

**SENIOR LAWYERS SECTION
EXECUTIVE COMMITTEE MEETING
AGENDA Tuesday, February 15, 2021 at 10:30 am**

Topic: Senior Lawyers Executive Committee

Time: February 15, 2022 10:30 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86454775400>

Meeting ID: 864 5477 5400

One tap mobile

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1. **Welcome:** Eleanor Doermann
2. **Secretary's Report:** Al Armstrong
 - Review and approval of minutes from January 18, 2022 meeting
3. **Treasurer's Report :** Ron Thompson
4. **Bylaws Revisions Process:** Carole Grayson, Brian Comstock, Eleanor Doermann
 - Updating Section Bylaws – our proposed changes on the BOG agenda for March 10-11, 2022.
5. **Elections:**
 - Election Set-up form due February 14
 - WSBA timeline and process
 - Nominating Committee
6. **Webcasts/Mini-CLE's:** David Sprinkle, Eleanor Doermann
 - Mini-CLE “The Future is Nigh, Scenarios for Succession Planning” by Pete Roberts and Margeaux Green on March 3.
 - E-flyer and E-blast status for publicizing event

7. Section Description for Website:

- Approval or revision due in March.

8. Meetings regarding Bar Structure: Update from WSBA staff?

9. Adjourn

**SENIOR LAWYERS SECTION
MINUTES OF THE EXECUTIVE COMMITTEE MEETING**

January 18, 2022

This meeting was conducted via Zoom. The following Executive Committee members were present at this meeting: Chair Eleanor Doermann, David Sprinkle, Ron Thompson, Jim Riehl, Al Armstrong, Joe Gordon, Carole Grayson, Steve DeForest, Jeanine Lutzenhiser, Brian Comstock, Morrie Shore and Carolyn MacGregor, WSBA Sections Program Specialist. Not able to be present was BOG Liaison Jordan Couch.

CHAIR'S REPORT

Eleanor welcomed the attendees, expressing gratitude that we all apparently survived the recent snow.

SECRETARY'S REPORT

Al's minutes of our November 16 meeting were approved by Motion.

TREASURER'S REPORT

Ron stated that the WSBA had finally gotten its financial information to him, after which he prepared two Treasurer's Reports—one for the fiscal year October 1, 2020 to September 30, 2021, and one for the first month of the present fiscal year, October 1 through October 31, 2021. Ron explained that the WSBA, because their fiscal year starts on January 1 and the sections' fiscal year begins on October 1 (three months earlier), 25% of the membership revenue (as well as 25% of our membership total) would be subtracted from our section's fiscal year-end total and applied as income for the first month of our new fiscal year, that is, in this case, the month of October 2021. Ron thus noted that the dues revenue and membership numbers from 2021 are not fully reflected in our end-of-fiscal-year report, but the respective numbers total the same amount, when both reports are read together, keeping the Bar's rationale in mind. Our membership is now at 258.

Our fund balance at the end of the last fiscal year was \$13,474.88. Our fund total at the end of October 2021 was \$13,914.77.

Both of Ron's reports were approved by Motion.

BYLAWS REVISIONS PROCESS

On January 6, 2022, the Washington State Supreme Court approved the BOG's revisions of the WSBA's Bylaws allowing Bar sections to amend their respective bylaws to allow inactive members to act as voting members of the respective sections' executive committees.

The next step is up to us. Discussion was had about the intricacies of amending our Bylaws. Would the present meeting constitute an “official” meeting to consider and vote on the proposed changes to our current Bylaws? Carole and Eleanor had labored over and circulated the proposed revisions, set forth in red type. Julienne indicated that we would need to give a new, separate 7-day notice. Eleanor asked if we could have a discussion now and then vote in 7-days. Carolyn indicated we would need to give the 7-day notice before we have agreed to all the changes. Brian asked if the vote approving the changes could be submitted via email. Carolyn advised that only personal attendance would be acceptable. Carole asked if the BOG would consider the meeting today as just a first-read. Carolyn said the BOG wouldn’t. It was noted that the deadline to submit our final revisions would be January 28, if we wish to finalize the process before the upcoming section executive committee elections.

Eleanor said she would circulate an official notice of the revisions meeting. She noted that we needed at least 5 attendees to constitute a quorum.

UPCOMING SECTIONS ELECTIONS

On the previous Friday, Executive Committee officers received an email from WSBA Sections Program Coordinator Omar Abdulla alerting section members of the upcoming election of executive committee positions. It was agreed that Eleanor, Carole and non-executive committee member Mike Frost (should Mr. Frost agree) would once again constitute our Nomination Subcommittee. The Set-Up Form, included as an attachment to Mr. Abdulla’s email, needs to be completed and submitted to the WSBA by February 14. The Set-Up Form confirms the number and type of positions open, provides for the identification of the Nomination Subcommittee members and sets forth various election-related timelines, among other items.

