



LOCAL BAR RESOURCE HANDBOOK

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BUSINESS OF BAR ASSOCIATIONS

Running a Local Bar Association can be time consuming, but this resource book is here so you need not reinvent the wheel. If your Association has a board, there should be regular meetings set, that the constituents are invited to attend. The more advance notice that you can provide for meetings, the better likelihood of attendance. In addition, there are a number of business items that need to be handled annually to keep your Local Bar Association in good standing with the Colorado Bar Association (CBA), the state of Colorado and the IRS. Keep a detailed list of important information such as current bar officers and Board of Governors Representatives and what the current address for the local bar association is, and preferred vendors lists.

Bylaws

Bylaws are your governing documents and it is important that the document is clear and concise and sets out your guidelines for your organization. It is generally a good idea to have the bylaws posted on your website or otherwise available for members. Be sure to include how members maintain member status, how the membership votes, how your board will operate and meet, when and how elections will be held, and also consider if your voting will be in person or by email or electronic means. An Example of Bylaws is included in the Appendix.

Secretary of State Filings

Each year, your Bar Association needs to file updated information and periodic reports with the Colorado Secretary of State. It will be on the same date each year and is a short form available on the Colorado Secretary of State Website. Often a prior bar leader will receive the email reminder for the updated report or change in the entity. Many smaller volunteer run bars use the office address of the current President as the principal place of business for the bar association.

Tax Filings

Mark deadlines that IRS documents must be filed each year to maintain your non-profit Status. Your Non-Profit status may also assist in getting lower rates on renting meeting space. You will want to keep current on your filings to maintain tax-exempt status and keep a copy of your tax-exempt documentation accessible to all bar officers so that it may be referenced when needed for events.

Go to: <https://sa.www4.irs.gov/eauth/pub/login.jsp>

CBA Board of Governors

The affiliated Local Bar Associations are entitled to have representation on the Colorado Bar Associations Board of Governors. The stipulations for Local Bar representation are laid out in Article 5 of the CBA Bylaws in the Appendix. This position works as a conduit between the CBA and the Local Bars around the state. Select your representative thoughtfully as the Board of Governor representatives need to attend two meetings per year, as well as communicate regularly with the Executive Council Liaisons and the Colorado Bar Association with information to your local bar and from your local bar.

STRUCTURE & OTHER BAR ASSOCIATIONS

There are 26 local bars. Six of the Local Bar Associations utilize Executive Directors who report to the individual Local Bar board. The remaining twenty Local Bar Associations utilize the board members of the Local Bar as their leadership structure.

<http://www.cobar.org/Local-Bar-Associations>

- Geographical Areas served
- Link to join the Local Bar
- Contact information for President and Executive Director
- Dues Structure
- List of members under View Members

Contact Lists for Bar Associations

Colorado Bar Associations and a link to other State and Local Bar Associations

<https://www.hq.org/bar-associations-colorado.asp>

Colorado Bar Associations, National Bar Associations and professional groups

<https://www.colorado.edu/law/careers/information-students/bar-associations-and-professional-groups>

CBA Regions

There is a map of the CBA Regions in the Appendix. These regions dictate which Local Bars work together to make appointments for the Vice Presidents on the Executive Council for the CBA, elect Presidents on a geographically rotating basis and work with both the CBA and the ABA to provide services and information to members. It is very helpful to know which Local Bar Associations are in a region when marketing programs to increase attendance and share information with other bars. For example, you may invite a neighboring bar for a joint meeting, or invite their members to a CLE presentation at your local bar.

MEETING PROTOCOL AND COMMUNICATING WITH MEMBERS

There is a little planning that must be undertaken to hold effective meetings. Most Bar Associations follow Roberts Rules of Order for Meeting procedure. Generally, the President of the Local Bar will set and lead the meeting and in many cases plan the meeting and location details as well. Any meeting should have an agenda that sets out the items that will be discussed at the meeting that is distributed to the attendees. Providing an agenda allows members to follow the meeting or place their comments at the appropriate discussion point. Allowing the members to view the agenda in advance on your website or in the meeting notice emails is a great method to generate interest and more discussion at meetings. An example of an agenda is included in the Appendix.

Scheduling Meetings and Events

Some entities will have more success by setting dates in advance and providing notice to the members or choosing a set repetitive date such as the 1st Tuesday of each month. For smaller attendance events or meetings, it is often advisable to send a Doodle Poll (doodle.com) and pick the most requested date. Most local bars will schedule all their meetings for the upcoming year so that the information is on the website or an email to allow members to schedule and plan in advance. As a general rule, members can only attend a meeting that they have not scheduled conflicts so at least 60 days' notice for a meeting allows attendees to plan.

It is always advised to look at the calendars for local schools for school breaks, local events, and event date clearing for the major holidays of each faith as well as any large sporting events such as the World Series or Superbowl to avoid conflicts. If you have a rural community, scheduling a meeting when most of your members will be at another community event is easy to avoid with a little calendar clearing.

Take the time to identify easy meeting spaces which may include court space, offices, restaurants and keeping an active list is advisable. Each event will also need a food and beverage budget and remember that some of your members may have different dietary needs or desires, so it is good to have an option for vegetarian/gluten free/vegan.

Communicate with Your Bar Association

Bar leaders must employ effective communication techniques to deliver relevant and timely information to their members. To develop these communication techniques, consider the following:

- Create an email address for your Bar Association
- Update your member's email list annually by contacting the CBA Membership department.
- Create a website where your members can easily access upcoming events, relevant documents, and classifieds.
- Utilize email programs such as MailChimp, Constant Contact or other programs that allow easy import of the member list as well as easy email templates for meetings and events.

- Keep your Local Bar Officer and Board of Governors representative contact information current and update it on your website, in emails to the members, and to the CBA. You can contact your Executive Council Liaison or staff at the CBA to update your list when changes occur.

Website

Keep your officer, BOG representative, and other contact information on your website current. You can also easily place your meeting minutes or other announcements on the website so that people can find information if they missed an email. Some smaller bars can have a basic website hosted by the CBA to reduce costs and management issues for the local bars. Your local bar website should always have the next meeting posted, and minutes from your last meeting, as well as upcoming events, agendas

Local Bar Emails

Local Bar emails are made easier with applications like constant contact, MailChimp, and other mass mailing templates. You can import the email addresses of your Bar members and provide information regularly, the applications allow you to schedule sending the email at future times, including reminder emails. If you need to have an RSVP form returned, it can be more manageable to have a Wufoo form or other application so you don't have difficulty finding the emails. You can create an email address for your Bar that passes from officer to officer. You can schedule the original email, and several reminder emails without going back in to the application.

Below are informational communications available from the CBA that you can direct your members or gather information to provide to your members.

Listservs

Members can log into the CBA web site at www.cobar.org/listservs to manage email preferences, discussion lists and newsletters. Please note that members will receive section and Bar newsletters automatically based on memberships.

General All CBA Member Communication

C Brief – Comes out every 2 weeks

Job Board

Judicial Vacancies

Opinions

e-Legislative Reports/Media Summaries

Section/Committee Listservs

Animal Law Discussion List

Cannabis Law Discussion List

Family Law Discussion List

Real Estate Section – High Altitude Discussion List

Trust & Estate Discussion List

SOLACE Discussion List

Solo/Small Firm Discussion List

Newsletter Listservs

Business Law Section newsletter
CBA YLD Newsletter
Colorado Lawyer Email
Family Law Section Newsletter
Juvenile Law Section newsletter
Law Practice Management Newsletter
Litigation Section Newsletter
Real Estate Section Newsletter
Tax Law Section Newsletter
Trust & Estate Section Newsletter – Council Notes

CBA President Visits to Local Bar Associations

As provided by the CBA Bylaws, the CBA President visits every Local Bar Association. That means visiting all 26 local bar associations in Colorado during the President's one-year term running from July 1 through June 30.

The Local Bar visits are a highlight of each CBA President's term, providing the President with an opportunity to interact with CBA members from around the state and, most importantly, to get their feedback on the state of our profession.

The Local Bar visits are coordinated by a CBA staff member who serves as liaison with the Local Bar. That liaison will reach out to each Local Bar President or other leader to coordinate the visit. This initial contact will typically occur in the spring or early summer.

Some Presidents have a particular format in mind for the meetings while others will solicit input from the local leaders on what works best in a particular locale. Oftentimes the visits include a lunch or dinner with the CBA President speaking about the President's plans for the coming year and a CBA staff member discussing the Association's member services and benefits.

The visit may also include a CLE presentation (the one-hour ethics credit is always well received) as well as an appearance by the Court of Appeals judge who serves as liaison for the Local Bar. And the President always welcomes the opportunity to simply chat with local attorneys about the practice of law around the state.

From a logistical standpoint:

- **Scheduling:** The CBA liaison will contact the Local Bar leader and propose dates for the visit. While the CBA works to accommodate requested dates, the President's schedule does not always allow for complete flexibility.
- **Local Bar responsibilities:** Once a date has been set, the Local Bar leaders will be responsible for: finding a suitable venue, ordering any food/drinks, and handling RSVP's. Some CLE presentations require A/V capabilities, so please keep in mind technical requirements

- nts when scheduling a venue. Remember to add all persons attending from the CBA to any final food/drink orders.
- **CLE:** The Local Bar leader should consider appropriate CLE topics for the Local Bar visit. The more relevant the topic, the more likely local members will attend the visit. The CBA liaison will coordinate with the President to schedule a CLE speaker once a topic has been identified. The CBA has a Speakers Bureau of ethics presenters at <http://www.cobar.org/Local-Bar-Associations/CLE-Presenters-Available-for-Local-Bars> for Local Bar leaders use for any presentation.
- **Notification to local members:** The CBA will provide an announcement of the President's visit to the Local Bar leader for review. The announcement will be emailed to local members at least twice prior to the visit and will be published in CBA social media. In addition, Local Bar leaders are encouraged to get the word out through whatever local channels of communication they have (they are free to use the CBA announcement of the visit).
- **50-year members:** As part of the visit, the CBA recognizes lawyers who have practiced law for 50 years. The CBA President will present those 50-year members with a certificate and pin. The CBA liaison will contact any 50-year members prior to a local visit to confirm their attendance. In some instances, the CBA liaison may require the assistance of the Local Bar leader with information about the 50-year member.
- **Day of visit:** The Local Bar leader is responsible for preparing and setting up the venue prior to the beginning of the meeting. The President will arrive early to meet with the Local Bar leader, and to greet arriving members. It is recommended that someone be available to assist with any technical glitches that may arise.
- **After visit:** The CBA liaison will follow up after the visit to gather feedback. The liaison may need assistance in identifying local members that are in photographs taken at the visit.
- Many CBA Presidents will be open to activities with the local members such as skiing, golfing, hiking, standup paddle boarding, or other suggested activities that might interest your members.

The Local Bar visits are a true partnership between the CBA and the Local Bar leaders and, when well- planned and executed, are a wonderful experience for both the CBA President and the Local Bar members.

Technology – The New Frontier on the Ol' Frontier

One of the fundamental challenges for rural legal practitioners is feeling disconnected from the legal community including their Local Bar Association. Some Bar Associations serve attorneys from several counties with no central location. In the vast swaths of Colorado, Local Bar Associations can serve as social and professional connection conduits. The crux becomes how to make that connection in the first place when the practicality of being in the same room is highly inconvenient?

Luckily, technology has permeated the legal field including filing, client communication, CLEs, and related social media. The technology available to Local Bar Associations doesn't have to be the latest and greatest to be effective. Bar Associations should refrain from placing a large capital investment into physical technology and instead look toward the infrastructure that is already present or present from other sources. For example, Bar Associations can capitalize on the Colorado Judicial Branch's efforts to modernize courtrooms. Most court rooms are now being retrofitted to include projectors, large screens, public Wi-Fi, and computer presentation options. Because courtrooms are designed for public use and many judicial officers are members of the Local Bar, it is an easy marriage to use courtroom tech for Bar purposes free of charge.

Additionally, aside from appealing to millennials, social media has given us a variety of ways to connect to other attorneys and communities of all types and made doing so much easier. This is the type of cloud infrastructure that Local Bars should take advantage of and is freely available or at least at low cost. YouTube channels, Facebook live posts, Periscope sessions, podcasts, webcasts, and Twitter feeds are now tools that Local Bar associations can use in connecting to groups (large and small) and to communicate ideas and events. Local Bar Associations should consider investing time and effort in technology that will close the physical distances between communities and attorneys in Colorado. Consider the applicability of a phone attendance option for meetings with large geographical spans, a zoom meeting or a freeconference.com video feed where you can see members and members can see and interact with you. All you generally need is a webcam or a laptop with a camera.

The CBA will post and promote anything to its followers as well. There is a social media posting form included in the Appendix. Just fill out the form and send it back to the address on the form and the CBA will post the information on Facebook, Twitter or any other options. By using the CBA feeds, the Local Bar Associations may get a wider reach than just using their own feeds.

Contact List for Young Lawyer Division

The Young Lawyers Division exists to serve law students and new lawyers. It is a great source of enthusiastic participants. The YLD puts on CLEs, hosts networking events, helps facilitate volunteer opportunities, and creates pathways to leadership positions within the Bar and our communities. The YLD is great about partnering with other groups to create some great events. Any member of the CBA who is under 37 or has been in practice for less than five years is automatically a "young lawyer." If you'd like to know more about the YLD, including how to become more involved, contact the current chair, Joi Kush or staff liaison Heather Folker. Consider reaching out to a young member in your bar association and asking them to serve as a YLD liaison from your local bar to communicate information both directions.

<http://www.cobar.org/yld>

MEMBER SATISFACTION

Each Bar Association is different and it is important that you listen to your membership regarding activities, CLE presentations, networking opportunities or other activities that are relevant, interesting and important to your members.

CLE and Speakers for Your Events

You can locate a significant list on of FREE CLE presenters from the CBA under the Local Bar Associations tab at www.cobar.org. If you have a special CLE you or your members want to present, it simply requires CLE accreditation from the Colorado Supreme Court.

- The form MUST BE SUBMITTED 15 BUSINESS DAYS BEFORE THE CLE and you have to send it, with a check, via U.S. Mail. PLAN AHEAD!!!
- Application found here
<https://www.coloradosupremecourt.com/PDF/CLE/Form1.pdf>
- \$25 fee for a Local Bar Association. The cost will go up significantly the closer to the program you apply.
- Must include proposed agenda (can be super basic) and course outline/description, all names of presenters, and cost and location.
- They will mail or email you the affidavit once it's approved, make sure to make it available for your attendees.
- An example of the form is in the Appendix.

Bar Functions & Networking Events

Networking is an important aspect of every lawyer's career and every event, meeting or CLE can be turned into a great networking opportunity. However, in order for an event to be a successful networking opportunity, it is essential that the event is attractive to a diverse group of attorneys in your area (for example, young and seasoned attorneys). The more diverse the participants, the more likely new relationships will be created and the more likely your event will be a success.

As you plan your event, you should ask yourself/team the following questions:

1. Why are you organizing your event?
2. Are you trying to target a particulate interest? Age group? Practice Area?
3. Do you want to engage participants/attendees from the community?
4. Who is funding this event? Do you need formal approval from your board?
5. What is your budget for this event?
6. When and where the event should take place?
7. What is your expected outcome from this event? (e.g. social event, CLE, focus on attorney work-life balance, etc.)

Planning your event

Each venue will be different and most will have a planning coordinator who can help you craft a menu that fits your budget. Here is a quick checklist of things to consider while you are working with your venue event planner. Consider the Date,

the guest count, budget, venue cancellation policy, deposit required, do you need to provide tax exempt documentation, will you need Audio Visual equipment, is there a cost to set up or breakdown, food total, liquor total, when will it need to be paid, are there any considerations for members physical access to the venue? There is an Event planning Checklist provided in the Appendix.

- **To charge, or not to charge?**

Some believe that a free event will result in better attendance. While this may be true for certain events, charging a fee (even \$5) creates a perception that you are providing value for the participant. Charging a fee also provides a stronger incentive for the participant to actually attend the event. If a participant pays a fee, then they are more invested and are less likely to be a “no-show.” Also, we are all working on a tight budget so you may want to charge a fee so that you can offset the cost of the event. IF you want to collect fees prior to the event, there are many applications that will allow you to receive payment via digital means.

