

K C M B A

Kansas City



Metropolitan Bar Association

Serving Greater Kansas City's Legal Community – Kansas and Missouri

2010 Section & Committee Leadership Guide

Revised November 2009

Mission and Purpose

The mission of Kansas City Metropolitan Bar Association (KCMBA) is to serve our members and our community by promoting justice, professional excellence and respect for the law.

The purpose of the KCMBA is:

1. To serve the needs of our members.
2. To educate our members in continuing to develop their legal skills.
3. To enhance the image of attorneys and judges.
4. To encourage the highest ethical and professional standards of attorneys and judges.
5. To promote diversity in the legal profession and the Association and practice diversity in the Association.
6. To support and improve the justice system, including an independent judiciary.
7. To promote access to the judicial system for all persons.
8. To educate the public regarding issues that affect the legal system.

The **Kansas City Metropolitan Bar Foundation** was established in 1979. The goal of the Foundation is to create, support and fund service programs for the public that promote education and the ideals of justice in the Kansas City metropolitan community.

Introduction

It is my pleasure to congratulate you on your appointment to a position of leadership for 2010! This designation for a section or committee recognizes your standing in the legal community and provides you an opportunity to further demonstrate leadership for your professional organization – the Kansas City Metropolitan Bar Association.

Our goal is to provide you with the resources you need to effectively plan and execute a program of work for your group. The KCMBA staff is committed to assisting you with meeting dates, providing meeting space with catered luncheons and/or refreshments, as appropriate, and serving as advisors for many of the projects you want to accomplish.

In addition, we strongly encourage you to work with our Continuing Legal Education (CLE) staff to plan CLE programs throughout the year. KCMBA members rate this as one of the greatest benefits they receive for their membership. We count on our sections and committees to identify topics and help plan programs that will be of interest to the lawyers who practice in the area represented by your group. We look forward to working with you in those endeavors.

Remember that the *KC Counselor* is your publication. We hope that you will encourage your colleagues to use this publication as a means to communicate topics with appeal to the Bar in general.

We are always eager to hear your ideas and/or concerns. Please do not hesitate to call or stop by if we can be of service to you.

I sincerely wish you and your colleagues a productive year in 2010!

Rae Jean McCall
Executive Director

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Representative of the Past Presidents’ Club – Jerome T. Wolf , 4520 Main St., Ste. 1100.....	816/460-2420
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Bar Governance

A. The Role of the Board of Directors

A thirty-four member Board of Directors nominated or appointed from the membership governs the KCMBA. The Board of Directors is lead by an Executive Committee of five officers -- President, President-Elect, Vice-President, Treasurer and Secretary. The Executive Director serves as an advisor, but is a non-voting member of the Board.

The fundamental responsibility of the Board of Directors is to keep the overall mission of the organization clearly in focus and ensure that the various programs, sections and committees of the organization are in harmony with that mission. Accordingly, it is the responsibility of the KCMBA's Board of Directors to review and evaluate the objectives and accomplishments all of KCMBA's sections and committees to help ensure that they comply with and are in furtherance of the stated purpose of KCMBA to promote justice and the welfare of Kansas City area attorneys and judges.

It is the responsibility and the province of the Board to establish broad policies governing the programs, sections and committees of KCMBA. Board policies are intended to ensure that 1) KCMBA resources are prudently and soundly managed; 2) all KCMBA activities comport with applicable laws and ethical considerations; 3) the organization is not exposed to unacceptable financial risk; and 4) members are treated consistently and equitably throughout the organization.

Further, it is the responsibility of the Board to monitor the performance of the organization in terms of its stated objectives. The performances of each activity and entity sponsored by KCMBA in serving the profession and public are the subjects of an annual Board "Forward". Active monitoring of program rules, policies, procedures, practices and recommendations to the Board of Directors for program improvement are critical to the overall success of KCMBA.

The Board is charged with the responsibility of long range planning and fiscal responsibility. Again, sections and committees play a key role in identifying trends within the profession and recognizing opportunities for organizational development that should be brought before the Board. Section and committee requests for financial allocations, contract negotiations or any committee or section endeavor which could lead to the financial indebtedness or liability exposure of KCMBA is subject to prior Board approval.

Of particular concern to the Board is the responsiveness of the organization as a whole to the needs of the membership. Sections and committees play a vital role in identifying and communicating those needs to the Board.

