ 1,450   | \$ 850      | \$ 600          | 41%                          |                   |
| Law Clerk Board                 | 52255 | \$ 7,000   | \$ 4,667    | \$ 2,333        | 33%                          |                   |
| Law Clerk Outreach              | 52258 | \$ 1,000   | \$ 667      | \$ 333          | 33%                          |                   |
| Depreciation-Software           | 52270 | \$ 19,524  | \$ 21,235   | \$ (1,711)      | -9%                          |                   |
| ABA Delegates                   | 52520 | \$ 3,334   | \$ 4,800    | \$ (1,466)      | -44%                         |                   |
| Section/Committee Chair Mtgs    | 52540 | \$ 1,500   | \$ 500      | \$ 1,000        | 67%                          |                   |
| APEX Dinner Expenses            | 52570 | \$ 25,000  | \$ 43,416   | \$ (18,416)     | -74%                         |                   |
| 50 Year Member Tribute Lunch    | 52573 | \$ 11,200  | \$ 23,007   | \$ (11,807)     | -105%                        |                   |
| Washington Leadership Institute | 52585 | \$ 80,000  | \$ 44,764   | \$ 35,236       | 44%                          |                   |
| Jud Recommend Committee         | 52660 | \$ 4,500   | \$ 4,500    | \$ -            | 0%                           |                   |
| Committee for Diversity         | 52680 | \$ 6,000   | \$ 6,000    | \$ -            | 0%                           |                   |
| Diversity Events & Projects     | 52681 | \$ 18,000  | \$ 18,000   | \$ -            | 0%                           |                   |
| LLLT Board                      | 52683 | \$ 21,000  | \$ 15,449   | \$ 5,551        | 26%                          |                   |
| Exam Writing                    | 52688 | \$ 17,400  | \$ 12,900   | \$ 4,500        | 26%                          |                   |

|                                 |       | FY22 Budget | FY22 Reforecast | \$ Change in Budget<br>F/(U) | % of change F/(U) |
|---------------------------------|-------|-------------|-----------------|------------------------------|-------------------|
| Graphics/Artwork                | 52710 | \$ 200      | \$ 200          | \$ -                         | 0%                |
| Outside Sales Expense           | 52730 | \$ 98,000   | \$ 1,730        | \$ 96,270                    | 98%               |
| Editorial Advis Committee Exp   | 52750 | \$ 500      | \$ -            | \$ 500                       | 100%              |
| BOG Meetings                    | 52810 | \$ 143,000  | \$ 146,665      | \$ (3,665)                   | -3%               |
| BOG Committees' Expenses        | 52820 | \$ 20,000   | \$ 501          | \$ 19,499                    | 97%               |
| BOG Retreat                     | 52821 | \$ 15,000   | \$ 15,042       | \$ (42)                      | 0%                |
| BOG Conference Attendance       | 52822 | \$ 25,000   | \$ 57,400       | \$ (32,400)                  | -130%             |
| BOG Travel & Outreach           | 52830 | \$ 25,000   | \$ 30,000       | \$ (5,000)                   | -20%              |
| ED Travel & Outreach            | 52840 | \$ 5,000    | \$ 5,601        | \$ (601)                     | -12%              |
| Public Defense                  | 52874 | \$ 6,000    | \$ 6,000        | \$ -                         | 0%                |
| Communications Outreach         | 52878 | \$ 15,000   | \$ 10,680       | \$ 4,320                     | 29%               |
| BOG Elections                   | 52880 | \$ 26,900   | \$ 26,000       | \$ 900                       | 3%                |
| Member Outreach/town Mtgs       | 52910 |             | \$ 17,772       | \$ (17,772)                  | -100%             |
| Board of Trustees               | 52940 | \$ 1,000    | \$ 1,590        | \$ (590)                     | -59%              |
| President's Dinner              | 52960 | \$ 10,000   | \$ 10,000       | \$ -                         | 0%                |
| Cost of Sales - Deskbooks       | 53210 | \$ 64,000   | \$ 64,000       | \$ -                         | 0%                |
| Cost of Sales - Coursebooks     | 53220 | \$ 1,500    | \$ 1,054        | \$ 446                       | 30%               |
| Cost of Sales - Section Public  | 53225 | \$ 2,000    | \$ 1,560        | \$ 440                       | 22%               |
| A/V Develop Costs (Recording)   | 53250 | \$ 2,000    | \$ 2,000        | \$ -                         | 0%                |
| CLE-Equip-Depreciation          | 53255 | \$ 1,308    | \$ 1,312        | \$ (4)                       | 0%                |
| Splits to Sections              | 53265 | \$ 3,150    | \$ 500          | \$ 2,650                     | 84%               |
| Deskbook Royalties              | 53270 | \$ 200      | \$ 200          | \$ -                         | 0%                |
| Online Product Hosting Expenses | 53285 | \$ 50,000   | \$ 54,000       | \$ (4,000)                   | -8%               |
| Postage & Delivery-Coursebooks  | 53330 |             | \$ 58           | \$ (58)                      | -100%             |
| Postage - Fliers/Catalogs       | 53620 | \$ 8,000    | \$ -            | \$ 8,000                     | 100%              |
| Accreditation Fees              | 53640 | \$ 3,000    | \$ 3,000        | \$ -                         | 0%                |
| Seminar Brochures               | 53660 | \$ 20,000   | \$ -            | \$ 20,000                    | 100%              |
| Facilities                      | 53690 | \$ 196,200  | \$ 83,200       | \$ 113,000                   | 58%               |
| Speakers & Program Develop      | 53700 | \$ 51,500   | \$ 15,100       | \$ 36,400                    | 71%               |
| Splits to Sections              | 53710 | \$ 110,000  | \$ 115,000      | \$ (5,000)                   | -5%               |
| Honoraria                       | 53730 | \$ 1,500    | \$ 1,500        | \$ -                         | 0%                |
| CLE Seminar Committee           | 53740 | \$ 250      | \$ 150          | \$ 100                       | 40%               |
| Image Library                   | 54026 | \$ 4,100    | \$ 4,100        | \$ -                         | 0%                |
| Bar Outreach                    | 54027 | \$ 16,000   | \$ 11,681       | \$ 4,319                     | 27%               |
| Pro Bono Certificates           | 54130 | \$ 2,000    | \$ 2,000        | \$ -                         | 0%                |
| Court Reporters                 | 54310 | \$ 46,250   | \$ 60,000       | \$ (13,750)                  | -30%              |
| Outside Counsel Expenses        | 54320 | \$ 2,000    | \$ 1,500        | \$ 500                       | 25%               |
| Litigation Expenses             | 54360 | \$ 26,450   | \$ 25,200       | \$ 1,250                     | 5%                |
| Disability Expenses             | 54370 | \$ 9,000    | \$ 9,000        | \$ -                         | 0%                |
| Online Legal Research           | 54380 | \$ 76,044   | \$ 75,233       | \$ 811                       | 1%                |
| Law Library                     | 54390 | \$ 11,220   | \$ 12,938       | \$ (1,718)                   | -15%              |
| Translation Services            | 54400 | \$ 9,400    | \$ 9,400        | \$ -                         | 0%                |
| Practice Monitor Expenses       | 54430 | \$ 4,000    | \$ 4,000        | \$ -                         | 0%                |
| Organizational Training         | 54512 | \$ 20,000   | \$ 20,000       | \$ -                         | 0%                |
| WSBA Connects                   | 54514 | \$ 9,000    | \$ 8,777        | \$ 223                       | 2%                |



|                                |       | FY22 Budget  | FY22 Reforecast | \$ Change in Budget<br>F/(U) | % of change F/(U) |
|--------------------------------|-------|--------------|-----------------|------------------------------|-------------------|
| Recruiting and Advertising     | 54520 | \$ 3,000     | \$ 5,000        | \$ (2,000)                   | -67%              |
| Payroll Processing             | 54530 | \$ 50,000    | \$ 52,538       | \$ (2,538)                   | -5%               |
| Salary Surveys                 | 54540 | \$ 3,000     | \$ 2,000        | \$ 1,000                     | 33%               |
| Transfer to Indirect Expense   | 54590 | \$ (76,000)  | \$ (81,032)     | \$ 5,032                     | 7%                |
| Library Materials/Resources    | 54610 | \$ 6,000     | \$ 2,000        | \$ 4,000                     | 67%               |
| Member Wellness Council        | 54715 |              | \$ 500          | \$ (500)                     | 0%                |
| Prof Liab Insurance            | 54760 | \$ 5,462     | \$ 4,467        | \$ 996                       | 18%               |
| Gifts to injured Clients       | 54810 | \$ 500,000   | \$ 500,000      | \$ -                         | 0%                |
| CPF Board                      | 54820 | \$ 1,500     | \$ 1,500        | \$ -                         | 0%                |
| Rent - Olympia Office          | 54910 | \$ 2,500     | \$ -            | \$ 2,500                     | 100%              |
| Contract Lobbyist              | 54920 | \$ 10,000    | \$ 10,000       | \$ -                         | 0%                |
| Lobbyist Contact Costs         | 54930 | \$ 1,000     | \$ -            | \$ 1,000                     | 100%              |
| Legislative Committee          | 54940 | \$ 2,500     | \$ 2,500        | \$ -                         | 0%                |
| BOG Legislative Committee      | 54970 | \$ 300       | \$ 300          | \$ -                         | 0%                |
| Licensing Forms                | 55010 | \$ 1,900     | \$ 1,977        | \$ (77)                      | -4%               |
| LPO Board Expenses             | 55130 | \$ 3,000     | \$ 2,000        | \$ 1,000                     | 33%               |
| LPO Outreach                   | 55165 | \$ 5,000     | \$ 3,333        | \$ 1,667                     | 33%               |
| MCLE Board Expenses            | 55210 | \$ 3,250     | \$ 1,300        | \$ 1,950                     | 60%               |
| Depreciation-Software          | 55220 | \$ 24,263    | \$ 22,747       | \$ 1,516                     | 6%                |
| Casemaker/FastCase             | 55250 | \$ 137,000   | \$ 80,000       | \$ 57,000                    | 42%               |
| Speakers & Program Development | 55265 | \$ 2,000     | \$ 500          | \$ 1,500                     | 75%               |
| New Lawyer Outreach Events     | 55266 | \$ 1,500     | \$ 1,500        | \$ -                         | 0%                |
| New Lawyers Committee          | 55270 | \$ 7,500     | \$ 7,500        | \$ -                         | 0%                |
| Disciplinary Board Expenses    | 55310 | \$ 3,108     | \$ 4,118        | \$ (1,010)                   | -32%              |
| Chief Hearing Officer          | 55320 | \$ 33,000    | \$ 33,000       | \$ -                         | 0%                |
| Hearing Officer Expenses       | 55330 | \$ 43,000    | \$ 33,814       | \$ 9,186                     | 21%               |
| Hearing Officer Training       | 55340 | \$ 550       | \$ 647          | \$ (97)                      | -18%              |
| Outside Counsel                | 55370 | \$ 55,000    | \$ 55,000       | \$ -                         | 0%                |
| Court Rules Committee          | 55419 |              | \$ 100          | \$ (100)                     | -100%             |
| Practice of Law Board          | 55510 | \$ 12,000    | \$ 12,000       | \$ -                         | 0%                |
| CPE Committee                  | 55610 | \$ 3,750     | \$ 3,723        | \$ 27                        | 1%                |
| Custodianship                  | 55620 | \$ 12,000    | \$ 8,150        | \$ 3,850                     | 32%               |
| Small Town and Rural Committee | 55980 | \$ 2,000     | \$ 2,000        | \$ -                         | 0%                |
| Computer Hardware              | 56100 | \$ 65,000    | \$ 65,000       | \$ -                         | 0%                |
| Computer Software              | 56150 | \$ 205,000   | \$ 200,000      | \$ 5,000                     | 2%                |
| Hardware Service & Warranties  | 56225 | \$ 50,000    | \$ 55,000       | \$ (5,000)                   | -10%              |
| Software Maint & Licensing     | 56230 | \$ 370,000   | \$ 380,000      | \$ (10,000)                  | -3%               |
| Computer Supplies              | 56500 | \$ 2,000     | \$ 5,000        | \$ (3,000)                   | -150%             |
| Third Party Services           | 56550 | \$ 40,000    | \$ 30,000       | \$ 10,000                    | 25%               |
| Transfer to Indirect Expenses  | 56900 | \$ (732,000) | \$ (760,985)    | \$ 28,985                    | 4%                |
| Trial Advocacy Expenses        | 57320 | \$ 7,000     | \$ 1,500        | \$ 5,500                     | 79%               |
| Dues Statements                | 58010 | \$ 5,935     | \$ 4,593        | \$ 1,342                     | 23%               |
| Annual or Other Meeting Expens | 58125 | \$ 17,200    | \$ 17,200       | \$ -                         | 0%                |
| Attendance at BOG Meetings     | 58150 | \$ 4,075     | \$ 4,075        | \$ -                         | 0%                |
| Awards                         | 58175 | \$ 9,150     | \$ 9,150        | \$ -                         | 0%                |

|   |       | FY22 Budget         | FY22 Reforecast        | \$ Change in Budget<br>F/(U)         | % of change F/(U)        |
|---|-------|---------------------|------------------------|--------------------------------------|--------------------------|
| Breakfast/Lunch/Dinner Mtg Exp                | 58200 | \$ 5,500            | \$ 5,500               | \$ -                                 | 0%                       |
| Executive Committee Expenses                  | 58300 | \$ 85,375           | \$ 85,375              | \$ -                                 | 0%                       |
| Executive Comm Exp - Other                    | 58305 | \$ 37,500           | \$ 37,500              | \$ -                                 | 0%                       |
| Honorarium                                    | 58315 | \$ 7,300            | \$ 7,300               | \$ -                                 | 0%                       |
| Ldship/Prof Develop/Retreats                  | 58325 | \$ 71,150           | \$ 71,150              | \$ -                                 | 0%                       |
| Legislative/Lobbying                          | 58326 | \$ 2,000            | \$ 2,000               | \$ -                                 | 0%                       |
| Membership & Recruiting Exp                   | 58350 | \$ 20,775           | \$ 20,775              | \$ -                                 | 0%                       |
| Newsletter/Publication Expense                | 58375 | \$ 13,350           | \$ 13,350              | \$ -                                 | 0%                       |
| Per Member Charge                             | 58400 | \$ 287,423          | \$ 287,423             | \$ (0)                               | 0%                       |
| Reception/Forum Expense                       | 58450 | \$ 40,650           | \$ 39,150              | \$ 1,500                             | 4%                       |
| New Lawyer Outreach                           | 58500 | \$ 3,800            | \$ 3,800               | \$ -                                 | 0%                       |
| Scholarships/Donations/Grant                  | 58525 | \$ 127,500          | \$ 127,500             | \$ -                                 | 0%                       |
| Section Committee Expense                     | 58550 | \$ 6,200            | \$ 6,200               | \$ -                                 | 0%                       |
| Section Special Projects                      | 58600 | \$ 12,750           | \$ 12,750              | \$ -                                 | 0%                       |
| Law School Outreach                           | 58615 | \$ 8,500            | \$ 8,500               | \$ -                                 | 0%                       |
| Minl-CLE Expense                              | 58620 | \$ 53,924           | \$ 53,924              | \$ -                                 | 0%                       |
| Seminar Expense - Sections                    | 58625 | \$ 74,750           | \$ 74,750              | \$ -                                 | 0%                       |
| Website Expenses                              | 58675 | \$ 17,390           | \$ 17,390              | \$ -                                 | 0%                       |
| Seminar Scholarships                          | 58750 | \$ 5,000            | \$ 5,000               | \$ -                                 | 0%                       |
| <b>TOTAL DIRECT EXPENSES:</b>                 |       | <b>\$ 4,784,118</b> | <b>\$ 4,471,248</b>    | <b>\$ 312,870</b>                    | <b>7%</b>                |
|   |       | <b>FY22 Budget</b>  | <b>FY22 Reforecast</b> | <b>\$ Change in Budget<br/>F/(U)</b> | <b>% of change F/(U)</b> |
| <b>INDIRECT EXPENSES:</b>                     |       |                     |                        |                                      |                          |
| Salaries - Salaries                           | 51110 | \$ 12,258,996       | \$ 12,100,082          | \$ 158,914                           | 1%                       |
| Salaries - Budgeted Temporary Employees       | 51120 | \$ 222,756          | \$ 296,211             | \$ (73,455)                          | -33%                     |
| Salaries - Unanticipated Temps                | 51121 | \$ 10,000           | \$ 30,497              | \$ (20,497)                          | -205%                    |
| Salaries - Staff Replacement Temps            | 51122 | \$ -                | \$ 67,591              | \$ (67,591)                          | -100%                    |
| Salaries - Vacation & Comp Time Accruals      | 51130 | \$ -                | \$ 39,365              | \$ (39,365)                          | -100%                    |
| Salaries - Unanticipated Staff Adjustments    | 51135 | \$ 40,000           | \$ 40,000              | \$ -                                 | 0%                       |
| Benefits - Employee Assistance Plan           | 51210 | \$ 4,800            | \$ 4,800               | \$ -                                 | 0%                       |
| Benefits - Employee Service Awards            | 51220 | \$ 1,840            | \$ 1,840               | \$ -                                 | 0%                       |
| Benefits - FICA (Employer Portion)            | 51230 | \$ 743,343          | \$ 805,818             | \$ (62,474)                          | -8%                      |
| Benefits - L&I Insurance                      | 51240 | \$ 49,414           | \$ 49,414              | \$ (0)                               | 0%                       |
| Benefits - WA State Family Medical Leave (ER) | 51245 | \$ 17,337           | \$ 17,337              | \$ (0)                               | 0%                       |
| Benefits - Medical (Employer Portion)         | 51250 | \$ 1,657,574        | \$ 1,603,294           | \$ 54,280                            | 3%                       |
| Benefits - Retirement (Employer Portion)      | 51270 | \$ 1,256,547        | \$ 1,233,481           | \$ 23,066                            | 2%                       |
| Benefits - Transportation Allowance           | 51280 | \$ 47,733           | \$ 47,733              | \$ (0)                               | 0%                       |
| Benefits - Unemployment Insurance             | 51290 | \$ 70,000           | \$ 70,000              | \$ 0                                 | 0%                       |
| Workplace Benefits                            | 51310 | \$ 45,000           | \$ 45,000              | \$ 1                                 | 0%                       |
| Human Resources Pooled Exp                    | 51340 | \$ 81,520           | \$ 99,058              | \$ (17,538)                          | -22%                     |
| Meeting Support Expenses                      | 51405 | \$ 10,000           | \$ 5,000               | \$ 5,000                             | 50%                      |
| Rent  | 51410 | \$ 2,029,301        | \$ 2,029,301           | \$ 0                                 | 0%                       |
| Personal Prop Taxes-WSBA                      | 51420 | \$ 6,466            | \$ 6,466               | \$ 0                                 | 0%                       |

|                                      |       | FY22 Budget       | FY22 Reforecast   | \$ Change in Budget<br>F/(U) | % of change F/(U) |
|--------------------------------------|-------|-------------------|-------------------|------------------------------|-------------------|
| Furniture, Maint, LH Imp             | 51430 | \$ 13,419         | \$ 16,719         | \$ (3,300)                   | -25%              |
| Office Supplies & Equip              | 51440 | \$ 32,741         | \$ 12,741         | \$ 20,001                    | 61%               |
| Furn & Office Equip Deprec           | 51450 | \$ 43,009         | \$ 43,009         | \$ 0                         | 0%                |
| Computer Hardware Deprec             | 51470 | \$ 24,114         | \$ 24,114         | \$ 0                         | 0%                |
| Computer Software Deprec             | 51480 | \$ 80,904         | \$ 80,904         | \$ (0)                       | 0%                |
| Insurance                            | 51500 | \$ 238,839        | \$ 238,839        | \$ 0                         | 0%                |
| Work from Home Furniture & Equipment | 51501 | \$ 63,000         | \$ 63,000         | \$ 0                         | 0%                |
| Professional Fees-Audit              | 51505 | \$ 40,000         | \$ 40,000         | \$ -                         | 0%                |
| Professional Fees- Legal             | 51510 | \$ 250,000        | \$ 250,000        | \$ (0)                       | 0%                |
| Telephone & Internet                 | 51515 | \$ 21,600         | \$ 21,600         | \$ -                         | 0%                |
| Postage - General                    | 51520 | \$ 24,000         | \$ 24,000         | \$ (0)                       | 0%                |
| Records Storage                      | 51525 | \$ 30,000         | \$ 30,000         | \$ 0                         | 0%                |
| Bank Fees (Indirect)                 | 51530 | \$ 48,000         | \$ 48,000         | \$ (0)                       | 0%                |
| Production Maint & Supplies          | 51620 | \$ 16,692         | \$ 16,692         | \$ (0)                       | 0%                |
| Computer Pooled Expenses             | 51710 | \$ 941,250        | \$ 942,450        | \$ (1,200)                   | 0%                |
| Allowance for Open Positions         | 51925 | \$ (200,000)      | \$ (200,000)      | \$ -                         | 0%                |
| Capital Labor & Overhead             | 51955 | \$ (155,000)      | \$ (285,000)      | \$ (130,000)                 | -84%              |
| <b>TOTAL INDIRECT EXPENSES:</b>      |       | <b>20,065,197</b> | <b>19,959,356</b> | <b>105,841</b>               | <b>1%</b>         |
| <b>TOTAL ALL EXPENSES:</b>           |       | <b>24,849,315</b> | <b>24,430,605</b> | <b>418,710</b>               | <b>2%</b>         |
| <b>NET INCOME (LOSS):</b>            |       | <b>128,472</b>    | <b>786,967</b>    | <b>658,496</b>               | <b>513%</b>       |

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**REVENUE**

|              |
|--------------|
| General Fund |
| CPF Fund     |
| Sections     |
| CLE          |

|              | FY22 Budget   | FY22 Reforecast | \$ Change in Budget<br>F/(U) | % of change F/(U) |
|--------------|---------------|-----------------|------------------------------|-------------------|
| General Fund | \$ 21,437,297 | \$ 21,531,920   | \$ 94,623                    | 0%                |
| CPF Fund     | \$ 830,253    | \$ 828,319      | \$ (1,934)                   | 0%                |
| Sections     | \$ 637,652    | \$ 637,652      | \$ -                         | 0%                |
| CLE          | \$ 2,072,585  | \$ 2,219,681    | \$ 147,096                   | 7%                |

**DIRECT EXPENSE**

|              |
|--------------|
| General Fund |
| CPF Fund     |
| Sections     |
| CLE          |

|              | FY22 Budget  | FY22 Reforecast | \$ Change in Budget<br>F/(U) | % of change F/(U) |
|--------------|--------------|-----------------|------------------------------|-------------------|
| General Fund | \$ 2,845,396 | \$ 2,710,263    | \$ 135,133                   | 5%                |
| CPF Fund     | \$ 503,860   | \$ 503,767      | \$ 93                        | 0%                |
| Sections     | \$ 899,652   | \$ 899,652      | \$ (1)                       | 0%                |
| CLE          | \$ 535,211   | \$ 357,566      | \$ 177,645                   | 33%               |

| FY22 Budget | FY22 Reforecast | \$ Change in Budget<br>F/(U) | % of change F/(U) |
|-------------|-----------------|------------------------------|-------------------|
|-------------|-----------------|------------------------------|-------------------|

### INDIRECT EXPENSE

|              |
|--------------|
| General Fund |
| CPF Fund     |
| Sections     |
| CLE          |

|               |               |             |     |
|---------------|---------------|-------------|-----|
| \$ 18,681,463 | \$ 18,586,503 | \$ 94,960   | 1%  |
| \$ 156,815    | \$ 167,313    | \$ (10,499) | -7% |
| \$ -          | \$ -          | \$ -        | 0%  |
| \$ 1,226,919  | \$ 1,205,540  | \$ 21,379   | 2%  |

### TOTAL EXPENSE

|              |
|--------------|
| General Fund |
| CPF Fund     |
| Sections     |
| CLE          |

|               |               |             |     |
|---------------|---------------|-------------|-----|
| \$ 21,526,859 | \$ 21,296,766 | \$ 230,093  | 1%  |
| \$ 660,675    | \$ 671,081    | \$ (10,406) | -2% |
| \$ 899,652    | \$ 899,652    | \$ (1)      | 0%  |
| \$ 1,762,130  | \$ 1,563,106  | \$ 199,024  | 11% |

### NET INCOME

|              |
|--------------|
| General Fund |
| CPF Fund     |
| Sections     |
| CLE          |

|              |              |             |      |
|--------------|--------------|-------------|------|
| \$ (89,563)  | \$ 235,154   | \$ 324,716  | 363% |
| \$ 169,578   | \$ 157,238   | \$ (12,340) | -7%  |
| \$ (262,000) | \$ (262,000) | \$ (0)      | 0%   |
| \$ 310,455   | \$ 656,575   | \$ 346,120  | 111% |

| COST CENTER  | NET INCOME      |                 |                           |                   |
|--|-----------------|-----------------|---------------------------|-------------------|
|  | FY22 Budget     | FY22 Reforecast | \$ Change in Budget F/(U) | % of change F/(U) |
| <b>General Fund</b>                                |                 |                 |                           |                   |
| LIC-Licensing Revenue                              | 16,579,802      | 16,512,089      | (67,713)                  | 0%                |
| ATJ-Access to Justice                              | (208,619)       | (201,369)       | 7,251                     | 3%                |
| ADMIN-Administration                               | (1,087,547)     | (1,028,371)     | 59,176                    | -5%               |
| ADMISS-Admissions                                  | 14,103          | 19,267          | 5,164                     | 37%               |
| ADV FTE-Dept headcount allocation                  | (350,555)       | (346,495)       | 4,060                     | 1%                |
| BN-Bar News  | (125,922)       | (84,322)        | 41,600                    | 33%               |
| BOG-Board of Governors                             | (476,753)       | (510,064)       | (33,311)                  | -7%               |
| CFB-Character & Fitness Board                      | (31,151)        | (68,720)        | (37,569)                  | -121%             |
| COMM-Communication Strategies                      | (726,303)       | (722,688)       | 3,615                     | 0%                |
| COMM FTE-Dept headcount allocation                 | (223,276)       | (225,526)       | (2,250)                   | -1%               |
| DISC-Discipline                                    | (5,898,777)     | (5,757,549)     | 141,228                   | 2%                |
| DIV-Diversity                                      | (293,338)       | (297,420)       | (4,082)                   | -1%               |
| EJD FTE-Dept headcount allocation                  | (181,312)       | (191,583)       | (10,271)                  | -6%               |
| FOUND-Foundation                                   | (128,667)       | (132,430)       | (3,763)                   | -3%               |
| HR-Human Resources                                 | (459,421)       | (459,945)       | (524)                     | 0%                |
| CLERK-Law Clerk Program                            | 100,057         | 90,828          | (9,229)                   | -9%               |
| LLB-Legal Lunchbox                                 | (30,483)        | (6,236)         | 24,246                    | 80%               |
| LEG-Legislative                                    | (271,935)       | (253,110)       | 18,825                    | 7%                |
| LICMR-Licensing & Membership Records               | (228,129)       | (212,549)       | 15,581                    | 7%                |
| LLLT-Limited License Legal Technician              | (67,822)        | (66,052)        | 1,770                     | 3%                |
| LPO-Limited Practice Officers                      | 82,811          | 99,307          | 16,496                    | 20%               |
| MCLE-Mandatory Continuing Legal Education          | 517,653         | 694,577         | 176,924                   | 34%               |
| MWP-Member Wellness Program                        | (224,067)       | (201,441)       | 22,626                    | 10%               |
| MSE-Member Services and Engagement                 | (433,213)       | (419,570)       | 13,643                    | 3%                |
| MINI-Mini CLE                                      | (111,706)       | (106,712)       | 4,994                     | 4%                |
| NME-New Member Education                           | 11,711          | (556)           | (12,267)                  | -105%             |
| OED-Office of Executive Director                   | (595,200)       | (596,047)       | (847)                     | 0%                |
| OGC-Office of General Counsel                      | (996,039)       | (979,310)       | 16,729                    | 2%                |
| OGCDB-Office of General Counsel Disciplinary Board | (302,291)       | (308,536)       | (6,245)                   | -2%               |
| PLB-Practice of Law Board                          | (84,486)        | (79,261)        | 5,224                     | 6%                |
| PMA-Practice Management Assistance                 | (99,050)        | (40,333)        | 58,717                    | 59%               |
| PRP-Professional Responsibility Program            | (282,184)       | (280,465)       | 1,720                     | 1%                |
| PSP-Public Service Programs                        | (273,682)       | (266,355)       | 7,328                     | 3%                |
| PUB-Publication and Design Services                | (106,573)       | (113,340)       | (6,767)                   | -6%               |
| RSD FTE-Dept headcount allocation                  | (513,908)       | (515,967)       | (2,059)                   | 0%                |
| SECT-Sections Administration                       | (3,432)         | (4,886)         | (1,454)                   | -42%              |
| SC-Service Center                                  | (652,436)       | (672,523)       | (20,087)                  | -3%               |
| TECH-Technology                                    | (1,813,143)     | (1,886,393)     | (73,250)                  | -4%               |
| VE-Volunteer Engagement                            | (114,280)       | (144,948)       | (30,668)                  | -27%              |
|  | <b>(89,563)</b> | <b>234,994</b>  | <b>324,557</b>            | <b>362%</b>       |

**CLE Fund**

CLEP-Continuing Legal Education Products  
CLES-Continuing Legal Education Seminars  
DESK-Deskbooks

|                |                |                |              |
|----------------|----------------|----------------|--------------|
| 818,413        | 1,041,058      | 222,645        | 27%          |
| (392,917)      | (268,958)      | 123,959        | 32%          |
| (115,041)      | (115,525)      | (484)          | 0%           |
| <b>310,455</b> | <b>656,575</b> | <b>346,120</b> | <b>-111%</b> |

**Client Protection Fund**

CPF-Client Protection Fund

|         |         |          |     |
|---------|---------|----------|-----|
| 169,578 | 157,238 | (12,340) | -7% |
|---------|---------|----------|-----|

**Washington State Bar Association**  
**FY2022 Reforecast**

**LIC-Licensing Revenue**

|                           | FY22 Budget       | FY22 Reforecast   | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|---------------------------|-------------------|-------------------|------------------------------|----------------------|
| <b>REVENUE:</b>           |                   |                   |                              |                      |
| License Fees              | 16,579,802        | 16,512,089        | (67,713)                     | 0%                   |
| <b>TOTAL REVENUE</b>      | <b>16,579,802</b> | <b>16,512,089</b> | <b>(67,713)</b>              | <b>0%</b>            |
| <b>DIRECT EXPENSES:</b>   |                   |                   |                              |                      |
| <b>INDIRECT EXPENSES:</b> |                   |                   |                              |                      |
| <b>NET INCOME (LOSS):</b> | <b>16,579,802</b> | <b>16,512,089</b> | <b>(67,713)</b>              | <b>0%</b>            |

**Washington State Bar Association  
FY2022 Reforecast**

**ATJ-Access to Justice**

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| Staff Travel/Parking              | 2,700            | 2,700            | -                            | 0%                   |
| Staff Training & Conferences      | 2,875            | 2,875            | -                            | 0%                   |
| Staff Membership Dues             | 120              |                  | 120                          | 100%                 |
| Surveys                           | 100              | 100              | -                            | 0%                   |
| ATJ Board Retreat                 | 2,000            | 2,000            | -                            | 0%                   |
| Leadership Training               | 2,000            | 2,000            | -                            | 0%                   |
| ATJ Board Expense                 | 24,000           | 24,000           | -                            | 0%                   |
| Public Defense                    | 6,000            | 6,000            | -                            | 0%                   |
| Reception/Forum Expense           | 9,500            | 9,500            | -                            | 0%                   |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>49,295</b>    | <b>49,175</b>    | <b>120</b>                   | <b>0%</b>            |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries - Salaries               | 88,237           | 82,782           | 5,455                        | 6%                   |
| Indirect Allocation In - Salaries | 467              | 407              | 60                           | 13%                  |
| Benefits                          | 32,556           | 32,843           | (287)                        | -1%                  |
| OTHER INDIRECT EXPENSE            | 38,065           | 35,839           | 2,226                        | 6%                   |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>159,324</b>   | <b>152,194</b>   | <b>7,131</b>                 | <b>4%</b>            |
| <b>TOTAL ALL EXPENSES:</b>        | <b>208,619</b>   | <b>201,369</b>   | <b>7,251</b>                 | <b>3%</b>            |
| <b>NET INCOME (LOSS):</b>         | <b>(208,619)</b> | <b>(201,369)</b> | <b>7,251</b>                 | <b>3%</b>            |
| <br>FTEs                          | <br>1.30         | <br>1.30         |                              |                      |



**Washington State Bar Association  
FY2022 Reforecast**

**ADMIN - Administration**

|   | FY22 Budget        | FY22 Reforecast    | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|---|--------------------|--------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                         |                    |                    |                              |                      |
| Interest - Investments                  | 5,160              | 5,160              | -                            | 0%                   |
| Miscellaneous                           |                    | 60                 | 60                           | 100%                 |
| Misc Over/Under Payments                |                    | 2,300              | 2,300                        | 100%                 |
| <b>TOTAL REVENUE</b>                    | <b>5,160</b>       | <b>7,520</b>       | <b>2,360</b>                 | <b>46%</b>           |
| <b>DIRECT EXPENSES:</b>                 |                    |                    |                              |                      |
| Consulting Services                     | 12,000             | 10,000             | 2,000                        | 17%                  |
| Staff Travel/Parking                    | 4,200              | 2,800              | 1,400                        | 33%                  |
| Staff Training & Conferences            | 350                | 350                | -                            | 0%                   |
| <b>TOTAL DIRECT EXPENSES:</b>           | <b>16,550</b>      | <b>13,150</b>      | <b>3,400</b>                 | <b>21%</b>           |
| <b>INDIRECT EXPENSES:</b>               |                    |                    |                              |                      |
| Salaries - Salaries                     | 659,635            | 626,242            | 33,393                       | 5%                   |
| Salaries - Budgeted Temporary Employees | 24,236             | 13,838             | 10,398                       | 43%                  |
| Indirect Allocation In - Salaries       | 2,485              | 2,203              | 282                          | 11%                  |
| Benefits                                | 187,178            | 185,078            | 2,100                        | 1%                   |
| OTHER INDIRECT EXPENSE                  | 202,623            | 193,433            | 9,190                        | 5%                   |
| <b>TOTAL INDIRECT EXPENSES:</b>         | <b>1,076,157</b>   | <b>1,022,741</b>   | <b>53,416</b>                | <b>5%</b>            |
| <b>TOTAL ALL EXPENSES:</b>              | <b>1,092,707</b>   | <b>1,035,891</b>   | <b>56,816</b>                | <b>5%</b>            |
| <b>NET INCOME (LOSS):</b>               | <b>(1,087,547)</b> | <b>(1,028,371)</b> | <b>59,176</b>                | <b>5%</b>            |
| FTEs                                    | 6.92               | 6.92               |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**ADMISS-Admissions**

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| Bar Exam Fees                     | 1,200,000        | 1,172,120        | (27,880)                     | -2%                  |
| Bar Exam Late Fees                | 42,000           | 40,256           | (1,744)                      | -4%                  |
| House Counsel Application Fees    | 40,000           | 39,488           | (512)                        | -1%                  |
| Rule 9/Legal intern Fees          | 12,000           | 11,242           | (758)                        | -6%                  |
| Foreign Law Consultant Fees       | 620              | 1,860            | 1,240                        | 200%                 |
| Special Admissions                | 7,020            | 4,387            | (2,633)                      | -38%                 |
| <b>TOTAL REVENUE</b>              | <b>1,301,640</b> | <b>1,269,353</b> | <b>(32,287)</b>              | <b>-2%</b>           |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| Postage                           | 1,800            | 1,200            | 600                          | 33%                  |
| Staff Travel/Parking              | 14,000           | 12,136           | 1,864                        | 13%                  |
| Staff Training & Conferences      | 15,000           | 13,380           | 1,620                        | 11%                  |
| Staff Membership Dues             | 1,600            | 800              | 800                          | 50%                  |
| Supplies                          | 1,000            | 2,500            | (1,500)                      | -150%                |
| Facility, Parking, Food           | 99,500           | 93,038           | 6,462                        | 6%                   |
| Examiner Fees                     | 36,000           | 36,000           | -                            | 0%                   |
| UBE Examinations                  | 126,900          | 126,900          | -                            | 0%                   |
| Board of Bar Examiners            | 23,000           | 23,000           | -                            | 0%                   |
| Bar Exam Proctors                 | 27,000           | 31,000           | (4,000)                      | -15%                 |
| Disability AccommodationS         | 20,000           | 20,500           | (500)                        | -3%                  |
| Character & Fitness Investi       | 1,000            | 2,000            | (1,000)                      | -100%                |
| Law School Visits                 | 1,450            | 850              | 600                          | 41%                  |
| Depreciation-Software             | 19,524           | 21,235           | (1,711)                      | -9%                  |
| Online Legal Research             | 3,790            | 3,467            | 323                          | 9%                   |
| Law Library                       | 158              | 151              | 7                            | 4%                   |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>391,721</b>   | <b>388,157</b>   | <b>3,565</b>                 | <b>1%</b>            |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries - Salaries               | 522,605          | 477,064          | 45,540                       | 9%                   |
| Staff Replacement Temps           |                  | 16,428           | (16,428)                     | -100%                |
| Indirect Allocation In - Salaries | 2,477            | 2,280            | 198                          | 8%                   |
| Benefits                          | 168,696          | 165,832          | 2,863                        | 2%                   |
| OTHER INDIRECT EXPENSE            | 202,038          | 198,428          | 3,610                        | 2%                   |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>895,816</b>   | <b>861,929</b>   | <b>33,887</b>                | <b>4%</b>            |
| <b>TOTAL ALL EXPENSES:</b>        | <b>1,287,537</b> | <b>1,250,086</b> | <b>37,452</b>                | <b>3%</b>            |
| <b>NET INCOME (LOSS):</b>         | <b>14,103</b>    | <b>19,267</b>    | <b>5,164</b>                 | <b>37%</b>           |
| FTEs                              | 6.90             | 6.75             |                              |                      |

Washington State Bar Association  
FY2022 Reforecast

ADV FTE-Dept headcount allocation

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| Staff Training                    | 6,400            | 4,267            | (2,133)                      | 33%                  |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>6,400</b>     | <b>4,267</b>     | <b>2,133</b>                 | <b>33%</b>           |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries - Salaries               | 223,365          | 223,143          | 222                          | 0%                   |
| Indirect Allocation In - Salaries | 680              | 651              | 29                           | 4%                   |
| Benefits                          | 64,623           | 61,974           | 2,648                        | 4%                   |
| OTHER INDIRECT EXPENSE            | 55,487           | 56,099           | (611)                        | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>344,155</b>   | <b>342,229</b>   | <b>1,927</b>                 | <b>1%</b>            |
| <b>TOTAL ALL EXPENSES:</b>        | <b>350,555</b>   | <b>346,495</b>   | <b>4,060</b>                 | <b>1%</b>            |
| <b>NET INCOME (LOSS):</b>         | <b>(350,555)</b> | <b>(346,495)</b> | <b>4,060</b>                 | <b>1%</b>            |
| FTEs                              | 1.90             | 1.90             |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**BN-Bar News**

|                                   | FY22 Budget      | FY22 Reforecast | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|-----------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                 |                              |                      |
| Royalties                         | 2,000            | 2,500           | 500                          | 25%                  |
| BNews Display Advertising         | 450,000          | 400,000         | (50,000)                     | -11%                 |
| BNews Subscript/Single Issues     | 200              | 200             | -                            | 0%                   |
| BNews Classified Advertising      | 5,000            | 2,500           | (2,500)                      | -50%                 |
| BNews Gen Announcements           | 14,000           | 14,000          | -                            | 0%                   |
| BNews Prof Announcements          | 22,500           | 22,500          | -                            | 0%                   |
| Job Target Advertising            | 150,000          | 180,000         | 30,000                       | 20%                  |
| <b>TOTAL REVENUE</b>              | <b>643,700</b>   | <b>621,700</b>  | <b>(22,000)</b>              | <b>-3%</b>           |
| <b>DIRECT EXPENSES:</b>           |                  |                 |                              |                      |
| Postage                           | 100,000          | 100,000         | -                            | 0%                   |
| Printing & Copying                | 230,000          | 260,000         | (30,000)                     | -13%                 |
| Staff Training & Conferences      | 350              | 350             | -                            | 0%                   |
| Staff Membership Dues             | 135              | 135             | -                            | 0%                   |
| Subscriptions                     | 185              | 185             | -                            | 0%                   |
| Digital/Online Development        | 1,500            | 16,200          | (14,700)                     | -980%                |
| Graphics/Artwork                  | 200              | 200             | -                            | 0%                   |
| Outside Sales Expense             | 98,000           | 1,730           | 96,270                       | 98%                  |
| Editorial Advis Committee Exp     | 500              | -               | 500                          | 100%                 |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>430,870</b>   | <b>378,800</b>  | <b>52,070</b>                | <b>12%</b>           |
| <b>INDIRECT EXPENSES:</b>         |                  |                 |                              |                      |
| Salaries - Salaries               | 202,648          | 200,924         | 1,724                        | 1%                   |
| Indirect Allocation In - Salaries | 991              | 777             | 214                          | 22%                  |
| Benefits                          | 54,298           | 53,718          | 580                          | 1%                   |
| OTHER INDIRECT EXPENSE            | 80,815           | 71,093          | 9,722                        | 12%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>338,752</b>   | <b>327,222</b>  | <b>11,530</b>                | <b>3%</b>            |
| <b>TOTAL ALL EXPENSES:</b>        | <b>769,622</b>   | <b>706,022</b>  | <b>63,600</b>                | <b>8%</b>            |
| <b>NET INCOME (LOSS):</b>         | <b>(125,922)</b> | <b>(84,322)</b> | <b>41,600</b>                | <b>33%</b>           |
| FTEs                              | 2.76             | 2.26            |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**BOG - Board of Governors**