ELEANOR WISHES TO STEP DOWN AS CHAIR THIS NEXT OCTOBER 1st

Our Chair Eleanor indicated that she anticipates extensive community commitments in the near future and thus wishes to relinquish her current Executive Committee position. She asked the Executive Committee members to give some thought to who her replacement might be. Eleanor said she intends to remain as a non-officer Executive Committee member.

OUR MINI-CLEs

Eleanor said she plans to have Pete Roberts (head of the old WSBA LOMAP program and Margeaux Green, current director of the Bar’s Legal Practice Management Department, speak at our next mini-CLE. This will be a 1 and ½ hour event. She and David are in the process of working with the WSBA’s Shanthi Raghu to learn about using webcast technology, which would allow viewers to see the presenters in real time.

ANNUAL CLE

Our Committee remains at the mercy of pandemic-necessitated precautions with respect to our annual CLE, planned tentatively in April or May. As we have not signed a formal contract with the Marriott, our provisional date of May 14 is no longer available. In the event an in-person event

is indeed held, proof of full vaccination and/or proof of a negative COVID test would be required of the attendees. Jim noted that the ABA's convention in April is set to be an on-line affair. Jim said it is doubtful that our CLE could be held on an in-person basis. Brian stated that in-person attendance in churches and other meetings are sparse these days. Carole said that she does not wish to keep our planned presenter in the dark about the nature of our program. Ron made a Motion to put the planning for our Spring CLE on hold for now. The Motion passed.

NEWSLETTER

Eleanor said that she, Morrie and Jim should convene soon to get the preparation of the next issue under way. Public Benefit Corporations were mentioned as a topic. Morrie said that Brent Sutherland was still willing to give us some materials on this subject.

ADJOURNMENT

Eleanor adjourned the meeting.

NEXT MEETING

Our next meeting will take place on a remote-attendance basis on February 15, 2022 at 10:30 am.

Washington State Bar Association

Statement of Activities

For the Period from November 1, 2021 to November 30, 2021

16.67% OF YEAR COMPLETE

	FISCAL 2022 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
SENIOR LAWYERS SECTION					
REVENUE:					
INTEREST - INVESTMENTS	100.00	-	-	100.00	0.00%
SECTION DUES REVENUE	6,250.00	-	1,612.50	4,637.50	25.80%
MINI-CLE REVENUE	2,500.00	-	-	2,500.00	0.00%
TOTAL REVENUE:	8,850.00	-	1,612.50	7,237.50	18.22%
DIRECT EXPENSES:					
CONFERENCE CALLS	250.00	-	-	250.00	0.00%
PER MEMBER CHARGE	4,687.50	-	1,172.61	3,514.89	25.02%
NEWSLETTER EXPENSES	1,250.00	-	-	1,250.00	0.00%
EXECUTIVE COMMITTEE EXPENSES	1,000.00	-	-	1,000.00	0.00%
TOTAL DIRECT EXPENSES:	7,187.50	-	1,172.61	6,014.89	16.31%
NET INCOME:	1,662.50	-	439.89		
FUND BALANCE AS OF 9/30/21:	13,474.88		13,474.88		
NEW FUND BALANCE:	15,137.38		13,914.77		

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2022 Section Election Set-Up Form

To best support your upcoming section executive committee nomination and election process, **please complete this form by Friday, February 14, 2022**. A complete and timely response is appreciated.

Instructions: The areas below are presented in order of priority, the first topic being of the highest priority and the last topic being of the least priority. The **yellow** portions are to be completed by the section. If you anticipate you will not have all the information complete by the Feb. 14 deadline, please focus first on items 1 through 3.

Name of Section: Senior Lawyers Section					
1. Anticipated Open Executive Committee Positions					
<i>Please confirm your section executive committee's FY23 positions (terms beginning October 1, 2022).</i>					
<i>For reference:</i>					
<i>One year term 10.1.2022 – 9.30.2023</i>					
<i>Two-year term 10.1.2022 – 9.30.2024</i>					
<i>Three-year term 10.1.2022 – 9.30.2025</i>					
Position	Current FY22 Term	Current FY22 Member	Member in FY23	Open Position Term Length	Please enter Agree or provide more information if not in agreement
Chair	1 year – ending 9/30/2022	Eleanor Doermann	open	1 year – ending 9/30/2023	
Secretary	1 year – ending 9/30/2022	Albert Armstrong III	open	1 year – ending 9/30/2023	
Treasurer	1 year – ending 9/30/2022	Ronald E. Thompson	open	1 year – ending 9/30/2023	
Immediate Past Chairs	1 year – ending 9/30/2022	Brian Comstock & Carole Grayson	Eleanor Doermann	1 year – ending 9/30/2023	
At-Large Member	1 year – ending 9/30/2022	Joseph Gordon	open	1 year – ending 9/30/2023	
At-Large Member	1 year – ending 9/30/2022	Carole Grayson	open	1 year – ending 9/30/2023	
At-Large Member	1 year – ending 9/30/2022	Jeanine Lutzenhiser	open	1 year – ending 9/30/2023	
At-Large Member	1 year – ending 9/30/2022	Morris Shore	open	1 year – ending 9/30/2023	
At-Large Member	1 year – ending 9/30/2022	David Sprinkle	open	1 year – ending 9/30/2023	
At-Large Member	1 year – ending 9/30/2022	Ron Thompson	open	1 year – ending 9/30/2023	
At-Large Member	1 year – ending 9/30/2022	vacant	open	1 year – ending 9/30/2023	