- **Marketing your event - The Role of Social Media**

Word-of-mouth and e-mail blasts are helpful, but the best way to reach out to your membership is to promote your event through social media. This is particularly true for the Generation X and Millennial attorneys. The five most popular social media sites are:

1. Facebook
2. Twitter
3. LinkedIn
4. Google+
5. YouTube

Each Bar Association should have a page/profile for each of the above social media sites and someone on the leadership team (i.e. the Executive Director, President/Chair, Secretary, etc.) should have administrator rights to each page/profile. You are also welcome to use the CBA feeds as well.

If you are looking to provide outreach through various social media sites, but don't have a lot of time, then look into Hootsuite. Hootsuite offers a free plan that allows you to manage up to 3 social media profiles in one place. It also allows you to track your (or your Bar Association's) followers and it allows you to schedule messages to be sent at a later date. For information, go to: www.hootsuite.com.

- **Types of Events**

While happy hours and lunches are the most common events, here are some unique alternatives:

- Bar and Bench – Donut & Coffee Networking Event
- State of the City meeting with local politicians

- COLAP Presentations
- Community Service Events – Habitat for Humanity, Tree Planting, Trail Renewal
- Buy a block of tickets for membership and their families to attend a sporting event or concert
- Create an adult sport league (e.g. bowling, softball, volleyball, etc.)
- Picnic/BBQ at a local park
- Book a private party with “Painting with a Twist”
- Sport “watch party” (e.g. Super Bowl, Olympics, World Cup, Stanley Cup, etc.)

GOVERNING

From the American Bar Association: "Good governance makes great organizations. We have collected some of our favorite governance resources here to help your board govern more effectively."

Board Governance – Key Roles and Responsibilities
Building Your Board
Evaluating Programs
Fiduciary Case Studies
Financial Oversight
Policies and Practices
Board-Executive Director Partnership

https://www.americanbar.org/groups/bar_services/resources/resourcepages/governance.html

Officer Duties

President – email communications to members; schedule board meetings and arrange for meals when necessary; Lead meetings, host and speak at events.

Vice President – assist president with communications and bigger events.

Secretary – File IRS Form 990-N; take board meeting minutes; work with President to create an agenda for each meeting; email all materials to board members and upload to Google Drive or website.

Treasurer – Check PO Box; gather bank statements and upload to Google Drive/website. Update/reconcile QuickBooks files; deposit cash and checks, issue reimbursement checks; and present financial status at year-end meeting.

Past President – Pass along experiential knowledge; facilitate transition to new President; be available to answer any and all questions.

Board of Governor's Representative – Represent your organization at the biannual CBA Board of Governors Meetings; provide members with summary of meetings; coordinate with CBA; connect with the Executive Council Liaison regularly; contact CBA to let them know when you have updated or changed your representative.

If your local bar or section has a representative to the Colorado Bar Association Board of Governors, please select an individual that can represent your entity well, communicate the information bi-directionally, and can attend the meetings. The group meets twice a year. It is further suggested that each year you provide the name of your BOG representative to the CBA. It is also a great idea to identify the

Officers and BOG representative on your Bar emails in the signature line, and on your website.

There is a special orientation video on the CBA website for new Board of Governors which EVERY NEW representative for onboarding and orientation to make your BOG rep and effective part of both organizations.

Passing the Torch—Succession Planning

It is a CBA Best Practice to use a succession plan and term limits when it comes to leadership positions in a Local Bar Association. It is a good way to get new or younger members into leadership positions more quickly. It also keeps the organization infused with excitement and new and original ideas.

Suggested Reading

New Bar President is the essential resource for any officer ascending to the role of President. The handbook outlines the President's key roles in governance, financial oversight and communication with members and the public. The handbook is comprehensive but succinct, and is loaded with practical tips, helpful checklists and an invaluable Presidential planning guide.

https://www.americanbar.org/groups/bar_services/publications/nbp.html

New Bar Board Member speaks specifically to the unique role of Bar Association board members. The handbook helps readers learn about the bar landscape, refreshes their understanding of fiduciary duty and the practices of exceptional boards, and helps them understand how every board experience is different. Use New Bar Board Member as a foundation for your orientation, or for any board training effort.

https://www.americanbar.org/groups/bar_services/publications/newbarboardmember.html

Bar Leader Weekly Magazine Sign up for the ***Bar Leader Weekly Magazine***- This weekly newsletter helps busy bar leaders stay up to date with the latest in bar association news and key issues in the legal profession.

https://americanbar.qualtrics.com/jfe/form/SV_dirnMGNRtEFrwI

Liaison Positions

The CBA has developed a strategic plan titled Refocus 20/20. One of the directives of the plan is to assign each member of the CBA Executive Council, District Vice Presidents and Section Leaders to act as liaison to one of the Local Bar Associations. The assignments are listed here. This Liaison is an excellent resource and contact point person for connecting your Local Bar to the CBA.

<http://www.cobar.org/About-the-CBA/Governance/Board-of-Governors>

Orientate New Bar Leaders

New Bar leaders need to be orientated on how to effectively lead your Bar Association. Create a “New Bar Leader Handbook” to orientate your new bar leaders and transfer institutional knowledge. An example is in the Appendix. Possible topics, include:

- Expectations of your Bar leaders (e.g. time commitments and officer responsibilities)
- Annual events
- Banking and financial information
- Usernames and passwords for email address and websites
- Organizational timelines identified to plan meetings in advance

Develop Leadership Skills

Bar leaders are expected to build relationships among legal leaders; raise awareness regarding issues facing the legal profession; and nurture effective leadership with respect to ethical, professional, and community service issues. Just as lawyers need to engage in CLEs, Bar leaders continue to develop their leadership skills and expose themselves to new ideas. There are a variety of organizations and tools available to Bar leaders in Colorado.

Colorado Bar Association Leadership Training (COBALT) is an interactive leadership training program designed to teach leadership skills and learn how to address challenges faced by leaders. For more information about how to participate and scholarship opportunities go to <http://www.cobar.org/cobalt>.

American Bar Association’s Bar Leadership Institute (BLI) is the ABA’s premier Bar leadership training program held over a 3-day weekend. For more information about how to participate and scholarship opportunities go to https://www.americanbar.org/groups/bar_services/events/bli.html

PRO BONO WORK

Pro Bono service is a way to give back to a community and to provide access to justice to individuals who would not otherwise be able to afford legal assistance. Much of any Bar Associations time and budget is spent tackling Access to Justice issues.

Rules and Guidelines for Pro Bono Representation

Ethical guidelines

Section 6 of the Colorado Rules of Professional Conduct describes the professional responsibilities that attorneys have to the public. Rule 6.1 recommends attorneys provide fifty hours per year to persons of limited means and charitable organizations. While the rule provides clear guidelines on the provision of pro bono services, comment 11 indicates this professional responsibility is not intended to be enforced via disciplinary proceedings. Therefore, the fifty-hour rule is merely a guideline and not a hard and fast rule.

Supreme Court recognition for meeting pro bono standards

The Colorado Supreme Court recognizes attorneys, firms, in-house counsel, and government groups that reach the fifty-hour annual goal. To receive recognition, you or your firm or organization must self-report to Justice William Hood III.

How to encourage participation

Not only do the Rules of Professional Conduct encourage assistance to underserved individuals, but also aiding those in need is often cited as a primary reason many of us went to law school in the first place. Although we strive to help those unable to afford our services, the reality is that many of us simply lack the time to make the connections to find the underserved populations. To that end, it would be helpful to members of the Local Bar Associations for the Bar Association to coordinate the provision of services to these populations.

Coordination of opportunities

Many communities have at least one organization dedicated to providing pro bono services and triaging clients to willing firms in the area. The Bar Association could fairly simply maintain up-to-date contact information for these organizations and coordinate outreach to match attorneys to these organizations.

Attorneys then would use these resources to find pro bono clients. It is worth mentioning that Rule 6.1 is not satisfied if the attorney later writes off the client's bill or the client just never pays. Rather, the attorney must intend the pro bono arrangement from the beginning of the client relationship.

Local Recognition

The Supreme Court recognizes firms and attorneys who reach the fifty-hour goal and publishes the names of the firms, solo practitioners, organizations, etc., on its website. The Local Bar Association could monitor this list and provide additional recognition in the form of a certificate, a thank you, or some other way to

acknowledge attorneys' contributions to providing justice to the underserved in their communities.

Ask-A-Lawyer Days

One way to organize services to underserved populations and to provide a ready opportunity for attorneys to meet their goals is to organize an Ask-a-Lawyer day, during which clients can consult with attorneys to discuss their matters without engaging an attorney in full representation. One caveat however is to take necessary precautions to limit the attorney-client relationship and explain to clients the scope of the consultation prior to beginning. This can be accomplished with a brief waiver or engagement agreement type document prepared in advance and available to clients at the door.

Planning & Advertising

Keep in mind the number of attorneys participating, amount of space needed, whether refreshments will be served, etc. Also, begin planning the event with enough lead time for the attorneys to fit it into their schedules if they are planning on participating.

Because the event is aimed at a particular population, it is important for the advertising efforts actually reach that population. Therefore, efforts must be directed at locations where the underserved individuals will actually be. This will vary from community to community.

Legal Services Corporation

Many organizations that provide legal aid are funded by the Legal Services Corporation. This is a non-profit corporation organized by the federal government. LSC provides services primarily for victims of domestic violence, veterans, elders, and other vulnerable populations. LSC has seen its funding reduced, however, which will significantly impact legal aid services in Colorado. Colorado Legal Services relies heavily on the LSC for its annual budget. While LSC provides funding for many legal aid services around the country, it does have its limitations, simply due to the fact that the federal government runs it. With the reduction in funding, however, it is more important than ever for attorneys to meet the fifty-hour goal. Please visit lsc.gov for more information on the Legal Services Corporation.

Other types of volunteer opportunities

While pro bono service is a professional responsibility, attorneys can get involved in their communities in many different ways and through other activities. Each community will vary with the types of opportunities that are available, but some ideas are:

- Mock trial
- Debate teams
- Mentoring—HS students, college students, law students, young lawyers (either new to the profession, the geographical area, or the area of law)
- Non-legal volunteering as networking opportunities

ATTORNEY MENTORING

The concept of mentoring in the legal profession is as old as the profession itself. Indeed, long before bar exams, new lawyers learned their trade by serving as apprentices for practicing attorneys. Practicing lawyers around the country and throughout Colorado have recognized the vital importance of mentoring in today's legal profession, and law firms, specialty bars, and Bar Associations generally have responded. Numerous local and specialty bars throughout Colorado have also developed mentoring programs, with varying degrees of success and staying power.

For many lawyers new to practice or new to a community, it is beneficial to obtain a mentor or coach specifically within their Local Bar Association in an effort to become better networked, acquainted, or affiliated with the local legal community. The connection to a structured mentoring program is even more important to lawyers who are located outside of the Denver Metro Area or those who are practicing in small rural or mountain communities.

In addition to being a source of contact in your local community, many local mentoring programs offer their own mentoring curriculum, events, and opportunities for mentoring pairs within their program. These opportunities provide “value add” to members and prospective members of Local Bar Associations.

Benefits of a Mentoring Program

Mentoring is a special partnership between two people based on commitment to the mentoring process, common goals and expectations, focus, mutual trust and respect. Mentoring can also encompass activities that allow for transfer of knowledge and skills from one lawyer to others.

Mentoring programs offer the following human capital goals to their members and participants:

- **Skills Enhancement** - Share the skills and knowledge of successful, experienced, and highly competent lawyers to pass their expertise on to others who need to acquire specified skills.
- **Organizational Development and Culture Change** – Help communicate the values, vision, and mission of the organization. A one-on-one relationship can help lawyers understand the organizational culture and improve upon it.
- **Professional Identity** – Contribute to understanding of what it means to be a professional in the legal community. Professionals embody the values of the profession and are self-initiating and self-regulating.
- **Career Development** – Help lawyers plan, develop, grow, and manage their careers. Mentoring also helps lawyers become resilient in times of change, more self-reliant in their careers, and more responsible as self-directed learners.
- **Leadership and Management Development** – Encourage the development of leadership competencies. These competencies are often more easily gained through application and guided practice rather than by education and training.

- **Education Support** – Help to bridge the gap between theory and practice. Formal education and training are complemented by the knowledge and hands-on experience of a competent practitioner.
- **Client Service** – Assist in modeling desired behaviors, encouraging the development of competencies in support of client service and, above all, cultivating the right attitudes.
- **Retention** – Provide a supportive environment. Ongoing interactions, coaching, teaching, and role modeling will facilitate progression within the organization. In addition, mentoring has been found to influence retention because it helps establish an organizational culture that is attractive to the top talent clamoring for growth opportunities.
- **Engagement** - Show lawyers in a tangible way that they are valued and that the organization's future includes them.
- **Recruitment** – Enhance recruitment goals by offering additional incentives to prospective members.
- **Knowledge Management/Knowledge Transfer** – Provide for the interchange/exchange of information and knowledge between members of different organizations and within organizations.

Mentor & Mentee Recruitment

Mentors and mentees should be recruited using the communication types most effective and relevant to the partner organization. Potential mentors and mentees should also be invited to special information sessions for training and education. The following information should be provided to mentors and mentees during the initial information session and will be maintained on the organization's mentoring website.

Tools for the Mentors' Packet

- Link & Instructions for Application form
- Mentor benefits
- Mentor responsibilities
- Ideas to assist your mentee
- Effective questioning tips
- Giving feedback
- Tips for being a good listener

Tools for the Mentees' Packet

- Link & Instructions for Application form
- Mentee benefits
- Mentee responsibilities
- How to receive feedback

Tools included in both Packets

- Mentoring agreement
- Partner Organization's Mentoring Curriculum
- Certificate of Completion

Selection Criteria for Mentor & Mentee Recruitment

The organization's Mentoring Program Manager should be able to identify participants with the most knowledge, skills, and experience to act as mentors.

Ideally, a mentor should be able to:

- Explain how the organization is structured
- Be respected as an experienced and successful professional in the organization
- Support the organization's mission, vision, and goals
- Stay accessible, committed, and engaged during the length of the program
- Listen well
- Offer encouragement through genuine positive reinforcement
- Be a positive role model
- Share "lessons learned" from their own experiences
- Be a resource and a sounding board

Ideally, a mentee should be able to:

- Commit to self-development
- Assume responsibility for acquiring or improving skills and knowledge
- Discuss individual development planning with their mentor
- Be open and honest about his/her goals, expectations, challenges, and concerns
- Actively listen and ask questions
- Seek advice, opinion, feedback, and direction from his/her mentor
- Be open to constructive criticism/feedback and ask for it
- Respect the mentor's time and resources
- Stay accessible, committed, and engaged during the length of the program
- Comfortably give feedback to the mentor on what is working or not working in the mentoring relationship

Program Documents

The following documents should be included for a smooth process for potential mentees and mentors, to evaluate and continuously improve the partner mentoring program:

- Applications - Mentees and mentors should apply to participate in the mentoring program.
- Mentoring agreement - The mentoring agreement establishes the context of the mentoring relationship and expectations for both parties.
- Individual Mentoring Plan - To determine activities that ensure mentoring goals are met; an individual mentoring plan is a must. The mentee will complete the plan with help from the mentor.
- Evaluations - At the mid-point of the program and at the end, mentees and mentors will be asked to evaluate the program. Their input will help make any necessary adjustments to ensure the program remains effective.

Matching Mentors and Mentees

Mentors and mentees should be matched using strategies likely to increase the odds that mentoring relationships will endure and be effective.

Examples of effective matching strategies include:

- Have a personal conversation with every mentee and mentor to learn more about each person's unique circumstance, life experiences, and desired outcome for a mentoring relationship.
- Consider the characteristics of the mentor and mentee (e.g., interests; proximity; availability; age; gender; race; ethnicity; personality; expressed preferences of mentor and mentee; goals; strengths; previous experiences) when making matches.
- Arrange and document an initial meeting between the mentor and mentee.
- Sponsor a group matching event where prospective mentors and mentees can meet and interact with one another, and provide the program with feedback on match preferences.

Measures of Success

While "success" will be defined differently for each organization and each mentoring pair, the following is a list of measures traditionally used to gauge success within a mentoring program.

- Mentors and mentees will have a clear understanding of the program guidance, process and procedures.
- Mentees' development will be supported in specific areas to facilitate successful completion of the program.
- Organization leadership and management will be encouraged to commit to supporting the mentoring program.
- Mentoring program will be aligned with the organization's strategy for high performance.
- Leadership, coaching, interpersonal skills, and professional growth opportunities for lawyers are available and highly visible.
- Knowledge and skill of less experienced lawyers contribute to the growth and health of the organization.
- Lawyers are supported in awareness and understanding of the organization's values, vision, mission, and goals.
- Senior and experienced lawyers routinely share skills and knowledge with less experienced lawyers.
- New lawyers are supported in locating and accessing organizational resources.
- A climate of open communication and dialogue is fostered.
- A network of professionals is established, cultivated, and strengthened.