The Board works closely with the Executive Director who is responsible for day-to-day management of Association activities and implementation of Board policy. The Executive Director is charged with assisting the Board in fact-finding and supplying sufficient information to guide well-advised decisions regarding policy. The Executive Director also reports to the Board on a monthly basis concerning administrative, department performance and financial issues.

The Board acts to assure that KCMBA is well integrated into the legal and local communities. The Board responds to requests from the courts, counties, judicial councils, state bars and the American Bar Association for comment and cooperation, often by referring such requests to a section or committee for recommendation. However, only the Board of Directors may take a public position on behalf of the Kansas City Metropolitan Bar Association or agree to co-sponsor

another organization, program or event. The Board leads KCMBA involvement in the local community by responding to current events and matters of social concern where appropriate. It seeks to improve the public image of attorneys and judges by establishing KCMBA as a significant and effective public service organization, responding to issues within established parameters.

Clearly, the multi-faceted role of the Board of Directors could not be performed without the active participation of its sections and committees. Just as section leaders and committee chairs need support from the Board to make their goals a reality, the Board needs those individuals with demonstrated commitments to professional service and open communication to help reach its established goals. It takes the Board and all sections and committees working together for the common good to establish and maintain a successful professional association.

B. The Role of Section Leaders and Board Liaisons to Committees

KCMBA Committees that are placed within sections will have a liaison to the KCMBA Board in their section leader. Independent committees will have a board liaison appointed by the KCMBA president to help establish an on-going communication link between the committee and the KCMBA Board, relaying to each the concerns, needs, goals and appreciation of the other.

Section leaders and board liaisons will serve as guides, coaches and mentors to committee chairs: a guide, to help with questions of Board policy, how to set a matter on the Board's agenda, and how to serve membership needs; a coach, to help motivate the conduct of regular meetings, set realistic goals and accomplish specific objectives; a mentor, to help deal with any challenges, conflicts, or obstacles confronted.

Section leaders and board liaisons generally have several years of experience serving on KCMBA's committees prior to being placed in such positions. That wealth of experience can help make the job of committee chairs easier and the load lighter.

C. The Role of Staff Liaisons to Committees

Each committee has been assigned a staff liaison whose function is to provide administrative, technical and, as available, historical support.

Administrative activities will include working with the chair to prepare a schedule of monthly or quarterly meetings, as well as arranging for audiovisual equipment and other logistical needs. In addition, the staff liaison will ensure that meeting notices are sent in a timely manner. Agendas should be set and any information to be included with meeting notices should be provided to the staff liaison at least three weeks prior to the meeting. The staff liaison will also be available for other administrative support as may be needed from time to time such as special mailings, publicity flyers, and updating membership lists.

Technical support that can be offered includes knowledge of KCMBA policies, practices, guidelines, available resources and limitations. Your staff liaison can help you spot issues that may need the approval of the Board and assist in coordinating work with other committees. He or she will also assist with calendaring to reserve advance dates for meetings and work to help prevent overbooking or competition with other upcoming events.

KCMBA maintains a master file on each committee as a record of past and current activities. The staff liaison is responsible for maintenance and organization of this file and can prepare a summary of past activities, to the extent recorded, upon request. Please assist your staff liaison in

maintaining a complete file for your successor by making sure he or she is provided with copies of all committee correspondence, notices and publications. Please keep in mind that the staff liaisons are KCMBA personnel who each have numerous full-time responsibilities within the KCMBA, aside from their section and committee obligations. They are available to provide support to the sections and committees they each serve, along with their other KCMBA workload and obligations.

Sections

Sections play an important leadership role in the Association as they help to guide, coordinate and oversee the work of committees grouped by their areas of interest. Sections provide a voice for those committees via the section representative's service on the KCMBA Board of Directors. In their endeavors, sections are intended to create and enhance education, socialization and leadership opportunities for KCMBA members. The work of sections is tremendously varied, reflecting the diversity of interests among KCMBA members.

The strength of sections has been and will continue to be derived from the work of the committees within them.

Committees

A. The Purpose of Committees

A committee's size, the expertise of its members, and its focused charge enable it to deal with issues in greater detail than can a full section. Small groups are often more adept at problem solving than are large groups. Through discussion, study and review, committees can analyze issues within their jurisdiction more readily, arrive at more thoroughly deliberated recommendations, and usually reach consensus more quickly. Accordingly, sections overseeing committees and, in turn, the KCMBA Board rely upon committees to do much of the groundwork for decision-making which, in turn, may lead to the adoption, revision, or clarification of Board policy for the entire organization.

