



Best Practices for Committee Structure

MCB Board Approved October 25, 2018

These best practices recognize the need for a more uniform approach in establishing and maintaining MCB committees, subcommittees, and other groups¹. Such best practices are intended to help evaluate relevancy and productivity; clarify member transition; enhance leadership succession; improve communications between the Board and committees, subcommittees, and other groups; measure and recognize achievements; encourage feedback; and confirm volunteer expectations. These best practices shall be consistent with the MCB Bylaws Article VIII Sections 1, 2, and 6, which pertain to committees, subcommittees, and other groups. The Executive Director or the Executive Director's designee has discretion to depart from these best practices, as stated in the MCB Bylaws Article VIII Section 2(f).

Purpose, Effectiveness and Accountability

- The MCB is a subdivision of the North Carolina State Bar, thus is also an agency of the state of North Carolina. Thus, MCB committees, subcommittees, and other groups are considered public bodies subject to North Carolina's open meetings and public records laws. As such, committees, subcommittees, and other groups must comply with notice requirements and keep minutes of all official meetings. Recessed, emergency, closed-session and special meetings, including those by phone and email, have different requirements. Committees, subcommittees, and other groups shall work with staff liaisons to ensure compliance with these requirements.
- Staff liaisons are a key resource to committees, subcommittees, and other groups and are essential to the overall success of the MCB. Staff liaisons facilitate operations by acting as information conduits between the Board and committees, subcommittees, and other groups. Staff liaisons also assist the chair with planning and administrative responsibilities.
- At the beginning of the fiscal year, committees, subcommittees, and other groups shall review the MCB Bylaws Article VIII Section 2 and their purpose statements for clarity and relevancy to the MCB Mission Statement and Overall Goals and develop their own goals consistent with the MCB Annual Goals and Strategic Plan. Committees, subcommittees, and other groups should approve any recommended changes to their purpose statements before submitting to the Executive Director for Board approval. Committees, subcommittees, and other groups should approve goals that are measurable and attainable within a year's time.
- Committees, subcommittees, and other groups are encouraged to seek input from the Executive Director and leadership on any long-term or specialized project development, particularly as it relates to the MCB Mission Statement and Overall Goals. If the committee, subcommittee, or

¹ As used throughout this document, "other groups" refers to councils, taskforces, ad hoc committees, and any other group of two or more MCB members serving the MCB as a public body.

other group anticipates a need for financial support, the committee, subcommittee, or other group must obtain Board approval.

- At the conclusion of the fiscal year, committees, subcommittees, and other groups are expected to prepare year-end reports. These reports should be submitted to the Executive Director and, if requested, to the Executive Committee. The reports will be published on the MCB website and are intended to improve communications, efficiency, effectiveness, consistency, and accountability to the Board and to the MCB. Feedback to the committees, subcommittees, and other groups will be provided as needed or requested.

Committee Membership

- Size: Typically, committees have a membership size greater than or equal to eight members, and less than or equal to 24 members. Subcommittees and other groups often have a smaller membership size.
- Attendance Expectations: When a member has failed to attend in person three consecutive meetings or one-half of the meetings held during any 12-month period, his/her membership shall be subject to termination and he/she shall be so notified and given an opportunity to respond. The President or the President's designee has the authority to terminate membership, as stated in the MCB Bylaws Article VIII Section 6.
- Term Limits: Generally, members of committees, subcommittees, and other groups serve three-year staggered terms defined by classes, and no committee member may be eligible to serve consecutive three-year terms, unless approved by the President. Subcommittees and other groups should also adhere to term limits.
- Appointments and Vacancies: The President appoints committee chairs, vice-chairs, and members for new classes and for vacancies, as stated in the MCB Bylaws Article VIII Section 1. Committee chairs, staff liaisons, and the Executive Director will work jointly to recommend members to the President for the fiscal year for which the President is appointed, with attention to diversity, including race/ethnicity, gender, age, organization type and size, and location within Mecklenburg County.
- Non-MCB Member Representation: Non-MCB members may offer unique experience and insight, count towards quorum, and are encouraged to participate in meetings. However, non-MCB members may not serve as chair or vice-chair and may not call for motions or vote on matters that pertain to 26th Judicial District business unless otherwise authorized by statute and/or the North Carolina State Bar.
- Ex Officio Member Representation: Ex officio members may hold a position of relevance or influence and are encouraged to participate in meetings. The President and Executive Director shall be ex officio members of all committees, subcommittees, and other groups, as stated in the MCB Bylaws Article VI Sections 1 and 7. Ex officio members do not count towards quorum and may not serve as chair or vice-chair, call for motions, or vote.

