



## Section Responsibilities and Guidelines

The continuing education and professional development of Idaho lawyers are greatly enhanced by the formation and advancement of practice sections in specific areas or aspects of the practice of law. Section IX of the Idaho Bar Commission Rules and Section bylaws provide the basic governance for sections.

The purpose of delineating Section responsibilities and guidelines is to ensure sections' serve their members and the general bar membership and to provide staff with the information to adequately support section programs and activities.

### Each Section is required to

- Hold regularly scheduled section governing council meetings
- Hold an annual business meeting
- Keep minutes of section meetings and provide the Bar with minutes of Section meetings
- Determine annual election date of officers and ensure officers are elected by that date
- Prepare an annual report and submit a copy to the Bar
- Notify the Executive Director of any anticipated or proposed legislative effort or activity
- Communicate with section members – at the minimum – with one newsletter per year

### It is suggested that Sections

- Design and implement a CLE in compliance with the *Policy on Funding of Sections*
- Undertake a public service project
- Assign a member of the Governing Council to participate in the Practice Section Council
- Forward to the Bar timely information regarding section projects and activities for dissemination to the BOC and bar membership through inclusion in the Advocate and on the ISB website
- Maintain current section information and post section program information on the ISB website
- Sponsor an *Advocate* issue at least every third year
- Design and implement a CLE for the ISB Annual Meeting at least every third year
- Encourage section members to participate in the ISB's Modest Means Panel
- Encourage section members to participate in the ILF's Idaho Volunteer Lawyer Program

### Other Requirements and Suggestions

- Changes or amendments to Section bylaws must be reviewed and approved by the BOC; this includes changes in section dues
- Sections cannot submit or support legislation unless the legislation has been submitted and approved by the membership through the resolution process (Sections can provide technical assistance to the legislature).
- Sections are encouraged to coordinate activities and programs with other law related entities and courts. Activities planned with other groups should be reported to the staff section liaison.
- Section funds cannot be used for charitable contributions to non law related entities or organizations.

### Staff Assistance and Responsibilities

- Calendar meeting room space and distribute meeting notices as requested
- Coordinate meeting attendance and provide additional support as requested (i.e. order lunch)
- Send monthly financial statements to Section Council members
- Assist with planning and implementation of CLE seminars as requested
- Track the work and activities of each Section and provide monthly reports to the Board
- Undertake additional activities as requested

### ISB Response to Section Inactivity:

If a section does not carry out the required activities:

- After several months, the staff Section liaison will contact the section, go over the requirements and offer to assist the section to carry out the responsibilities.
- After one year, the Board Section liaison and the Staff Section liaison will schedule a meeting with the Section chair and/or officers to establish a plan for the section to meet the requirements.
- After two years, if a section has not accomplished the required activities the Board of Commissioners will notify the existing section members that the section will be disbanded.