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At-Large Member	1 year – ending 9/30/2022	vacant	open	1 year – ending 9/30/2023	
At-Large Member	1 year – ending 9/30/2022	vacant	open	1 year – ending 9/30/2023	

2. Nomination & Election Timeline	
<p>Review the recommended timeline below. Please enter “Agree” or provide the alternate date(s) for your election process in the corresponding rows.</p> <p><i>The timeline below is recommended and most common.</i></p>	
Candidate Applications Open: Monday, March 14	
Candidate Applications Close: Friday, April 15 @ 5:00 p.m.	
Election/Voting Begins: Monday, June 6 @ 8:00 a.m.	
Election/Voting Closes: Sunday, June 19 @ 11:59 p.m.	

3. Applicant Materials	
<p><i>Applicants for open positions should submit their applications via myWSBA.org. The default application on myWSBA will include candidate contact information and voluntary demographic information. We recommend that applicants submit a brief Statement of Interest of no more than 250 words. Any of the application materials below could be published online for public viewing at the section’s discretion if the applicant is selected for the candidate slate.</i></p>	
<p>Please select the option(s) that best describe which additional application materials you want applicants to provide:</p>	
<input type="checkbox"/>	Statement of Interest (max. 250 words)
<input type="checkbox"/>	Resume
<input type="checkbox"/>	Letter(s) of Support
<input type="checkbox"/>	None - no additional application materials requested

4. Nominating Committee		
<p><i>This information will help us identify whom to communicate with regarding timelines and procedural details leading up to and during the nomination and election process. Please consult your section’s bylaws for information regarding the specific composition and role of the nominating committee.</i></p>		
<p>Please provide the names and email addresses of the Nominating Committee members:</p> <p>10.2 Nominating Committee</p> <p>Each year, the executive committee shall appoint two of its committee members and one other person to serve as its nominating committee.</p>		
Indicate primary contact person with an X	Name	Email Address
Member 1:		
Member 2:		
Member 3:		
Other/Additional:		

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5. Volunteer Position Description

A Volunteer Position Description can help clarify expectations of the role's responsibilities and time commitment. The Sections Team has created a Volunteer Position Description template that may be applicable to all executive committee positions (see election materials accompanying this form for an example).

Would you like the Volunteer Position Description template to be referenced in your section's application process?

Yes

No

Use an alternative provided by our section. *Be sure to email the alternative Volunteer Position Description with this form.*

ATTENTION: For section 6 below, please refer to your section's bylaws as included here. (Please note—the most recent version of the WSBA Bylaws extended the election period through June 30.)

ARTICLE X. ELECTIONS

10.1 Officers and Members of the Executive Committee

The Section shall hold a regular annual election for the election of officers and other members of the executive committee. The regular annual election shall be conducted by the Washington State Bar Association electronically between March and May each year.

10.2 Nominating Committee

Each year, the executive committee shall appoint two of its committee members and one other person to serve as its nominating committee. All applicants will apply through an electronic process administered by the Washington State Bar Association. The executive committee will also have an alternative process to allow for nominations to occur outside of the nominating committee process. The nominating committee shall nominate one or more members of the Section for each office and position up for annual election. The executive committee will review and approve the final list of nominees for each open position which is to be submitted to members of the Section for the regular annual election. The Washington State Bar Association will administer the elections by electronic means and certify the results, unless the Section develops its own equivalent electronic election process.

6. Nomination Process

a. Default

Per Section bylaws, your section's default nominating committee process is:

ARTICLE X. ELECTIONS

10.2 Nominating Committee

Each year, the executive committee shall appoint two of its committee members and one other person to serve as its nominating committee. All applicants will apply through an electronic process administered by the Washington State Bar Association. The executive committee will also have an alternative process to allow for nominations to occur outside of the nominating committee process.

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The nominating committee shall nominate one or more members of the Section for each office and position up for annual election. The executive committee will review and approve the final list of nominees for each open position which is to be submitted to members of the Section for the regular annual election. The Washington State Bar Association will administer the elections by electronic means and certify the results, unless the Section develops its own equivalent electronic election process.

b. Alternate Nomination Process

*The WSBA Bylaws state: Article XI.G.1(c) Alternate Nomination Process. **The executive committee will also have an alternative process to allow nominations to occur outside of the nominating committee process.***

Your section's bylaws do not indicate the specific alternate nomination process(es) for section elections. In choosing an alternate process, we recommend keeping things simple and have provided some options below.

What is your alternate nomination process (check at least one)?

