

INSURANCE COMMITTEE
INTERNAL OPERATING RULES OF PROCEDURE

(Adopted on June 23, 2016)

Rule 1. Purpose

- (a) The Insurance Committee (hereinafter “committee”) acts in accordance with Article VIII, Section 2 of the State Bar of Georgia Bylaws, at the direction of the President of the State Bar.
- (b) This committee serves as an advisory committee to the State Bar’s Executive Committee, Officers, Executive Director, and General Counsel.
- (c) Subject to the purposes established for this committee by the State Bar President, this committee should expect to review the State Bar’s insurance coverage, and offer input and recommendations to the Executive Director and Executive Committee regarding best practices, coverage types, liability amounts, protection and risk management considerations, insurance broker retention, State Bar policies concerning insurance and liability, and other related matters the committee believes the State Bar should consider.

Rule 2. Meetings

- (a) The Chair of the committee determines when and where the meetings of the committee will occur. The committee meets as frequently as deemed necessary by its Chair to conduct the business of the committee.
- (b) The committee may conduct business by telephone, e-mail, or other electronic communication device (See Bylaws, Article VIII, Section 4 and Article XII, Section 7).
- (c) Committee members may attend meetings by telephone or other electronic communication device (See Bylaws, Article VIII, Section 4 and Article XII, Section 7).
- (d) The Chair of the committee designates a committee member or liaison to draft a meeting agenda and meeting minutes for each committee meeting.

Rule 3. Quorum Requirement

A majority of committee members constitutes a quorum.

Rule 4. Voting Requirements

- (a) A majority of the members of the committee present and voting are required to transact the business of the committee.

(b) In accordance with Article VIII, Section 2(e) of the State Bar of Georgia Bylaws, the Executive Committee Liaison serves as a member of the committee for a term of one year, with such term expiring on the first June 30 after such appointment. Such a member has full voting privileges and counts towards a quorum at any meeting. Otherwise, committee liaisons do not have voting rights, nor do they count towards a quorum at any meeting (See Bylaws, Article VIII, Section 2(b)).

Rule 5. Assignment of Committee Business

The Chair of the committee has complete discretion in assigning committee business, such as reports and research, to committee members and liaisons.

Rule 6. Confidentiality

The committee will not respond to requests for information regarding committee business and/or the State Bar's property and casualty insurance program without the approval of the Executive Director or the Executive Committee.

Rule 7. E-Mail Voting Procedure

It is best that the committee meet and hold live or teleconference discussions as often as possible. However, the committee, in its discretion, may discuss and vote on matters by e-mail, rather than at a meeting of the committee. Matters are provided to each member of the committee by e-mail, along with a message directing the committee to participate in a discussion by e-mail. The Chair determines when the discussion period will end, and calls for a vote on the matter. At any time, however, any committee member has "veto power," which allows him or her to call for a "live discussion."

Rule 8. Presentations to the Committee

Presentations to the committee must be in writing unless oral presentation is permitted in specific cases by the committee.

Rule 9. Communicating with the Media

The media might contact committee members regarding committee business. If contacted, committee members must refrain from communicating with the media and immediately contact the Director of the State Bar's Communications Department. In compliance with State Bar policy, all inquiries from the media go through the Communications Department to be routed to the appropriate person.

Rule 10. Appointment of Chair and Vice Chair

(a) At the beginning of each State Bar year, the Chair and Vice Chair are appointed by the President of the State Bar of Georgia (See Bylaws, Article VIII, Section 2d).

(b) In case of the absence, unavailability, disqualification or incapacity of the Chair, the Vice Chair assumes the duties and powers of the Chair (See Bylaws, Article VIII, Section 2d).

Rule 11. Amending Internal Rules

At the request of the Chair, the committee may amend these internal rules in compliance with Rule 4a.

Rule 12. Parliamentary Procedure

All meetings required or authorized by these rules are governed by the latest edition of Roberts's Rules of Order, Newly Revised. If there is a conflict between these rules and Robert's Rule of Order, these rules control.