The primary role of any committee is to examine and act upon its specific mission statement (description) or assigned task. The current scope and description of each committee is included in an appendix to this guide. In some instances, the committee scope may be need updating and/or revision. If this is the case, the committee should undertake a review of what is perceived to be its mission statement with the aid of the section leadership, submit a new description to the section and subsequently, via the section, to the Board for approval. Even if the description appears appropriate, it is important that the committee begin each new year with an affirmation of what it believes its purpose to be. This will help in establishing specific, realistic goals for the rest of the year. Independent committees can exercise the same process via their board liaisons.

B. Types of Committees

The types of KCMBA committees are as follows: section committees, independent committees, standing committees and committees representing distinct groups. Section committees are those placed under a section heading to align committees with common or overlapping interests. Independent committees are substantive law committees that are not currently placed within a section alignment. Standing committees are permanent committees

that relate to on-going activities of the Association, with a limited charge created for a specific purpose or with specific program oversight responsibilities for which special knowledge and expertise is required. Committees representing distinct groups are those composed of individuals with experience unique to that committee's endeavors (e.g., Past Presidents Club).

C. Structure and Membership

The structure of all types of committees is the same. The chair (co-chairs), vice chair (co-vice chairs) are appointed by the KCMBA President. Other than the committees of the Federal Courts Advocates Section (which is open to non-KCMBA members), membership in committees is a privilege limited to KCMBA members in good standing. If there are non-members who wish to participate in your committee, please encourage them to join KCMBA

The term of service for committee chairs and vice chairs is one year. Although it is not certain, it is likely that the vice chair could be asked to serve as the committee's chair the following year. Thus, it is important that the vice chair work closely with the chair and always be included in the information loop.

Terms for committee members are indefinite. Many members sign up for a committee during the annual membership drive once and assume they need never sign up again. Others sign up and never attend a meeting. Thus, it is important that each committee take written attendance at all of its meetings to confirm its actual membership.

If a committee member fails to demonstrate a sufficient commitment to the work of the committee, does not meet attendance requirements which the committee may establish, or is disruptive to the work of the committee, the member may be removed or replaced upon approval of the section leader's or board liaison's recommendation to and approval from the KCMBA Board's Executive Committee.

D. Committee Composition

A committee's work will be more productive when its members are knowledgeable, committed and work well as team. "Team-building" is perhaps the single most important function of the committee chair.

KCMBA is committed to diversity throughout the organization to help ensure that the viewpoints and perspective of our diverse membership are heard and respected. Ideally, each committee should reflect that commitment.

It is important that, in addition to the examination of the committee's description, committees also begin each new year with an examination of their membership. As any determinations are made that a committee could benefit from additional members that can bring to the group special experience, skills or diversity, the next step would be for the committee chair to enlist their section leader or board liaison to assist in recruiting new members. Together, those individuals can identify people they would like to see on a committee and invite them to participate. More often than not, those identified will welcome the invitation and bring a greater enthusiasm to committee work as a result.

E. Chairperson Responsibilities

Individuals have been chosen to help guide committees because their expertise and leadership abilities have been recognized. Their primary responsibility as a leader for the committee is to build an effective team committed to professional and public service, while moving the membership towards accomplishing its tasks or goals. Communication, organization, careful planning, and inclusiveness are critical team-building skills.

If a committee leader is temporarily in a position where their practice limits the attention they can give to the work of their committee, they should ask their co-chair, vice chair or another member of the committee to help them with their committee duties. Failure to recognize and act when help is needed will impede the work of a committee and the Association.

As a chairperson, individuals will:

1. Set the tone for committee work, ensuring that members have the information needed to do their jobs, and oversee the logistics of the committee's activities;
2. Report to the section leader (or board liaison) on committee decisions, policy recommendations and other business or activities;
3. Schedule and run meetings, set agendas, build consensus for committee goals and assign work to committee members and subcommittees;
4. Supervise and monitor committee work, holding members accountable for assigned tasks and offering guidance and assistance, as needed;
5. Initiate and lead an annual evaluation -- a process in which committee members review their accomplishments in relation to committee goals and reflect on areas of the committee's work, structure and composition that may need improvement.