	All eligible applicants/nominees will be placed on ballot as candidates, even if not recommended by the section's nominating committee.
	A section member may nominate another member by emailing the designated primary contact on the nominating committee (see Section 4). If materials (resume, statement of interest, etc.) are required, the nominator is required to submit those materials.
	A section member may self-nominate or be nominated by someone else during a meeting (remote meetings allowed for COVID-19 compliance) within the nomination timeline. The Nominating Committee will inform the nominee of consideration.
	Other (please describe):

7. Applicant Process/Material Submission

Note: Please refer to your section's bylaws for guidance in answering the following questions.

Will all nominees/applicants be included on the ballot (Yes or No)?	
Prior to being included on the final ballot, are all ballot candidates required to submit an application via myWSBA (Yes or No)? <i>If not, please make sure to submit application materials for candidates that did not submit an application via myWSBA.org to omara@wsba.org prior to building the ballot.</i>	

Please complete this form by February 14.

Send completed forms to omara@wsba.org.

Thank you in advance for your time and attention to this form.

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WSBA Section Executive Committee Volunteer Position Descriptions

Serving as a member of a WSBA Section Executive Committee affords legal practitioners the professional development opportunity to strengthen leadership skills and build connections with the statewide legal community. Many find leading a section to be a rewarding experience because of the leadership growth, professional development, firsthand experience with the legislative process, and the collegiality it offers. Executive Committee discussions can be productive and challenging, offering a unique opportunity to work with other legal professionals, in a goal-oriented setting that benefits WSBA members of the greater legal community.

Executive Committee Position(s) Overview:

As outlined in the WSBA Bylaws, Article XI.F (3). Section bylaws may offer more specific positions and responsibilities.

- Officers:
 - 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.
 - 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.
 - Treasurer. The Treasurer will work with the Bar to ensure that the section complies with the 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.
- Other positions:
 - The position of Immediate Past Chair, Chair-elect, Secretary/Treasurer, At-large, and Non-voting members are permitted in the WSBA Bylaws, but responsibilities are not described. For more information about these positions, please refer to the section's bylaws.

Time Commitment:

- All section executive committee positions begin October 1 each year.
- Executive Committee members are strongly encouraged to attend all section meetings, events, and section executive committee meetings. These events and meetings may be held around the state of Washington.
- On average, section executive committees meet monthly for 1-3 hours. Executive Committee meetings may be in-person and/or telephonic and may be scheduled during regular business hours, after hours or on a Saturday. Visit the Section's website to review the meeting and event schedule or contact a member of the current executive committee for more specific information.
- Some sections have subcommittees that meet in addition to regularly scheduled executive committee meetings.

Requirements:

- Unless otherwise permitted by a section's bylaws, members of a section executive committee must be Active members of the Bar and the section and elected by the section membership to complete the term of office.

Welcomed Qualifications and Skills:

- Demonstrated commitment to or interest in the section's specific practice area or type of practice
- Volunteer experience

- Ability to problem-solve in a collaborative team environment
- Dependability

Reimbursement Policy:

This is an unpaid volunteer position. Expenses for meeting attendance will be reimbursed according to the WSBA Fiscal Policies and within the section's budget parameters.

Selection and Appointment Process:

Applications are reviewed by the Section Nominating Committee. The Nominating Committee will develop a slate of recommended candidates, which is then approved by the Section Executive Committee. All executive committee member positions are elected by a vote of the eligible section membership.

How to Apply: <https://www.mywsba.org/PersonifyEbusiness/default.aspx> (requires MyWSBA log-in). Application is located on the left-hand column. Deadlines vary. Please visit the section's homepage for more information or email sections@wsba.org.

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To: Section Leaders
From: WSBA Sections Team
CC: sections@wsba.org
Re: 2022 Nominations & Elections Process for FY2023
Date: December 20, 2021

Section executive committee elections are an important aspect of preserving highly effective executive committees, providing opportunities for leadership development, and engaging section membership. In 2017, changes to Article XI of the WSBA Bylaws have inspired a more streamlined and consistent nominations and elections process that is, at its core, intended to be **clear, accessible, transparent, and equitable to all WSBA members**.

The memo below describes the **Staff Support**, **How You Can Help**, and **Timeline and Action Items** for the nominations and elections process, and the relevant **WSBA Bylaws** excerpted for reference. Your section's bylaws may contain additional elections information. Starting now, we strongly encourage your section to assemble your nominating committee, identify executive committee members intending to reapply, and develop a recruitment plan, before the applications open in spring 2022. **Please review all of the information below carefully** and share with those designated as part of the nominating committee if they're not already part of the executive committee.

The elections occurring this spring 2022 will be for terms beginning October 1, 2022 (the beginning of the WSBA's next fiscal year).