Colorado Attorney Mentoring Program

The Colorado Attorney Mentoring Program (CAMP) is a program of the Colorado Supreme Court dedicated to providing mentors and coaches for new and transitioning lawyers in all of Colorado's 22 Judicial Districts. CAMP matches mentors with mentees in individualized, structured mentoring programs across Colorado. CAMP also offers informal mentoring opportunities and practical skills based coaching programs.

CAMP is structured intentionally to be decentralized, so that Local Colorado Bar Associations, with designated facilitators, can carry out the program on a local level in a manner that fits the needs of the attorneys they serve. By encouraging the development of "grassroots" efforts to conduct mentoring programs, new attorneys will achieve more successful integration with their local bar and legal community.

CAMP can work with your organization to develop an internal CAMP Partner Mentoring Program. CAMP partner programs are designed to be budget neutral. The organization's mentoring facilitator will have a number of CAMP resources at his/her disposal to enhance their program. The organization's program will require oversight and commitment of a dedicated facilitator. The facilitator will rely on subject matter experts and volunteers to support the mentoring events and presentations in their location.

Online Resource Library

A resource page on the CAMP website at <http://coloradomentoring.org/mentoring-resources/> lists a wide range of learning tools and opportunities (i.e., knowledge transfer) as well as links to external resources.

CAMP offers all participants access to online training classes, webinars, videos, eBooks, and other developmental tools.

Live & Webinar Workshops

CAMP works with local mentoring program managers to create workshops on any topic that supports the mentees, mentors, and the program to meet organization's goals. Below is a short listing of ideas to consider:

- A particular topic central to your organization's goals
- Key competencies required by most of your mentees
- Team-building activities to enhance the relationships and develop rapport
- CAMP is available to provide noontime information ("brown bag"/ "lunch and learn") sessions on a variety of common developmental areas. These sessions are available to connect via collaborative workspaces or video teleconference. A calendar of CAMP events can be found at <http://coloradomentoring.org/calendar/>

Mentoring Program Implementation

The following is an outline of steps an organization may take to initiate its Mentoring Program and to sustain it from cycle to cycle:

- Reach out to the CAMP director at r.peyton@csc.state.co.us or 303-928-7750 to discuss CAMP mentoring opportunities for your organization and receive guidance and support in building a meaningful mentoring program for your organization.
- Review the CAMP partner program handbook located at: <http://coloradomentoring.org/mentorsmentees/camp-co-sponsored-programs/camp-partner-program-handbook/> for information and resources in starting a mentoring program.
- Appoint mentoring committee and program manager.
- Create organization's mentoring plan and program structure.
- Conduct an open house/launch event for your organization's members. An open house will allow members to learn about the program. The organization's mentoring program manager should be visible and accessible to talk about the program benefits. A senior-level champion will be on hand to lend additional credibility to the program. Individual briefings may be conducted during Open House if desired, although it may not be necessary. Plan the Open House to be held in a room large enough to allow people to walk around comfortably with stations set aside separately for prospective mentors and mentees. Provide information packets at the stations for your potential mentors/mentees to take with them to learn more about the benefits, policies, and procedures of your program.
- Conduct an orientation session for your organization's members. Once your mentees and mentors have been recruited and matched, the kick-off program will begin with an orientation session. During the orientation session, policies and procedures should be outlined and clarified. The senior-level champion or organization leader should deliver a short speech about the importance of the mentoring program during the orientation as well.
- Evaluate each step of the implementation.
- Conduct a follow-up evaluation three months after the completion of the program to measure the success of the program.
- Conduct the final evaluation and take action as necessary prior to launching the next program cycle.

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EXHIBIT A – NEW BOARD MEMBER HANDBOOK EXAMPLE

Mission

The 9th Judicial District Bar Association supports its members as a central resource for information, education, and best practices, and fosters a modern legal community through ethics, service, and collegiality.

Commitment

- Be prepared to attend monthly board meetings, but meetings may only be held quarterly.
- We will have a ½ day strategic planning session, usually in July or August.
- Every member is expected to facilitate at least one professional development event (e.g. CLE), one networking event (e.g. happy hour), and one community development event (e.g. fundraiser).
- Secretary – File IRS Form 990-N; Keep board meeting minutes; work with president to create an agenda for each meeting; email all materials to board members and upload to Google Drive.
- Treasurer – Check PO box; Gather bank statements and upload to Google Drive. update/reconcile QuickBooks file; issue reimbursement checks; and present financial status at year-end meeting.
- Vice President – assist president with communications, bigger event.
- President – email communications to members; schedule board meetings and arrange for meals when necessary; host and speak at events.
 - Note: Easiest way to schedule board meeting is using Doodle Poll to find out what dates work for 5-8 busy attorneys.
- Past President – Pass along experiential knowledge; facilitate transition to new president; be available to answer any and all questions
- Board of Governor's Representative – Represent 9th JD Bar and biannual CBA Board of Governors Meetings; provide members with summary of meetings; coordinate with CBA;

Events

Typical annual events

- CBA President's visit (January)
- Women of the Ninth networking event (September)
- Quarterly law firm-hosted happy hours.

Best venues

- Garco Courthouse – Free, most common, easy venue for meetings and CLEs
Contact Court Clerk Jim Bradford to reserve jury room 402
andrew.streeb@judicial.state.co.us and james.bradford@judicial.state.co.us
Projector, screen, WiFi available
Can bring food in as long as you clean up
- Rivers – more expensive but very convenient, good setting for networking or receptions
Contact Anita, general manager, at rivers@rof.net
Can order from banquet menu or appetizer menu depending on group size
Pay before you leave the event
- Hotel Denver/Brewpub – the hotel loft is a great location for larger gathering, especially holiday party. Brewpub caters, no other food/beverage allowed.
§ Contact Corrie Murray, corrie@glenwoodcanyonbrewpub.com
§ \$500 deposit required
- CLE accreditation
 - MUST BE SUBMITTED 15 DAYS BEFORE THE CLE and you have to send it, with a check, via U.S. Mail. PLAN AHEAD!!!

- Application found here: <https://www.coloradosupremecourt.com/PDF/CLE/Form1.pdf>
- \$25 fee since we are a local bar association
- Must include proposed agenda (can be super basic) and course outline/description, all names of presenters, and materials
- They will email you the affidavit once it's approved
- Catering
- Jimmy John's – good for lunch events at the courthouse. They will deliver.
- Slope & Hatch – must pick up, but good quality and cheap.

PO Box

- P.O. Box #
- Treasurer keeps key on hand and checks at least monthly. Secretary keeps backup key.
- Must renew each year.

Banking/Financial

- US Bank Account #
- Statements sent to PO Box – Treasurer checks
- President, Vice President, and Treasurer have debit cards, access. Must go to bank together at beginning of each year to sign up the treasurer, take President off.
- Treasurer should input annual budget into QuickBooks, along with all bank statement transactions and reconcile bank account in QuickBooks.

Communication – with board

- Mostly group emails
- Google Drive account – all members should be provided access to all records, which includes bank statements, membership lists, etc. Someone with access will need to share the documents with new members.

Communication – with members

- 9JDBA Gmail account
- user name:
- password:
- Entire member contact list is saved in a draft email (look in “drafts”), labeled “master email list.” This needs to be updated when members notify us of a change of address or if emails bounce back from a certain address.

Website

- www.9jdba.com
- Operated through Squarespace
- Username:
- Password:
- Events page should be updated regularly
- Delete past events
- Add new events
- Brie Carmer hired to work on this, Facebook page, logo. \$35/hour.
- BrieCarmer33@gmail.com

Non-Profit IRS Registration

- EVERY YEAR before May 1st, the Secretary must file a Form 990-N with the IRS to preserve our tax-exempt non-profit status.

- Credentials:
- Username:
- Password:

EXHIBIT B – STRATEGY WORKSHEET

STEWARDSHIP & STRATEGY WORKSHEET – YOUR TERM IN CONTEXT

Since significant progress on an important issue rarely happens in twelve months, it's important to work closely with the individuals who come before and after you in the leadership chairs. Otherwise, bars can be susceptible to a kind of "organizational whiplash" when priorities shift from year to year.

Strategic plans can help to temper these shifts. If your bar does not have a strategic plan, it should consider developing one. Bars without strategic plans also can work to cultivate continuity from year to year. Institutionalize regular conversations among the officers and executive director about the bar's most pressing priorities.

The Bar's Niche

With many organizations in the marketplace competing for lawyers' time and attention, it's important for each organization to focus on the things it can uniquely do or that it does best. Good strategy is most frequently an extension of an existing strength.

What can our bar uniquely do (or what role can it uniquely play) that no other organization can?

What can our bar do (or what role can it play) *better* than any other organization, even if it's not a unique role?

What is our bar doing that other organizations do better than us? Is there a compelling reason to continue to do those things?

Organizational Priorities

Short-term priorities and considerations

What 3 things must we address in the next 1-2 years in order for the bar to continue to be successful?

1. _____
2. _____
3. _____

Medium-term priorities and considerations

What 5 things must we address in the next 3-6 years in order for the bar to continue to be successful?

1. _____
2. _____
3. _____
4. _____
5. _____

Environmental Changes & Other Opportunities

Are there changes or emerging opportunities that we need to take advantage of or plan for? For example:

- Bar anniversaries or milestones
- Legal community or general community milestones
- Transitions in leadership among important institutional partners (courts, legal services providers, law schools)
- Changes in circumstance among important institutional partners (legal services providers, community partners, sponsors)
- New or changing economic opportunities for members
- New or changing economic opportunities in the community

In the next 1-2 years: _____

In the next 3-6 years: _____

In the next 7-10 years: _____

The man who makes
no mistakes does not
usually make anything.
—Edward Phelps

BYLAWS

of CONTINENTAL DIVIDE BAR ASSOCIATION A NONPROFIT CORPORATION

ARTICLE I

NAME AND OFFICES

Section 1.1 NAME. The name of the association is The Continental Divide Bar Association (the “CDBA”).

Section 1.2 PRINCIPAL OFFICE.. The principal office of the corporation in the State of Colorado shall be the office of the acting CDBA President. The corporation, hereinafter referred to as the “corporation” or “association” may have such other offices, either within or outside of the state of Colorado, as the members may designate, or as the business of the corporation may require from time to time.

Section 1.3 REGISTERED OFFICE. The registered office of the corporation, required by the Colorado Nonprofit Corporation Act to be maintained in the State of Colorado, may be, but need not be, identical with the principal office in the State of Colorado, and the address of the registered office may be changed from time to time by the members.

ARTICLE II

MEMBERS

Section 2.1 CLASSES OF MEMBERSHIP. There shall be the following classes of CDBA membership:

- (a) *Active CDBA Members.* An active CDBA member is any lawyer who is licensed to practice law in Colorado. Each active CDBA member shall enjoy all of the rights and privileges of CDBA membership including the right to vote and to hold office.
- (b) *Associate CDBA Members.* An associate CDBA member is a non-lawyer whose primary occupation is directly involved in assisting attorneys on a regular basis in the delivery of legal services. Associate CDBA membership shall be limited to paralegals/legal assistants, law office administrators, legal secretaries, law librarians, legal services personnel and court personnel who are residents of Colorado. Each associate CDBA member must have a CBA member, who is a lawyer, sponsor for the annual renewal of associate CDBA membership and who certifies that the non-lawyer meets the qualification stated in the first sentence of this

provision. Each associate CDBA shall enjoy all of the rights and privileges of CDBA membership, except the right to vote or hold office.

(c) *Retired CDBA Members.* A retired CDBA member is a lawyer (1) who has attained the age of 65 years, (2) who is not actively engaged full-time in the practice of law, and (3) who, when last licensed as a lawyer, was in good standing as such and was not thereafter suspended or disbarred. Each retired CDBA member shall enjoy all of the rights and privileges of CDBA membership, including the right to vote, but not the right to hold office, and shall pay such CDBA dues as may be fixed by the members.

(d) *Student CDBA Members.* A student CDBA member is any student of an accredited law school. Each student CDBA member shall enjoy such of the rights and privileges of active CDBA members as may be specified by the members, but not the right to hold office or to vote.

Section 2.2 RECORD OF CDBA MEMBERS; ADMISSION; ADDRESS FOR NOTICES.

(a) *Record of CDBA Members.* The Secretary of the association shall maintain a record of persons who have applied for CDBA membership, are qualified to be CDBA members, and have paid the dues then required for CDBA membership, which record shall be categorized by CDBA membership classification. The record shall include the most recent address, including email address, if any, provided by each CDBA member to the Colorado Bar Association or to the Secretary for sending notices to the CDBA member. It shall be the sole responsibility of the member to insure that the Colorado Bar Association or the Secretary has a current email address for the member.

(b) *Admission to CDBA Membership.* Each person who is identified on the record maintained pursuant to Section 2.2(a) shall be deemed to be admitted to CDBA membership in the respective category, subject to suspension, expulsion, or termination as provided by these Bylaws.

(c) *Notices to CDBA Member.* Because of the added expense of regular mail and the geographical diversity of the CDBA membership, email shall be the preferred method for the CDBA to provide notice to members. Notice provided by sending an email to the email address on file with the CDBA Secretary shall be deemed to have been given upon transmission. Without limiting the effectiveness of notice given in any other manner that may be provided in these Bylaws, notice given in a writing deposited with sufficient postage in the United States post, addressed to a CDBA member at the address stated on the record maintained pursuant to Section 2.2(a) shall also be deemed to have been given to that CDBA member upon such deposit.

Section 2.3 CDBA DUES.

(a) *Fixing Dues.* Subject to the provisions of Section 2.,1 the members shall have the power (1) to fix the amount of dues paid by CDBA members;

(b) *Waiver of Dues.* The members may waive the dues of any CDBA member.

Section 2.4 TERMINATION OR SUSPENSION OF CDBA MEMBERSHIP UPON DISBARMENT OR SUSPENSION.

(a) *Termination of CDBA Membership.* The CDBA membership of a CDBA member shall automatically terminate, without right of refund of CDBA dues paid, upon the CDBA member's disbarment or suspension for more than 12 months from the practice of law in Colorado or before the United States Supreme Court or the federal courts of the District of Colorado. A person whose CDBA membership has been terminated by reason of such disbarment or suspension may be reinstated to CDBA membership only if and when (1) the person has been reinstated to practice in all courts from which such person was disbarred or suspended, (2) the person is otherwise eligible for CDBA membership, and (3) the person is admitted and enrolled pursuant to Section 2.2.

(b) *Suspension of CDBA Membership.* The CDBA membership of a CDBA member who has been suspended from the practice of law in Colorado, or before the United States Supreme Court or the federal courts of the District of Colorado for a period of 12 months or less shall continue during the suspension, but, during the suspension, the CDBA member shall relinquish all privileges of holding office and voting, without a right of refund of CDBA dues paid.

ACTION BY MEMBERS

Section 2.5 MEETINGS OF MEMBERS

(a) *Call.* A meeting of the CDBA members shall be called by the President.

(b) *Notice.* The President shall give notice of the meeting. The date of the meeting shall be no fewer than 15 days after the date the notice is given. The notice shall be given to each person who is a CDBA member at the close of business on the day preceding the date the notice is given, whether or not the member is entitled to vote at the meeting. The notice shall state the date, time and place of the meeting and a description of the purpose or purposes for which the meeting is called and shall be given by mail or by such other means as the President may determine.

(c) *Quorum.* At the meeting, a quorum for the transaction of business shall be five percent of all of the CDBA members who are entitled to vote at the meeting.

(d) *Presiding Officer.* The President, or, in his or her absence, the Vice President, shall be presiding officer at the meeting.

Section 2.6 Action of Members without a Meeting. Any action that may be taken at a meeting of the CDBA members may be taken without a meeting if a majority of the CDBA members entitled to vote consent to such action in writing.

Section 2.7 REGULAR MEETINGS. Regular meetings of the members, for any purpose or purposes, may be called by the President and shall be called by the President at the request of ten members.

Section 2.8 MEETING OF ALL MEMBERS. If all of the members who are entitled to vote shall meet at any time and place, either within or outside the State of Colorado, and consent to the holding of a meeting at such time and place, such meeting shall be valid without call or notice, and at such meeting any corporate action may be taken.