The importance of effective committee leadership cannot be overemphasized. It is the single most important factor in the success and enjoyment of volunteer committee endeavors. The organization has confidence in its section and committee leaders and stands ready to assist in any way possible.

F. Meetings

1. **Frequency:** If committees meet regularly, ideas will more naturally be forthcoming and activity will result. Frequent meetings also provide periodic follow-ups on specific assignments given to committee members. A committee chair will help facilitate the success of their program by meeting regularly with the members of the committee and utilizing the ideas generated at these meetings.
2. **Schedule Meeting Dates:** Committees should meet as needed. Generally, it is most effective to have a regularly scheduled meeting date and to calendar the entire year at the start of the year. To ensure meeting space at the KCMBA headquarters and allow staff time to send meeting notices and coordinate the work of various committees, committee leaders are encouraged to schedule meetings at least three weeks in advance. Committee meetings should be scheduled during business hours. To provide adequate staff support, it is best to schedule meetings at the KCMBA office. The most popular meeting time is a luncheon meeting in one of KCMBA's conference rooms. Standing dates have already been taken by many committees. To assure availability, committee leaders are encouraged to reserve dates and times soon.

3. **Make New Committee Members Part of The Team:** Newcomers need to feel like they are an integral part of a committee immediately. Leaders will lose valuable input if newcomers do not feel comfortable voicing their views. Consideration should be given to using a committee's first meeting of the year as an orientation session for new committee members to bring them up to speed on the past work of the committee and its purposes and to remind continuing members of any unfinished projects from the year before.
4. **Set Annual Goals Early:** Volunteers need to feel their time is used purposefully. To that end, it is critical that committees begin each new year with a re-examination of their unique purpose within KCMBA and set clearly defined and realistic goals for the current year.
5. **Establish Subcommittees or Delegate Specific Tasks:** Once committee goals and objectives for the year have been established, the most effective means of accomplishing them is to subdivide the tasks into smaller parts and delegate primary responsibility for each component (e.g., CLE sessions, taking minutes) to a specific individual or subcommittee. In this way, chairs can help develop leadership for the future. Presetting time frames for component completion to keep subcommittees accountable and on schedule and to give the whole committee ample time to review and consider completed projects will be helpful.
6. **Work with Your Staff Liaison:** Committee leaders' staff liaisons will maintain the committee master file, assist with agenda development and arrange for meeting notices and agendas to be sent to committee members. To allow sufficient time for notice dissemination, the agenda needs to be developed at least three weeks prior to the next meeting. The staff liaison will also work with the chair in monitoring committee progress and responding to needs for assistance from subcommittees or members. Leaders should rely upon their staff liaison as a professional colleague who is knowledgeable in KCMBA policies, procedures, available resources and limitations.
7. **Work with Your Section Leader or Board Liaison:** Coach, mentor, guide and friend. A section leader or board liaison wants this year of committee leadership to be rewarding and successful. These leaders and liaisons are prepared to help committee chairs with any questions and concerns.
8. **Remember to Have Fun:** In addition to the altruistic reasons for professional and community service, many people volunteer for committees because they want to get to know other attorneys and judges on a more personal level. To the extent possible without detracting from the committee work at hand, leaders can encourage a relaxed, friendly atmosphere in section and committee work that fosters feelings of collegiality and community.

Use of Electronic Mailing Lists

By joining and using the Kansas City Metropolitan Bar Association's e-mail lists, you agree that you have read and will follow the rules and guidelines set for these electronic mailing list services. You also agree to reserve list discussions for topics best suited to the medium.

As with any community, there are guidelines governing behavior on the electronic mailing lists. For instance, violating antitrust regulations, libeling others, selling, and marketing are not permissible. Please take a moment to acquaint yourself with these important guidelines. If you have questions, contact Greg Wacker at gwacker@kcmba.org.

- Do not challenge or attack others. The discussions on the lists are meant to stimulate conversation not to create contention. Let others have their say, just as you may.

