

# WASHINGTON STATE B A R A S S O C I A T I O N

## Washington Young Lawyers Committee

**Washington Young Lawyers Committee Meeting | WSBA Office, 1325 Fourth Ave., Ste. 600, Seattle**

**Saturday, November 14, 2020 | 10:00 a.m. – 2:30 p.m.**

Via [Zoom](#) | Meeting ID: 990 4060 2451 | Passcode: 033673 | Call-in: 1-888-788-0099 (toll free)

## AGENDA

- |   |  |
|---|--|
| 1. Welcome, Plan for the Day, Approval of September Meeting Minutes                                       | Brian Neuharth, WYLC Chair (and all)                               |
| 2. Support from General Counsel: Open Public Meetings Act, Public Records, and Records Retention Policies | Lisa Amatangel, WSBA Associate Director, Office of General Counsel |
| 3. Introductions (why are you here? what do you hope to get from this?)                                   | Brian Neuharth (and all)   |
| 4. Board of Governors Introduction and WSBA Updates   | Russell Knight, Governor At-Large Young Lawyers                    |
| 5. Orientation Begins   | Brian Neuharth<br>Julianne Unite, Staff liaison                    |
| 6. Break for lunch (provided)   |  |
| 7. Orientation Continues/Structure Discussions  | Brian Neuharth et al   |
| 8. Project Lead Presentations and Recruitment   |  |
| 9. Board of Governors At-Large position Proposed Bylaws Amendments  | Julianne Unite   |
| 10. New Ideas for next meeting? (Rapid Eval)  | Brian Neuharth et al   |
| 11. Adjournment   | Brian Neuharth   |

*Note: Discussion and action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the committee chair.*

## 2020 - 2021 WYLC Meeting Schedule

November 14, 2020	Meeting: 10:00 am	Virtual/WSBA
January 9, 2021	Meeting: 10:00 am	Virtual/WSBA
March 13, 2021	Meeting: 10:00 am	Virtual/WSBA
May 8, 2021	Meeting: 10:00 am	Virtual/WSBA
July 17, 2021	Meeting: 10:00 am	Virtual/Portland, OR
September 11, 2021	Meeting: 10:00 am	Virtual/WSBA

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# WASHINGTON STATE BAR ASSOCIATION

## Washington Young Lawyers Committee

Washington Young Lawyers Committee | Via Zoom  
Saturday, September 12, 2020 | 10:00 a.m. – 1:34 p.m.  
Meeting Minutes

**Present In-Person or Phone:** Brian Neuharth, Catherine Holm, Chelsie Elliott, Emily Ann Albrecht, Esther Hyun, Ian McCurdy, Jordan Lee Couch, Kim Sandher, Zachary Davison, Alixanne Pinkerton

**Absent:** Benjamin Hodges (unexcused), Brian Holt (unexcused), Laura King (unexcused), Maha Jafarey (unexcused), Molly M. Winston (unexcused)

**WSBA Staff:** Julianne Unite – Member Services and Engagement Manager, Chelle Gegax – Member Services and Engagement Administrative Assistant

**Board of Governors (BOG):** Governor Russell Knight (left at 10:42am)

**Other:** Zachary Bryant (left at 12:05 p.m.)

### **Welcome & Introductions**

Jordan Couch, Washington Young Lawyers Committee (WYLC) Chair, called the meeting to order at 10:08 a.m. WYLC members provided introductions and updates on current happenings.

### **BOG Update & Discussions**

Governor Russell Knight introduced himself as the At-large Young Lawyers Governor on the Board of Governors (BOG) and the BOG liaison to the WYLC. Governor Knight congratulated Jordan Couch on the APEX Outstanding Young Lawyer Award. Governor Knight provided an update on the bar exam, 54 ABA graduates took exam and 51 passed resulting in a 94% pass rate, even though had the option to be granted diplomacy. Governor Knight requested feedback on mandatory malpractice insurance. 47 states do not require malpractice insurance and the BOG has previously voted to not require it. Currently, the BOG is voting on requiring malpractice insurance in written consent from client(s), if you do not have malpractice insurance. It would also require disclosure on all communications including email, etc. The BOG will be voting on this in the next BOG meeting. WYLC Member Catherine Holm said that as she is a non-traditional attorney representing a trade association and that she feels that communication surrounding not having malpractice insurance is not necessary and embarrassing. Malpractice insurance does not make sense for her field of work. Governor Knight commented that in-house counsel, judges, mediators, and arbitrators would be exempt from the rule. Governor Knight intends to oppose the portion of this rule that requires future email communications to include disclosure of not having malpractice insurance. WYLC Member Emily Ann Albrecht communicated that there may be an issue of access to justice for attorneys doing pro bono work, and having to eat the cost of the insurance itself

and possibly eliminating these types of work. This would unnecessarily increase attorney's hourly rates, by requiring this insurance. There is a relatively small percentage that do not have malpractice insurance. There is no data on this topic, so requiring this would be a prevention method. Governor Knight also added that there are amendments being proposed for CLE requirements. The BOG previously received a proposal for new categories for CLE requirements and the BOG rejected the original proposal. Now there is another proposal asking that every 3 years that every attorney take a CLE on discrimination and explicit bias and it will count toward ethics CLE requirements. WYLC feedback on the proposal was generally supportive.

### **Approval of July 2020 Meeting Minutes**

On motion by WYLC Past Chair Kim Sandher and seconded by WYLC Chair-elect Brian Neuharth, the WYLC by unanimous vote (10-0) approved the July 2020 meeting minutes.

### **WSBA Updates**

WSBA Member Services and Engagement (MSE) Manager and WYLC Staff Liaison Julianne Unite provided the following updates:

- **Upcoming BOG Meeting:** Julianne reported that the next BOG meeting is scheduled for September 17 and 18. There will be the swearing in of incoming BOG members. Meeting materials are posted and Julianne encouraged WYLC members to review as they are very inclusive.
- **Thank you to WYLC Members:** Julianne thanked WYLC members for their service as this is last WYLC meeting of this fiscal year.
- **Paula Kertz-Kreschel has resigned from the WYLC.** Paula requested that Julianne communicate that to the WYLC. Paula was one of the regional King County representatives on the WYLC. The WYLC will be looking to fill this position.
- **COVID-19 Update:** Organization wide there will be no in person events until all Washington counties are in phase 3. As of now, the default for WYLC meetings going forward will be conducted virtually through Zoom link, even if the physical space requirement is re-imposed.
- **New Practice Management Advisor (PMA) at the WSBA:** Margeaux Green is the new PMA. Julianne invited the WYLC to include Margeaux on future meetings if/when applicable. The PMA program has published additional guides, 1 – doc retention, 2 – disaster planning. Both available on the WSBA website.
- **Insurance Marketplace:** WSBA has an insurance marketplace, with upcoming open enrollment. Open enrollment should begin early November.
- **New Member Survey Update:** At the previous meeting we presented all data gathered from the New Member Survey. The WSBA is currently on-hold with processing and combing through additional data, but should have more information during November meeting.

### **Rep Reports/Ideas for COVID era**

Jordan reported that there is not much the WYLC is able to do during COVID due to restrictions. Jordan spoke about swearing in ceremonies potentially being stopped due to COVID restrictions. WYLC Member Chelsie Elliot reported that King County Bar Association has restarted their nuts and bolts series, which is a CLE series.

### **MentorLink Update**

WYLC Member Esther Hyun, Jordan, Julianne, and Efrain Hudnell met recently to plan the upcoming virtual MentorLink Mixer, set for October 22, 4-5:30 p.m. The next meeting for the team will be September 24 from 1-2 p.m. Esther has planned a virtual mixer previously, so they are following what's been done before and tweaking to match ideas for this event specifically. Esther invited all to attend any of the planning events; Julianne can be contacted for the Zoom information. Julianne reported that this event is not currently on the WSBA calendar, as the theme has not been identified. Efrain (not present in meeting) suggested the theme be targeted towards new members and navigating their first year through COVID-19. Once the theme is finalized, then promotion on WSBA calendar and other places will take place. Jordan stated he would be present as a mentor. Catherine requested event details in writing, and Esther responded that these could be sent after the Sept. 24<sup>th</sup> meeting.

### **Project Updates/Assigning Lead/Status Memo**

Kim reported on social media as she has been the only person to access Facebook. Kim feels that moving forward, multiple people should be able to post to allow more activity. Jordan suggested introducing WYLC members on the Facebook page, one person per week with details. Julianne commented on needing to have people who have access to Facebook page would need to sign social media agreement document(s) with WSBA communications team. Jordan recommended that WYLC allow multiple social media editors. Jordan agreed to take over the social media editor position. On motion by Jordan, and seconded by Kim, the WYLC approved by unanimous vote (10-0) to have Jordan as the new Social Media Lead.

### **Project Updates:**

- **ATJ/RRR:** WYLC Member Alixanne Pinkerton reported that this project is currently moving to phase 3, ideation phase, which will be analyzing the data, and moving forward with how to approach. On motion by Alixanne, and seconded by Catherine, the WYLC voted unanimously (10-0) that Alixanne remain the lead on this project.
- **Debt:** Brian N. reported that he has been working with WSBA and reached out to law schools regarding loan repayment assistance (LRAP) programs. Brian N. stated that he is not optimistic that this will pass due to COVID, which was expected and ok. Research is ongoing for income sharing agreements. He is not optimistic that this is something we would want to pursue, but worth looking into to decide if it is worth offering or recommended. Brian N. advised that if the BOG does not approve any of the suggestions that WYLC will be presenting, then it would fall to ideas such as financial focus and other low cost educational-type presentations. Brian N. anticipates stepping down as the lead on the LRAP project to offer others an opportunity to share their opinions. Jordan asked if anyone would like to take over as project lead for LRAP bill. Catherine responded that she would take over, if no one else was interested. Brian N. responded that for continuity that a transfer memo be sent to all incoming project leads (on all projects). Jordan asked if Catherine would prefer to vote now or wait until next meeting to include new members. Catherine requested to wait.
- **Awards:** Emily reported that she is working on an article for Washington State Bar News for Public Service Leadership Award (PSLA) recipients. She advised that American Bar Association (ABA) meetings moving forward will be virtual, and suggested the possibility of re-allocating

funds for these to something more applicable. Emily requested ideas for alternative ways to offer scholarships. Jordan asked about other ways to encourage overall involvement in ABA WYLD, in addition to scholarship options. Julianne reported that the WYLC budgeted for \$5,000 for scholarships, but not limited to only ABA. Julianne also commented that some sections offer grants and scholarships to law students. Julianne suggested looking into other scholarship/donation options if the WYLC does not want to lose those funds this year. Emily suggested to table this discussion for now, unless people offered ideas for alternative options. Jordan suggested using the scholarship funds for CLE scholarships for new lawyers, send app for CLE for new lawyer wanting to attend, and WYLC would pay for it out of scholarship allotment. Julianne commented that no license fees are used for the CLE fund, which is why sections pay the CLE cost for section attendees. The WYLC would need to pay CLE registration costs for attendees if that is what the WYLC wants to offer, since they are separate budgets. Emily reported that ABA WYD Fall Conference will be virtual, October 7-9. Emily wanted to bring attention to new initiative, a YLD seat at the table initiative. She is encouraging young lawyers to get involved, making contacts within local government and running for office on a local level, and advocate for new and young lawyers within their community. Emily encouraged WYLC members to get involved and explore this initiative. Julianne asked about the Awards project team and if Emily was intending to serve as lead until at least next meeting. Emily advised she would serve as project lead. On motion by Jordan, and seconded by Kim, the WYLC voted unanimously (10-0) that Emily be the project lead for this new initiative. Jordan advised would table the discussion and project lead assignment for ABA related topics until the next WYLC meeting, until the new WYLC members are available.

- **Dress Code:** Jordan reported on the dress code initiative. The proposed bill is completed. Jordan advised that the WSBA would want more feedback. Jordan does not expect a lot of push back on this, but would like alignment from judges on this topic. Both proposals will be sent to the BOG for approval. Jordan reported that the rules of professional conduct committee likes to follow model rules, but there is not a model rule for this to follow. Jordan volunteered to stay on as project lead for this.
- **Revision to “Young Lawyers” Bylaws Name and Definition:** WYLC Member Zachary Davison reported on proposed revision to “young lawyer” definition and name. It was determined that it is okay to use quarterly contact list to get feedback but a formal poll requires a more involved process. Zachary D. is happy to stay on as project lead.

#### **Break for Lunch at 12:05 p.m.**

Jordan called the meeting back to order at 12:58 p.m.

#### **Project Updates (cont.)**

- **FY20 WYLC Annual Report:** Jordan reported that WYLC annual report is longer than most, but has demographics and overviews of members. He suggested WYLC members review materials. He feels that everything they WYLC has taken on this year, has moved forward. Brian N. asked if anyone felt anything was missed, or if anyone wanted to elaborate on additional goals; no one had anything to add. Jordan asked for comments; no questions or comments in response. Julianne asked if now would be a good time to speak on leadership retreat, and planning for the upcoming year since the next meeting in November will be dedicated mostly to onboarding of

new members. Jordan commented that a leadership meeting had taken place & discussion of how the upcoming year would plan out. Jordan also commented that Governor Knight would continue as BOG liaison next year. Brian N. commented that he'd be starting the next meeting off with goals, and processes. For now, Brian requests that anyone leaving the committee or new with project teams, he would like to see more communication of what has been done, goals and projects.