Section 2.9 QUORUM. Five percent of the members present and entitled to vote shall constitute a quorum at any meeting of members except as otherwise provided by the Colorado Nonprofit Corporation Code and the Articles of Incorporation. In the absence of a quorum at any such meeting, a majority of the votes that the members present are entitled to cast, being cast for adjournment, the meeting may be adjourned from time to time for a period not to exceed sixty days without further notice. At such adjourned meeting at which a quorum shall be present or represented, any business may be transacted which might have been transacted at the meeting as originally noticed. The members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal during such meeting of that number of members entitled to cast a majority of the votes whose absence would cause there to be less than a quorum.

Section 2.10 MANNER OF ACTING. If a quorum is present, the affirmative vote of the majority of the votes represented at the meeting and entitled to be voted on the subject matter shall be the act of the members, unless the vote of a greater proportion or number of votes is otherwise required by statute or by the Articles of Incorporation or these Bylaws.

- (a) All meetings of the members shall be conducted in accordance with the procedural rules set forth in the most recent edition of Roberts' *Rules of Order*.

Section 2.11 VOTING. Unless otherwise provided by these Bylaws or the Articles of Incorporation, each member shall be entitled to one vote upon each matter submitted to a vote at a meeting of the members.

Section 2.12 VOTING BY BALLOT. Voting on any question or in any election may be by voice vote unless the presiding officer shall order or any member shall demand that voting be by ballot.

Section 2.13 ELECTRONIC VOTING. In addition to other methods of voting authorized by these Bylaws or by law, voting may be conducted electronically when a majority of the the Executive Committee so determines. Any electronic voting shall be conducted pursuant to written procedures adopted by a majority of the Executive Committee . As circumstances require, a majority of the Executive Committee may amend the electronic voting procedures from time to time. The Secretary shall maintain a copy of the written procedures in the corporate records, which shall be provided to members upon request. Posting of the procedures on the CDBA website shall be deemed to constitute adequate notice of the procedures to CDBA members.

- (a) Electronic voting shall include, but not necessarily be limited to, voting through the CDBA website, email voting, or any other method for which technology is available that would facilitate reasonably accurate and readily accessible voting for the members.
- (b) Members shall be given not fewer than 15 days notice of any matter upon which an electronic vote is taken. Notice to members may be by mail, email or any other method

authorized by the written procedures adopted by the Executive Committee. A quorum for purposes of electronic voting shall be a response from five percent of all of the CDBA members who are entitled to vote on the matter.

(c) When voting is conducted electronically, every member shall have the right to communicate with other members regarding the issue to be decided. Any member may contact the CDBA President for guidance in this regard. When appropriate, the President may act to facilitate efforts amongst members to communicate regarding issues to be put to a vote.

ARTICLE III

Section 3.1 PRESUMPTION OF ASSENT. A member of the corporation who is present at a meeting of the members at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his or her dissent shall be entered in the minutes of the meeting or unless he or she shall file his or her written dissent to such action with the person acting as the Secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the Secretary of the corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a member who voted in favor of such action.

ARTICLE IV

OFFICERS

Section 4.1 NUMBER. The officers of the corporation shall be President, Vice President, Secretary and Treasurer. Such other officers and assistant officers as may be deemed necessary may be elected by the members or appointed by the President. Any two or more offices may be held by the same person, except the offices of President and Secretary.

Section 4.2 ELECTION AND TERM OF OFFICE. The officers of the corporation shall be elected at the first meeting of the members of the CDBA in even numbered years and shall serve for a term of two years, or until their successors have been elected and qualified. If the elections of officers are not held at such meeting, such elections shall be held as soon thereafter as practicable.

Section 4.4 VACANCIES. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the members for the unexpired portion of the term.

Section 4.5 PRESIDENT. The President shall be the chief executive officer of the association and, subject to the control of the members, shall in general supervise and control all of the business and affairs of the corporation. He or she shall, when present, preside at all meetings of the members. He or she may sign, with the Secretary or any other proper officer of the corporation thereunto authorized by the members, deeds, mortgages, bonds, contracts, or other instruments which the members have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the members or by these Bylaws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the members from time to time.

Section 4.6 VICE PRESIDENT. The Vice President shall, in the absence of the President or in the event of his or her death, inability or refusal to act, perform all duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. Any Vice President shall perform such other duties as from time to time may be assigned to him or her by the President or by the members.

Section 4.7 SECRETARY. The Secretary shall: (a) keep the minutes of the proceedings of the members in one or more books provided for that purpose including a record of any electronic voting; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the association records; (d) keep a register of the post office and electronic address of each member which shall be furnished to the Secretary by such member; and (e) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or by the members.

Section 4.8 TREASURER. The Treasurer shall: (a) have charge and custody of and be responsible for all funds and securities of the CDBA; (b) receive and give receipts for moneys due and payable to the CDBA from any source whatsoever and deposit all such moneys in the name of the association in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article V of these Bylaws; and (c) in general perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or by the members.

ARTICLE V

CONTRACTS, LOANS, CHECKS AND DEPOSITS

Section 5.1 CONTRACTS. The members may authorize any officer or officer's agent or agents to enter into any contract or execute and deliver an instrument in the name of and on behalf of the corporation and such authority may be general or confined to specific instances.

Section 5.2 LOANS. No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the members. Such authority may be general or confined to specific instances.

Section 5.3 CHECKS, DRAFTS, ETC. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the members.

Section 5.4 DEPOSITS. All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the members may select.

Section 5.5 GIFTS. The members may accept on behalf of the corporation any contribution, gift, bequest or devise for the general purposes of or for any special purposes of the corporation.

ARTICLE VI

NONDISCRIMINATION

The officers, director, members, committee members, employees and persons served by this corporation shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin and sexual orientation.

ARTICLE VII

BOOKS AND RECORDS

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the members and committees having any of the authority of the members.

ARTICLE VIII

WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of these Bylaws or under the provisions of the Articles of Incorporation or under the provisions of the Colorado Nonprofit Corporation Act, or otherwise, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the event or other circumstances requiring such notice, shall be deemed equivalent to the giving of such notice.

Failure of a member to provide the Secretary with the member's current email address constitutes a waiver of notice under these Bylaws.

ARTICLE IX

AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a majority of the members present at any meeting of the members at which a quorum is present.

ARTICLE X

EXECUTIVE COMMITTEE

Section 12.1 APPOINTMENT. The officers of the corporation shall constitute an Executive Committee. The designation of such Committee and the delegation thereto of authority shall not operate to relieve the members of any responsibility imposed by law.

Section 12.2 AUTHORITY. The Executive Committee, when the members are not in session, shall have and may exercise all of the authority of the members except to the extent, if any, that such authority shall be limited by the resolution appointing the Executive Committee and except also that the Executive Committee shall not have the authority of the members in reference to amending the

Articles of Incorporation, adopting a plan of merger or consolidation, recommending to the members the sale, lease or other disposition of all or substantially all of the property and assets of the corporation otherwise than in the usual and regular course of its business, recommending to the members a voluntary dissolution of the corporation or a revocation thereof, or amending the Bylaws of the corporation.

Section 12.3 TENURE AND QUALIFICATIONS. Each member of the Executive Committee shall hold office until the next regular annual meeting of the members following his or her designation and until his or her successor is designated as a member of the Executive Committee and is elected and qualified.

Section 12.4 MEETINGS. Regular meetings of the Executive Committee may be held without notice at such time and places as the Executive Committee may fix from time to time by resolution. Special meetings of the Executive Committee may be called by any member thereof upon not less than one day's notice stating the place, date and hour of the meeting, which may be written or oral, and if mailed, shall be deemed to be delivered when deposited in the United States mail addressed to the member of the Executive Committee at his or her business address, and, if emailed, notice shall be deemed to be delivered upon sending an email to the email address on file with the CDBA Secretary. Any member of the Executive Committee may waive notice of any meeting and no notice of any meeting need be given to any member thereof who attends in person. The notice of a meeting of the Executive Committee need not state the business proposed to be transacted at the meeting.

Section 12.5 QUORUM. A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business at any meeting thereof, and action of the Executive Committee must be authorized by the affirmative vote of a majority of the members present at a meeting at which a quorum is present.

Section 12.6 INFORMAL ACTION BY EXECUTIVE COMMITTEE. Any action required or permitted to be taken by the Executive Committee at a meeting may be taken without a meeting if a consent in writing setting forth the action so taken shall be signed by all of the members of the Executive Committee entitled to vote with respect to the subject matter thereof. An email from a member of the Executive Committee shall constitute signed written consent.

Section 12.7 VACANCIES. Any vacancy in the Executive Committee may be filled by a resolution adopted by a majority of the full membership.

Section 12.8 RESIGNATIONS AND REMOVAL. Any member of the Executive Committee may be removed at any time with or without cause by resolution adopted by a majority of the full membership. Any member of the Executive Committee may resign from the Executive Committee at any time by giving written notice to the President or Secretary of the corporation, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 12.9 PROCEDURE. The Executive Committee shall elect a presiding officer from its members and may fix its own rules of procedure which shall not be inconsistent with these Bylaws. It shall keep regular minutes of its proceedings and report the same to the members for their information at the meeting thereof held next after the proceedings shall have been taken.

Section 12.10 OTHER COMMITTEES. Other committees not having and exercising the authority of the members in the management of the corporation may be appointed in such manner as may be designated by a resolution adopted by a majority of the members present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be members of the corporation and the President of the corporation shall appoint the members thereof. Any member thereof may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the corporation shall be served by such removal.

CERTIFICATE

I hereby certify that the foregoing Bylaws, consisting of nine pages, constitute the Bylaws of the Continental Divide Bar Association, adopted by the members of the corporation as of June 24th, 2009.

Secretary

UNIFORM APPLICATION FOR ACCREDITATION OF CONTINUING LEGAL EDUCATION ACTIVITY

FORM 1

STATE OF COLORADO SUPREME COURT
BOARD OF CONTINUING LEGAL AND
JUDICIAL EDUCATION
1300 Broadway, Suite 510
Denver, CO 80203
(303) 928-7771

Accreditation Fee: CHECK, MONEY ORDER AND ALL MAJOR CREDIT CARDS ACCEPTED

\$50.00 if received 15 days prior to program - (applications not submitted 15 days prior to the start date of the activity will be denied unless the applicant establishes good cause for the delay and pays an additional \$50.00 for a total of \$100.00 for the application fee). Video replay of previously accredited courses is \$10.00 per replay.

Government agencies, local bar associations and non-profits that provide legal services: \$25.00 if received 15 days prior to program. Applications not submitted 15 days prior to the start date of the activity pays an additional \$25.00 for a total of \$50.00 for the application fee).

REQUIRED ATTACHMENTS: (to this application)

- a. Time schedule and/or agenda
b. Brochure or course outline, course description - primary objective must increase the professional competence of registered attorneys and judges and deal with a subject matter directly related to the practice of law or the performance of judicial duties
c. Faculty name(s) and credentials (if not in brochure or description)
d. Complete set of materials (only for states where required, NOT Colorado)

Office Use 10/15/2014

Approved for: General Credits _____

Ethics Credits _____

Accreditation denied: _____

Sponsor acronym: _____

Fee: Paid _____ Billed _____

- ☐ Video Replay Accreditation Only
(\$10.00 payment per video replay)

Course ID

1. Name of Organization providing or sponsoring the activity: (not the name of person applying)

Address

City

State

Zip Code

2. Sponsor/Provider Phone Number

email

3. Title of educational activity

- 4.

Date

Location

- ☐ Video Replay Accreditation Request (Additional \$10.00 payment per date)

Date

Date

Date

5. Area of Law 1

☐ Basic☐ Intermediate☐ Advanced

Area of Law 2

☐ Basic☐ Intermediate☐ Advanced

6. Registration fees

7. Writing surface available?

8. Method(s) of presentation: ☐ Faculty in room ☐ Telephone to broadcast site (Telecon) ☐ Webinar ☐ Discussion leader present

9. Advertised to: ☐ Lawyers ☐ Others - Specify

10. List any admission restrictions:

11. In-house activity: ☐ Open/publicized to outside lawyers (required for law firms, associations and corporations) ☐ Outsiders are _____ % of faculty

12. Method of evaluation: ☐ Participant critique ☐ Independent evaluator ☐ None ☐ Other - Specify

13. Descriptions of materials to be distributed: (mandatory)

Total pages

Loose Leaf

Bound

When are materials distributed? ☐ Before program ☐ At program ☐ Other - Specify

14. Total minutes of instruction:

(not including introductions, breaks, keynote speeches, meals or Q & A):

General (non-ethics)

Ethics

TOTAL

15. Approval by other states: Granted by

Denied by (state reasons)

16. Submitted by: ☐ Employee of sponsor/provider ☐ Individual lawyer

Name of person applying:

Address

City

State

Zip Code

email

Signature

Date

Reset Form

Print Form

AGENDA – YOUR BAR ASSOCIATION NAME – www.YOURBARWEBSITE.org

November 12, 2018, CITY, Colorado

VENUE LOCATION and Address

Agenda Items

- I. Call to Order and Welcome of Guests
- II. Review and Approval of Meeting Minutes from Prior meeting - Reminder to bar members that all meeting minutes are posted at the website address a couple weeks after each meeting for your review.
- III. Court Administrator Comments
- IV. Access to Justice Committee, Law day committee, or any other committees or task forces that can report on progress to the members
 - a. Members of the the ATJ committee (name your committee members here so members can reach out to them) met on November 6 with _____ to discuss the needs of our litigants.
 - b. Modest means Attorney List
 - c. Mediator list
 - d. Law day coordinator and contact information
- V. Treasurer's Report
 - a. Quarterly Financial Report
- VI. Old Business
 - a. List any items that you have been working on since the last meeting, it could be legal aid donations, community service projects, networking opportunities
- VII. New Business:
 - a. News in the local bar
 - b. STUDENT MEMBERS –We now accept Student members, so encourage your associates. We would also like to get a committee to do outreach to the schools. We would like to get a few people to do some informal presentations and meetings at DU and CU
 - c. Volunteer – All 2018 dates have been posted so please sign up for:
 - i. Mediation in _____County Small Claims Court
 - ii. _____ County Legal Advice Clinic
 - a. SKYPE CLINIC –home or office. The litigants will come to a location manned by legal aid staff and you can continue to work in between the clients that show up for the clinic. Where to sign up.
 - b. HABITAT FOR HUMANITY-
 - i. Come build a house for deserving family, contact _____ for more information. can bring lunches

- b. Legal Aid Donation-
 - a. Will the bar donate to Legal aid in the form of money, equipment, member time?
- c. Bench/bar events upcoming- schedule meetings where the Bench and the local bar can regularly interact or address certain topics.
- d. CBA Board of Governors Report-
 - a. The last meeting was _____. Your BOG representatives are:_____, _____. Use this opportunity to communicate between the CBA, Board of Governors, and your local bar.
- e. Pro Bono Commitment- Identify the deadline to email Justice to notify that you will be participating in the Pro Bono Commitment is or that you have achieved your goal of 50 hours.
- f. Mentoring/Professionalism/Lunch with Judge
 - a. The following dates are available for lunch with the following judges:
 - b. Ryann Peyton – CAMP presentation for mentoring matches -
- g. Probation Presentation –
 - a. Interstate Compact – how it works for your criminal clients presented by_____.
- h. UPCOMING EVENTS
 - a. Retirement party for judge on _____at_____
 - b. Board Elections will be held at the next meeting
 - c. Next meeting to the members -date provided
 - d. Ski Day/golf day with YLD
 - e. Holiday party, coffee socials, etc?
 - f. Lunch with a judge
 - g. Coffee dates
- i. Miscellaneous New Business
 - a. President news
 - b. CBA NEWS
 - c. CLE that the members would be interested in- father input

VIII. Judge's News

- a. Judge Comments

IX. Adjourn

Colorado Bar Association Contact List

CBA CONTACT LIST

- The Colorado Bar Association (CBA) is an invaluable resource for both bar local bar leaders and for attorneys. There is a wealth of information on the CBA's website, as well as staff equipped to assist you with local issues such as continuing legal education and the CBA Board of Governors.
- The Colorado Bar Association website is: <http://www.cobar.org> .
- The staff contact list can be found at: <http://www.cobar.org/staff>
- CBA main number: 303-860-1115
- Toll-free in Colorado: 800-332-6736
- Main fax number: 303-894-0821
- CLE main number: 303-860-0608
- Patrick Flaherty Executive Director pflaherty@cobar.org
- Greg Martin Deputy Executive Director 303-824-5317
gmartin@cobar.org
- Key Staff:
 - **Membership and YLD**
 - Heather Folker Director 303-824-5350
hfolker@cobar.org
 - **Local Bar Relations & Access to Justice**
 - Kathleen Schoen, Director 303-824-5305 kschoen@cobar.org
 - Joshua Junevicius, Program Coordinator 303-824-5310 jjunevicius@cobar.org
 - **Public Legal Education**
 - Carolyn Gravit Director 303-824-5323 cgravit@cobar.org
- § **Sections and Committees Director**
 - Melissa Nicoletti Director 303-824-5321
melissan@cobar.org
- § **CBA Board of Governors**
 - Melissa Nicoletti 303-824-5321 melissan@cobar.org
- § **Legislative Relations**
 - Jeremy Schupbach, Director 303-824-5309
jschupbach@cobar.org

Where to find contact information. There are numerous organizations that can provide local bar leaders with useful information for themselves and their associations. Here are a few organizations, the resources they can provide, and their contact information:

- **The Colorado Supreme Court Office of Attorney Regulation** helps the Colorado Supreme Court regulate the practice of law in Colorado through various programs. The office oversees attorney admissions, attorney registration, mandatory continuing legal and judicial education, attorney diversion and discipline, regulation of the unauthorized practice of law, and inventory counsel. Here are a few helpful links:
 - **Complaints/Discipline** for members of the public to find out about the complaint process and launch and investigation (303) 457-5800

http://www.coloradosupremecourt.us/Complaints/File_ComplaintAgainstAtty.asp

- o **Conduct Attorney Search** of all licensed attorneys in Colorado, including admission date and disciplinary history

- o <http://www.coloradosupremecourt.us/Search/AttSearch.asp>

- o **Information for Licensed Attorneys** to find out everything from CLE to attorney registration.