- Do not send commercial messages. The term for this is spamming. Contact people directly with products and services that you believe would help them.
- Use caution when discussing products. Information sent on the lists is available for all to see and comments are subject to libel, slander, and antitrust laws.
- All defamatory, abusive, profane, threatening, offensive, harassing, or illegal materials are strictly prohibited. Do not send anything in a list service message that you would not want the world to see or that you would not want anyone to know came from you.
- Please note carefully all items listed in the disclaimer and legal rules below, particularly regarding the copyright ownership of information sent to the list.
- Remember that the KCMBA and other e-mail list participants have the right to reproduce messages to this list serve in any forum and for any reason. Do not send any material to the electronic mailing list service if you do not have either full rights to that material or permission from the rights holder to distribute that material electronically. Specifically, but without limitation, do not send photographs or news articles to the listserv unless you have express written permission from the rights owner to distribute that material electronically.
- Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address. State concisely and clearly the specific topic of the comments in the subject line. This allows members to respond more appropriately to your message.
- Include only the relevant portions of the original message in your reply, delete any header information, and put your response before the original message.
- Send messages such as “thanks for the information” or “me, too” to individuals—not to the entire list. Do this by using your e-mail application’s forwarding option and typing in or cutting and pasting in the e-mail address of the individual to whom you want to respond.
- Do not send administrative messages—such as remove me from the list, through the list service. Instead, please e-mail Ray Buffa at rbuffa@kcmba.org and you will be removed from the list.
- Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says “Long Message.”
- Make sure you have and use virus detection/protection software on your PC. If you receive an e-mail that has a virus, please immediately sent a message to the list service with “WARNING VIRUS” in the subject line followed by an explanation.
- Use caution in opening attachments. Most e-mail exchanged on KCMBA list services will not have attachments. Do not open attachments that are from senders you do not know or that appear to be different or unusual. Never send or open an attachment that contains an executable file (file extension “exe”) or a batch file (file extension “bat”).
- If you discover that a user has sent infringing material to the list service, please contact the KCMBA’s Digital Millenium Copyright Act (“DMCA”) administrator, Greg Wacker at [1125 Grand Blvd. Kansas City Mo 64106, 816/474-4322] or by email at gwacker@kcmba.org.

This list is provided as a service to the Kansas City Metropolitan Bar Association. KCMBA accepts no responsibility for the opinions and information sent on the list service by others. KCMBA disclaims all warranties with regard to information sent on the site, whether sent by KCMBA or any third party; this disclaimer includes all implied warranties of merchantability, fitness, and non-infringement. In no event shall KCMBA be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information sent on the site.

Do not send any defamatory, abusive, profane, threatening, offensive, harassing, or illegal materials. Do not send any information or other material protected by copyright without the permission of the copyright owner. By sending material, the sending party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the owner. In addition, the sending party grants KCMBA and users of this list the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.

Messages should not be sent if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale, salaries, profits, profit margins, or cost data; market shares, sales territories, or markets; allocations of customers or territories; or selection, rejection, or termination of customers or suppliers.

KCMBA does not actively monitor the messages for inappropriate content and does not on its own undertake editorial control of messages. However, in the event that any inappropriate message is brought to KCMBA's attention, appropriate action will be taken.

KCMBA anticipates that all users will use common sense, engage in only appropriate and legal activities, and use the KCMBA electronic mailing list services to promote communication and education in the law. To the extent any disputes or legal problems arise regarding the use of the list services, you agree (through your use of those services) to submit your issue(s) to binding arbitration consistent with the rules of the American Arbitration Association.

KCMBA reserves the right to terminate access to any user who does not abide by these guidelines.

Policies and Procedures

KCMBA sections and committees should make every effort to promote KCMBA policies and take no action contrary to such policies. If in doubt, contact the KCMBA President, President-Elect, Executive Director, Deputy Executive Director or staff liaison. When appropriate, sections and committees may present the consensus of opinion of members and make recommendations to the Board of Directors as deemed necessary.

All policy positions, recommendations to the courts and/or legislative entities, and public statements on behalf of KCMBA must be presented to the KCMBA Board of Directors for review and adoption. No KCMBA member should speak for the Association or give the impression of speaking for KCMBA without the prior approval of the Board of Directors. Officers, Board members and members of sections and committees must be particularly careful

to not allow their personal statements to be interpreted as those of KCMBA, or to create the impression that, because of their position with KCMBA, they have the power to speak publicly for the Association, its sections or its committees.

Reports and recommendations of significance, and those requiring action by the Board of Directors, should be submitted to the Executive Director as soon as possible after final section or committee action for prompt consideration and approval by the Board. In those instances, the section leader, committee chair or a designated representative should be prepared to attend a meeting of the Board to answer any questions that may be asked and further clarify, if necessary, the reasoning behind such recommendation or report.

