



WSBA

Overview of Committee, Board, Panel, and Other Positions for 2015-2016

Committees

***Amicus Curiae* Brief Committee**

Reviews all requests for *amicus curiae* participation by the WSBA, and provides a recommendation to the Board of Governors pursuant to the WSBA *Amicus Curiae* Brief Policy. Appointment is for a two-year term.

Committee on Professional Ethics (CPE)

Provides guidance to WSBA members on legal ethics issues in the form of Advisory Opinions, considers and proposes to the Board of Governors (BOG) amendments to the Washington Rules of Professional Conduct, and considers and reports to the BOG on amendments and proposed amendments to the ABA Model Rules of Professional Conduct. The Committee may also conduct periodic outreach to the membership on these subjects. Appointment is for a three-year term.

Continuing Legal Education (CLE) Committee

Supports WSBA and its practice sections in the delivery of high quality, mission-focused Continuing Legal Education by advising on content, speakers, and delivery models, and by helping to identify trends and gaps in legal education that WSBA is uniquely positioned to fill. Appointment is for a three-year term.

Council on Public Defense (CPD)

Unites prosecutors, members of the private and public defense bar, bench, elected officials, and the public to address new and recurring issues impacting the public defense system. *Prerequisite:* Applicants must not be employed by a government entity or government-funded entity. Appointment is for a one-year term.

Court Rules and Procedures Committee

Studies and develops suggested amendments to designated sets of court rules on a regular cycle of review. Performs the rules study function outlined in GR 9 and reports its recommendations to the Board of Governors. The Civil Rules (CRs), the Mandatory Arbitration Rules (MARs), and the Civil Rules for Courts of Limited Jurisdiction (CRLJs) are scheduled for review in 2015-2016. Appointment is for a two-year term.

Editorial Advisory Committee (EAC)

Members work with the editor and staff overseeing the publication of WSBA's official magazine, *NWLawyer*. This may include establishing guidelines and editorial policy, maintaining an editorial calendar, writing articles, securing content, identifying topics and issues relevant to members, identifying authors for content, reviewing articles, advising on issues related to content, maintaining the editorial handbook, evaluating the editor, and recommending finalists for the editor position. Appointment is for a two-year term.

Judicial Recommendation Committee (JRC)

Screens and interviews candidates for state Court of Appeals and Supreme Court positions. Recommendations are reviewed by the WSBA Board of Governors and referred to the state governor for consideration when making judicial appointments. Appointment is for a three-year term.

Legislative Committee

Reviews proposed legislation, emanating primarily from WSBA sections, for introduction in the State Legislature, and makes recommendations to the Board of Governors regarding whether the proposal should be approved as a WSBA-request bill. Appointment is for a two-year term.

Pro Bono and Public Service Committee

Researches and develops recommendations on how WSBA can continue to enhance a culture of service within the profession. The Committee collaborates with staff to work toward an increase in the percentage of lawyers engaged in public service. Interested in analyzing the scope and function of pro bono programs, policies and volunteer engagement? How about proposing and reviewing policy that affects lawyers' ability to serve the public? If you answered yes, we enthusiastically welcome your application. Appointment is for a three-year term.

Washington Young Lawyers Committee (WYLC)

Works to actively engage new and young lawyers in the activities of WSBA; develops and conducts activities of value to new and young lawyers; and connects these lawyers to all WSBA resources. The WYLC is comprised of 18 members representing the interests of the 6,000 new and young lawyers in Washington's 39 counties. *Prerequisite:* Committee members must be a lawyer in practice fewer than five years or under the age of 36. Appointment is for a three-year term.

WSBA Diversity Committee

Works to support implementation of the WSBA's Diversity and Inclusion Plan, support historically underrepresented groups to enter and stay in the profession, and raise awareness in the community through collaboration and coalition building. This Committee comprises members of the WSBA Board of Governors and the wider membership who work with staff to review, advise and implement policy, programs and activities of the WSBA that promote a culture of inclusion. Appointment is for a two-year term.

Regulatory Boards

Character and Fitness Board (C&F)

Deals with matters of character and fitness bearing on qualifications of applicants for admission and licensing to practice law in Washington, conducts hearings on the admission of any applicant, makes recommendations to the Board of Governors and Supreme Court, and considers petitions for reinstatement after disbarment. The Board generally meets one full day per month for hearings. *Prerequisite:* Board members must have been an active member of the WSBA for at least five years at the time of appointment. Appointment is for a three-year term.

Law Clerk Board

Supervises the Law Clerk Program in accordance with Rule 6 of the Admission and Practice Rules, considers applications for enrollment in the program, follows the progress of law clerks, interviews and evaluates law clerks and tutors during the course of study, and certifies that law clerks have successfully completed the program and meet the educational requirement for the Washington State bar exam. The board generally meets one day four times a year. Members are appointed with consideration for the geographic distribution of law clerks in the program, a balance of those who completed the law clerk program and law school graduates, and other diversity factors. Candidates are sought who are in the Spokane area and/or were program participants. Appointment is for a three-year term.

Lawyers Fund for Client Protection (LFCP) Board

Pursuant to APR 15, reviews claims for reimbursement of financial loss sustained by reason of an attorney's dishonest actions or failure to account for client funds, decides claims up to \$25,000, and makes recommendations to the Board of Governors on claims for greater amounts. The Board meets four times a year. Appointment is for a three-year term.