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| Leadership Training               | 37,000           | 26,000           | 11,000                       | 30%                  |
| BOG Meetings                      | 143,000          | 146,665          | (3,665)                      | -3%                  |
| BOG Committees' Expenses          | 20,000           | 501              | 19,499                       | 97%                  |
| BOG Retreat                       | 15,000           | 15,042           | (42)                         | 0%                   |
| BOG Conference Attendance         | 25,000           | 57,400           | (32,400)                     | -130%                |
| BOG Travel & Outreach             | 25,000           | 30,000           | (5,000)                      | -20%                 |
| BOG Elections                     | 26,900           | 26,000           | 900                          | 3%                   |
| Member Outreach/ETHOS             |                  | 17,772           | (17,772)                     | -100%                |
| President's Dinner                | 10,000           | 10,000           | -                            | 0%                   |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>301,900</b>   | <b>329,380</b>   | <b>(27,480)</b>              | <b>-9%</b>           |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries - Salaries               | 101,054          | 103,894          | (2,839)                      | -3%                  |
| Indirect Allocation In - Salaries | 503              | 481              | 22                           | 4%                   |
| Benefits                          | 32,303           | 34,464           | (2,161)                      | -7%                  |
| OTHER INDIRECT EXPENSE            | 40,993           | 41,476           | (482)                        | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>174,853</b>   | <b>180,684</b>   | <b>(5,831)</b>               | <b>-3%</b>           |
| <b>TOTAL ALL EXPENSES:</b>        | <b>476,753</b>   | <b>510,064</b>   | <b>(33,311)</b>              | <b>-7%</b>           |
| <b>NET INCOME (LOSS):</b>         | <b>(476,753)</b> | <b>(510,064)</b> | <b>(33,311)</b>              | <b>-7%</b>           |
| <br>FTEs                          | <br>1.40         | <br>1.40         |                              |                      |

Washington State Bar Association  
FY2022 Reforecast

CFB-Character & Fitness Board

|  | FY22 Budget     | FY22 Reforecast | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|--|-----------------|-----------------|------------------------------|----------------------|
| <b>REVENUE:</b>                          |                 |                 |                              |                      |
| <b>DIRECT EXPENSES:</b>                  |                 |                 |                              |                      |
| Character & Fitness Board Exp            | 5,700           | 10,000          | (4,300)                      | -75%                 |
| Court Reporters                          | 15,000          | 15,000          | -                            | 0%                   |
| <b>TOTAL DIRECT EXPENSES:</b>            | <b>20,700</b>   | <b>25,000</b>   | <b>(4,300)</b>               | <b>-21%</b>          |
| <b>INDIRECT EXPENSES:</b>                |                 |                 |                              |                      |
| Salaries - Salaries                      | 6,739           | 26,112          | (19,373)                     | -287%                |
| Salaries - Vacation & Comp Time Accruals |                 | 25              | (25)                         | -100%                |
| Indirect Allocation In - Salaries        | 18              | 137             | (120)                        | -666%                |
| Benefits                                 | 2,230           | 8,456           | (6,226)                      | -279%                |
| OTHER INDIRECT EXPENSE                   | 1,464           | 8,990           | (7,526)                      | -514%                |
| <b>TOTAL INDIRECT EXPENSES:</b>          | <b>10,451</b>   | <b>43,720</b>   | <b>(33,269)</b>              | <b>-318%</b>         |
| <b>TOTAL ALL EXPENSES:</b>               | <b>31,151</b>   | <b>68,720</b>   | <b>(37,569)</b>              | <b>-121%</b>         |
| <b>NET INCOME (LOSS):</b>                | <b>(31,151)</b> | <b>(68,720)</b> | <b>(37,569)</b>              | <b>-121%</b>         |
| FTEs                                     | 0.05            | 0.40            |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**COMM-Communication Strategies**

|  | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|--|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                          |                  |                  |                              |                      |
| Sponsorships                             |                  | 1,000            | 1,000                        | 100%                 |
| WSBA Logo Merchandise Sales              | -                | 113              | 113                          | 100%                 |
| <b>TOTAL REVENUE</b>                     | <b>-</b>         | <b>1,113</b>     | <b>1,113</b>                 | <b>100%</b>          |
| <b>DIRECT EXPENSES:</b>                  |                  |                  |                              |                      |
| Staff Travel/Parking                     | 3,888            | 3,395            | 493                          | 13%                  |
| Staff Training & Conferences             | 5,000            |                  | 5,000                        | 100%                 |
| Staff Membership Dues                    | 972              | 1,028            | (56)                         | -6%                  |
| Subscriptions                            | 3,416            | 3,635            | (219)                        | -6%                  |
| Surveys                                  | 300              |                  | 300                          | 100%                 |
| Digital/Online Development               | 614              | 409              | 205                          | 33%                  |
| Telephone                                | 1,056            | 1,056            | -                            | 0%                   |
| Conference Calls                         | 151              | 101              | 50                           | 33%                  |
| APEX Dinner Expenses                     | 25,000           | 43,416           | (18,416)                     | -74%                 |
| 50 Year Member Tribute Lunch             | 11,200           | 23,007           | (11,807)                     | -105%                |
| Communications Outreach                  | 15,000           | 10,680           | 4,320                        | 29%                  |
| Bar Outreach                             | 16,000           | 11,681           | 4,319                        | 27%                  |
| <b>TOTAL DIRECT EXPENSES:</b>            | <b>82,597</b>    | <b>98,408</b>    | <b>(15,811)</b>              | <b>-19%</b>          |
| <b>INDIRECT EXPENSES:</b>                |                  |                  |                              |                      |
| Salaries - Salaries                      | 365,741          | 349,336          | 16,404                       | 4%                   |
| Salaries - Vacation & Comp Time Accruals |                  | 1,340            | (1,340)                      | -100%                |
| Indirect Allocation In - Salaries        | 1,856            | 1,777            | 80                           | 4%                   |
| Benefits                                 | 124,727          | 115,908          | 8,819                        | 7%                   |
| OTHER INDIRECT EXPENSE                   | 151,382          | 153,013          | (1,631)                      | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>          | <b>643,706</b>   | <b>625,393</b>   | <b>18,313</b>                | <b>3%</b>            |
| <b>TOTAL ALL EXPENSES:</b>               | <b>726,303</b>   | <b>723,801</b>   | <b>2,502</b>                 | <b>0%</b>            |
| <b>NET INCOME (LOSS):</b>                | <b>(726,303)</b> | <b>(722,688)</b> | <b>3,615</b>                 | <b>0%</b>            |
| FTEs                                     | 5.17             | 5.17             |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**COMM FTE-Dept headcount allocation**

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries                          | 153,960          | 154,951          | (990)                        | -1%                  |
| Indirect Allocation In - Salaries | 359              | 344              | 15                           | 4%                   |
| Benefits                          | 39,675           | 40,656           | (981)                        | -2%                  |
| OTHER INDIRECT EXPENSE            | 29,281           | 29,575           | (295)                        | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>223,276</b>   | <b>225,526</b>   | <b>(2,250)</b>               | <b>-1%</b>           |
| <b>TOTAL ALL EXPENSES:</b>        | <b>223,276</b>   | <b>225,526</b>   | <b>(2,250)</b>               | <b>-1%</b>           |
| <b>NET INCOME (LOSS):</b>         | <b>(223,276)</b> | <b>(225,526)</b> | <b>(2,250)</b>               | <b>-1%</b>           |
| <br>                              |                  |                  |                              |                      |
| FTEs                              | 1.00             | 1.00             |                              |                      |



**Washington State Bar Association  
FY2022 Reforecast**

**DISC-Discipline**

|   | FY22 Budget        | FY22 Reforecast    | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|---|--------------------|--------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                         |                    |                    |                              |                      |
| Copy Fees                               |                    | 36                 | 36                           | 100%                 |
| Audit Revenue                           | 1,877              | 1,000              | (877)                        | -47%                 |
| Recovery of Discipline Costs            | 85,000             | 100,000            | 15,000                       | 18%                  |
| Discipline History Summary              | 15,000             | 17,000             | 2,000                        | 13%                  |
| Practice Monitor Fees                   | 4,000              | 4,000              | -                            | 0%                   |
| <b>TOTAL REVENUE</b>                    | <b>105,877</b>     | <b>122,036</b>     | <b>16,159</b>                | <b>15%</b>           |
| <b>DIRECT EXPENSES:</b>                 |                    |                    |                              |                      |
| Publications Production                 | 250                | 181                | 69                           | 28%                  |
| Staff Travel/Parking                    | 28,000             | 20,000             | 8,000                        | 29%                  |
| Staff Training & Conferences            | 48,569             | 38,972             | 9,597                        | 20%                  |
| Staff Membership Dues                   | 5,145              | 8,205              | (3,060)                      | -59%                 |
| Telephone                               | 2,550              | 2,359              | 191                          | 7%                   |
| Court Reporters                         | 31,250             | 45,000             | (13,750)                     | -44%                 |
| Outside Counsel Expenses                | 2,000              | 1,500              | 500                          | 25%                  |
| Litigation Expenses                     | 26,250             | 25,000             | 1,250                        | 5%                   |
| Disability Expenses                     | 9,000              | 9,000              | -                            | 0%                   |
| Online Legal Research                   | 55,201             | 55,201             | (0)                          | 0%                   |
| Law Library                             | 3,606              | 3,606              | (0)                          | 0%                   |
| Translation Services                    | 900                | 900                | -                            | 0%                   |
| Practice Monitor Expenses               | 4,000              | 4,000              | -                            | 0%                   |
| <b>TOTAL DIRECT EXPENSES:</b>           | <b>216,721</b>     | <b>213,924</b>     | <b>2,797</b>                 | <b>1%</b>            |
| <b>INDIRECT EXPENSES:</b>               |                    |                    |                              |                      |
| Salaries - Salaries                     | 3,550,264          | 3,449,352          | 100,912                      | 3%                   |
| Salaries - Budgeted Temporary Employees | 95,040             | 68,693             | 26,347                       | 28%                  |
| Unanticipated Temps                     |                    | 23,830             | (23,830)                     | -100%                |
| Indirect Allocation In - Salaries       | 13,183             | 12,493             | 690                          | 5%                   |
| Benefits                                | 1,054,328          | 1,022,297          | 32,031                       | 3%                   |
| OTHER INDIRECT EXPENSE                  | 1,075,119          | 1,078,046          | (2,927)                      | 0%                   |
| <b>TOTAL INDIRECT EXPENSES:</b>         | <b>5,787,933</b>   | <b>5,665,662</b>   | <b>122,271</b>               | <b>2%</b>            |
| <b>TOTAL ALL EXPENSES:</b>              | <b>6,004,654</b>   | <b>5,879,586</b>   | <b>125,068</b>               | <b>2%</b>            |
| <b>NET INCOME (LOSS):</b>               | <b>(5,898,777)</b> | <b>(5,757,549)</b> | <b>141,228</b>               | <b>2%</b>            |

|      |       |       |
|------|-------|-------|
| FTEs | 36.75 | 37.00 |
|------|-------|-------|

**Washington State Bar Association  
FY2022 Reforecast**

**DIV-Diversity**

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in<br>Budget F/(U) | % of change F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|-------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                   |
| Donations & Grants                | 135,000          | 135,000          | -                            | 0%                |
| Work Study Grants                 | 10,374           | -                | (10,374)                     | -100%             |
| <b>TOTAL REVENUE</b>              | <b>145,374</b>   | <b>135,000</b>   | <b>(10,374)</b>              | <b>-7%</b>        |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                   |
| Consulting Services               | 66,375           | 71,175           | (4,800)                      | 7%                |
| Staff Travel/Parking              | 4,000            | 4,000            | -                            | 0%                |
| Staff Training & Conferences      | 5,400            | 5,400            | 0                            | 0%                |
| Staff Membership Dues             | 640              | 45               | 595                          | 93%               |
| Surveys                           | 50,100           | 50,100           | -                            | 0%                |
| Committee for Diversity           | 6,000            | 6,000            | -                            | 0%                |
| Diversity Events & Projects       | 18,000           | 18,000           | -                            | 0%                |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>150,515</b>   | <b>154,720</b>   | <b>(4,205)</b>               | <b>-3%</b>        |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                   |
| Salaries - Salaries               | 166,575          | 157,400          | 9,175                        | 6%                |
| Indirect Allocation In - Salaries | 862              | 771              | 90                           | 10%               |
| Benefits                          | 50,486           | 51,456           | (969)                        | -2%               |
| OTHER INDIRECT EXPENSE            | 70,274           | 67,463           | 2,811                        | 4%                |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>288,197</b>   | <b>277,700</b>   | <b>10,497</b>                | <b>4%</b>         |
| <b>TOTAL ALL EXPENSES:</b>        | <b>438,712</b>   | <b>432,420</b>   | <b>6,292</b>                 | <b>1%</b>         |
| <b>NET INCOME (LOSS):</b>         | <b>(293,338)</b> | <b>(297,420)</b> | <b>(4,082)</b>               | <b>-1%</b>        |
| <br>FTEs                          | <br>2.40         | <br>2.40         |                              |                   |

Washington State Bar Association  
FY2022 Reforecast

EJD FTE-Dept headcount allocation

|  | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|--|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                          |                  |                  |                              |                      |
| <b>DIRECT EXPENSES:</b>                  |                  |                  |                              |                      |
| <b>INDIRECT EXPENSES:</b>                |                  |                  |                              |                      |
| Salaries - Salaries                      | 142,324          | 142,366          | (42)                         | 0%                   |
| Salaries - Vacation & Comp Time Accruals |                  | 496              | (496)                        | -100%                |
| Benefits                                 | 37,253           | 38,733           | (1,480)                      | -4%                  |
| OTHER INDIRECT EXPENSE                   | 1,735            | 9,988            | (8,253)                      | -476%                |
| <b>TOTAL INDIRECT EXPENSES:</b>          | <b>181,312</b>   | <b>191,583</b>   | <b>(10,271)</b>              | <b>-6%</b>           |
| <b>TOTAL ALL EXPENSES:</b>               | <b>181,312</b>   | <b>191,583</b>   | <b>(10,271)</b>              | <b>-6%</b>           |
| <b>NET INCOME (LOSS):</b>                | <b>(181,312)</b> | <b>(191,583)</b> | <b>(10,271)</b>              | <b>-6%</b>           |
| <br>                                     |                  |                  |                              |                      |
| FTEs                                     | 1.01             | 1.01             |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**FOUND-Foundation**

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| Consulting Services               | 3,000            | 3,000            | -                            | 0%                   |
| Postage                           | 300              | 300              | -                            | 0%                   |
| Printing & Copying                | 450              | 450              | -                            | 0%                   |
| Staff Travel/Parking              | 100              | 600              | (500)                        | -500%                |
| Supplies                          | 150              | 150              | -                            | 0%                   |
| Board of Trustees                 | 1,000            | 1,590            | (590)                        | -59%                 |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>5,000</b>     | <b>6,090</b>     | <b>(1,090)</b>               | <b>-22%</b>          |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries - Salaries               | 79,566           | 81,019           | (1,453)                      | -2%                  |
| Indirect Allocation In - Salaries | 359              | 344              | 15                           | 4%                   |
| Benefits                          | 14,461           | 15,111           | (650)                        | -4%                  |
| OTHER INDIRECT EXPENSE            | 29,281           | 29,576           | (295)                        | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>123,667</b>   | <b>126,340</b>   | <b>(2,674)</b>               | <b>-2%</b>           |
| <b>TOTAL ALL EXPENSES:</b>        | <b>128,667</b>   | <b>132,430</b>   | <b>(3,763)</b>               | <b>-3%</b>           |
| <b>NET INCOME (LOSS):</b>         | <b>(128,667)</b> | <b>(132,430)</b> | <b>(3,763)</b>               | <b>-3%</b>           |
| <br>FTEs                          | <br>1.00         | <br>1.00         |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**HR-Human Resources**

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| Consulting Services               | -                | 15,000           | (15,000)                     | -100%                |
| Staff Travel/Parking              | 1,000            | 1,000            | -                            | 0%                   |
| Staff Membership Dues             | 1,000            | 1,000            | -                            | 0%                   |
| Subscriptions                     | 3,500            | 2,500            | 1,000                        | 29%                  |
| Conference Calls                  | 20               | 20               | -                            | 0%                   |
| Organizational Training           | 20,000           | 20,000           | -                            | 0%                   |
| Recruiting and Advertising        | 3,000            | 5,000            | (2,000)                      | -67%                 |
| Payroll Processing                | 50,000           | 52,538           | (2,538)                      | -5%                  |
| Salary Surveys                    | 3,000            | 2,000            | 1,000                        | 33%                  |
| Transfer to Indirect Expense      | (81,520)         | (99,058)         | 17,538                       | -22%                 |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries - Salaries               | 274,301          | 274,933          | (632)                        | 0%                   |
| Indirect Allocation In - Salaries | 1,077            | 1,031            | 46                           | 4%                   |
| Benefits                          | 101,354          | 98,910           | 2,444                        | 2%                   |
| OTHER INDIRECT EXPENSE            | 82,689           | 84,067           | (1,378)                      | -2%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>459,421</b>   | <b>459,945</b>   | <b>(524)</b>                 | <b>0%</b>            |
| <b>TOTAL ALL EXPENSES:</b>        | <b>459,421</b>   | <b>459,945</b>   | <b>(524)</b>                 | <b>0%</b>            |
| <b>NET INCOME (LOSS):</b>         | <b>(459,421)</b> | <b>(459,945)</b> | <b>(524)</b>                 | <b>0%</b>            |
| <br>FTEs                          | <br>3.00         | <br>3.00         |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**CLERK-Law Clerk Program**

|                                   | FY22 Budget    | FY22 Reforecast | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|----------------|-----------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                |                 |                              |                      |
| Law Clerk Fees                    | 220,000        | 220,000         | -                            | 0%                   |
| Law Clerk Application Fees        | 2,500          | 2,500           | -                            | 0%                   |
| <b>TOTAL REVENUE</b>              | <b>222,500</b> | <b>222,500</b>  | <b>-</b>                     | <b>0%</b>            |
| <b>DIRECT EXPENSES:</b>           |                |                 |                              |                      |
| Subscriptions                     | 250            | 250             | -                            | 0%                   |
| Character & Fitness Investi       | 100            | 100             | -                            | 0%                   |
| Law Clerk Board                   | 7,000          | 4,667           | 2,333                        | 33%                  |
| Law Clerk Outreach                | 1,000          | 667             | 333                          | 33%                  |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>8,350</b>   | <b>5,683</b>    | <b>2,667</b>                 | <b>32%</b>           |
| <b>INDIRECT EXPENSES:</b>         |                |                 |                              |                      |
| Salaries - Salaries               | 66,062         | 73,883          | (7,821)                      | -12%                 |
| Indirect Allocation In - Salaries | 332            | 335             | (3)                          | -1%                  |
| Benefits                          | 20,614         | 23,077          | (2,463)                      | -12%                 |
| OTHER INDIRECT EXPENSE            | 27,085         | 28,461          | (1,376)                      | -5%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>114,093</b> | <b>125,989</b>  | <b>(11,896)</b>              | <b>-10%</b>          |
| <b>TOTAL ALL EXPENSES:</b>        | <b>122,443</b> | <b>131,672</b>  | <b>(9,229)</b>               | <b>-8%</b>           |
| <b>NET INCOME (LOSS):</b>         | <b>100,057</b> | <b>90,828</b>   | <b>(9,229)</b>               | <b>-9%</b>           |
| FTEs                              | 0.93           | 0.98            |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**LLB-Legal Lunchbox**

|                                 | FY22 Budget     | FY22 Reforecast | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|---------------------------------|-----------------|-----------------|------------------------------|----------------------|
| <b>REVENUE:</b>                 |                 |                 |                              |                      |
| Sponsorships                    | 8,000           | 9,000           | 1,000                        | 13%                  |
| MP3 Sales                       | 4,620           | 8,000           | 3,380                        | 73%                  |
| Digital Video Sales             | 9,380           | 25,000          | 15,620                       | 167%                 |
| <b>TOTAL REVENUE</b>            | <b>22,000</b>   | <b>42,000</b>   | <b>20,000</b>                | <b>91%</b>           |
| <b>DIRECT EXPENSES:</b>         |                 |                 |                              |                      |
| Conference Calls                | 200             | -               | 200                          | 100%                 |
| Speakers & Program Develop      | 1,500           | 100             | 1,400                        | 93%                  |
| <b>TOTAL DIRECT EXPENSES:</b>   | <b>1,700</b>    | <b>100</b>      | <b>1,600</b>                 | <b>94%</b>           |
| <b>INDIRECT EXPENSES:</b>       |                 |                 |                              |                      |
| Salaries                        | 28,341          | 26,359          | 1,981                        | 7%                   |
| Benefits                        | 9,968           | 9,207           | 762                          | 8%                   |
| OTHER INDIRECT EXPENSE          | 12,474          | 12,571          | (97)                         | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>50,783</b>   | <b>48,136</b>   | <b>2,646</b>                 | <b>5%</b>            |
| <b>TOTAL ALL EXPENSES:</b>      | <b>52,483</b>   | <b>48,236</b>   | <b>4,246</b>                 | <b>8%</b>            |
| <b>NET INCOME (LOSS):</b>       | <b>(30,483)</b> | <b>(6,236)</b>  | <b>24,246</b>                | <b>80%</b>           |
| <br>FTEs                        | <br>0.43        | <br>0.43        |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**LEG-Legislative**

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| Staff Travel/Parking              | 4,700            | 3,133            | 1,567                        | 33%                  |
| Staff Training & Conferences      | 2,000            | 2,000            | -                            | 0%                   |
| Staff Membership Dues             | 450              | 450              | -                            | 0%                   |
| Subscriptions                     | 2,000            | 2,000            | -                            | 0%                   |
| Jud Recommend Committee           | 4,500            | 4,500            | -                            | 0%                   |
| Rent - Olympia Office             | 2,500            | -                | 2,500                        | 100%                 |
| Contract Lobbyist                 | 10,000           | 10,000           | -                            | 0%                   |
| Lobbyist Contact Costs            | 1,000            | -                | 1,000                        | 100%                 |
| Legislative Committee             | 2,500            | 2,500            | -                            | 0%                   |
| BOG Legislative Committee         | 300              | 300              | -                            | 0%                   |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>29,950</b>    | <b>24,883</b>    | <b>5,067</b>                 | <b>17%</b>           |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries                          | 139,867          | 132,334          | 7,534                        | 5%                   |
| Indirect Allocation In - Salaries | 610              | 584              | 26                           | 4%                   |
| Benefits                          | 51,730           | 44,484           | 7,246                        | 14%                  |
| OTHER INDIRECT EXPENSE            | 49,777           | 50,313           | (536)                        | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>241,985</b>   | <b>228,227</b>   | <b>13,758</b>                | <b>6%</b>            |
| <b>TOTAL ALL EXPENSES:</b>        | <b>271,935</b>   | <b>253,110</b>   | <b>18,825</b>                | <b>7%</b>            |
| <b>NET INCOME (LOSS):</b>         | <b>(271,935)</b> | <b>(253,110)</b> | <b>18,825</b>                | <b>7%</b>            |
| FTEs                              | 1.70             | 1.70             |                              |                      |



**Washington State Bar Association  
FY2022 Reforecast**

**LICMR-Licensing & Membership Records**

|   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|---|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                         |                  |                  |                              |                      |
| Status Certificate Fees                 | 26,300           | 24,061           | (2,239)                      | -9%                  |
| Investigation Fees                      | 22,400           | 21,759           | (641)                        | -3%                  |
| Pro Hac Vice                            | 325,000          | 362,311          | 37,311                       | 11%                  |
| Member Contact Information              | 4,200            | 3,125            | (1,075)                      | -26%                 |
| Photo Bar Card Sales                    | 280              | 247              | (33)                         | -12%                 |
| <b>TOTAL REVENUE</b>                    | <b>378,180</b>   | <b>411,503</b>   | <b>33,323</b>                | <b>9%</b>            |
| <b>DIRECT EXPENSES:</b>                 |                  |                  |                              |                      |
| Depreciation                            | 384              | 0                | 384                          | 100%                 |
| Postage                                 | 17,000           | 22,641           | (5,641)                      | -33%                 |
| Licensing Forms                         | 1,900            | 1,977            | (77)                         | -4%                  |
| <b>TOTAL DIRECT EXPENSES:</b>           | <b>19,284</b>    | <b>24,619</b>    | <b>(5,335)</b>               | <b>-28%</b>          |
| <b>INDIRECT EXPENSES:</b>               |                  |                  |                              |                      |
| Salaries - Salaries                     | 347,825          | 358,167          | (10,342)                     | -3%                  |
| Salaries - Budgeted Temporary Employees | 11,640           | 6,487            | 5,153                        | 44%                  |
| Indirect Allocation In - Salaries       | 1,373            | 1,314            | 59                           | 4%                   |
| Benefits                                | 114,188          | 118,907          | (4,719)                      | -4%                  |
| OTHER INDIRECT EXPENSE                  | 111,999          | 113,292          | (1,293)                      | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>         | <b>587,026</b>   | <b>599,433</b>   | <b>(12,408)</b>              | <b>-2%</b>           |
| <b>TOTAL ALL EXPENSES:</b>              | <b>606,309</b>   | <b>624,052</b>   | <b>(17,742)</b>              | <b>-3%</b>           |
| <b>NET INCOME (LOSS):</b>               | <b>(228,129)</b> | <b>(212,549)</b> | <b>15,581</b>                | <b>7%</b>            |
| <br>FTEs                                | <br>3.83         | <br>3.83         |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**LLLT-Limited License Legal Technician**

|                                   | FY22 Budget     | FY22 Reforecast | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|-----------------|-----------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                 |                 |                              |                      |
| LLLT Exam Late Fee                | 600             | 300             | (300)                        | -50%                 |
| LLLT License Fees                 | 14,449          | 12,634          | (1,815)                      | -13%                 |
| LLLT Exam Fees                    | 13,500          | 3,550           | (9,950)                      | -74%                 |
| LLLT Late License Fees            | 1,412           | 1,000           | (412)                        | -29%                 |
| <b>TOTAL REVENUE</b>              | <b>29,961</b>   | <b>17,484</b>   | <b>(12,477)</b>              | <b>-42%</b>          |
| <b>DIRECT EXPENSES:</b>           |                 |                 |                              |                      |
| LLLT Board                        | 21,000          | 15,449          | 5,551                        | 26%                  |
| Exam Writing                      | 9,000           | 4,500           | 4,500                        | 50%                  |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>30,000</b>   | <b>19,949</b>   | <b>10,051</b>                | <b>34%</b>           |
| <b>INDIRECT EXPENSES:</b>         |                 |                 |                              |                      |
| Salaries - Salaries               | 39,900          | 37,808          | 2,092                        | 5%                   |
| Indirect Allocation In - Salaries | 171             | 137             | 34                           | 20%                  |
| Benefits                          | 13,804          | 13,219          | 586                          | 4%                   |
| OTHER INDIRECT EXPENSE            | 13,908          | 12,286          | 1,622                        | 12%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>67,783</b>   | <b>63,587</b>   | <b>4,196</b>                 | <b>6%</b>            |
| <b>TOTAL ALL EXPENSES:</b>        | <b>97,783</b>   | <b>83,536</b>   | <b>14,247</b>                | <b>15%</b>           |
| <b>NET INCOME (LOSS):</b>         | <b>(67,822)</b> | <b>(66,052)</b> | <b>1,770</b>                 | <b>3%</b>            |
| FTEs                              | 0.48            | 0.48            |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**LPO-Limited Practice Officers**

|                                   | FY22 Budget    | FY22 Reforecast | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|----------------|-----------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                |                 |                              |                      |
| Investigation Fees                | 551            | 400             | (151)                        | -27%                 |
| LPO Examination Fees              | 24,000         | 28,350          | 4,350                        | 18%                  |
| LPO Exam Late Fee                 | 4,000          | 5,500           | 1,500                        | 38%                  |
| LPO License Fees                  | 174,077        | 172,579         | (1,499)                      | -1%                  |
| LPO Late License Fees             | 5,100          | 5,100           | -                            | 0%                   |
| LPO License Fees - ReinStates     | 1,000          | 667             | (333)                        | -33%                 |
| Member Late Fees                  |                | 1,200           | 1,200                        | 100%                 |
| <b>TOTAL REVENUE</b>              | <b>208,728</b> | <b>213,795</b>  | <b>5,067</b>                 | <b>2%</b>            |
| <b>DIRECT EXPENSES:</b>           |                |                 |                              |                      |
| Printing & Copying                | 200            | 100             | 100                          | 50%                  |
| Facility, Parking, Food           | 9,000          | 9,000           | -                            | 0%                   |
| Exam Writing                      | 8,400          | 8,400           | -                            | 0%                   |
| Online Legal Research             | 1,895          | 2,156           | (261)                        | -14%                 |
| Law Library                       | 3,840          | 4,701           | (862)                        | -22%                 |
| LPO Board Expenses                | 3,000          | 2,000           | 1,000                        | 33%                  |
| LPO Outreach                      | 5,000          | 3,333           | 1,667                        | 33%                  |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>31,335</b>  | <b>29,690</b>   | <b>1,644</b>                 | <b>5%</b>            |
| <b>INDIRECT EXPENSES:</b>         |                |                 |                              |                      |
| Salaries - Salaries               | 53,862         | 49,112          | 4,749                        | 9%                   |
| Indirect Allocation In - Salaries | 260            | 192             | 68                           | 26%                  |
| Benefits                          | 19,232         | 17,559          | 1,673                        | 9%                   |
| OTHER INDIRECT EXPENSE            | 21,229         | 17,747          | 3,482                        | 16%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>94,583</b>  | <b>84,798</b>   | <b>9,785</b>                 | <b>10%</b>           |
| <b>TOTAL ALL EXPENSES:</b>        | <b>125,917</b> | <b>114,489</b>  | <b>11,429</b>                | <b>9%</b>            |
| <b>NET INCOME (LOSS):</b>         | <b>82,811</b>  | <b>99,307</b>   | <b>16,496</b>                | <b>20%</b>           |
| FTEs                              | 0.73           | 0.68            |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**MCLE-Mandatory Continuing Legal Education**

|   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|---|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                         |                  |                  |                              |                      |
| Accredited Program Fees                 | 515,000          | 566,556          | 51,556                       | 10%                  |
| Form 1 Late Fee                         | 220,000          | 220,000          | -                            | 0%                   |
| Member Late Fees                        | 300,000          | 400,000          | 100,000                      | 33%                  |
| Annual Accredited Sponsor Fees          | 39,250           | 39,250           | -                            | 0%                   |
| Attendance Late Fees                    | 95,000           | 115,000          | 20,000                       | 21%                  |
| COMITY Certificates - Request           | 13,500           | 13,500           | 0                            | 0%                   |
| COMITY Certificates - Submit            | 27,000           | 28,500           | 1,500                        | 6%                   |
| <b>TOTAL REVENUE</b>                    | <b>1,209,750</b> | <b>1,382,807</b> | <b>173,056</b>               | <b>14%</b>           |
| <b>DIRECT EXPENSES:</b>                 |                  |                  |                              |                      |
| Staff Travel/Parking                    | 50               | 50               | -                            | 0%                   |
| Staff Training & Conferences            | 5,550            | 6,550            | (1,000)                      | -18%                 |
| Staff Membership Dues                   | 500              | 500              | -                            | 0%                   |
| Online Legal Research                   | 1,895            | 2,114            | (219)                        | -12%                 |
| Law Library                             | 158              | 182              | (24)                         | -15%                 |
| MCLE Board Expenses                     | 3,250            | 1,300            | 1,950                        | 60%                  |
| Depreciation-Software                   | 24,263           | 22,747           | 1,516                        | 6%                   |
| <b>TOTAL DIRECT EXPENSES:</b>           | <b>35,666</b>    | <b>33,442</b>    | <b>2,223</b>                 | <b>6%</b>            |
| <b>INDIRECT EXPENSES:</b>               |                  |                  |                              |                      |
| Salaries - Salaries                     | 306,340          | 313,727          | (7,387)                      | -2%                  |
| Salaries - Budgeted Temporary Employees | 91,840           | 75,093           | 16,747                       | 18%                  |
| Indirect Allocation In - Salaries       | 1,750            | 1,675            | 75                           | 4%                   |
| Benefits                                | 113,757          | 118,897          | (5,140)                      | -5%                  |
| OTHER INDIRECT EXPENSE                  | 142,744          | 144,282          | (1,538)                      | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>         | <b>656,431</b>   | <b>654,787</b>   | <b>1,644</b>                 | <b>0%</b>            |
| <b>TOTAL ALL EXPENSES:</b>              | <b>692,097</b>   | <b>688,230</b>   | <b>3,867</b>                 | <b>1%</b>            |
| <b>NET INCOME (LOSS):</b>               | <b>517,653</b>   | <b>694,577</b>   | <b>176,924</b>               | <b>34%</b>           |
| FTEs                                    | 4.88             | 4.88             |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**MWP-Member Wellness Program**

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| Diversion                         | 7,000            | 7,292            | 292                          | 4%                   |
| Royalties                         | 38,450           | 40,000           | 1,550                        | 4%                   |
| <b>TOTAL REVENUE</b>              | <b>45,450</b>    | <b>47,292</b>    | <b>1,842</b>                 | <b>4%</b>            |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| Staff Training                    |                  | 165              | 165                          | 100%                 |
| Staff Membership Dues             | 750              | 500              | (250)                        | 33%                  |
| Subscriptions                     | 250              | 467              | 217                          | -87%                 |
| WSBA Connects                     | 9,000            | 8,777            | (223)                        | 2%                   |
| Prof Liab Insurance               | 5,462            | 4,467            | (996)                        | 18%                  |
| Casemaker/FastCase                | 137,000          | 80,000           | (57,000)                     | 42%                  |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>152,462</b>   | <b>94,875</b>    | <b>57,587</b>                | <b>38%</b>           |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries - Salaries               | 121,556          | 108,643          | 12,913                       | 11%                  |
| Indirect Allocation In - Salaries | 530              | 418              | 112                          | 21%                  |
| Benefits                          | 50,630           | 47,287           | 3,344                        | 7%                   |
| OTHER INDIRECT EXPENSE            | 43,389           | 37,399           | 5,990                        | 14%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>216,105</b>   | <b>194,191</b>   | <b>21,913</b>                | <b>10%</b>           |
| <b>TOTAL ALL EXPENSES:</b>        | <b>368,567</b>   | <b>289,066</b>   | <b>79,501</b>                | <b>22%</b>           |
| <b>NET INCOME (LOSS):</b>         | <b>(323,117)</b> | <b>(241,775)</b> | <b>81,342</b>                | <b>25%</b>           |
| FTEs                              | 1.48             | 1.48             |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**MWP-Member Wellness Program**

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| Diversion                         | 7,000            | 7,292            | 292                          | 4%                   |
| <b>TOTAL REVENUE</b>              | <b>7,000</b>     | <b>7,292</b>     | <b>292</b>                   | <b>4%</b>            |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| Staff Training                    |                  | 165              | 165                          | 100%                 |
| Staff Membership Dues             | 500              | 333              | (167)                        | 33%                  |
| Subscriptions                     |                  | 300              | 300                          | 100%                 |
| Member Wellness Council           |                  | 500              |                              |                      |
| WSBA Connects                     | 9,000            | 8,777            | (223)                        | 2%                   |
| Prof Liab Insurance               | 5,462            | 4,467            | (996)                        | 18%                  |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>14,962</b>    | <b>14,542</b>    | <b>421</b>                   | <b>3%</b>            |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries - Salaries               | 121,556          | 108,643          | 12,913                       | 11%                  |
| Indirect Allocation In - Salaries | 530              | 418              | 112                          | 21%                  |
| Benefits                          | 50,630           | 47,287           | 3,344                        | 7%                   |
| OTHER INDIRECT EXPENSE            | 43,389           | 37,399           | 5,990                        | 14%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>216,105</b>   | <b>194,191</b>   | <b>21,913</b>                | <b>10%</b>           |
| <b>TOTAL ALL EXPENSES:</b>        | <b>231,067</b>   | <b>208,733</b>   | <b>22,334</b>                | <b>10%</b>           |
| <b>NET INCOME (LOSS):</b>         | <b>(224,067)</b> | <b>(201,441)</b> | <b>22,626</b>                | <b>10%</b>           |
| <br>FTEs                          | <br>1.48         | <br>1.48         |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**MSE-Member Services and Engagement**

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| Royalties                         | 10,800           | 20,000           | 9,200                        | 85%                  |
| <b>TOTAL REVENUE</b>              | <b>10,800</b>    | <b>20,000</b>    | <b>9,200</b>                 | <b>85%</b>           |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| YLL Section Program               | 1,500            | 1,500            | -                            | 0%                   |
| Staff Travel/Parking              | 1,000            | 1,000            | -                            | 0%                   |
| Staff Training & Conferences      | 400              | 400              | -                            | 0%                   |
| Staff Membership Dues             | 850              | 850              | -                            | 0%                   |
| Surveys                           | 300              | -                | 300                          | 100%                 |
| Library Materials/Resources       | 6,000            | 2,000            | 4,000                        | 67%                  |
| New Lawyer Outreach Events        | 1,500            | 1,500            | -                            | 0%                   |
| New Lawyers Committee             | 7,500            | 7,500            | -                            | 0%                   |
| Small Town & Rural Committee      | 2,000            | 2,000            | -                            | 0%                   |
| Trial Advocacy Expenses           | 3,500            | -                | 3,500                        | 100%                 |
| Reception/Forum Expense           | 3,000            | 1,500            | 1,500                        | 50%                  |
| Scholarships/Donations/Grant      | 5,000            | 5,000            | -                            | 0%                   |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>32,550</b>    | <b>23,250</b>    | <b>9,300</b>                 | <b>29%</b>           |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries - Salaries               | 236,393          | 232,956          | 3,437                        | 1%                   |
| Indirect Allocation In - Salaries | 1,241            | 1,188            | 53                           | 4%                   |
| Benefits                          | 72,634           | 79,024           | (6,390)                      | -9%                  |
| OTHER INDIRECT EXPENSE            | 101,195          | 102,285          | (1,091)                      | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>411,463</b>   | <b>416,320</b>   | <b>(4,857)</b>               | <b>-1%</b>           |
| <b>TOTAL ALL EXPENSES:</b>        | <b>444,013</b>   | <b>439,570</b>   | <b>4,443</b>                 | <b>1%</b>            |
| <b>NET INCOME (LOSS):</b>         | <b>(433,213)</b> | <b>(419,570)</b> | <b>13,643</b>                | <b>3%</b>            |
| FTEs                              | 3.46             | 3.46             |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**MSE-Member Services and Engagement**