WSBA Staff Support for the Nominations and Elections Process

The Sections Team (Member Services and Engagement Manager [Julianne Unite](#), Sections Program Specialist [Carolyn MacGregor](#), and Sections Program Coordinator [Omar Abdulla](#)) will work closely with section chairs and nominating committees (or other persons designated by the section) throughout this process. More specifically, the Sections Team will:

- **Post Volunteer Position Descriptions online** for executive committee officer positions (Chair, Chair-elect, Treasurer, and Secretary).
- **Maintain information** and documents regarding the nominating committee, nominations and election timelines, applicant/candidate information, and voting eligibility requirements.
- **Leverage all relevant communication tools** to promote and communicate open leadership opportunities and elections. These tools include, but are not limited to, eblasts to WSBA members, web page updates, [NWSidebar](#) blog, and *TakeNote*. Staff will not post to a section's list serve unless specifically requested to do so by section leadership. Due to the [Bar News](#) magazine publication timelines, we are unable to publish section-specific

election information; however, the Sections Team will work with WSBA's Communications and Outreach Department to promote all section elections through the WSBA's various communication channels.

- **Set up the online application portal** through [myWSBA](#). The application will be customized for each section, allowing each section's open positions and terms to be visible to eligible voting section members. The online application also allows for the uploading of a resume and/or candidate statement. After the application deadline has passed, all members of the nominating committee will be allowed access to the online applicant materials through their own myWSBA accounts.
- **Gather final candidate information** from the nominating committee and/or the section executive committee, build the ballot using [SurveyMonkey](#), circulate a draft ballot to the nominating committee and/or section executive committee for approval, and disseminate the ballot to eligible section members. Additionally, the Sections Team will respond to requests/comments regarding any missed ballots to ensure that all eligible members receive a ballot. The Sections Team will not disseminate the final ballot until it is approved by the designated section representative from the nominating committee and/or section executive committee.
- **Send the nominating committee the final results** of the election, and once approved, post the information on the section's webpage.
- **Send general "onboarding" information to each new executive committee member** to orient them to their role, the WSBA, and WSBA sections as the next fiscal year approaches (FY2023). Section executive committees may want to send their own section specific onboarding information to newly elected members.

How You Can Help

As we embark on this process, here are some ways that section nominating committees and/or other section executive committee members can support a successful elections process.

- **Be on the lookout and work closely with the WSBA Sections Team** on a regular basis throughout elections season regarding elections processes and deliverables. Please be responsive and timely with requests for information and deadlines.
- **Identify the executive committee's needs for recruitment** as you review open positions; what skill sets are needed? In what areas can/should you diversify your executive committee (gender, geography, etc.)?
- **Confirm which current executive committee members would like to run for an open position** (either their current position or a new role). For those members not continuing on the executive committee, encourage them to help in the recruitment process. *Of note, all members interested in seeking an open position MUST complete the online application process, including current executive committee members.*
- **Utilize section communication tools** such as the list serve, newsletter, and webpages to promote these leadership opportunities.
- **Promote your section leadership opportunities** through your own professional networks.

Suggested Timeline and Action Items

To help the Sections Team best facilitate this year's elections process, we recommend reading, following, and adhering to all communications associated with the default timeline suggested below. By following the default timeline, it will promote section member convenience (less confusion following different timelines if a member is involved in more than one section) and will result in the section's election information being included in all related WSBA marketing efforts. The section may choose to follow a different timeline consistent with the WSBA Bylaws and section's bylaws. If your section wishes to follow a different timeline, please indicate this in the appropriate section of the 2022 Section Election Set-Up Form. The Section Election Set-Up Form will be sent to Section Chairs, Chair-elects, and Secretary/Treasurers no later than Jan. 14, 2022.

- **Thursday, January 20 @ Noon**

- **Section Leader Informational Zoom Drop-In #1**

- Join a Zoom drop-in session with the Sections Team if you have any questions about this process. If you are unable to join either session, please contact the Sections Team for your elections questions.

- Zoom Info:

- [Meeting link](#)

- Zoom Conference Call Lines: **LOCAL OPTION:** (253) 215-8782 || **TOLL-FREE OPTION:** (888) 788-0099

- Meeting ID: 845 6698 0341 || Passcode: 013493

- **Monday, February 7 @ Noon**

- **Section Leader Informational Zoom Drop-In #2**

- Join a Zoom drop-in session with the Sections Team if you have any questions about this process. If you are unable to join either session, please contact the Sections Team for your elections questions.

- Zoom Info:

- [Meeting link](#)

- Zoom Conference Call Lines: **LOCAL OPTION:** (253) 215-8782 || **TOLL-FREE OPTION:** (888) 788-0099

- Meeting ID: 893 4493 4638 || Passcode: 151549

- **By Monday, February 14, 2022**

- **Action Item: Submit completed 2022 Section Election Set-Up Form to omara@wsba.org.**

- This completed form is crucial for a smooth election process.*

- **Monday, March 14 – Friday, April 15**

- **Application Portal Open**

- The myWSBA application process is a self-nomination process. All eligible section members will be able to apply online using their myWSBA account. The WSBA Bylaws require an alternate nomination process (allows nominations to occur outside the nominating committee process) that sections select or describe in the 2022 Section Election Set-Up Form.