- o <http://www.coloradosupremecourt.com/Current%20Lawyers/Cle.asp>

§ Continuing Legal Information. Each attorney must submit his or her own affidavit. To enter an affidavit, go to <https://cletrack.com/> and enter your Bar # and DOB. Then on the next screen:

- Click “enter online affidavit”

- Click “seminar”

- Enter course ID 7XXXXXX

- o If you do not know the CLE Course ID, you can search for it in the course lists listed by year. Use the direct link below or the above link and then on the left-hand menu hover over “Continuing Legal Education” then “Accredited Courses.”

- o <https://coloradosupremecourt.com/Current%20Lawyers/AccreditedCourses.asp>

- o Then download the “Accredited Programs Listed by Date” document for either 2016 or 2017.

- o Then search that document (Ctrl + F) for EPCBA courses using our sponsor name “PASBAR”.

- o And then click “Load Affidavit.”

- o On the next screen, enter the number of credits and click the “no” option for whether it is accredited in another state.

- o Having problems with entering an online CLE affidavit? Email: cleinfo@csc.state.co.us or Telephone: (303) 928-7771

- **Colorado Attorney Mentoring Program (CAMP)** pairs attorney mentors and mentees across the state. They have everything from informal, low commitment mentoring programs to year-long, 15 CLE credit programs. The link to the mentoring page can be easily inserted into a local bar website, just contact them.

- o <http://coloradomentoring.org/>

- o Director, J. Ryann Peyton

- o (303) 928-7750

- **CBA Board of Governors**

- Melissa Nicoletti of the CBA is charged with the Board of Governors listserv.

- Orientation information can be found online: <http://www.cobar.org/About-the-CBA/Governance/Board-of-Governors/Board-of-Governors-Orientation>
- melissan@cobar.org

YLD contact list

- CBA staff member Heather Folker is charged with management of the YLD listerv <http://www.cobar.org/For-Members/Young-Lawyers-Division>

Specialty bar contact list

- There are a variety of specialty bar associations and they are all listed on the CBA's website <http://www.cobar.org/Local-Bar-Associations/Specialty-and-Minority-Bar-Associations>

CBA BENEFITS

Login with your CBA member login to access benefit information
<http://www.cobar.org/perks>

COLAP CONTACT LIST

Colorado Lawyer Assistance Program
<http://coloradolap.org/>

COLORADO LAWYERS HELPING LAWYERS

<http://www.clhl.org/>

LOCAL BAR CONTACT LIST

<http://www.cobar.org/Local-Bar-Associations>

For the 27 local bars, the following information can be found at the link shown above.

Geographical Areas served Dues Structure

Link to join the local bar List of members under View Members

Contact information for President and Executive Director

Working on CBA contact for local bars to make changes to their information.

CBA SECTIONS BEST PRACTICES

<http://www.cobar.org/portals/cobar/repository/sections/BestPracticesPlaybook.pdf>

A Best Practices handbook for managing Sections

Nominations & Elections

Council Composition

On-Boarding New Members

On-Going Engagement & Communications

Legislative Process

Fiduciary Obligations & Finances

Micro Volunteering

SPECIALITY BAR CONTACT LIST

<http://www.cobar.org/Local-Bar-Associations/Specialty-and-Minority-Bar-Associations>

Asian Pacific American Bar Association of Colorado

Association of Corporate Counsel

American Academy of Matrimonial Lawyers

Colorado Criminal Defense Bar

Colorado Chapter of the Federal Bar Association

Colorado Defense Lawyers Association

Colorado Hispanic Bar Association

Colorado Trial Lawyers Association

Colorado Women's Bar Association

Colorado Indian Bar Association

Colorado Lesbian Gay Bisexual Transgender Bar Association LGBT Bar)

Sam Cary Bar Association

South Asian Bar Association of Colorado

Faculty of Federal Advocates

THE COLORADO BAR ASSOCIATION

BYLAWS

(as of October 2018)

1. NAME AND OBJECTS

1.1. *Name.* The name of the association is The Colorado Bar Association (the "CBA").

1.2. *Objects.* The objects of the CBA are to advance the science of jurisprudence, to secure the more efficient administration of justice, to encourage the adoption of proper legislation, to advocate thorough and continuing legal education, to uphold the honor and integrity of the bar, to cultivate cordial relations among the lawyers of Colorado, and to perpetuate the history of the profession and the memory of its members.

2. AFFILIATED LOCAL BAR ASSOCIATIONS

2.1. *Affiliation of Local Bar Associations.* Any regularly organized local bar association in Colorado may become an Affiliated Local Bar Association of the CBA upon application to and approval by a majority vote of the Board of Governors.

2.2. *Existing Affiliated Local Bar Associations.* The local bar associations listed in Appendix A have elected to become and are hereby declared to be Affiliated Local Bar Associations.

2.3. *Termination of Affiliation.* Affiliation of an Affiliated Local Bar Association may be terminated by a majority vote of the Board of Governors. The Affiliated Local Bar Association shall receive 30 days written notice of the contemplated termination of its affiliation. Upon written request to the President (which request has been approved by the majority of the members of such Affiliated Local Bar Association), the Affiliated Local Bar Association shall be entitled to be heard at the meeting of the Board of Governors at which the termination is to be considered and voted upon.

2.4. *Termination by Dissolution:* If an Affiliated Local Bar Association has become inactive or has merged with another Affiliated Local Bar Association, the Executive Director will remove the inactive or merged Affiliated Local Bar Association.

3. CBA MEMBERSHIP; CBA PATRONS

3.1. *Classes of CBA Membership.* There shall be the following classes of CBA membership:

(a) *Active CBA Members.* An active CBA member is any lawyer (1) who is licensed and in good standing to practice law in Colorado and (2) who either (A) is a member of an Affiliated Local Bar Association or (B) is not a resident of Colorado. Each active CBA member shall enjoy all of the rights and privileges of CBA membership including the right to vote and to hold office as stated in these bylaws

(b) *Associate CBA Members.* An associate CBA member is a non-lawyer whose primary occupation is directly involved in assisting attorneys on a regular basis in the delivery of legal services. Associate CBA membership shall be limited to paralegals, legal assistants, law office administrators, legal secretaries, court personnel, and bar association staff who are residents of Colorado. Each associate CBA member must have a CBA member who is a lawyer

sponsor the associate CBA member's annual renewal of associate CBA membership and certify that the non-lawyer meets the qualification stated in the first sentence of this provision. Each associate CBA member shall enjoy all of the rights and privileges of CBA membership except the right to vote or to hold office.

(c) *Honorary CBA Members.* An honorary CBA member is a distinguished lawyer who is elected to honorary membership in the CBA by a two-thirds vote of the Board of Governors. Each honorary CBA member shall have such rights and privileges of CBA membership as may be specifically granted to the honorary member by the Board of Governors, which may or may not include the right to hold office or to vote, and shall be exempt from the payment of CBA dues.

(d) *Non-Practicing CBA Members.* A Non-practicing CBA member is a lawyer who is on inactive status with the Colorado Supreme Court and who is not a life CBA member or a retired CBA member. A Non-practicing CBA member need not join an Affiliated Local Bar Association. Each Non-practicing CBA member shall pay such CBA dues as may be fixed by the Executive Council and shall enjoy all of the rights and privileges of CBA membership except the right to hold office or to vote.

(e) *Life CBA Members.* A life CBA member is a lawyer (1) who has been licensed to practice in Colorado or in any one or more other states for at least 50 years cumulatively, (2) who either (A) is licensed and in good standing to practice law in Colorado or another state, (B) is in good standing in Colorado or another state as a licensed lawyer on inactive status, or (C) is not licensed and in good standing in Colorado or in any other state but was, when last licensed as a lawyer, in good standing as such in all states where licensed and was not thereafter suspended or disbarred in any state, and (3) who has been a CBA member for the most recent 10 years. Each life CBA member shall be exempt from the payment of CBA dues. Each life CBA member who is licensed and in good standing to practice law in Colorado shall enjoy all of the rights and privileges of CBA membership, and each life CBA member who is not licensed and in good standing in Colorado shall enjoy all the rights and privileges of CBA membership except the right to hold office or to vote.

(f) *Resident CBA Members.* A resident CBA member is a lawyer (1) who is licensed and in good standing to practice law in a state other than Colorado but who is not licensed to practice law in Colorado, (2) who resides in Colorado, and (3) who is a member of an Affiliated Local Bar Association. Each resident CBA member shall pay the same CBA dues as are required of active CBA members and shall enjoy all of the rights and privileges of CBA membership except the right to hold office or to vote.

(g) *Retired CBA Members.* A retired CBA member is a lawyer (1) who has attained the age of 65 years, (2) who is not actively engaged in full-time law practice, (3) who, when last licensed as a lawyer was in good standing as such and was not thereafter suspended or disbarred, and (4) who is not a life CBA member. Each retired CBA member shall enjoy all of the rights and privileges of CBA membership, including the right to vote and the right to hold office, and shall pay such CBA dues as may be fixed by the Executive Council.

(h) *Student CBA Members.* A student CBA member is any current student of an accredited law school, or any graduate of an accredited law school within one year of graduation from law school who has not yet been sworn in to practice in Colorado. Each student CBA member shall enjoy such of the rights and privileges of active CBA members as may be specified by the Executive Council, but not the right to hold office or to vote.

3.2. *Record of CBA Members; Admission; Address for Notices; Notices.*

(a) *Record of CBA Members.* The Executive Director shall maintain a record of persons who have applied for CBA membership, are qualified to be CBA members, and have paid the dues then required for CBA membership, which record shall be categorized by CBA membership classification. The record shall include the most recent address, if any, provided by each CBA member to the Executive Director for mailing notices to the CBA member.

(b) *Admission to CBA Membership.* Each person who is identified on the record maintained pursuant to Section 3.2(a) shall be deemed to be admitted to CBA membership in the respective category, subject to suspension, expulsion, or termination as provided by these Bylaws.

(c) *Notices and Voting.*

1. Notices Without limiting the effectiveness of notice given in any other manner that may be provided in these Bylaws, required notices may be given in electronic or other written or perceivable form and may be delivered by hand, via U.S. mail, by electronic mail or other media which is retrievable and perceivable in electronic form and capable of retention by the recipient at the time of receipt. The provision of an email address by any CBA member is consent to receive such notices electronically as above-stated.

2) Voting. Except as otherwise noted in these Bylaws, voting, including the sending and/or return of ballots, voting information and any other writing or action required within the voting process may occur in electronic or other written or perceivable form and may be delivered by hand or via U.S. mail or by electronic mail or other medium which is retrievable and perceivable in electronic form and capable of retention by the recipient at the time or receipt. Pursuant to the Americans with Disabilities Act, any person requiring a paper ballot as an accommodation shall notify the Executive Director and shall be provided a paper ballot.

3.3. *CBA Dues.*

(a) *Fixing Dues.* Subject to the provisions of Section 3.1, the Executive Council shall have the power (1) to fix the amount of dues paid by CBA members; (2) to establish classifications for such purposes; and (3) to establish the times and procedures by which (A) notice of dues shall be given, (B) dues shall be paid, (C) delinquency may be determined, and (D) delinquent CBA members may be stricken from the record of members maintained pursuant to Section 3.2(a).

(b) *Waiver of Dues.* The Executive Director may waive the dues of any CBA member.

3.4. *Suspension or Expulsion of Member.* The Executive Council may suspend or expel any CBA member from the CBA for such cause or causes, if any, as it may determine, without a right of refund of CBA dues paid; provided, however, that such suspension or expulsion is effectuated in accordance with the following procedures:

(a) *Notice of Impending Action.* Notice of the impending suspension or termination shall be given to the CBA member not less than 15 days prior to the effectiveness of such suspension or expulsion, which notice shall state the cause or causes, if any, of the suspension or expulsion.

(b) *Opportunity to Be Heard.* If the CBA member requests, by notice as provided in 3.2(c) and delivered to the Executive Director before the effectiveness of the suspension or

expulsion, the opportunity to state the member's reasons why the member should not be suspended or expelled, the CBA member shall be given the opportunity either:

(1) To provide, within 15 days after the member was given notice of the right to do so, a written statement to the Executive Council stating the member's reasons why the member should not be suspended or expelled; or

(2) To make an oral statement before a meeting of the Executive Council, at such time as the Executive Council determines in a notice given to the CBA member not less than five days before such meeting, of the member's reasons why the member should not be suspended or expelled.

The determination of whether the CBA member's statement of reasons against suspension or expulsion is to be made in writing or by oral statement shall be made either by the Executive Council at the time it first determines to suspend or expel the CBA member or, in the absence of such determination, by the President.

(c) *Final Determination.* The determination whether or not to suspend (and, if so, on what terms and conditions for reinstatement) or to expel the CBA member shall be made by the Executive Council, within such time after the CBA member has had the opportunity provided for in Section 3.4(b) as the Executive Council may determine, and notice of the determination shall be given to the CBA member. Such determination shall be final.

(d) *Responsibility for Notices to CBA Member.* The notices that are to be given to the CBA member pursuant to the foregoing procedures shall be given by the President or, if the President does not do so, by the Executive Director.

(e) *Effect of Section.* This Section 3.4 is intended to be a bylaw provision within the meaning of Section 7-126-302(1), Colorado Revised Statutes. Any proceeding challenging a suspension or expulsion pursuant to this Section 3.4 must be commenced within one year after the effective date of the suspension or expulsion.

3.5. *Termination or Suspension of CBA membership Upon Disbarment or Suspension.*

(a) *Termination of CBA Membership.* The CBA membership of a CBA member shall automatically terminate, without a right of refund of CBA dues paid, upon the CBA member's disbarment or suspension for more than 12 months from the practice of law in Colorado or before the United States Supreme Court or the federal courts of the District of Colorado. A person whose CBA membership has been terminated by reason of such disbarment or suspension may be reinstated to CBA membership only if and when (1) the person has been reinstated to practice in Colorado courts from which such person was disbarred or suspended, (2) the person is otherwise eligible for CBA membership, and (3) the person is admitted and enrolled pursuant to Section 3.2.

(b) *Suspension of CBA Membership.* The CBA membership of a CBA member who has been suspended from the practice of law in Colorado, or before the United States Supreme Court or the federal courts of the District of Colorado for a period of 12 months or less shall continue during the suspension, but, during the suspension, the CBA member shall relinquish all privileges of holding office and voting, without a right of refund of CBA dues paid.