- **BLM and the Legal Profession (what more should we as the WYLC be doing?):** Brian N. commented that if the WSBA is already supporting Black Lives Matter (BLM) then is it something that WYLC really needs to insert themselves into, and is curious about member's thoughts on how WYLC should be involved and what we could accomplish. Alixanne advised that as a prosecuting attorney, she needs to back out of this conversation and will not be participating in this subject matter. Brian N. said that this is one of the reasons why he feels that WYLC needs to be somewhat careful on political engagement. Kim suggested reaching out to law school in regards to recruitment, as there are less people of color (POC) entering the profession and clients would appreciate the option of seeing an attorney they relate to. Jordan suggested there could be opportunities in diversity recruitment and overturn of POC in firms, which could not be politically based. Brian N. responded that a way to accomplish this could possibly be by supporting other groups directly aimed at solving those retention issues. Julianne advised that there is an agenda item for the BOG meeting for diversity, equity, and inclusion efforts, which may direct some of the WYLC direction on the BLM involvement. Brian N. suggested including an agenda item for the next meeting to discuss whether or not involvement in BLM applies to the WYLC mission statement. Jordan commented that there could be an opportunity for a liaison appointment, to bring information to the WYLC when it arises in support of BLM involvement. Julianne offered to ask if a member of WSBA's Equity and Justice Team would attend the next meeting, Jordan deferred to Brian N. Brian N. responded that it would be a great way to hear what roles who could be responsible for in this matter.

### **Rapid Eval: New Projects**

Jordan asked if anyone had items they wished to bring up at the next meeting. No one responded.

### **Adjournment**

On motion by Brian N. and seconded by WYLC Member Ian McCurdy, the WYLC by unanimous vote (10-0) adjourned the meeting at 1:34 p.m.

# WASHINGTON STATE BAR ASSOCIATION

## Washington Young Lawyers Committee DRAFT – Fiscal Year At-A-Glance Calendar

October 1, 2020 – September 30, 2021 (FY21)

OCTOBER 2020			
	Celebrate Pro Bono Month		
1	FY2021 Begins		
22	WYLC MentorLink Mixer	4:00 – 5:30 p.m.	Virtual
NOVEMBER 2020			
	ABA Midyear Delegate and Scholarship Award Kickoff?		
13 – 14	BOG Meeting		Virtual
14	WYLC Meeting	10:00 am	Virtual
DECEMBER 2020			
	ABA Affiliate Quarterly Reports due		
31	ABA Midyear Delegate and Scholarship Award Application deadline?		
JANUARY 2021			
	Celebrate national mentoring month		
	WYLC and Chair-elect application cycle opens		
9	WYLC Meeting	10:00 am	Virtual/WSBA
9	Select ABA Midyear delegate and scholarship recipients?		
14 - 15	BOG Meeting		Virtual/WSBA Conference Center – Seattle
27	MentorLink Mixer	TBD	Virtual
FEBRUARY 2021			
	2020 committee application cycle closes		
	Identify FY2022 goals and projects for WYLC		
	ABA Annual Meeting Delegate and Scholarship Applications Open?		
	Public Service and Leadership Award Applications Open?		
17 - 22	ABA Midyear Meeting		Chicago, IL
MARCH 2021			
	BOG At-Large Young Lawyer Position Application Opens		
	Select new WYLC members incl. Chair-elect		
	ABA Affiliate Quarterly Reports Due		
1	Budget requests from WYLC due.		
13	WYLC Meeting	10:00 am	Virtual/WSBA
18 - 19	BOG Meeting		Hotel RL, Olympia
APRIL 2021			
16 - 17	BOG Meeting		Davenport Hotel – Spokane
TBD	MentorLink Mixer	TBD	Virtual
MAY 2021			
	BOG At-Large Young Lawyer Election		
8	WYLC Meeting	10:00 am	Virtual/WSBA
8	Select Public Service Leadership Award Recipients		
8	Select ABA Annual Meeting Delegate and Scholarship Award Recipients		
20 - 21	BOG Meeting		WSBA Conference Center – Seattle
JUNE 2021			
	New Committee appointments are made.		
JULY 2021			
15	BOG Retreat		Hilton Portland Downtown - Portland
16 - 17	BOG Meeting		Hilton Portland Downtown - Portland
16	WYLC dinner with the BOG		TBD - Portland
17	WYLC Meeting	10:00 am	Virtual meeting/ Hilton Portland Downtown - Portland
AUGUST 2021			
	Financial Focus CLE?		
	Annual Report Due		

# WASHINGTON STATE BAR ASSOCIATION

## Washington Young Lawyers Committee

### DRAFT – Fiscal Year At-A-Glance Calendar

October 1, 2020 – September 30, 2021 (FY21)

4 – 10	ABA Annual Meeting		Toronto, ON
20 - 21	BOG Meeting		TBD - Boise
<b>SEPTEMBER 2021</b>			
	<i>Identify FY22 project leads</i>		
11	WYLC Meeting	10:00 am	Virtual/WSBA
11	WYLC Year-End Social	TBD	TBD or Virtual
23 - 24	BOG Meeting		WSBA Conference Center – Seattle
30	FY21 Ends/Expense Reports Due		

# WASHINGTON STATE BAR ASSOCIATION

## WSBA COMMITTEE/BOARD ANNUAL REPORT FY 2020: October 1, 2019 – September 30, 2020

*The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.*

<b>Name of Committee or Board:</b>	Washington Young Lawyers Committee
<b>Chair:</b>	Jordan Couch
<b>Staff Liaison:</b>	Julianne Unite
<b>Board of Governors Liaison:</b>	Russell Knight
<b>Size of Committee:</b>	18
<b>Direct Expenses:</b>	
<b>Indirect Expenses:</b>	
<b>Number of Applicants for FY21</b> (October 1, 2020 – September 30, 2021)	
<b>Purpose:</b>	
<p>The Washington Young Lawyers Committee (WYLC) derives its authority from the WSBA Bylaws, WSBA Board of Governors (BOG) Committees and Boards Policy, and WYLC Appointment Policy.</p> <p>Per Section XII.A of the WSBA Bylaws, the WYLC's purpose is to encourage the interest and participation of:</p> <ol style="list-style-type: none"> <li>1) new and young lawyers and law students in the activities of the WSBA;</li> <li>2) developing and conducting programs of interest and value to new and young lawyers consistent with the focus areas of public service and pro bono programs, transition to practice, and member outreach and leadership; and upholding and supporting the Guiding Principles of the WSBA.</li> </ol>	
<b>Strategy to Fulfill Purpose:</b>	
<p>This year's focus on fulfilling the WYLC's purpose involves seven key areas:</p> <ol style="list-style-type: none"> <li>1. Outreach and communication;</li> </ol>	

2. Debt;
3. Public Service and Leadership;
4. Rural Practice Project;
5. Northwest Regional Summit;
6. ABA YLD Representation; and
7. PREP

The accomplishments and FY20 goals outlined in this document reflect how the work of the WYLC addresses these priorities and fulfills the purpose of the WYLC. These priorities are focused on the four key areas identified in the November 2014 new lawyer survey and July 25, 2015 Generative Discussion of the BOG with the WYLC for key issues facing new and young lawyers: Employment, Debt, Community, and Leadership.

This year, the WYLC replaced subcommittees with project teams to address discrete issues. Project team members may involve constituents who are not members of the WYLC to help accomplish the project team goals.

### **2019-2020 Accomplishments and Work in Progress:**

#### **2019-2020 Goals:**

##### **Outreach and Communication**

1. The WYLC tasked a specific member, Past Chair Kim Sandher, with keeping social media accounts updated with content to inform the public of the WYLC's activities.
2. Unfortunately, COVID-19 impacted the WYLC's ability to host socials/events/mixers as originally planned. Planned socials in Pierce County and Skamania were cancelled and no further socials are being planned until Washington's phased approach progresses. Meetings have taken place virtually via Zoom.

##### **Debt**

1. The debt project team presented a Loan Repayment Assistance Program (LRAP) bill to the WYLC. The WYLC voted to forward the bill to the WSBA's legislative affairs team. WYLC Chair-elect Brian Neuharth is currently identifying and reaching out to stakeholders for additional input.
2. The debt project team is researching alternative approaches to addressing debt, including income share agreements. The project team generally has met in alternating months to discuss findings.

##### **Public Service and Leadership**

1. The Public Service and Leadership Award (PSLA) exists to connect and recognize new and young lawyers that demonstrate values of public service and leadership. The WYLC received several applications and voted to honor four new or young lawyers this year with the PSLA. Current WYLC At-large member, and incoming Chair-elect Emily Ann Albrecht will write an article about the PSLA recipients for and upcoming Washington State Bar News issue.
2. WYLC Chair Jordan Couch was recognized as the WSBA Outstanding Young Lawyer APEX Award recipient this year.

##### **Rural Practice Project**

1. WYLC Access to Justice (ATJ) and Rural Recruitment and Retention (RRR) project team, led by WYLC member Alixanne Pinkerton, met with the BOG's rural practice project

stakeholders and staff regarding the results of their contacts with rural practitioners in Washington State.

2. The WSBA requested the WYLC to assist with research gathering for the rural practice project. WYLC will assist with a specific focus on what will help new and young lawyers in underserved rural areas. WYLC can connect with other groups who are already researching or involved with rural community outreach, to gain information helpful to the issue of legal access in rural communities in Washington State. WYLC could help identify who those entities are that WSBA should be connecting with who have information helpful to the rural practice project.

#### Northwest Regional Summit

1. After researching possibilities and value, the WYLC chose not to co-host the Northwest Regional Summit in partnership with the Oregon New Lawyers Division in 2020.
2. Instead of a summit, the WYLC is working on establishing ongoing relationships with new and young lawyers in Oregon, Idaho, Montana, and South Dakota to collaborate on addressing the legal needs of rural areas.

#### ABA YLD Representation

1. The WYLC continued to provide the ABA YLD Meeting Scholarships for new and young lawyers attending ABA meetings as delegates. No delegate spots went unfilled, maximizing Washington's voting power. Scholarship recipients reported to the WYLC regarding their experiences and identified additional ABA opportunities of value to new and young lawyers.
2. Current WYLC At-large member and incoming Chair-elect Emily Albrecht served as the ABA YLD District Representative for Washington and Oregon.
3. Due to the WYLC's work this past year, the WYLC was acknowledged as an ABA YLD "Star Affiliate" at the ABA Annual Meeting this summer, which recognizes young lawyers who go above and beyond the YLD, the legal profession, and/or the community on a national scale.

#### Preadmission Education Program (PREP)

1. The WYLC successfully worked with the WSBA in developing PREP materials.

#### **2020-2021 Goals:**

1. Debt – The WYLC will continue to coordinate with the WSBA's legislative affairs team in the hopes of having the LRAP bill considered in Olympia. Should there be delays in either presenting the bill or the bill actually being passed, the debt project team hopes present recommendations to the WYLC regarding Income Share Agreements. The project team also seeks to identify at least one new mechanism to address debt issues for research. The project team will review the need for a 2021 Financial Focus Series to help educate young lawyers. The need for a new installment will depend on identifying a new topic that has not been previously addressed.
2. PSLA — The WYLC will award four PSLAs to new or young lawyers and write an article for the *Washington State Bar News* magazine highlighting the impact of the new lawyer's work in the community.
3. ATJ/RRR– The WYLC will work on establishing ongoing relationships with new and young lawyers in Oregon, Idaho, Montana, and South Dakota to collaborate on addressing the legal needs of rural areas. The WYLC hopes to become involved in the Western States Bar Conference next year to better connect with rural states and

collaborate on solutions. The WYLC will also continue contributing to the WSBA's rural practice project with research.

4. Outreach and Communication—It is vital to connect new and young lawyers with WSBA programs, services, and activities. To accomplish this, the WYLC plans to:
  - a. Work on a stronger social media presence by liking, posting, and sharing relevant content and WSBA posts with their new and young lawyer social networks. The WYLC is exploring if new social media platforms are needed to better reach its intended audience as user preferences change over time.
  - b. When Covid-19 phase guidance permits, the WYLC will resume focusing on developing in-person outreach/communications/events/mixers in partnership with WYLC regional representatives and local bar association young lawyer divisions.
  - c. Determine the best way of distributing a calendar of new lawyer regional events for the year to new admittees.
5. ABA YLD representation – The WYLC's budget for the next fiscal year provided more funding for ABA YLD scholarships to defray the costs of attending and ensure a full delegation is sent to every meeting. As long as Covid-19 restrictions remain in place, meetings are taking place virtually and scholarships may not be necessary.

**Please report how this committee/board is addressing diversity, equity and inclusion:**

*How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive, and eventually lead the profession? Other?*

- 1) A WSBA new member survey included demographic information to help the WYLC understand its constituency.
- 2) The WYLC is currently working on a proposed amendment regarding dress codes for in court appearances. WYLC members reached out to the WSBA Diversity Committee and they are supportive. The proposal has been submitted the WSBA for formal approval and submission to the Court.
- 3) WYLC members brought up the ABA's Embracing Diversity Challenge Award. Sponsored by the ABA YLD, the Challenge recognizes and awards top young lawyer organization programs that increase diversity in the legal profession.

**Please report how this committee/board is addressing professionalism:**

*Does the committee/board's work promote respect and civility within the legal community? Does it seek to improve relationships between and among lawyers, judges, staff and clients? Does it raise awareness about the causes and/or consequences of unprofessional behavior? Other?*

- 1) The WYLC regularly invites speakers to educate WYLC members and guests on various topics so that members have the information they need.
- 2) The WYLC is on-boarded to understand WSBA communication norms, values, and conflict resolution expectations. Over the course of the year, the WYLC has continued to discuss the value of following the communication norms and consequences of failing to do so. We've focused on social media and closer interaction with the BOG. Unfortunately, WYLC was unable to meet with the BOG at Skamania due to Covid-19.

- 3) As above, the WYLC is currently working on a proposed amendment regarding dress codes for in court appearances.

**Please report how this committee/board is incorporating new and young lawyers and/or their perspectives into its work:**

*How have you brought new and young lawyers into your decision making process? Has the committee/board supported new and young lawyers by (for example) helping to find and prepare them for employment, assisting with debt management, building community, and providing leadership opportunities? Other?*

- 1) The WYLC is entirely made up of new and young lawyers.
- 2) Yes, the WYLC focuses entirely on these topic areas.