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| Royalties                         | 10,800           | 20,000           | 9,200                        | 85%                  |
| NMP Product Sales                 | 80,000           | 60,000           | (20,000)                     | -25%                 |
| Sponsorships                      | 8,000            | 9,000            | 1,000                        | 13%                  |
| Seminar Registrations             | 16,500           | 16,500           | -                            | 0%                   |
| MP3 Sales                         | 4,620            | 8,000            | 3,380                        | 73%                  |
| Digital Video Sales               | 9,380            | 25,000           | 15,620                       | 167%                 |
| Trial Advocacy Program            | 15,000           | 15,000           | -                            | 0%                   |
| <b>TOTAL REVENUE</b>              | <b>144,300</b>   | <b>153,500</b>   | <b>9,200</b>                 | <b>6%</b>            |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| YLL Section Program               | 1,500            | 1,500            | -                            | 0%                   |
| Staff Travel/Parking              | 1,000            | 1,000            | -                            | 0%                   |
| Staff Training & Conferences      | 400              | 400              | -                            | 0%                   |
| Staff Membership Dues             | 850              | 850              | -                            | 0%                   |
| Surveys                           | 300              | -                | 300                          | 100%                 |
| Conference Calls                  | 200              | -                | 200                          | 100%                 |
| Speakers & Program Develop        | 1,500            | 100              | 1,400                        | 93%                  |
| Library Materials/Resources       | 6,000            | 2,000            | 4,000                        | 67%                  |
| Speakers & Program Development    | 2,000            | 500              | 1,500                        | 75%                  |
| New Lawyer Outreach Events        | 1,500            | 1,500            | -                            | 0%                   |
| New Lawyers Committee             | 7,500            | 7,500            | -                            | 0%                   |
| Small Town & Rural Committee      | 2,000            | 2,000            | -                            | 0%                   |
| Trial Advocacy Expenses           | 7,000            | 1,500            | 5,500                        | 79%                  |
| Reception/Forum Expense           | 3,000            | 1,500            | 1,500                        | 50%                  |
| Scholarships/Donations/Grant      | 5,000            | 5,000            | -                            | 0%                   |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>39,750</b>    | <b>25,350</b>    | <b>14,400</b>                | <b>36%</b>           |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries - Salaries               | 381,006          | 368,640          | 12,367                       | 3%                   |
| Indirect Allocation In - Salaries | 2,001            | 1,915            | 86                           | 4%                   |
| Benefits                          | 122,081          | 124,317          | (2,236)                      | -2%                  |
| OTHER INDIRECT EXPENSE            | 163,153          | 164,956          | (1,803)                      | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>668,240</b>   | <b>661,224</b>   | <b>7,017</b>                 | <b>1%</b>            |
| <b>TOTAL ALL EXPENSES:</b>        | <b>707,990</b>   | <b>686,574</b>   | <b>21,417</b>                | <b>3%</b>            |
| <b>NET INCOME (LOSS):</b>         | <b>(563,690)</b> | <b>(533,074)</b> | <b>30,617</b>                | <b>5%</b>            |
| FTEs                              | 5.57             | 5.57             |                              |                      |



Washington State Bar Association  
FY2022 Reforecast

MINI-Mini CLE

|  | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|--|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                          |                  |                  |                              |                      |
| <b>DIRECT EXPENSES:</b>                  |                  |                  |                              |                      |
| <b>INDIRECT EXPENSES:</b>                |                  |                  |                              |                      |
| Salaries - Salaries                      | 63,063           | 59,199           | 3,863                        | 6%                   |
| Salaries - Vacation & Comp Time Accruals |                  | 231              | (231)                        | -100%                |
| Indirect Allocation In - Salaries        | 327              | 313              | 14                           | 4%                   |
| Benefits                                 | 21,671           | 20,010           | 1,661                        | 8%                   |
| OTHER INDIRECT EXPENSE                   | 26,646           | 26,959           | (313)                        | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>          | <b>111,706</b>   | <b>106,712</b>   | <b>4,994</b>                 | <b>4%</b>            |
| <b>TOTAL ALL EXPENSES:</b>               | <b>111,706</b>   | <b>106,712</b>   | <b>4,994</b>                 | <b>4%</b>            |
| <b>NET INCOME (LOSS):</b>                | <b>(111,706)</b> | <b>(106,712)</b> | <b>4,994</b>                 | <b>4%</b>            |
| FTEs                                     | 0.91             | 0.91             |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**NME-New Member Education**

|  | FY22 Budget    | FY22 Reforecast | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|--|----------------|-----------------|------------------------------|----------------------|
| <b>REVENUE:</b>                          |                |                 |                              |                      |
| NMP Product Sales                        | 80,000         | 60,000          | (20,000)                     | -25%                 |
| Seminar Registrations                    | 16,500         | 16,500          | -                            | 0%                   |
| Trial Advocacy Program                   | 15,000         | 15,000          | -                            | 0%                   |
| <b>TOTAL REVENUE</b>                     | <b>111,500</b> | <b>91,500</b>   | <b>(20,000)</b>              | <b>-18%</b>          |
| <b>DIRECT EXPENSES:</b>                  |                |                 |                              |                      |
| Speakers & Program Development           | 2,000          | 500             | 1,500                        | 75%                  |
| Trial Advocacy Expenses                  | 3,500          | 1,500           | 2,000                        | 57%                  |
| <b>TOTAL DIRECT EXPENSES:</b>            | <b>5,500</b>   | <b>2,000</b>    | <b>3,500</b>                 | <b>64%</b>           |
| <b>INDIRECT EXPENSES:</b>                |                |                 |                              |                      |
| Salaries - Salaries                      | 53,363         | 50,375          | 2,988                        | 6%                   |
| Salaries - Vacation & Comp Time Accruals |                | 196             | (196)                        | -100%                |
| Indirect Allocation In - Salaries        | 280            | 268             | 12                           | 4%                   |
| Benefits                                 | 17,807         | 16,076          | 1,730                        | 10%                  |
| OTHER INDIRECT EXPENSE                   | 22,839         | 23,141          | (302)                        | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>          | <b>94,289</b>  | <b>90,056</b>   | <b>4,233</b>                 | <b>4%</b>            |
| <b>TOTAL ALL EXPENSES:</b>               | <b>99,789</b>  | <b>92,056</b>   | <b>7,733</b>                 | <b>8%</b>            |
| <b>NET INCOME (LOSS):</b>                | <b>11,711</b>  | <b>(556)</b>    | <b>(12,267)</b>              | <b>105%</b>          |
| FTEs                                     | 0.78           | 0.78            |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**OED-Office of Executive Director**

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| Staff Travel/Parking              | 2,000            | 1,351            | 649                          | 32%                  |
| Staff Training                    | 5,000            | 4,383            | 617                          | 12%                  |
| Staff Membership Dues             | 1,111            | 786              | 325                          | 29%                  |
| Surveys                           | 300              |                  | 300                          | 100%                 |
| Leadership Training               | 20,000           | 20,000           | -                            | 0%                   |
| Washington Leadership Institute   | 80,000           | 44,764           | 35,236                       | 44%                  |
| ED Travel & Outreach              | 5,000            | 5,601            | (601)                        | -12%                 |
| Law Library                       | -                | 46               | (46)                         | -100%                |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>113,411</b>   | <b>76,932</b>    | <b>36,479</b>                | <b>32%</b>           |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries - Salaries               | 335,073          | 365,578          | (30,505)                     | -9%                  |
| Indirect Allocation In - Salaries | 718              | 687              | 31                           | 4%                   |
| Benefits                          | 87,436           | 93,186           | (5,750)                      | -7%                  |
| OTHER INDIRECT EXPENSE            | 58,562           | 59,267           | (706)                        | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>481,789</b>   | <b>519,115</b>   | <b>(37,326)</b>              | <b>-8%</b>           |
| <b>TOTAL ALL EXPENSES:</b>        | <b>595,200</b>   | <b>596,047</b>   | <b>(847)</b>                 | <b>0%</b>            |
| <b>NET INCOME (LOSS):</b>         | <b>(595,200)</b> | <b>(596,047)</b> | <b>(847)</b>                 | <b>0%</b>            |
| <br>FTEs                          | <br>2.00         | <br>2.00         |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**OGC-Office of General Counsel**

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| Records Request Fees              |                  | 3                | 3                            | 100%                 |
| <b>TOTAL REVENUE</b>              |                  | <b>3</b>         | <b>3</b>                     | <b>100%</b>          |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| Staff Travel/Parking              | 1,000            | 741              | 259                          | 26%                  |
| Staff Training & Conferences      | 3,400            | 5,495            | (2,095)                      | -62%                 |
| Staff Membership Dues             | 1,500            | 254              | 1,246                        | 83%                  |
| Litigation Expenses               | 200              | 200              | -                            | 0%                   |
| Online Legal Research             | 11,369           | 10,400           | 969                          | 9%                   |
| Law Library                       | 1,868            | 2,731            | (862)                        | -46%                 |
| Court Rules Committee             |                  | 100              | (100)                        | -100%                |
| Custodianship                     | 12,000           | 8,150            | 3,850                        | 32%                  |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>31,337</b>    | <b>28,071</b>    | <b>3,266</b>                 | <b>10%</b>           |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries - Salaries               | 605,966          | 593,799          | 12,167                       | 2%                   |
| Indirect Allocation In - Salaries | 2,188            | 1,981            |                              |                      |
| Benefits                          | 178,104          | 175,968          | 2,135                        | 1%                   |
| OTHER INDIRECT EXPENSE            | 178,443          | 173,376          | 5,068                        | 3%                   |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>964,701</b>   | <b>951,241</b>   | <b>13,460</b>                | <b>1%</b>            |
| <b>TOTAL ALL EXPENSES:</b>        | <b>996,039</b>   | <b>979,313</b>   | <b>16,726</b>                | <b>2%</b>            |
| <b>NET INCOME (LOSS):</b>         | <b>(996,039)</b> | <b>(979,310)</b> | <b>16,729</b>                | <b>2%</b>            |
| FTEs                              | 6.09             | 5.77             |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**OGCDB-Office of General Counsel Disciplinary Board**

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| Staff Training & Conferences      | 1,000            | 1,000            | -                            | 0%                   |
| Staff Membership Dues             | 100              | 100              | -                            | 0%                   |
| Law Library                       | 953              | 912              | 41                           | 4%                   |
| Disciplinary Board Expenses       | 3,108            | 4,118            | (1,010)                      | -32%                 |
| Chief Hearing Officer             | 33,000           | 33,000           | -                            | 0%                   |
| Hearing Officer Expenses          | 43,000           | 33,814           | 9,186                        | 21%                  |
| Hearing Officer Training          | 550              | 647              | (97)                         | -18%                 |
| Outside Counsel                   | 55,000           | 55,000           | -                            | 0%                   |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>136,711</b>   | <b>128,591</b>   | <b>8,120</b>                 | <b>6%</b>            |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries - Salaries               | 96,807           | 107,542          | (10,735)                     | -11%                 |
| Indirect Allocation In - Salaries | 467              | 447              | 20                           | 4%                   |
| Benefits                          | 30,240           | 33,105           | (2,864)                      | -9%                  |
| OTHER INDIRECT EXPENSE            | 38,065           | 38,530           | (465)                        | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>165,580</b>   | <b>179,945</b>   | <b>(14,365)</b>              | <b>-9%</b>           |
| <b>TOTAL ALL EXPENSES:</b>        | <b>302,291</b>   | <b>308,536</b>   | <b>(6,245)</b>               | <b>-2%</b>           |
| <b>NET INCOME (LOSS):</b>         | <b>(302,291)</b> | <b>(308,536)</b> | <b>(6,245)</b>               | <b>-2%</b>           |
| FTEs                              | 1.30             | 1.30             |                              |                      |

Washington State Bar Association  
FY2022 Reforecast

PLB-Practice Law Board

|                                   | FY22 Budget     | FY22 Reforecast | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|-----------------|-----------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                 |                 |                              |                      |
| <b>DIRECT EXPENSES:</b>           |                 |                 |                              |                      |
| Practice of Law Board             | 12,000          | 12,000          | -                            | 0%                   |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>12,000</b>   | <b>12,000</b>   | <b>-</b>                     | <b>0%</b>            |
| <b>INDIRECT EXPENSES:</b>         |                 |                 |                              |                      |
| Salaries - Salaries               | 46,270          | 43,201          | 3,068                        | 7%                   |
| Indirect Allocation In - Salaries | 174             | 137             | 36                           | 21%                  |
| Benefits                          | 11,891          | 11,371          | 520                          | 4%                   |
| OTHER INDIRECT EXPENSE            | 14,151          | 12,482          | 1,670                        | 12%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>72,486</b>   | <b>67,261</b>   | <b>5,224</b>                 | <b>7%</b>            |
| <b>TOTAL ALL EXPENSES:</b>        | <b>84,486</b>   | <b>79,261</b>   | <b>5,224</b>                 | <b>6%</b>            |
| <b>NET INCOME (LOSS):</b>         | <b>(84,486)</b> | <b>(79,261)</b> | <b>5,224</b>                 | <b>6%</b>            |
| FTEs                              | 0.48            | 0.40            |                              |                      |

Washington State Bar Association  
FY2022 Reforecast

PMA-Practice Management Assistance

|                               | FY22 Budget     | FY22 Reforecast | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-------------------------------|-----------------|-----------------|------------------------------|----------------------|
| <b>REVENUE:</b>               |                 |                 |                              |                      |
| Royalties                     | 38,450          | 40,000          | 1,550                        | 4%                   |
| <b>TOTAL REVENUE</b>          | <b>38,450</b>   | <b>40,000</b>   | <b>1,550</b>                 | <b>4%</b>            |
| <b>DIRECT EXPENSES:</b>       |                 |                 |                              |                      |
| Staff Membership Dues         | 250             | 167             | (83)                         | 33%                  |
| Subscriptions                 | 250             | 167             | (83)                         | 33%                  |
| Casemaker/FastCase            | 137,000         | 80,000          | (57,000)                     | 42%                  |
| <b>TOTAL DIRECT EXPENSES:</b> | <b>137,500</b>  | <b>80,333</b>   | <b>57,167</b>                | <b>42%</b>           |
| <b>INDIRECT EXPENSES:</b>     |                 |                 |                              |                      |
| <b>TOTAL ALL EXPENSES:</b>    | <b>137,500</b>  | <b>80,333</b>   | <b>57,167</b>                | <b>42%</b>           |
| <b>NET INCOME (LOSS):</b>     | <b>(99,050)</b> | <b>(40,333)</b> | <b>58,717</b>                | <b>59%</b>           |

**Washington State Bar Association  
FY2022 Reforecast**

**PRP-Professional Responsibility Program**

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| Staff Travel/Parking              | 3,500            | 2,333            | 1,167                        | 33%                  |
| Staff Membership Dues             | 375              | 161              | 214                          | 57%                  |
| Law Library                       | 638              | 610              | 28                           | 4%                   |
| CPE Committee                     | 3,750            | 3,723            | 27                           | 1%                   |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>8,263</b>     | <b>6,827</b>     | <b>1,436</b>                 | <b>17%</b>           |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries - Salaries               | 169,258          | 170,521          | (1,264)                      | -1%                  |
| Indirect Allocation In - Salaries | 572              | 483              | 89                           | 16%                  |
| Benefits                          | 57,462           | 58,822           | (1,359)                      | -2%                  |
| OTHER INDIRECT EXPENSE            | 46,630           | 43,211           | 3,418                        | 7%                   |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>273,922</b>   | <b>273,637</b>   | <b>284</b>                   | <b>0%</b>            |
| <b>TOTAL ALL EXPENSES:</b>        | <b>282,184</b>   | <b>280,465</b>   | <b>1,720</b>                 | <b>1%</b>            |
| <b>NET INCOME (LOSS):</b>         | <b>(282,184)</b> | <b>(280,465)</b> | <b>1,720</b>                 | <b>1%</b>            |
| <br>FTEs                          | <br>1.59         | <br>1.41         |                              |                      |



**Washington State Bar Association  
FY2022 Reforecast**

**PSP-Public Service Programs**

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| Donations & Grants                | 130,000          | 130,000          | -                            | 0%                   |
| <b>TOTAL REVENUE</b>              | <b>130,000</b>   | <b>130,000</b>   | <b>-</b>                     | <b>0%</b>            |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| Donations/Sponsorships/Grants     | 250,280          | 250,280          | 0                            | 0%                   |
| Staff Travel/Parking              | 2,700            | 2,700            | -                            | 0%                   |
| Staff Training & Conferences      | 1,200            | 1,200            | -                            | 0%                   |
| Surveys                           | 100              | 100              | -                            | 0%                   |
| Pro Bono& Legal Aid Committee     | 2,000            | 2,000            | -                            | 0%                   |
| Pro Bono CertificateS             | 2,000            | 2,000            | -                            | 0%                   |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>258,280</b>   | <b>258,280</b>   | <b>0</b>                     | <b>0%</b>            |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries - Salaries               | 74,788           | 72,910           | 1,878                        | 3%                   |
| Indirect Allocation In - Salaries | 467              | 407              | 60                           | 13%                  |
| Benefits                          | 32,083           | 28,645           | 3,438                        | 11%                  |
| OTHER INDIRECT EXPENSE            | 38,065           | 35,839           | 2,226                        | 6%                   |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>145,402</b>   | <b>138,075</b>   | <b>7,328</b>                 | <b>5%</b>            |
| <b>TOTAL ALL EXPENSES:</b>        | <b>403,682</b>   | <b>396,355</b>   | <b>7,328</b>                 | <b>2%</b>            |
| <b>NET INCOME (LOSS):</b>         | <b>(273,682)</b> | <b>(266,355)</b> | <b>7,328</b>                 | <b>3%</b>            |
| FTEs                              | 1.30             | 1.30             |                              |                      |

Washington State Bar Association  
FY2022 Reforecast

PUB-Publication and Design Services

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| Subscriptions                     | 200              | 200              | -                            | 0%                   |
| Image Library                     | 4,100            | 4,100            | -                            | 0%                   |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>4,300</b>     | <b>4,300</b>     | <b>-</b>                     | <b>0%</b>            |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries - Salaries               | 57,822           | 63,530           | (5,708)                      | -10%                 |
| Indirect Allocation In - Salaries | 320              | 306              | 14                           | 4%                   |
| Benefits                          | 18,072           | 18,693           | (621)                        | -3%                  |
| OTHER INDIRECT EXPENSE            | 26,060           | 26,300           | (240)                        | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>102,273</b>   | <b>109,040</b>   | <b>(6,767)</b>               | <b>-7%</b>           |
| <b>TOTAL ALL EXPENSES:</b>        | <b>106,573</b>   | <b>113,340</b>   | <b>(6,767)</b>               | <b>-6%</b>           |
| <b>NET INCOME (LOSS):</b>         | <b>(106,573)</b> | <b>(113,340)</b> | <b>(6,767)</b>               | <b>-6%</b>           |
| FTEs                              | 0.89             | 0.89             |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**RSD FTE-Dept headcount allocation**

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| Staff Conferences & Training      | 9,000            | 7,500            | (1,500)                      | 17%                  |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>9,000</b>     | <b>7,500</b>     | <b>1,500</b>                 | <b>17%</b>           |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries - Salaries               | 326,442          | 326,030          | 413                          | 0%                   |
| Indirect Allocation In - Salaries | 996              | 927              | 69                           | 7%                   |
| Benefits                          | 96,215           | 100,227          | (4,012)                      | -4%                  |
| OTHER INDIRECT EXPENSE            | 81,254           | 80,392           | 863                          | 1%                   |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>504,908</b>   | <b>508,467</b>   | <b>(3,559)</b>               | <b>-1%</b>           |
| <b>TOTAL ALL EXPENSES:</b>        | <b>513,908</b>   | <b>515,967</b>   | <b>(2,059)</b>               | <b>0%</b>            |
| <b>NET INCOME (LOSS):</b>         | <b>(513,908)</b> | <b>(515,967)</b> | <b>(2,059)</b>               | <b>0%</b>            |
| <br>FTEs                          | <br>2.78         | <br>2.78         |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**SECT-Sections Administration**

|                                   | FY22 Budget    | FY22 Reforecast | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|----------------|-----------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                |                 |                              |                      |
| Reimbursements From Sections      | 286,875        | 284,000         | (2,875)                      | -1%                  |
| <b>TOTAL REVENUE</b>              | <b>286,875</b> | <b>284,000</b>  | <b>(2,875)</b>               | <b>-1%</b>           |
| <b>DIRECT EXPENSES:</b>           |                |                 |                              |                      |
| Staff Travel/Parking              | 1,000          | 1,000           | -                            | 0%                   |
| Staff Training & Conferences      | 200            | 200             | -                            | 0%                   |
| Staff Membership Dues             | 250            | 250             | -                            | 0%                   |
| Subscriptions                     | 350            | 350             | -                            | 0%                   |
| Section/Committee Chair Mtgs      | 1,000          | 500             | 500                          | 50%                  |
| Dues Statements                   | 5,935          | 4,593           | 1,342                        | 23%                  |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>8,735</b>   | <b>6,893</b>    | <b>1,842</b>                 | <b>21%</b>           |
| <b>INDIRECT EXPENSES:</b>         |                |                 |                              |                      |
| Salaries - Salaries               | 148,568        | 143,750         | 4,819                        | 3%                   |
| Indirect Allocation In - Salaries | 926            | 887             | 40                           | 4%                   |
| Benefits                          | 56,533         | 60,412          | (3,879)                      | -7%                  |
| OTHER INDIRECT EXPENSE            | 75,545         | 76,400          | (856)                        | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>281,572</b> | <b>281,993</b>  | <b>(421)</b>                 | <b>0%</b>            |
| <b>TOTAL ALL EXPENSES:</b>        | <b>290,307</b> | <b>288,886</b>  | <b>1,421</b>                 | <b>0%</b>            |
| <b>NET INCOME (LOSS):</b>         | <b>(3,432)</b> | <b>(4,886)</b>  | <b>(1,454)</b>               | <b>42%</b>           |
| FTEs                              | 2.58           | 2.58            |                              |                      |

Washington State Bar Association  
FY2022 Reforecast

SC-Service Center

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| Staff Training & Conferences      | 2,100            | 2,100            | -                            | 0%                   |
| Translation Services              | 8,500            | 8,500            | -                            | 0%                   |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>10,600</b>    | <b>10,600</b>    | <b>-</b>                     | <b>0%</b>            |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries - Salaries               | 342,384          | 353,954          | (11,570)                     | -3%                  |
| Indirect Allocation In - Salaries | 2,050            | 1,962            | 88                           | 4%                   |
| Benefits                          | 130,208          | 135,691          | (5,483)                      | -4%                  |
| OTHER INDIRECT EXPENSE            | 167,194          | 169,061          | (1,867)                      | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>641,836</b>   | <b>661,923</b>   | <b>(20,087)</b>              | <b>-3%</b>           |
| <b>TOTAL ALL EXPENSES:</b>        | <b>652,436</b>   | <b>672,523</b>   | <b>(20,087)</b>              | <b>-3%</b>           |
| <b>NET INCOME (LOSS):</b>         | <b>(652,436)</b> | <b>(672,523)</b> | <b>(20,087)</b>              | <b>-3%</b>           |
| FTEs                              | 5.71             | 5.71             |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**TECH-Technology**

|   | FY22 Budget        | FY22 Reforecast    | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|---|--------------------|--------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                         |                    |                    |                              |                      |
| <b>DIRECT EXPENSES:</b>                 |                    |                    |                              |                      |
| Consulting Services                     | 110,000            | 110,000            | -                            | 0%                   |
| Staff Travel/Parking                    | 2,500              | 2,000              | 500                          | 20%                  |
| Staff Training & Conferences            | 10,000             | 10,000             | -                            | 0%                   |
| Staff Membership Dues                   | 450                | 450                | -                            | 0%                   |
| Telephone                               | 85,000             | 85,000             | -                            | 0%                   |
| Computer Hardware                       | 65,000             | 65,000             | -                            | 0%                   |
| Computer Software                       | 205,000            | 200,000            | 5,000                        | 2%                   |
| Hardware Service & Warranties           | 50,000             | 55,000             | (5,000)                      | -10%                 |
| Software Maint & Licensing              | 370,000            | 380,000            | (10,000)                     | -3%                  |
| Computer Supplies                       | 2,000              | 5,000              | (3,000)                      | -150%                |
| Third Party Services                    | 40,000             | 30,000             | 10,000                       | 25%                  |
| Transfer to Indirect Expenses           | (939,950)          | (942,450)          | (2,500)                      | 0%                   |
| <b>INDIRECT EXPENSES:</b>               |                    |                    |                              |                      |
| Salaries - Salaries                     | 1,228,678          | 1,251,020          | (22,342)                     | -2%                  |
| 51130 Vacation & Comp Time Accruals     |                    | 4,477              |                              |                      |
| Salaries - Budgeted Temporary Employees |                    | 132,100            | (132,100)                    | -100%                |
| Salaries - Staff Replacement Temps      |                    | 36,750             | (36,750)                     | -100%                |
| Indirect Allocation In - Salaries       | 4,668              | 4,334              | 334                          | 7%                   |
| Benefits                                | 376,478            | 386,935            | (10,457)                     | -3%                  |
| Capital Labor & Overhead                | (155,000)          | (285,000)          | 130,000                      | 84%                  |
| OTHER INDIRECT EXPENSE                  | 358,319            | 355,776            |                              |                      |
| <b>TOTAL INDIRECT EXPENSES:</b>         | <b>1,813,143</b>   | <b>1,886,393</b>   | <b>(73,250)</b>              | <b>-4%</b>           |
| <b>TOTAL ALL EXPENSES:</b>              | <b>1,813,143</b>   | <b>1,886,393</b>   | <b>(73,250)</b>              | <b>-4%</b>           |
| <b>NET INCOME (LOSS):</b>               | <b>(1,813,143)</b> | <b>(1,886,393)</b> | <b>(73,250)</b>              | <b>-4%</b>           |
| FTEs                                    | 13.00              | 13.00              |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**VE-Volunteer Engagement**

|  | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|--|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                          |                  |                  |                              |                      |
| <b>DIRECT EXPENSES:</b>                  |                  |                  |                              |                      |
| Staff Training                           | 4,000            | 2,500            | 1,500                        | 38%                  |
| Staff Membership Dues                    | 389              | 350              | 39                           | 10%                  |
| ABA Delegates                            | 3,334            | 4,800            | (1,466)                      | -44%                 |
| Volunteer Support                        | 12,000           | 43,500           | (31,500)                     | -263%                |
| Section/Committee Chair Mtgs             | 500              | -                | 500                          | 100%                 |
| <b>TOTAL DIRECT EXPENSES:</b>            | <b>20,223</b>    | <b>51,150</b>    | <b>(30,927)</b>              | <b>-153%</b>         |
| <b>INDIRECT EXPENSES:</b>                |                  |                  |                              |                      |
| Salaries - Salaries                      | 57,693           | 56,768           | 925                          | 2%                   |
| Salaries - Vacation & Comp Time Accruals |                  | 211              | (211)                        | -100%                |
| Indirect Allocation In - Salaries        | 215              | 206              | 9                            | 4%                   |
| Benefits                                 | 18,580           | 18,937           | (357)                        | -2%                  |
| OTHER INDIRECT EXPENSE                   | 17,569           | 17,675           | (107)                        | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>          | <b>94,057</b>    | <b>93,798</b>    | <b>259</b>                   | <b>0%</b>            |
| <b>TOTAL ALL EXPENSES:</b>               | <b>114,280</b>   | <b>144,948</b>   | <b>(30,668)</b>              | <b>-27%</b>          |
| <b>NET INCOME (LOSS):</b>                | <b>(114,280)</b> | <b>(144,948)</b> | <b>(30,668)</b>              | <b>-27%</b>          |
| <br>FTEs                                 | <br>0.60         | <br>0.60         |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**CLEP-CLE-Products**

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| Shipping & Handling               |                  | 81               | 81                           | 100%                 |
| Coursebook Sales                  | 10,000           | 5,717            | (4,283)                      | -43%                 |
| MP3 Sales                         | 204,997          | 179,620          | (25,377)                     | -12%                 |
| Digital Video Sales               | 819,988          | 1,074,663        | 254,675                      | 31%                  |
| <b>TOTAL REVENUE</b>              | <b>1,034,985</b> | <b>1,260,081</b> | <b>225,096</b>               | <b>22%</b>           |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| Staff Training & Conferences      | 300              | 200              | (100)                        | 33%                  |
| Staff Membership Dues             | 573              | 197              | 376                          | 66%                  |
| Disability AccommodationS         | 1,000            | 667              | 333                          | 33%                  |
| Cost of Sales - Coursebooks       | 1,500            | 1,054            | 446                          | 30%                  |
| A/V Develp Costs (Recording)      | 2,000            | 2,000            | -                            | 0%                   |
| CLE-Equip-Depreciation            | 1,308            | 1,312            | (4)                          | 0%                   |
| Online Product Hosting Expenses   | 50,000           | 54,000           | (4,000)                      | -8%                  |
| Postage & Delivry-Coursebooks     |                  | 58               | (58)                         | -100%                |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>56,681</b>    | <b>59,487</b>    | <b>(2,806)</b>               | <b>-5%</b>           |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries - Salaries               | 87,593           | 86,662           | 931                          | 1%                   |
| Indirect Allocation In - Salaries | 466              | 446              | 20                           | 4%                   |
| Benefits                          | 33,825           | 33,620           | 205                          | 1%                   |
| OTHER INDIRECT EXPENSE            | 38,007           | 38,487           | (480)                        | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>159,891</b>   | <b>159,536</b>   | <b>355</b>                   | <b>0%</b>            |
| <b>TOTAL ALL EXPENSES:</b>        | <b>216,572</b>   | <b>219,023</b>   | <b>(2,451)</b>               | <b>-1%</b>           |
| <b>NET INCOME (LOSS):</b>         | <b>818,413</b>   | <b>1,041,058</b> | <b>222,645</b>               | <b>27%</b>           |
| FTEs                              | 1.30             | 1.30             |                              |                      |



**Washington State Bar Association  
FY2022 Reforecast**

**CLES-CLE-Seminars**

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| Seminar Registrations             | 850,000          | 790,000          | (60,000)                     | -7%                  |
| Seminar Revenue-Other             | 20,000           | 5,000            | (15,000)                     | -75%                 |
| <b>TOTAL REVENUE</b>              | <b>870,000</b>   | <b>795,000</b>   | <b>(75,000)</b>              | <b>-9%</b>           |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| Staff Travel/Parking              | 15,000           | 10,096           | 4,904                        | 33%                  |
| Staff Training & Conferences      | 700              | 467              | 233                          | 33%                  |
| Staff Membership Dues             | 765              | 274              | 491                          | 64%                  |
| Surveys                           | 300              |                  | 300                          | 100%                 |
| Disability AccommodationS         | 1,000            | 667              | 333                          | 33%                  |
| Postage - Fliers/Catalogs         | 8,000            | -                | 8,000                        | 100%                 |
| Accreditation Fees                | 3,000            | 3,000            | -                            | 0%                   |
| Seminar Brochures                 | 20,000           | -                | 20,000                       | 100%                 |
| Facilities                        | 196,200          | 83,200           | 113,000                      | 58%                  |
| Speakers & Program Develop        | 50,000           | 15,000           | 35,000                       | 70%                  |
| Splits to Sections                | 110,000          | 115,000          | (5,000)                      | -5%                  |
| Honoraria                         | 1,500            | 1,500            | -                            | 0%                   |
| CLE Seminar Committee             | 250              | 150              | 100                          | 40%                  |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>406,715</b>   | <b>229,354</b>   | <b>177,361</b>               | <b>44%</b>           |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries - Salaries               | 473,250          | 443,475          | 29,775                       | 6%                   |
| Indirect Allocation In - Salaries | 2,449            | 2,254            | 194                          | 8%                   |
| Benefits                          | 179,508          | 169,854          | 9,654                        | 5%                   |
| OTHER INDIRECT EXPENSE            | 200,995          | 196,388          | 4,607                        | 2%                   |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>856,202</b>   | <b>834,604</b>   | <b>21,597</b>                | <b>3%</b>            |
| <b>TOTAL ALL EXPENSES:</b>        | <b>1,262,917</b> | <b>1,063,958</b> | <b>198,959</b>               | <b>16%</b>           |
| <b>NET INCOME (LOSS):</b>         | <b>(392,917)</b> | <b>(268,958)</b> | <b>123,959</b>               | <b>32%</b>           |
| FTEs                              | 6.82             | 6.82             |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**DESK-Deskbooks**

|                                   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|-----------------------------------|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                   |                  |                  |                              |                      |
| Deskbook Sales                    | 82,000           | 82,000           | -                            | 0%                   |
| Section Publication Sales         | 9,000            | 6,000            | (3,000)                      | -33%                 |
| Lexis/Nexis Royalties             | 31,600           | 31,600           | -                            | 0%                   |
| Casemaker Royalties               | 45,000           | 45,000           | -                            | 0%                   |
| <b>TOTAL REVENUE</b>              | <b>167,600</b>   | <b>164,600</b>   | <b>(3,000)</b>               | <b>-2%</b>           |
| <b>DIRECT EXPENSES:</b>           |                  |                  |                              |                      |
| Staff Training & Conferences      | 350              | 350              | -                            | 0%                   |
| Staff Membership Dues             | 220              | 220              | -                            | 0%                   |
| Cost of Sales - Deskbooks         | 64,000           | 64,000           | -                            | 0%                   |
| Cost of Sales - Section Public    | 2,000            | 1,560            | 440                          | 22%                  |
| Splits to Sections                | 3,150            | 500              | 2,650                        | 84%                  |
| Deskbook Royalties                | 200              | 200              | -                            | 0%                   |
| Online Legal Research             | 1,895            | 1,895            | (0)                          | 0%                   |
| <b>TOTAL DIRECT EXPENSES:</b>     | <b>71,815</b>    | <b>68,725</b>    | <b>3,090</b>                 | <b>4%</b>            |
| <b>INDIRECT EXPENSES:</b>         |                  |                  |                              |                      |
| Salaries - Salaries               | 127,415          | 126,028          | 1,387                        | 1%                   |
| Indirect Allocation In - Salaries | 539              | 515              | 23                           | 4%                   |
| Benefits                          | 38,951           | 40,014           | (1,063)                      | -3%                  |
| OTHER INDIRECT EXPENSE            | 43,921           | 44,421           | (500)                        | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b>   | <b>210,826</b>   | <b>211,400</b>   | <b>(574)</b>                 | <b>0%</b>            |
| <b>TOTAL ALL EXPENSES:</b>        | <b>282,641</b>   | <b>280,125</b>   | <b>2,516</b>                 | <b>1%</b>            |
| <b>NET INCOME (LOSS):</b>         | <b>(115,041)</b> | <b>(115,525)</b> | <b>(484)</b>                 | <b>0%</b>            |
| FTEs                              | 1.50             | 1.50             |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**CPF-Client Protection Fund**

|                                 | FY22 Budget    | FY22 Reforecast | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|---------------------------------|----------------|-----------------|------------------------------|----------------------|
| <b>REVENUE:</b>                 |                |                 |                              |                      |
| Interest - Investments          | 4,500          | 5,816           | 1,316                        | 29%                  |
| CPF Restitution                 | 30,000         | 30,000          | -                            | 0%                   |
| CPF Member Assessments          | 795,753        | 792,503         | (3,250)                      | 0%                   |
| <b>TOTAL REVENUE</b>            | <b>830,253</b> | <b>828,319</b>  | <b>(1,934)</b>               | <b>0%</b>            |
| <b>DIRECT EXPENSES:</b>         |                |                 |                              |                      |
| Bank Fees                       | 2,160          | 2,067           | 93                           | 4%                   |
| Staff Membership Dues           | 200            | 200             | -                            | 0%                   |
| Gifts to injured Clients        | 500,000        | 500,000         | -                            | 0%                   |
| CPF Board                       | 1,500          | 1,500           | -                            | 0%                   |
| <b>TOTAL DIRECT EXPENSES:</b>   | <b>503,860</b> | <b>503,767</b>  | <b>93</b>                    | <b>0%</b>            |
| <b>INDIRECT EXPENSES:</b>       |                |                 |                              |                      |
| Salaries                        | 88,000         | 95,800          | (7,800)                      | -9%                  |
| Benefits                        | 32,800         | 35,058          | (2,258)                      | -7%                  |
| OTHER INDIRECT EXPENSE          | 36,015         | 36,456          | (440)                        | -1%                  |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>156,815</b> | <b>167,313</b>  | <b>(10,499)</b>              | <b>-7%</b>           |
| <b>TOTAL ALL EXPENSES:</b>      | <b>660,675</b> | <b>671,081</b>  | <b>(10,406)</b>              | <b>-2%</b>           |
| <b>NET INCOME (LOSS):</b>       | <b>169,578</b> | <b>157,238</b>  | <b>(12,340)</b>              | <b>7%</b>            |
| FTEs                            | 1.23           | 1.23            |                              |                      |

**Washington State Bar Association  
FY2022 Reforecast**

**Section Operations**

|   | FY22 Budget      | FY22 Reforecast  | \$ Change in Budget<br>F/(U) | % of change<br>F/(U) |
|---|------------------|------------------|------------------------------|----------------------|
| <b>REVENUE:</b>                             |                  |                  |                              |                      |
| Interest - Investments                      | 910              | 910              | -                            | 0%                   |
| Publications Revenue                        | 4,000            | 4,000            | -                            | 0%                   |
| Annual or Other Meeting Rev                 | 2,000            | 2,000            | -                            | 0%                   |
| Conferences & Institutes                    | 8,000            | 8,000            | -                            | 0%                   |
| Mini-CLE Revenue                            | 36,070           | 36,070           | -                            | 0%                   |
| Seminar Splits w/CLE                        | 139,494          | 139,494          | -                            | 0%                   |
| Seminar Splits w/Others                     | 8,000            | 8,000            | -                            | 0%                   |
| Section Dues Revenue                        | 439,178          | 439,178          | -                            | 0%                   |
|   |                  |                  |                              | -100%                |
| <b>TOTAL REVENUE</b>                        | <b>637,652</b>   | <b>637,652</b>   | <b>-</b>                     | <b>0%</b>            |
| <b>DIRECT EXPENSES:</b>                     |                  |                  |                              |                      |
| Direct Expenses of Section Activities       | 612,229          | 612,229          | -                            | 0%                   |
| Reimbursement to WSBA for Indirect Expenses | 287,423          | 287,423          | 0                            | 0%                   |
| <b>TOTAL DIRECT EXPENSES:</b>               | <b>899,652</b>   | <b>899,652</b>   | <b>(1)</b>                   | <b>0%</b>            |
| <b>NET INCOME (LOSS):</b>                   | <b>(262,000)</b> | <b>(262,000)</b> | <b>0</b>                     | <b>0%</b>            |



WASHINGTON STATE BAR ASSOCIATION

# Board of Governors Business Meeting

March 31-April 1, 1995  
La Conner, WA



WASHINGTON STATE BAR ASSOCIATION  
500 Westin Building – 2001 Sixth Avenue  
Seattle, Washington 98121-2599  
Telephone: (206) 727-8200 • Fax (206) 727-8320

## WSBA Compensation Plan

The WSBA Compensation Plan is designed to assure that the Washington State Bar Association offers competitive and equitable compensation to its employees. The Plan was adopted by the Board of Governors on February 18, 1995 upon the recommendation of independent consultants.

The Plan is a flexible program able to respond to changing economic conditions. Using periodic surveys, the WSBA will compare its compensation package, including salary and benefits, to various sources and will adjust salaries under the Plan to reflect changes in the market.

The Plan is also intended to assure that employees are treated fairly in relationship to each other. This is done by comparing and classifying jobs at the WSBA into job grades, and then applying to the grades uniform ranges of pay.

### JOB GRADES

Jobs are evaluated and placed in job grades based on the information provided by the employees and managers in the Position Analysis Questionnaire. Analysis is based on these factors:

- Knowledge and skills required for competent job performance,
- The level of thought required by the job for analysis, reasoning, and reaching conclusions,
- The job's responsibility for decision-making and its impact on the organization's end results, and
- Other factors, including supervision, and working relationship to others within the organization and outside the organization.

Jobs with reasonably similar rankings are grouped into job grades.

## SALARY RANGES

Salary ranges are established for each job grade with a base point, a midpoint, and a high point. The midpoint in a salary range is based on market data and is generally the amount a fully competent person can expect to be paid after 3 - 5 years in a given position. The base point is 20% less than the midpoint, and the high point is 20% greater than midpoint.

**Changes in Salary Ranges:** To the extent the budget allows:

- 1) Employees performing at a level of fully satisfactory or better, can expect to maintain their salary position with respect to the market.
- 2) Employees will continue to receive performance based increases.

**Annual Performance Review:** Continuing with the current practice, each employee will receive an Annual Performance Review at his or her employment anniversary date. Based on the level of performance and the WSBA's budget for that fiscal year, a salary decision will be made.

**Plan Maintenance & Evaluation:** To maintain the WSBA Compensation Plan, on-going evaluation must take place. As with the creation of this Plan, both external and internal data sources must be reviewed in a routine and systematic fashion.

**External Analysis:** Periodic salary surveys will be conducted on an on-going basis to assure the Compensation Plan remains current with the market. This external analysis will help determine any annual increases to midpoint of job grades, as noted above. Data from professional association surveys, and regional surveys, as well as local market review, will all be used to evaluate the current structure and salary ranges.