- Section leaders, committee chairs, vice chairs or committee members do not have the authority for any expenditure on behalf of a section or committee without prior approval of the Board of Directors.
- Section leaders, committee chairs, vice chairs or committee members do not have the authority to enter into any agreement to co-sponsor an activity, event, or project with an outside organization without the expressed permission of the Executive Director or the Board of Directors.
- If a committee chair does not call a meeting within the first 60 days of the year, the section leader, committee co-chair, vice chair and/or any two members of the committee or any member of the KCMBA Board of Directors may call a meeting.
- Every section and committee is expected to keep reasonably detailed minutes of the work performed, subjects discussed and actions taken at all meetings. A suggested format is shown in Appendix I of this guide.
- Copies of minutes should be sent following each meeting to the staff liaison for the section or committee. A copy will be placed in a notebook maintained at KCMBA Headquarters. On request, a section or committee notebook is available for use at a section or committee meeting or for review by any section or committee member.
- Section and committee members must be current, dues-paying members of KCMBA. Meeting notices will only be sent to the current members of a group. The one exception to this requirement is the Federal Courts Advocates Section which does allow membership to non-KCMBA members.
- Section and committee meeting notices are intended to be sent ten (10) working days in advance of the meeting. Agendas for meetings or information on a speaker and/or topic should be included with the notices and need to be provided to the staff liaison at least three weeks in advance.
- If a special set-up (e.g., AV equipment, etc.) is required for a meeting, the staff liaison will need to know of such at least 48 hours in advance.
- Attendance of members at section and committee meetings is particularly important, and a well-prepared agenda sent to the group's membership at least 10 working days in advance will help in this regard. Personal contact by telephone or e-mail can also be helpful to encourage attendance.
- All members of a section or committee must return a Response Form indicating their attendance at an upcoming meeting. Payments for lunch are required in advance and meal counts are turned in the day before the scheduled meeting. Accordingly, it cannot

be guaranteed that lunch or seating will be available for individuals who do not respond to meeting notices.

- If a guest is being brought to a meeting, their name and advance payment for their lunch is required prior to the meeting.
- KCMBA is not responsible for section meeting or committee meeting mailings or billings to outside groups.

KCMBA Headquarters

KCMBA is extremely proud of its move to a new headquarters in 2010. Those facilities are being designed to enhance the Association's services to its membership via committee meetings, CLE programs and other functions.

Existing KCMBA headquarters will continue to be available for membership use until the time of the move. Once the move is complete, please make plans to visit and enjoy the services of KCMBA's new space and the amenities therein.

KCMBA Web Site

Many updates have been made to the KCMBA Web site (www.kcmba.org) over the last couple of years. Members only committee blogs were added to share and exchange ideas, and members can set up their member profiles by adding more information about themselves, their practices and photos. We have also added links on our homepage to our group pages on LinkedIn and Facebook, please join us if you are already using these social networking sites on line. The Members Only side of the web site is where the blogs, member profiles, magazine archives and other information is located. Log in today and see what you have been missing!

Below is information on how to log in to the Members Only secure area of the web site.

Logging In

If you are logging in for the first time—just follow these simple steps:

1. Click on the KCMBA Web 2.0 graphic on the KCMBA homepage (www.kcmba.org).
2. Then hit the retrieve password link. Your temporary password will be e-mailed to you within a few minutes and then you can log in. If your password does not appear in your inbox within five minutes...please make sure it did not go into your Spam folder.
3. Once logged in...click the change password link to set your permanent password. Please note that passwords are case sensitive.

Setting Up Your KCMBA Place Profile

KCMBA Place is our version of an enhanced profile section, but provided in a significantly more subdued and restricted manner. Each member of the KCMBA (including student and non-attorney members) can create an enhanced profile on the member's only side of the Web site. This enhanced profile allows you to provide some information that will be useful to other KCMBA members and help establish online the sense of community that we love about our local bar association. Our KCMBA Place profile pages include basic contact and job/education information in addition to information about your interests and hobbies, and a place where you

can post photos as well as your resume. There is also a comment section where other KCMBA members can comment about your profile. All KCMBA members have the ability to limit the information they post on their KCMBA Place profiles.