**Please report how this committee/board is addressing the needs of the public:**

*How is the public impacted by your work? Has the committee/board sought input from the public, and/or communicated its work to the public? Other?*

- 1) The public has interest in having competent representation. As new and young lawyers come in, the WYLC helps those lawyers navigate through difficult issues.
- 2) We have a project team dedicated to access to justice.
- 3) We have been using our Facebook page to interact with the public and make young lawyers more accessible to young lawyers.
- 4) The WYLC continues to explore ways to include community involvement either by attending meetings or inviting them to come to events.
- 5) The WYLC encourages all new and young lawyers to participate in public service.

**FY20 Demographics: To Be Completed by WSBA Staff**

*Gender:*

Female ☐ Male ☐ Multi ☐ Non-Binary ☐ Transgender ☐ Two-spirit ☐ Not Listed ☐ No response ☐

*Ethnicity:*

American Indian/Native American/Alaskan Native <input type="checkbox"/>	Asian <input type="checkbox"/>
Black/African-American/African Descent <input type="checkbox"/>	Hispanic/Latinx <input type="checkbox"/>
Middle-Eastern Descent <input type="checkbox"/>	Pacific Islander/Native Hawaiian <input type="checkbox"/>
White/European Descent <input type="checkbox"/>	Multi-Racial/Biracial <input type="checkbox"/>
Not Listed <input type="checkbox"/>	
No response <input type="checkbox"/>	

*Sexual Orientation:*

Asexual <input type="checkbox"/>	Gay, Lesbian, Bisexual, Pansexual or Queer <input type="checkbox"/>	Heterosexual <input type="checkbox"/>
Two-spirit <input type="checkbox"/>	Multiple orientations <input type="checkbox"/>	Not Listed <input type="checkbox"/>
		No response <input type="checkbox"/>

*Disability:*

Yes ☐ No ☐ No response ☐

*New/young lawyer:*

Yes ☐ No ☐

# WASHINGTON STATE BAR ASSOCIATION

## Washington Young Lawyers Committee 2020-2021 Committee Roster

<b>Brian Neuharth, Chair</b> <a href="mailto:brian@tacomaprobono.org">brian@tacomaprobono.org</a>   Bar # 50263 Tacoma Pro Bono 621 Tacoma Ave S, Ste. 303 Tacoma, WA 98402   253.572.5134 ext. 117 Current Term: 10/1/2020-9/30/2021 Full Term: 10/1/2018-9/30/2022	<b>Emily Ann Albrecht, Chair-elect</b> <a href="mailto:emilyalbrechtattorney@gmail.com">emilyalbrechtattorney@gmail.com</a>   Bar # 47299 2200 6th Ave Ste 600 Seattle, WA 98121-1849   206.617.7249 Current Term: 10/1/2020 -9/30/2021 Full Term: 10/1/2017 – 9/30/2023
<b>Jordan Lee Couch, Immediate Past Chair</b> <a href="mailto:jordan@palacelaw.com">jordan@palacelaw.com</a>   Bar # 49684 Palace Law Offices 4009 Bridgeport Way W, Ste. B University Place, WA 98466   253.267.8816 Current Term: 10/1/2020-9/30/2021 Full Term: 10/1/2017 – 9/30/2021	<b>Laura King, At-large</b> <a href="mailto:laurak@jgkmw.com">laurak@jgkmw.com</a>   Bar # 48165 1037 NE 6th St. Seattle, WA 98115   206.395.5182 Term: 10/1/2019 – 9/30/2022
<b>VACANT, King County Region</b> <b>(formerly Paula Kertz –Kreshel res. 9/3/2020)</b> Term: 10/1/2019 – 9/30/2022	<b>Esther Hyun, Snohomish County Region</b> <a href="mailto:ehyun20@gmail.com">ehyun20@gmail.com</a>   Bar # 52271 3535 Factoria Blvd SE Ste 310 Bellevue, WA 98006-1290   844.633.6254 Term: 10/1/2019 – 9/30/2022
<b>Brandon Holt, Southeast Region</b> <a href="mailto:bh@purcellfamilylaw.com">bh@purcellfamilylaw.com</a>   Bar # 53433 7301 W. Deschutes Ave. Ste. E Kennewick, WA 99336 Current Term: 10/1/2020 –9/30/2022 Full term: 7/5/2019 –9/30/2022	<b>Chelsie Elliott, Southwest Region</b> <a href="mailto:celliott@navigatelawgroup.com">celliott@navigatelawgroup.com</a>   Bar # 49865 Navigate Law Group 1310 Main Street Vancouver, WA 98660   360.216.1098 ext. 1002 Current Term: 10/1/2019-9/30/2022 Term: 10/1/2016 – 9/30/2022
<b>Maha Jafarey, At-large</b> <a href="mailto:mahajafarey@hotmail.com">mahajafarey@hotmail.com</a>   Bar # 50639 200 1st Ave W Ste 104 Seattle, WA 98119-4291   206.448.3424 Term: 10/1/2018 – 9/30/2021	<b>Marye Rebecca Scott, Greater Spokane Region</b> <a href="mailto:marye@albrechtlawfirm.com">marye@albrechtlawfirm.com</a>   Bar # 55540 Albrecht Law PLLC 5105 E. Third Avenue, Suite 101 Spokane Valley, WA 99212   509.495.1246 Term: 10/1/2020-9/30/2023
<b>VACANT, North Central Region</b> <b>(formerly Andrew Van Winkle res. 2/7/2019)</b> Term: 10/1/2020 – 9/30/2023	<b>Zachary Bryant, Northwest Region</b> <a href="mailto:zhb@mainstaylaw.com">zhb@mainstaylaw.com</a>   Bar # 50423 Mainstay Law, LLC 336 36th St #706 Bellingham, WA 98225-6580   360.671.6565 Term: 10/1/2020-9/30/2023
<b>Riley Moos, Pierce County Region</b> <a href="mailto:riley.moos@teamchild.org">riley.moos@teamchild.org</a>   Bar # 52780	<b>Aaron Haynes, At-large</b> <a href="mailto:aaron@montoyalegal.com">aaron@montoyalegal.com</a>   Bar # 54134 4301 Tieton Dr

Riley Nicole Norris Moos PO Box 1512 Tacoma, WA 98401-1512   253.204.2761 Term: 10/1/2020 – 9/30/2023	Yakima, WA 98908-3348 United States   509.895.7373 Term: 10/1/2020 – 9/30/2023
<b>Catherine Holm, Greater Olympia Region</b> <a href="mailto:catherine@wa-food-ind.org">catherine@wa-food-ind.org</a> <a href="mailto:catholm@live.com">catholm@live.com</a>   Bar # 52560 1415 Harrison Ave NW, Ste. 101 Olympia, WA 98502   360.753.5177 ext. 104 Term: 10/1/2018-9/30/2021	<b>Zachary Davison, King County Region</b> <a href="mailto:ZDavison@perkinscoie.com">ZDavison@perkinscoie.com</a>   Bar # 47873 700 Stewart St, Ste. 15229 Seattle, WA 98101   360.303.6012 Current Term: 10/1/2018 – 9/30/2021 Full Term: 10/1/2017-9/30/2021
<b>Benjamin Hodges, Peninsula Region</b> <a href="mailto:Ben.hodges@foster.com">Ben.hodges@foster.com</a> <a href="mailto:benhodges0@gmail.com">benhodges0@gmail.com</a>   Bar # 49301 Foster Pepper PLLC 1111 3 <sup>rd</sup> Ave, Ste. 3000 Seattle, WA 98101   206.447.6282 Term: 10/1/2018 – 9/30/2021	<b>Alixanne Pinkerton, South Central Region</b> <a href="mailto:Alixanne.Pinkerton@co.yakima.wa.us">Alixanne.Pinkerton@co.yakima.wa.us</a>   Bar # 52884 Yakima Prosecuting Attorney's Office 128 N. Second Street Yakima, WA 98901   509.574.1229 Term: 10/1/2018 – 9/30/2021

<b>Russell Knight, BOG Liaison</b> <a href="mailto:rknightbog@gmail.com">rknightbog@gmail.com</a>   Bar # 40614 Smith Alling PS 1501 Dock St Tacoma, WA 98402-3209   253.627.1091 Term: 10/1/2020– 9/30/2021	<b>Julianne Unite, Staff Liaison</b> <a href="mailto:julianneu@wsba.org">julianneu@wsba.org</a> Washington State Bar Association Advancement Department 1325 4 <sup>th</sup> Ave, Ste. 600 Seattle, WA 98101   206.727.8258
<b>WA Young Lawyers Committee List Serve</b>	<a href="mailto:wylcommittee@list.wsba.org">wylcommittee@list.wsba.org</a>
<b>WSBA New &amp; Young Lawyers List Serve</b>	<a href="mailto:newlawyers@list.wsba.org">newlawyers@list.wsba.org</a>

### 2020-2021 WYLC Meeting Schedule

November 14	Meeting: 10:00 a.m – 2:30 p.m.	Virtual
January 9	Meeting: 10:00 a.m – 2:30 p.m.	Virtual
March 13	Meeting: 10:00 a.m – 2:30 p.m.	Virtual
May 8	Meeting: 10:00 a.m – 2:30 p.m.	Virtual/TBD
July 17	Meeting: 10:00 a.m – 2:30 p.m.	Virtual/Portland
September 11	Meeting: 10:00 a.m – 2:30 p.m.	Virtual

# Budget Overview & Process

The Budget and Audit Committee of the WSBA Board of Governors is responsible for developing the annual WSBA budget. The WSBA budget is a policy document and management tool that allocates funds to fulfill our regulatory responsibilities to protect the public, and to help members succeed in the practice of law.

## About the Budget

- The WSBA's fiscal year is Oct. 1–Sept. 30.
- The Budget and Audit Committee of the Board of Governors oversees the budgeting and financial matters of the WSBA.
- The WSBA's Chief Financial Officer is responsible for the WSBA's financial operations.
- WSBA oversees an annual operating budget over \$20 million dollars.
- The budgeting processes begin as early as January by WSBA staff in preparation for the following fiscal year.
- The WSBA budget uses department codes, cost centers, and line items to identify and organize WSBA programming.

## About the WYLC Budget

- WYLC expenses are captured as line items in the Member Services and Engagement cost center. Below are the three line items that correspond to the work of the WYLC.

G/L Account #	Expense Name	FY19 YE	FY20	Actual YTD*	Est. FY21
55266	WYLC Outreach Events	\$1,844.69	\$ 2,500.00	\$ 96.51	\$ 2,500.00
58525	WYLC ABA Scholarship	\$2,081.27	\$ 2,500.00	\$ 0	\$ 5,000.00
55270	WYL Committee	\$6,180.73	\$ 15,000.00	\$ 767.08	\$12,500.00
<b>Totals</b>		\$10,106.69	\$20,000.00	\$863.59	\$20,000.00

*\*As of December 31, 2019.*

- Line item 55266 allocates funding for outreach events. Last fiscal year the WYLC organized two outreach events in conjunction with the two meetings outside Seattle.
- Line item 58525 allocates the ABA Scholarship Awards. The plan is to award up to five \$500 scholarships for both the ABA Midyear and Annual Meetings. Starting in FY21, the WYLC is increasing the total amount of scholarships to \$5,000 to encourage more people to volunteer as ABA YLD delegates.
- Line item 55270 allocates meeting costs, which currently includes three out of Seattle meetings. Generally, the WYLC hosts two out of Seattle meetings in a year. Overall, this cost went down by 38% in the past few years since the meeting time on Saturdays moved to start later in the

morning. This has helped save on hotel costs. Starting in FY20, this also includes an allocation of up to \$3,000 for the ABA District Rep/WYLC At-large member to attend the ABA YLD meetings.

### Timeline

WSBA staff will prepare the Member Services and Engagement Cost Center in late March. Staff's role/goal is to ensure the committee has adequate funds to carry out its work in furtherance of the WSBA mission. The committee must provide clear goals and explanation of what it needs to accomplish these goals.

Any budget change requests to the existing WYLC line items (increase, decrease or shift in how funds will be used) must be made to Julianne Unite by **March 14, 2020**. This request must include the following information:

1. What is the change/request?	
2. What is the amount? ○ Does this include an overall increase, or are you moving funds from another line item?	
3. <a href="#">How does this fit in the WSBA strategic priorities?</a>	
4. Outcomes or Return on Investment	



# WASHINGTON STATE BAR ASSOCIATION

## Vendor ACH/EFT Direct Deposit Authorization Form Accounts Payable

### 1. Please Check One

☐ NEW Direct Deposit☐ CHANGE Direct Deposit☐ CANCEL Direct Deposit

### 2. Vendor/Payee Information

Name/Company:

Address:

Contact Persons Name (if other than Payee):

Telephone Number:

Email Address:

### 3. Financial Institution Information

Bank Name:

Bank Address:

Name on Bank Account:

Bank Account #:

Nine (9) Digit Bank Routing/Transit Number (ABA):

Type of Account:

☐ Checking☐ Savings

**4. Approvals/Authorizations** – I certify that the information provided on this form is correct, and I hereby authorize the Washington State Bar Association – Accounts Payable/Admin Dept. to electronically deposit payments to the Bank Account designated above. It is my responsibility to notify WSBA – AP ([ap@wsba.org](mailto:ap@wsba.org) or (206) 727-8274) immediately if I believe there is a discrepancy between the amount deposited to my bank account and the amount of the invoice(s) paid. I understand that I must notify WSBA- AP in writing immediately of any changes in status or banking information. I understand that this authorization will remain in full force and effect until WSBA - AP has received written notification requesting a change or cancellation and has had reasonable opportunity to act on it, which should take no longer than seven (7) to ten (10) business days.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Important Information

Please return the completed form: [Here](#)

### For Accounts Payable Use Only

### Date Stamp - Received

AP Reviewed and Approved:

Date: \_\_\_\_\_



# WASHINGTON YOUNG LAWYERS COMMITTEE ORIENTATION 2020-2021 NOVEMBER 14, 2020

## AGENDA

- Welcome and Approval of September Meeting Minutes
- Support from General Counsel
- Introductions
- Board of Governors Introduction and WSBA Updates
- Orientation
- Break for Lunch
- Orientation cont./Structures Discussion
- Project Lead Presentations and Recruitment
- Board of Governors At-large Position: Proposed Bylaws Amendments
- New Ideas for Next Meeting
- Adjournment





## **WELCOME & APPROVAL OF SEPTEMBER MEETING MINUTES**

*BRIAN NEUHARTH, WYLC CHAIR*



## **SUPPORT FROM THE OFFICE OF GENERAL COUNSEL**

*LISA AMATANGEL*  
ASSOCIATE DIRECTOR  
OFFICE OF GENERAL COUNSEL

## WSBA PUBLIC RECORDS

- General Rule 12.4
  - Presumes public access
  - Applies to WSBA and its subgroups – including committees
- Not Public Records Act or FOIA
- Previously, public under WSBA Bylaws
- Public Records Officer and records request procedure – published on WSBA's website

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## WHY “PUBLIC RECORDS” MATTERS TO YOU AND THE YLC

- Section records that are “Bar records” are subject to disclosure
- Email same as other records
- All written communication with WSBA staff (including emails) and records you give to or store with WSBA (including on website servers) may be subject to disclosure

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## DEFINITION AND SCOPE

**Bar Records:** “Bar record” means “any writing containing information relating to the conduct of any Bar function prepared, owned, used, or retained by the Bar regardless of physical form or characteristics. Bar records include only those records in the possession of the WSBA and its staff or stored under Bar ownership and control in facilities or servers.” GR 12.4(c)(2)

**“Writing”** means “handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation in paper, digital or other format.”

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## DEFINITIONS AND SCOPE

**Yes, it’s a Bar record if:**

1. It contains information relating to the conduct of any Bar function; **and**
2. It is prepared, owned, used, or retained by the Bar; **and**
3. It is in the possession of the WSBA and its staff or stored under Bar ownership and control in facilities or servers.