**Internal Analysis:** To assure that positions within the structure remain appropriately graded, it is necessary to provide for periodic evaluation of each position and its relation to others. There are three points at which evaluation of a Job is appropriate to establish its Grade:

1. *New Position* -- When a new job is being added, the department head must complete a Position Analysis Questionnaire. It is the responsibility of the Human Resource Coordinator to review the Questionnaire and, based on factors listed above, place the new position in the appropriate job grade.
2. *Periodic Review* -- Jobs change and evolve over time. It is necessary to periodically review all jobs so as to assure it is placed in the appropriate job grade. Each year approximately one-third of all jobs will be reviewed and evaluated.

|         |                    |
|---------|--------------------|
| Year A: | Job Grades 1 - 6   |
| Year B: | Job Grades 7 - 9   |
| Year C: | Job Grades 10 - 12 |



3. *Special Review* -- A department head may request a special review if he or she believes:
- a job has significantly changed,
  - a restructuring of the department has resulted in changed duties, or
  - the needs of the department have changed in conjunction with staff turnover.

## IMPLEMENTATION SCHEDULE

March 1, 1995

In the fall of 1994 Dick Byington and Hugh Judd were hired as consultants by the Board of Governors to conduct a compensation survey and to design a Compensation Plan for the Washington State Bar Association. For the past five months, they have conducted both the internal and external analysis and have presented various options leading to a Compensation Plan that best represents the kinds of work at the WSBA and its place in the job market.

The Compensation Plan was approved by the Board of Governors on February 18, 1995. In addition, on February 23, 1995 the Budget and Audit Committee approved the specific salary adjustments to implement the Compensation Plan.

Data for the Survey was gathered on both internal and external tracks. Externally, the consultants surveyed area associations and used data from several salary surveys to determine comparable rates of pay in the market. Simultaneously, the consultants reviewed Position Analysis Questionnaires for each position at the WSBA. The combined result is the establishment of Job Grades and Salary Ranges that reflect market competitiveness and internal equity.

The Consultants found that most of WSBA salaries are comparable with the market. They found that five people were being paid below the minimum for their salary range and that five were being paid above the maximum for their salary range.<sup>1</sup> In addition, there were 27 other individuals who fell at the low end of the range for their job grade. Because we are close to the mark, we are able to make all the changes necessary to implement the Compensation Plan now rather than phase it in over time.

New Job Titles: Some positions have been given new titles. For example, there are Paralegal Assistant I's and Paralegal Assistant II's. This is a means to identify a career ladder and a differentiation in functions. Similarly, Secretary's I, II, and III

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<sup>1</sup> A commitment was made at the beginning of the compensation survey that anyone whose pay was found to be above the salary range maximums would not receive a pay cut.



identify different functions and levels of responsibility. The Senior Bookkeeper is now an Accounting Supervisor, and the Director of Admissions is the Admissions Supervisor, changes which better reflect the current nature of those jobs.

### Implementation Schedule

- I. Effective Date: The new Compensation Plan will become effective March 1, 1995 and salary increases made in conjunction with implementation of the Plan will appear on the March 15, 1995 pay checks. Performance Appraisals for staff with April employment anniversary dates will be the first to receive increases based on the new guidelines.
  
- II. Review of Grade Any staff member who believes significant aspects of his or her job were not adequately considered can request a review and re-appraisal under the following process.
  - a) A Simple Review: Meet with the department head and review particular aspects of the position that are under question. This level of review must take place prior to June 30, 1995.
  
  - b) Re-appraisal: If the department head agrees that important aspects of the job were not adequately considered, a request for a re-appraisal can be made to the Human Resource Coordinator. At this point, the employee may be asked to complete a new Position Analysis Questionnaire and write a one page description of aspects of the job which require further review. The department head will also be asked to review the Position Analysis Questionnaire to help put the appropriate perspective and "weight" on aspects of the job.

The Human Resources Coordinator will then review the material and the placement with the department head to assure all appropriate information has been considered. Based on level of required skill, knowledge, responsibility, and impact, the position will be placed in the job grade to which it best compares.

- c) Final Review: If the employee or department head agree that the position is still not ~~be~~ appropriately rated, the decision can be reviewed by the Executive Director. The Executive Director will review all relevant material and may meet with the employee, department head, and Human Resource Coordinator, individually or as a group. The decision of the Executive Director ends the review process.

At the conclusion of the review, if an adjustment to salary is required, it will be retro-active to March 1, 1995.

- III. New position review. The following new positions will be reviewed after six months from their effective date to assure they have been appropriately graded: Access to Justice/Local Bar Coordinator, CLE Publications Managing Editor, CLE Publications Coordinator, Order Fulfillment Clerk, and HR/Special Projects Coordinator. If increases to salary are necessary, they will be retro-active to March 1, 1995.

## WSBA COMPENSATION PHILOSOPHY

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Adopted by the Budget & Audit Committee on February 17, 2005

Adopted by the Personnel Committee on February 17, 2005

Presented to the Board of Governors on February 18, 2005

Revised by the Board of Governors on July 24, 2020

**We are committed** to a compensation philosophy that supports our mission to promote justice and to serve the WSBA members and the public. Our compensation philosophy supports the core value that WSBA staff is our most essential resource. Our aim has been to shape our compensation system in a way that meets the following criteria:

1. *Competitive with Seattle/Puget Sound compensation markets*

Our aim remains to pay competitively with other similar organizations. We strive to be as thorough in our review of market survey data as we practically can

2. *Observe principles of fairness and internal equity*

These are core values at WSBA. One of our most precious resources in our team-oriented spirit and our compensation system should reflect this. The gap between lowest paid and highest paid staff is less at WSBA than at many other similar-sized organizations.

3. *Affordable and sustainable*

The plan we develop obviously must fit within our available financial resources. Moreover, we need to ensure that our compensation program is sustainable over the long haul – through good and bad economic times alike.

4. *Promote recruitment and retention*

Our compensation system needs to be competitive both at the entry level and at the senior staff level. This means that the system needs to allow for movement through the salary range.

5. *Understandable and practical to administer*

There are inherent complexities in any compensation system, but to the extent possible, we seek to keep the methodology straightforward so that the system itself doesn't become a burden.

6. *Accountability and transparency*

To ensure accountability to the foregoing principles and criteria to employees, the WSBA members, and the public, information about salaries and benefits should be provided on the WSBA website. The goals of accountability and transparency shall be balanced against the privacy interests of WSBA employees.



## Race Equity and Justice Reform in Spokane Regional Legal System

Structural racism unevenly distributes power, benefits, burdens, and violence which results in racialized outcomes impacting all parts of a community – housing, education, employment, health care, transportation, food, environment, and the legal system. The Spokane community has not been immune to structural racism whether through historical redlining and discriminatory housing covenants, disproportionate arrests of residents who are Black, Indigenous and people of color, or the health disparities impacting people of color. Despite the challenges and the deep impact of systemic racism, many leaders in the Spokane community have been working toward understanding and eradicating systemic racism. We are honored to have Spokane leaders share about what structural racism looks like in the legal system and the action they're taking to effect real change. WSBA Governor Francis Adewale will moderate an engaging discussion with:

- Jenae Ball, Immediate Past President of Spokane County Bar Association (SCBA) and Chair of the SCBA Task Force on Systemic Racism in our Regional Justice System
- Jermaine Williams, Director of Freedom Project East
- Carmen Pacheco Jones, Founder and Executive Director of Health and Justice Recovery Alliance

### **Speaker Biographies:**

#### **Jenae Ball, Past President of Spokane County Bar Association**

Jenae Ball is recognized as one of the leading employment lawyers in the greater Northwest. She is AV rated by Martindale Hubbell. *Washington Super Lawyers* designated her a Rising Star from 2014 to 2018. She is rated as one of the top employment attorneys in *Spokane and Coeur d'Alene Living Magazine* from 2013 to 2021, and she has received a 10.0 Superb Rating from avvo.com. Ms. Ball is a principal at Randall | Danskin, P.S. Her practice focuses exclusively on labor and employment counseling and litigation. Aside from providing clients with counseling in all areas of labor and employment law, Ms. Ball represents clients in a broad range of employment disputes, including EEOC and WA HRC charges, Department of Labor audits, NLRB unfair labor practice charges, retaliation, class actions, restrictive covenants, contract negotiations, disability discrimination and accommodation, wage and hour, USERRA, FMLA, ADEA and a range of other employment-related actions. She also frequently conducts workplace investigations into complaints of discrimination, retaliation and code of conduct and ethics violations; and provides anti-discrimination training. Ms. Ball represents local and national employers in an array of industries including healthcare, utilities, hospitality, food service, general retail, automotive dealerships, manufacturing, farming, public entities and professional service corporations. She also provides employment counseling and litigation defense to several non-profits. Ms. Ball is the immediate Past President of the Spokane County Bar Association, is the Chair of the SCBA Task Force on Systemic Racism in our Regional Justice System, is Co-Chair of the 2023 Access to Justice Conference, serves on the Standing Advisory Committee for the Volunteer Lawyer's Program, is a member of the Diversity Section and the Washington State Bar Association's Labor and Employment Law Section and provides legal counsel to a number of regional boards. She is the author of *Employment in Washington, A Guide to Employment Laws, Regulations and Practices*, 2014 – 2016 updates. Ms. Ball routinely provides training and seminars on strategies for proactively minimizing the risk of discrimination and harassment lawsuits. She is a frequent presenter at continuing legal education seminars. Ms. Ball and her husband, Lt. Col. Ret. Anthony Ball, call Spokane home, where they rear their two young boys and their dog Dolly.

In her free time, Ms. Ball enjoys spending time with her family and friends, alpine skiing, relaxing at Diamond Lake, running, cooking, reading and walking Dolly. She also enjoys bad reality TV.

**Carmen Pacheco-Jones, Founder and Executive Director of Health and Justice Recovery Alliance**

Carmen Pacheco-Jones is the co-founder and Executive Director of Health and Justice Recovery Alliance and serves as Equity Consultant with DCYF (Strengthen Families), Empire Health Foundation (Peers at the Front Door Initiative) and Providence Health Systems (Reframing Service Delivery Models, Behavioral Health in the Black Community). Carmen also serves as a member of Spokane's Regional Law and Justice Council as Chair of their Racial Equity Committee, other roles that Carmen is engaged in is as Board President of Northwest Justice Project, Legal Foundation of WA Race Equity Grant's Advisory Committee, Board member of WA State Budget and Policy Council and Advisory member of Commit to Change WA, Washington Statewide Reentry Council Co-chair, Washington State Community Health Worker Task Force, Board member of Family Impact Network, DSHS Basic Income Advisory Committee and Strategic Planning Council. Carmen also formerly served as Mental Health Promotion and Suicide Prevention Coordinator with Washington State University, State Certified Trainer in Diversity and Social Cognition, Certified Forensic Peer Counselor, Community Health Worker, Whitworth graduate and Masters Candidate in Education with Gonzaga University.

**Jermaine Williams, Director of Freedom Project East**

Jermaine Williams is the Director of Freedom Project East, serving in Spokane County and the eastern part of the state. As an impacted person, his aim is to build bridges that will empower other impacted individuals to cross over into their humanity. This journey is one of healing. Jermaine believes when our thoughts, words, and deeds are in concert only then will our lives have harmony. Jermaine has been a peer mentor for two decades. Part of his healing journey has been owning the height of his virtues and the depth of his vices while developing the courage to truly represent himself good bad ugly indifferent. Jermaine's versatility is unquestionable from Tchaikovsky and Wolfgang Mozart to DaBaby. You couldn't tell by looking at him but Footloose (1984) and Hairspray (2007) are two of his all-time favorite movies.

**WSBA Governor Francis Adewale**

Francis Adewale was elected to the Board of Governors in 2021. Adewale is one of the attorneys who helped establish Spokane Community Court, and his commitment to community and movement lawyering is epitomized by his work on several community-based boards and activities in Eastern Washington. He is the chair of the Access to Justice Board and a member of the Washington Supreme Court's Interpreters Commission. He is a founding member of the Washington Statewide Reentry Council, having been reappointed three times by Gov. Jay Inslee. Adewale is an H. George Frederickson Honors Graduate of Eastern Washington University and adjunct faculty member at Whitworth University and Gonzaga University School of Law. He was admitted to the WSBA in June 2000 and has since practiced as assistant public defender for the City of Spokane. Adewale is a recipient of the City of Spokane Human Rights Award, the Washington Criminal Defense Lawyers' President's Award, the Spokane County Bar Association Smithmoore P. Myers Professionalism Award, and the 2021 Washington Defender Association's President's Award. Along with other team members of Spokane Community Court, he was a recipient of a 2018 WSBA Apex Award.

**TO:** WSBA Board of Governors  
**CC:** Terra Nevitt, Executive Director  
**FROM:** Glynnis Klinefelter Sio, HR Director and Chief Culture Officer  
**DATE:** May 4, 2022  
**RE:** RFP for Executive Director Evaluation

**DISCUSSION & ACTION:** To review the proposals received in response to the RFP for the annual evaluation of the Executive Director and take action on it.

The Board of Governors evaluates the Executive Director's performance every year. At the March 10-11, 2022 Board of Governors Meeting, a motion was made and approved for WSBA staff to conduct a Request for Proposals (RFP) and bring back a proposal to the Board in May that includes a proposed scope of work, proposed budget and recommended vendor.

*Summarize the problem and the proposed solution:*

The Executive Director's evaluation must be completed before the end of FY22. A review was not conducted in FY21. The Board agreed to review proposals from outside consultants on developing and executing a performance assessment.

As directed, WSBA staff prepared an RFP. An announcement was posted to the WSBA website and the RFP was sent directly to 15 vendors. The vendors who received it consisted of organizations who have an existing relationship with WSBA, recommendations from colleagues, and direct solicitation from the HR Director.

Eight firms expressed an interest in responding to the RFP and they scheduled calls with the HR Director to obtain additional information. Four proposals were received by the due date.

The RFP and proposals are attached for Board review.

*What is the problem we are trying to solve?*

Conduct the annual evaluation for WSBA's Executive Director before the end of FY22.

*What does success look like and how will we measure it?*

The Board selects a vendor, based on scope of work and budget, to move forward with conducting the annual review. Success will be measured when the review is complete and the evaluation tool can be used for future assessments.

*What are the suggested next steps?*

Discussion and agreement as a Board on the selected vendor. Once the Board agrees, the HR Director will begin assisting the Board by securing a contract and coordinating the work with the selected vendor to meet their established timelines. The HR Director does not have a recommendation for a vendor at this time.

Attachments

Attachment 1 – Request for Proposal (RFP) for the Executive Director’s evaluation

Attachment 2 – Proposal from Archbright

Attachment 3 – Proposal from LaVonne Dorsey & Associates

Attachment 4 – Proposal from Gallagher

Attachment 5 – Proposal from Fully Integrated Team HR

**WASHINGTON STATE**  
**B A R A S S O C I A T I O N**

Washington State Bar Association  
**REQUEST FOR PROPOSAL (RFP) FOR**  
**WSBA EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE EVALUATION**

GENERAL INFORMATION

Date Advertised and Publicly Available: April 1, 2022

Proposal Due Date: May 2, 2022

**Email Proposals to:**

Washington State Bar Association

Attention: Glynnis Klinefelter Sio, HR Director & CCO

Email: [glynnisk@wsba.org](mailto:glynnisk@wsba.org)



## About the Washington State Bar Association

The Washington State Bar Association operates under the delegated authority of the Washington Supreme Court and exercises a governmental function authorized by the Washington Supreme Court to license and regulate the state's nearly 40,000 legal professionals, including lawyers, limited practice officers, and limited license legal technicians. The WSBA both regulates legal professionals under the authority of the Court and serves its members as a professional association — all without public funding. The WSBA administers the [bar admission process](#), including the bar exam; provides record-keeping and [licensing functions](#); administers the [lawyer discipline system](#) and provides [continuing legal education](#) for legal professionals, in addition to numerous other educational and member-service activities.

The WSBA's fiscal year begins October 1 and ends September 30.

### Our Mission

The WSBA's mission is to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.

The WSBA is committed to diversity and inclusion in our organization and throughout the legal profession.

### Governance of the WSBA

Governance of the WSBA is vested in a Board of Governors, (the "BOG" or "Board"), composed of 15 governors (one governor from each of ten congressional districts; two from the 7th District; and three at-large members, one of whom represents new and young lawyers), and the president. The Executive Director serves as the Board's secretary and is an ex-officio, non-voting member of the BOG. The BOG sets policies for the organization, approves its annual budget, and selects the Executive Director. The WSBA governance team also includes the WSBA officers, a president, a president-elect, an immediate past-president, and a treasurer.

### The Executive Director

The Executive Director is responsible for administration of the office and the activities of the WSBA under the direction of the Board of Governors. The Executive Director oversees the operations of an over 24 million dollar budget organization and directs the activities of a staff of approximately 140. Primary duties of the Executive Director include:

- Management of WSBA staff and programs within the parameters established by the annual Board budget
- Management and administration of the regulatory functions of the WSBA
- Serves as the Executive Secretary to the Board of Governors and Board Officers
- Serves as a spokesperson and ambassador for the WSBA to members, the judicial and executive branches, the legislature, ABA, and other outside entities

The Executive Director leads the Executive Leadership Team, a team comprised of 10 WSBA Directors.

### Annual Evaluation Requirements

The WSBA Bylaws and the Executive Director's employment contract requires that their performance is assessed every year. Their performance is reviewed annually by the Board of Governors with results reported and discussed at a regularly scheduled Board of Governors meeting. The goal of the annual

review is to evaluate the perception by the BOG and the Executive Leadership Team of the Executive Director’s performance in leading the organization and ensure that the Executive Director has the necessary tools and support to excel as the organization’s chief executive, as well as identifying organizational goals and strategies.

## Project Description

The WSBA, at the direction of the Board of Governors seeks to contract with a consultant to assist with the annual performance evaluation of the Executive Director of the WSBA. The Board of Governors is committed to an open and effective annual review that supports the performance and professional development of the Executive Director.

### Services of the consultant include:

- Working with the Board of Governors and Director of Human Resources to provide current best practices for annual executive reviews
- Develop and execute a process to be completed before the end of quarter 4 of WSBA’s fiscal year 2022 (September 2022), with results presented to the identified stakeholders
- Present a proposal for a review process that can be managed by the Board of Governors in subsequent years.

### RFP Timeline

|                      |  |
|----------------------|--|
| April 1, 2022        | RFP issued                                   |
| May 2, 2022          | Proposals due by 5 pm PST                    |
| May 19-20, 2022      | Proposals reviewed by the Board of Governors |
| Week of May 30, 2022 | Interviews (TBD)                             |
| Week of June 6, 2022 | Contract awarded                             |

## Proposal Requirements

Your proposal must include the following information:

1. **A letter of interest:** signed by the authorized party with a statement of availability to complete the work and the identification of the proposer, including company contact information.
2. **General profile:** to include information about vendor, experience, capabilities, and length of time in the business performing work of a similar nature. Please indicate whether your organization is a small or minority-owned business, a description of your company structure, and number of employees (permanent and/or outsourced).
3. **Professional credentials of staff:** Describe the team that will be assigned to this project, including what each person’s role would be and a brief summary of each person’s qualifications.
4. **Project approach:** Outline your overall process/scope for this project in detail, how you will approach and meet the objectives listed for this project, and outline a time frame for completion.
5. **Budget and cost scenarios:** Please provide a not-to-exceed budget with high-level detail showing projected costs to include related assumptions and explanatory comments. Cost proposals should be all-inclusive to include the hourly/daily rate, length of time to complete the project, and a detailed estimate of all other costs. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

6. **Please provide three references**, with contact information, with whom you have collaborated on similar projects.
7. **Please share your organization's commitment to diversity, equity, and inclusion** including policies, recognitions, associations, certifications, and accreditations.

### Evaluation Criteria for Proposals

- Vendor experience and expertise: The candidate has successfully completed similar projects and has the qualifications necessary to undertake this project and complete it in the designated timeframe.
- Project approach and timeline: The proposed solution meets the needs and criteria set forth in the RFP and the proposed timeframe is acceptable to the WSBA's goals for completion of the project.
- Value/Pricing structure: The price is commensurate with the value offered by the proposer.
- Terms and conditions
- Proposal presentation: The information is well organized and presented in a clear, logical manner.
- Customer references and reputation
- Diversity of the team: The diversity of the project team may be taken into consideration

### Proposal Guidelines and Timeline

- Proposals are due no later than 5 p.m. PST on Monday, May 2, 2022
- If you have questions prior to submission, please contact Glynnis Klinefelter Sio – HR Director & Chief Culture Officer at [glynnisk@wsba.org](mailto:glynnisk@wsba.org) or 206-727-8245.
- Deliver proposals to [glynnisk@wba.org](mailto:glynnisk@wba.org). Please indicate in the subject line: **RFP submission for WSBA Executive Director's Annual Performance Evaluation**.
- You will be notified the week of May 30, 2022 if you are selected for an interview with our evaluation team.
- Selection will occur as soon as practicable.
- All other candidates will be notified after selection of a contractor and successful contract negotiation.
- The goal for implementation is July 2022 but final deliverables and launch dates will be negotiated with the chosen vendor.
- All submissions will become Bar Records, *see* Washington General Rule (GR) 12.4, and therefore available to the public upon request to the WSBA, unless exempted from public disclosure by a specific provision of law. If the WSBA receives a request for records related to your submission and believes they must be disclosed, you will be notified prior to release and given an opportunity to object to disclosure under GR 12.4(h) if you would like to do so.
- Submission of a proposal meeting the requirements in this RFP does not create a binding agreement. The WSBA will negotiate a contract with the selected candidate, if any.
- The WSBA reserves the right to reopen the RFP process if it does not identify a suitable candidate or if the WSBA and the selected candidate are unable to agree on contract terms. The WSBA may also decide not to select any candidate as a result of this RFP.

# WASHINGTON STATE BAR ASSOCIATION

## WSBA MISSION

The Washington State Bar Association’s mission is to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.

## WSBA GUIDING PRINCIPLES

The WSBA will operate a well-managed association that supports its members and advances and promotes:

- **Access to the justice system.**  
*Focus: Provide training and leverage community partnerships in order to enhance a culture of service for legal professionals to give back to their communities, with a particular focus on services to underserved low and moderate income people.*
- **Diversity, equality, and cultural understanding throughout the legal community.**  
*Focus: Work to understand the lay of the land of our legal community and provide tools to members and employers in order to enhance the retention of minority legal professionals in our community.*
- **The public’s understanding of the rule of law and its confidence in the legal system.**  
*Focus: Educate youth and adult audiences about the importance of the three branches of government and how they work together.*
- **A fair and impartial judiciary.**
- **The ethics, civility, professionalism, and competence of the Bar.**

## MISSION FOCUS AREAS

### Ensuring Competent and Qualified Legal Professionals

- Cradle to Grave
- Regulation and Assistance

### Promoting the Role of Legal Professionals in Society

- Service
- Professionalism

## PROGRAM CRITERIA

- Does the Program further either or both of WSBA’s mission-focus areas?
- Does WSBA have the competency to operate the Program?
- As the mandatory bar, how is WSBA uniquely positioned to successfully operate the Program?
- Is statewide leadership required in order to achieve the mission of the Program?
- Does the Program’s design optimize the expenditure of WSBA resources devoted to the Program, including the balance between volunteer and staff involvement, the number of people served, the cost per person, etc?

## 2016 – 2018 STRATEGIC GOALS

- **Equip members with skills for the changing profession**
- **Promote equitable conditions for members from historically marginalized or underrepresented backgrounds to enter, stay and thrive in the profession**
- **Explore and pursue regulatory innovation and advocate to enhance the public’s access to legal services**

**GR 12**  
**REGULATION OF THE PRACTICE OF LAW**

The Washington Supreme Court has inherent and plenary authority to regulate the practice of law in Washington. The legal profession serves clients, courts, and the public, and has special responsibilities for the quality of justice administered in our legal system. The Court ensures the integrity of the legal profession and protects the public by adopting rules for the regulation of the practice of law and actively supervising persons and entities acting under the Supreme Court's authority.

*[Adopted effective September 1, 2017.]*

**GR 12.1**  
**REGULATORY OBJECTIVES**

Legal services providers must be regulated in the public interest. In regulating the practice of law in Washington, the Washington Supreme Court's objectives include: protection of the public; advancement of the administration of justice and the rule of law; meaningful access to justice and information about the law, legal issues, and the civil and criminal justice systems;

- (a) transparency regarding the nature and scope of legal services To be provided, the credentials of those who provide them, and the availability of regulatory protections;
- (b) delivery of affordable and accessible legal services;
- (c) efficient, competent, and ethical delivery of legal services;
- (d) protection of privileged and confidential information;
- (e) independence of professional judgment;
- (f) Accessible civil remedies for negligence and breach of other duties owed, disciplinary sanctions for misconduct, and advancement of appropriate preventive or wellness programs;
- (g) Diversity and inclusion among legal services providers and freedom from discrimination for those receiving legal services and in the justice system.

*[Adopted effective September 1, 2017.]*

**GR 12.2**  
**WASHINGTON STATE BAR ASSOCIATION: PURPOSES, AUTHORIZED  
ACTIVITIES, AND PROHIBITED ACTIVITIES**

In the exercise of its inherent and plenary authority to regulate the practice of law in Washington, the Supreme Court authorizes and supervises the Washington State Bar Association's activities. The Washington State Bar Association carries out the administrative responsibilities and functions expressly delegated to it by this rule and other Supreme Court rules and orders enacted or adopted to regulate the practice of law, including the purposes and authorized activities set forth below.

- (a) Purposes: In General. In general, the Washington State Bar Association strives to:

- (1) Promote independence of the judiciary and the legal profession.
- (2) Promote an effective legal system, accessible to all.
- (3) Provide services to its members and the public.
- (4) Foster and maintain high standards of competence, professionalism, and ethics among its members.
- (5) Foster collegiality among its members and goodwill between the legal profession and the public.
- (6) Promote diversity and equality in the courts and the legal profession.
- (7) Administer admission, regulation, and discipline of its members in a manner that protects the public and respects the rights of the applicant or member.
- (8) Administer programs of legal education.
- (9) Promote understanding of and respect for our legal system and the law.
- (10) Operate a well-managed and financially sound association, with a positive work environment for its employees.
- (11) Serve as a statewide voice to the public and to the branches of government on matters relating to these purposes and the activities of the association and the legal profession.

(b) Specific Activities Authorized. In pursuit of these purposes, the Washington State Bar Association may:

- (1) Sponsor and maintain committees and sections, whose activities further these purposes;
- (2) Support the judiciary in maintaining the integrity and fiscal stability of an independent and effective judicial system;
- (3) Provide periodic reviews and recommendations concerning court rules and procedures;
- (4) Administer examinations and review applicants' character and fitness to practice law;
- (5) Inform and advise its members regarding their ethical obligations;
- (6) Administer an effective system of discipline of its members, including receiving and investigating complaints of misconduct by legal professionals, taking and recommending appropriate punitive and remedial measures, and diverting less serious misconduct to alternatives outside the formal discipline system;
- (7) Maintain a program, pursuant to court rule, requiring members to submit fee disputes to arbitration;
- (8) Maintain a program for mediation of disputes between members and others;
- (9) Maintain a program for legal professional practice assistance;
- (10) Sponsor, conduct, and assist in producing programs and products of continuing legal education;

- (11) Maintain a system for accrediting programs of continuing legal education;
- (12) Conduct examinations of legal professionals' trust accounts;
- (13) Maintain a fund for client protection in accordance with the Admission and Practice Rules;
- (14) Maintain a program for the aid and rehabilitation of impaired members;
- (15) Disseminate information about the organization's activities, interests, and positions;
- (16) Monitor, report on, and advise public officials about matters of interest to the organization and the legal profession;
- (17) Maintain a legislative presence to inform members of new and proposed laws and to inform public officials about the organization's positions and concerns;
- (18) Encourage public service by members and support programs providing legal services to those in need;
- (19) Maintain and foster programs of public information and education about the law and the legal system;
- (20) Provide, sponsor, and participate in services to its members;
- (21) Hire and retain employees to facilitate and support its mission, purposes, and activities, including in the organization's discretion, authorizing collective bargaining;
- (22) Establish the amount of all license, application, investigation, and other related fees, as well as charges for services provided by the Washington State Bar Association, and collect, allocate, invest, and disburse funds so that its mission, purposes, and activities may be effectively and efficiently discharged. The amount of any license fee is subject to review by the Supreme Court for reasonableness and may be modified by order of the Court if the Court determines that it is not reasonable;

(23) Administer Supreme-Court-created boards in accordance with General Rule 12.3.

(c) Activities Not Authorized. The Washington State Bar Association will not:

- (1) Take positions on issues concerning the politics or social positions of foreign nations;
- (2) Take positions on political or social issues which do not relate to or affect the practice of law or the administration of justice; or
- (3) Support or oppose, in an election, candidates for public office.

*[Adopted effective July 17, 1987; amended effective December 10, 1993; September 1, 1997; September 1, 2007; September 1, 2013; September 1, 2017.]*

**GR 12.3**  
**WASHINGTON STATE BAR ASSOCIATION ADMINISTRATION**  
**OF SUPREME COURT-CREATED BOARDS AND COMMITTEES**

The Supreme Court has delegated to the Washington State Bar Association the authority and responsibility to administer certain boards and committees established by court rule or order. This delegation of authority includes providing and managing staff, overseeing the boards and committees to monitor their compliance with the rules and orders that authorize and regulate them, paying expenses reasonably and necessarily incurred pursuant to a budget approved by the Board of Governors, performing other functions and taking other actions as provided in court rule or order or delegated by the Supreme Court, or taking other actions as are necessary and proper to enable the board or committee to carry out its duties or functions.

*[Adopted effective September 1, 2007; amended effective September 1, 2017.]*

**GR 12.4**  
**WASHINGTON STATE BAR ASSOCIATION ACCESS TO**  
**RECORDS**

(a) Policy and Purpose. It is the policy of the Washington State Bar Association to facilitate access to Bar records. A presumption of public access exists for Bar records, but public access to Bar records is not absolute and shall be consistent with reasonable expectations of personal privacy, restrictions in statutes, restrictions in court rules, or as provided in court orders or protective orders issued under court rules. Access shall not unduly burden the business of the Bar.

(b) Scope. This rule governs the right of public access to Bar records. This rule applies to the Washington State Bar Association and its subgroups operated by the Bar including the Board of Governors, committees, task forces, commissions, boards, offices, councils, divisions, sections, and departments. This rule also applies to boards and committees under GR 12.3 administered by the Bar. A person or entity entrusted by the Bar with the storage and maintenance of Bar records is not subject to this rule and may not respond to a request for access to Bar records, absent express written authority from the Bar or separate authority in rule or statute to grant access to the documents.

(c) Definitions.

(1) "Access" means the ability to view or obtain a copy of a Bar record.

(2) "Bar record" means any writing containing information relating to the conduct of any Bar function prepared, owned, used, or retained by the Bar regardless of physical form or characteristics. Bar records include only those records in the possession of the Bar and its staff or stored under Bar ownership and control in facilities or servers. Records solely in the possession of hearing officers, non-Bar staff members of boards, committees, task forces, commissions, sections, councils, or divisions that were prepared by the hearing officers or the members and in their sole possession, including private notes and working papers, are not Bar records and are not subject to public access under this rule. Nothing in this rule requires the Bar to create a record that is not currently in possession of the Bar at the time of the request.

(3) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation in paper, digital, or other format.



(d) Bar Records--Right of Access.

(1) The Bar shall make available for inspection and copying all Bar records, unless the record falls within the specific exemptions of this rule, or any other state statute (including the Public Records Act, chapter 42.56 RCW) or federal statute or rule as they would be applied to a public agency, or is made confidential by the Rules of Professional Conduct, the Rules for Enforcement of Lawyer Conduct, the Admission to Practice Rules and associated regulations, the Rules for Enforcement of Limited Practice Officer Conduct, General Rule 25, court orders or protective orders issued under those rules, or any other state or federal statute or rule. To the extent required to prevent an unreasonable invasion of personal privacy interests or threat to safety or by the above-referenced rules, statutes, or orders, the Bar shall delete identifying details in a manner consistent with those rules, statutes, or orders when it makes available or publishes any Bar record; however, in each case, the justification for the deletion shall be explained in writing.

(2) In addition to exemptions referenced above, the following categories of Bar records are exempt from public access except as may expressly be made public by court rule:

(A) Records of the personnel committee, and personal information in Bar records for employees, appointees, members, or volunteers of the Bar to the extent that disclosure would violate their right to privacy, including home contact information (unless such information is their address of record), Social Security numbers, driver's license numbers, identification or security photographs held in Bar records, and personal data including ethnicity, race, disability status, gender, and sexual orientation. Membership class and status, bar number, dates of admission or licensing, addresses of record, and business telephone numbers, facsimile numbers, and electronic mail addresses (unless there has been a request that electronic mail addresses not be made public) shall not be exempt, provided that any such information shall be exempt if the Executive Director approves the confidentiality of that information for reasons of personal security or other compelling reason, which approval must be reviewed annually.

(B) Specific information and records regarding

(i) internal policies, guidelines, procedures, or techniques, the disclosure of which would reasonably be expected to compromise the conduct of disciplinary or regulatory functions, investigations, or examinations;

(ii) application, investigation, and hearing or proceeding records relating to lawyer, Limited Practice Officer, or Limited License Legal Technician admissions, licensing, or discipline, or that relate to the work of ELC 2.5 hearing officers, the Board of Bar Examiners, the Character and Fitness Board, the Law Clerk Board, the Limited Practice Board, the MCLE Board, the Limited License Legal Technician Board, the Practice of Law Board, or the Disciplinary Board in conducting investigations, hearings or proceedings; and

(iii) the work of the Judicial Recommendation Committee and the Hearing Officer selection panel, unless such records are expressly categorized as public information by court rule.

(C) Valuable formulae, designs, drawings, computer source code or object code, and research data created or obtained by the Bar.

(D) Information regarding the infrastructure, integrity, and security of computer and telecommunication networks, databases, and systems.

(E) Applications for licensure by the Bar and annual licensing forms and related records, including applications for license fee hardship waivers and any decision or determinations on the hardship waiver applications.

(F) Requests by members for ethics opinions to the extent that they contain information identifying the member or a party to the inquiry.

Information covered by exemptions will be redacted from the specific records sought. Statistical information not descriptive of any readily identifiable person or persons may be disclosed.

### (3) Persons Who Are Subjects of Records.

(A) Unless otherwise required or prohibited by law, the Bar has the option to give notice of any records request to any member or third party whose records would be included in the Bar's response.

(B) Any person who is named in a record, or to whom a record specifically pertains, may present information opposing the disclosure to the applicable decision maker.

(C) If the Bar decides to allow access to a requested record, a person who is named in that record, or to whom the records specifically pertains, has a right to initiate review or to participate as a party to any review initiated by a requester. The deadlines that apply to a requester apply as well to a person who is a subject of a record.

### (e) Bar Records--Procedures for Access.

(1) General Procedures. The Bar Executive Director shall appoint a Bar staff member to serve as the public records officer to whom all records requests shall be submitted. Records requests must be in writing and delivered to the Bar public records officer, who shall respond to such requests within 30 days of receipt. The Washington State Bar Association must implement this rule and adopt and publish on its website the public records officer's work mailing address, telephone number, fax number, and e-mail address, and the procedures and fee schedules for accepting and responding to records requests by the effective date of this rule. The Bar shall acknowledge receipt of the request within 14 days of receipt, and shall communicate with the requester as necessary to clarify any ambiguities as to the records being requested. Records requests shall not be directed to other Bar staff or to volunteers serving on boards, committees, task forces, commissions, sections, councils, or divisions.

### (2) Charging of Fees.

(A) A fee may not be charged to view Bar records.

(B) A fee may be charged for the photocopying or scanning of Bar records according to the fee schedule established by the Bar and published on its web site.

(C) A fee not to exceed \$30 per hour may be charged for research services required to fulfill a request taking longer than one hour. The fee shall be assessed from the second hour onward.

(f) Extraordinary Requests Limited by Resource Constraints. If a particular request is of a magnitude or burden on resources that the Bar cannot fully comply within 30 days due to constraints on time, resources, and personnel, the Bar shall communicate this information to the requester along with a good faith estimate of the time needed to complete the Bar's response. The Bar must attempt to reach

agreement with the requester as to narrowing the request to a more manageable scope and as to a timeframe for the Bar's response, which may include a schedule of installment responses. If the Bar and requester are unable to reach agreement, the Bar shall respond to the extent practicable, clarify how and why the response differs from the request, and inform the requester that it has completed its response.

(g) Denials. Denials must be in writing and shall identify the applicable exemptions or other bases for denial as well as a written summary of the procedures under which the requesting party may seek further review.

(h) Review of Records Decisions.

(1) Internal Review. A person who objects to a record decision or other action by the Bar's public records officer may request review by the Bar's Executive Director.

(A) A record requester's petition for internal review must be submitted within 90 days of the Bar's public records officer's decision, on such form as the Bar shall designate and make available.

(B) The review proceeding is informal, summary, and on the record.

(C) The review proceeding shall be held within five working days. If that is not reasonably possible, then within five working days the review shall be scheduled for the earliest practical date.

(2) External Review. A person who objects to a records review decision by the Bar's Executive Director may request review by the Records Request Appeals Officer (RRAO) for the Bar.

(A) The requesting party's request for review of the Executive Director's decision must be deposited in the mail and postmarked or delivered to the Bar not later than 30 days after the issuance of the decision, and must be on such form as the Bar shall designate and make available.

(B) The review will be informal and summary, but in the sole discretion of the RRAO may include the submission of briefs no more than 20 pages long and of oral arguments no more than 15 minutes long.

(C) Decisions of the RRAO are final unless, within 30 days of the issuance of the decision, a request for discretionary review of the decision is filed with the Supreme Court. If review is granted, review is conducted by the Chief Justice of the Washington Supreme Court or his or her designee in accordance with procedures established by the Supreme Court. A designee of the Chief Justice shall be a current or former elected judge. The review proceeding shall be on the record, without additional briefing or argument unless such is ordered by the Chief Justice or his or her designee.

(D) The RRAO shall be appointed by the Board of Governors. The Bar may reimburse the RRAO for all necessary and reasonable expenses incurred in the completion of these duties, and may provide compensation for the time necessary for these reviews at a level established by the Board of Governors.

(i) Monetary Awards Not Allowed. Attorney fees, costs, civil penalties, or fines may not be awarded under this rule.

(j) Effective Date of Rule.

(1) This rule goes into effect on July 1, 2014, and applies to records that are created on or after that date.

(2) Public access to records that are created before that date are to be analyzed according to other court rules, applicable statutes, and the common law balancing test; the Public Records Act, chapter 42.56 RCW, does not apply to such Bar records, but it may be used for nonbinding guidance.

*[Adopted effective July 1, 2014; amended effective September 1, 2017.]*

**GR 12.5  
IMMUNITY**

All boards, committees, or other entities, and their members and personnel, and all personnel and employees of the Washington State Bar Association, acting on behalf of the Supreme Court under the Admission and Practice Rules, the Rules for Enforcement of Lawyer Conduct, or the disciplinary rules for limited practice officers and limited license legal technicians, shall enjoy quasi-judicial immunity if the Supreme Court would have immunity in performing the same functions.

*[Adopted effective January 2, 2008; amended effective September 1, 2017.]*

**2021-2022**  
**WSBA BOARD OF GOVERNORS MEETING SCHEDULE**

| MEETING DATE          | LOCATION   | POTENTIAL ISSUES / SOCIAL FUNCTION            | AGENDA ITEMS DUE FOR EXEC COMMITTEE MTG | EXECUTIVE COMMITTEE MTG 9:00 am–12:00 pm | BOARD BOOK MATERIALS DEADLINE |
|-----------------------|--|---|---|--|-------------------------------|
| November 4-5, 2021    | Silver Cloud Hotel Tacoma<br>Point Ruston Waterfront<br>Ruston, WA | BOG Meeting                                   | October 1, 2021                         | October 8, 2021                          | October 18, 2021              |
| January 13-14, 2022   | WSBA Conference Center<br>Seattle, WA                              | BOG Meeting<br>MLK Luncheon Jan. 14           | November 29, 2021                       | December 6, 2021                         | December 27, 2021             |
| March 10-11, 2022     | St. Martin’s University<br>Lacey, WA<br>Temple of Justice          | BOG Meeting<br>BOG Meeting with Supreme Court | January 28, 2022                        | February 4, 2022                         | February 21, 2022             |
| May 19-20, 2022       | The Davenport Grand<br>Spokane, WA                                 | BOG Meeting                                   | April 11, 2022                          | April 18, 2022                           | May 2, 2022                   |
| July 13-15, 2022      | Tacoma Convention Center<br>Tacoma, WA                             | BOG Retreat<br>BOG Meeting                    | June 6, 2022                            | June 13, 2022                            | June 27, 2022                 |
| September 22-23, 2022 | Courtyard Marriott<br>Bellevue, WA                                 | BOG Meeting                                   | August 15, 2022                         | August 22, 2022                          | September 5, 2022             |

The Board Book Material Deadline is the final due date for submission of materials for the respective Board meeting. Please notify the Executive Director's office in advance of possible late materials. Refer to 1305 BOG Action Procedure on how to bring agenda items to the Board.