(c) *Effect of Section.* This Section 3.5 is intended to be a bylaw provision within the meaning of Section 7-126-302(1), Colorado Revised Statutes. Any proceeding challenging a

termination or suspension pursuant to this Section 3.5 must be commenced within one year after the effective date of the suspension or expulsion.

3.6. *Patrons of the CBA.* A patron of the CBA is any non-lawyer or organization who provides ancillary goods or services to lawyers or to the legal profession and who applies to the Executive Director for recognition as a patron of the CBA. Patrons of the CBA may include, but are not limited to, arbitrators, mediators, certified public accountants, private investigators, court reporters, educators, and professional consultants. No sponsorship by a CBA member is required for recognition as a patron of the CBA. Patrons of the CBA shall pay such fees as may be fixed by the Executive Council, and may participate in such CBA activities and privileges as may be approved by the Executive Council, but no patron of the CBA may hold office or vote.

4. ACTION BY MEMBERS

4.1 Special Meetings of Members

(a) *Call.* The Executive Director, solely at the direction of the Board of Governors, by a majority vote shall call for an action written special ballot of the CBA Members. Such direction shall be pursuant to an Action by written ballot, pursuant to CRS 7-127-109, as amended. The written ballot shall be delivered to every member entitled to vote on the matter and shall state each proposed action and shall provide an opportunity to vote for or against each proposed action.

(b) *Quorum.* An Action by Special Ballot of the CBA members, a quorum shall be five percent of all of the CBA members who are entitled to vote at such meeting.

(c) *Approval.* Approval shall require that the number of ballots equals or exceeds the quorum required for the above and a majority of the votes cast approve such proposed action.

(d) *Voting.* All solicitations by votes cast by ballot shall indicate the number of votes necessary to meet the quorum requirement, the percentage of votes needed to approve each proposed action and the time by which a ballot must be received by the CBA. The ballot must be accompanied by written information sufficient to permit the CBA member to reach an informed decision on the proposed action.

(e) *Electronic ballots.* All ballots for a special meeting of the CBA members shall be handled electronically. The CBA will send ballots electronically to each member entitled to vote, at the email address shown in the records of the CBA, at least two weeks prior to the date of the commencement of voting. Members will return their ballots through **electronic voting** means, and the CBA will announce the results within five (5) business days after the end of the voting process.

(f) *Paper ballots.* There will be no paper ballots printed or used in the election except for those individuals receiving an accommodation under the Americans with Disabilities Act. These will be sent at the same time as the electronic ballots and shall be sent to the address shown in the records of the CBA.

(g) *Notification of Election.* An email announcement shall inform the CBA members of the special meeting and the web link that will be used for electronic voting.

(h) *Confidentiality of electronic voting.* The electronic ballot software shall prevent any election official from viewing or printing any of the votes cast. Only the final vote tabulation

will be viewable or printable. The software shall not provide a list of voters with their corresponding votes. Whether a person has or has not voted shall be confidential.

(i) *Retention of electronic ballots.* Electronic ballots and related documents in the election software shall be retained for period of six months, at which time the election data base shall be deleted.

5. THE BOARD OF GOVERNORS

5.1. *General Powers.* The primary roles of the Board of Governors are as ambassadors and conduits of communication for the CBA. The Board of Governors retains the governance power and authority specified in these Bylaws, including the power and authority reserved by Section 6.1. The Board of Governors may refer to the CBA members, for action pursuant to Section 4.1, such matters as the Board of Governors considers necessary or appropriate.

5.2. *Composition of the Board of Governors.* The Board of Governors shall consist of Governors selected as follows:

(a) *Governors from Affiliated Local Bar Associations.*

(1) *Number.* Each Affiliated Local Bar Association shall be entitled to select one Governor for each 200, or fraction thereof, of its members who are CBA members entitled to vote.

(2) *Selection and Removal.* Each Affiliated Local Bar Association shall select its Governors from among its members who are CBA members entitled to vote and hold office, and may remove its Governors, pursuant to such procedures as it may determine.

(3) *Term.* A Governor's term shall commence on July 1 following the Governor's selection. Except as is otherwise provided by the rules governing the Affiliated Local Bar Association from which the Governor is selected, the Governor shall serve for two (2) years and until that Governor's successor is selected and qualified.

(4) *Certification.* The Affiliated Local Bar Association shall certify to the Executive Director the identity of its selected Governors, promptly upon the making of the selections.

(5) *Vacancies.* Each Affiliated Local Bar Association shall promptly fill vacancies as they occur among its Governors, certifying the new Governors promptly to the Executive Director as the Governors are selected. If a Governor position remains unfilled for more than 30 days, the President will appoint a Governor from that Affiliated Local Bar Association to fill that position. For purposes of this Section 5.2(a)(5), if a Governor who was selected by an Affiliated Local Bar Association fails to attend two (2) successive meetings of the Board of Governors, the President may deem that absent Governor's seat to have been vacated as of the first of those missed meetings.

(b) *CBA Officers.* The following officers shall be Governors during their respective terms in office: the President, the President-elect, the Immediate Past President, each Vice President, the Treasurer, and the Executive Director.

(c) *Certain Office Holders.* The following persons shall be Governors, with full power to vote on any matter that may come before the Board of Governors if they are CBA members otherwise entitled to vote and hold office: the Dean of the University of Colorado School of Law; the Dean of the University of Denver College of Law; all Colorado delegates to the House of Delegates of the American Bar Association; four lawyers who are each members of the Colorado General Assembly, two of whom are selected by each of the two political parties having the largest numbers of members in the Colorado General Assembly; and the Chair of the CBA Young Lawyers Division.

(d) *Governors from Designated Organizations.*

(1) *Designation of Organizations.* The Board of Governors may, from time to time, designate organizations that are entitled to representation on the Board of Governors ("Designated Organizations"). All CBA Sections shall be considered as Designated Organizations. Appendix B to these Bylaws shall be maintained as a list of current Designated Organizations. Criteria to be considered when determining whether to designate an organization as a Designated Organization may include the following, together with any others the Board of Governors may deem relevant:

(A) Whether the organization represents a distinct and significant interest and the organization is generally recognized as being representative of that interest;

(B) Whether the organization represents an interest not otherwise adequately represented on the Board of Governors;

(C) Whether a substantial number of CBA members share the organization's interest;

(D) Whether a substantial number of the CBA members sharing the organization's interest are members of the organization; and

(E) Whether at least a majority of the members of the organization are CBA members.

(2) *Qualifications and Conditions for Designation of Designated Organization.* The Board of Governors may establish qualifications and conditions for designation as a Designated Organization, which qualifications and conditions may include the payment of special dues or fees to the CBA by the Designated Organization or its members; and such qualifications and conditions may be in addition to or different from the qualifications and conditions established for other Designated Organizations.

(3) *Termination of Designation of Designated Organization.* The entitlement of a Designated Organization to representation on the Board of Governors may be terminated by the Board of Governors. The Designated Organization shall receive 30 days written notice of the contemplated termination of its entitlement. Upon written request to the President (which request has been approved by the majority of the members of such Designated Organization), the Designated Organization shall be entitled to be heard at the meeting of the Board of Governors at which the termination is to be considered and voted upon.

(4) *Selection of Governor; Removal; Qualification.* Pursuant to such procedures as it may determine, each Designated Organization shall select one of its members, who is a CBA member entitled to vote and hold office, to be a Governor. A Designated Organization may remove a person as its selected Governor pursuant to such procedures as it may determine. A person may serve as a Governor pursuant to such selection only so long as the person remains a CBA member entitled to vote and hold office and remains a member of the Designated Organization.

(5) *Certification of Governor.* The Designated Organization shall certify to the Executive Director the identity of its selected Governor, promptly upon the making of the selection.

(6) *Term of Governor.* Except as otherwise provided by the Designated Organization, the term of a Governor selected by a Designated Organization shall commence on July 1 following the Governor's selection. Subject to prior removal by the Designated Organization, the Governor shall serve for two years and until a successor is selected and qualified.

(7) *Vacancies.* Each Designated Organization shall promptly fill any vacancy as it occurs in its position of Governor, certifying to the Executive Director the identity of the new Governor promptly as the selection is made. If a Governor position remains unfilled for more than 30 days, the President will appoint a Governor from that Designated Organization to fill that position. For purposes of this Section 5.2(d)(7), if a Governor who was selected by a Designated Organization fails to attend two (2) successive meetings of the Board of Governors, the President may deem that absent Governor's seat to have been vacated as of the first of those missed meetings.

5.3. *Meetings; Notice; Quorum.* Meetings of the Board of Governors shall be held at the call of the Executive Council, the President, or 10 percent of the Governors. At least 10 days' prior notice of any meeting shall be given to the Governors, but any member may waive notice before, at, or after a meeting. One-third of the Governors shall constitute a quorum.

5.4. *Attendance and Voting.* Except as may be stated in the notice of the meeting or determined by a majority of the Governors present at the meeting, all CBA members, whether or not entitled to vote, shall be welcome to attend any meeting of the Board of Governors. CBA members who are not Governors shall not be entitled, by reason of attendance at a meeting of the Board of Governors, to vote with respect to any matter that comes before the meeting. Meetings of the Board of Governors may be conducted electronically, with any voting being conducted pursuant to Section 3.2 (c) (2).

5.5. *Action at Meetings.* At any meeting of the Board of Governors, if a quorum is present, the vote of a majority of the Governors in attendance and entitled to vote shall constitute the act of the Board of Governors.

5.6. *Secretary.* The Executive Director shall be Secretary of the Board of Governors.

6. THE EXECUTIVE COUNCIL

6.1. *General Powers.* All powers of the CBA shall be exercised by or under the authority of, and the business and affairs of the CBA shall be managed under the direction of, the Executive Council, except as specifically provided otherwise in these Bylaws. The Executive Council shall have no power or authority with respect to:

- (a) Amendment of these Bylaws or the CBA Articles of Incorporation;
- (b) Any matter as to which the Board of Governors, by resolution, shall restrict the authority of the Executive Council, to the extent of such restriction;
- (c) Any matter which the President refers to the Board of Governors prior to Executive Council action on the matter; and
- (d) Any matter which any three members of the Executive Council, by affirmative vote at an Executive Council meeting and notwithstanding a larger negative vote by other members of the Executive Council, refer to the Board of Governors prior to adjournment of the meeting at which the Executive Council takes action on the matter.

Referral of a matter to the Board of Governors pursuant to Section 6.1(d) shall nullify the action taken by the Executive Council on the matter. Unless the matter otherwise comes before the Board of Governors within 90 days after the referral, the Executive Council shall call a meeting of the Board of Governors, to be held within 90 days after the referral, to consider the matter.

6.2. *Composition; Qualification; Terms.*

(a) *Composition.* The Executive Council shall consist of the following CBA members, who shall serve for the stated terms:

- (1) The President, to serve during the term of office;
- (2) The President-elect, to serve during the term of office;
- (3) The Immediate Past President, to serve during the term of office;
- (4) All Vice Presidents, to serve during the terms of office;
- (5) The Treasurer, to serve during the term of office;
- (6) The Executive Director, to serve during the term of office;
- (7) The Chair of the CBA Young Lawyers Division, to serve during the term of office;
- (8) The President of the Denver Bar Association, to serve during the term of office;
- (9) A Representative selected by the Diversity Bars treated as a single Designated Organization, who shall serve a term of one year commencing July 1;
- (10) Three Governors who are Section representatives on the Board of Governors and who are selected for membership on the Executive Council by a majority of the Governors who are Section representatives to the Board of Governors, each member to serve for a term of two years commencing July 1 but subject to removal and replacement at any time by the vote of a majority of the Governors who are Section representatives to the Board of Governors; and

(11) Four Governors, no more than two of whom shall be from the same District; two of such Governors shall be appointed by each successive President with the approval of the Board of Governors, and each shall serve for a term of two years commencing July 1.

(b) *Qualification and Terms.* Each member of the Executive Council must be a Governor at the time that member's term on the Executive Council commences, but the member's term on the Executive Council shall continue to its end notwithstanding that the member may cease to be a Governor after commencement of such term. A person may serve as a member of the Executive Council only so long as the person remains a CBA member entitled to vote and hold office.

6.3. *Meetings; Quorum; Action.* The Executive Council shall hold at least six regular meetings per year on such schedule as it may adopt and shall hold special meetings at the call of the President, of the Executive Director, or of any three Executive Council members. A majority of the members of the Executive Council shall constitute a quorum. The act of a majority of the members present at any meeting shall be the act of the Executive Council, except as provided in Section 6.1(d). In lieu of, or in addition to meetings, electronic voting shall be permitted, using electronic voting mediums that shall be capable of retention by the recipient at the time of receipt.

6.4. *Secretary; Records and Reporting.* The Executive Director shall serve as secretary of the Executive Council. All actions of the Executive Council shall be recorded and reported to the Board of Governors.

7. OFFICERS

7.1. *Officers.* The officers of the CBA shall be a President; a President-elect; the Immediate Past President; seven Vice Presidents (one of whom shall be the Senior Vice President in accordance with the provisions of Section 8.4); an Executive Director; and a Treasurer.

7.2. *Selection of Officers.*

(a) *Elected Officers.* The President-elect shall become the President upon the expiration or termination of the term of the preceding President. The President-elect and each of the Vice Presidents shall be selected as provided in Section 8.

(b) *Executive Director.* The Executive Director shall be appointed by the Joint Management Committee. The Executive Director shall serve at the will of the Joint Management Committee and at such compensation and under such insurance as the Joint Management Committee may determine.

(c) *Treasurer.* The Treasurer shall be appointed by the President and ratified by the Board of Governors for a term of three years, and shall serve at the will of the Board of Governors and under such insurance as the Board of Governors may determine. The Treasurer shall be limited to serving two successive terms.

7.3. *Duties.* Each of the officers shall exercise such authority and perform such duties as shall be determined by these Bylaws or by the Board of Governors. Specific authority and duties are provided below in this Section 7.3.

(a) *President.* The President shall preside at all meetings of the Board of Governors, of the Executive Council, and of the CBA members. The President shall visit each Region at

least once during the President's term, for the purpose of meeting with members of the Affiliated Local Bar Associations located within the Region. The President shall be an *ex officio* member of all committees. The President shall, with the advice and consent of the Board of Governors, appoint all CBA delegates to the House of Delegates of the American Bar Association upon the expiration or termination of the terms of the then-serving delegates. Delegates shall not be eligible for successive reappointment.

(b) *President-elect.* The President-elect shall assume the duties of President when the President is unable to perform such duties. The President-elect shall be a member of committees as may be provided elsewhere in these Bylaws or the appendices to these Bylaws. The President-elect shall undertake special assignments at the request of the President and shall perform such of the President's duties as the President may delegate.

(c) *Vice Presidents.* Each Vice President shall serve as an active liaison between the CBA and each Affiliated Local Bar Association in the Region from which such Vice President has been elected. Vice Presidents shall undertake special assignments at the request of the President.

(d) *Treasurer.* The Treasurer shall, under the direction of the Board of Governors, supervise the CBA's accounts, including supervision of the collection and disbursement of all CBA funds. The Treasurer shall, at such times as may be directed by the Board, submit detailed statements of the moneys received and expended by the CBA, the amounts due to and from the CBA, and an estimate of the income and expenditures for the ensuing year. The Treasurer's books and accounts shall be at all times subject to examination and audit by the Board of Governors and by any committee appointed for that purpose. Such books and accounts shall be audited independently at the end of each fiscal year by such auditors as the Board of Governors may determine.

(e) *Executive Director.* The Executive Director shall serve as Secretary of all meetings, of the Board of Governors, of the Executive Council, and of such other meetings as the Board of Governors may direct. The Executive Director shall assist the CBA officers in the performance of their duties and shall perform such other duties as may be assigned to the Executive Director by the Board of Governors, the Executive Council, or the President. The Executive Director shall keep an accurate roll of all officers; notify all officers of their election to office and all members of their appointment to committees; furnish the Treasurer with the names and addresses of all members; conduct correspondence on behalf of the CBA; keep the CBA's seal; and, under the supervision of the Treasurer, collect and disburse the CBA's funds and keep accurate accounts of the CBA's fiscal affairs. The Executive Director shall, in cooperation with the President and Nominating Committee, coordinate and facilitate all elections and selections of CBA officers other than the Executive Director. The Executive Director shall have authority to employ, supervise, and terminate such administrative and other staff members of the CBA as may be necessary or appropriate.

8. ELECTION OF PRESIDENT-ELECT AND VICE PRESIDENTS

8.1. *Commencement of Terms.* The terms of all offices of the CBA shall commence on July 1 of the respective year.