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## DEFINITIONS AND SCOPE

### No, it's not a Bar record if:

- It is a record prepared by a member of a committee who is not a WSBA employee, if that record is solely in that person's possession, not WSBA's; **or**
- It is a record that the Bar would have to create that is not currently in its possession at the time of a request.

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## EXEMPTIONS

- Not all "Bar records" are subject to disclosure.
- If an exemption applies WSBA generally will not produce the record in response to a request.
- Most frequent exemptions:
  - records listed in GR 12.4 (also incorporates by reference exemptions and confidentiality provisions in, among others, the Rules of Professional Conduct (RPC), the Admission to Practice Rules (APR), various General Rules and the state Public Records Act)
  - records that are made confidential by the Rules for Enforcement of Lawyer Conduct (ELC).

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## EMAIL BEST PRACTICES

Be mindful about what you email to WSBA

- Do not mix “business” and “personal” content in a single email/email thread
- Is email the appropriate medium for your communication?

Beware of public disclosure requirements in your own work setting

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## EMAIL BEST PRACTICES

- First (or only) WSBA staff person named in “to” line on multi-recipient email from outside WSBA is responsible for handling it within WSBA’s policies, and destroying it when eligible for destruction – not YLC member
- Retention period is determined by content, not by method of communication
- WSBA sender of email is responsible for correct handling – not YLC member

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## For reference: WSBA Open Meeting Policy

### *Article VII. Meetings*

- **WSBA Bylaws**, not Open Public Meetings Act; transparency for members and public.
- **“Meeting”** = any meeting of a Bar entity at which action is contemplated
- **“Action”** = transaction of official business “including but not limited to receipt of member information, deliberations, discussions, considerations, reviews, evaluations, and final “actions”
- **“Open and Public”** (unless Executive session) – in person, by videoconference or teleconference
- **Schedules & contact information** made reasonably available by the Bar
- **Minutes** – recorded and open to public inspection; except sub entities – only need if specifically delegated authority to take final action for the entity
- **No secret ballots** (generally)
- **Executive Session** (see Art. VII.B.7.c.) – can’t exclude Bar staff or BOG liaison

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## WASHINGTON’S OPEN PUBLIC MEETINGS ACT (OPMA)

### RCW 42.30

“[A]ll . . . public agencies of this state and subdivisions thereof exist to aid in the conduct of the people’s business. It is the intent of this chapter that their actions be taken openly and that their deliberations be conducted openly.” RCW 42.30.010

“All meetings of the governing body of a public agency shall be open and public and all persons shall be permitted to attend . . . .”  
RCW 42.30.030

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## OPMA - DEFINITIONS

“Action” means the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions.” RCW 42.30.020(3)

“Governing Body” means the multimember board . . . or other policy or rule-making body of a public agency . . . or any committee thereof when the committee acts on behalf of the governing body, conducts hearings, or takes testimony or public comment. RCW 42.30.020(2)

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## OPMA – WHAT IS A MEETING

“Meeting” means meetings at which action is taken. RCW 42.30.020(4)

A “meeting” of a governing body occurs when a majority of its members (quorum) gathers with the collective intent of transacting the governing body’s business. *Citizens Alliance for Property Rights Legal Fund v. San Juan County*.

Physical presence is not required – meetings can occur by phone, email, an exchange of email (“daisy chain”), etc. *Wood v. Battle Ground School District; Citizens Alliance*.

Not a meeting: lack quorum; passive receipt of information.

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## OPMA – FINAL ACTION

“Final Action” is a collective positive or negative decision, or an actual vote, by a majority of the governing body [or a “committee thereof”].

Must be taken in public.

No secret ballots.

RCW 42.30.060, RCW 42.30.020

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## OPMA – RESOURCES

Liaison (Notice, Logistics, Minutes, etc.); OGC

Attorney General Office - training resources, videos and more:

<http://www.atg.wa.gov/Open-Government>

<http://www.atg.wa.gov/OpenGovernmentTraining.aspx>

Municipal Research & Services Center (MRSC) - tips, checklists:

<http://mrsc.org/Home/Explore-Topics/Legal/Open-Government/Open-Public-Meetings-Act.aspx>

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# INTRODUCTIONS

*BRIAN NEUHARTH, WYLC CHAIR*



# AN INTRODUCTION TO THE WASHINGTON STATE BAR ASSOCIATION

*BRIAN NEUHARTH, WYLC CHAIR  
JULIANNE UNITE, WYLC STAFF LIAISON*

## WHAT IS THE WASHINGTON STATE BAR ASSOCIATION (WSBA)?

- [A Volunteer's Introduction to the Washington State Bar Association](#) Video
- A part of the judicial branch and authorized by the Washington Supreme Court
- Governed by [WSBA Bylaws](#) (last amended October 2020)
- Serves two roles:
  1. Regulatory agency
    - Administers bar admission process
    - Record-keeping and licensing
    - Administers the professional discipline system
  2. Professional Association
    - Provides CLE's for attorneys
    - Provides educational and member-services and opportunities
- Work of the Bar is accomplished by the Board of Governors (BOG), Officers, and Bar staff
  - BOG may delegate work to committees, sections, or other bar entities

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## WSBA ESSENTIALS AND RESOURCES

- General Rule 12
  - [Regulatory Objectives](#)
  - [Purposes, Authorized Activities, Prohibited Activities](#)
  - [Administration of Supreme Court-Appointed Boards and Committees](#)
- [WSBA Values](#) (Jan. 2016)
- [WSBA Diversity and Inclusion Plan](#) (May 2013)
- [WSBA Functional Organizational Chart](#) (Oct. 2019)
- [WSBA Entities Chart](#) (Oct. 2019)
- [Bar Records for Committees and Boards](#)

*All of the above and several other volunteer resources are located available on the [Volunteer Toolbox](#).*

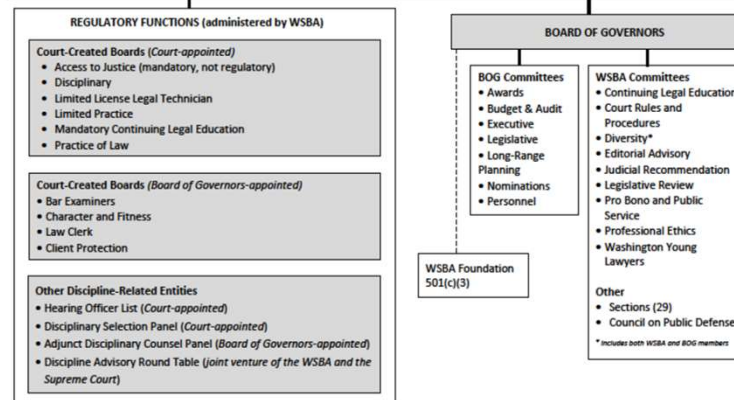
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WSBA MISSION	
The Washington State Bar Association's mission is to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.	
WSBA GUIDING PRINCIPLES	
<p>The WSBA will operate a well-managed association that supports its members and advances and promotes:</p> <ul style="list-style-type: none"> <li><b>Access to the justice system.</b> <i>Focus: Provide training and leverage community partnerships in order to enhance a culture of service for lawyers to give back to their communities, with a particular focus on services to underserved low and moderate income people.</i></li> <li><b>Diversity, equality, and cultural understanding throughout the legal community.</b> <i>Focus: Work to understand the lay of the land of our legal community and provide tools to members and employers in order to enhance the retention of minority lawyers in our community.</i></li> <li><b>The public's understanding of the rule of law and its confidence in the legal system.</b> <i>Focus: Educate youth and adult audiences about the importance of the three branches of government and how they work together.</i></li> <li><b>A fair and impartial judiciary.</b></li> <li><b>The ethics, civility, professionalism, and competence of the Bar.</b></li> </ul>	
MISSION FOCUS AREAS	PROGRAM CRITERIA
<b>Ensuring Competent and Qualified Legal Professionals</b> <ul style="list-style-type: none"> <li>Cradle to Grave</li> <li>Regulation and Assistance</li> </ul> <b>Promoting the Role of Legal Professionals in Society</b> <ul style="list-style-type: none"> <li>Service</li> <li>Professionalism</li> </ul>	<ul style="list-style-type: none"> <li>Does the Program further either or both of WSBA's mission-focus areas?</li> <li>Does WSBA have the competency to operate the Program?</li> <li>As the mandatory bar, how is WSBA uniquely positioned to successfully operate the Program?</li> <li>Is statewide leadership required in order to achieve the mission of the Program?</li> <li>Does the Program's design optimize the expenditure of WSBA resources devoted to the Program, including the balance between volunteer and staff involvement, the number of people served, the cost per person, etc?</li> </ul>
2016 – 2018 STRATEGIC GOALS	
<ul style="list-style-type: none"> <li>Equip members with skills for the changing profession</li> <li>Promote equitable conditions for members from historically marginalized or underrepresented backgrounds to enter, stay and thrive in the profession</li> <li>Explore and pursue regulatory innovation and advocate to enhance the public's access to legal services</li> </ul>	

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## WASHINGTON SUPREME COURT



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### Entity Chart

WSBA operates under the delegated authority of the Washington Supreme Court to license the state's nearly 40,000 legal professionals

10-25-19

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## THE WASHINGTON STATE BAR ASSOCIATION IS...

**34,521** Active WSBA Members (Lawyers, LLLTs, LPOs)

*41,407 total members*



**800+**

Members of standing committees, councils, boards, panels, task forces, & section leaders

**15,380**

Section memberships

Smallest : Low Bono; 72  
Largest: Real Property, Probate, and Trust: 2,262

**7,425**

New & Young Lawyers

Up 326 from last year  
17.93% of WSBA members

*As of November 2, 2020*

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## BOARD OF GOVERNORS (BOG)

The Board of Governors is the WSBA's governing body directed by the Washington Supreme Court to determine the general policies of the Bar and approve its budget annually. The Board consists of the president, president-elect, immediate past president, members elected from each of the state's congressional districts and three at-large members.

[BOG Meeting Schedule](#)

### BOG OFFICERS

- President: Kyle Sciuchetti
- President-Elect: Brian Tollefson
- Past President: Rajeev Majumdar
- Treasurer: Daniel D. Clark

### BOG AT-LARGE MEMBERS:

- Russell Knight (2018-2021)
- Hunter M. Abell (2019-2022)

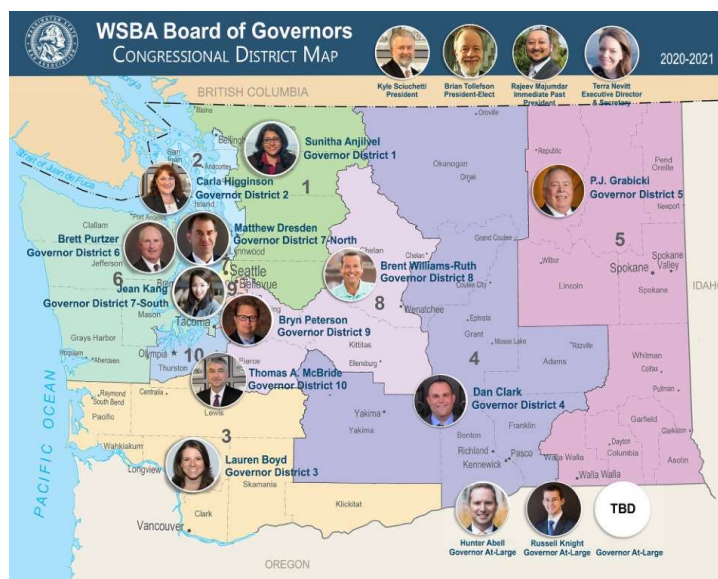
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## BOG REGIONAL MEMBERS

- Governor District 1: Sunitha Anjilvel (2019-2021)
- Governor District 2: Carla J. Higginson (2018-2022)
- Governor District 3: Lauren Boyd (2020-2023)
- Governor District 4: Daniel D. Clark (2018-2021)
- Governor District 5: Peter J. "P.J." Grabicki (2018-2021)
- Governor District 6: Brett A. Purtzer (2020-2023)
- Governor District 7 North: Matthew Dresden (2020-2023)
- Governor District 7 South: Jean Y. Kang (2018-2021)
- Governor District 8: Brent Williams-Ruth (2020-2023)
- Governor District 9: Bryn Peterson (2019-2022)
- Governor District 10: Thomas A. McBride (2019-2022)