This information can be found online at: <https://www.wsba.org/about-wsba/who-we-are/board-of-governors>





# WSBA Board of Governors CONGRESSIONAL DISTRICT MAP



**Brian Tollefson**  
President-Elect



**Dan Clark**  
President-Elect



**Kyle Sciuchetti**  
Immediate Past  
President



**Bryn Peterson**  
Treasurer



**Terra Nevitt**  
Executive Director  
& Secretary

2021-2022

BRITISH COLUMBIA



**Sunitha Anjilvel**  
Governor District 1



**Carla Higginson**  
Governor District 2



**Brett Purtzer**  
Governor District 6



**Matthew Dresden**  
Governor District 7-North



**Serena Sayani**  
Governor District 7-South



**Brent Williams-Ruth**  
Governor District 8



**Bryn Peterson**  
Governor District 9



**Thomas A. McBride**  
Governor District 10



**Francis Adewale**  
Governor District 5



**Dan Clark**  
Governor District 4



**Lauren Boyd**  
Governor District 3



**Hunter Abell**  
Governor At-Large



**Jordan Couch**  
Governor At-Large



**Alec Stephens**  
Governor At-Large

OREGON



## **BASIC CHARACTERISTICS OF MOTIONS**

*From: The Complete Idiot's Guide to Robert's Rules  
The Guerilla Guide to Robert's Rules*

| MOTION  | PURPOSE                                       | INTERRUPT<br>SPEAKER? | SECOND<br>NEEDED? | DEBATABLE?       | AMENDABLE? | VOTE NEEDED           |
|---|---|-----------------------|-------------------|------------------|------------|-----------------------|
| 1. Fix the time to which to adjourn                     | Sets the time for a continued meeting         | No                    | Yes               | No <sup>1</sup>  | Yes        | Majority              |
| 2. Adjourn  | Closes the meeting                            | No                    | Yes               | No               | No         | Majority              |
| 3. Recess   | Establishes a brief break                     | No                    | Yes               | No <sup>2</sup>  | Yes        | Majority              |
| 4. Raise a Question of Privilege                        | Asks urgent question regarding to rights      | Yes                   | No                | No               | No         | Rules by Chair        |
| 5. Call for orders of the day                           | Requires that the meeting follow the agenda   | Yes                   | No                | No               | No         | One member            |
| 6. Lay on the table                                     | Puts the motion aside for later consideration | No                    | Yes               | No               | No         | Majority              |
| 7. Previous question                                    | Ends debate and moves directly to the vote    | No                    | Yes               | No               | No         | Two-thirds            |
| 8. Limit or extend limits of debate                     | Changes the debate limits                     | No                    | Yes               | No               | Yes        | Two-thirds            |
| 9. Postpone to a certain time                           | Puts off the motion to a specific time        | No                    | Yes               | Yes              | Yes        | Majority <sup>3</sup> |
| 10. Commit or refer                                     | Refers the motion to a committee              | No                    | Yes               | Yes              | Yes        | Majority              |
| 11. Amend an amendment<br>(secondary amendment)         | Proposes a change to an amendments            | No                    | Yes               | Yes <sup>4</sup> | No         | Majority              |
| 12. Amend a motion or resolution<br>(primary amendment) | Proposes a change to a main motion            | No                    | Yes               | Yes <sup>4</sup> | Yes        | Majority              |
| 13. Postpone indefinitely                               | Kills the motion                              | No                    | Yes               | Yes              | No         | Majority              |
| 14. Main motion   | Brings business before the assembly           | No                    | Yes               | Yes              | Yes        | Majority              |

*1 Is debatable when another meeting is scheduled for the same or next day, or if the motion is made while no question is pending*

*2 Unless no question is pending*

*3 Majority, unless it makes question a special order*

*4 If the motion it is being applied to is debatable*



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## Discussion Protocols Board of Governors Meetings

### Philosophical Statement:

“We take serious our representational responsibilities and will try to inform ourselves on the subject matter before us by contact with constituents, stakeholders, WSBA staff and committees when possible and appropriate. In all deliberations and actions we will be courageous and keep in mind the need to represent and lead our membership and safeguard the public. In our actions, we will be mindful of both the call to action and the constraints placed upon the WSBA by GR 12 and other standards.”

### Governor’s Commitments:

1. Tackle the problems presented; don’t make up new ones.
2. Keep perspective on long-term goals.
3. Actively listen to understand the issues and perspective of others before making the final decision or lobbying for an absolute.
4. Respect the speaker, the input and the Board’s decision.
5. Collect your thoughts and speak to the point – sparingly!
6. Foster interpersonal relationships between Board members outside Board events.
7. Listen and be courteous to speakers.
8. Speak only if you can shed light on the subject, don’t be repetitive.
9. Consider, respect and trust committee work but exercise the Board’s obligation to establish policy and insure that the committee work is consistent with that policy and the Board’s responsibility to the WSBA’s mission.
10. Seek the best decision through quality discussion and ample time (listen, don’t make assumptions, avoid sidebars, speak frankly, allow time before and during meetings to discuss important matters).
11. Don’t repeat points already made.
12. Everyone should have a chance to weigh in on discussion topics before persons are given a second opportunity.
13. No governor should commit the board to actions, opinions, or projects without consultation with the whole Board.
14. Use caution with e-mail: it can be a useful tool for debating, but e-mail is not confidential and does not easily involve all interests.
15. Maintain the strict confidentiality of executive session discussions and matters.





## **BOARD OF GOVERNORS**

### **WSBA VALUES**

Through a collaborative process, the WSBA Board of Governors and Staff have identified these core values that shall be considered by the Board, Staff, and WSBA volunteers (collectively, the “WSBA Community”) in all that we do.

To serve the public and our members and to promote justice, the WSBA Community values the following:

- Trust and respect between and among Board, Staff, Volunteers, Members, and the public
- Open and effective communication
- Individual responsibility, initiative, and creativity
- Teamwork and cooperation
- Ethical and moral principles
- Quality customer-service, with member and public focus
- Confidentiality, where required
- Diversity and inclusion
- Organizational history, knowledge, and context
- Open exchanges of information



## BOARD OF GOVERNORS

### GUIDING COMMUNICATION PRINCIPLES

In each communication, I will assume the good intent of my fellow colleagues; earnestly and actively listen; encourage the expression of and seek to affirm the value of their differing perspectives, even where I may disagree; share my ideas and thoughts with compassion, clarity, and where appropriate confidentiality; and commit myself to the unwavering recognition, appreciation, and celebration of the humanity, skills, and talents that each of my fellow colleagues bring in the spirit and effort to work for the mission of the WSBA. Therefore, I commit myself to operating with the following norms:

- ◆ I will treat each person with courtesy and respect, valuing each individual.
- ◆ I will strive to be nonjudgmental, open-minded, and receptive to the ideas of others.
- ◆ I will assume the good intent of others.
- ◆ I will speak in ways that encourage others to speak.
- ◆ I will respect others' time, workload, and priorities.
- ◆ I will aspire to be honest and open in all communications.
- ◆ I will aim for clarity; be complete, yet concise.
- ◆ I will practice "active" listening and ask questions if I don't understand.
- ◆ I will use the appropriate communication method (face-to-face, email, phone, voicemail) for the message and situation.
- ◆ When dealing with material of a sensitive or confidential nature, I will seek and confirm that there is mutual agreement to the ground rules of confidentiality at the outset of the communication.
- ◆ I will avoid triangulation and go directly to the person with whom I need to communicate. (If there is a problem, I will go to the source for resolution rather than discussing it with or complaining to others.)
- ◆ I will focus on reaching understanding and finding solutions to problems.
- ◆ I will be mindful of information that affects, or might be of interest or value to, others, and pass it along; err on the side of over-communication.
- ◆ I will maintain a sense of perspective and respectful humor.



## BOARD OF GOVERNORS

Anthony David Gipe  
President

phone: 206.386.4721  
e-mail: [adgipeWSBA@gmail.com](mailto:adgipeWSBA@gmail.com)

November 2014

## BEST PRACTICES AND EXPECTATIONS

### ❖ Attributes of the Board

- Competence
- Respect
- Trust
- Commitment
- Humor

### ❖ Accountability by Individual Governors

- Assume Good Intent
- Participation/Preparation
- Communication
- Relevancy and Reporting

### ❖ Team of Professionals

- Foster an atmosphere of teamwork
  - Between Board Members
  - The Board with the Officers
  - The Board and Officers with the Staff
  - The Board, Officers, and Staff with the Volunteers
  
- We all have common loyalty to the success of WSBA

### ❖ Work Hard and Have Fun Doing It

*Working Together to Champion Justice*

**WASHINGTON STATE**  
**B A R A S S O C I A T I O N**

# **Financial Reports**

**(Unaudited)**

**Year to Date March 31, 2022**

**Prepared by**

**Maggie Yu, Interim Finance Director & Darshita Patel, Accountant**

**Submitted by**

**Maggie Yu, Interim Finance Director & Elizabeth Wick, Budget & Finance Manager**

**April 19, 2022**

**Washington State Bar Association Financial Summary  
Compared to Fiscal Year 2022 Budget  
For the Period from March 1, 2022 to March 31, 2022**

| Category   | Actual Revenues   | Budgeted Revenues | Actual Indirect Expenses | Budgeted Indirect Expenses | Actual Direct Expenses | Budgeted Direct Expenses | Actual Total Expenses | Budgeted Total Expenses | Actual Net Result | Budgeted Net Result |
|--|-------------------|-------------------|--------------------------|----------------------------|------------------------|--------------------------|-----------------------|-------------------------|-------------------|---------------------|
| Access to Justice                                      | -                 | -                 | 79,934                   | 159,324                    | 6,854                  | 49,295                   | 86,788                | 208,619                 | (86,788)          | (208,619)           |
| Administration   | (569)             | 5,160             | 562,023                  | 1,076,157                  | 82                     | 16,550                   | 562,105               | 1,092,707               | (562,674)         | (1,087,547)         |
| Admissions/Bar Exam                                    | 873,375           | 1,301,640         | 461,810                  | 895,816                    | 133,039                | 391,721                  | 594,849               | 1,287,537               | 278,526           | 14,103              |
| Advancement FTE  | -                 | -                 | 172,135                  | 344,155                    | -                      | 6,400                    | 172,135               | 350,555                 | (172,135)         | (350,555)           |
| Bar News   | 329,050           | 643,700           | 171,553                  | 338,752                    | 171,859                | 430,870                  | 343,412               | 769,622                 | (14,363)          | (125,922)           |
| Board of Governors                                     | -                 | -                 | 84,333                   | 174,853                    | 94,814                 | 301,900                  | 179,147               | 476,753                 | (179,147)         | (476,753)           |
| Character & Fitness Board                              | -                 | -                 | 5,391                    | 10,451                     | 1,618                  | 20,700                   | 7,009                 | 31,151                  | (7,009)           | (31,151)            |
| Communications Strategies                              | 1,229             | -                 | 312,240                  | 643,706                    | 23,578                 | 82,597                   | 335,818               | 726,303                 | (334,589)         | (726,303)           |
| Communications Strategies FTE                          | -                 | -                 | 111,685                  | 223,276                    | -                      | -                        | 111,685               | 223,276                 | (111,685)         | (223,276)           |
| Discipline   | 62,473            | 105,877           | 2,843,329                | 5,787,933                  | 67,405                 | 216,721                  | 2,910,734             | 6,004,654               | (2,848,261)       | (5,808,777)         |
| Diversity  | 135,000           | 145,374           | 143,660                  | 288,197                    | 4,768                  | 150,515                  | 148,428               | 438,712                 | (13,428)          | (293,338)           |
| EJD FTE  | -                 | -                 | 106,617                  | 181,312                    | -                      | -                        | 106,617               | 181,312                 | (106,617)         | (181,312)           |
| Foundation   | -                 | -                 | 62,485                   | 123,667                    | 664                    | 5,000                    | 63,150                | 128,667                 | (63,150)          | (128,667)           |
| Human Resources  | -                 | -                 | 232,430                  | 459,421                    | -                      | -                        | 232,430               | 459,421                 | (232,430)         | (459,421)           |
| Law Clerk Program                                      | 176,607           | 222,500           | 59,488                   | 114,093                    | -                      | 8,350                    | 59,488                | 122,443                 | 117,119           | 100,057             |
| Legislative  | -                 | -                 | 117,301                  | 241,985                    | 7,994                  | 29,950                   | 125,295               | 271,935                 | (125,295)         | (271,935)           |
| Legal Lunchbox   | 30,870            | 22,000            | 23,240                   | 50,783                     | -                      | 1,700                    | 23,240                | 52,483                  | 7,630             | (30,483)            |
| Licensing and Membership Records                       | 242,475           | 378,180           | 299,259                  | 587,026                    | 24,666                 | 19,284                   | 323,925               | 606,309                 | (81,450)          | (228,129)           |
| Licensing Fees   | 8,438,084         | 16,579,802        | -                        | -                          | -                      | -                        | 0                     | 8,438,084               | 16,579,802        | -                   |
| Limited License Legal Technician                       | 12,288            | 29,961            | 34,602                   | 67,783                     | 6,244                  | 30,000                   | 40,846                | 97,783                  | (28,557)          | (67,822)            |
| Limited Practice Officers                              | 119,306           | 208,728           | 48,545                   | 94,583                     | 6,122                  | 31,335                   | 54,666                | 125,917                 | 64,639            | (82,811)            |
| Mandatory CLE  | 920,450           | 1,209,750         | 379,265                  | 656,431                    | 15,589                 | 35,666                   | 394,854               | 692,097                 | 525,596           | 517,653             |
| Member Wellness Program                                | 6,000             | 7,000             | 93,211                   | 216,105                    | 9,600                  | 102,811                  | 14,962                | 231,067                 | (96,811)          | (224,067)           |
| Member Services & Engagement                           | 38,284            | 10,800            | 204,923                  | 411,463                    | 988                    | 32,550                   | 205,910               | 444,013                 | (167,626)         | (433,213)           |
| Mimi CLE   | -                 | -                 | 51,690                   | 111,706                    | -                      | -                        | 51,690                | 111,706                 | (51,690)          | (111,706)           |
| New Member Education                                   | 34,872            | 111,500           | 44,346                   | 94,289                     | -                      | 5,500                    | 44,346                | 99,789                  | (9,474)           | (11,711)            |
| Office of General Counsel                              | 963               | -                 | 488,169                  | 964,701                    | 7,037                  | 31,337                   | 495,206               | 996,039                 | (494,242)         | (996,039)           |
| Office of the Executive Director                       | -                 | -                 | 234,227                  | 481,789                    | 3,192                  | 257,419                  | 595,200               | (257,419)               | (595,200)         | (595,200)           |
| GGC-Disciplinary Board                                 | -                 | -                 | 86,811                   | 165,580                    | 39,492                 | 136,711                  | 126,303               | 302,291                 | (126,303)         | (302,291)           |
| Practice of Law Board                                  | -                 | -                 | 36,008                   | 72,486                     | -                      | 12,000                   | 36,008                | 84,486                  | (36,008)          | (84,486)            |
| Practice Management Assistance                         | 226               | 38,450            | -                        | -                          | 72,455                 | 137,500                  | 72,455                | 137,500                 | (72,229)          | (99,050)            |
| Professional Responsibility Program                    | -                 | -                 | 139,446                  | 273,922                    | 279                    | 8,263                    | 139,724               | 282,184                 | (139,724)         | (282,184)           |
| Public Service Programs                                | 130,000           | 130,000           | 73,846                   | 145,402                    | 62,773                 | 258,280                  | 136,619               | 403,682                 | (6,619)           | (273,682)           |
| Publication and Design Services                        | -                 | -                 | 53,609                   | 102,273                    | 4,200                  | 4,300                    | 57,808                | 106,573                 | (57,808)          | (106,573)           |
| Regulatory Services FTE                                | -                 | -                 | 251,716                  | 504,908                    | -                      | 9,000                    | 251,716               | 513,908                 | (251,716)         | (513,908)           |
| Sections Administration                                | 356,843           | 286,875           | 136,947                  | 281,572                    | 4,624                  | 8,755                    | 141,571               | 290,307                 | 215,272           | (3,432)             |
| Service Center   | 36,970            | 167,600           | 327,804                  | 641,836                    | 3,990                  | 10,600                   | 331,294               | 652,236                 | (321,294)         | (652,236)           |
| Volunteer Engagement                                   | -                 | -                 | 46,877                   | 94,057                     | -                      | 20,223                   | 46,877                | 114,280                 | (46,877)          | (114,280)           |
| Technology   | -                 | -                 | 955,032                  | 1,813,143                  | -                      | -                        | 955,032               | 1,813,143               | (955,032)         | (1,813,143)         |
| <b>Subtotal General Fund</b>                           | <b>11,907,827</b> | <b>21,437,297</b> | <b>9,555,486</b>         | <b>18,894,934</b>          | <b>773,925</b>         | <b>2,631,926</b>         | <b>10,329,411</b>     | <b>21,526,859</b>       | <b>1,578,416</b>  | <b>(89,563)</b>     |
| Expenses using reserve funds                           |                   |                   |                          |                            |                        |                          |                       |                         |                   |                     |
| <b>Total General Fund - Net Result from Operations</b> |                   |                   |                          |                            |                        |                          |                       |                         | <b>1,578,416</b>  | <b>(89,563)</b>     |
| <b>Percentage of Budget</b>                            | <b>56%</b>        |                   | <b>51%</b>               |                            | <b>29%</b>             |                          | <b>48%</b>            |                         |                   |                     |
| CLE-Seminars and Products                              | 1,280,924         | 1,904,985         | 509,179                  | 1,016,093                  | 45,143                 | 463,396                  | 554,321               | 1,479,489               | 726,603           | 425,496             |
| CLE- Deskbooks   | 36,970            | 167,600           | 105,592                  | 210,826                    | 7,608                  | 71,815                   | 113,200               | 282,641                 | (76,229)          | (115,041)           |
| Total CLE  | 1,317,895         | 2,072,585         | 614,770                  | 1,226,919                  | 52,750                 | 535,211                  | 667,521               | 1,762,130               | 650,374           | 310,455             |
| <b>Percentage of Budget</b>                            | <b>64%</b>        |                   | <b>50%</b>               |                            | <b>10%</b>             |                          | <b>38%</b>            |                         |                   |                     |
| Total All Sections                                     | 563,718           | 637,652           | -                        | -                          | 416,113                | 899,652                  | 416,113               | 899,652                 | 147,605           | (262,000)           |
| Client Protection Fund-Restricted                      | 684,433           | 830,253           | 81,231                   | 156,815                    | 3,522                  | 503,860                  | 84,753                | 660,675                 | 599,680           | 169,578             |
| <b>Totals</b>  | <b>14,473,872</b> | <b>24,977,787</b> | <b>10,251,487</b>        | <b>20,278,667</b>          | <b>1,246,311</b>       | <b>4,570,648</b>         | <b>11,497,797</b>     | <b>24,849,315</b>       | <b>2,976,075</b>  | <b>128,472</b>      |
| <b>Percentage of Budget</b>                            | <b>58%</b>        |                   | <b>51%</b>               |                            | <b>27%</b>             |                          | <b>46%</b>            |                         |                   |                     |

|   | Fund Balances Sept. 30, 2021 | 2022 Budgeted Fund Balances | Fund Balances Year to date |
|---|------------------------------|-----------------------------|----------------------------|
| <b>Restricted Funds:</b>                          |                              |                             |                            |
| Client Protection Fund                            | 4,046,246                    | 4,215,824                   | 4,645,926                  |
| <b>Board-Designated Funds (Non-General Fund):</b> |                              |                             |                            |
| CLE Fund Balance                                  | 648,792                      | 959,247                     | 1,299,166                  |
| Section Funds                                     | 1,508,843                    | 1,246,843                   | 1,656,447                  |
| <b>Board-Designated Funds (General Fund):</b>     |                              |                             |                            |
| Operating Reserve Fund                            | 1,500,000                    | 1,500,000                   | 1,500,000                  |
| Facilities Reserve Fund                           | 1,050,000                    | 1,050,000                   | 1,050,000                  |
| <b>Unrestricted Funds (General Fund):</b>         |                              |                             |                            |
| Unrestricted General Fund                         | 4,522,174                    | 4,432,611                   | 6,100,590                  |
| <b>Total General Fund Balance</b>                 | <b>7,072,174</b>             | <b>6,982,611</b>            | <b>8,650,590</b>           |
| <b>Net Change in Total General Fund Balance</b>   |                              | <b>(89,563)</b>             | <b>1,578,416</b>           |
| <b>Total Fund Balance</b>                         | <b>13,276,054</b>            | <b>13,404,526</b>           | <b>16,252,129</b>          |
| <b>Net Change in Fund Balance</b>                 |                              | <b>128,472</b>              | <b>2,976,075</b>           |

# Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                       | <b>FISCAL 2022<br/>BUDGET</b> | <b>CURRENT<br/>MONTH</b> | <b>YEAR TO<br/>DATE</b> | <b>REMAINING<br/>BALANCE</b> | <b>% USED<br/>OF BUDGET</b> | <b>YEAR TO DATE<br/>VARIANCE<br/>FAVORABLE/(UNFAVORABLE)</b> |
|-----------------------|-------------------------------|--------------------------|-------------------------|------------------------------|-----------------------------|--|
| <b>LICENSE FEES</b>   |                               |                          |                         |                              |                             |  |
| <b>REVENUE:</b>       |                               |                          |                         |                              |                             |  |
| LICENSE FEES          | 16,579,802                    | 1,474,592                | 8,438,084               | 8,141,717                    | 51%                         | 148,184  |
| <b>TOTAL REVENUE:</b> | <b>16,579,802</b>             | <b>1,474,592</b>         | <b>8,438,084</b>        | <b>8,141,717</b>             | <b>51%</b>                  | <b>148,184</b>   |

## Washington State Bar Association

Statement of Activities  
For the Period from March 1, 2022 to March 31, 2022  
**50% OF YEAR COMPLETE**

|                                 | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---------------------------------|-----------------------|------------------|-----------------|----------------------|---------------------|---|
| <b>ACCESS TO JUSTICE</b>        |                       |                  |                 |                      |                     |   |
| <b>REVENUE:</b>                 |                       |                  |                 |                      |                     |   |
| <b>TOTAL REVENUE:</b>           | -                     | -                | -               | -                    |                     | -   |
| <b>DIRECT EXPENSES:</b>         |                       |                  |                 |                      |                     |   |
| SURVEYS                         | 100                   | -                | -               | 100                  | 0%                  | 50  |
| ATJ BOARD RETREAT               | 2,000                 | -                | -               | 2,000                | 0%                  | 1,000   |
| LEADERSHIP TRAINING             | 2,000                 | 1,842            | 1,842           | 158                  | 92%                 | (842)   |
| ATJ BOARD EXPENSE               | 24,000                | 18               | 4,862           | 19,138               | 20%                 | 7,138   |
| STAFF TRAVEL/PARKING            | 2,700                 | -                | -               | 2,700                | 0%                  | 1,350   |
| STAFF TRAINING                  | 2,875                 | -                | 150             | 2,725                | 5%                  | 1,288   |
| STAFF MEMBERSHIP DUES           | 120                   | -                | -               | 120                  | 0%                  | 60  |
| PUBLIC DEFENSE                  | 6,000                 | -                | -               | 6,000                | 0%                  | 3,000   |
| RECEPTION/FORUM EXPENSE         | 9,500                 | -                | -               | 9,500                | 0%                  | 4,750   |
| <b>TOTAL DIRECT EXPENSES:</b>   | <b>49,295</b>         | <b>1,860</b>     | <b>6,854</b>    | <b>42,441</b>        | <b>14%</b>          | <b>17,793</b>                                       |
| <b>INDIRECT EXPENSES:</b>       |                       |                  |                 |                      |                     |   |
| SALARY EXPENSE (1.30 FTE)       | 88,704                | 8,459            | 45,014          | 43,690               | 51%                 | (662.03)  |
| BENEFITS EXPENSE                | 32,556                | 2,797            | 16,405          | 16,150               | 50%                 | (127.48)  |
| OTHER INDIRECT EXPENSE          | 38,065                | 2,584            | 18,515          | 19,550               | 49%                 | 517.88  |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>159,324</b>        | <b>13,840</b>    | <b>79,934</b>   | <b>79,391</b>        | <b>50%</b>          | <b>(272)</b>  |
| <b>TOTAL ALL EXPENSES:</b>      | <b>208,619</b>        | <b>15,701</b>    | <b>86,788</b>   | <b>121,831</b>       | <b>42%</b>          | <b>17,521</b>                                       |
| <b>NET INCOME (LOSS):</b>       | <b>(208,619)</b>      | <b>(15,701)</b>  | <b>(86,788)</b> | <b>(121,831)</b>     | <b>42%</b>          | <b>17,521</b>                                       |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                 | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE  | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---------------------------------|-----------------------|------------------|------------------|----------------------|---------------------|---|
| <b>ADMINISTRATION</b>           |                       |                  |                  |                      |                     |   |
| <b>REVENUE:</b>                 |                       |                  |                  |                      |                     |   |
| INTEREST INCOME                 | 5,160                 | (1,199)          | (569)            | 5,729                | -11%                | (3,149)   |
| MISCELLANEOUS                   | -                     | (2,360)          | -                | -                    |                     | -   |
| <b>TOTAL REVENUE:</b>           | <b>5,160</b>          | <b>(3,559)</b>   | <b>(569)</b>     | <b>5,729</b>         | <b>-11%</b>         | <b>(3,149)</b>                                      |
| <b>DIRECT EXPENSES:</b>         |                       |                  |                  |                      |                     |   |
| CONSULTING SERVICES             | 12,000                | -                | -                | 12,000               | 0%                  | 6,000   |
| STAFF TRAVEL/PARKING            | 4,200                 | 58               | 82               | 4,118                | 2%                  | 2,018   |
| STAFF TRAINING                  | 350                   | -                | -                | 350                  | 0%                  | 175   |
| <b>TOTAL DIRECT EXPENSES:</b>   | <b>16,550</b>         | <b>58</b>        | <b>82</b>        | <b>16,468</b>        | <b>0%</b>           | <b>8,193</b>  |
| <b>INDIRECT EXPENSES:</b>       |                       |                  |                  |                      |                     |   |
| SALARY EXPENSE (6.92 FTE)       | 686,355               | 50,298           | 368,283          | 318,073              | 54%                 | (25,105)  |
| BENEFITS EXPENSE                | 187,178               | 16,489           | 95,583           | 91,595               | 51%                 | (1,994)   |
| OTHER INDIRECT EXPENSE          | 202,623               | 13,708           | 98,157           | 104,466              | 48%                 | 3,155   |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>1,076,157</b>      | <b>80,494</b>    | <b>562,023</b>   | <b>514,134</b>       | <b>52%</b>          | <b>(23,945)</b>                                     |
| <b>TOTAL ALL EXPENSES:</b>      | <b>1,092,707</b>      | <b>80,552</b>    | <b>562,105</b>   | <b>530,602</b>       | <b>51%</b>          | <b>(15,752)</b>                                     |
| <b>NET INCOME (LOSS):</b>       | <b>(1,087,547)</b>    | <b>(84,111)</b>  | <b>(562,674)</b> | <b>(524,873)</b>     | <b>52%</b>          | <b>(18,901)</b>                                     |



## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                    | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|------------------------------------|-----------------------|------------------|-----------------|----------------------|---------------------|---|
| <b>ADMISSIONS</b>                  |                       |                  |                 |                      |                     |   |
| <b>REVENUE:</b>                    |                       |                  |                 |                      |                     |   |
| BAR EXAM FEES                      | 1,242,000             | 281,280          | 837,090         | 404,910              | 67%                 | 216,090   |
| RULE 9/LEGAL INTERN FEES           | 12,000                | 800              | 3,250           | 8,750                | 27%                 | (2,750)   |
| SPECIAL ADMISSIONS                 | 47,640                | 5,580            | 33,035          | 14,605               | 69%                 | 9,215   |
| <b>TOTAL REVENUE:</b>              | <b>1,301,640</b>      | <b>287,660</b>   | <b>873,375</b>  | <b>428,265</b>       | <b>67%</b>          | <b>222,555</b>                                      |
| <b>DIRECT EXPENSES:</b>            |                       |                  |                 |                      |                     |   |
| POSTAGE                            | 1,800                 | -                | -               | 1,800                | 0%                  | 900   |
| STAFF TRAVEL/PARKING               | 14,000                | 4,953            | 5,622           | 8,378                | 40%                 | 1,378   |
| STAFF MEMBERSHIP DUES              | 1,600                 | -                | -               | 1,600                | 0%                  | 800   |
| SUPPLIES                           | 1,000                 | 225              | 225             | 775                  | 23%                 | 275   |
| FACILITY, PARKING, FOOD            | 99,500                | 1,751            | 38,629          | 60,871               | 39%                 | 11,121  |
| EXAMINER FEES                      | 36,000                | 11,500           | 11,500          | 24,500               | 32%                 | 6,500   |
| UBE EXMINATIONS                    | 126,900               | 31,420           | 31,420          | 95,480               | 25%                 | 32,030  |
| BOARD OF BAR EXAMINERS             | 23,000                | (5,419)          | 3,831           | 19,169               | 17%                 | 7,669   |
| BAR EXAM PROCTORS                  | 27,000                | 13,468           | 13,468          | 13,532               | 50%                 | 32  |
| DISABILITY ACCOMMODATIONS          | 20,000                | 7,286            | 8,286           | 11,714               | 41%                 | 1,714   |
| CHARACTER & FITNESS INVESTIGATIONS | 1,000                 | 24               | 59              | 941                  | 6%                  | 441   |
| LAW SCHOOL VISITS                  | 1,450                 | -                | -               | 1,450                | 0%                  | 725   |
| DEPRECIATION-SOFTWARE              | 19,524                | 2,037            | 12,294          | 7,230                | 63%                 | (2,532)   |
| STAFF TRAINING                     | 15,000                | 633              | 6,062           | 8,938                | 40%                 | 1,438   |
| ONLINE LEGAL RESEARCH              | 3,790                 | 317              | 1,573           | 2,216                | 42%                 | 321   |
| LAW LIBRARY                        | 158                   | 12               | 69              | 89                   | 44%                 | 10  |
| <b>TOTAL DIRECT EXPENSES:</b>      | <b>391,721</b>        | <b>68,207</b>    | <b>133,039</b>  | <b>258,682</b>       | <b>34%</b>          | <b>62,822</b>                                       |
| <b>INDIRECT EXPENSES:</b>          |                       |                  |                 |                      |                     |   |
| SALARY EXPENSE (6.90 FTE)          | 525,082               | 46,735           | 278,014         | 247,068              | 53%                 | (15,472.96)   |
| BENEFITS EXPENSE                   | 168,696               | 14,683           | 85,840          | 82,856               | 51%                 | (1,492.24)  |
| OTHER INDIRECT EXPENSE             | 202,038               | 13,678           | 97,956          | 104,082              | 48%                 | 3,063.00  |
| <b>TOTAL INDIRECT EXPENSES:</b>    | <b>895,816</b>        | <b>75,096</b>    | <b>461,810</b>  | <b>434,006</b>       | <b>52%</b>          | <b>(13,902)</b>                                     |
| <b>TOTAL ALL EXPENSES:</b>         | <b>1,287,537</b>      | <b>143,303</b>   | <b>594,849</b>  | <b>692,688</b>       | <b>46%</b>          | <b>48,920</b>                                       |
| <b>NET INCOME (LOSS):</b>          | <b>14,103</b>         | <b>144,357</b>   | <b>278,526</b>  | <b>(264,423)</b>     | <b>1975%</b>        | <b>271,475</b>                                      |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                 | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE  | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---------------------------------|-----------------------|------------------|------------------|----------------------|---------------------|---|
| <b>ADVANCEMENT FTE</b>          |                       |                  |                  |                      |                     |   |
| <b>REVENUE:</b>                 |                       |                  |                  |                      |                     |   |
| <b>TOTAL REVENUE:</b>           | -                     | -                | -                | -                    |                     | -   |
| <b>DIRECT EXPENSES:</b>         |                       |                  |                  |                      |                     |   |
| STAFF CONFERENCE & TRAINING     | 6,400                 | -                | -                | 6,400                | 0%                  | 3,200   |
| <b>TOTAL DIRECT EXPENSES:</b>   | <b>6,400</b>          | <b>-</b>         | <b>-</b>         | <b>6,400</b>         | <b>0%</b>           | <b>3,200</b>  |
| <b>INDIRECT EXPENSES:</b>       |                       |                  |                  |                      |                     |   |
| SALARY EXPENSE (1.90 FTE)       | 224,045               | 19,635           | 112,745          | 111,301              | 50%                 | (722)   |
| BENEFITS EXPENSE                | 64,623                | 5,677            | 32,502           | 32,120               | 50%                 | (191)   |
| OTHER INDIRECT EXPENSE          | 55,487                | 3,761            | 26,888           | 28,599               | 48%                 | 856   |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>344,155</b>        | <b>29,072</b>    | <b>172,135</b>   | <b>172,021</b>       | <b>50%</b>          | <b>(57)</b>   |
| <b>TOTAL ALL EXPENSES:</b>      | <b>350,555</b>        | <b>29,072</b>    | <b>172,135</b>   | <b>178,421</b>       | <b>49%</b>          | <b>3,143</b>  |
| <b>NET INCOME (LOSS):</b>       | <b>(350,555)</b>      | <b>(29,072)</b>  | <b>(172,135)</b> | <b>(178,421)</b>     | <b>49%</b>          | <b>3,143</b>  |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                 | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---------------------------------|-----------------------|------------------|-----------------|----------------------|---------------------|---|
| <b>BAR NEWS</b>                 |                       |                  |                 |                      |                     |   |
| <b>REVENUE:</b>                 |                       |                  |                 |                      |                     |   |
| ROYALTIES                       | 2,000                 | -                | 1,247           | 753                  | 62%                 | 247   |
| DISPLAY ADVERTISING             | 450,000               | 37,640           | 187,955         | 262,045              | 42%                 | (37,045)  |
| SUBSCRIPT/SINGLE ISSUES         | 200                   | -                | 36              | 164                  | 18%                 | (64)  |
| CLASSIFIED ADVERTISING          | 5,000                 | 134              | 341             | 4,659                | 7%                  | (2,159)   |
| GEN ANNOUNCEMENTS               | 14,000                | 1,623            | 5,639           | 8,361                | 40%                 | (1,361)   |
| PROF ANNOUNCEMENTS              | 22,500                | 2,737            | 12,406          | 10,094               | 55%                 | 1,156   |
| JOB TARGET ADVERTISING          | 150,000               | 12,827           | 121,426         | 28,574               | 81%                 | 46,426  |
| <b>TOTAL REVENUE:</b>           | <b>643,700</b>        | <b>54,961</b>    | <b>329,050</b>  | <b>314,650</b>       | <b>51%</b>          | <b>7,200</b>  |
| <b>DIRECT EXPENSES:</b>         |                       |                  |                 |                      |                     |   |
| POSTAGE                         | 100,000               | 10,761           | 56,193          | 43,807               | 56%                 | (6,193)   |
| PRINTING, COPYING & MAILING     | 230,000               | 22,246           | 113,828         | 116,172              | 49%                 | 1,172   |
| DIGITAL/ONLINE DEVELOPMENT      | 1,500                 | -                | 18              | 1,482                | 1%                  | 732   |
| GRAPHICS/ARTWORK                | 200                   | -                | -               | 200                  | 0%                  | 100   |
| OUTSIDE SALES EXPENSE           | 98,000                | -                | 1,730           | 96,270               | 2%                  | 47,270  |
| EDITORIAL ADVISORY COMMITTEE    | 500                   | -                | -               | 500                  | 0%                  | 250   |
| STAFF TRAINING                  | 350                   | -                | -               | 350                  | 0%                  | 175   |
| STAFF MEMBERSHIP DUES           | 135                   | -                | -               | 135                  | 0%                  | 68  |
| SUBSCRIPTIONS                   | 185                   | -                | 90              | 95                   | 49%                 | 2   |
| <b>TOTAL DIRECT EXPENSES:</b>   | <b>430,870</b>        | <b>33,007</b>    | <b>171,859</b>  | <b>259,011</b>       | <b>40%</b>          | <b>43,576</b>                                       |
| <b>INDIRECT EXPENSES:</b>       |                       |                  |                 |                      |                     |   |
| SALARY EXPENSE (2.76 FTE)       | 203,639               | 19,110           | 104,218         | 99,421               | 51%                 | (2,398.57)  |
| BENEFITS EXPENSE                | 54,298                | 4,867            | 28,111          | 26,187               | 52%                 | (962.29)  |
| OTHER INDIRECT EXPENSE          | 80,815                | 5,478            | 39,224          | 41,591               | 49%                 | 1,183.66  |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>338,752</b>        | <b>29,455</b>    | <b>171,553</b>  | <b>167,199</b>       | <b>51%</b>          | <b>(2,177)</b>                                      |
| <b>TOTAL ALL EXPENSES:</b>      | <b>769,622</b>        | <b>62,462</b>    | <b>343,412</b>  | <b>426,210</b>       | <b>45%</b>          | <b>41,399</b>                                       |
| <b>NET INCOME (LOSS):</b>       | <b>(125,922)</b>      | <b>(7,501)</b>   | <b>(14,363)</b> | <b>(111,560)</b>     | <b>11%</b>          | <b>48,598</b>                                       |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                 | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE  | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---------------------------------|-----------------------|------------------|------------------|----------------------|---------------------|---|
| <b>BOARD OF GOVERNOR</b>        |                       |                  |                  |                      |                     |   |
| <b>REVENUE:</b>                 |                       |                  |                  |                      |                     |   |
|                                 |                       |                  |                  |                      |                     |   |
| <b>TOTAL REVENUE:</b>           | -                     | -                | -                | -                    |                     | -   |
| <b>DIRECT EXPENSES:</b>         |                       |                  |                  |                      |                     |   |
|                                 |                       |                  |                  |                      |                     |   |
| BOG MEETINGS                    | 143,000               | 11,817           | 39,868           | 103,132              | 28%                 | 31,632  |
| BOG COMMITTEES' EXPENSES        | 20,000                | 1                | 202              | 19,798               | 1%                  | 9,798   |
| BOG RETREAT                     | 15,000                | 24               | 66               | 14,934               | 0%                  | 7,434   |
| BOG CONFERENCE ATTENDANCE       | 25,000                | 951              | 12,172           | 12,828               | 49%                 | 328   |
| BOG TRAVEL & OUTREACH           | 25,000                | 720              | 4,569            | 20,431               | 18%                 | 7,931   |
| LEADERSHIP TRAINING             | 37,000                | 542              | 18,037           | 18,963               | 49%                 | 463   |
| BOG ELECTIONS                   | 26,900                | -                | 12,720           | 14,180               | 47%                 | 730   |
| MEMBER OUTREACH/ETHOS MEETINGS  | -                     | 353              | 7,125            | (7,125)              |                     | (7,125)   |
| DEMOGRAPHIC SURVEY CONSULT      | -                     | 56               | 56               | (56)                 |                     | (56)  |
| PRESIDENT'S DINNER              | 10,000                | -                | -                | 10,000               | 0%                  | 5,000   |
| <b>TOTAL DIRECT EXPENSES:</b>   | <b>301,900</b>        | <b>14,464</b>    | <b>94,814</b>    | <b>207,086</b>       | <b>31%</b>          | <b>56,136</b>                                       |
| <b>INDIRECT EXPENSES:</b>       |                       |                  |                  |                      |                     |   |
|                                 |                       |                  |                  |                      |                     |   |
| SALARY EXPENSE (1.40 FTE)       | 101,557               | 3,925            | 47,955           | 53,602               | 47%                 | 2,824   |
| BENEFITS EXPENSE                | 32,303                | 2,821            | 16,468           | 15,835               | 51%                 | (316)   |
| OTHER INDIRECT EXPENSE          | 40,993                | 2,781            | 19,911           | 21,082               | 49%                 | 586   |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>174,853</b>        | <b>9,527</b>     | <b>84,333</b>    | <b>90,520</b>        | <b>48%</b>          | <b>3,094</b>  |
| <b>TOTAL ALL EXPENSES:</b>      | <b>476,753</b>        | <b>23,991</b>    | <b>179,147</b>   | <b>297,606</b>       | <b>38%</b>          | <b>59,229</b>                                       |
| <b>NET INCOME (LOSS):</b>       | <b>(476,753)</b>      | <b>(23,991)</b>  | <b>(179,147)</b> | <b>(297,606)</b>     | <b>38%</b>          | <b>59,229</b>                                       |