If you need to set up your KCMBA Place profile—just follow these simple steps:

1. Log into the Members Only secure area.
2. Select My Profile link under KCMBA Place.
3. Select Edit My Profile link.
4. Upload your profile photo, answer as many of the profile information questions as you like, and then upload any additional photos. Make sure you hit submit updates to save the information you have completed!
5. Once you have completed and submitted your updates...you are ready to view your profile.
6. To search for other KCMBA member's profiles—just hit the Search Profiles link and search by last name, firm or just put the letter "a" in the last name to bring up anyone who has created their profile whose last name begins with the letter a.

Need a little bit of help to start the log-in process to the Members Only site? Not sure just where to start in setting up your new profile at KCMBA Place? John Benson, Chair of the KCMBA Computer Law Committee, has made it easy for you. View John's on line demo at www.kcmba.org so you can get started today—and don't forget to turn up the volume!

Viewing the KCMBA Blogs

Blogs have become a growing part of today's online community. Because information changes so quickly, lawyers need to exchange information on a frequent basis in a free flowing and easy to use manner. KCMBA blogs provide bar association members with a great forum for exchanging information on a frequent and up-to-date basis, but using a method that is not as intrusive as the traditional list-serv. Every committee of KCMBA and the KCMBA YLS has a blog on the Members Only side of the Web site. Only committee chairs can start a new blog post on their pages—but every KCMBA Member can comment on the blogs and therefore start new discussions. Don't limit yourself—check out all the various committee blog pages you might find of interest.

To view a KCMBA blog—just follow these simple steps:

1. Once you are logged into the Members Only site—click View List of Blogs link under Committee Blogs.
2. Click the View link by any of the KCMBA blogs you are interested in.
3. If you want to know when information is updated on a particular blog, view that committee blog and then enter your KCMBA e-mail address under the Subscribe heading on the bottom right hand of the page. You will then get an e-mail that asks you to verify your subscription.
4. If you would like to comment to a blog that has been posted—just click on the Add Comment link and follow the instructions.
5. If nothing has been posted on your committee blog page—contact your committee chair and encourage them to get the conversations started.

Are you a section leader or committee chair that needs a little bit of help to start the blog process? John Benson created an on line demo just for you too! Just click on the Watch the Demo Now link under Committee Blogs on the Members Only side of the Web site.

** Committee chairs will receive log in information for their specific blog—so you can log in and post information to the blog whenever you like. The chair can also give that information to their vice chairs or designated “blog” person to also be able to post to their blog pages.

If you have questions regarding the Web site, please e-mail them to Lisa Thompson at lhompson@kcmba.org or call the KCMBA office at (816) 474-4322.

KC Counselor and E-Newsletters

A. The *KC Counselor*

- Committee chairs and members are encouraged to submit articles and/or promote activities and projects in the *KC Counselor*, the KCMBA’s monthly magazine. Articles on your substantive area of the law or feature articles are welcomed. If your article is accepted, it may be edited for style and consistency.
- The KCMBA retains the right to refuse to publish material that is deemed inappropriate, offensive or not in the best interests of the KCMBA.
- The deadline for submission of an article is the eighth working day of the month for the ensuing month’s issue, scheduled for delivery the first week of the ensuing month (e.g., an article intended for the March issue must be submitted no later than the eighth working day of February).
- The *KC Counselor* is not a legal journal and is designed to be read by our busy members very quickly. Therefore, the typical length of an article is one to two pages, or about 750 to 900 words a magazine page. We prefer no footnotes or endnotes in a submitted article.
- If you have questions or need additional information, please contact Managing Editor Marci McNeal at (816) 474-4322 or via e-mail at mmcneal@kcmba.org.

B. KCMBA Sidebar

- Committee chairs are welcome to submit short announcements for the KCMBA Sidebar, an e-mail newsletter delivered to all members the first and third Thursday of every month. Only KCMBA sanctioned events may be publicized in this newsletter. The Executive Director must approve any announcement before publication. In order for your submission to be considered, it must be received the Tuesday morning before the Sidebar is set to be e-mailed.

C. Web Pages

- Upon request by the committee chair, information pertinent to the committee can be

available to members of the committee in the Members Only section of the Web site and the committee pages on the main site. Sole discretion as to the posting of any information is contingent upon approval of the Executive Director.

D. Press Releases

- We can send out press releases on behalf of a KCMBA committee if it is something that the public could benefit from or if it helps to promote the goodwill of lawyers to the public. Please let Marci McNeal (mmcneal@kcmba.org) know if you are drafting the release or need help so a release can be sent out no later than 7 days before the event.