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## BOG DISTRICT MAP



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## WSBA COMMITTEES

- [WSBA Committees and Boards Policy](#)
- [WSBA Chairs and Liaisons Roles and Responsibilities](#)
- [List of WSBA Committee Chairs and Liaisons](#)
- [WSBA Fiscal Policies](#) (Jan. 2019)
- [Expense Report Form](#)(2020)
- Created and authorized by the BOG to study matters relating to the general purposes and business of the Bar that are continuous and recurring
- Committee members are appointed by the BOG
  - Appointments are for two-year terms, unless the BOG determines otherwise
  - WYLC members generally serve a three-year term
- President-elect annually selects the Chair or Vice Chair of each committee

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## WASHINGTON YOUNG LAWYERS COMMITTEE ROLES AND RESPONSIBILITIES

*BRIAN NEUHARTH, WYLC CHAIR*  
*JULIANNE UNITE, WYLC STAFF LIAISON*

## WHO IS A NEW AND YOUNG LAWYER?

- WSBA Bylaws XII.B. definition
  1. Active member of the Bar is
  2. Considered new/young until December 31 of the year the member:
    - a. Turns 36 years; or
    - b. Has been first admitted to practice, in any state\*, for five years, whichever is later

*\*for Bylaws application purposes, state = jurisdiction (includes other countries, etc.)*
- For purposes of some WSBA programming e.g. [New Member Education \(NME\)](#), there is a separate new lawyer definition:
  - An active member of the bar that has been admitted to practice in WA state, regardless of admission in another jurisdiction

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## WSBA NEW MEMBER PROGRAMS AND RESOURCES

- [Washington Young Lawyers Committee](#)
- [New Member Education](#)
  - Practice Primers
  - Trial Advocacy Program (TAP)
  - Financial Focus CLE
- [Young Lawyer Liaison to Sections](#)
- [New Lawyers List Serve](#)
- Networking Events
  - Open Sections Night (hiatus)
  - MentorLink Mixers
- [Career Resources](#)
- [Mentorship resources](#)
- [Other](#)

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## WASHINGTON YOUNG LAWYERS COMMITTEE (WYLC)

### ONLINE PRESENCE

- [WYLC Webpage](#)
- [WYLC District Composition](#)
- [WYLC Project webpage](#)
- [WYLC Facebook page](#)
- [wylcommittee@list.wsba.org](mailto:wylcommittee@list.wsba.org)

- Encourages the interest and participation of:
  - New/young lawyers and law students in the activities of the Bar
  - Developing and putting on programs of interest and value to new/young lawyers consistent with:
    - Public service and pro bono programs
    - Transition to practice
    - Member outreach and leadership
  - Upholding and supporting the Guiding Principles of the Bar
- Made up of young/new lawyers selected from throughout Washington State
  - Leadership Team
  - At-Large Members
  - Regional Members
- Work with staff to accomplish our goals

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## WYLC ACCOMPLISHMENTS

- Open Sections Night
- MentorLink Mixers
- Financial Focus CLE library
- New lawyer social events
- Young Lawyer Liaisons to Sections
- Lobbying for Loan Repayment Assistance Program (ongoing)
- Support for Iowa YLD Law School Transparency Report
- Awarded/Revamped ABA Scholarships
- Awarded Public Service and Leadership Awards
- Reviewed and drafted potential WSBA Bylaws recommendations

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## WYLC MEMBERS

### Leadership Team

- Chair: Brian Neuharth
- Chair-elect: Emily Ann Albrecht
- Immediate Past Chair: Jordan Couch

### At-Large

- Aaron Haynes (2020-2023)
- Maha Jafarey (2018-2021)
- Laura King (2019-2022)

### Regional Members

- North Central: **Vacant**
- Northwest: Zachary Bryant (2020-2023)
- Spokane: Marye Rebecca Scott (2020-2023)
- Greater Olympia: Catherine Holm (2018-2021)
- King County: Zachary Davison (2018-2021)
- Peninsula: Benjamin Hodges (2018-2021)
- South Central: Alixanne Pinkerton (2018-2021)

### Regional Members

- Southwest: Chelsie Elliott (2019-2022)
- Southeast: Brandon Holt (2019-2022)
- Pierce County: Riley Moos (2020-2023)
- Snohomish County: Esther Hyun (2019-2022)
- King County: **Vacant**

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## WYLC – KEY STAFF

### • WYLC Support

- [Julianne Unite](#), WYLC Staff Liaison, Member Services and Engagement Manager
- [Chelle Gegax](#), Member Services and Engagement Administrative Assistant

### • Continuing Legal Education (CLE)

- [Devorah Signer Hill](#), Education Programs Lead

### • Communication

- [Connor Smith](#), Communications Coordinator
- [Sue Strachan](#), Outreach and Legal Community Specialist
- [barnews@wsba.org](mailto:barnews@wsba.org); [blog@wsba.org](http://blog@wsba.org)

### • Diversity, Equity, and Inclusion

- [Diana Singleton](#), Equity and Justice Manager

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## GENERAL ROLES AND RESPONSIBILITIES OF WYLC MEMBERS

- Meetings and Attendance
- Quarterly Contacts Report (discuss)
- Representative Reports (revamp)
- Project team participation (revamp)
- Social Media (promote and recruit) (see articles in materials)

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## WYLC MEETINGS

- Virtual meetings until Covid-19 phase accommodates in person meetings
- Second Saturday of every other month (except July)
  - November 14, 2020 (virtual)
  - January 9, 2021 (virtual)
  - March 13, 2021 (virtual)
  - May 8, 2021 (virtual)
  - July 17, 2021 (Portland (pending))
    - Dinner with the BOG (pending)
    - Social with Oregon Young Lawyers Division (pending)
  - September 11, 2020 (virtual)
- **Absences:** WYLC Chair and Staff Liaison should be notified of any anticipated absence prior to meeting to avoid an unexcused absence
- **Leadership team meetings:** By conference call on off-WYLC meeting months
- **Travel/Meal Reimbursements:** Best practice tip—check with Julianne prior to incurring any expenses to confirm reimbursement eligibility.

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## QUARTERLY CONTACTS

- Regional representatives will be provided with a contact list of new and young lawyers in their region to send out emails to constituents quarterly
  - Julianne sends everyone a draft template email message
- Use a service like MailChimp if your firm email doesn't allow a large number of emails to go out at once
- King County is largest and has two representatives (in theory)
  - Split the contacts between two of you
  - If still too large, will need to work with Staff and Leadership to come up with a solution

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## REPRESENTATIVE REPORTS (PAST)

- At least **one week prior** to a committee meeting, WYLC members must submit a report to Brian and Julianne:
  - Top three recent ways you helped accomplish WYLC's focus areas
    - Focus areas include: support new/young lawyers as they transition into practice; connect new/young lawyers with the WSBA programs, services, and activities including pro bono and public service; and serve as a resource for new/young lawyers through outreach and leadership.
  - Relevant upcoming events and any opportunities for WSBA, WYLC, and/or community partner collaboration
  - Any additional items to report or future agenda items.

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## REPRESENTATIVE REPORTS (NEW)

- At least **one week prior** to a committee meeting, WYLC members must submit a report to Brian and Julianne:
  1. What do we want the job of regional reps to be?
  2. How can they fulfil that job and report on it?
  3. Meeting report time with Project leads?

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## WASHINGTON YOUNG LAWYERS COMMITTEE – GOALS

*BRIAN NEUHARTH, WYLC CHAIR*  
*JULIANNE UNITE, WYLC STAFF LIAISON*

## WYLC GOALS 2020

1. Law Student Involvement
2. Student Loan Debt Crisis
3. Rural Practice Project
4. Bylaws & Charter Update
5. Annual Projects (awards, CLEs)
6. Social in PDX with Oregon's Young Lawyer Division 2021

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## LAW STUDENT INVOLVEMENT

- Invite students to meetings
- Get them involved in projects
- Listening tour (covid permitting)
  - Chair, regional representative, alumni
- Law student representatives
  - Law students elected by SBA from each of the Washington Law schools to serve as liaisons between the law schools and the WSBA
  - [Blog post](#)



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## STUDENT LOAN DEBT CRISIS

- Past efforts: Financial Focus Series (hiatus)
- Current: LRAP Bill Lobbying & Outside Debt Taskforce
  - Loan Repayment Assistance Program originally considered by the legislature 2002-2004.
    - Sent to Legislative Review for consideration, but LR Committee wants additional work done before approving.
  - Outside Taskforce may broaden interest in debt issues
    - Goal: reducing student debt 50% (ambitious)
- Future: Income Share Agreement report

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## RURAL PRACTICE PROJECT

- Educate the bar, law schools and membership on the rural retention challenge and the opportunities to successfully build a rural practice.
- Explore developing an RFP for the Access to Justice Conference workshop that will focus on the changing landscape of membership practicing in rural communities and address concerns of legal professionals in rural communities.
- Work with staff on a rural placement pilot project to connect WYLC regional representatives to fellows.
- Help identify counties and other potential participants such as law schools, local bar associations, etc. to participate in pilot, and provide additional support for this pilot program.



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## RURAL PRACTICE PROJECT

### Where we left off:

- WSBA is pursuing its own rural practice project
- The WSBA sent letters and a survey to 177 practitioners and eight letters to local bar associations. Julianne also reported that the WSBA has received email feedback from several practitioners, who provided potential solutions to address the challenges in those areas.
- The WSBA has a project stakeholder group consisting of WSBA Board of Governors, representatives from the Washington law schools, WYLC, and staff.
- Currently the WSBA is in the Ideation Phase of project to brainstorm ways WSBA can support rural practice in Washington state.



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## BYLAWS AND CHARTER UPDATE

- Create a Charter for the WYLC
- A more inclusive name?
  - Ongoing discussion between “young”, “new”, and “new and young”
- A new definition of New & Young Lawyer

### Where we left off

Zachary moved to amend the WSBA Bylaws to 1) remove the age requirement and 2) change the admission to practice restriction of “any jurisdiction” to Washington state.

On motion by Kim and seconded by Paula, the WYLC by unanimous vote (11-0) approved tabling this discussion until the next WYLC meeting.

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## ANNUAL PROJECTS

- Advocate and promote financial planning resources provided by the WSBA
- Annual Financial CLE for new members (hiatus)
  - Free to anyone in their first 5 years of admittance in Washington state
- Awards (Public Service and Leadership and ABA Scholarships)
- Writing for **Washington State Bar News** or **NWSidebar**

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## HOW WILL WE ACCOMPLISH THESE GOALS

- Each WYLC member must join one project team
- At least 2 people per project team
- Recruit members outside WYLC who are passionate about the project
- Project teams are:
  - Access to Justice/Recruiting, Retention, and Retiring: **Alixanne Pinkerton**
  - Awards: **Emily Ann Albrecht**
  - Bylaws and Governance: **Zachary Davison**
  - Debt and New Lawyer Benefits: **Brian Neuharth**
  - Social Media: **Jordan Couch**

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## PROJECT MANAGEMENT APPROACH - TRELLO

The screenshot shows a Trello board for the Washington State Bar Association (WSBA) project management. The board is organized into five columns:

- The Attic (Idea Storage):** Contains cards for 'Redefined Legal Services', 'Partnership with SU Incubator', 'ATJ Tech Comm. Summitt', 'Race Equity Training for New Lawyers', 'Financial Planning & Guidance', 'Pro Bono Student Loan Credit', and 'Partnership with Pro Bon Service Program'.
- Waiting on WYLC Action:** Contains one card for 'Support WSBA Incubator'.
- The Queue (Planned Projects):** Contains one card for 'Support WSBA Incubator'.
- In Process (Currently Working On):** Contains cards for 'RRR Summit' (Oct 30), 'RRR Data' (Mar 29), 'Quarterly Contact Emails' (Jul 12), 'Proposals for Chair Election/Pipeline' (Mar 29), and 'Financial Focus Series' (Aug 14).
- Waiting on BOG/Outside Action:** Contains one card for 'ATJ Conf Presentation on RRR' (Dec 8, 2018).

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## IMPORTANT DATES/DEADLINES

- Awards and scholarships
  - ABA: Early December 2020 (Midyear); Early May 2021 (Annual)
  - Public Service and Leadership Award: Early May 2021
- Applying for committee (re)appointments: January- early February 2021
- WYLC nomination selections: March 2021
- WYLC Budget draft: March 2021
- WYLC Chair-elect application deadline: TBD (January – March 2021)
- 2021 Western States Regional Conference: April 22 – 25, 2021 (Santa Fe, NM)
- BOG At-large Young Lawyer Applications, Recommendations, and Elections: TBD (April –June 2021)
- Lodging book due date for July Meeting: TBD
- Financial Focus CLE: TBD
- Annual Reports: August 2021

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***THANK YOU FOR YOUR SERVICE!***

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# WASHINGTON STATE B A R A S S O C I A T I O N

## Washington Young Lawyers Committee

### WYLC Representative Report

#### **DUE: 1 week prior to committee meeting**

*Please submit report electronically to the  
WYLC Chair Jordan Couch ([jordan@palacelaw.com](mailto:jordan@palacelaw.com)) and  
Julianne Unite ([julianneu@wsba.org](mailto:julianneu@wsba.org)).*

#### *WYLC Focus Areas:*

- *support new/young lawyers as they transition to practice;*
- *connect new/young lawyers with the WSBA programs, services, and activities including pro bono and public service; and*
- *serve as a resource for new/young lawyers through outreach and leadership.*

**Member:**

**Region Represented:**

1. Are there any initiatives with the local young lawyers we should know about?
2. Any recruitment actions were taken in the last 2 months? Were they successful?
3. Any feedback from constituents on WYLC activities?
4. Is there anything you need from the WYLC?

# WASHINGTON STATE BAR ASSOCIATION

## Washington Young Lawyers Committee

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#### **Member:**

**Region Represented:** ABA At-Large Rep

1. Are there any ABA YLD initiatives we should know about?
2. Are there any opportunities for collaboration with the ABA YLD or expanding our projects through the ABA YLD?
3. Is there anything you need from the WYLC?