- **March 18 & April 8**

- **Interested Applicant Informational Zoom Drop-Ins—**

- **Learn More about Section Executive Committee Leadership**

- These drop-in sessions are opportunities for interested applicants to hear from current section leaders about serving on a section executive committee. Please help us by joining a virtual meeting to share your insights as a section leader. **To RSVP, email carolynm@wsba.org.**

- Friday, March 18 (9:30am – 10:30am)

- Friday, April 8 (12:00 – 1:00pm)

- **By Monday, May 16**

- **Action Item: Finalize Candidate Slate.**

- Send the Sections Team the names of the candidates for the open positions so the voting ballots can be created in SurveyMonkey.

- **By Tuesday, May 31**

- **Action Item: Approve Ballot.**

Within the timeframe of May 16 – May 31, the Sections Team will confirm any final details with the nominating committee, build the ballot, gather ballot approval, update information on the website, and finalize election communications. Please respond to requests to allow us to create your ballot in a timely manner.

- **Monday, June 6 – Sunday, June 19**

Section Elections (electronically via SurveyMonkey)

Voting will open at 8:00 a.m. June 6 and close at 11:59 pm on June 19. Requests for paper ballots and reports of any technical difficulties may be directed to sections@wsba.org or the Sections Team.

- **By Friday, July 8**

Election results will be sent to the section chair, nominating committee, and any other designated representatives.

- **By Wednesday, July 21**

Action Item: Contact Candidates Regarding Results.

Please ensure that the election results are communicated to all candidates by this date. The Sections Team will not notify candidates of election results directly, unless asked to do so by section leadership. We encourage you to invite newly elected members to participate in any section executive committee planning for the upcoming fiscal year (e.g., budget planning, CLE planning).

- **By Friday, July 29**

Elections results are posted online.

For Your Reference: WSBA Bylaws

The above information and timeline adhere to the WSBA Bylaws below. If a section elects to deviate from the above, please ensure that the plan adheres to the WSBA Bylaws and the section's bylaws (individual section bylaws may be more proscriptive than WSBA Bylaws). The [WSBA Bylaws](#) state:

XI.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.

From: [Carolyn MacGregor](#)
To: eleanor@pathwaylaw.net
Subject: Action requested: WSBA Section Webpage Description - SEN
Date: Tuesday, January 25, 2022 1:37:35 PM
Attachments: [image001.png](#)

Hello Eleanor,

The Sections Team recently reviewed the descriptions of all the WSBA sections that are found across various WSBA communication media, e.g., bylaws, webpages, annual reports, etc., and has consolidated them to craft one consistent message for each section to be used on various platforms.

Here is the description that we have crafted for your section:

The Senior Lawyers Section is geared toward lawyers aged 55 years and counting or who have been in practice in any jurisdiction for 25 years, although anyone may join the section. As one of the few Washington State Bar Association sections that does not focus on a particular area of the law, the Section engages in robust discussions about their members' identity, navigating legal practice and life transitions, and keeping up to date on developments in the law.

The Section provides benefits to members by hosting an annual meeting and social activities. The Section also develops CLE programs focused on issues such as ethics, computer use, retirement strategies, and appellate procedures. The Section publishes a quarterly newsletter, Life Begins, which is geared toward active senior lawyers. Section members are encouraged to submit articles of general interest and on legal issues.

This is the current description on your section webpage:

Welcome to the Rank of Senior Lawyer

The Senior Lawyers Section is geared toward lawyers aged 55 years and counting or who have been in practice in any jurisdiction for 25 years. The section hosts an annual meeting and CLE program, social activities, and a newsletter. CLE programs focus on issues such as ethics, computer use, retirement strategies, and appellate procedures.

Pursuant to the section's bylaws, anyone may join the section, although section leadership and voting privileges are limited to active member of the Washington State Bar Association 55 years of age or older or who has been in practice in any jurisdiction for 25 years may be enrolled as a member of the section upon request and payment of annual section dues. Additionally, in accordance with the bylaws of the WSBA, law students may join the section as nonvoting subscriber members.

For those of you who are not already members of the Senior Lawyers Section, consider joining this enthusiastic group by signing up now. In the words of past Chairman Fred Frederickson, "We have the best time of any section in the Association. Our longtime friends and compatriots at the Bar have much to offer each other."

The section's publication, [Life Begins](#), is geared toward active senior lawyers. Section members are encouraged to submit articles of general interest and on legal issues.

We would like to know your preference of the three options below for what to include on your section webpage:

1. Keep the current description on the webpage;
2. Replace the current webpage description with our revised, newer description; or
3. Suggest edits or provide a different description.

Please respond by Feb. 2 with your preferred option, and if #3, provide your edits or replacement text as well. If we don't hear back from you by that time, we will assume option #2 and replace the current description with our revised one.

Thanks for your feedback on this item.

Regards,
Carolyn



Carolyn MacGregor (*she/her*) | **Sections Program Specialist**

Washington State Bar Association | 206.727.8311 | carolynm@wsba.org

1325 Fourth Avenue, Suite 600 | Seattle, WA 98101 | www.wsba.org

The WSBA is committed to full access and participation by persons with disabilities. If you have questions about accessibility or require accommodation, please contact julianneu@wsba.org.

