

Excerpt from the Rules of the State Bar

TITLE 6. GOVERNANCE

Adopted July 2007

DIVISION 2. MEETINGS

Chapter 2. Meetings of State Bar Committees

Rule 6.60 In general

Meetings of the committees the Board of Trustees appoints to act on its behalf (in this chapter “board-appointed bodies”) are governed by the rules that apply to meetings of the board, except for rules 6.50(A), (B), (C), (E), (F), 6.51, 6.52, 6.53, and 6.54(C). These board-appointed bodies are listed in Appendix B.

Rule 6.60 adopted effective May 15, 2009; amended effective July 22, 2011; amended effective January 1, 2012.

Rule 6.61 Open meeting policy

Meetings of board-appointed bodies are open to the public unless closed pursuant to rule or law. Meeting space for members of the public may be limited and the State Bar is not obligated to provide seating for all members of the public in attendance.

Rule 6.61 adopted effective May 15, 2009.

Rule 6.62 Location of meetings

Meetings of Board-appointed bodies should be held in California. Meetings may be held outside of California in special circumstances when approved by the Executive Director or his or her designee.

Rule 6.62 adopted effective March 4, 2011.

Rule 6.63 Notice, late items, and emergency meetings

(A) Notice of meetings

- (1) Notice of regular and special meetings of board-appointed bodies must be posted on the State Bar Web site no fewer than five days before the meeting. The notice must include the date and place of the meeting, the agenda, and the starting time.
- (2) Notice of special meetings by teleconference must include the location at the State Bar’s San Francisco and Los Angeles offices where the public may access the teleconference.

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- (3) Any person may subscribe to receive notice of meetings by e-mail or first class mail. Subscriptions must be renewed annually.
- (B) No item may be added to an agenda after the five-day notice period and no meeting may be called without notice except in an emergency. An emergency means those circumstances that call for immediate action before the next regular meeting of the board-appointed body. If an emergency can be resolved by unanimous consent without discussion, the board-appointed body may act by fax poll, e-mail, or other electronic means without meeting. A report of action taken in emergencies must be made at the next regular meeting and indicated on its agenda.

Rule 6.63 adopted effective July 22, 2011.

Rule 6.64 Closed sessions

- (A) In addition to the rules governing meetings of the Board of Trustees, a board-appointed body may also meet in closed session to discuss, deliberate, or take action upon
 - (1) matters designated confidential by its charge, these rules, or otherwise by law;
 - (2) matters related to the character, competence, or physical or mental health of an individual;
 - (3) allegations of criminal or professional misconduct;
 - (4) applications, petitions, requests, investigations, opinions, complaints, recommendations, or reports regarding specific cases or programs;
 - (5) proposals, negotiations, or discussions related to contractual, labor, business, or legislative matters;
 - (6) matters related to the development, administration, or grading of an examination; or
 - (7) matters relating to internal management of the Board-appointed body.
- (B) State Bar staff and others who are reasonably necessary for consideration of a closed session matter may attend the closed session at the discretion of the body's chair.

Rule 6.64 adopted as Rule 6.62 effective May 15, 2009; renumbered as Rule 6.63 effective March 4, 2011; renumbered as Rule 6.64 effective July 22, 2011; amended effective January 1, 2012.

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Rule 6.65 Committee records exempt from disclosure

- (A) The following records are exempt from disclosure:
- (1) Records directly relating to matters that would be exempt from disclosure at meetings of the Board or a board committee.
 - (2) Records exempt or prohibited from disclosure by court decisions, Rules of Procedure of the State Bar, federal or state law relating to privilege and privacy.
 - (3) Written memoranda prepared for the board-appointed body by the Office of General Counsel, or outside counsel, related to advice, litigation, or claims.
 - (4) Drafts, notes, or memoranda which are not distributed in the course of committee business.
- (B) Nothing in these rules prevents the board from opening records to public inspection, unless disclosure is otherwise prohibited by law.
- (C) The board-appointed body must cite the express authority under which the record is exempt from disclosure.

Rule 6.65 adopted as Rule 6.63 effective May 15, 2009; renumbered as Rule 6.64 effective March 4, 2011; renumbered as Rule 6.65 effective July 22, 2011.