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#### **Member:**

**Region Represented:** Social Media/Communications At-Large Rep

1. What are the upcoming publication/speaking opportunities for new & young lawyers?
2. Any updates on our social media?
3. Is there anything you need from the WYLC?

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**Member:**

**Project:**

1. What did the project team do in the last 2 months?
2. What does the project team plan to do in the next 2 months?
3. Do you need anything from the broader WYLC to accomplish your next 2 month goal?
4. Anything additional you would like to share?

# WASHINGTON STATE BAR ASSOCIATION

## Washington Young Lawyers Committee

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- *connect new/young lawyers with the WSBA programs, services, and activities including pro bono and public service; and*
- *serve as a resource for new/young lawyers through outreach and leadership.*

#### **Member:**

**Region Represented:** Other Constituents At-Large Rep (Law students, out-of-state members, LLLT & LPO)

1. Are there any other constituent related initiatives, programs, or tools we should know about?
2. What has been or should be done to further recruit and include other constituents in our work?
3. Is there anything you need from the WYLC?

# WASHINGTON STATE BAR ASSOCIATION

## Washington Young Lawyers Committee

### Project Lead Roles and Responsibilities

Volunteer leaders are vital to the efficient and effective work produced by the Washington Young Lawyers Committee. Your contributions of time and expertise as a project lead are one of our most important and valued resources.

**WYLC Focus Areas:** *The Washington Young Lawyers Committee 1) supports new/young lawyers as they transition into practice; 2) connects new/young lawyers with the WSBA programs, services, and activities including pro bono and public service; and 3) serves as a resource for new/young lawyers through outreach and leadership.*

### Project Lead Expectations

We expect project leads to be familiar with:

- WSBA's mission, goals, and strategic priorities,
- WSBA's current committee policies,
- WYLC's annual report, and
- the wealth of programs and products that are offered by WSBA to serve our new/young lawyer members.

### What are you responsible for?

Project leads are responsible for (some responsibilities may be delegated):

- scheduling project team meetings,
- developing project team meeting agendas,
- preparing items for the project team,
- taking project meeting notes,
- conducting effective and efficient meetings,
- delegating responsibilities,
- handling administrative responsibilities,
- present project team recommendations for final approval at the WYLC meetings, and
- actively participating in the work of the project team e by volunteering to take assignments.

# WASHINGTON STATE BAR ASSOCIATION

## Washington Young Lawyers Committee

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- *serve as a resource for new/young lawyers through outreach and leadership.*

**Member:** Alixanne Pinkerton

**Project:** RRR/ATJ

**1. What did the project team do in the last 2 months?**

The team started the preparing for the ideation phase of the project. We met to go over a list of people who are being invited to participate in the ideation phase.

**2. What does the project team plan to do in the next 2 months?**

People/groups on are being invited to attend brainstorming sessions to discuss what possible solutions are feasible based on the results of the research phase.

**3. Do you need anything from the broader WYLC to accomplish your next 2 month goal?**

The WYLC is invited to participate in these brainstorming sessions.

**4. Anything additional you would like to share?**

We are also developing a website for this project and the link will be shared once it is ready!

# WASHINGTON STATE BAR ASSOCIATION

## Washington Young Lawyers Committee

### WYLC Subcommittee Report

#### **DUE: 2 weeks prior to committee meeting**

*Please submit report electronically to the WYLC Chair Brian Neuharth  
([brian.neuharth@hotmail.com](mailto:brian.neuharth@hotmail.com)) and Staff Liaison Julianne Unite ([julianneu@wsba.org](mailto:julianneu@wsba.org)).*

#### **WYLC Focus Areas:**

- support new/young lawyers as they transition to practice;
- connect new/young lawyers with the WSBA programs, services, and activities including pro bono and public service; and
- serve as a resource for new/young lawyers through membership outreach and leadership.

#### **Project: Debt**

**Project Team Leader:** Brian Neuharth

**Members:** Brian Neuharth, Chelsie Elliott

#### **1. Top three recent ways you helped accomplish the subcommittee's goal:**

1. Reviewed ABA's new debt survey report with 1000+ responses.
2. Drafted transfer notes for new project leader
3. Began compiling project documents into a shared drive.

#### **2. Any action item or feedback you are requesting from the full Committee:**

1. Seeking new project lead and team members for the 2020-2021 fiscal year.

#### **3. Any additional items to report or future agenda items:**

Need to meet with legislators and stakeholders (schools, higher-ed orgs, etc) to build support for LRAP bill.

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## Washington Young Lawyers Committee

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- serve as a resource for new/young lawyers through outreach and leadership.

Project: **Awards**

1. What did the project team do in the last 2 months?

The PSLA article was published (or will be published?)  
in next issue of Washington State Bar News Magazine.

2. What does the project team plan to do in the next 2 months?

TBD (scholarships, etc.?)

3. Do you need anything from the broader WYLC to accomplish your next 2 month goal?

TBD

4. Anything additional you would like to share?

Not at this time. ☺

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**Member:** Zachary E. Davison

**Project:** Governance / Bylaws

**1. What did the project team do in the last 2 months?**

Prepared draft email template soliciting feedback on our proposed revisions to the “Young Lawyer” definition.

**2. What does the project team plan to do in the next 2 months?**

Discuss feedback that WYLC members received in response to email solicitation and formally vote on the definition change.

**3. Do you need anything from the broader WYLC to accomplish your next 2 month goal?**

**4. Anything additional you would like to share?**

Nope.

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**Member:** Alixanne Pinkerton

**Region Represented:** South Central

1. Are there any initiatives with the local young lawyers we should know about?

Not at this time.

2. Any recruitment actions were taken in the last 2 months? Were they successful?

Not at this time.

3. Any feedback from constituents on WYLC activities?

Not at this time.

4. Is there anything you need from the WYLC?

Not at this time.

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## Washington Young Lawyers Committee

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**Member:** Catherine Holm

**Region Represented:** Greater Olympia Region

1. Are there any initiatives with the local young lawyers we should know about?

None. With Covid-19, there are no in-person events and there have been no virtual events as well.

2. Any recruitment actions were taken in the last 2 months? Were they successful?

None

3. Any feedback from constituents on WYLC activities?

N/A

4. Is there anything you need from the WYLC?

No.

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**Member:** Chelsie Elliott

**Region Represented:** Southwest

1. Are there any initiatives with the local young lawyers we should know about?
2. Any recruitment actions were taken in the last 2 months? Were they successful?
3. Any feedback from constituents on WYLC activities?

Responses re Bylaw change:

*I would propose the term "Young Lawyer" be changed to "New Lawyer" in order to be more inclusive.*

---

*I agree on lifting age restriction. But, the 10 year attorney as a young lawyer, I think is a far cry. I'd say you are pretty well seasoned after 7 or 8 years.*

---

*1) No, I think it is okay to limit to lawyers.*

*2) No, I do not think any one would be offended by being called a young lawyer, even if they are older then the typical definition of young. New lawyers are certainly "young" in the profession.*

**4.** Is there anything you need from the WYLC?

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**Member:** Riley Moos

**Region Represented:** Pierce County

1. Are there any initiatives with the local young lawyers we should know about?

N/A

2. Any recruitment actions were taken in the last 2 months? Were they successful?

N/A

3. Any feedback from constituents on WYLC activities?

No feedback received.

4. Is there anything you need from the WYLC?

Nothing needed at this time.

# WASHINGTON STATE BAR ASSOCIATION

## Washington Young Lawyers Committee

### WYLC Representative Report

#### **DUE: 1 week prior to committee meeting**

*Please submit report electronically to the  
WYLC Chair Brian Neuharth ([brian.neuharth@hotmail.com](mailto:brian.neuharth@hotmail.com)) and  
Julianne Unite ([julianneu@wsba.org](mailto:julianneu@wsba.org)).*

#### *WYLC Focus Areas:*

- *support new/young lawyers as they transition to practice;*
- *connect new/young lawyers with the WSBA programs, services, and activities including pro bono and public service; and*
- *serve as a resource for new/young lawyers through outreach and leadership.*

**Member:** Zachary Bryant

**Region Represented:** Northwest

1. Are there any initiatives with the local young lawyers we should know about?

Not that I am aware of at this time. Covid-19 has had significant impacts on abilities. It does appear that the local Whatcom Young Professionals has been trying to do virtual happy hours. May be worth looking at doing.

2. Any recruitment actions were taken in the last 2 months? Were they successful?  
N/A

3. Any feedback from constituents on WYLC activities?  
No. Couple of people have moved to the region recently and are members who reached out to say hi, but no feedback of substance.

4. Is there anything you need from the WYLC?  
Ideas for ensuring new lawyers get the support they need in the midst of a pandemic. Remote work creates thought vacuums and would be good for new lawyers to have someone with experience to bounce ideas or facts of cases off of.

Think a mentor/mentee situation with phone calls would be really helpful.

# WASHINGTON STATE BAR ASSOCIATION

## Washington Young Lawyers Committee

### WYLC Representative Report

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WYLC Chair Brian Neuharth ([brian.neuharth@hotmail.com](mailto:brian.neuharth@hotmail.com)) and  
Julianne Unite ([julianneu@wsba.org](mailto:julianneu@wsba.org)).*

#### *WYLC Focus Areas:*

- *support new/young lawyers as they transition to practice;*
- *connect new/young lawyers with the WSBA programs, services, and activities including pro bono and public service; and*
- *serve as a resource for new/young lawyers through outreach and leadership.*

**Member:** Zachary E. Davison

**Region Represented:** King County

**1. Are there any initiatives with the local young lawyers we should know about?**

The KCBA YLD has been looking for ways to connect with new and young lawyers notwithstanding current pandemic. We should reinstate efforts to collaborate with the YLD and consider projects that we can jointly support.

For example, the KCBA YLD recently submitted a letter to Seattle U in support of a reduced grading curve to help mitigate pandemic-related hardships on students. The effort was successful and the school reduced its grading curve.

**2. Any recruitment actions were taken in the last 2 months? Were they successful?**

I've been speaking to new and young lawyers who recently took advantage of diploma privilege. The feedback has been uniformly positive. We should consider ways we can support an extension of the privilege going forward (potentially through next year if necessary).

**3. Any feedback from constituents on WYLC activities?**

Reports of constituents experiencing "Zoom fatigue" may require us to get more creative with how we engage and undertake WYLC activities.

4. Is there anything you need from the WYLC?
5. Nope.

# WASHINGTON STATE BAR ASSOCIATION

## Washington Young Lawyers Committee

### WYLC Representative Report

#### **DUE: 1 week prior to committee meeting**

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WYLC Chair Brian Neuharth ([brian.neuharth@hotmail.com](mailto:brian.neuharth@hotmail.com)) and  
Julianne Unite ([julianneu@wsba.org](mailto:julianneu@wsba.org)).*

#### *WYLC Focus Areas:*

- *support new/young lawyers as they transition to practice;*
- *connect new/young lawyers with the WSBA programs, services, and activities including pro bono and public service; and*
- *serve as a resource for new/young lawyers through outreach and leadership.*

**Member:** Laura King

**Region Represented:** Other Constituents At-Large Rep (Law students, out-of-state members, LLLT & LPO)

1. Are there any other constituent related initiatives, programs, or tools we should know about?

n/a

2. What has been or should be done to further recruit and include other constituents in our work?

1. I reached out to a WSBA YL who is a recent transplant to the area.
2. I reviewed the MSJDN forum for issues that non-trad / out-of-state lawyers are dealing with.

3. Is there anything you need from the WYLC?

Points of contact for law schools.

## Julianne Unite

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**From:** Julianne Unite  
**Sent:** Monday, November 2, 2020 9:06 AM  
**To:** 'Brian Neuharth'  
**Cc:** Paris Eriksen  
**Subject:** RE: Feedback Requested: Draft WSBA Bylaw Amendments regarding the At Large Positions

Hi Brian,

Thanks for your response. I think we can plan to start the bylaws amendment discussion around 2:15 on the November meeting agenda where we currently have Rapid Eval, and then save the last 5 minutes or so to do Rapid Eval. I don't think 10 minutes will be enough to fully discuss the bylaws as a group, but it might be enough to introduce the materials, and ask WYLC members to individually review on their own and send their comments directly to Paris. We can also then schedule more time in January if the committee feels like more discussion is necessary.

Regards,  
Julianne

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**From:** Brian Neuharth <brian.neuharth@hotmail.com>  
**Sent:** Sunday, November 1, 2020 4:50 PM  
**To:** Julianne Unite <julianneu@wsba.org>  
**Cc:** Paris Eriksen <parise@wsba.org>  
**Subject:** Re: Feedback Requested: Draft WSBA Bylaw Amendments regarding the At Large Positions

Thank you, Julianne and Paris.

Julianne, if you think we have time in the November agenda, let's discuss at the November meeting. If we are short on time, we can give a preview and table it for January.

Sincerely  
Brian A. Neuharth  
[brian.neuharth@hotmail.com](mailto:brian.neuharth@hotmail.com)

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**From:** Julianne Unite <julianneu@wsba.org>  
**Sent:** Thursday, October 29, 2020 2:41 PM  
**To:** [brian.neuharth@hotmail.com](mailto:brian.neuharth@hotmail.com) <[brian.neuharth@hotmail.com](mailto:brian.neuharth@hotmail.com)>  
**Cc:** Paris Eriksen <[parise@wsba.org](mailto:parise@wsba.org)>  
**Subject:** Feedback Requested: Draft WSBA Bylaw Amendments regarding the At Large Positions

Hi Brian—I'm forwarding this message to you on behalf of Paris Eriksen, WSBA's Volunteer Engagement Advisor. Let us know if you have any questions and if you want me to add this to the November WYLC meeting agenda.

Regards,  
Julianne

Brian,

In April 2020, the WA Supreme Court approved amendments to the WSBA Bylaws which changed the At Large Governor positions from appointed to elected. The Bylaw amendments however, fell short of amending the language around the election process so as to include the At Large position.

