



# State Bar of Georgia

## MEMBER BENEFITS COMMITTEE INTERNAL OPERATING RULES OF PROCEDURE

*(Adopted on November 1, 2024)*

***These Internal Operating Rules of Procedure do not alter or supersede the State Bar Rules or Bylaws.***

### **1. Purpose**

- (a) The Member Benefits Committee (hereinafter “Committee”) is a standing committee of the State Bar of Georgia created by the Board of Governors whose members are appointed by the President of the State Bar of Georgia (Article VIII, Section 1 of the State Bar Bylaws).
- (b) This Committee serves as an advisory committee to the State Bar’s Executive Committee, Officers, and Executive Director.
- (c) This standing committee focuses on the State Bar's mission of supporting lawyers as they serve the public and the justice system. It identifies opportunities for the State Bar to assist lawyers, implement legal support services, including but not limited to, lists of vendors who offer services and products of interest to lawyers, and communicate to members the existence and benefits of State Bar services that offer value to them and their law practice.

### **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 devices (See Bylaws, Article VIII, Section 4 and Article XII, Section 7).

(c) Committee members may attend meetings by telephone or other electronic communication devices (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.

### **3. Quorum Requirement**

A majority of the members of the Committee constitute a quorum.

### **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 1(b)(7) 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 30th 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)).

### **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, subcommittees, and liaisons subject to the presentation of such business to the Committee for its consideration and action.

## **6. E-Mail Voting Procedure**

While it is preferred that the Committee meet and hold in-person, teleconference, or virtual discussions, the Committee, in its discretion, may discuss and vote on matters by e-mail (See Bylaws, Article VIII, Section 4). The Chair determines when the discussion period will end and calls for a vote on the matter. The Committee may engage in email voting on noncontroversial matters, provided that if any member requests in-person verbal debate or discussion, all email voting shall cease.

## **7. 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 at 404-527-8791. In compliance with State Bar policy, all inquiries from the media go through the Communications Department to be routed to the appropriate person.

## **8. 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 1(c)).

(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 1(c)).

(c) If both the Chair and Vice-chair are absent, unavailable, incapacitated, or disqualified from consideration of a matter while a meeting is in session, the remaining members of the Committee shall vote upon a member to preside over the meeting or the consideration of the matter at issue.

## **9. Amending the Internal Operating Rules of Procedure**

The Committee may amend these Internal Operating Rules of Procedure in compliance with rules 4(a) and 10 as long as the amendments do not alter or supersede the State Bar Rules or Bylaws.

## **10. Parliamentary Procedure**

All meetings required or authorized by these Internal Operating Rules of Procedure are governed by the latest edition of Robert's Rules of Order, Newly Revised unless the State Bar Rules or Bylaws otherwise govern.