**Washington State Bar Association**  
Statement of Activities  
For the Period from March 1, 2022 to March 31, 2022  
**50% OF YEAR COMPLETE**

|                                      | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|--------------------------------------|-----------------------|------------------|-----------------|----------------------|---------------------|---|
| <b>CHARACTER &amp; FITNESS BOARD</b> |                       |                  |                 |                      |                     |   |
| REVENUE:                             |                       |                  |                 |                      |                     |   |
| TOTAL REVENUE:                       | -                     | -                | -               | -                    |                     | -   |
| DIRECT EXPENSES:                     |                       |                  |                 |                      |                     |   |
| CHARACTER & FITNESS BOARD EXP        | 5,700                 | 123              | 123             | 5,577                | 2%                  | 2,727   |
| COURT REPORTERS                      | 15,000                | 1,495            | 1,495           | 13,506               | 10%                 | 6,006   |
| <b>TOTAL DIRECT EXPENSES:</b>        | <b>20,700</b>         | <b>1,617.92</b>  | <b>1,617.92</b> | <b>19,082</b>        | <b>8%</b>           | <b>8,732</b>  |
| INDIRECT EXPENSES:                   |                       |                  |                 |                      |                     |   |
| SALARY EXPENSE (0.05 FTE)            | 6,757                 | 602              | 3,462           | 3,295                | 51%                 | (84)  |
| BENEFITS EXPENSE                     | 2,230                 | 191              | 1,132           | 1,098                | 51%                 | (17)  |
| OTHER INDIRECT EXPENSE               | 1,464                 | 111              | 796             | 668                  | 54%                 | (64)  |
| <b>TOTAL INDIRECT EXPENSES:</b>      | <b>10,451</b>         | <b>905</b>       | <b>5,391</b>    | <b>5,060</b>         | <b>52%</b>          | <b>(165)</b>  |
| <b>TOTAL ALL EXPENSES:</b>           | <b>31,151</b>         | <b>2,523</b>     | <b>7,009</b>    | <b>24,143</b>        | <b>22%</b>          | <b>8,567</b>  |
| <b>NET INCOME (LOSS):</b>            | <b>(31,151)</b>       | <b>(2,523)</b>   | <b>(7,009)</b>  | <b>(24,143)</b>      | <b>22%</b>          | <b>8,567</b>  |

**Washington State Bar Association**  
Statement of Activities  
For the Period from March 1, 2022 to March 31, 2022  
**50% OF YEAR COMPLETE**

|                                    | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|------------------------------------|-----------------------|------------------|-----------------|----------------------|---------------------|---|
| <b>LAW CLERK PROGRAM</b>           |                       |                  |                 |                      |                     |   |
| <b>REVENUE:</b>                    |                       |                  |                 |                      |                     |   |
| LAW CLERK FEES                     | 220,000               | 23,486           | 175,107         | 44,893               | 80%                 | 65,107  |
| LAW CLERK APPLICATION FEES         | 2,500                 | 700              | 1,500           | 1,000                | 60%                 | 250   |
| <b>TOTAL REVENUE:</b>              | <b>222,500</b>        | <b>24,186</b>    | <b>176,607</b>  | <b>45,893</b>        | <b>79%</b>          | <b>65,357</b>                                       |
| <b>DIRECT EXPENSES:</b>            |                       |                  |                 |                      |                     |   |
| SUBSCRIPTIONS                      | 250                   | -                | -               | 250                  | 0%                  | 125   |
| CHARACTER & FITNESS INVESTIGATIONS | 100                   | -                | -               | 100                  | 0%                  | 50  |
| LAW CLERK BOARD EXPENSE            | 7,000                 | -                | -               | 7,000                | 0%                  | 3,500   |
| LAW CLERK OUTREACH                 | 1,000                 | -                | -               | 1,000                | 0%                  | 500   |
| <b>TOTAL DIRECT EXPENSES:</b>      | <b>8,350</b>          | <b>-</b>         | <b>-</b>        | <b>8,350</b>         | <b>0%</b>           | <b>4,175</b>  |
| <b>INDIRECT EXPENSES:</b>          |                       |                  |                 |                      |                     |   |
| SALARY EXPENSE (0.93 FTE)          | 66,394                | 6,196            | 35,827          | 30,567               | 54%                 | (2,630)   |
| BENEFITS EXPENSE                   | 20,614                | 1,808            | 10,520          | 10,094               | 51%                 | (213)   |
| OTHER INDIRECT EXPENSE             | 27,085                | 1,835            | 13,141          | 13,944               | 49%                 | 401   |
| <b>TOTAL INDIRECT EXPENSES:</b>    | <b>114,093</b>        | <b>9,839</b>     | <b>59,488</b>   | <b>54,605</b>        | <b>52%</b>          | <b>(2,442)</b>                                      |
| <b>TOTAL ALL EXPENSES:</b>         | <b>122,443</b>        | <b>9,839</b>     | <b>59,488</b>   | <b>62,955</b>        | <b>49%</b>          | <b>1,733</b>  |
| <b>NET INCOME (LOSS):</b>          | <b>100,057</b>        | <b>14,347</b>    | <b>117,119</b>  | <b>(17,062)</b>      | <b>117%</b>         | <b>67,091</b>                                       |

**Washington State Bar Association**

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                     | <b>FISCAL 2022<br/>BUDGET</b> | <b>CURRENT<br/>MONTH</b> | <b>YEAR TO<br/>DATE</b> | <b>REMAINING<br/>BALANCE</b> | <b>% USED<br/>OF BUDGET</b> | <b>YEAR TO DATE<br/>VARIANCE<br/>FAVORABLE/(UNFAVORABLE)</b> |
|-------------------------------------|-------------------------------|--------------------------|-------------------------|------------------------------|-----------------------------|--|
| <b>COMMUNICATION STRATEGIES FTE</b> |                               |                          |                         |                              |                             |  |
| <b>INDIRECT EXPENSES:</b>           |                               |                          |                         |                              |                             |  |
| SALARY EXPENSE (1.00 FTE)           | 154,319                       | 13,633                   | 77,784                  | 76,535                       | 50%                         | (624)  |
| BENEFITS EXPENSE                    | 39,675                        | 3,542                    | 19,764                  | 19,911                       | 50%                         | 74   |
| OTHER INDIRECT EXPENSE              | 29,281                        | 1,974                    | 14,137                  | 15,144                       | 48%                         | 503.84   |
| TOTAL INDIRECT EXPENSES:            | <u>223,276</u>                | <u>19,150</u>            | <u>111,685</u>          | <u>111,591</u>               | <u>50%</u>                  | <u>(47)</u>  |
| NET INCOME (LOSS):                  | <u>(223,276)</u>              | <u>(19,150)</u>          | <u>(111,685)</u>        | <u>(111,591)</u>             | <u>50%</u>                  | <u>(47)</u>  |

**Washington State Bar Association**  
Statement of Activities  
For the Period from March 1, 2022 to March 31, 2022  
**50% OF YEAR COMPLETE**

|   | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE  | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---|-----------------------|------------------|------------------|----------------------|---------------------|---|
| <b>CONTINUING LEGAL EDUCATION (CLE)</b> |                       |                  |                  |                      |                     |   |
| <b>REVENUE:</b>                         |                       |                  |                  |                      |                     |   |
| SEMINAR REGISTRATIONS                   | 850,000               | 55,179           | 295,624          | 554,377              | 35%                 | (129,377)   |
| SEMINAR-EXHIB/SPNSR/ETC                 | 20,000                | -                | -                | 20,000               | 0%                  | (10,000)  |
| SHIPPING & HANDLING                     | -                     | -                | 99               | (99)                 |                     | 99  |
| COURSEBOOK SALES                        | 10,000                | -                | 720              | 9,280                | 7%                  | (4,280)   |
| MP3 AND VIDEO SALES                     | 1,024,985             | 38,487           | 984,482          | 40,503               | 96%                 | 471,989   |
| <b>TOTAL REVENUE:</b>                   | <b>1,904,985</b>      | <b>93,666</b>    | <b>1,280,924</b> | <b>624,061</b>       | <b>67%</b>          | <b>(139,377)</b>                                    |
| <b>DIRECT EXPENSES:</b>                 |                       |                  |                  |                      |                     |   |
| POSTAGE - FLIERS/CATALOGS               | 8,000                 | -                | -                | 8,000                | 0%                  | 4,000   |
| DEPRECIATION                            | 1,308                 | 109              | 658              | 650                  | 50%                 | (4)   |
| ONLINE EXPENSES                         | 50,000                | 4,049            | 26,893           | 23,107               | 54%                 | (1,893)   |
| ACCREDITATION FEES                      | 3,000                 | (36)             | 1,962            | 1,038                | 65%                 | (462)   |
| SEMINAR BROCHURES                       | 20,000                | -                | -                | 20,000               | 0%                  | 10,000  |
| FACILITIES                              | 196,200               | 2,000            | 10,800           | 185,400              | 6%                  | 87,300  |
| SURVEYS                                 | 300                   | -                | -                | 300                  | 0%                  | 150   |
| DISABILITY ACCOMMODATIONS               | 2,000                 | -                | -                | 2,000                | 0%                  | 1,000   |
| SPEAKERS & PROGRAM DEVELOP              | 50,000                | 45               | 844              | 49,156               | 2%                  | 24,156  |
| SPLITS TO SECTIONS                      | 110,000               | -                | -                | 110,000              | 0%                  | 55,000  |
| HONORARIA                               | 1,500                 | -                | 2,700            | (1,200)              | 180%                | (1,950)   |
| CLE SEMINAR COMMITTEE                   | 250                   | -                | -                | 250                  | 0%                  | 125   |
| STAFF TRAVEL/PARKING                    | 15,000                | -                | -                | 15,000               | 0%                  | 7,500   |
| STAFF TRAINING                          | 700                   | -                | -                | 700                  | 0%                  | 350   |
| STAFF MEMBERSHIP DUES                   | 1,338                 | 1,145            | 1,145            | 193                  | 86%                 | (476)   |
| COST OF SALES - COURSEBOOKS             | 1,500                 | -                | 65               | 1,435                | 4%                  | 685   |
| A/V DEVELOP COSTS (RECORDING)           | 2,000                 | -                | -                | 2,000                | 0%                  | 1,000   |
| POSTAGE & DELIVERY-COURSEBOOKS          | -                     | 8                | 75               | (75)                 |                     | (75)  |
| STAFF TRAVEL/PARKING                    | 300                   | -                | -                | 300                  | 0%                  | 150   |
| <b>TOTAL DIRECT EXPENSES:</b>           | <b>463,396</b>        | <b>7,320</b>     | <b>45,143</b>    | <b>418,253</b>       | <b>10%</b>          | <b>186,555</b>                                      |
| <b>INDIRECT EXPENSES:</b>               |                       |                  |                  |                      |                     |   |
| SALARY EXPENSE (8.12 FTE)               | 563,758               | 51,476           | 286,690          | 277,068              | 51%                 | (4,811)   |
| BENEFITS EXPENSE                        | 213,333               | 18,255           | 107,206          | 106,127              | 50%                 | (540)   |
| OTHER INDIRECT EXPENSE                  | 239,002               | 16,101           | 115,282          | 123,720              | 48%                 | 4,219   |
| <b>TOTAL INDIRECT EXPENSES:</b>         | <b>1,016,093</b>      | <b>85,831</b>    | <b>509,179</b>   | <b>506,914</b>       | <b>50%</b>          | <b>(1,132)</b>                                      |
| <b>TOTAL ALL EXPENSES:</b>              | <b>1,479,489</b>      | <b>93,151</b>    | <b>554,321</b>   | <b>925,168</b>       | <b>37%</b>          | <b>185,423</b>                                      |
| <b>NET INCOME (LOSS):</b>               | <b>425,496</b>        | <b>515</b>       | <b>726,603</b>   | <b>(301,107)</b>     | <b>171%</b>         | <b>513,855</b>                                      |



## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                 | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE  | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---------------------------------|-----------------------|------------------|------------------|----------------------|---------------------|---|
| <b>COMMUNICATION STRATEGIES</b> |                       |                  |                  |                      |                     |   |
| <b>REVENUE:</b>                 |                       |                  |                  |                      |                     |   |
| SPONSORSHIPS                    | -                     | -                | 1,000            | (1,000)              |                     | 1,000   |
| WSBA LOGO MERCHANDISE SALES     | -                     | 116              | 229              | (229)                |                     | 229   |
| <b>TOTAL REVENUE:</b>           | <b>-</b>              | <b>116</b>       | <b>1,229</b>     | <b>(1,229)</b>       |                     | <b>1,229</b>  |
| <b>DIRECT EXPENSES:</b>         |                       |                  |                  |                      |                     |   |
| STAFF TRAVEL/PARKING            | 3,888                 | 198              | 1,199            | 2,689                | 31%                 | 745   |
| SURVEYS                         | 300                   | -                | -                | 300                  | 0%                  | 150   |
| STAFF MEMBERSHIP DUES           | 972                   | 135              | 515              | 457                  | 53%                 | (29)  |
| SUBSCRIPTIONS                   | 3,416                 | 256              | 1,827            | 1,589                | 53%                 | (119)   |
| DIGITAL/ONLINE DEVELOPMENT      | 614                   | -                | -                | 614                  | 0%                  | 307   |
| APEX DINNER                     | 25,000                | -                | 7,068            | 17,932               | 28%                 | 5,432   |
| 50 YEAR MEMBER TRIBUTE LUNCH    | 11,200                | -                | 10,507           | 693                  | 94%                 | (4,907)   |
| BAR OUTREACH                    | 16,000                | 288              | 1,303            | 14,697               | 8%                  | 6,697   |
| COMMUNICATIONS OUTREACH         | 15,000                | -                | 680              | 14,320               | 5%                  | 6,820   |
| STAFF TRAINING                  | 5,000                 | 40               | 40               | 4,960                | 1%                  | 2,460   |
| TELEPHONE                       | 1,056                 | -                | 440              | 616                  | 42%                 | 88  |
| CONFERENCE CALLS                | 151                   | -                | -                | 151                  | 0%                  | 76  |
| <b>TOTAL DIRECT EXPENSES:</b>   | <b>82,597</b>         | <b>917</b>       | <b>23,578</b>    | <b>59,019</b>        | <b>29%</b>          | <b>17,721</b>                                       |
| <b>INDIRECT EXPENSES:</b>       |                       |                  |                  |                      |                     |   |
| SALARY EXPENSE (5.17 FTE)       | 367,597               | 31,382           | 175,745          | 191,852              | 48%                 | 8,054   |
| BENEFITS EXPENSE                | 124,727               | 10,806           | 63,224           | 61,503               | 51%                 | (861)   |
| OTHER INDIRECT EXPENSE          | 151,382               | 10,233           | 73,271           | 78,111               | 48%                 | 2,420   |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>643,706</b>        | <b>52,421</b>    | <b>312,240</b>   | <b>331,466</b>       | <b>49%</b>          | <b>9,613</b>  |
| <b>TOTAL ALL EXPENSES:</b>      | <b>726,303</b>        | <b>53,338</b>    | <b>335,818</b>   | <b>390,485</b>       | <b>46%</b>          | <b>27,333</b>                                       |
| <b>NET INCOME (LOSS):</b>       | <b>(726,303)</b>      | <b>(53,223)</b>  | <b>(334,589)</b> | <b>(391,714)</b>     | <b>46%</b>          | <b>28,562</b>                                       |

**Washington State Bar Association**  
Statement of Activities  
For the Period from March 1, 2022 to March 31, 2022  
**50% OF YEAR COMPLETE**

|                                 | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---------------------------------|-----------------------|------------------|-----------------|----------------------|---------------------|---|
| <b>CLIENT PROTECTION FUND</b>   |                       |                  |                 |                      |                     |   |
| <b>REVENUE:</b>                 |                       |                  |                 |                      |                     |   |
| CPF RESTITUTION                 | 30,000                | 1,188            | 4,763           | 25,237               | 16%                 | (10,237)  |
| CPF MEMBER ASSESSMENTS          | 795,753               | 8,740            | 675,750         | 120,003              | 85%                 | 277,874   |
| INTEREST INCOME                 | 4,500                 | 272              | 3,920           | 580                  | 87%                 | 1,670   |
| <b>TOTAL REVENUE:</b>           | <b>830,253</b>        | <b>10,200</b>    | <b>684,433</b>  | <b>145,820</b>       | <b>82%</b>          | <b>269,306</b>                                      |
| <b>DIRECT EXPENSES:</b>         |                       |                  |                 |                      |                     |   |
| BANK FEES - WELLS FARGO         | 2,160                 | 191              | 1,005           | 1,155                | 47%                 | 75  |
| GIFTS TO INJURED CLIENTS        | 500,000               | 32,905           | 2,420           | 497,580              | 0%                  | 247,580   |
| CPF BOARD EXPENSES              | 1,500                 | 24               | 97              | 1,403                | 6%                  | 653   |
| STAFF MEMBERSHIP DUES           | 200                   | -                | -               | 200                  | 0%                  | 100   |
| <b>TOTAL DIRECT EXPENSES:</b>   | <b>503,860</b>        | <b>33,120</b>    | <b>3,522</b>    | <b>500,338</b>       | <b>1%</b>           | <b>248,408</b>                                      |
| <b>INDIRECT EXPENSES:</b>       |                       |                  |                 |                      |                     |   |
| SALARY EXPENSE (1.23 FTE)       | 88,000                | 8,208            | 47,266          | 40,734               | 54%                 | (3,266)   |
| BENEFITS EXPENSE                | 32,800                | 2,815            | 16,444          | 16,356               | 50%                 | (44)  |
| OTHER INDIRECT EXPENSE          | 36,015                | 2,447            | 17,521          | 18,494               | 49%                 | 486   |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>156,815</b>        | <b>13,469</b>    | <b>81,231</b>   | <b>75,584</b>        | <b>52%</b>          | <b>(2,823)</b>                                      |
| <b>TOTAL ALL EXPENSES:</b>      | <b>660,675</b>        | <b>46,589</b>    | <b>84,753</b>   | <b>575,922</b>       | <b>13%</b>          | <b>245,585</b>                                      |
| <b>NET INCOME (LOSS):</b>       | <b>169,578</b>        | <b>(36,389)</b>  | <b>599,680</b>  | <b>(430,102)</b>     | <b>354%</b>         | <b>514,891</b>                                      |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                     | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|-------------------------------------|-----------------------|------------------|-----------------|----------------------|---------------------|---|
| <b>DESKBOOKS</b>                    |                       |                  |                 |                      |                     |   |
| <b>REVENUE:</b>                     |                       |                  |                 |                      |                     |   |
| DESKBOOK SALES                      | 82,000                | 6,064            | 6,064           | 75,936               | 7%                  | (34,936)  |
| LEXIS/NEXIS ROYALTIES               | 31,600                | 6,029            | 11,125          | 20,475               | 35%                 | (4,675)   |
| SECTION PUBLICATION SALES           | 9,000                 | -                | -               | 9,000                | 0%                  | (4,500)   |
| CASEMAKER ROYALTIES                 | 45,000                | 1,384            | 19,781          | 25,219               | 44%                 | (2,719)   |
| <b>TOTAL REVENUE:</b>               | <b>167,600</b>        | <b>13,477</b>    | <b>36,970</b>   | <b>130,630</b>       | <b>22%</b>          | <b>(46,830)</b>                                     |
| <b>DIRECT EXPENSES:</b>             |                       |                  |                 |                      |                     |   |
| COST OF SALES - DESKBOOKS           | 64,000                | 6,414            | 6,414           | 57,586               | 10%                 | 25,586  |
| COST OF SALES - SECTION PUBLICATION | 2,000                 | 80               | 80              | 1,920                | 4%                  | 920   |
| SPLITS TO SECTIONS                  | 3,150                 | -                | 11              | 3,139                | 0%                  | 1,564   |
| DESKBOOK ROYALTIES                  | 200                   | -                | 126             | 74                   | 63%                 | (26)  |
| STAFF CONFRENCES & TRAINING         | 350                   | -                | -               | 350                  | 0%                  | 175   |
| ONLINE LEGAL RESEARCH               | 1,895                 | 158              | 787             | 1,108                | 42%                 | 161   |
| STAFF MEMBERSHIP DUES               | 220                   | 191              | 191             | 29                   | 87%                 | (81)  |
| <b>TOTAL DIRECT EXPENSES:</b>       | <b>71,815</b>         | <b>6,843</b>     | <b>7,608</b>    | <b>64,207</b>        | <b>11%</b>          | <b>28,300</b>                                       |
| <b>INDIRECT EXPENSES:</b>           |                       |                  |                 |                      |                     |   |
| SALARY EXPENSE (1.50 FTE)           | 127,954               | 11,109           | 64,446          | 63,507               | 50%                 | (469)   |
| BENEFITS EXPENSE                    | 38,951                | 3,405            | 19,841          | 19,110               | 51%                 | (365)   |
| OTHER INDIRECT EXPENSE              | 43,921                | 2,975            | 21,304          | 22,617               | 49%                 | 656   |
| <b>TOTAL INDIRECT EXPENSES:</b>     | <b>210,826</b>        | <b>17,490</b>    | <b>105,592</b>  | <b>105,234</b>       | <b>50%</b>          | <b>(179)</b>  |
| <b>TOTAL ALL EXPENSES:</b>          | <b>282,641</b>        | <b>24,333</b>    | <b>113,200</b>  | <b>169,441</b>       | <b>40%</b>          | <b>28,121</b>                                       |
| <b>NET INCOME (LOSS):</b>           | <b>(115,041)</b>      | <b>(10,856)</b>  | <b>(76,229)</b> | <b>(38,812)</b>      | <b>66%</b>          | <b>(18,709)</b>                                     |

**Washington State Bar Association**  
Statement of Activities  
For the Period from March 1, 2022 to March 31, 2022  
**50% OF YEAR COMPLETE**

|                                 | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE    | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---------------------------------|-----------------------|------------------|--------------------|----------------------|---------------------|---|
| <b>DISCIPLINE</b>               |                       |                  |                    |                      |                     |   |
| <b>REVENUE:</b>                 |                       |                  |                    |                      |                     |   |
| COPY FEES                       | -                     | -                | 36                 | (36)                 |                     | 36  |
| AUDIT REVENUE                   | 1,877                 | 85               | 234                | 1,643                | 12%                 | (705)   |
| RECOVERY OF DISCIPLINE COSTS    | 85,000                | 9,486            | 52,338             | 32,662               | 62%                 | 9,838   |
| DISCIPLINE HISTORY SUMMARY      | 15,000                | 1,950            | 9,865              | 5,135                | 66%                 | 2,365   |
| PRACTICE MONITOR FEES           | 4,000                 | -                | -                  | 4,000                | 0%                  | (2,000)   |
| <b>TOTAL REVENUE:</b>           | <b>105,877</b>        | <b>11,521</b>    | <b>62,473</b>      | <b>43,404</b>        | <b>59%</b>          | <b>9,534</b>  |
| <b>DIRECT EXPENSES:</b>         |                       |                  |                    |                      |                     |   |
| PUBLICATIONS PRODUCTION         | 250                   | -                | -                  | 250                  | 0%                  | 125   |
| STAFF TRAVEL/PARKING            | 28,000                | 715              | 7,355              | 20,645               | 26%                 | 6,645   |
| STAFF MEMBERSHIP DUES           | 5,145                 | 250              | 3,320              | 1,825                | 65%                 | (748)   |
| TELEPHONE                       | 2,550                 | -                | 824                | 1,726                | 32%                 | 451   |
| COURT REPORTERS                 | 31,250                | 1,452            | 19,868             | 11,382               | 64%                 | (4,243)   |
| OUTSIDE COUNSEL/AIC             | 2,000                 | -                | -                  | 2,000                | 0%                  | 1,000   |
| LITIGATION EXPENSES             | 26,250                | 1,116            | 5,365              | 20,885               | 20%                 | 7,760   |
| DISABILITY EXPENSES             | 9,000                 | -                | -                  | 9,000                | 0%                  | 4,500   |
| ONLINE LEGAL RESEARCH           | 55,201                | 4,590            | 22,851             | 32,350               | 41%                 | 4,749   |
| LAW LIBRARY                     | 3,606                 | 47               | 3,357              | 249                  | 93%                 | (1,554)   |
| TRANSLATION SERVICES            | 900                   | 322              | 512                | 388                  | 57%                 | (62)  |
| DEPARTMENT/STAFF DEVELOPMENT    | -                     | 0                | -                  | -                    |                     | -   |
| STAFF TRAINING                  | 48,569                | 300              | 3,953              | 44,616               | 8%                  | 20,332  |
| PRACTICE MONITOR EXPENSE        | 4,000                 | -                | -                  | 4,000                | 0%                  | 2,000   |
| <b>TOTAL DIRECT EXPENSES:</b>   | <b>216,721</b>        | <b>8,791</b>     | <b>67,405</b>      | <b>149,316</b>       | <b>31%</b>          | <b>40,955</b>                                       |
| <b>INDIRECT EXPENSES:</b>       |                       |                  |                    |                      |                     |   |
| SALARY EXPENSE (37.00 FTE)      | 3,658,487             | 306,288          | 1,788,862          | 1,869,625            | 49%                 | 40,381  |
| BENEFITS EXPENSE                | 1,054,328             | 92,698           | 533,011            | 521,317              | 51%                 | (5,847)   |
| OTHER INDIRECT EXPENSE          | 1,075,119             | 72,827           | 521,456            | 553,662              | 49%                 | 16,103  |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>5,787,933</b>      | <b>471,813</b>   | <b>2,843,329</b>   | <b>2,944,604</b>     | <b>49%</b>          | <b>50,637</b>                                       |
| <b>TOTAL ALL EXPENSES:</b>      | <b>6,004,654</b>      | <b>480,604</b>   | <b>2,910,734</b>   | <b>3,093,920</b>     | <b>48%</b>          | <b>91,593</b>                                       |
| <b>NET INCOME (LOSS):</b>       | <b>(5,898,777)</b>    | <b>(469,082)</b> | <b>(2,848,261)</b> | <b>(3,050,515)</b>   | <b>48%</b>          | <b>101,127</b>                                      |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                 | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---------------------------------|-----------------------|------------------|-----------------|----------------------|---------------------|---|
| <b>DIVERSITY</b>                |                       |                  |                 |                      |                     |   |
| <b>REVENUE:</b>                 |                       |                  |                 |                      |                     |   |
| DONATIONS                       | 135,000               | -                | 135,000         | -                    | 100%                | 67,500  |
| WORK STUDY GRANTS               | 10,374                | -                | -               | 10,374               | 0%                  | (5,187)   |
| <b>TOTAL REVENUE:</b>           | <b>145,374</b>        | <b>-</b>         | <b>135,000</b>  | <b>10,374</b>        | <b>93%</b>          | <b>62,313</b>                                       |
| <b>DIRECT EXPENSES:</b>         |                       |                  |                 |                      |                     |   |
| STAFF TRAVEL/PARKING            | 4,000                 | -                | -               | 4,000                | 0%                  | 2,000   |
| STAFF MEMBERSHIP DUES           | 640                   | 45               | 45              | 595                  | 7%                  | 275   |
| COMMITTEE FOR DIVERSITY         | 6,000                 | -                | 160             | 5,840                | 3%                  | 2,840   |
| DIVERSITY EVENTS & PROJECTS     | 18,000                | 400              | 1,681           | 16,319               | 9%                  | 7,319   |
| SURVEYS                         | 50,100                | -                | -               | 50,100               | 0%                  | 25,050  |
| STAFF TRAINING                  | 5,400                 | 50               | 632             | 4,768                | 12%                 | 2,068   |
| CONSULTING SERVICES             | 66,375                | -                | 2,250           | 64,125               | 3%                  | 30,938  |
| <b>TOTAL DIRECT EXPENSE:</b>    | <b>150,515</b>        | <b>495</b>       | <b>4,768</b>    | <b>145,747</b>       | <b>3%</b>           | <b>70,489</b>                                       |
| <b>INDIRECT EXPENSES:</b>       |                       |                  |                 |                      |                     |   |
| SALARY EXPENSE (2.40 FTE)       | 167,436               | 15,415           | 83,741          | 83,696               | 50%                 | (23)  |
| BENEFITS EXPENSE                | 50,486                | 4,449            | 25,872          | 24,615               | 51%                 | (628)   |
| OTHER INDIRECT EXPENSE          | 70,274                | 4,755            | 34,047          | 36,227               | 48%                 | 1,090   |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>288,197</b>        | <b>24,619</b>    | <b>143,660</b>  | <b>144,537</b>       | <b>50%</b>          | <b>439</b>  |
| <b>TOTAL ALL EXPENSES:</b>      | <b>438,712</b>        | <b>25,114</b>    | <b>148,428</b>  | <b>290,284</b>       | <b>34%</b>          | <b>70,928</b>                                       |
| <b>NET INCOME (LOSS):</b>       | <b>(293,338)</b>      | <b>(25,114)</b>  | <b>(13,428)</b> | <b>(279,910)</b>     | <b>5%</b>           | <b>133,241</b>                                      |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                 | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE  | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---------------------------------|-----------------------|------------------|------------------|----------------------|---------------------|---|
| <b>EJD FTE</b>                  |                       |                  |                  |                      |                     |   |
| <b>INDIRECT EXPENSES:</b>       |                       |                  |                  |                      |                     |   |
| SALARY EXPENSE (1.01 FTE)       | 142,324               | 12,604           | 72,429           | 69,895               | 51%                 | (1,267)   |
| BENEFITS EXPENSE                | 37,253                | 3,378            | 19,852           | 17,400               | 53%                 | (1,226)   |
| OTHER INDIRECT EXPENSE          | 1,735                 | 2,002            | 14,336           | (12,601)             | 826%                | (13,468)  |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>181,312</b>        | <b>17,984</b>    | <b>106,617</b>   | <b>74,694</b>        | <b>59%</b>          | <b>(15,961)</b>                                     |
| <b>NET INCOME (LOSS):</b>       | <b>(181,312)</b>      | <b>(17,984)</b>  | <b>(106,617)</b> | <b>(74,694)</b>      | <b>59%</b>          | <b>(15,961)</b>                                     |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                 | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---------------------------------|-----------------------|------------------|-----------------|----------------------|---------------------|---|
| <b>FOUNDATION</b>               |                       |                  |                 |                      |                     |   |
| <b>REVENUE:</b>                 |                       |                  |                 |                      |                     |   |
| <b>TOTAL REVENUE:</b>           | -                     | -                | -               | -                    |                     | -   |
| <b>DIRECT EXPENSES:</b>         |                       |                  |                 |                      |                     |   |
| CONSULTING SERVICES             | 3,000                 | -                | -               | 3,000                | 0%                  | 1,500   |
| PRINTING & COPYING              | 450                   | -                | -               | 450                  | 0%                  | 225   |
| STAFF TRAVEL/PARKING            | 100                   | -                | -               | 100                  | 0%                  | 50  |
| SUPPLIES                        | 150                   | -                | 75              | 75                   | 50%                 | 0   |
| BOARD OF TRUSTEES               | 1,000                 | -                | 590             | 410                  | 59%                 | (90)  |
| POSTAGE                         | 300                   | -                | -               | 300                  | 0%                  | 150   |
| <b>TOTAL DIRECT EXPENSES:</b>   | <b>5,000</b>          | <b>-</b>         | <b>664</b>      | <b>4,336</b>         | <b>13%</b>          | <b>1,836</b>  |
| <b>INDIRECT EXPENSES:</b>       |                       |                  |                 |                      |                     |   |
| SALARY EXPENSE (1.00 FTE)       | 79,925                | 7,045            | 40,490          | 39,435               | 51%                 | (528)   |
| BENEFITS EXPENSE                | 14,461                | 1,384            | 7,859           | 6,602                | 54%                 | (628)   |
| OTHER INDIRECT EXPENSE          | 29,281                | 1,974            | 14,137          | 15,144               | 48%                 | 504   |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>123,667</b>        | <b>10,404</b>    | <b>62,485</b>   | <b>61,182</b>        | <b>51%</b>          | <b>(652)</b>  |
| <b>TOTAL ALL EXPENSES:</b>      | <b>128,667</b>        | <b>10,404</b>    | <b>63,150</b>   | <b>65,517</b>        | <b>49%</b>          | <b>1,184</b>  |
| <b>NET INCOME (LOSS):</b>       | <b>(128,667)</b>      | <b>(10,404)</b>  | <b>(63,150)</b> | <b>(65,517)</b>      | <b>49%</b>          | <b>1,184</b>  |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                 | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE  | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---------------------------------|-----------------------|------------------|------------------|----------------------|---------------------|---|
| <b>HUMAN RESOURCES</b>          |                       |                  |                  |                      |                     |   |
| <b>REVENUE:</b>                 |                       |                  |                  |                      |                     |   |
| <b>TOTAL REVENUE:</b>           | -                     | -                | -                | -                    |                     | -   |
| <b>DIRECT EXPENSES:</b>         |                       |                  |                  |                      |                     |   |
| STAFF TRAVEL/PARKING            | 1,000                 | -                | 34               | 966                  | 3%                  | 466   |
| STAFF MEMBERSHIP DUES           | 1,000                 | -                | 219              | 781                  | 22%                 | 281   |
| SUBSCRIPTIONS                   | 3,500                 | -                | -                | 3,500                | 0%                  | 1,750   |
| STAFF TRAINING- GENERAL         | 20,000                | 1,205            | 1,970            | 18,030               | 10%                 | 8,030   |
| RECRUITING AND ADVERTISING      | 3,000                 | 113              | 1,113            | 1,887                | 37%                 | 387   |
| PAYROLL PROCESSING              | 50,000                | 3,311            | 23,590           | 26,410               | 47%                 | 1,410   |
| SALARY SURVEYS                  | 3,000                 | -                | -                | 3,000                | 0%                  | 1,500   |
| CONSULTING SERVICES             | -                     | -                | 1,275            | (1,275)              |                     | (1,275)   |
| CONFERENCE CALLS                | 20                    | -                | -                | 20                   | 0%                  | 10  |
| TRANSFER TO INDIRECT EXPENSE    | (81,520)              | (4,629)          | (28,200)         | (53,320)             | 35%                 | (12,560)  |
| <b>TOTAL DIRECT EXPENSES:</b>   | -                     | -                | -                | -                    |                     | -   |
| <b>INDIRECT EXPENSES:</b>       |                       |                  |                  |                      |                     |   |
| SALARY EXPENSE (3.00 FTE)       | 275,378               | 24,172           | 138,888          | 136,490              | 50%                 | (1,199)   |
| BENEFITS EXPENSE                | 101,354               | 8,621            | 50,933           | 50,421               | 50%                 | (256)   |
| OTHER INDIRECT EXPENSE          | 82,689                | 5,951            | 42,609           | 40,080               | 52%                 | (1,264)   |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>459,421</b>        | <b>38,743</b>    | <b>232,430</b>   | <b>226,991</b>       | <b>51%</b>          | <b>(2,720)</b>                                      |
| <b>TOTAL ALL EXPENSES:</b>      | <b>459,421</b>        | <b>38,743</b>    | <b>232,430</b>   | <b>226,991</b>       | <b>51%</b>          | <b>(2,720)</b>                                      |
| <b>NET INCOME (LOSS):</b>       | <b>(459,421)</b>      | <b>(38,743)</b>  | <b>(232,430)</b> | <b>(226,991)</b>     | <b>51%</b>          | <b>(2,720)</b>                                      |



## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                 | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE  | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---------------------------------|-----------------------|------------------|------------------|----------------------|---------------------|---|
| <b>LEGISLATIVE</b>              |                       |                  |                  |                      |                     |   |
| <b>REVENUE:</b>                 |                       |                  |                  |                      |                     |   |
|                                 |                       |                  |                  |                      |                     |   |
| <b>TOTAL REVENUE:</b>           | -                     | -                | -                | -                    |                     | -   |
| <b>DIRECT EXPENSES:</b>         |                       |                  |                  |                      |                     |   |
|                                 |                       |                  |                  |                      |                     |   |
| STAFF TRAVEL/PARKING            | 4,700                 | -                | -                | 4,700                | 0%                  | 2,350   |
| STAFF MEMBERSHIP DUES           | 450                   | -                | -                | 450                  | 0%                  | 225   |
| JUD RECOMMEND COMMITTEE         | 4,500                 | -                | -                | 4,500                | 0%                  | 2,250   |
| SUBSCRIPTIONS                   | 2,000                 | -                | 1,985            | 16                   | 99%                 | (985)   |
| OLYMPIA RENT                    | 2,500                 | -                | -                | 2,500                | 0%                  | 1,250   |
| CONTRACT LOBBYIST               | 10,000                | 2,000            | 6,000            | 4,000                | 60%                 | (1,000)   |
| LOBBYIST CONTACT COSTS          | 1,000                 | -                | -                | 1,000                | 0%                  | 500   |
| LEGISLATIVE COMMITTEE           | 2,500                 | 9                | 9                | 2,491                | 0%                  | 1,241   |
| BOG LEGISLATIVE COMMITTEE       | 300                   | -                | -                | 300                  | 0%                  | 150   |
| STAFF TRAINING                  | 2,000                 | -                | -                | 2,000                | 0%                  | 1,000   |
| <b>TOTAL DIRECT EXPENSES:</b>   | <b>29,950</b>         | <b>2,009</b>     | <b>7,994</b>     | <b>21,956</b>        | <b>27%</b>          | <b>6,981</b>  |
| <b>INDIRECT EXPENSES:</b>       |                       |                  |                  |                      |                     |   |
|                                 |                       |                  |                  |                      |                     |   |
| SALARY EXPENSE (1.70 FTE)       | 140,478               | 11,721           | 67,196           | 73,281               | 48%                 | 3,043   |
| BENEFITS EXPENSE                | 51,730                | 4,413            | 26,013           | 25,717               | 50%                 | (148)   |
| OTHER INDIRECT EXPENSE          | 49,777                | 3,365            | 24,092           | 25,686               | 48%                 | 797   |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>241,985</b>        | <b>19,499</b>    | <b>117,301</b>   | <b>124,684</b>       | <b>48%</b>          | <b>3,691</b>  |
| <b>TOTAL ALL EXPENSES:</b>      | <b>271,935</b>        | <b>21,509</b>    | <b>125,295</b>   | <b>146,640</b>       | <b>46%</b>          | <b>10,672</b>                                       |
| <b>NET INCOME (LOSS):</b>       | <b>(271,935)</b>      | <b>(21,509)</b>  | <b>(125,295)</b> | <b>(146,640)</b>     | <b>46%</b>          | <b>10,672</b>                                       |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|   | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---|-----------------------|------------------|-----------------|----------------------|---------------------|---|
| <b>LICENSING &amp; MEMBERSHIP RECORDS</b> |                       |                  |                 |                      |                     |   |
| <b>REVENUE:</b>                           |                       |                  |                 |                      |                     |   |
| STATUS CERTIFICATE FEES                   | 26,300                | 3,275            | 15,076          | 11,224               | 57%                 | 1,926   |
| INVESTIGATION FEES                        | 22,400                | 1,800            | 11,000          | 11,400               | 49%                 | (200)   |
| PRO HAC VICE                              | 325,000               | 31,602           | 214,344         | 110,656              | 66%                 | 51,844  |
| MEMBER CONTACT INFORMATION                | 4,200                 | 1,458            | 1,983           | 2,217                | 47%                 | (117)   |
| PHOTO BAR CARD SALES                      | 280                   | 12               | 72              | 208                  | 26%                 | (68)  |
| <b>TOTAL REVENUE:</b>                     | <b>378,180</b>        | <b>38,147</b>    | <b>242,475</b>  | <b>135,705</b>       | <b>64%</b>          | <b>53,385</b>                                       |
| <b>DIRECT EXPENSES:</b>                   |                       |                  |                 |                      |                     |   |
| DEPRECIATION                              | 384                   | -                | -               | 384                  | 0%                  | 192   |
| POSTAGE                                   | 17,000                | 15,048           | 22,689          | (5,689)              | 133%                | (14,189)  |
| LICENSING FORMS                           | 1,900                 | -                | 1,977           | (77)                 | 104%                | (1,027)   |
| <b>TOTAL DIRECT EXPENSES:</b>             | <b>19,284</b>         | <b>15,048</b>    | <b>24,666</b>   | <b>(5,382)</b>       | <b>128%</b>         | <b>(15,024)</b>                                     |
| <b>INDIRECT EXPENSES:</b>                 |                       |                  |                 |                      |                     |   |
| SALARY EXPENSE (3.83 FTE)                 | 360,838               | 32,361           | 186,973         | 173,865              | 52%                 | (6,554)   |
| BENEFITS EXPENSE                          | 114,188               | 9,854            | 57,930          | 56,258               | 51%                 | (836)   |
| OTHER INDIRECT EXPENSE                    | 111,999               | 7,592            | 54,356          | 57,643               | 49%                 | 1,644   |
| <b>TOTAL INDIRECT EXPENSES:</b>           | <b>587,026</b>        | <b>49,807</b>    | <b>299,259</b>  | <b>287,767</b>       | <b>51%</b>          | <b>(5,746)</b>                                      |
| <b>TOTAL ALL EXPENSES:</b>                | <b>606,309</b>        | <b>64,855</b>    | <b>323,925</b>  | <b>282,384</b>       | <b>53%</b>          | <b>(20,771)</b>                                     |
| <b>NET INCOME (LOSS):</b>                 | <b>(228,129)</b>      | <b>(26,708)</b>  | <b>(81,450)</b> | <b>(146,679)</b>     | <b>36%</b>          | <b>32,615</b>                                       |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                 | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---------------------------------|-----------------------|------------------|-----------------|----------------------|---------------------|---|
| <b>LEGAL LUNCHBOX</b>           |                       |                  |                 |                      |                     |   |
| <b>REVENUE:</b>                 |                       |                  |                 |                      |                     |   |
| SPONSORSHIPS                    | 8,000                 | -                | -               | 8,000                | 0%                  | (4,000)   |
| MP3 SALES                       | 4,620                 | 392              | 7,007           | (2,387)              | 152%                | 4,697   |
| DIGITAL VIDEO SALES             | 9,380                 | 833              | 23,863          | (14,483)             | 254%                | 19,173  |
| <b>TOTAL REVENUE:</b>           | <b>22,000</b>         | <b>1,225</b>     | <b>30,870</b>   | <b>(8,870)</b>       | <b>140%</b>         | <b>19,870</b>                                       |
| <b>DIRECT EXPENSES:</b>         |                       |                  |                 |                      |                     |   |
| SPEAKERS & DEVELOPMENT          | 1,500                 | -                | -               | 1,500                | 0%                  | 750   |
| CONFERENCE CALLS                | 200                   | -                | -               | 200                  | 0%                  | 100   |
| <b>TOTAL DIRECT EXPENSES:</b>   | <b>1,700</b>          | <b>-</b>         | <b>-</b>        | <b>1,700</b>         | <b>0%</b>           | <b>850</b>  |
| <b>INDIRECT EXPENSES:</b>       |                       |                  |                 |                      |                     |   |
| SALARY EXPENSE (0.43 FTE)       | 28,341                | 2,478            | 12,224          | 16,117               | 43%                 | 1,946   |
| BENEFITS EXPENSE                | 9,968                 | 863              | 5,041           | 4,928                | 51%                 | (56)  |
| OTHER INDIRECT EXPENSE          | 12,474                | 836              | 5,975           | 6,498                | 48%                 | 262   |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>50,783</b>         | <b>4,176</b>     | <b>23,240</b>   | <b>27,543</b>        | <b>46%</b>          | <b>2,152</b>  |
| <b>TOTAL ALL EXPENSES:</b>      | <b>52,483</b>         | <b>4,176</b>     | <b>23,240</b>   | <b>29,243</b>        | <b>44%</b>          | <b>3,002</b>  |
| <b>NET INCOME (LOSS):</b>       | <b>(30,483)</b>       | <b>(2,951)</b>   | <b>7,630</b>    | <b>(38,113)</b>      | <b>-25%</b>         | <b>22,872</b>                                       |

