

**LAW PRACTICE MANAGEMENT AND TECHNOLOGY SECTION
OF THE CALIFORNIA LAWYERS ASSOCIATION**

STANDING RULES

A. CODE OF CONDUCT [Adopted 09/14/18]

The Law Practice Management and Technology Section Executive Committee (LPMT) adopts the California Lawyers Association Code of Conduct, which was adopted by the Association on June 22, 2018. The Code applies to all attorney and non-attorney Executive Committee members, Special Advisors, and Liaisons.

The LPMT further adopts California Rules of Court, Rule 9.4, which states: "In addition to the language required by Business and Professions Code section 6067, the oath to be taken by every person on admission to practice law is to conclude with the following: "As an officer of the court, I will strive to conduct myself at all times with dignity, courtesy, and integrity."

B. SPECIAL ADVISORS AND LIASONS

1. As used herein, the following definitions apply:
 - a. "Executive Committee" shall mean the Executive Committee of the LPMT of the California Lawyers Association, made up of members in good standing of LPMT.
 - b. "Special Advisor" shall mean an Advisor to the LPMT Executive Committee who has previously served as a Member. [A member whose term is expiring may request to become a special advisor. Current members (other than the special advisor requestor) will vote on the request, and if the member receives a majority vote, he/she will become a special advisor. Once voted in as a special advisor, he/she will serve for a period of one year and can request a renewal of the appointment on an annual basis or until such time he/she is asked to resign pursuant to applicable standing rules.] The total number of Special Advisor positions shall be voted on by the Executive Committee and reviewed on an annual basis.

- c. The "Immediate Past Chair" position shall be offered to the member who has just served as Chair of the Committee. Although not designated a Special Advisor, he or she shall be held to the same requirements and privileges as Special Advisors, unless he/she is still eligible to serve as a voting member of the Committee.
 - d. "Liaison" shall mean a delegate from a professional organization invited by the LPMT Executive Committee to send a representative. [Liaisons shall serve a two or three-year term (as appointed by their respective organizations), unless asked to resign pursuant to applicable standing rules.]. Liaisons shall be approved by the Executive Committee prior to attending any meetings of the Executive Committee.
2. Special Advisors, the Immediate Past Chair and Liaisons must be current members of the LPMT.
 3. Special Advisors and Liaisons shall receive all Executive Committee materials, including agendas and notices of meetings.
 4. Special Advisors and Liaisons shall be invited to attend all Executive Committee meetings and may enter into discussion; however, they shall not be entitled to vote. Special Advisors shall be reimbursed for any costs or expenses unless the Chair, based upon advice from the Treasurer, determines there are insufficient resources for reimbursement of certain special projects or special events. Liaisons shall be reimbursed for one-half of any costs or expenses (the remaining one-half of costs and expenses to be reimbursed by their respective professional organization) unless the Chair, based upon advice from the Treasurer, determines there are insufficient resources for reimbursement of certain special projects or special events.
 5. Special Advisors shall demonstrate a high level of interest in and participate in Section activities and be willing to assist and advise the Executive Committee during the Membership year. Such activities may include, but are not limited to:
 - a. attending fifty percent (50%) or more of the Executive Committee meetings per year (in-person or telephonic). (Special Advisors who are out of the United States for a significant period of time may make a significant contribution as determined by the Chair in lieu of attending meetings); and
 - b. personally contributing or causing another individual to contribute, as applicable:

1. an article of publishable quality and in final form to the Section's publications; or
 2. as a speaker at one of the Section's programs; or
 3. sponsorship of a Section event or program; or
 4. active participation in at least one Section subcommittee; and
- c. making some other major contribution to the Committee which, in the opinion of the Chair, justifies that person's continuing services as a Special Advisor.
6. Liaisons shall demonstrate a high level of interest in and participate in Section activities and be willing to assist and advise the Executive Committee during the Membership year. Such activities may include, but are not limited to:
- a. attending fifty percent (50%) or more of the Executive Committee meetings per year (in-person or telephonic); and
 - b. personally contributing or causing another individual to contribute, as applicable:
 1. an article of publishable quality and in final form to the Section's publications; or
 2. as a speaker at one of the Section's programs; or
 3. active participation in at least one Section subcommittee; and
 - c. making some other major contribution to the Committee which, in the opinion of the Chair, justifies that person's continuing services as a Liaison.
 - d. keeping the Executive Committee informed of the activities of the particular professional organization that he/she represents with respect to its promotion of LPMT.
6. Failure of a Special Advisor or Liaison to demonstrate a high level of interest and participation during a Membership year shall, absent exigent circumstances such as unavailability due to illness, be evidence that the Special Advisor or Liaison is not willing to assist and advise the Executive Committee or participate in Section activities.