8.2. *Establishment of Regions.* For the purpose of providing rotation of the Presidency and representation on the Executive Council, the Affiliated Local Bar Associations shall be divided into the Regions identified in Appendix A.

8.3. *Election and Term of President-elect; Rotation.* The President-elect shall be elected as stated in Section 8.5 to serve one year as President-elect and the succeeding year (and until a successor is determined) as President. For terms beginning in odd-numbered years, the President-elect shall be a member of an Affiliated Local Bar Association in Region One and shall have their principal office in that Region. For terms beginning in even-numbered years, the President-elect shall be a member of an Affiliated Local Bar Association in, and shall have their principal office in, a Region other than Region One, which Region shall be, for the term beginning in 2004, Region Three and which shall be, in succeeding even-numbered years, the next Region (other than Region One) in numerical order, respectively.

8.4. *Election and Terms of Vice Presidencies.* Each of the Vice Presidents shall be a member of an Affiliated Local Bar Association in the Region from which the Vice President is elected and that Vice President's principal office shall be in that Region. The Senior Vice Presidency shall rotate annually among the seven Regions in the order they are numbered. The Vice Presidents shall be elected as stated in Section 8.5 to serve two-year staggered terms and until their respective successors are elected. Commencing July 1, 2017 even-numbered Regions shall elect their Vice Presidents in even-numbered years; odd-numbered Regions shall elect their Vice Presidents in odd-numbered years.

8.5. *Nomination and Election Procedures.*

(a) *Nominating Committee.* Subject to the provisions of Section 8.5(b) with respect to the election of Vice Presidents, nominations for the elective offices shall be made by a Nominating Committee consisting of the following members, determined between July 1 and October 1 of the year preceding the year in which the elected officers' terms shall commence: (1) the President; (2) three CBA members appointed by the President, one of whom shall be a past President and who shall chair the Committee; (3) one CBA member chosen from each Region by a majority of the Governors from that Region; (4) one Governor who is a Section representative on the Board of Governors; and (5) the president-elect. Not later than November 15 following the selection of the Nominating Committee, notice of their names and addresses shall be given to the CBA members.

(b) *Procedures for Selection of Nominees for Vice Presidents.* The Governors from all of the Affiliated Local Bar Associations located in each Region shall select the person who shall stand for election as the vice president nominee for that Region. The name of such selected person shall be provided by the caucus to the Nominating Committee not later than December 31st of the year preceding the year in which the term of office for such person would begin. If a Region fails timely to make its selection, the Nominating Committee shall select the nominee for Vice President for that Region.

(c) *Standards.* The President shall instruct the Nominating Committee and the Regions referred to in Section 8.5(b) that officers shall be chosen on the basis of ability and willingness to serve the CBA's needs and in consideration of the CBA's Strategic Plan rather than as a method of conferring honors. The President shall also instruct the Nominating Committee and the Regions to consider and be sensitive to the diverse composition of the CBA, so that all members may recognize that their interests and aspirations are being given serious attention both in the selection of officers and in the conduct of the CBA's affairs. The President shall also instruct the Nominating Committee and the Regions on the qualifications required by these Bylaws for each office holder, including the requirements of Section 8.3 and Section 8.4.

(d) *Nominating Committee Report.* On or before February 15 of the year in which their terms would begin, the Nominating Committee shall nominate one qualified person for each of the elective offices of the CBA and shall provide the names of the nominees to the Executive

Director. The Executive Director shall give notice of the nominees, stating their names and addresses and the Regions in which they are members of Affiliated Local Bar Associations and in which they have their principal offices, to all CBA members prior to March 15 of that year.

(e) *Nominations by Petition.* In addition to the nominations made by the Nominating Committee, persons may be nominated by petition for any of the elective offices of the CBA pursuant to the provisions of this Section 8.5(e). Each such petition shall be in writing (which may be in counterparts) and shall state the name of each person nominated, the office for which the nomination is made, the nominee's address, and the Region in which the nominee is a member of an Affiliated Local Bar Association and has the nominee's principal office. Each such petition shall be signed by not less than 100 CBA members who are entitled to vote and shall be delivered to the Executive Director on or before April 15 of the year in which the nominee's term would begin. Each such nominee shall have the qualifications required by these Bylaws for the respective office and, further, each nominee shall have that nominee's principal office within the same Region as the person nominated for that office by the Nominating Committee and shall be a member of an Affiliated Local Bar Association within that Region.

(f) *Election Procedures.*

(1) *Uncontested Election.* If no other nomination is made pursuant to Section 8.5(e) for a particular office, the nominee nominated to that office by the Nominating Committee shall be deemed elected automatically to that office and shall assume that office as of July 1 of that year.

(2) *Contested Election.* If there is, in addition to the nominee of the Nominating Committee, one or more other persons nominated for any office pursuant to Section 8.5(e), then the election for that office shall be conducted as follows: On or before April 30 of the year in which the term of that office begins, the Executive Director shall prepare and cause to be provided to all CBA members who are entitled to vote a ballot setting forth the nominees for all of the contested offices. The ballot shall be accompanied by such short biographical sketch, if any, that each nominee may submit for that purpose not later than April 20 of that year. All returned ballots received at the CBA office by 4:00 p.m. on or before the following May 15, bearing such proof of validity as may be determined necessary by the Executive Council shall be counted. The winner of the election for each contested office shall be that nominee receiving a plurality of the votes validly cast for that office. The Executive Director shall certify the results of the election to the President and the Executive Council, and, under the direction of the President, shall notify all nominees of the results. Such certification and notification shall be completed on or before June 1 of that year. All of the voting procedures within this subsection may occur pursuant to the electronic voting provisions in Section 3.2 (c) (2).

(3) *Election Procedures.* The Board of Governors may provide for the issuance of ballots and biographical sketches and for the return of ballots as provided in Section 3.2(c) (2).

(g) *Dates.* If any of the dates specified in this Section 8.5 falls on a Saturday, Sunday, or holiday observed by the State of Colorado, the date shall be deemed instead to be the next business day following the date so specified.

8.6. *Presidential Succession; Vacancy.* No President shall serve two successive terms; provided, however that, if the President-elect becomes President upon a vacancy in the Presidency, that

person shall serve the remainder of the predecessor President's term as well as the term for which that person was elected. If there is no President-elect at the time of the vacancy in the Presidency, the Senior Vice President shall become the President; and, if there is no Senior Vice President or the Senior Vice President chooses not to serve, the Executive Council shall select one of the Vice Presidents to become the President, and such Senior Vice President or Vice President shall serve the remainder of the predecessor President's term.

8.7. *Vacancies in Offices Other Than President.* The Executive Council shall fill each vacancy in any office other than that of the Presidency. If an office of Vice President becomes vacant, the vacancy shall be filled from the Region in which the vacancy occurred. If the office of President-elect becomes vacant, the vacancy shall be filled from within any of the Regions from which a person could have been nominated to hold the office for that term; provided, however, that, if the vacancy occurs by reason of the President-elect becoming President to fill a vacancy in that office pursuant to Section 8.6, then the vacancy in the office of President-elect shall not be filled.

9. COMMITTEES

9.1. *Standing Committees.* The Standing Committees shall be as listed in Appendix C. The Standing Committees shall have such duties as are specified in Appendix C, together with such other duties as the Executive Council or the President may assign.

9.2. *Special Committees.* The President may establish and terminate such special committees as the President deems advisable. The President shall report the establishment of any such committee to the Executive Council and to the Board of Governors at their next meetings, respectively, following such establishment.

9.3. *Appointments to Committees.* Committee members shall serve at the pleasure of the President. The President shall endeavor to rotate committee chair appointments to give CBA members the opportunity to serve on committees while also retaining an appropriate continuity of committee membership. The President may, in appropriate cases, appoint persons who are not lawyers and persons who are not CBA members to committees.

9.4. *Committee Officers, Rules, and Reports.* The President shall designate the chair of each committee. Each committee may select from its members a vice-chair, a secretary, and such other officers as it deems appropriate. Each committee may adopt and amend rules for its procedures and operations, subject to approval by the Executive Council. Each committee shall make a written annual report to the CBA, which report shall be delivered to the Executive Director at least 30 days before the end of the fiscal year.

9.5. *No Representation on Board of Governors.* Committees shall not be entitled to representation on the Board of Governors.

9.6. *Executive Council Review.* The Executive Council shall, from time to time, review each committee to determine whether it is necessary or appropriate to continue that committee. The Executive Council may eliminate any committee no longer a benefit to the CBA.

10. SECTIONS

10.1. *Establishment.* The Executive Council shall establish Sections devoted to the improvement of the professional knowledge and skill of CBA members in particular fields of law.

10.2. *Section Membership.* There shall be no qualification for membership in any Section other than CBA membership, application for enrollment in such Section, and the payment of such Section dues and fees (including dues and fees payable by CBA members who may be exempt from payment of CBA dues) as may be established by the Section.

10.3. *Bylaws; Officers; Committees.* Each Section shall have the power to adopt its own bylaws not inconsistent with these Bylaws, but no such bylaws shall become effective unless and until approved by the Executive Council. Each Section shall select a chair, vice chair, secretary, and such other officers as it deems appropriate. Each Section may establish such Section committees, task forces, and other bodies as it determines. References elsewhere in these Bylaws to "committees" shall not be deemed to refer to any such committee or other body.

10.4. *Funding.* Except to the extent of funds actually available to it from its own dues and fees, no Section shall incur any obligation in excess of the amount, if any, approved by the Executive Council.

10.5. *Executive Council Review.* The Executive Council shall, from time to time, review each Section to determine whether it is necessary or appropriate to continue that Section. The Executive Council may eliminate any Section.

10.6. *List of Sections.* A list of the Sections shall be maintained as Appendix D to these Bylaws.

11. SPECIAL POLICIES

11.1. *Nondiscrimination Policy.* The CBA shall not discriminate in its membership or admission policies in any manner against persons on the basis of gender, race, color, national origin, age, sexual orientation, disability, veteran status, gender identity and expression, or religious beliefs.

11.2. *Avoidance of Discriminatory Facilities.* The CBA and its Board of Governors, Executive Council, officers, Sections, committees, and other groups shall not use, for any bar-related activity, the facilities of any club or other institution that discriminates in its membership or admission policies in any manner against persons on the basis of gender, race, color, national origin, age, sexual orientation, disability, veteran status, gender identity and expression, or religious beliefs. The validity of any action taken at any such facility shall not be challenged by reason of noncompliance with this provision.

11.3. *Authority.* No action, consent, approval, resolution, recommendation, report, or statement of any Section or committee shall be binding upon the CBA, be deemed to be the act of the CBA, or be publicized as coming from the CBA unless formally adopted or ratified, by the Executive Council.

12. CALENDAR

12.1. *Administrative Year.* The CBA's administrative year shall commence on July 1. CBA officers, Section officers, and officers of Standing Committees shall begin serving their terms on July 1 following their selection.

12.2. *Fiscal Year.* The CBA's fiscal year shall commence on July 1.

13. AMENDMENTS TO BYLAWS OR ARTICLES OF INCORPORATION

13.1. *Amendments by the Board of Governors.* Amendments to these Bylaws or to the Articles of Incorporation may be adopted at any meeting of the Board of Governors. No amendment shall be considered at any meeting by the Board of Governors (except by unanimous consent of those present) unless the notice of the meeting shall have included the consideration of such an amendment as the purpose or one of the purposes for which the meeting was called.

14. FISCAL POLICIES

14.1. *Budget.* The Executive Council shall have the authority to review and approve the CBA budget and all supplementary expense requests that are not within the budget.

14.2. *Contingency Fund.* Requests for expenditures from the contingency fund shall be directed to the President for consideration and approval by the Executive Council.

14.3. *Reserve Accounts.* Reserve accounts may be established for such purposes determined to be necessary by the Executive Council. The Budget and Planning Committee shall recommend to the Executive Council the amount of cash to be transferred into a Reserve account, and transfers shall be made as determined by the Executive Council.

14.4. *Investments.* The Budget and Planning Committee may, from time to time, recommend to the Executive Council changes in the investment policies of the CBA. The investment policies shall be as determined by the Executive Council.

APPENDIX A
TO
THE COLORADO BAR ASSOCIATION
BYLAWS

AFFILIATED LOCAL BAR ASSOCIATIONS ALPHABETICAL LISTING

Adams-Broomfield Bar Association	Mesa County Bar Association
Arapahoe County Bar Association	Ninth Judicial District Bar Association
Aurora Bar Association	Northwestern Colorado Bar Association
Boulder County Bar Association	Pitkin County Bar Association
Continental Divide Bar Association	Pueblo County Bar Association
Denver Bar Association	San Luis Valley Bar Association
Douglas-Elbert County Bar Association	Seventh Judicial District Bar Association
El Paso County Bar Association	Sixteenth Judicial District Bar Association
First Judicial District Bar Association	Southeastern Colorado Bar Association
Four Corners Bar Association	Southern Colorado Bar Association
Fremont/Custer Bar Association	Southwestern Colorado Bar Association
Heart of the Rockies Bar Association	Thirteenth Judicial District Bar Association
Larimer County Bar Association	Weld County Bar Association

LISTING BY REGION

First:	Denver Bar Association
Second:	Adams-Broomfield, Arapahoe, Aurora, Douglas-Elbert and First Judicial District Bar Associations
Third:	Boulder, Larimer, Thirteenth Judicial District and Weld County Bar Associations
Fourth:	Pueblo, Sixteenth Judicial District, Southeastern Colorado and Southern Colorado Bar Associations
Fifth:	El Paso, Fremont/Custer, Heart of the Rockies, and San Luis Valley Bar Associations
Sixth:	Four Corners, Mesa County, Seventh Judicial District, and Southwestern Colorado Bar Associations
Seventh:	Continental Divide, Ninth Judicial District, Northwestern Colorado, and Pitkin County Bar Associations

1 APPENDIX B
2 TO
3 THE COLORADO BAR ASSOCIATION
4 BYLAWS
5

6 ORGANIZATIONS DESIGNATED FOR REPRESENTATION ON THE BOARD OF GOVERNORS
7
8

9 Association of Magistrates
10 Colorado Attorney General's Office
11 Colorado County Judges Association
12 Colorado Court of Appeals
13 Colorado Criminal Defense Bar
14 Colorado Defense Lawyers Association
15 Colorado District Attorneys Council
16 Colorado District Judges Association
17 Colorado Legal Services
18 Colorado Municipal Judges Association
19 Colorado State Public Defenders Office
20 Colorado Supreme Court
21 Colorado Trial Lawyers Association
22 Governor's Office of Legal Counsel
23 United States District Court for the District of Colorado
24

25 And the following Diversity Bar Associations:
26

27 Asian Pacific American Bar Association
28 Colorado Hispanic Bar Association
29 Colorado LGBT Bar Association
30 Colorado Indian Bar Association
31 Colorado Women's Bar Association
32 National Association of Black Women Attorneys, Colorado Chapter
33 Sam Cary Bar Association
34 South Asian Bar Association of Colorado
35
36

37 And all Section as listed in Appendix D
38

1
2
3 APPENDIX C
4 TO
5 THE COLORADO BAR ASSOCIATION
6 BYLAWS
7

8 STANDING COMMITTEES
9

10
11 *Amicus Briefs Committee.* This Committee, with not more than five members, shall review applications
12 for the CBA to participate as *amicus* in matters pending before federal and state courts in Colorado. The
13 Committee shall make recommendations to the Executive Council if CBA participation is appropriate and
14 then review and suggest modification to proposed briefs, if necessary.
15

16 *Awards Committee.*

17 This Committee shall determine the annual recipient of the Colorado Bar Association Award of Merit.
18 The recipient shall be a member of the association who has provided outstanding service or contribution
19 to the association, to the legal profession, to the administration of justice, or to the community. In
20 addition, the Committee may determine and honor up to six distinguished but deceased Colorado lawyers
21 each year. The Committee may also determine recipients of such additional awards as may be established
22 from time to time by the Board of Governors with direction to the Committee to make such
23 determinations. The members of this Committee shall be the following: The President and each past
24 President of the association, and the current and each past recipient of the Colorado Bar Association Award of
25 Merit. The chair of the Committee shall be appointed by the President from among the past Presidents of
26 the association. The chair of the Committee may appoint, as additional members of the Committee to
27 serve during the tenure of the chair in that office, persons whom the chair believes will contribute
28 positively to the Committee's process of designating award recipients. To ensure that the determination of
29 the recipient of any award is made only by those Committee members who have actively participated in the
30 process of determining the recipient of the award, the Committee shall determine that recipient by the vote of
31 a majority of the Committee members who are present at the meeting of the Committee at which that
32 recipient is determined, all of the members of the Committee having been given reasonable notice of the
33 time and place of that meeting. Such participation by a Committee member may be in person at the
34 meeting or by a method of communication that permits the member to hear and be heard by all of the
35 other members of the Committee who are participating in that meeting.
36

