



# Federal Bar Association

## **Policy No. 1-6: Standing Committees, Special Committees and Task Forces**

**Date Approved:** April 24, 2011

**Date Effective:** October 1, 2011

### **Policy:**

The Bylaws of the Association describe the establishment of Standing Committees, Special Committees, and Task Forces, the makeup of the committees, and the duration of the committee and/or terms of committee members. Because committee service often prepares members for further national leadership roles, the President and Board of Directors are committed to actively cultivating a diverse community of volunteers among all FBA members. Accordingly, to ensure that the Association provides ample opportunity for leadership, no individual shall be appointed to serve as chair or deputy chair of the same standing or special committee for more than three consecutive years, unless extraordinary circumstances justify an extension.

In addition to appointing members to committees, the President of the Association may charge committees with specific tasks during the upcoming year. The President may assign a Board liaison to each standing committee, special committee, and task force. The Executive Director is responsible for assigning a staff liaison to each standing committee, special committee, and task force.

Each standing committee, special committee, and task force shall meet a minimum of one (1) time during the Association's fiscal year and is encouraged to meet as needed to conduct the business of the committee. Video or audio conference call meetings are acceptable and should be scheduled by the chair and/or the staff liaison. Chairs are encouraged to keep committee meetings to one working hour. All committee members will be encouraged to attend the Annual Meeting and Convention and/or the Leadership Summit so that the committee may have an opportunity for an in-person meeting.

Chairs are expected to submit a written report to the President and Board of Directors two (2) weeks prior to each of the Board's four quarterly meetings each year. Committee chairs are encouraged to use the staff liaison as the committee's administrator and facilitator.

### **Purpose:**

The purpose of this policy is to give direction and purpose to the standing committees, special committees, and task forces of the Federal Bar Association.

**Change Notice:** Amended 6/10/22 (added deputy chair to maximum of three consecutive annual appointments and changed required number of meetings to 1 from 2); 11/17/2021 (added maximum of three consecutive annual appointments) Amended 9/4/2014