WASHINGTON STATE BAR ASSOCIATION

SENIOR LAWYERS SECTION

Bylaws

As last amended, restated and approved by the WSBA Board of Governors effective July 27, 2017; proposed amendments submitted for Board of Governors approval at its March 2022 meeting, pursuant to Supreme Court Order of January 6, 2022 amending WSBA Bylaws III and XI

ARTICLE I. NAME

The name of this Section shall be the Senior Lawyers Section (the "Section").

ARTICLE II. PURPOSE

The purpose of this Section shall be to benefit the members of the Washington State Bar Association and the general public, by:

2.1

Developing and promoting programs for members 55 years of age and older, or who have been in practice for 25 years or more, to keep them informed as to matters pertinent to their particular status, whether relating to their age, length or type of practice, or interest in continuing to contribute to the legal profession .

2.2

Providing the opportunity and forum for members of the Washington State Bar Association to exchange ideas in areas particularly of interest to members in the designated age and/or length of practice groups and to engage in educational and related activities in connection with the continuing legal education committee of the Washington State Bar Association, and to maintain communication through a newsletter or other means, and/or set up social engagements.

2.3

Undertaking such other service not inconsistent with the Bylaws of the Washington State Bar Association and the State Bar Act as may be of benefit to the members of the legal profession and the Senior Lawyers Section

public.

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ARTICLE III. MEMBERSHIP

3.1 Eligibility for Membership

A. Lawyers within the following categories of WSBA status are eligible for voting membership in the Senior Lawyers Section and also in its governance (i.e., its executive committee). These categories of lawyers will be enrolled as a voting member of the Section upon request and payment of annual Section dues in the amount determined by the executive committee of the Section and approved by the Board of Governors of the Washington State Bar Association:

- 1) Active members of the Washington State Bar Association 55 years of age and older or whose length of practice in all jurisdictions is at least 25 years
- 2) Inactive members of the Washington State Bar Association who are 55 years of age and older or whose length of practice in all jurisdictions is at least 25 years. Honorary members are included in the category of inactive members of the Washington State Bar Association,

B. The following categories of persons are eligible to join the Section as non-voting members (“subscribers”) for the purpose of participating in the activities of the Section upon request and payment of annual Section dues in the amount determined by the executive committee of the Section and approved by the Board of Governors of the Washington State Bar Association. However, they may not be involved in the governance of the Section, i.e., cannot be appointed to the executive committee:

- a) Active members of the Washington State Bar Association under 55 years of age and who have been in practice for less than 25 years in all jurisdictions
- b) Law students
- c) APR 6 law clerks
- d) Other persons not otherwise identified

Members enrolled as provided in Section 3.1A and 3.1B shall constitute the membership of the Section.

3.2 Annual Dues

Each member, to maintain membership in the Section, shall pay annual dues as established by the Executive Committee of the Section, subject to the approval of the Board of Governors of the Washington State Bar Association. The dues of subscribers will be determined by the Board of Governors. New applicants for membership and members desiring to restore their membership shall become members of the Section upon full payment of the annual dues amount then in effect.

ARTICLE IV. MEETINGS OF THE MEMBERSHIP

4.1 Annual Meeting

The annual meeting of the Section shall be held at a time and place determined by the executive committee of the Section.

4.2 Midyear Meeting

The executive committee may schedule a midyear meeting in cooperation with the Washington State Bar Association.

4.3 Quorum

The voting members of the Section present at any regularly scheduled meeting of the Section shall constitute a quorum for the transaction of business.

4.4 Controlling Vote

Acts of the Section shall be made by majority vote of the voting members present at a meeting. Voting by proxy shall not be allowed.

4.5 Special Meetings

Special meetings of the membership of the Section may be called by the executive committee at such time and place as it may determine.

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4.6 Meeting Notice

Members shall be given notice of each meeting of the membership of the Section either in person, or by mail or email, at least seven (7) days prior to the scheduled date of such meeting.

ARTICLE V. PRINCIPAL OFFICE

The principal office of the Section shall be maintained in the offices of the Washington State Bar Association.

ARTICLE VI. FISCAL YEAR

The fiscal year of the Section shall coincide with that of the Washington State Bar Association.

ARTICLE VII. EXECUTIVE COMMITTEE

7.1 Powers and Duties

The executive committee shall be vested with the powers and duties necessary for the administration of the affairs of the Section including, without limitation, the power and duty to act on behalf of the Section in connection with the activities listed in Article II. The executive committee shall have the authority to approve the content and publishing of the Section newsletter, work with the Washington State Bar Association to prepare the annual section budget, ensure expenditures comply with the Washington State Bar Association's fiscal policies and procedures, and perform duties assigned to it by the Board of Governors. The executive committee shall have the responsibility of establishing and discontinuing committees of the Section.