37 *Budget and Planning Committee.* This Committee shall study the CBA's financial condition and submit
38 to the Executive Council a proposed budget for each fiscal year. As part of the annual budgeting process,
39 this Committee shall develop a strategic planning process, review and update the long range plan, and
40 evaluate the progress of the association in meeting the goals set forth in the plan. This Committee shall
41 be composed of the Treasurer, who shall serve as the chair; the President-elect; one representative from
42 the CBA Young Lawyers Division, who shall serve for one year; two Governors and two Executive
43 Council members, who shall be appointed by the President and serve for one year; and
44 three at-large members, who shall be appointed by the President and who shall serve staggered two-year
45 terms as determined by the Executive Council.
46

47 *Cannabis Law Committee.* The changing legal status of cannabis creates a broad spectrum of
48 challenges to Colorado lawyers. This committee seeks to help lawyers give their clients better
49 advice through sharing educational resources, and otherwise helping Colorado set the highest
50 possible legal and business standards for legalized hemp and marijuana.
51

1 *COBALT Committee.* This committee strives to facilitate and strengthen the leadership qualities of, and
2 opportunities for, CBA members to enhance, promote and inspire leadership within the legal profession.
3 This is accomplished through an interactive leadership training program designed specifically for lawyers
4 with demonstrated leadership skills and commitment to the legal community. The program teaches
5 leadership skills, but also focuses upon challenges faced by leaders in the legal community and the
6 general community, and inspires and energizes program participants through a group learning experience.
7

8 *The Colorado Lawyer Advisory Board.* This Advisory Board oversees, advises on, and sets the editorial
9 policies for the CBA's monthly journal. The Advisory Board shall comprise thirteen members, including
10 the Executive Director or the Executive Director's proxy. Each Advisory Board member (other than the
11 Executive Director) shall be appointed by the President (in consultation with the Advisory Board chair
12 and the managing editor) for a term of three years. At the expiration of the first term, a member may
13 request appointment to a second three-year term. No member shall serve more than two consecutive
14 terms. Interim vacancies on the Advisory Board, should they occur, shall be filled by appointment by the
15 President for the unexpired terms. In making appointments to the Advisory Board, the President shall use
16 reasonable efforts to choose members from among the state's twenty-two judicial districts, and the
17 President shall consider and be sensitive to the diverse composition of the CBA membership so that all
18 members may recognize that their interests and aspirations are being given attention. The Advisory Board
19 shall appoint a chair and a vice-chair from among its members, both of whom shall serve at the pleasure
20 of the Advisory Board. The Advisory Board may be asked to evaluate the journal's business and
21 objectives and annually shall be asked to review the editorial department's proposed budget. The
22 Advisory Board does not participate in the editorial or production operations of the publication or in the
23 selection of material that is published each month, but may be asked by the editorial staff to evaluate
24 changes to content or to review manuscripts for suitability. The Advisory Board shall meet twice per
25 calendar year or more often as deemed necessary. The managing editor, with the chair and vice-chair,
26 shall determine the Agenda for each meeting of the Advisory Board.
27

28 *Committee on Animal Law.* This committee is a resource for Colorado Bar Association members and the
29 public regarding the intersection of animals, people and the law. Specifically, the Committee will: serve
30 as a forum for members of the legal profession to share information, resources and experiences related to
31 the practice of animal law; monitor and provide comments on relevant legislation and rulemaking
32 pursuant to the Colorado Bar Association's policies and practices; offer continuing legal education
33 programs on animal law; and promote open dialogue among groups and individuals and serve as an
34 informational resource on animal law.
35

36 *Presidents' Diversity Council.*

37 This Council of the CBA and the DBA shall consist of the leaders of the Diversity Bar
38 Associations or their designees together with the CBA and DBA Presidents and Presidents-Elect.
39 The Council shall serve as a forum for the Bar Associations to advance common goals.
40
41
42

43 *Ethics Committee.* This Committee shall give its opinion on questions of legal ethics presented to it by
44 CBA members, and shall, from time to time, compile and publish such of its opinions as may be of
45 general interest to the profession.
46

47 *Interprofessional Committee.* This Joint Committee of the CBA and Denver Bar Association shall be
48 responsible for promoting better understanding among the professions and shall, subject to the approval
49 of the Executive Council, prepare any statements of principles governing interprofessional relations and
50 recommend necessary corrective Colorado legislation governing professional groups.
51

1 *Joint Management Committee.* This Committee shall select the Executive Director pursuant to
2 Section 7.2(b) of the Bylaws. The Committee shall make studies and recommendations on all problems
3 involving the joint operation of offices of the CBA and the Denver Bar Association, including staff
4 salaries and fringe benefits, division of costs, office policies and procedures, and related matters, as well
5 as any special problems referred to it by the President, governing board, or executive council or executive
6 committee of either association. The Committee shall consist of thirteen members: the Presidents,
7 Presidents-elect, Immediate Past Presidents and Treasurers of the respective associations, the Denver Bar
8 Association's First Vice President, two members at large from the CBA and one member at large from the
9 Denver Bar appointed by the respective presidents, and the chair, who shall be selected by the President
10 of the CBA in odd numbered years and by the President of the Denver Bar Association in even numbered
11 years.
12

13 *Lawyers Professional Liability Committee.* This Committee shall examine the extent of professional
14 liability insurance coverage available to lawyers in Colorado; undertake periodic surveys of the legal
15 malpractice insurance market to determine the number of carriers; and shall do periodic review of
16 whether a "captive" insurance company would be appropriate for Colorado practitioners.
17

18 *Legal Fee Arbitration Committee.* This Joint Committee of the CBA and Denver Bar Association shall
19 arbitrate disputes between attorneys and clients concerning legal fees and costs. Subject to the approval
20 of the CBA Executive Council and DBA Board of Trustees, the Committee shall prescribe rules and
21 procedures for submission of complaints concerning fee disputes for arbitration by the Committee.
22

23 *Legislative Policy Committee.* This Committee shall consist of thirteen members: the President; the
24 President-elect; the Immediate Past President; and ten CBA members appointed by the President with the
25 approval of the Executive Council, three of whom shall have been proposed by the caucus of Section
26 representatives. The Committee shall work with the CBA Director of Legislative Relations to advance
27 the CBA's legislative aims as determined by the Executive Council and/or Board of Governors. The
28 Committee shall follow the policies and procedures established by the CBA in furthering the CBA's
29 legislative program.
30

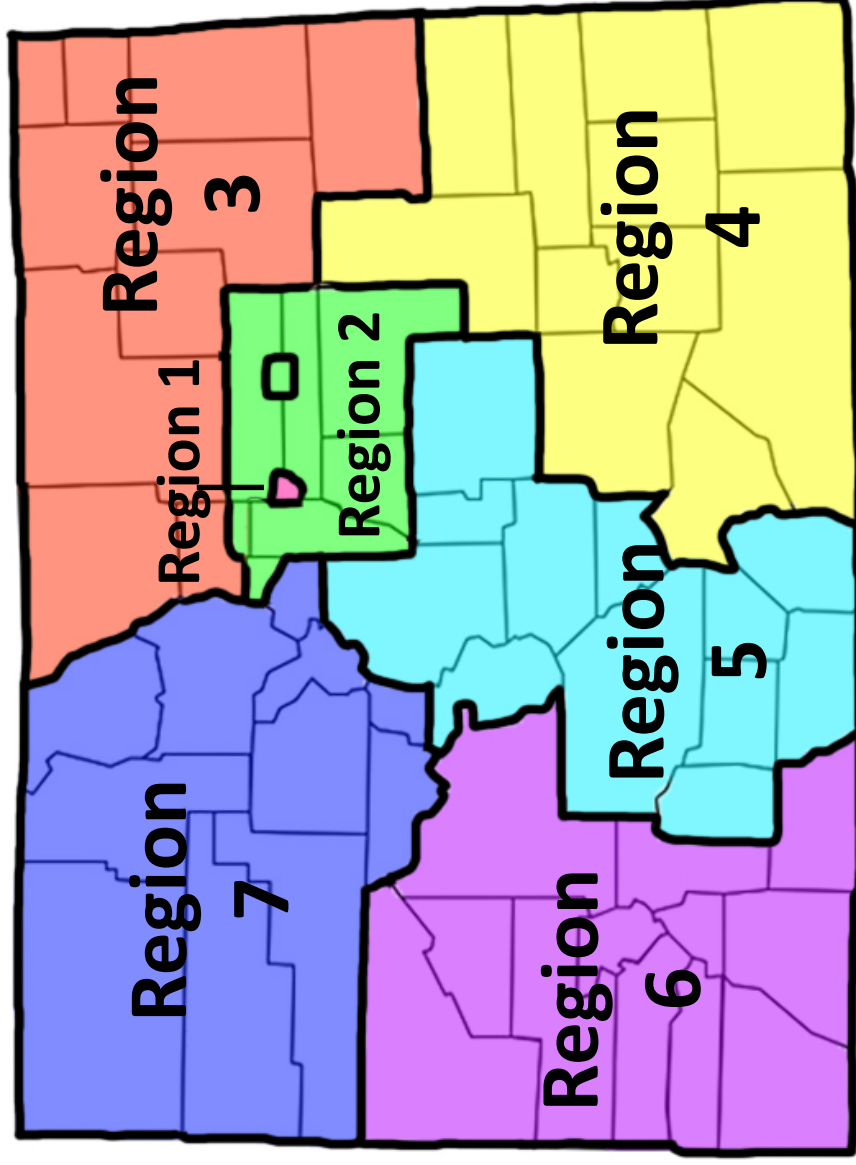
31 *Mock Trial Committee.* This Committee shall coordinate all aspects of the Colorado Mock Trial Program
32 including preparing the annual case problem, conducting trainings for all participants, assisting with
33 preparation of the regional tournaments, and coordinating the state competition. The Committee also
34 assists the state championship team with preparation for the national competition. The Committee works
35 to further promote and improve the mock trial program throughout the state.
36
37

38 *Professionalism Coordinating Council.* This Council coordinates the Association's efforts to improve
39 professional conduct on the part of lawyers and judges in light of the Lawyers' Oath of Admission to
40 practice law in Colorado and the reasonable expectations of the bench, bar, and the public.
41

42 *Public Legal Education Committee.* The Committee strives to facilitate education of the public about the
43 legal system and works with other institutions in the community in an effort to develop and provide law-
44 related education as an appropriate part of general education at all levels in the state. This is
45 accomplished through ongoing programs such as public speaking on legal topics, developing model legal
46 information clinics for *pro se* litigants (for use by local bar associations) and publishing legal resource
47 materials for the public.
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51

APPENDIX D
TO
THE COLORADO BAR ASSOCIATION
BYLAWS
SECTIONS

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9 Agricultural and Rural Law Section
- 10 Alternative Dispute Resolution Section
- 11 Business Law Section
- 12 Civil Rights Section
- 13 Communication and Technology Law Section
- 14 Construction Law Section
- 15 Criminal Law Section
- 16 Disability Law Section
- 17 Elder Law Section
- 18 Environmental Law Section
- 19 Family Law Section
- 20 Entertainment & Sports Law Section
- 21 Government Counsel Section
- 22 Health Law Section
- 23 Immigration Law Section
- 24 Intellectual Property Section
- 25 International Law Section
- 26 Judicial Liaison Section
- 27 Juvenile Law Section
- 28 Labor & Employment Law Section
- 29 Litigation Section
- 30 Military & Veterans' Affairs Section
- 31 Natural Resources & Energy Law Section
- 32 Real Estate Section
- 33 Solo/Small Firm Section
- 34 Taxation Law Section
- 35 Trust & Estate Section
- 36 Water Law Section
- 37 Workers Compensation Section
- 38 Young Lawyers Division



Region 1: Denver

Region 2: Adams-Broomfield, Arapahoe, Aurora, Douglas-Elbert, 1st JD

Region 3: Boulder, Larimer, 13th JD, Weld

Region 4: Pueblo, 16th JD, Southeastern, Southern

Region 5: El Paso, Fremont/Custer, Heart of the Rockies, San Luis Valley

Region 6: Four Corners, Mesa, 7th JD, Southwestern

Region 7: Continental Divide, 9th JD, Northwestern, Pitkin

SOCIAL MEDIA POSTING FORM

1. TYPE of POST

- ☐ General post
- ☐ Event
- ☐ Other

2. WHERE to POST TO

- ☐ Twitter
- ☐ LinkedIn
- ☐ Facebook

3. DATES to POST

Start: _____

End: _____

4. CONTENT

a. Headline _____

b. Text (2-3 sentences

c. Link _____

5. Photo/images

Email completed form to Alexa Drago at adrago@cobar.org

Introduction: This is intended as an overview for preparing one- to two-hour practical CLE. The format is informal and smaller in size (limit to 25-50 participants).

Pre-Event Checklist:

- ☐ Topic, presenter(s), location, date & time are set
- ☐ CBA has marketed the event and applied for CLE credit
- ☐ Pre-event meeting scheduled with the speaker(s) to discuss general outline
- ☐ Micro-volunteers engaged
- ☐ Food is pre-ordered and there is a plan for delivery or pickup; case of water
- ☐ New member sign-up sheets and promotional materials (shwag) for the event
- ☐ CLE accreditation sheets for the event

Steps:

1. **Choose a topic** – one generally applicable to all Section members.
2. **Select a speaker** - meet with the presenter for lunch or coffee in advance to discuss the format and an outline of the topic the speaker will cover; describe the expected audience.
3. **Location** – preferably where the speaker is located, i.e., the judge/speaker's courtroom.
4. **Scheduling:** Try to schedule the event at least a month in advance to allow sufficient time to promote the event and obtain CLE accreditation. Scheduling the event over a lunch hour seems to work well, e.g., 11:00 – 1:00. An early breakfast CLE is another option. End of the day is not as popular.
5. **Stakeholder(s):** One of the section goals is to increase diversity and work with other groups. Is this an event that can partner with a local or specialty bar? A YLD group? Partnering not only decreases costs, but it helps reach a wider audience of potential section members.
6. **Pricing & Funding:** \$15 - \$30 for CBA Section members; enough to cover the cost of food and beverages depending upon where the event is being held.
7. **Food and beverages:** Check with the host location/presenter for what is allowed. E.g., will the judge allow outside food in his/her courtroom? Can you get past security? An easy way to do this is preorder lunch boxes from Panera or a similar chain. CBA staff can arrange this for you and make the payment. Don't forget drinks – bottles of water are the simplest.
8. **Marketing & CLE Credit:** Once you have all the details of the event, including a descriptive title and a bullet point list of topics, CBA staff can prepare the marketing materials, start promoting, and apply for CLE accreditation.
9. **Introduction and a plug for the Litigation Section:** The Section Council member(s) organizing the CLE should introduce the speaker and topic, and also briefly describe the Section, its goal to improve that practice area, and encourage membership.

Secondary Considerations:

1. **Micro-engagement opportunities:** Do you need help setting up the event, picking up food, greeting attendees? These CLEs are a great opportunity to engage our members with micro-volunteerism. Think about small tasks that we can ask of members/attendees to get them involved. These can be as small as joining our social media sites or writing a small review of the CLE for our newsletter.
2. **Signing up new members:** Bring signup sheets and promotional materials to the CLE. Talk to the attendees and make them feel welcome; invite them to join the Section.
3. **Documenting the event:** Take a few photographs that to use in a newsletter or on social media to promote the section. Get the names of who is in the photos.
4. **Feedback:** Ask members if they liked the event. Ask for feedback from the presenters. Find out ways that we can improve for the next time and share them with the section. Update this document to include what works and what doesn't work.

- **EVENT PLANNING Checklist:**

Date of Event		
Estimate Guest Count		
Budget for Event		
Venue Cancellation Policy	Yes____	No____
Deposit Required	Yes____	No____
Deposit Due Date		
A/V Needed?	Yes____	No____
Cost of Set-up		
Service Fee Included	Yes____	No____
Food Total		
Liquor Total (if not cash bar)		
Tax Rate		
Total Due		
Total Due Date		