Supreme Court Boards Administered by the WSBA

Disciplinary Board (D-Board)

Carries out the functions and duties assigned to it according to the Rules for Enforcement of Lawyer Conduct adopted by the Supreme Court. The full board meets at least six times a year, reviewing hearing officer decisions and stipulations. Three-member review committees meet telephonically at least an additional four times a year and review disciplinary investigation reports and dismissals. Considerable reading and meeting preparation are required. Applicants must submit a writing sample. *Prerequisites:* Board members must have been an active member of the WSBA for at least five years at the time of appointment and have no record of public discipline. Board members may not knowingly advise or represent individuals regarding pending or likely disciplinary grievances or proceedings. Board members are recommended by the WSBA Board of Governors in consultation with the Disciplinary Selection Panel and appointed by the Supreme Court. Appointment is for a three-year term.

Limited License Legal Technician (LLLT) Board

Oversees administration of, and compliance with, the Limited License Legal Technician Rule (APR 28) authorizing a new legal professional who meets certain educational and experience requirements to advise and assist clients in approved practice areas of law. The

Board generally meets one day a month. Limited License Legal Technician Board members are nominated by the WSBA Board of Governors and appointed by the Supreme Court. Appointment is for a three-year term.

Limited Practice Board

Oversees administration of, and compliance with, the Limited Practice Rule (APR 12) authorizing certain lay persons to select, prepare, and complete legal documents pertaining to the closing of real-estate and personal property transactions. The board generally meets one day every other month. Limited Practice Board members are nominated by the WSBA Board of Governors and appointed by the Supreme Court. Appointment is for a four-year term.

Mandatory Continuing Legal Education (MCLE) Board

Oversees the administration of, and compliance with, the MCLE rules and regulations (APR 11 and Appendix APR 11), considers MCLE policy issues, and holds hearings on denied member petitions. The Board meets five to six times a year. MCLE Board members are nominated by the WSBA Board of Governors and appointed by the Supreme Court. Appointment is for a three-year term; two consecutive terms may be served.

Panels

Adjunct Disciplinary Counsel (ADC) Panel

Panel members assist in carrying out the functions of the lawyer discipline system as needed pursuant to Rule 2.9 of the Rules for Enforcement of Lawyer Conduct (ELC). ADC volunteers may be asked to assist staff disciplinary counsel with the investigation of a grievance; serve as independent special disciplinary counsel and represent the Association in the investigation of a grievance or prosecution of a disciplinary case; provide staff disciplinary counsel with an outside opinion on an area of law; serve as a probation monitor following imposition of a disciplinary sanction or suspension; or consult with a lawyer under the terms of a diversion contract. *Prerequisite:* Board members must have been an active or judicial member of the WSBA for at least seven years at the time of appointment. Appointment is for a five-year term.

Hearing Officer Panel

Serves as hearing officers for lawyer disciplinary matters, making evidentiary rulings, ruling on motions, conducting settlement conferences, and preparing written findings of fact, conclusions of law, and (as necessary) sanction recommendations according to strict deadlines. Annual training is required. Hearing officers may not serve as expert witnesses on professional conduct issues, serve as special disciplinary counsel or adjunct investigative counsel, or knowingly advise or represent individuals regarding pending or likely disciplinary grievances or proceedings. The Supreme Court appoints Hearing Officers upon recommendation of the Board of Governors in consultation with the Disciplinary Selection Panel. Applicants must submit a writing sample. *Prerequisites:* A hearing officer must be an active member of the WSBA, have been an active or judicial member of the WSBA for at least seven years, have no record of public discipline, and have experience as an adjudicator or advocate in contested adjudicative hearings. Please review the Rules for

Enforcement of Lawyer Conduct, particularly ELC 2.5 to 2.6 and ELC Title 10, prior to applying.

Other Positions

Conflicts Review Officer (CRO)

The Conflicts Review Officer (CRO) is appointed pursuant to Rule 2.7 of the Rules for Enforcement of Lawyer Conduct. The CRO, with support from the Office of General Counsel, is a lawyer outside the discipline system who reviews and makes initial determinations for grievances filed against disciplinary counsel and other lawyers employed by the Association, hearing officers, members of the Disciplinary Board, officers and members of the Board of Governors, staff, attorneys and judicial officers of the Supreme Court, and Conflicts Review Officers. The CRO may dismiss the grievance, defer the investigation, refer the attorney for diversion evaluation, or have the grievance assigned to special disciplinary counsel for further investigation. The CRO acts independently of disciplinary counsel and the Association. Three CROs serve staggered terms; each year one CRO will be appointed to a three-year term. The Supreme Court makes the appointments based on recommendations from WSBA's Board of Governors in consultation with the Disciplinary Selection Panel. *Prerequisites:* The CRO must have prior experience as a Disciplinary Board member, disciplinary counsel, or special disciplinary counsel, and have no other role in the disciplinary system while serving as CRO. Additionally, CROs are subject to the ELC 2.14 restrictions on advising or representing individuals regarding pending or likely disciplinary grievances or proceedings.

Records Request Appeals Officer (RRAO)

The Records Request Appeals Officer (RRAO) conducts any requested second-level review, following a first-level review by the Executive Director, of records disclosure decisions made by WSBA's public records officer in response to a records request. Review by the RRAO is informal and summary but, in the sole discretion of the RRAO, may include briefing and oral argument. Decisions of the RRAO are final unless the requestor asks for, and the Washington Supreme Court decides to grant, discretionary review. See Washington General Rule (GR) 12.4(h)(2) (Washington State Bar Association Access to Records). Although there are certain key differences between GR 12.4 and the Washington Public Records Act, RCW 42.56, lawyers with Public Records Act experience are encouraged to apply. Initial appointment is for one year beginning on July 1st, and may be followed by reappointment for two-year terms.