7.2 Composition

The executive committee shall be composed of thirteen (13) members, consisting of (a) the Chair, Secretary, and Treasurer elected for one-year terms as provided in Section 9.1, (b) the Immediate Past Chair who will automatically serve one year beyond his or her service as Chair, and (c) the additional nine (9) members each elected to serve one-year terms as provided in Sections 10.1 and 10.2. The executive committee may in advance of any upcoming annual election either increase or decrease the number of members to be elected and serve for the ensuing year.

7.3 Term

The term of each member of the executive committee shall begin on October 1.

7.4 Vote

Acts of the executive committee shall be by majority vote of the voting members of the executive committee once a quorum (a majority of the voting members of the executive committee) is established.

7.5 Meetings

Meetings shall be held at such time and place as may be designated by the Chair or a majority of the executive committee. Section members and members of the public shall be entitled to attend executive committee meetings. The executive committee shall conduct a minimum of four (4) meetings per year. Meeting notices shall be given as provided for in these bylaws.

7.6 Emeritus Members

Any member or former member of the executive committee who has served with distinction, may at or following the expiration of his or her term, be designated by a majority of the executive committee as an emeritus member. Such members may attend meetings of the executive committee and participate in discussions, but shall have no vote and shall not be entitled to reimbursement of expenses.

This emeritus member denomination is not to be confused with the emeritus pro bono status category under which a lawyer may engage in the authorized practice of law under the auspices of a Qualified Legal Services Provider. https://www.wsba.org/docs/default-source/legal-community/volunteer/emeritus-flyer-1-12-17.pdf?sfvrsn=58ff3cf1_2.

ARTICLE VIII. COMMITTEES

8.1 Standing and Interim Committees

The executive committee shall have the power to designate committees of this Section. Each committee shall have not less than three or more than eleven members. The Chair of each committee shall be selected by the Chair of the Section, upon the approval of the majority of the executive committee.

8.2 Members

The committee members shall be selected by the Chair of the Section from among members of this Section and shall be approved by a majority of the executive committee.

8.3 Term

The terms of the Chair of each committee and the members of each committee shall run concurrently with the term of office of the officers of this Section.

ARTICLE IX. OFFICERS

9.1 Officers

The officers of this Section are the Chair, Secretary and Treasurer, and shall be elected annually by the members to serve one-year terms which may be extended year-to-year also by annual vote of the members. Each such officer so elected by the members shall automatically become and be a voting member of the executive committee for the term or terms of his or her election.

9.2 Removal

Any member of the executive committee may be removed by a two-thirds majority vote of the Senior Lawyers Section

executive committee. Grounds for removal include, but are not limited to, regular absence from executive committee meetings and events, failure to perform duties, unprofessional or discourteous

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conduct or whenever, in the executive committee's judgment, the executive committee member is not acting in the best interest of the Section membership.

9.3 Chair

The Chair shall be the chief executive officer of the Section and, subject to the executive committee's control, shall supervise and control all of the affairs of the Section. The Chair shall preside at all meetings of the Section and of the executive committee.

9.4 Secretary

The Secretary shall maintain minutes of the proceedings of all meetings of the Section and of all meetings of the executive committee, and provide approved minutes to the Washington State Bar Association for publication and record retention. Upon direction by the Chair, and as authorized by the executive committee, the Secretary shall attend generally to the business of the Section.

9.5 Treasurer

The Treasurer will work with the Washington State Bar Association to ensure that the Section complies with Washington State Bar Association fiscal policies and procedures, work with the Washington State Bar Association to prepare the Section's annual budget, and review the Section's monthly financial statements for accuracy and comparison to budget.

9.6 Term

The term of office of each of the officers shall commence on October 1.

ARTICLE X. ELECTIONS

10.1 Officers and Members of the Executive Committee

The Section shall hold a regular annual election for the election of officers and other members of the executive committee. The regular annual election shall be conducted by the Washington State Bar Association electronically between March and May each year.

10.2 Nominating Committee

Each year, the executive committee shall appoint two of its committee members and one other person to serve as its nominating committee. All applicants will apply through an electronic process administered by the Washington State Bar Association. The executive committee will also have an alternative process to allow for nominations to occur outside of the nominating committee process. The nominating committee shall nominate one or more members of the Section for each office and position up for annual election. The executive committee will review and approve the final list of nominees for each open position which is to be submitted to members of the Section for the regular annual election. The Washington State Bar Association will administer the elections by electronic means and certify the results, unless the Section develops its own equivalent electronic election process.

10.3 Interim Appointments

The executive committee will appoint, by majority vote, members to fill vacancies on the 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.

ARTICLE XI. AMENDMENTS

These bylaws may be amended at an annual meeting of the Section by a majority vote of the voting members of the Section present. These bylaws may also be amended at any regular or special meeting of the executive committee of the Section called for the purpose of amending the bylaws and upon seven (7) days written notice, by a majority vote of the voting members of the executive committee present, once a quorum is established. No amendment to these bylaws shall become effective until approved by the Board of Governors of the Washington State Bar Association.

ARTICLE XII. LIMITATIONS

These bylaws have been adopted subject to the applicable Washington statutes and the Bylaws of the Washington State Bar Association and shall be construed to be in conformity therewith.