7. In the event the Executive Committee determines that a Special Advisor is not willing to assist and advise the Executive Committee or participate in Section activities, the Chair shall ask the Special Advisor to resign.
8. In the event the Executive Committee determines that a Liaison is not willing to assist and advise the Executive Committee or participate in Section activities, the Chair shall ask the current Liaison to resign and request that the representative professional organization appoint a replacement Liaison to be approved by the Executive Committee.

C. TREASURER AND SECRETARY POSITIONS

1. The position of "Treasurer" may be held by either a voting member, Special Advisor, or Liaison of the Executive Committee. A member whose term is expiring may request to become Treasurer. Voting members (other than the Treasurer requestor) will vote on the request, and if the member receives a majority vote, he/she will become the Treasurer. Once voted in as a Treasurer, he/she will serve for a period of one year.

The Treasurer shall coordinate with the California Lawyers Association Section Coordinator to prepare monthly and annual reports which will be submitted for examination and approval by Executive Committee.

2. The position of "Secretary" may be by either a voting member, Special Advisor, or Liaison of the Executive Committee. A member whose term is expiring may request to become Secretary. Voting members (other than the Secretary requestor) will vote on the request, and if the member receives a majority vote, he/she will become the Secretary. Once voted in as a Secretary, he/she will serve for a period of one year.

The Secretary shall keep the respective minutes and records of all Executive Committee meetings, which will be submitted for examination and approval by the Executive Committee. The Secretary shall receive and keep all documents, papers, addresses, and reports of the Executive Committee.

3. For the positions of Treasurer and Secretary, either officer may serve unlimited consecutive terms.

C. LPMT LIFETIME ACHIEVEMENT AWARD

1. LPMT Lifetime Achievement Award criteria:
 - a. A record of service to the LPMT Section of the California Lawyers Association and previously of the State Bar of California evaluated on the following three criteria:

- i. Tangible contributions;
 - ii. Active leadership role; and
 - iii. Length of service.
- b. A record of achievement and excellence in the field of law practice management and/or technology, as evidenced by a record of
 - i. Writing;
 - ii. Public speaking; and/or
 - iii. Active involvement and leadership in organizations (other than the California Lawyers Association LPMT Section or the State Bar of California) promoting awareness and furtherance of the role of practice management and technology in the legal profession.
- c. It is the intention that this not be a purely “internal” award for service to the LPMT Section of the California Lawyers Association. Thus, the criteria listed in “a.” are necessary but not sufficient in and of themselves for the award; the criteria in “b.” must also be satisfied.

2. Selection.

- a. This award is not annual. It will be given when the Executive Committee determines there is a worthy recipient.
- b. Any member of the Executive Committee or LPMT Section may nominate a person for this award.
- c. Candidates will be pre-screened by a subcommittee, and the entire Executive Committee will then review the nominee’s qualifications in open session,
- d. Executive Committee voting members will be responsible for selecting the person, in closed session.

3. Presentation.

- a. If practical, the award will be presented in person to the recipient, preferably at the California Lawyers Association Annual Meeting so as to maximize visibility for the section.

b. Travel and lodging expenses may be provided in full or in part to the recipient at the discretion of the Executive Committee and with reference to the section's financial position at that time.

4. Name of Award and Recipients.

a. Name: LPMT Lifetime Achievement Award or the Ed Poll Lifetime Achievement Award in honor of the first recipient.

[Recipients: Ed Poll (11/3/10); Carole Levitt (1/19/13); Perry Segal (9/14/18)]

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