

Instructions to Committees

Meetings of Committees

Committee Responsibilities: Committees are the backbone of the Oregon State Bar. They are bodies to advise, study, and make recommendations on issues within their charge to support the Board of Governors in its oversight and policy-making responsibilities for the bar. They may also provide support to bar programs through technical assistance and expertise. Committees have no budget and therefore no budgetary control. Committees with involvement in program areas may, however, as a part of their advisory capacity, make recommendations for actions which would have budgetary implications.

Meeting Locations: The chairperson is urged to hold a meeting as soon as possible so that the committee may begin consideration of the matters before it. The Oregon State Bar building has a number of meeting rooms and an online meeting platform available on a first-come first-serve basis. All meetings must include an option to attend remotely, offering an in-person attendance option is not required.

Notice of Meetings: The bar office will, on timely receipt of the necessary information, send notices of meetings with return replies to the chairperson or secretary. Chairs should give the Oregon State Bar notice of meetings a minimum of two (2) weeks prior the meeting date to allow ease of scheduling for members and to ensure that OSB staff is able to properly notice the meeting according to Oregon public meeting notice requirements. The meeting notice sent by OSB staff will contain the date, time, place of meeting, and agenda if provided by the chair. Any meeting notice sent out by the chairperson or secretary should also be sent to the member services specialist and bar liaison.

Public Meeting Notice: The meetings of committees of the Oregon State Bar are subject to the Public Meetings and Public Records Laws. OSB will provide the notice necessary assuming information concerning the meeting is received two weeks prior to the meeting date.

Prior Approval for Programs and Expenditures: Committees must have Board of Governor prior approval before implementing any program or activity, taking any position on behalf of the committee or the OSB which is not covered by the provisions of Article 11 of the Bar Bylaws and chapter 11 of the OSB Policies.

Membership of Committees

Selection of Members and Officers. Committee preference statements are emailed to each active member of the Oregon State Bar, typically in the summer. With input from each of the committee officers, the Board of Governors makes selections to fill vacancies for the following year. At that same time the Board appoints committee officers for the coming year.

Terms. Most standing committees serve on a three-year rotating basis. Each year new members constituting one-third of the committee will be appointed by the Board of Governors for three-year terms. The committee term begins January 1. No member shall serve more than one full term on the same committee nor may s/he serve on more than one committee except under rare and unusual circumstances.

Vacancies. A new member may be appointed to serve an unexpired term of a committee member. Vacancies will be filled by the Board of Governors as soon as possible following notification of such vacancy. If the committee has specific recommendations concerning persons who should be considered for membership on the committee, those recommendations should be given to the Director of Member Services who will forward such recommendations to the Board of Governors.

Resignations. Any committee member who resigns from a committee should give written notice to the committee chairperson and the OSB Director of Member Services. If such person does not give written notice, the chairperson of the committee should do so.

Non-Attendance and/or Non-Participation. The committee chairperson may request the removal of any member who does not participate fully in the work of the committee.

Advisory Members. Each committee may appoint such advisory members or associates as it deems necessary subject to annual approval and confirmation by the Board of Governors. Such approved advisory members will be placed on the mailing list of the committee in the Oregon State Bar Office and shall receive such committee mailings as directed by the committee chairperson. Advisory members cannot vote or hold office within the committee. No advisory member shall seek to receive pecuniary gain by their participation.

Board of Governors Contact. The President of the Oregon State Bar will appoint a contact from the Board of Governors to each committee. The BOG contact serves as a communication link between the committee and the BOG. The BOG contact is not expected to regularly attend committee meetings but can be contacted for assistance when needed.

Bar Liaison. The CEO of the Oregon State Bar will appoint an OSB liaison to each committee. The function of the OSB liaison is to coordinate activities and provide assistance to the committee as needed. The OSB liaison will occupy an advisory rather than a clerical position on the committee.

Committee Activities

Committee Expense. Committees do not have a budget and shall not incur or become liable for expenses. The OSB will make arrangements for out of town members to attend the meeting remotely via telephone conference. Expenses for these capabilities are paid by the OSB. Additionally, the OSB has complimentary meeting spaces available at the Bar Center.

Publicity Correspondence. If public appearances or statements by the chairperson or other officer or member of the committee seem to be necessary, authority must be obtained in advance from the Board of Governors. Official bar stationery shall not be used for committee correspondence.

Subject Matter for Committee Consideration. Matters for the attention of the committee may be brought before it; a) by referral from the CEO or the Board of Governors; b) by action of the membership at the House of Delegates Meeting; c) direct inquiry from a member of the bar; and d) a member of the committee. Notice of matters pursuant to c) and d) must be given to the CEO prior to initiation of consideration or action by the committee, if the subject matter is outside the scope of the committee charge.

Legislation. Committees should designate a member of the committee as a contact for legislative information and involvement. This person should work through the OSB Director of Public Affairs to help prepare for the next legislative session and to serve as a contact person for the Public Affairs Program. The committee is not permitted to participate in the legislative process without approval from the Public Affairs Committee of the Board of Governors.

Minutes of the Meetings. The secretary or their designee must keep minutes of the meetings and provide any needed assistance to the chairperson. The minutes are to be furnished to the Oregon State Bar office after the meeting.

Annual Reports

Annual Committee Reports. Annual committee reports shall be short and concise summaries covering the year's activities of each committee. These reports must be filed with the Member Services Department of the Oregon State Bar on or before December 1, and cover all matters determined and any pending matters of the committee. Committee annual reports should follow the committee annual report template. More information can be found [here](#).