In anticipation of the new regular election cycle beginning in early 2021, I plan to submit the attached amendments for first reading at the upcoming Board of Governors meeting to be held November 13-14.

Please take a moment to review the changes and let me know of any concerns, questions or feedback you have. In particular, I am curious to hear your thoughts on the following questions:

1. Previously, the At-Large appointment process *followed* the elections perhaps in an effort to create a more equitable process by allowing those that were not elected to apply for an appointed position. With the change to an elected process, is a second election following the congressional election appropriate?
2. Is the new timeline reasonable for the Committee to do its work?

Right now, the timing is such that I am reaching out to you as individuals and Chair of the Washington Young Lawyers Committee now for initial thoughts and feedback. This is the first reading and I do hope that the full WYLC will be able to review and discuss these amendments at your November or January meeting. If desired, I am happy to attend to listen to the discussion and gather feedback first hand.

As an easy illustration, here is a diagram of the changes to the timeline.

CURRENT		JAN	FEB	MAR	APR	MAY
	BOG Elections - Congressional	Application Deadline of Feb 15		Voting Begins March 15 – April 1		
	BOG Elections - At Large			Application Deadline of Apr 20		Interviewed & Appointed at BOG Mtg.

PROPOSED		FEB	MAR	APR	MAY	JUNE
	BOG Elections (District & At Large)	Application Deadline of March 15		Committee conduct interviews, determine candidates to go on ballot		Voting: June 1 - 15

I look forward to hearing from you.

Cheers,

*Paris*



**Paris A. Eriksen | Volunteer Engagement Advisor | Office of the Executive Director**

**I am working remotely.**

**Washington State Bar Association | [parise@wsba.org](mailto:parise@wsba.org)**

1325 Fourth Avenue #600 | Seattle, WA 98101-2539 | [www.wsba.org](http://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 [shellyb@wsba.org](mailto:shellyb@wsba.org)



*Most WSBA employees are working remotely.  
Thank you for your patience and understanding.*

**TO:** WSBA Board of Governors  
**FROM:** Paris A. Eriksen, Volunteer Engagement Advisor  
**DATE:** October 29, 2020  
**RE:** Proposed Amendments to WSBA Bylaws regarding election of the Governor At Large positions

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<b>FIRST READ:</b> Approve proposed amendments to the WSBA Bylaws, Article VI. ELECTIONS
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In April 2020, the Washington Supreme Court approved amendments to the WSBA Bylaws regarding Article IV. Governance and Article VI. Elections. The approved amendments included, 1) changes to the Governor At Large positions from appointed by the Board to elected by WSBA members and, 2) the candidates for two of the At Large positions to be identified by the Washington Diversity Committee.

However, remnants of the previous processes remain in Article VI. These remnants include, 1) an appointment process and requisite deadline for the At Large positions and, 2) a requisite timeline for the congressional district elections that does not include the At Large positions nor account for the aforementioned committee's obligations within the Bylaws. Therefore, the goal of the proposed amendments is to align processes and modify the overall timeline for Governor elections in advance of the next regular election in 2021. To summarize, the draft amendments:

- remove reference to appointment process for the At Large positions,
- expand the reference to an election to be inclusive of both Congressional and At Large positions, unless the distinction is necessary,
- modify timelines,
- clarify the mechanism for placing committee nominees on the ballot when no Board action is required and
- include copy edit changes throughout for consistency.

The proposed amendments include feedback from the staff liaisons for both the Diversity and Washington Young Lawyers Committees. The Washington Diversity Committee and Washington Young Lawyers Committee are aware of the need to update the Bylaws to clarify the election process. The Chair(s) of both committees have received these amendments and been invited to provide feedback. It is anticipated that both committees will discuss these amendments at their respective meetings in November and December. Additionally, given that the draft timeline may overlap with some section elections, feedback has been solicited from section leaders.

Note: a 'calendar look' of the shift in the overall Board elections timeline set forth in these amendments can be found on the next page.

	FEB	MAR	APR	MAY	JUNE
<b>CURRENT</b> Congressional District Elections	Feb. 15 Application Deadline	Voting March 15 – April 1			
<b>CURRENT</b> At Large Appointment			Apr. 20 Application Deadline	Appointed by BOG at May or June meeting	
<b>PROPOSED</b> Board Elections Congressional & At Large		Mar. 15 Application Deadline			Voting Jun. 1 - 15

Incl.,  
 WSBA Bylaws Article VI. ELECTIONS draft amendments, redline  
 WSBA Bylaws Article VI. ELECTIONS draft amendments, clean copy

## **VI. ELECTIONS**

### **A. ELIGIBILITY FOR MEMBERSHIP ON BOARD OF GOVERNORS**

1. Governors from Congressional Districts: Any Active member of the Bar, except a person who has previously served as a Governor for more than 48 consecutive months, may be nominated or apply for election as Governor from the Congressional District, or geographic regions within the Seventh Congressional District, in which such person resides.

Members that have served as Governors for more than 48 consecutive months at time of filing an application, are not eligible to be nominated or apply for election or appointment as Governor from the Congressional District, At- Large Governor position, or geographic regions within the Seventh Congressional District, in which such person resides, for a period of 36 months after the conclusion of that term of service.

2. At Large Governors: There will be a total of three At Large Governor positions.
  - a. Two At Large ("Member At Large Governor") Positions: Any Active member of the Bar, except a person who has previously served as a Governor for more than 48 consecutive months, may be nominated or apply.
  - b. One Young Lawyer ("Young Lawyer At Large Governor") Position: Any Active lawyer member of the Bar who qualifies as a Young Lawyer as set forth in these Bylaws, except for a person who has previously served as a Governor for more than 48 consecutive months, may be nominated or apply.
3. Filing of nominations and applications must be in accordance with this Article.

### **B. NOMINATIONS AND APPLICATIONS**

1. Applications for the Board of Governors must be filed in the office of the Bar not later than 5:00 p.m., on the 15th day of March of the year in which the election is to be held. If this day falls on a day in which the office of the Bar is closed, the deadline will be 500 p.m. of the following business day.
2. Applications for the position of President-elect must be filed by the deadline set forth in the notice published in the Bar's official publication and posted on the Bar's website; notice must be given not less than 30 days before the filing deadline.
3. In the event no application is made for a seat, the position will be treated, advertised, and filled by Board appointment until the next election cycle only, in which the position will be included in the election cycle for the remaining term.

### **C. ELECTION OF GOVERNORS**

1. Election of one Governor from each Congressional District and for the At Large positions will be held every three years as follows:
  - a. Third, Sixth, Eighth Congressional Districts and the North region of the Seventh Congressional District and one At Large Member Governor – 2014 and every three years thereafter.
  - b. First, Fourth, Fifth Congressional Districts and the South region of the Seventh Congressional District and one At Large Young Lawyer Governor – 2015 and every three years thereafter.
  - c. Second, Ninth and Tenth Congressional Districts and one At Large Member Governor – 2013 and every three years thereafter.
2. Voting in the Election of Governors will be conducted in the following manner:
  - a. Eligibility to Vote. All Active members, as of May 1st of each year, are eligible to vote in the BOG election. For Congressional Districts, all Active members are eligible to vote in the BOG election for their district, subject to the election schedule shown above. Active members residing in the State of Washington may only vote in the district in which they reside. Active members residing outside the State of Washington may only vote in the district of the address of the agent they have designated within the State of Washington for the purpose of receiving service of process as required by APR 13, or, if specifically designated to the Executive Director, within the district of their primary Washington practice.
  - b. Ballots. On June 1st of each election year, the Executive Director will ensure delivery of ballots containing the names of all candidates for Governor for each District and At Large Governor seats in which an election is to be held to each Active member eligible to vote.. Elections will be conducted electronically using a secure process (“electronic voting”). Active members who are eligible to vote in an election may request a paper ballot to be used in place of the electronic ballot. Electronic ballots will be sent to active members eligible to vote in an election, and will include information about how to vote by electronic voting. Should any Active member eligible to vote fail to receive a ballot, or receive a defective ballot, the member may obtain a replacement ballot by furnishing proof of eligibility to the Executive Director, and upon returning the defective ballot if the member received a paper ballot.
  - c. Voting Procedure. Each Active member eligible to vote in the election may vote in one of the following ways. Each member has only one vote. Only one vote will be counted from any member who inadvertently votes both by paper ballot and by electronic means:
    - 1) By paper ballot. Paper ballots will be available upon request. The member must submit the request by June 1<sup>st</sup> and cause the envelope containing the ballot to be delivered to the office of the Bar by no later than 5:00 p.m. (PDT) on June 15th of that election year. Alteration of or addition to the ballot, other than the marking of the member's choice, invalidates the ballot.
    - 2) By electronic voting. Voters will be sent links to their ballots via email. Voting must be completed by no later than 5:00 p.m. (PDT) on June 15th of that election year.
  - d. Voting System. In any election for membership on the BOG, if there is only one qualified candidate nominated, then that candidate will be declared elected. If there are only two candidates for a position, then the candidate receiving the highest number of votes will be

declared elected. If there are more than two candidates, and if no candidate receives more than 50% of the total vote, the two candidates receiving the highest number of votes will participate in a run-off election. In the event of a tie for the second highest vote total, all candidates who are tied will participate in the run-off election along with the candidate who received the most votes.

If a run-off election is necessary, the Executive Director in consultation with the President will designate the date for delivering the ballots and the deadline for voting, which will be no later than 5:00 p.m. (PDT), June 30th. The candidate receiving the highest number of votes will be declared elected.

- e. Checking and Custody of Ballots. The Executive Director will maintain custody of all satisfactorily identified and signed paper ballot envelopes, segregated as to position. The paper ballot will remain in the custody of the Executive Director until counted. Any paper ballots not enclosed in an envelope, satisfactorily identified and signed, will not be counted.
- f. Electronic votes must be verified and securely stored by the online voting vendor.
- g. Counting of Ballots. Paper ballots will be counted by the Executive Director or their designee under the supervision of the Election Board, and electronic ballots will be counted by the online voting vendor. The ballot verification process will be supervised by an Election Board of not less than three Active members appointed by the President. At least two members of the Election Board must be present (in person or by video conference) at any count of paper ballots. Any Active member of the Bar may be present at such count of paper ballots.

The Executive Director will establish and follow a procedure that will ensure that no member's vote is counted more than once.

Promptly upon determination of the election results, the Election Board will forward the results to the Executive Director, who will notify each candidate as promptly as reasonably possible of the result of the election and publicly announce the election of the successful candidates. Official written notice of the election results also will be emailed to each candidate.

- h. Retaining Ballots. All paper ballots and identifying return envelopes must be retained in the custody of the Executive Director. The elections vendor must retain the electronic voting data, and maintain an auditable trail of the election, for no less than 90 days after the close of the election.
- i. If no challenge to the ballot count has been made after 90 days, the ballots and identifying return envelopes may be destroyed, and the Executive Director will notify the vendor to destroy the data and auditable trail for that election.

### 3. Eligibility Requirements: Election of At Large Governors

At-Large Governors shall be elected by the Members as follows:

- a. Member At Large Governors: After notice of the position has been adequately provided to all members, the Diversity Committee shall forward at least three candidates who have the

experience and knowledge of the needs of those members whose membership is or may be historically underrepresented in governance, or who represent some of the diverse elements of the public of the State of Washington, to the end that the BOG will be a more diverse and representative body than the results of the election of Governors based solely on Congressional Districts may allow. Underrepresentation and diversity may be based upon, but not be limited to age, race, gender, sexual orientation, disability, geography, areas and types of practice, and years of membership, provided that no single factor will be determinative. The Executive Director shall then place all candidates forwarded by the Diversity Committee on the ballot to be elected by all eligible voting members. If the Diversity Committee forwards less than three candidates, the Executive Director shall notify the BOG, which may, at its option, select additional qualifying candidates on its own or place only those candidates forwarded by the Diversity Committee on the ballot to be elected by all eligible voting members.

- b. Young Lawyer At Large Governor: The Washington Young Lawyers Committee shall forward at least three candidates to the BOG who qualify as Young Lawyers as defined by Article XII(B) of these Bylaws in the year of the election. The BOG shall then place all candidates forwarded by the Washington Young Lawyers Committee on the ballot to be elected by a vote of all Young Lawyer Members as defined in section XII(B) of these Bylaws. If the Washington Young Lawyers Committee forwards less than three candidates the BOG may, at its option, select additional qualifying candidates on its own or place only those candidates forwarded by the Washington Young Lawyers Committee on the ballot to be elected by a vote of all Young Lawyer Members as defined in section XII(B) of these Bylaws.

#### **D. ELECTIONS BY BOARD OF GOVERNORS**

##### **1. Office of President-Elect.**

The BOG will elect an Active lawyer member of the Washington State Bar Association to serve as President-elect. The election shall take place during a BOG meeting not later than the 38th week of each fiscal year, and will be by secret written ballot. The President-elect will take office upon the incumbent President-elect becoming President or upon vacancy of the office of President-elect.

If at the time of election, no President-elect in the preceding three years was an individual whose primary place of business was located in Eastern Washington, the President-elect must be an individual whose primary place of business is located in Eastern Washington. For purposes of these Bylaws, "Eastern Washington" is defined as that area east of the Cascade mountain range generally known as Eastern Washington. In any year where the President-elect must be an individual from Eastern Washington and no qualifying application is received within the timeframe allowed, the President will advise the BOG, and the BOG, at any regular meeting or special meeting called for that purpose, will establish procedures to re-open and extend the application period or otherwise address the issue. Such action by the BOG may include waiver of any geographic limitation for the year in question.

##### **2. Treasurer**

The Treasurer must be a current lawyer Governor and will be nominated and elected by the BOG at the second to the last regularly scheduled BOG meeting of the fiscal year. The Treasurer will be elected by simple majority of Governors voting. In the event there is more than one nomination, the vote will be by secret written ballot.