**Washington State Bar Association**

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|   | <b>FISCAL 2022<br/>BUDGET</b> | <b>CURRENT<br/>MONTH</b> | <b>YEAR TO<br/>DATE</b> | <b>REMAINING<br/>BALANCE</b> | <b>% USED<br/>OF BUDGET</b> | <b>YEAR TO DATE<br/>VARIANCE<br/>FAVORABLE/(UNFAVORABLE)</b> |
|---|-------------------------------|--------------------------|-------------------------|------------------------------|-----------------------------|--|
| <b>LIMITED LICENSE LEGAL<br/>TECHNICIAN PROGRAM</b> |                               |                          |                         |                              |                             |  |
| <b>REVENUE:</b>                                     |                               |                          |                         |                              |                             |  |
| LLLT LICENSE FEES                                   | 14,449                        | 1,241                    | 6,640                   | 7,809                        | 46%                         | (585)  |
| LLLT LATE LICENSE FEES                              | 1,412                         | 30                       | 99                      | 1,313                        | 7%                          | (607)  |
| LLLT EXAM FEES                                      | 14,100                        | 1,550                    | 5,550                   | 8,550                        | 39%                         | (1,500)  |
| <b>TOTAL REVENUE:</b>                               | <b>29,961</b>                 | <b>2,821</b>             | <b>12,288</b>           | <b>17,672</b>                | <b>41%</b>                  | <b>(2,692)</b>   |
| <b>DIRECT EXPENSES:</b>                             |                               |                          |                         |                              |                             |  |
| LLLT BOARD  | 21,000                        | 294                      | 1,744                   | 19,256                       | 8%                          | 8,756  |
| LLLT EXAM WRITING                                   | 9,000                         | -                        | 4,500                   | 4,500                        | 50%                         | -  |
| <b>TOTAL DIRECT EXPENSES:</b>                       | <b>30,000</b>                 | <b>294</b>               | <b>6,244</b>            | <b>23,756</b>                | <b>21%</b>                  | <b>8,756</b>   |
| <b>INDIRECT EXPENSES:</b>                           |                               |                          |                         |                              |                             |  |
| SALARY EXPENSE (0.48 FTE)                           | 40,070                        | 4,455                    | 20,865                  | 19,205                       | 52%                         | (830)  |
| BENEFITS EXPENSE                                    | 13,804                        | 1,188                    | 6,967                   | 6,837                        | 50%                         | (65)   |
| OTHER INDIRECT EXPENSE                              | 13,908                        | 945                      | 6,770                   | 7,139                        | 49%                         | 185  |
| <b>TOTAL INDIRECT EXPENSES:</b>                     | <b>67,783</b>                 | <b>6,589</b>             | <b>34,602</b>           | <b>33,181</b>                | <b>51%</b>                  | <b>(711)</b>   |
| <b>TOTAL ALL EXPENSES:</b>                          | <b>97,783</b>                 | <b>6,883</b>             | <b>40,846</b>           | <b>56,937</b>                | <b>42%</b>                  | <b>8,046</b>   |
| <b>NET INCOME (LOSS):</b>                           | <b>(67,822)</b>               | <b>(4,062)</b>           | <b>(28,557)</b>         | <b>56,937</b>                | <b>42%</b>                  | <b>5,354</b>   |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                  | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|----------------------------------|-----------------------|------------------|-----------------|----------------------|---------------------|---|
| <b>LIMITED PRACTICE OFFICERS</b> |                       |                  |                 |                      |                     |   |
| <b>REVENUE:</b>                  |                       |                  |                 |                      |                     |   |
| INVESTIGATION FEES               | 551                   | 100              | 100             | 451                  | 18%                 | (175)   |
| MEMBER LATE FEES                 | -                     | 2,700            | 7,350           | (7,350)              |                     | 7,350   |
| LPO EXAMINATION FEES             | 28,000                | 5,400            | 26,650          | 1,350                | 95%                 | 12,650  |
| LPO LICENSE FEES                 | 174,077               | 13,906           | 82,986          | 91,092               | 48%                 | (4,053)   |
| LPO LATE LICENSE FEES            | 5,100                 | 360              | 2,220           | 2,880                | 44%                 | (330)   |
| LPO LICENSE FEES - REINSTATES    | 1,000                 | -                | -               | 1,000                | 0%                  | (500)   |
| <b>TOTAL REVENUE:</b>            | <b>208,728</b>        | <b>22,466</b>    | <b>119,306</b>  | <b>89,423</b>        | <b>57%</b>          | <b>14,941</b>                                       |
| <b>DIRECT EXPENSES:</b>          |                       |                  |                 |                      |                     |   |
| FACILITY, PARKING, FOOD          | 9,000                 | -                | -               | 9,000                | 0%                  | 4,500   |
| EXAM WRITING                     | 8,400                 | -                | 3,463           | 4,938                | 41%                 | 738   |
| ONLINE LEGAL RESEARCH            | 1,895                 | 158              | 787             | 1,108                | 42%                 | 161   |
| LAW LIBRARY                      | 3,840                 | 282              | 1,677           | 2,162                | 44%                 | 243   |
| LPO BOARD                        | 3,000                 | -                | -               | 3,000                | 0%                  | 1,500   |
| LPO OUTREACH                     | 5,000                 | -                | -               | 5,000                | 0%                  | 2,500   |
| PRINTING & COPYING               | 200                   | -                | 123             | 77                   | 62%                 | (23)  |
| SUPPLIES                         | -                     | 72               | 72              | (72)                 |                     | (72)  |
| <b>TOTAL DIRECT EXPENSES:</b>    | <b>31,335</b>         | <b>512</b>       | <b>6,122</b>    | <b>25,213</b>        | <b>20%</b>          | <b>9,546</b>  |
| <b>INDIRECT EXPENSES:</b>        |                       |                  |                 |                      |                     |   |
| SALARY EXPENSE (0.73 FTE)        | 54,122                | 6,204            | 28,492          | 25,630               | 53%                 | (1,431)   |
| BENEFITS EXPENSE                 | 19,232                | 1,655            | 9,699           | 9,533                | 50%                 | (83)  |
| OTHER INDIRECT EXPENSE           | 21,229                | 1,446            | 10,354          | 10,875               | 49%                 | 261   |
| <b>TOTAL INDIRECT EXPENSES:</b>  | <b>94,583</b>         | <b>9,306</b>     | <b>48,545</b>   | <b>46,038</b>        | <b>51%</b>          | <b>(1,253)</b>                                      |
| <b>TOTAL ALL EXPENSES:</b>       | <b>125,917</b>        | <b>9,818</b>     | <b>54,666</b>   | <b>71,251</b>        | <b>43%</b>          | <b>8,292</b>  |
| <b>NET INCOME (LOSS):</b>        | <b>82,811</b>         | <b>12,649</b>    | <b>64,639</b>   | <b>18,172</b>        | <b>78%</b>          | <b>23,234</b>                                       |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|   | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---|-----------------------|------------------|-----------------|----------------------|---------------------|---|
| <b>MANDATORY CONTINUING<br/>LEGAL EDUCATION</b> |                       |                  |                 |                      |                     |   |
| <b>REVENUE:</b>                                 |                       |                  |                 |                      |                     |   |
| ACCREDITED PROGRAM FEES                         | 515,000               | 52,800           | 320,000         | 195,000              | 62%                 | 62,500  |
| FORM 1 LATE FEES                                | 220,000               | 19,100           | 124,450         | 95,550               | 57%                 | 14,450  |
| MEMBER LATE FEES                                | 300,000               | 52,225           | 325,825         | (25,825)             | 109%                | 175,825   |
| ANNUAL ACCREDITED SPONSOR FEES                  | 39,250                | (4,750)          | 34,500          | 4,750                | 88%                 | 14,875  |
| ATTENDANCE LATE FEES                            | 95,000                | 7,150            | 73,700          | 21,300               | 78%                 | 26,200  |
| COMITY CERTIFICATES                             | 40,500                | 1,975            | 41,975          | (1,475)              | 104%                | 21,725  |
| <b>TOTAL REVENUE:</b>                           | <b>1,209,750</b>      | <b>128,500</b>   | <b>920,450</b>  | <b>289,300</b>       | <b>76%</b>          | <b>315,575</b>                                      |
| <b>DIRECT EXPENSES:</b>                         |                       |                  |                 |                      |                     |   |
| DEPRECIATION                                    | 24,263                | 1,704            | 14,234          | 10,029               | 59%                 | (2,102)   |
| STAFF MEMBERSHIP DUES                           | 500                   | -                | 500             | -                    | 100%                | (250)   |
| ONLINE LEGAL RESEARCH                           | 1,895                 | 158              | 787             | 1,108                | 42%                 | 161   |
| LAW LIBRARY                                     | 158                   | 12               | 69              | 89                   | 44%                 | 10  |
| MCLE BOARD                                      | 3,250                 | -                | -               | 3,250                | 0%                  | 1,625   |
| STAFF TRAVEL/PARKING                            | 50                    | -                | -               | 50                   | 0%                  | 25  |
| STAFF TRAINING                                  | 5,550                 | -                | -               | 5,550                | 0%                  | 2,775   |
| <b>TOTAL DIRECT EXPENSES:</b>                   | <b>35,666</b>         | <b>1,874</b>     | <b>15,589</b>   | <b>20,076</b>        | <b>44%</b>          | <b>2,244</b>  |
| <b>INDIRECT EXPENSES:</b>                       |                       |                  |                 |                      |                     |   |
| SALARY EXPENSE (4.88 FTE)                       | 399,930               | 43,409           | 252,850         | 147,080              | 63%                 | (52,885)  |
| BENEFITS EXPENSE                                | 113,757               | 9,799            | 57,323          | 56,433               | 50%                 | (445)   |
| OTHER INDIRECT EXPENSE                          | 142,744               | 9,651            | 69,092          | 73,652               | 48%                 | 2,280   |
| <b>TOTAL INDIRECT EXPENSES:</b>                 | <b>656,431</b>        | <b>62,859</b>    | <b>379,265</b>  | <b>277,166</b>       | <b>58%</b>          | <b>(51,050)</b>                                     |
| <b>TOTAL ALL EXPENSES:</b>                      | <b>692,097</b>        | <b>64,733</b>    | <b>394,854</b>  | <b>297,242</b>       | <b>57%</b>          | <b>(48,806)</b>                                     |
| <b>NET INCOME (LOSS):</b>                       | <b>517,653</b>        | <b>63,767</b>    | <b>525,596</b>  | <b>(7,942)</b>       | <b>102%</b>         | <b>266,769</b>                                      |

**Washington State Bar Association**

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                 | <b>FISCAL 2022<br/>BUDGET</b> | <b>CURRENT<br/>MONTH</b> | <b>YEAR TO<br/>DATE</b> | <b>REMAINING<br/>BALANCE</b> | <b>% USED<br/>OF BUDGET</b> | <b>YEAR TO DATE<br/>VARIANCE<br/>FAVORABLE/(UNFAVORABLE)</b> |
|---------------------------------|-------------------------------|--------------------------|-------------------------|------------------------------|-----------------------------|--|
| <b>MINI CLE</b>                 |                               |                          |                         |                              |                             |  |
| INDIRECT EXPENSES:              | 63,389                        | 5,602                    | 27,765                  | 35,624                       | 44%                         | 31,675   |
| SALARY EXPENSE (0.91 FTE)       | 21,671                        | 1,878                    | 10,983                  | 10,688                       | 51%                         | (147.33)   |
| BENEFITS EXPENSE                | 26,646                        | 1,808                    | 12,942                  | 13,704                       | 49%                         | 381  |
| OTHER INDIRECT EXPENSE          |                               |                          |                         |                              |                             |  |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>111,706</b>                | <b>9,288</b>             | <b>51,690</b>           | <b>60,016</b>                | <b>46%</b>                  | <b>31,908</b>  |
| <b>NET INCOME (LOSS):</b>       | <b>(111,706)</b>              | <b>(9,288)</b>           | <b>(51,690)</b>         | <b>(60,016)</b>              | <b>46%</b>                  | <b>4,163</b>   |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|   | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE  | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---|-----------------------|------------------|------------------|----------------------|---------------------|---|
| <b>MEMBER SERVICES &amp; ENGAGEMENT</b> |                       |                  |                  |                      |                     |   |
| <b>REVENUE:</b>                         |                       |                  |                  |                      |                     |   |
| ROYALTIES                               | 10,800                | 1,200            | 38,284           | (27,484)             | 354%                | 32,884  |
| <b>TOTAL REVENUE:</b>                   | <b>10,800</b>         | <b>1,200</b>     | <b>38,284</b>    | <b>(27,484)</b>      | <b>354%</b>         | <b>32,884</b>                                       |
| <b>DIRECT EXPENSES:</b>                 |                       |                  |                  |                      |                     |   |
| STAFF TRAVEL/PARKING                    | 1,000                 | -                | 18               | 982                  | 2%                  | 482   |
| STAFF CONFERENCE & TRAINING             | 400                   | -                | -                | 400                  | 0%                  | 200   |
| SURVEYS                                 | 300                   | -                | -                | 300                  | 0%                  | 150   |
| SMALL TOWN AND RURAL COMMITTEE          | 2,000                 | -                | -                | 2,000                | 0%                  | 1,000   |
| YLL SECTION PROGRAM                     | 1,500                 | -                | -                | 1,500                | 0%                  | 750   |
| WYLC OUTREACH EVENTS                    | 1,500                 | -                | 500              | 1,000                | 33%                 | 250   |
| WYL COMMITTEE                           | 7,500                 | -                | 39               | 7,461                | 1%                  | 3,711   |
| TRIAL ADVOCACY EXPENSES                 | 3,500                 | -                | -                | 3,500                | 0%                  | 1,750   |
| RECEPTION/FORUM EXPENSE                 | 3,000                 | 18               | 18               | 2,982                | 1%                  | 1,482   |
| WYLC SCHOLARSHIPS/DONATIONS/GRANT       | 5,000                 | -                | -                | 5,000                | 0%                  | 2,500   |
| STAFF MEMBERSHIP DUES                   | 850                   | 150              | 150              | 700                  | 18%                 | 275   |
| LENDING LIBRARY                         | 6,000                 | 41               | 263              | 5,737                | 4%                  | 2,737   |
| <b>TOTAL DIRECT EXPENSES:</b>           | <b>32,550</b>         | <b>209</b>       | <b>988</b>       | <b>31,562</b>        | <b>3%</b>           | <b>15,287</b>                                       |
| <b>INDIRECT EXPENSES:</b>               |                       |                  |                  |                      |                     |   |
| SALARY EXPENSE (3.46 FTE)               | 237,634               | 20,500           | 118,766          | 118,868              | 50%                 | 51  |
| BENEFITS EXPENSE                        | 72,634                | 6,392            | 37,177           | 35,457               | 51%                 | (860)   |
| OTHER INDIRECT EXPENSE                  | 101,195               | 6,841            | 48,980           | 52,215               | 48%                 | 1,617   |
| <b>TOTAL INDIRECT EXPENSES:</b>         | <b>411,463</b>        | <b>33,732</b>    | <b>204,923</b>   | <b>206,540</b>       | <b>50%</b>          | <b>809</b>  |
| <b>TOTAL ALL EXPENSES:</b>              | <b>444,013</b>        | <b>33,942</b>    | <b>205,910</b>   | <b>238,103</b>       | <b>46%</b>          | <b>16,096</b>                                       |
| <b>NET INCOME (LOSS):</b>               | <b>(433,213)</b>      | <b>(32,742)</b>  | <b>(167,626)</b> | <b>(265,587)</b>     | <b>39%</b>          | <b>48,980</b>                                       |



## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|  | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE  | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|--|-----------------------|------------------|------------------|----------------------|---------------------|---|
| <b>MEMBER SERVICES &amp; ENGAGEMENT<br/>(COMBINED)</b> |                       |                  |                  |                      |                     |   |
| <b>REVENUE:</b>  |                       |                  |                  |                      |                     |   |
| ROYALTIES  | 10,800                | 1,200            | 38,284           | (27,484)             | 354%                | 32,884  |
| NMP PRODUCT SALES                                      | 80,000                | 837              | 34,872           | 45,128               | 44%                 | (5,128)   |
| MP3 SALES  | 4,620                 | 392              | 7,007            | (2,387)              | 152%                | 4,697   |
| DIGITAL VIDEO SALES                                    | 9,380                 | 833              | 23,863           | (14,483)             | 254%                | 19,173  |
| SPONSORSHIPS   | 8,000                 | -                | -                | 8,000                | 0%                  | (4,000)   |
| SEMINAR REGISTRATIONS                                  | 16,500                | -                | -                | 16,500               | 0%                  | (8,250)   |
| TRIAL ADVOCACY PROGRAM                                 | 15,000                | -                | -                | 15,000               | 0%                  | (7,500)   |
| <b>TOTAL REVENUE:</b>                                  | <b>144,300</b>        | <b>3,262</b>     | <b>104,026</b>   | <b>40,274</b>        | <b>72%</b>          | <b>31,876</b>                                       |
| <b>DIRECT EXPENSES:</b>                                |                       |                  |                  |                      |                     |   |
| STAFF TRAVEL/PARKING                                   | 1,000                 | -                | 18               | 982                  | 2%                  | 482   |
| STAFF CONFERENCE & TRAINING                            | 400                   | -                | -                | 400                  | 0%                  | 200   |
| SURVEYS  | 300                   | -                | -                | 300                  | 0%                  | 150   |
| SMALL TOWN AND RURAL COMMITTEE                         | 2,000                 | -                | -                | 2,000                | 0%                  | 1,000   |
| CONFERENCE CALLS                                       | 200                   | -                | -                | 200                  | 0%                  | 100   |
| YLL SECTION PROGRAM                                    | 1,500                 | -                | -                | 1,500                | 0%                  | 750   |
| WYLC OUTREACH EVENTS                                   | 1,500                 | -                | 500              | 1,000                | 33%                 | 250   |
| SPEAKERS & PROGRAM DEVELOP                             | 1,500                 | -                | -                | 1,500                | 0%                  | 750   |
| WYL COMMITTEE  | 7,500                 | -                | 39               | 7,461                | 1%                  | 3,711   |
| TRIAL ADVOCACY EXPENSES                                | 7,000                 | -                | -                | 7,000                | 0%                  | 3,500   |
| RECEPTION/FORUM EXPENSE                                | 3,000                 | 18               | 18               | 2,982                | 1%                  | 1,482   |
| WYLC SCHOLARSHIPS/DONATIONS/GRANT                      | 5,000                 | -                | -                | 5,000                | 0%                  | 2,500   |
| STAFF MEMBERSHIP DUES                                  | 850                   | 150              | 150              | 700                  | 18%                 | 275   |
| LENDING LIBRARY  | 6,000                 | 41               | 263              | 5,737                | 4%                  | 2,737   |
| NMP SPEAKERS & PROGRAM DEVELOPMENT                     | 2,000                 | -                | -                | 2,000                | 0%                  | 1,000   |
| <b>TOTAL DIRECT EXPENSES:</b>                          | <b>39,750</b>         | <b>209</b>       | <b>988</b>       | <b>38,762</b>        | <b>2%</b>           | <b>18,887</b>                                       |
| <b>INDIRECT EXPENSES:</b>                              |                       |                  |                  |                      |                     |   |
| SALARY EXPENSE (5.58 FTE)                              | 383,007               | 33,261           | 182,899          | 200,107              | 48%                 | 8,604   |
| BENEFITS EXPENSE                                       | 122,081               | 10,683           | 62,252           | 59,829               | 51%                 | (1,212)   |
| OTHER INDIRECT EXPENSE                                 | 163,153               | 11,041           | 79,047           | 84,106               | 48%                 | 2,529   |
| <b>TOTAL INDIRECT EXPENSES:</b>                        | <b>668,240</b>        | <b>54,986</b>    | <b>324,199</b>   | <b>344,042</b>       | <b>49%</b>          | <b>9,922</b>  |
| <b>TOTAL ALL EXPENSES:</b>                             | <b>707,990</b>        | <b>55,195</b>    | <b>325,186</b>   | <b>382,804</b>       | <b>46%</b>          | <b>28,809</b>                                       |
| <b>NET INCOME (LOSS):</b>                              | <b>(563,690)</b>      | <b>(51,933)</b>  | <b>(221,160)</b> | <b>(342,530)</b>     | <b>39%</b>          | <b>60,685</b>                                       |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                 | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---------------------------------|-----------------------|------------------|-----------------|----------------------|---------------------|---|
| <b>MEMBER WELLNESS PROGRAM</b>  |                       |                  |                 |                      |                     |   |
| <b>REVENUE:</b>                 |                       |                  |                 |                      |                     |   |
| DIVERSIONS                      | 7,000                 | 750              | 6,000           | 1,000                | 86%                 | 2,500   |
| <b>TOTAL REVENUE:</b>           | <b>7,000</b>          | <b>750</b>       | <b>6,000</b>    | <b>1,000</b>         | <b>86%</b>          | <b>2,500</b>  |
| <b>DIRECT EXPENSES:</b>         |                       |                  |                 |                      |                     |   |
| STAFF MEMBERSHIP DUES           | 500                   | -                | -               | 500                  | 0%                  | 250   |
| PROF LIAB INSURANCE             | 5,462                 | -                | 825             | 4,637                | 15%                 | 1,906   |
| WSBA CONNECTS                   | 9,000                 | -                | 8,110           | 890                  | 90%                 | (3,610)   |
| STAFF TRAINING                  | -                     | -                | 165             | (165)                |                     | (165)   |
| SUBSCRIPTIONS                   | -                     | 100              | 500             | (500)                |                     | (500)   |
| <b>TOTAL DIRECT EXPENSES:</b>   | <b>14,962</b>         | <b>100</b>       | <b>9,600</b>    | <b>5,362</b>         | <b>64%</b>          | <b>(2,119)</b>                                      |
| <b>INDIRECT EXPENSES:</b>       |                       |                  |                 |                      |                     |   |
| SALARY EXPENSE (1.48 FTE)       | 122,085               | 5,014            | 47,066          | 75,019               | 39%                 | 13,976  |
| BENEFITS EXPENSE                | 50,630                | 4,263            | 25,238          | 25,392               | 50%                 | 77  |
| OTHER INDIRECT EXPENSE          | 43,389                | 2,920            | 20,906          | 22,483               | 48%                 | 789   |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>216,105</b>        | <b>12,196</b>    | <b>93,211</b>   | <b>122,894</b>       | <b>43%</b>          | <b>14,842</b>                                       |
| <b>TOTAL ALL EXPENSES:</b>      | <b>231,067</b>        | <b>12,296</b>    | <b>102,811</b>  | <b>128,256</b>       | <b>44%</b>          | <b>12,723</b>                                       |
| <b>NET INCOME (LOSS):</b>       | <b>(224,067)</b>      | <b>(11,546)</b>  | <b>(96,811)</b> | <b>(127,256)</b>     | <b>43%</b>          | <b>15,223</b>                                       |

**Washington State Bar Association**  
Statement of Activities  
For the Period from March 1, 2022 to March 31, 2022  
**50% OF YEAR COMPLETE**

|                                 | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---------------------------------|-----------------------|------------------|-----------------|----------------------|---------------------|---|
| <b>NEW MEMBER EDUCATION</b>     |                       |                  |                 |                      |                     |   |
| <b>REVENUE:</b>                 |                       |                  |                 |                      |                     |   |
| NMP PRODUCT SALES               | 80,000                | 837              | 34,872          | 45,128               | 44%                 | (5,128)   |
| SEMINAR REGISTRATIONS           | 16,500                | -                | -               | 16,500               | 0%                  | (8,250)   |
| TRIAL ADVOCACY PROGRAM          | 15,000                | -                | -               | 15,000               | 0%                  | (7,500)   |
| <b>TOTAL REVENUE:</b>           | <b>111,500</b>        | <b>837</b>       | <b>34,872</b>   | <b>76,628</b>        | <b>31%</b>          | <b>(20,878)</b>                                     |
| <b>DIRECT EXPENSES:</b>         |                       |                  |                 |                      |                     |   |
| TRIAL ADVOCACY EXPENSES         | 3,500                 | -                | -               | 3,500                | 0%                  | 1,750   |
| SPEAKERS & PROGRAM DEVELOPMENT  | 2,000                 | -                | -               | 2,000                | 0%                  | 1,000   |
| <b>TOTAL DIRECT EXPENSES:</b>   | <b>5,500</b>          | <b>-</b>         | <b>-</b>        | <b>5,500</b>         | <b>0%</b>           | <b>2,750</b>  |
| <b>INDIRECT EXPENSES:</b>       |                       |                  |                 |                      |                     |   |
| SALARY EXPENSE (0.78 FTE)       | 53,643                | 4,682            | 24,145          | 29,498               | 45%                 | 2,677   |
| BENEFITS EXPENSE                | 17,807                | 1,551            | 9,052           | 8,755                | 51%                 | (148)   |
| OTHER INDIRECT EXPENSE          | 22,839                | 1,557            | 11,150          | 11,689               | 49%                 | 269   |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>94,289</b>         | <b>7,789</b>     | <b>44,346</b>   | <b>49,942</b>        | <b>47%</b>          | <b>2,798</b>  |
| <b>TOTAL ALL EXPENSES:</b>      | <b>99,789</b>         | <b>7,789</b>     | <b>44,346</b>   | <b>55,442</b>        | <b>44%</b>          | <b>5,548</b>  |
| <b>NET INCOME (LOSS):</b>       | <b>11,711</b>         | <b>(6,952)</b>   | <b>(9,474)</b>  | <b>21,186</b>        | <b>-81%</b>         | <b>(15,330)</b>                                     |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|   | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE  | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---|-----------------------|------------------|------------------|----------------------|---------------------|---|
| <b>OFFICE OF THE EXECUTIVE DIRECTOR</b> |                       |                  |                  |                      |                     |   |
| <b>REVENUE:</b>                         |                       |                  |                  |                      |                     |   |
| <b>TOTAL REVENUE:</b>                   | -                     | -                | -                | -                    |                     | -   |
| <b>DIRECT EXPENSES:</b>                 |                       |                  |                  |                      |                     |   |
| LEADERSHIP TRAINING                     | 20,000                | -                | -                | 20,000               | 0%                  | 10,000  |
| WASHINGTON LEADERSHIP INSTITUTE         | 80,000                | -                | -                | 80,000               | 0%                  | 40,000  |
| ED TRAVEL & OUTREACH                    | 5,000                 | 260              | 897              | 4,103                | 18%                 | 1,603   |
| LAW LIBRARY                             | -                     | 12               | 69               | (69)                 |                     | (69)  |
| STAFF TRAVEL/PARKING                    | 2,000                 | -                | 88               | 1,912                | 4%                  | 912   |
| STAFF TRAINING                          | 5,000                 | -                | 747              | 4,253                | 15%                 | 1,753   |
| STAFF MEMBERSHIP DUES                   | 1,111                 | 388              | 1,391            | (280)                | 125%                | (836)   |
| SURVEY                                  | 300                   | -                | -                | 300                  | 0%                  | 150   |
| <b>TOTAL DIRECT EXPENSES:</b>           | <b>113,411</b>        | <b>660</b>       | <b>3,192</b>     | <b>110,219</b>       | <b>3%</b>           | <b>53,514</b>                                       |
| <b>INDIRECT EXPENSES:</b>               |                       |                  |                  |                      |                     |   |
| SALARY EXPENSE (2.00 FTE)               | 335,791               | 31,828           | 182,631          | 153,160              | 54%                 | (14,736)  |
| BENEFITS EXPENSE                        | 87,436                | 8,044            | 43,126           | 44,310               | 49%                 | 592   |
| OTHER INDIRECT EXPENSE                  | 58,562                | 3,975            | 28,470           | 30,092               | 49%                 | 811   |
| <b>TOTAL INDIRECT EXPENSES:</b>         | <b>481,789</b>        | <b>43,847</b>    | <b>254,227</b>   | <b>227,562</b>       | <b>53%</b>          | <b>(13,333)</b>                                     |
| <b>TOTAL ALL EXPENSES:</b>              | <b>595,200</b>        | <b>44,507</b>    | <b>257,419</b>   | <b>337,781</b>       | <b>43%</b>          | <b>40,181</b>                                       |
| <b>NET INCOME (LOSS):</b>               | <b>(595,200)</b>      | <b>(44,507)</b>  | <b>(257,419)</b> | <b>337,781</b>       | <b>43%</b>          | <b>40,181</b>                                       |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                  | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE  | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|----------------------------------|-----------------------|------------------|------------------|----------------------|---------------------|---|
| <b>OFFICE OF GENERAL COUNSEL</b> |                       |                  |                  |                      |                     |   |
| <b>REVENUE:</b>                  |                       |                  |                  |                      |                     |   |
| RECORDS REQUEST FEES             | -                     | 960              | 963              | (963)                |                     | 963   |
| <b>TOTAL REVENUE:</b>            | <b>-</b>              | <b>960</b>       | <b>963</b>       | <b>(963)</b>         |                     | <b>963</b>  |
| <b>DIRECT EXPENSES:</b>          |                       |                  |                  |                      |                     |   |
| STAFF TRAVEL/PARKING             | 1,000                 | -                | 74               | 926                  | 7%                  | 426   |
| STAFF MEMBERSHIP DUES            | 1,500                 | -                | 254              | 1,246                | 17%                 | 496   |
| ONLINE LEGAL RESEARCH            | 11,369                | 950              | 4,720            | 6,649                | 42%                 | 964   |
| LAW LIBRARY                      | 1,868                 | 23               | 1,739            | 129                  | 93%                 | (805)   |
| COURT RULES COMMITTEE            | -                     | -                | 0                | (0)                  |                     | (0)   |
| CUSTODIANSHIPS                   | 12,000                | -                | 152              | 11,848               | 1%                  | 5,848   |
| LITIGATION EXPENSES              | 200                   | 2                | 2                | 198                  | 1%                  | 98  |
| STAFF TRAINING                   | 3,400                 | -                | 95               | 3,305                | 3%                  | 1,605   |
| <b>TOTAL DIRECT EXPENSES:</b>    | <b>31,337</b>         | <b>975</b>       | <b>7,037</b>     | <b>24,301</b>        | <b>22%</b>          | <b>8,632</b>  |
| <b>INDIRECT EXPENSES:</b>        |                       |                  |                  |                      |                     |   |
| SALARY EXPENSE (6.09 FTE)        | 608,154               | 53,938           | 312,031          | 296,123              | 51%                 | (7,954)   |
| BENEFITS EXPENSE                 | 178,104               | 15,681           | 89,726           | 88,378               | 50%                 | (674)   |
| OTHER INDIRECT EXPENSE           | 178,443               | 12,069           | 86,412           | 92,031               | 48%                 | 2,810   |
| <b>TOTAL INDIRECT EXPENSES:</b>  | <b>964,701</b>        | <b>81,687</b>    | <b>488,169</b>   | <b>476,532</b>       | <b>51%</b>          | <b>(5,818)</b>                                      |
| <b>TOTAL ALL EXPENSES:</b>       | <b>996,039</b>        | <b>82,663</b>    | <b>495,206</b>   | <b>500,833</b>       | <b>50%</b>          | <b>2,814</b>  |
| <b>NET INCOME (LOSS):</b>        | <b>(996,039)</b>      | <b>(81,703)</b>  | <b>(494,242)</b> | <b>(501,796)</b>     | <b>50%</b>          | <b>3,777</b>  |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|   | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE  | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---|-----------------------|------------------|------------------|----------------------|---------------------|---|
| <b>OFFICE OF GENERAL COUNSEL -<br/>DISCIPLINARY BOARD</b> |                       |                  |                  |                      |                     |   |
| <b>REVENUE:</b>   |                       |                  |                  |                      |                     |   |
| <b>TOTAL REVENUE:</b>                                     | -                     | -                | -                | -                    |                     | -   |
| <b>DIRECT EXPENSE:</b>                                    |                       |                  |                  |                      |                     |   |
| STAFF MEMBERSHIP DUES                                     | 100                   | -                | -                | 100                  | 0%                  | 50  |
| LAW LIBRARY   | 953                   | 70               | 416              | 537                  | 44%                 | 60  |
| DISCIPLINARY BOARD EXPENSES                               | 3,108                 | -                | 1                | 3,108                | 0%                  | 1,554   |
| CHIEF HEARING OFFICER                                     | 33,000                | 2,500            | 15,000           | 18,000               | 45%                 | 1,500   |
| HEARING OFFICER EXPENSES                                  | 43,000                | -                | 75               | 42,925               | 0%                  | 21,425  |
| HEARING OFFICER TRAINING                                  | 550                   | -                | -                | 550                  | 0%                  | 275   |
| OUTSIDE COUNSEL   | 55,000                | 4,000            | 24,000           | 31,000               | 44%                 | 3,500   |
| STAFF TRAINING  | 1,000                 | -                | -                | 1,000                | 0%                  | 500   |
| <b>TOTAL DIRECT EXPENSES:</b>                             | <b>136,711</b>        | <b>6,570</b>     | <b>39,492</b>    | <b>97,219</b>        | <b>29%</b>          | <b>28,863</b>                                       |
| <b>INDIRECT EXPENSES:</b>                                 |                       |                  |                  |                      |                     |   |
| SALARY EXPENSE (1.30 FTE)                                 | 97,274                | 9,192            | 52,949           | 44,325               | 54%                 | (4,312)   |
| BENEFITS EXPENSE  | 30,240                | 2,656            | 15,345           | 14,895               | 51%                 | (225)   |
| OTHER INDIRECT EXPENSE                                    | 38,065                | 2,586            | 18,517           | 19,548               | 49%                 | 516   |
| <b>TOTAL INDIRECT EXPENSES:</b>                           | <b>165,580</b>        | <b>14,434</b>    | <b>86,811</b>    | <b>78,769</b>        | <b>52%</b>          | <b>(4,021)</b>                                      |
| <b>TOTAL ALL EXPENSES:</b>                                | <b>302,291</b>        | <b>21,004</b>    | <b>126,303</b>   | <b>175,988</b>       | <b>42%</b>          | <b>24,842</b>                                       |
| <b>NET INCOME (LOSS):</b>                                 | <b>(302,291)</b>      | <b>(21,004)</b>  | <b>(126,303)</b> | <b>(175,988)</b>     | <b>42%</b>          | <b>24,842</b>                                       |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                 | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---------------------------------|-----------------------|------------------|-----------------|----------------------|---------------------|---|
| <b>PRACTICE OF LAW BOARD</b>    |                       |                  |                 |                      |                     |   |
| <b>REVENUE:</b>                 |                       |                  |                 |                      |                     |   |
| <b>TOTAL REVENUE:</b>           | -                     | -                | -               | -                    |                     | -   |
| <b>DIRECT EXPENSES:</b>         |                       |                  |                 |                      |                     |   |
| PRACTICE OF LAW BOARD           | 12,000                | -                | -               | 12,000               | 0%                  | 6,000   |
| <b>TOTAL DIRECT EXPENSES:</b>   | <b>12,000</b>         | <b>-</b>         | <b>-</b>        | <b>12,000</b>        | <b>0%</b>           | <b>6,000</b>  |
| <b>INDIRECT EXPENSES:</b>       |                       |                  |                 |                      |                     |   |
| SALARY EXPENSE (0.48 FTE)       | 46,443                | 4,084            | 23,368          | 23,075               | 50%                 | (146)   |
| BENEFITS EXPENSE                | 11,891                | 1,086            | 5,870           | 6,021                | 49%                 | 75  |
| OTHER INDIRECT EXPENSE          | 14,151                | 945              | 6,770           | 7,382                | 48%                 | 306   |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>72,486</b>         | <b>6,116</b>     | <b>36,008</b>   | <b>36,478</b>        | <b>50%</b>          | <b>235</b>  |
| <b>TOTAL ALL EXPENSES:</b>      | <b>84,486</b>         | <b>6,116</b>     | <b>36,008</b>   | <b>48,478</b>        | <b>43%</b>          | <b>6,235</b>  |
| <b>NET INCOME (LOSS):</b>       | <b>(84,486)</b>       | <b>(6,116)</b>   | <b>(36,008)</b> | <b>(48,478)</b>      | <b>43%</b>          | <b>6,235</b>  |

**Washington State Bar Association**  
Statement of Activities  
For the Period from March 1, 2022 to March 31, 2022  
**50% OF YEAR COMPLETE**

|                                       | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---------------------------------------|-----------------------|------------------|-----------------|----------------------|---------------------|---|
| <b>PRACTICE MANAGEMENT ASSISTANCE</b> |                       |                  |                 |                      |                     |   |
| <b>REVENUE:</b>                       |                       |                  |                 |                      |                     |   |
| ROYALTIES                             | 38,450                | -                | 226             | 38,224               | 1%                  | (18,999)  |
| <b>TOTAL REVENUE:</b>                 | <b>38,450</b>         | <b>-</b>         | <b>226</b>      | <b>38,224</b>        | <b>1%</b>           | <b>(18,999)</b>                                     |
| <b>DIRECT EXPENSE:</b>                |                       |                  |                 |                      |                     |   |
| STAFF MEMBERSHIP DUES                 | 250                   | -                | -               | 250                  | 0%                  | 125   |
| SUBSCRIPTIONS                         | 250                   | 33               | 99              | 151                  | 40%                 | 26  |
| CASEMAKER/FASTCASE                    | 137,000               | 72,356           | 72,356          | 64,645               | 53%                 | (3,856)   |
| <b>TOTAL DIRECT EXPENSES:</b>         | <b>137,500</b>        | <b>72,389</b>    | <b>72,455</b>   | <b>65,045</b>        | <b>53%</b>          | <b>(3,705)</b>                                      |
| <b>INDIRECT EXPENSES:</b>             |                       |                  |                 |                      |                     |   |
| <b>TOTAL INDIRECT EXPENSES:</b>       | <b>-</b>              | <b>-</b>         | <b>-</b>        | <b>-</b>             |                     | <b>-</b>  |
| <b>TOTAL ALL EXPENSES:</b>            | <b>137,500</b>        | <b>72,389</b>    | <b>72,455</b>   | <b>65,045</b>        | <b>53%</b>          | <b>(3,705)</b>                                      |
| <b>NET INCOME (LOSS):</b>             | <b>(99,050)</b>       | <b>(72,389)</b>  | <b>(72,229)</b> | <b>(26,821)</b>      | <b>73%</b>          | <b>(22,704)</b>                                     |