Chair/Vice-Chair Positions

- Term Limits: Generally, committee leadership shall consist of a chair and a vice-chair, each serving a one-year term with the expectation that the vice-chair is to become chair if approved by the President. The President must approve any extension of a term beyond one year. Examples of factors the President may consider include length of time active with the committee, upcoming projects, and the general best interest of the committee.
- Appointments and Vacancies: If the chair position becomes vacant, the vice-chair may be recommended to the President as chair. The incoming chair, staff liaison, and Executive Director should provide a recommendation to the President to fill the vacancy in the vice-chair position. If a current member is appointed chair or vice-chair, he/she will be removed from his/her class, thus creating a vacancy to be filled as stated above.

Formation and Dissolution of Committees, Subcommittees, and Other Groups

- Requests for formation or dissolution of any committee, subcommittee, or other group shall be directed to the Executive Director. For committees, the Executive Director shall seek approval by the Board, as stated in the MCB Bylaws Article VIII Section 1. For subcommittees and other groups, the Executive Director shall seek approval by the President as necessary and appropriate.
- Committees may have specific initiatives to be carried out by proposed subcommittees or other groups within that particular committee. Subcommittees and other groups specific to that committee shall be subject to committee approval. Committees shall recommend, review, and approve membership of subcommittees or other groups for the purpose and appearance of objectivity and transparency. Committee approval is needed before subcommittees or other groups take action on behalf of the committee. Subcommittees shall be led by a committee member. Subcommittee members may be committee or non-committee members.
- The President, the Executive Committee, or the Board may have specific initiatives to be carried out by proposed committees, subcommittees, or other groups. Committees, subcommittees, and other groups formed by the President, the Executive Committee, or the Board shall be subject to Board approval. When committees, subcommittees, or other groups are formed by the President, the Executive Committee, or the Board, the Board shall recommend, review, and approve membership for the purpose and appearance of objectivity and transparency. Board approval may be needed before committees, subcommittees, and other groups formed by the President, the Executive Committee, or the Board may take action, and status updates will be regularly presented to the Board. These committees, subcommittees, and other groups may continue into the next fiscal year with Board approval. At least one Board member shall be appointed to any committee, subcommittee, or other group formed by the President, the Executive Committee, or the Board.

MCB Committees by Function

The chart below summarizes the MCB committees based on function. Prior to adding or changing any committees, the Executive Director and leadership shall review existing committees with the goal of minimizing duplication.

MCB Committees by Function			
Regulatory	Events	Membership Services & Programs	Planning & Operations
Fee Dispute Resolution ¹	Law & Society ²	Bar Leadership Institute ²	Audit
Grievance ¹	Law Day	Communications	Facility Use & Maintenance
Indigent Representation ¹	Memorials ²	Community Services	Finance
Judicial Nominating	Social & Networking	Continuing Legal Education	Nominating
	Sports	Diversity & Inclusion ³	
		Lawyer Referral Service	
		Pro Bono & Legal Recruitment	
		Professionalism, Lawyer Life & Culture	
<p>¹Committees defined by statute or local regulation.</p> <p>²Joint committees of the MCB and MBF.</p> <p>³Subcommittees of the Diversity & Inclusion Committee include the Apex Mentoring Program Subcommittee, the Charlotte Legal Diversity Clerkship Subcommittee, the Pipeline Programming Subcommittee, and the Membership Inclusion & Engagement Subcommittee.</p>			