### **3. Election Procedures for President and President-elect**

Elections of President and President-elect elections, and any other elections held by the BOG under these Bylaws, are conducted as follows:

- a. Notice of the position will be advertised in the Bar's official publication and on the Bar's website no less than 30 days before the filing deadline and must include the closing date and time for filing candidate applications.
- b. Following expiration of the closing date and time identified, all candidate names will be posted publicly.
- c. The BOG may appoint a committee to recommend candidates to the BOG from all who have submitted their applications for a position in a timely manner.
- d. All recommended candidates, or others as determined at the discretion of the BOG, will be interviewed in public session of the BOG's meeting. Candidates who are competing for the same position must not be present for each other's interviews.
- e. Discussion of the candidates will be in public session but candidates will be asked by the President not to be present.
- f. Election of candidates will be conducted by secret written ballot.
- g. If no candidate for a given position receives a majority of the votes cast, the two candidates receiving the highest number of votes will be voted on in a run-off election. In the event of a tie for the second highest vote total, all candidates who are tied will participate in the run-off election along with the candidate who received the most votes. The candidate with the most votes in the run-off will be deemed the winner.
- h. Ballots will be tallied by three persons designated by the President, one of whom will be the Executive Director.
- i. Proxy votes are not allowed; however, a Governor who participated in the interview and discussion process by electronic means may cast a vote telephonically via a confidential phone call with the Executive Director and the other persons designated by the President to count the ballots.
- j. The elected candidate will be announced publicly following the vote. However, the vote count will not be announced and all ballots will be immediately sealed to both the BOG and the public and remain in the custody of the Executive Director for 90 days, when they will be destroyed.

**Sections E, F and G are unchanged.**

## VI. ELECTIONS

### A. ELIGIBILITY FOR MEMBERSHIP ON BOARD OF GOVERNORS

1. Governors from Congressional Districts: Any Active member of the Bar, except a person who has previously served as a Governor for more than 48 consecutive months, may be nominated or apply for election as Governor from the Congressional District, or geographic regions within the Seventh Congressional District, in which such person resides.

Members that have served as Governors for more than 48 consecutive months at time of filing ~~or an~~ application, are not eligible to be nominated or apply for election or appointment as Governor from the Congressional District, At-Large Governor position, or geographic regions within the Seventh Congressional District, in which such person resides, for a period of 36 months after the conclusion of that term of service.

2. At Large Governors: There will be a total of three At Large Governor positions.
  - a. Two At Large ("Member At Large Governor") Positions: Any Active member of the Bar, except a person who has previously served as a Governor for more than 48 consecutive months, may be nominated or apply.
  - b. One Young Lawyer ("Young Lawyer At Large Governor") Position: Any Active lawyer member of the Bar who qualifies as a Young Lawyer as set forth in these Bylaws, except for a person who has previously served as a Governor for more than 48 consecutive months, may be nominated or apply ~~for election as an At Large Governor.~~

~~Members that have served as an At Large Governor for more than 48 consecutive months at time of filing or application, are not eligible to be nominated or apply for election or appointment as an At Large Governor from the Congressional District, At Large Governor position or geographic regions within the Seventh Congressional District, or in which such person resides, for a period of 36 months after the conclusion of that term of service.~~

3. Filing of nominations and applications must be in accordance with this Article.

### B. NOMINATIONS AND APPLICATIONS

1. Applications for the Board of Governors ~~electd from Congressional Districts~~ must be filed in the office of the Bar not later than 5:00 p.m., on the 15th day of ~~February~~ March of the year in which the election is to be held. If this day falls on a day in which the office of the Bar is closed, the deadline will be 500 p.m. of the following business day.
2. ~~Applications and nominations for At Large Governor positions must be filed in the office of the Bar not later than 5:00 p.m. on the 20th day of April of the year in which the election or nomination is to be held.~~

~~3.2.~~ Applications for the position of President-elect must be filed by the deadline set forth in the notice published in the Bar's official publication and posted on the Bar's website; notice must be given not less than 30 days before the filing deadline.

~~4.3.~~ In the event no application is made for a ~~Congressional District~~ seat, the position will be treated, advertised, and filled by Board appointment as an at-large position for that until the next election cycle only, in which the position will be included in the election cycle for the remaining term.

## C. ELECTION OF GOVERNORS

1. Election of one Governor from each Congressional District and for the ~~at~~At-large ~~Large~~ positions will be held every three years as follows:
  - a. Third, Sixth, Eighth Congressional Districts and the North region of the Seventh Congressional District and one At Large Member Governor – 2014 and every three years thereafter.
  - b. First, Fourth, Fifth Congressional Districts and the South region of the Seventh Congressional District and one At Large Young Lawyer Governor – 2015 and every three years thereafter.
  - c. Second, Ninth and Tenth Congressional Districts and one At Large Member Governor – 2013 and every three years thereafter.
2. Voting in the Election of Governors will be conducted in the following manner: from ~~Congressional Districts~~
  - a. Eligibility to Vote. All Active members, as of ~~March-May~~ 1st of each year, are eligible to vote in the BOG election. For Congressional Districts, all Active members are eligible to vote in the BOG election for their district, subject to the election schedule shown above. Active members residing in the State of Washington may only vote in the district in which they reside. Active members residing outside the State of Washington may only vote in the district of the address of the agent they have designated within the State of Washington for the purpose of receiving service of process as required by APR 13, or, if specifically designated to the Executive Director, within the district of their primary Washington practice.
  - b. Ballots. On ~~March-June~~ 1~~st~~5th of each election year, the Executive Director will ensure delivery of ballots containing the names of all candidates for Governor for each District and At Large Governor seats in which an election is to be held to each Active member eligible to vote in that District. Elections will be conducted electronically using ~~via~~ a secure process ~~website~~ ("electronic voting"). Active members who are eligible to vote in an election may request a paper ballot to be used in place of the electronic ballot. Electronic ballots will be sent to active members eligible to vote in an election, and will include information about how to vote by electronic voting. Should any Active member eligible to vote fail to receive a ballot, or receive a defective ballot, the member may obtain a replacement ballot by furnishing proof of eligibility to the Executive Director, and upon returning the defective ballot if the member received a paper ballot.

- c. Voting Procedure. Each Active member eligible to vote in the election may vote in one of the following ways. Each member has only one vote. Only one vote will be counted from any member who inadvertently votes both by paper ballot and by electronic means:
  - 1) By paper ballot. Paper ballots will be available upon request. The member must submit the request by June 1<sup>st</sup> and, after marking a ballot, place the ballot in the envelope marked "Ballot," place that envelope in the envelope directed to the Bar, print or type the member's name, sign the outside of the envelope, and cause the envelope containing the ballot to be delivered to the office of the Bar by no later than 5:00 p.m. (PDT) on April-June 15<sup>th</sup> of that election year. Alteration of or addition to the ballot, other than the marking of the member's choice, invalidates the ballot.
  - 2) By electronic voting. Voters will be sent links to their ballots via email. Voting must be completed by no later than 5:00 p.m. (PDT) on April 1<sup>st</sup> June 15<sup>th</sup> of that election year.
- d. Voting System. In any election for membership on the BOG, if there is only one qualified candidate nominated, then that candidate will be declared elected. If there are only two candidates for a position, then the candidate receiving the highest number of votes will be declared elected. If there are more than two candidates, and if no candidate receives more than 50% of the total vote, the two candidates receiving the highest number of votes will participate in a run-off election. In the event of a tie for the second highest vote total, all candidates who are tied will participate in the run-off election along with the candidate who received the most votes.

If a run-off election is necessary, the Executive Director in consultation with the President will designate the date for delivering the ballots and the deadline for voting, which will be no later than 5:00 p.m. (PDT), June 30<sup>th</sup> 10 days after the date the ballots are delivered. The candidate receiving the highest number of votes will be declared elected.

- e. Checking and Custody of Ballots. The Executive Director will deposit-maintain custody of all satisfactorily identified and signed paper ballot envelopes, in-receptacles segregated as to Districts-position. The receptacles-paper ballot will remain in the custody of the Executive Director until the ballots are counted. Any paper ballots not enclosed in an envelope, satisfactorily identified and signed, will not be counted.
- f. Electronic votes must be verified and securely stored by the online voting vendor.
- g. Counting of Ballots. Paper ballots will be counted by the Executive Director or their designee under the supervision of the Election Board in the office of the Bar, and electronic ballots, if any, will be counted by the online voting vendor and-certified. The election-ballot verification process will be supervised by an Election Board of not less than three Active members appointed by the President. At least two members of the Election Board must be present (in person or by video conference) at any count of paper ballots. Any Active member of the Bar may be present at such count of paper ballots.

The Executive Director will establish and follow a procedure that will ensure that no member's vote is counted more than once.

Promptly upon determination of the election results, the Election Board will forward the results to the Executive Director, who will notify each candidate as promptly as reasonably possible of the result of the election and publicly announce the election of the successful candidates. Official written notice of the election results also will be emailed to each candidate.

- h. Retaining Ballots. All paper ballots and identifying return envelopes must be retained in the custody of the Executive Director. The elections vendor must retain the electronic voting data, and maintain an auditable trail of the election, for no less than 90 days after the close of the election.
- i. If no challenge to the ballot count has been made after 90 days, the ballots and identifying return envelopes may be destroyed, and the Executive Director will notify the vendor to destroy the data and auditable trail for that election.

3. Eligibility Requirements: Election of At-Large Governors

At-Large Governors shall be elected by the Members as follows:

- a. Member At Large Governors: After notice of the position has been adequately provided to all members, the Diversity Committee shall forward at least three candidates who have the experience and knowledge of the needs of those members whose membership is or may be historically underrepresented in governance, or who represent some of the diverse elements of the public of the State of Washington, to the end that the BOG will be a more diverse and representative body than the results of the election of Governors based solely on Congressional Districts may allow. Underrepresentation and diversity may be based upon, but not be limited to age, race, gender, sexual orientation, disability, geography, areas and types of practice, and years of membership, provided that no single factor will be determinative. The ~~BOG-Executive Director~~ shall then place all candidates forwarded by the Diversity Committee on the ballot to be elected by all eligible voting members. If the Diversity Committee forwards less than three candidates, the Executive Director shall notify the BOG, which may, at its option, select additional qualifying candidates on its own or place only those candidates forwarded by the Diversity Committee on the ballot to be elected by all eligible voting members.
- b. Young Lawyer At Large Governor: The Washington Young Lawyers Committee shall forward at least three candidates to the BOG who qualify as Young Lawyers as defined by Article XII(B) of these Bylaws ~~as of December 31~~ in the year of the election. The BOG shall then place all candidates forwarded by the Washington Young Lawyers Committee on the ballot to be elected by a vote of all Young Lawyer Members as defined in section XII(B) of these ~~bylaws~~Bylaws. If the Washington Young Lawyers Committee forwards less than three candidates the BOG may, at its option, select additional qualifying candidates on its own or place only those candidates forwarded by the Washington Young Lawyers Committee on the ballot to be elected by a vote of all Young Lawyer Members as defined in section XII(B) of these ~~bylaws~~Bylaws.

## **D. ELECTIONS BY BOARD OF GOVERNORS**

### **1. Office of President-Elect.**

The BOG will elect an Active lawyer member of the Washington State Bar Association to serve as President-elect. The election shall take place during a BOG meeting not later than the 38th week of each fiscal year, and will be by secret written ballot. The President-elect will take office upon the incumbent President-elect becoming President or upon vacancy of the office of President-elect.

If at the time of election, no President-elect in the preceding three years was an individual whose primary place of business was located in Eastern Washington, the President-elect must be an individual whose primary place of business is located in Eastern Washington. For purposes of these Bylaws, "Eastern Washington" is defined as that area east of the Cascade mountain range generally known as Eastern Washington. In any year where the President-elect must be an individual from Eastern Washington and no qualifying application is received within the timeframe allowed, the President will advise the BOG, and the BOG, at any regular meeting or special meeting called for that purpose, will establish procedures to re-open and extend the application period or otherwise address the issue. Such action by the BOG may include waiver of any geographic limitation for the year in question.

### **2. Treasurer**

The Treasurer must be a current lawyer Governor and will be nominated and elected by the BOG at the second to the last regularly scheduled BOG meeting of the fiscal year. The Treasurer will be elected by simple majority of Governors voting. In the event there is more than one nomination, the vote will be by secret written ballot.

### **3. Election Procedures for President and President-elect**

Elections of ~~At Large Governors,~~ President and President-elect elections, and any other elections held by the BOG under these Bylaws, ~~except elections for the position of Treasurer,~~ are conducted as follows:

- a. Notice of the position will be advertised in the Bar's official publication and on the Bar's website no less than 30 days before the filing deadline and must include the closing date and time for filing candidate applications.
- b. Following expiration of the closing date and time identified, all candidate names will be posted publicly.
- c. The BOG may appoint a committee to recommend candidates to the BOG from all who have submitted their applications for a position in a timely manner.
- d. All recommended candidates, or others as determined at the discretion of the BOG, will be interviewed in public session of the BOG's meeting. Candidates who are competing for the same position must not be present for each other's interviews.
- e. Discussion of the candidates will be in public session but candidates will be asked by the President not to be present.
- f. Election of candidates will be conducted by secret written ballot.
- g. If no candidate for a given position receives a majority of the votes cast, the two candidates receiving the highest number of votes will be voted on in a run-off election. In the event of a tie for the second highest vote total, all candidates who are tied will participate in the run-off

election along with the candidate who received the most votes. The candidate with the most votes in the run-off will be deemed the winner.

- h. Ballots will be tallied by three persons designated by the President, one of whom will be the Executive Director.
- i. Proxy votes are not allowed; however, a Governor who participated in the interview and discussion process by electronic means may cast a vote telephonically via a confidential phone call with the Executive Director and the other persons designated by the President to count the ballots.
- j. The elected candidate will be announced publicly following the vote. However, the vote count will not be announced and all ballots will be immediately sealed to both the BOG and the public and remain in the custody of the Executive Director for 90 days, when they will be destroyed.

**Sections E, F and G are unchanged.**

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**THANK YOU** DIAKUIU  
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