**Washington State Bar Association**

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|  | <b>FISCAL 2022<br/>BUDGET</b> | <b>CURRENT<br/>MONTH</b> | <b>YEAR TO<br/>DATE</b> | <b>REMAINING<br/>BALANCE</b> | <b>% USED<br/>OF BUDGET</b> | <b>YEAR TO DATE<br/>VARIANCE<br/>FAVORABLE/(UNFAVORABLE)</b> |
|--|-------------------------------|--------------------------|-------------------------|------------------------------|-----------------------------|--|
| <b>PROFESSIONAL RESPONSIBILITY PROGRAM</b> |                               |                          |                         |                              |                             |  |
| <b>REVENUE:</b>                            |                               |                          |                         |                              |                             |  |
| <b>TOTAL REVENUE:</b>                      | -                             | -                        | -                       | -                            |                             | -  |
| <b>DIRECT EXPENSES:</b>                    |                               |                          |                         |                              |                             |  |
| STAFF TRAVEL/PARKING                       | 3,500                         | -                        | -                       | 3,500                        | 0%                          | -  |
| STAFF MEMBERSHIP DUES                      | 375                           | -                        | -                       | 375                          | 0%                          | -  |
| LAW LIBRARY                                | 638                           | 47                       | 279                     | 359                          | 44%                         | 1,750  |
| CPE COMMITTEE                              | 3,750                         | -                        | -                       | 3,750                        | 0%                          | 188  |
| <b>TOTAL DIRECT EXPENSES:</b>              | <b>8,263</b>                  | <b>47</b>                | <b>279</b>              | <b>7,984</b>                 | <b>3%</b>                   | <b>3,853</b>   |
| <b>INDIRECT EXPENSES:</b>                  |                               |                          |                         |                              |                             |  |
| SALARY EXPENSE (1.59 FTE)                  | 169,829                       | 15,010                   | 87,768                  | 82,062                       | 52%                         | (2,853)  |
| BENEFITS EXPENSE                           | 57,462                        | 4,920                    | 28,982                  | 28,481                       | 50%                         | (251)  |
| OTHER INDIRECT EXPENSE                     | 46,630                        | 3,168                    | 22,696                  | 23,934                       | 49%                         | 619  |
| <b>TOTAL INDIRECT EXPENSES:</b>            | <b>273,922</b>                | <b>23,098</b>            | <b>139,446</b>          | <b>134,476</b>               | <b>51%</b>                  | <b>(2,485)</b>   |
| <b>TOTAL ALL EXPENSES:</b>                 | <b>282,184</b>                | <b>23,145</b>            | <b>139,724</b>          | <b>142,460</b>               | <b>50%</b>                  | <b>1,368</b>   |
| <b>NET INCOME (LOSS):</b>                  | <b>(282,184)</b>              | <b>(23,145)</b>          | <b>(139,724)</b>        | <b>(142,460)</b>             | <b>50%</b>                  | <b>1,368</b>   |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                     | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|-------------------------------------|-----------------------|------------------|-----------------|----------------------|---------------------|---|
| <b>PUBLIC SERVICE PROGRAMS</b>      |                       |                  |                 |                      |                     |   |
| <b>REVENUE:</b>                     |                       |                  |                 |                      |                     |   |
| DONATIONS & GRANTS                  | 130,000               | -                | 130,000         | -                    | 100%                | 65,000  |
| <b>TOTAL REVENUE:</b>               | <b>130,000</b>        | <b>-</b>         | <b>130,000</b>  | <b>-</b>             | <b>100%</b>         | <b>65,000</b>                                       |
| <b>DIRECT EXPENSES:</b>             |                       |                  |                 |                      |                     |   |
| DONATIONS/SPONSORSHIPS/GRANTS       | 250,280               | 31,780           | 61,118          | 189,162              | 24%                 | 64,022  |
| STAFF TRAVEL/PARKING                | 2,700                 | -                | -               | 2,700                | 0%                  | 1,350   |
| SURVEYS                             | 100                   | -                | -               | 100                  | 0%                  | 50  |
| PRO BONO & PUBLIC SERVICE COMMITTEE | 2,000                 | -                | -               | 2,000                | 0%                  | 1,000   |
| STAFF TRAINING                      | 1,200                 | -                | -               | 1,200                | 0%                  | 600   |
| PRO BONO CERTIFICATES               | 2,000                 | 155              | 1,655           | 345                  | 83%                 | (655)   |
| <b>TOTAL DIRECT EXPENSES:</b>       | <b>258,280</b>        | <b>31,935</b>    | <b>62,773</b>   | <b>195,507</b>       | <b>24%</b>          | <b>66,367</b>                                       |
| <b>INDIRECT EXPENSES:</b>           |                       |                  |                 |                      |                     |   |
| SALARY EXPENSE (1.30 FTE)           | 75,255                | 7,459            | 39,314          | 35,941               | 52%                 | (1,686)   |
| BENEFITS EXPENSE                    | 32,083                | 2,727            | 16,015          | 16,067               | 50%                 | 26  |
| OTHER INDIRECT EXPENSE              | 38,065                | 2,586            | 18,517          | 19,548               | 49%                 | 516   |
| <b>TOTAL INDIRECT EXPENSES:</b>     | <b>145,402</b>        | <b>12,772</b>    | <b>73,846</b>   | <b>71,557</b>        | <b>51%</b>          | <b>(1,145)</b>                                      |
| <b>TOTAL ALL EXPENSES:</b>          | <b>403,682</b>        | <b>44,707</b>    | <b>136,619</b>  | <b>267,064</b>       | <b>34%</b>          | <b>65,222</b>                                       |
| <b>NET INCOME (LOSS):</b>           | <b>(273,682)</b>      | <b>(44,707)</b>  | <b>(6,619)</b>  | <b>(267,064)</b>     | <b>2%</b>           | <b>130,222</b>                                      |

**Washington State Bar Association**

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|  | <b>FISCAL 2022<br/>BUDGET</b> | <b>CURRENT<br/>MONTH</b> | <b>YEAR TO<br/>DATE</b> | <b>REMAINING<br/>BALANCE</b> | <b>% USED<br/>OF BUDGET</b> | <b>YEAR TO DATE<br/>VARIANCE<br/>FAVORABLE/(UNFAVORABLE)</b> |
|--|-------------------------------|--------------------------|-------------------------|------------------------------|-----------------------------|--|
| <b>PUBLICATION &amp; DESIGN SERVICES</b> |                               |                          |                         |                              |                             |  |
| <b>REVENUE:</b>                          |                               |                          |                         |                              |                             |  |
| <b>TOTAL REVENUE:</b>                    | <u>-</u>                      | <u>-</u>                 | <u>-</u>                | <u>-</u>                     |                             | <u>-</u>   |
| <b>DIRECT EXPENSES:</b>                  |                               |                          |                         |                              |                             |  |
| SUBSCRIPTIONS                            | 200                           | -                        | 100                     | 100                          | 50%                         | 0  |
| IMAGE LIBRARY                            | 4,100                         | -                        | 4,100                   | -                            | 100%                        | (2,050)  |
| <b>TOTAL DIRECT EXPENSES:</b>            | <u>4,300</u>                  | <u>-</u>                 | <u>4,200</u>            | <u>100</u>                   | <u>98%</u>                  | <u>(2,050)</u>   |
| <b>INDIRECT EXPENSES:</b>                |                               |                          |                         |                              |                             |  |
| SALARY EXPENSE (0.89 FTE)                | 58,142                        | 5,452                    | 31,828                  | 26,314                       | 55%                         | (2,757)  |
| BENEFITS EXPENSE                         | 18,072                        | 1,589                    | 9,237                   | 8,835                        | 51%                         | (201)  |
| OTHER INDIRECT EXPENSE                   | 26,060                        | 1,752                    | 12,544                  | 13,516                       | 48%                         | 486  |
| <b>TOTAL INDIRECT EXPENSES:</b>          | <u>102,273</u>                | <u>8,793</u>             | <u>53,609</u>           | <u>48,665</u>                | <u>52%</u>                  | <u>(2,472)</u>   |
| <b>TOTAL ALL EXPENSES:</b>               | <u>106,573</u>                | <u>8,793</u>             | <u>57,808</u>           | <u>48,765</u>                | <u>54%</u>                  | <u>(4,522)</u>   |
| <b>NET INCOME (LOSS):</b>                | <u>(106,573)</u>              | <u>(8,793)</u>           | <u>(57,808)</u>         | <u>(48,765)</u>              | <u>54%</u>                  | <u>(4,522)</u>   |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                 | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE  | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---------------------------------|-----------------------|------------------|------------------|----------------------|---------------------|---|
| <b>REGULATORY SERVICES FTE</b>  |                       |                  |                  |                      |                     |   |
| <b>REVENUE:</b>                 |                       |                  |                  |                      |                     |   |
| <b>TOTAL REVENUE:</b>           | -                     | -                | -                | -                    |                     | -   |
| <b>DIRECT EXPENSES:</b>         |                       |                  |                  |                      |                     |   |
| STAFF CONFERENCE & TRAINING     | 9,000                 | -                | -                | 9,000                | 0%                  | 4,500   |
| <b>TOTAL DIRECT EXPENSES:</b>   | <b>9,000</b>          | <b>-</b>         | <b>-</b>         | <b>9,000</b>         | <b>0%</b>           | <b>4,500</b>  |
| <b>INDIRECT EXPENSES:</b>       |                       |                  |                  |                      |                     |   |
| SALARY EXPENSE (2.78 FTE)       | 327,439               | 27,679           | 163,502          | 163,937              | 50%                 | 218   |
| BENEFITS EXPENSE                | 96,215                | 8,385            | 48,792           | 47,423               | 51%                 | (684)   |
| OTHER INDIRECT EXPENSE          | 81,254                | 5,506            | 39,423           | 41,831               | 49%                 | 1,204   |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>504,908</b>        | <b>41,569</b>    | <b>251,716</b>   | <b>253,191</b>       | <b>50%</b>          | <b>738</b>  |
| <b>TOTAL ALL EXPENSES:</b>      | <b>513,908</b>        | <b>41,569</b>    | <b>251,716</b>   | <b>262,191</b>       | <b>49%</b>          | <b>5,238</b>  |
| <b>NET INCOME (LOSS):</b>       | <b>(513,908)</b>      | <b>(41,569)</b>  | <b>(251,716)</b> | <b>(262,191)</b>     | <b>49%</b>          | <b>5,238</b>  |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                 | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE  | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---------------------------------|-----------------------|------------------|------------------|----------------------|---------------------|---|
| <b>SERVICE CENTER</b>           |                       |                  |                  |                      |                     |   |
| <b>REVENUE:</b>                 |                       |                  |                  |                      |                     |   |
|                                 | _____                 | _____            | _____            | _____                | _____               | _____   |
| <b>TOTAL REVENUE:</b>           | -                     | -                | -                | -                    | -                   | -   |
| <b>DIRECT EXPENSES:</b>         |                       |                  |                  |                      |                     |   |
|                                 | _____                 | _____            | _____            | _____                | _____               | _____   |
| TRANSLATION SERVICES            | 8,500                 | 711              | 3,954            | 4,546                | 47%                 | 296   |
| STAFF TRAINING                  | 2,100                 | -                | 36               | 2,064                | 2%                  | 1,014   |
| <b>TOTAL DIRECT EXPENSES:</b>   | <b>10,600</b>         | <b>711</b>       | <b>3,990</b>     | <b>6,610</b>         | <b>38%</b>          | <b>1,310</b>  |
| <b>INDIRECT EXPENSES:</b>       |                       |                  |                  |                      |                     |   |
| SALARY EXPENSE (5.71 FTE)       | 344,434               | 31,633           | 180,728          | 163,706              | 52%                 | (8,511)   |
| BENEFITS EXPENSE                | 130,208               | 11,204           | 65,540           | 64,668               | 50%                 | (436)   |
| OTHER INDIRECT EXPENSE          | 167,194               | 11,318           | 81,036           | 86,157               | 48%                 | 2,561   |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>641,836</b>        | <b>54,155</b>    | <b>327,304</b>   | <b>314,532</b>       | <b>51%</b>          | <b>(6,386)</b>                                      |
| <b>TOTAL ALL EXPENSES:</b>      | <b>652,436</b>        | <b>54,866</b>    | <b>331,294</b>   | <b>321,142</b>       | <b>51%</b>          | <b>(5,076)</b>                                      |
| <b>NET INCOME (LOSS):</b>       | <b>(652,436)</b>      | <b>(54,866)</b>  | <b>(331,294)</b> | <b>(321,142)</b>     | <b>51%</b>          | <b>(5,076)</b>                                      |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                 | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---------------------------------|-----------------------|------------------|-----------------|----------------------|---------------------|---|
| <b>SECTIONS ADMINISTRATION</b>  |                       |                  |                 |                      |                     |   |
| <b>REVENUE:</b>                 |                       |                  |                 |                      |                     |   |
| REIMBURSEMENTS FROM SECTIONS    | 286,875               | 4,969            | 356,843         | (69,968)             | 124%                | 213,406   |
| <b>TOTAL REVENUE:</b>           | <b>286,875</b>        | <b>4,969</b>     | <b>356,843</b>  | <b>(69,968)</b>      | <b>124%</b>         | <b>213,406</b>                                      |
| <b>DIRECT EXPENSES:</b>         |                       |                  |                 |                      |                     |   |
| STAFF TRAVEL/PARKING            | 1,000                 | -                | 22              | 978                  | 2%                  | 478   |
| SUBSCRIPTIONS                   | 350                   | -                | -               | 350                  | 0%                  | 175   |
| SECTION/COMMITTEE CHAIR MTGS    | 1,000                 | 10               | 10              | 990                  | 1%                  | 490   |
| DUES STATEMENTS                 | 5,935                 | -                | 4,593           | 1,342                | 77%                 | (1,626)   |
| STAFF TRAINING                  | 200                   | -                | -               | 200                  | 0%                  | 100   |
| STAFF MEMBERSHIP DUES           | 250                   | -                | -               | 250                  | 0%                  | 125   |
| <b>TOTAL DIRECT EXPENSES:</b>   | <b>8,735</b>          | <b>10</b>        | <b>4,624</b>    | <b>4,111</b>         | <b>53%</b>          | <b>(257)</b>  |
| <b>INDIRECT EXPENSES:</b>       |                       |                  |                 |                      |                     |   |
| SALARY EXPENSE (2.58 FTE)       | 149,495               | 12,943           | 71,843          | 77,652               | 48%                 | 2,905   |
| BENEFITS EXPENSE                | 56,533                | 4,873            | 28,469          | 28,064               | 50%                 | (202)   |
| OTHER INDIRECT EXPENSE          | 75,545                | 5,117            | 36,636          | 38,909               | 48%                 | 1,137   |
| <b>TOTAL INDIRECT EXPENSES:</b> | <b>281,572</b>        | <b>22,932</b>    | <b>136,947</b>  | <b>144,625</b>       | <b>49%</b>          | <b>3,839</b>  |
| <b>TOTAL ALL EXPENSES:</b>      | <b>290,307</b>        | <b>22,942</b>    | <b>141,571</b>  | <b>148,736</b>       | <b>49%</b>          | <b>3,582</b>  |
| <b>NET INCOME (LOSS):</b>       | <b>(3,432)</b>        | <b>(17,973)</b>  | <b>215,272</b>  | <b>(218,704)</b>     | <b>-6273%</b>       | <b>216,988</b>                                      |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|   | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|---|-----------------------|------------------|-----------------|----------------------|---------------------|---|
| <b>SECTIONS OPERATIONS</b>                  |                       |                  |                 |                      |                     |   |
| <b>REVENUE:</b>                             |                       |                  |                 |                      |                     |   |
| SECTION DUES                                | 439,178               | 7,485            | 542,006         | (102,828)            | 123%                | 322,417   |
| SEMINAR PROFIT SHARE                        | 147,494               | -                | -               | 147,494              | 0%                  | (73,747)  |
| INTEREST INCOME                             | 910                   | -                | -               | 910                  | 0%                  | (455)   |
| PUBLICATIONS REVENUE                        | 4,000                 | -                | 645             | 3,355                | 16%                 | (1,355)   |
| OTHER                                       | 46,070                | 115              | 21,067          | 25,003               | 46%                 | (1,968)   |
| <b>TOTAL REVENUE:</b>                       | <b>637,652</b>        | <b>7,600</b>     | <b>563,718</b>  | <b>73,934</b>        | <b>88%</b>          | <b>244,892</b>                                      |
| <b>DIRECT EXPENSES:</b>                     |                       |                  |                 |                      |                     |   |
| DIRECT EXPENSES OF SECTION ACTIVITIES       | 612,229               | 4,623            | 59,270          | 552,959              | 10%                 | 246,845   |
| REIMBURSEMENT TO WSBA FOR INDIRECT EXPENSES | 287,423               | 4,969            | 356,843         | (69,421)             | 124%                | (213,132)   |
| <b>TOTAL DIRECT EXPENSES:</b>               | <b>899,652</b>        | <b>9,592</b>     | <b>416,113</b>  | <b>483,539</b>       | <b>46%</b>          | <b>33,713</b>                                       |
| <b>NET INCOME (LOSS):</b>                   | <b>(262,000)</b>      | <b>(1,992)</b>   | <b>147,605</b>  | <b>(409,604)</b>     | <b>-56%</b>         | <b>278,604</b>                                      |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                  | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE  | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|----------------------------------|-----------------------|------------------|------------------|----------------------|---------------------|---|
| <b>TECHNOLOGY</b>                |                       |                  |                  |                      |                     |   |
| <b>REVENUE:</b>                  |                       |                  |                  |                      |                     |   |
|                                  |                       |                  |                  |                      |                     |   |
| <b>TOTAL REVENUE:</b>            | -                     | -                | -                | -                    |                     | -   |
| <b>DIRECT EXPENSES:</b>          |                       |                  |                  |                      |                     |   |
|                                  |                       |                  |                  |                      |                     |   |
| CONSULTING SERVICES              | 110,000               | 6,818            | 18,065           | 91,935               | 16%                 | 36,935  |
| STAFF TRAVEL/PARKING             | 2,500                 | 198              | 1,240            | 1,260                | 50%                 | 10  |
| STAFF MEMBERSHIP DUES            | 450                   | -                | -                | 450                  | 0%                  | 225   |
| TELEPHONE                        | 85,000                | (1,324)          | 32,549           | 52,451               | 38%                 | 9,951   |
| COMPUTER HARDWARE                | 65,000                | 9,607            | 31,838           | 33,162               | 49%                 | 662   |
| COMPUTER SOFTWARE                | 205,000               | 90,503           | 149,536          | 55,464               | 73%                 | (47,036)  |
| HARDWARE SERVICE & WARRANTIES    | 50,000                | 231              | 38,671           | 11,329               | 77%                 | (13,671)  |
| SOFTWARE MAINTENANCE & LICENSING | 370,000               | 9,431            | 189,577          | 180,423              | 51%                 | (4,577)   |
| COMPUTER SUPPLIES                | 2,000                 | -                | 3,103            | (1,103)              | 155%                | (2,103)   |
| THIRD PARTY SERVICES             | 40,000                | (69,929)         | 12,375           | 27,625               | 31%                 | 7,625   |
| STAFF TRAINING                   | 10,000                | -                | -                | 10,000               | 0%                  | 5,000   |
| TRANSFER TO INDIRECT EXPENSES    | (939,950)             | (45,535)         | (476,954)        | (462,996)            | 51%                 | 6,979   |
| <b>TOTAL DIRECT EXPENSES:</b>    | -                     | -                | -                | -                    |                     | -   |
| <b>INDIRECT EXPENSES:</b>        |                       |                  |                  |                      |                     |   |
|                                  |                       |                  |                  |                      |                     |   |
| SALARY EXPENSE (13.00 FTE)       | 1,233,346             | 107,439          | 640,775          | 592,571              | 52%                 | (24,102)  |
| BENEFITS EXPENSE                 | 376,478               | 32,732           | 192,088          | 184,390              | 51%                 | (3,849)   |
| CAPITAL LABOR & OVERHEAD         | (155,000)             | (24,990)         | (62,204)         | (92,796)             | 40%                 | 15,296  |
| OTHER INDIRECT EXPENSE           | 358,319               | 25,750           | 184,372          | 173,947              | 51%                 | (5,213)   |
| <b>TOTAL INDIRECT EXPENSES:</b>  | <b>1,813,143</b>      | <b>140,931</b>   | <b>955,032</b>   | <b>858,111</b>       | <b>53%</b>          | <b>(17,868)</b>                                     |
| <b>TOTAL ALL EXPENSES:</b>       | <b>1,813,143</b>      | <b>140,931</b>   | <b>955,032</b>   | <b>858,111</b>       | <b>53%</b>          | <b>(17,868)</b>                                     |
| <b>NET INCOME (LOSS):</b>        | <b>(1,813,143)</b>    | <b>(140,931)</b> | <b>(955,032)</b> | <b>(858,111)</b>     | <b>53%</b>          | <b>(48,460)</b>                                     |



**Washington State Bar Association**

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

|                                  | FISCAL 2022<br>MONTHLY BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|----------------------------------|-------------------------------|------------------|-----------------|----------------------|---------------------|---|
| <b>VOLUNTEER ENGAGEMENT</b>      |                               |                  |                 |                      |                     |   |
| <b>REVENUE:</b>                  | _____                         | _____            | _____           | _____                | _____               | _____   |
| <b>TOTAL REVENUE:</b>            | -                             | -                | -               | -                    |                     | -   |
| <b>DIRECT EXPENSES:</b>          | _____                         | _____            | _____           | _____                | _____               | _____   |
| VOLUNTEER SUPPORT                | 12,000                        | -                | -               | 12,000               | 0%                  | 6,000   |
| STAFF MEMBERSHIP DUES            | 389                           | -                | -               | 389                  | 0%                  | 195   |
| STAFF CONFERENCE & TRAINING      | 4,000                         | -                | -               | 4,000                | 0%                  | 2,000   |
| SECTION/COMMITTEE CHAIR MEETINGS | 500                           | -                | -               | 500                  | 0%                  | 250   |
| ABA DELEGATES                    | 3,334                         | -                | -               | 3,334                | 0%                  | 1,667   |
| <b>TOTAL DIRECT EXPENSES:</b>    | <b>20,223</b>                 | <b>-</b>         | <b>-</b>        | <b>20,223</b>        | <b>0%</b>           | <b>10,112</b>                                       |
| <b>INDIRECT EXPENSES:</b>        |                               |                  |                 |                      |                     |   |
| SALARY EXPENSE (0.60 FTE)        | 57,909                        | 4,969            | 29,079          | 28,830               | 50%                 | (125)   |
| BENEFITS EXPENSE                 | 18,580                        | 1,603            | 9,433           | 9,147                | 51%                 | (143)   |
| OTHER INDIRECT EXPENSE           | 17,569                        | 1,170            | 8,365           | 9,204                | 48%                 | 420   |
| <b>TOTAL INDIRECT EXPENSES:</b>  | <b>94,057</b>                 | <b>7,742</b>     | <b>46,877</b>   | <b>47,180</b>        | <b>50%</b>          | <b>152</b>  |
| <b>TOTAL ALL EXPENSES:</b>       | <b>114,280</b>                | <b>7,742</b>     | <b>46,877</b>   | <b>67,403</b>        | <b>41%</b>          | <b>152</b>  |
| <b>NET INCOME (LOSS):</b>        | <b>(114,280)</b>              | <b>(7,742)</b>   | <b>(46,877)</b> | <b>(67,403)</b>      | <b>41%</b>          | <b>10,263</b>                                       |

**Washington State Bar Association**  
Statement of Activities  
For the Period from March 1, 2022 to March 31, 2022  
**50% OF YEAR COMPLETE**

|  | FISCAL 2022<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE   | REMAINING<br>BALANCE | % USED<br>OF BUDGET | YEAR TO DATE<br>VARIANCE<br>FAVORABLE/(UNFAVORABLE) |
|--|-----------------------|------------------|-------------------|----------------------|---------------------|---|
| <b>INDIRECT EXPENSES:</b>                        |                       |                  |                   |                      |                     |   |
| SALARIES   | 12,308,996            | 1,039,633        | 6,121,155         | 6,187,841            | 50%                 | 33,343  |
| TEMPORARY SALARIES                               | 222,756               | 44,707           | 252,861           | (30,105)             | 114%                | (141,483)   |
| CAPITAL LABOR & OVERHEAD                         | (155,000)             | (24,990)         | (62,204)          | (92,796)             | 40%                 | 15,296  |
| EMPLOYEE ASSISTANCE PLAN                         | 4,800                 | -                | 2,800             | 2,000                | 58%                 | (400)   |
| EMPLOYEE SERVICE AWARDS                          | 1,840                 | 250              | 665               | 1,175                | 36%                 | 255   |
| FICA (EMPLOYER PORTION)                          | 743,343               | 84,749           | 467,658           | 275,685              | 63%                 | (95,986)  |
| L&I INSURANCE                                    | 49,414                | 13,814           | 37,953            | 11,461               | 77%                 | (13,246)  |
| WA STATE FAMILY MEDICAL LEAVE (EMPLOYER PORTION) | 30,807                | 1,603            | 9,176             | 21,630               | 30%                 | 6,227   |
| MEDICAL (EMPLOYER PORTION)                       | 1,657,574             | 125,161          | 767,702           | 889,872              | 46%                 | 61,085  |
| RETIREMENT (EMPLOYER PORTION)                    | 1,256,547             | 99,790           | 605,971           | 650,576              | 48%                 | 22,302  |
| TRANSPORTATION ALLOWANCE                         | 47,733                | 702              | 16,416            | 31,318               | 34%                 | 7,451   |
| UNEMPLOYMENT INSURANCE                           | 70,000                | 9,975            | 40,273            | 29,727               | 58%                 | (5,273)   |
| <b>TOTAL SALARY &amp; BENEFITS EXPENSE:</b>      | <b>16,238,811</b>     | <b>1,395,393</b> | <b>8,260,427</b>  | <b>7,978,384</b>     | <b>51%</b>          | <b>(110,429)</b>                                    |
| WORKPLACE BENEFITS                               | 45,000                | 552              | 8,093             | 36,907               | 18%                 | 14,407  |
| HUMAN RESOURCES POOLED EXP                       | 81,520                | 4,629            | 28,200            | 53,320               | 35%                 | 12,560  |
| MEETING SUPPORT EXPENSES                         | 10,000                | -                | 1,713             | 8,287                | 17%                 | 3,287   |
| RENT   | 2,029,301             | 158,738          | 1,085,217         | 944,085              | 53%                 | (70,566)  |
| PERSONAL PROP TAXES-WSBA                         | 6,466                 | 472              | 2,997             | 3,469                | 46%                 | 236   |
| FURNITURE, MAINT, LH IMP                         | 13,419                | 10,677           | 14,082            | (663)                | 105%                | (7,373)   |
| OFFICE SUPPLIES & EQUIPMENT                      | 32,741                | 1,686            | 7,832             | 24,909               | 24%                 | 8,538   |
| FURN & OFFICE EQUIP DEPRECIATION                 | 43,009                | 3,556            | 24,740            | 18,269               | 58%                 | (3,235)   |
| COMPUTER HARDWARE DEPRECIATION                   | 24,114                | 2,490            | 15,172            | 8,942                | 63%                 | (3,115)   |
| COMPUTER SOFTWARE DEPRECIATION                   | 80,904                | 7,805            | 52,105            | 28,799               | 64%                 | (11,653)  |
| INSURANCE  | 238,839               | 18,627           | 111,760           | 127,079              | 47%                 | 7,659   |
| WORK HOME FURNITURE & EQUIP                      | 63,000                | 288              | 18,167            | 44,833               | 29%                 | 13,333  |
| PROFESSIONAL FEES-AUDIT                          | 40,000                | -                | 33,000            | 7,000                | 83%                 | (13,000)  |
| PROFESSIONAL FEES-LEGAL                          | 250,000               | 16,700           | 47,598            | 202,402              | 19%                 | 77,402  |
| TELEPHONE & INTERNET                             | 21,600                | 1,817            | 5,297             | 16,303               | 25%                 | 5,503   |
| POSTAGE - GENERAL                                | 24,000                | 1,045            | 9,507             | 14,493               | 40%                 | 2,493   |
| RECORDS STORAGE                                  | 30,000                | 265              | 11,584            | 18,416               | 39%                 | 3,416   |
| BANK FEES  | 48,000                | 3,197            | 30,104            | 17,896               | 63%                 | (6,104)   |
| PRODUCTION MAINTENANCE & SUPPLIES                | 16,692                | -                | 6,936             | 9,756                | 42%                 | 1,410   |
| COMPUTER POOLED EXPENSES                         | 941,250               | 45,535           | 476,954           | 464,296              | 51%                 | (6,329)   |
| <b>TOTAL OTHER INDIRECT EXPENSES:</b>            | <b>4,039,856</b>      | <b>278,078</b>   | <b>1,991,059</b>  | <b>2,048,797</b>     | <b>49%</b>          | <b>28,869</b>                                       |
| <b>TOTAL INDIRECT EXPENSES:</b>                  | <b>20,278,667</b>     | <b>1,673,471</b> | <b>10,251,487</b> | <b>10,027,181</b>    | <b>51%</b>          | <b>(112,153)</b>                                    |

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2022 to March 31, 2022

**50% OF YEAR COMPLETE**

| <b>SUMMARY PAGE</b>                 | <b>FISCAL 2022<br/>BUDGET</b> | <b>CURRENT<br/>MONTH</b> | <b>YEAR TO<br/>DATE</b> | <b>REMAINING<br/>BALANCE</b> |
|-------------------------------------|-------------------------------|--------------------------|-------------------------|------------------------------|
| ACCESS TO JUSTICE                   | (208,619)                     | (15,701)                 | (86,788)                | (121,831)                    |
| ADMINISTRATION                      | (1,087,547)                   | (84,111)                 | (562,674)               | (524,873)                    |
| ADMISSIONS/BAR EXAM                 | 14,103                        | 144,357                  | 278,526                 | (264,423)                    |
| ADVANCEMENT FTE                     | (350,555)                     | (29,072)                 | (172,135)               | (178,421)                    |
| BAR NEWS                            | (125,922)                     | (7,501)                  | (14,363)                | (111,560)                    |
| BOARD OF GOVERNORS                  | (476,753)                     | (23,991)                 | (179,147)               | (297,606)                    |
| CLE - PRODUCTS                      | 818,413                       | 21,213                   | 878,190                 | (59,777)                     |
| CLE - SEMINARS                      | (392,917)                     | (20,698)                 | (151,587)               | (241,330)                    |
| CLIENT PROTECTION FUND              | 169,578                       | (36,389)                 | 599,680                 | (430,102)                    |
| CHARACTER & FITNESS BOARD           | (31,151)                      | (2,523)                  | (7,009)                 | (24,143)                     |
| COMMUNICATIONS                      | (726,303)                     | (53,223)                 | (334,589)               | (391,714)                    |
| COMMUNICATIONS FTE                  | (223,276)                     | (19,150)                 | (111,685)               | (111,591)                    |
| DESKBOOKS                           | (115,041)                     | (10,856)                 | (76,229)                | (38,812)                     |
| DISCIPLINE                          | (5,898,777)                   | (469,082)                | (2,848,261)             | (3,050,515)                  |
| DIVERSITY                           | (293,338)                     | (25,114)                 | (13,428)                | (279,910)                    |
| EJD FTE                             | (181,312)                     | (17,984)                 | (106,617)               | (74,694)                     |
| FOUNDATION                          | (128,667)                     | (10,404)                 | (63,150)                | (65,517)                     |
| HUMAN RESOURCES                     | (459,421)                     | (38,743)                 | (232,430)               | (226,991)                    |
| LAW CLERK PROGRAM                   | 100,057                       | 14,347                   | 117,119                 | (17,062)                     |
| LEGISLATIVE                         | (271,935)                     | (21,509)                 | (125,295)               | (146,640)                    |
| LEGAL LUNCHBOX                      | (30,483)                      | (2,951)                  | 7,630                   | (38,113)                     |
| LICENSE FEES                        | 16,579,802                    | 1,474,592                | 8,438,084               | 8,141,717                    |
| LICENSING AND MEMBERSHIP            | (228,129)                     | (26,708)                 | (81,450)                | (146,679)                    |
| LIMITED LICENSE LEGAL TECHNICIAN    | (67,822)                      | (4,062)                  | (28,557)                | (39,265)                     |
| LIMITED PRACTICE OFFICERS           | 82,811                        | 12,649                   | 64,639                  | 18,172                       |
| MANDATORY CLE ADMINISTRATION        | 517,653                       | 63,767                   | 525,596                 | (7,942)                      |
| MEMBER WELLNESS PROGRAM             | (224,067)                     | (11,546)                 | (96,811)                | (127,256)                    |
| MINI CLE                            | (111,706)                     | (9,288)                  | (51,690)                | (60,016)                     |
| MEMBER SERVICES & ENGAGEMENT        | (433,213)                     | (32,742)                 | (167,626)               | (265,587)                    |
| NEW MEMBER EDUCATION                | 11,711                        | (6,952)                  | (9,474)                 | 21,186                       |
| OFFICE OF GENERAL COUNSEL           | (996,039)                     | (81,703)                 | (494,242)               | (501,796)                    |
| OFFICE OF THE EXECUTIVE DIRECTOR    | (595,200)                     | (44,507)                 | (257,419)               | (337,781)                    |
| OGC-DISCIPLINARY BOARD              | (302,291)                     | (21,004)                 | (126,303)               | (175,988)                    |
| PRACTICE OF LAW BOARD               | (84,486)                      | (6,116)                  | (36,008)                | (48,478)                     |
| PRACTICE MANAGEMENT ASSISTANCE      | (99,050)                      | (72,389)                 | (72,229)                | (26,821)                     |
| PROFESSIONAL RESPONSIBILITY PROGRAM | (282,184)                     | (23,145)                 | (139,724)               | (142,460)                    |
| PUBLIC SERVICE PROGRAMS             | (273,682)                     | (44,707)                 | (6,619)                 | (267,064)                    |
| PUBLICATION & DESIGN SERVICES       | (106,573)                     | (8,793)                  | (57,808)                | (48,765)                     |
| REGULATORY SERVICES FTE             | (513,908)                     | (41,569)                 | (251,716)               | (262,191)                    |
| SECTIONS ADMINISTRATION             | (3,432)                       | (17,973)                 | 215,272                 | (218,704)                    |
| SECTIONS OPERATIONS                 | (262,000)                     | (1,992)                  | 147,605                 | (409,604)                    |
| SERVICE CENTER                      | (652,436)                     | (54,866)                 | (331,294)               | (321,142)                    |
| TECHNOLOGY                          | (1,813,143)                   | (140,931)                | (955,032)               | (858,111)                    |
| VOLUNTEER EDUCATION                 | (114,280)                     | (7,742)                  | (46,877)                | (67,403)                     |
| INDIRECT EXPENSES                   | 20,278,667                    | 1,673,471                | 10,251,487              | 10,027,181                   |
| <b>TOTAL OF ALL</b>                 | <b>(20,407,139)</b>           | <b>(1,856,660)</b>       | <b>(13,227,561)</b>     | <b>(7,179,577)</b>           |
| <b>NET INCOME (LOSS)</b>            | <b>128,472</b>                | <b>183,188</b>           | <b>2,976,075</b>        | <b>(2,847,603)</b>           |

**Washington State Bar Association  
Analysis of Cash Investments  
As of March 31, 2022**

**Checking & Savings Accounts**

**General Fund**

**Checking**

| <b><u>Bank</u></b> | <b><u>Account</u></b> | <b><u>Amount</u></b> |
|--------------------|-----------------------|----------------------|
| Wells Fargo        | General               | \$ 1,136,975         |

Total

| <b><u>Investments</u></b>   | <b><u>Rate</u></b> | <b><u>Amount</u></b> |
|-----------------------------|--------------------|----------------------|
| Wells Fargo Money Market    | 0.00%              | \$ 17,177,937        |
| UBS Financial Money Market  | 0.00%              | \$ 1,080,811         |
| Morgan Stanley Money Market | 0.01%              | \$ 3,354,838         |
| Merrill Lynch Money Market  | 0.00%              | \$ 1,982,813         |

**General Fund Total \$ 24,733,374**

**Client Protection Fund**

**Checking**

| <b><u>Bank</u></b> | <b><u>Amount</u></b> |
|--------------------|----------------------|
| Wells Fargo        | \$ 647,472           |

| <b><u>Investments</u></b>   | <b><u>Rate</u></b> | <b><u>Amount</u></b> |
|-----------------------------|--------------------|----------------------|
| Wells Fargo Money Market    | 0.00%              | \$ 4,207,793         |
| Morgan Stanley Money Market | 0.00%              | \$ 106,920           |

**Client Protection Fund Total \$ 4,962,185**

**Grand Total Cash & Investments \$ 29,695,559**

**TO:** WSBA Board of Governors  
**CC:** Terra Nevitt, Executive Director  
**FROM:** Paris Eriksen, Volunteer Engagement Advisor and Julie Shankland, General Counsel  
**DATE:** May 4, 2022  
**RE:** **Approval of Emergency Bylaw Amendment Article XVIII**

**FIRST READ:** In March 2022, the Board approved an emergency amendment to the WSBA Bylaws relating to establishing voter eligibility in the Congressional District elections. Emergency Bylaw amendments are required to then go through the normal first and second read process. This is the First Read of the already approved Bylaw Amendment. No action should be taken during this meeting.

On March 10, 2022, the Board approved the following emergency Bylaw amendment:

### **XVIII. EMERGENCY AMENDMENT (EXPIRES MARCH 11, 2022)<sup>1</sup>**

Due to the delay in obtaining the updated Congressional District map information affecting eligibility of Active members to vote in the BOG election for their district, the 2022 elections conducted by the Board of Governors pursuant to these Bylaws will establish voter eligibility on March 11, 2022.

Bylaws approved on an emergency basis do not provide the normal notice to members and a first and second read. Emergency Bylaws are, therefore, only effective until the normal amendment notice and process are followed. Although this Bylaw expired on March 11, 2022, we determined following the usual process would best protect the election process. WSBA Bylaw Article XVI is below.

#### AMENDMENTS

- A. These Bylaws may be amended by the BOG at any regular meeting of the BOG, or at any special meeting of the BOG called for that purpose under the terms of these Bylaws.
- B. All proposed bylaw amendments must be posted on the Bar’s website and presented for “first reading” at least one BOG meeting prior to the meeting at which the BOG votes on the proposed amendment, and the BOG will not vote on any proposed bylaw amendment at the meeting at which the amendment is originally proposed, except as may be allowed below.
- C. For good cause shown under exceptional circumstances these Bylaws may be amended on an emergency basis, without the prior notice required above, by an affirmative vote of two-thirds of the BOG; however, any such amendment will be effective only until notice is given and a vote taken pursuant to the procedures set forth above.

<sup>1</sup> On April 5, 2022, the Court approved this Bylaw Amendment.

D. Notice of all bylaw amendments adopted by the BOG must be prominently posted on the Bar’s website within 14 days of the BOG’s vote on the amendment.

**WSBA RISK ANALYSIS:**

Although it is not clear that following the normal process is required for a limited time amendment, there are no risks in following the process and it provides the members’ notice of the previously approved Bylaw amendment. The risk in not following this process is that someone could challenge the election results.

**WSBA FISCAL ANALYSIS:**

This Bylaw is no longer effective and there is no future fiscal impact anticipated.

Attachments

Emergency Bylaw XVIII

**XVIII. EMERGENCY AMENDMENT (EXPIRES MARCH 11, 2022)**

Due to the delay in obtaining the updated Congressional District map information affecting eligibility of Active members to vote in the BOG election for their district, the 2022 elections conducted by the Board of Governors pursuant to these Bylaws will establish voter eligibility on March 11, 2022.