Continuing Legal Education

***Important Notice:** To support a smooth transition from one year's chair(s) to the next and avoid a gap in CLE programming during the first two quarters, KCMBA asks chairs to plan seminars through the end of June of the following year. This schedule will allow adequate planning and production time for optimal success as outlined below.*

Seminar Planning

The KCMBA relies on its sections/committees and institute planners to identify, plan and promote CLE seminars. KCMBA has built its reputation on producing quality programs. The key to quality and success lies in the teamwork that takes place between the CLE planners (sections/committee members) and the professional CLE Director at the KCMBA. The sections/committee chair should select someone who will work closely with the CLE staff to identify topics of interest to lawyers, planning and scheduling seminars so that course approval may be sought for Kansas and Missouri mandatory CLE credit. While the KCMBA is an approved provider of Missouri CLE's, please keep in mind that we must apply for Kansas CLE approval for each seminar. The process takes 4-6 weeks to complete and receive affidavits in time for distribution at any given CLE seminar. The following outlines necessary steps for planning and scheduling seminars along with the responsibilities of sections/committee members, institute planners and the CLE staff:

A. Planning Tips

Sherry King, KCMBA Director of CLE, will be your main contact and liaison as you embark on the planning process. Start by working with your section/committee to identify topics of legal interest. Half-day or full-day seminars are highly recommended, although some topics may be better suited for the mini-CLE format (1 hour). The CLE director will be helpful to you in making this decision. Historically, Wednesdays, Thursdays and Fridays are the days that produce the best attendance.

You will be most successful in securing desired dates and times for your seminars if you start that process early. The Director of CLE will contact you at least twice a year to discuss seminar planning. The first will be early in the year to finalize plans begun by your predecessor for seminars set for January through June and begin planning seminars for July through December.

Once seminar dates are set, the Director of CLE will provide you or the designated planners with a production timeline to help ensure a successful outcome.

The Director of CLE and the KCMBA's CLE professional staff are here to assist you throughout the process. Tasks that they can help you complete include:

1. Determining the issues and specific topics to be covered and identifying potential faculty/presenters.
2. Establishing the seminar schedule (e.g., half-day, full-day, start and stop times, length and order of each segment, etc.).
3. Recruiting section/committee volunteers to contact identified speakers if needed. Volunteers should ***be sure each presenter is informed quality written materials are required*** and be prepared to collect the following from each presenter:
 - name (as he/she wants it published), title and firm/organization
 - a brief biography
 - the title of the presentation, and
 - a brief (e.g., 3-4 sentences) description of the topic(s) to be covered.
4. Adhering to established deadlines. Each day after the deadline will result in fewer attendees. Keep in mind that the minimum registration number is 20. You, your section/committee colleagues and your speakers work hard to present a quality seminar and it is imperative that you allow the CLE professional staff opportunities to assist you. Adequate time to collect information/materials, thoroughly prepare and effectively market your seminar can help preclude uncomfortable cancellations.
5. Enrolling your entire section/committee to assist the CLE staff in marketing each seminar through email, letters and phone calls. Encourage section/committee members to attend your seminar. Effective marketing is essential to a successful seminar.
6. Ensuring that the section/committee chair (or designee) serves as a moderator on the day of the seminar.

B. Successful Timelines for a Quality Seminar

The following steps have proven helpful for the preparation and presentation of outstanding CLE events:

1. CLE Planning Meeting (at least twice a year)
 - a. Planning for your section/committee or CLE planning meeting-
 - Include CLE seminar planning as an agenda item.

- Ask committee members to generate seminar ideas.
 - Invite the Director of CLE to attend your planning meeting. She will bring the master calendar, information on other CLE offerings during the same time period, and schedule outlines to assist in the planning process.
- b. During your CLE Planning Meeting-
- Identify substantive legal topics or issues for three to eight hour seminars. Occasionally, a one-hour seminar topic may be a good choice. Keep in mind the overall plan for a twelve-month period.
 - Consider effective speakers for your identified topics and issues. Each segment will be a minimum of 50 minutes and each speaker should present for a minimum of 20-25 minutes. Plan no more than one set of panelists per every four hours. Limit panels to four members.
 - Include at least one ethics credit (50 Minutes) in each three to eight hour seminar.
 - Identify your target audience and their area(s) of legal practice.
 - Identify several potential dates. The Director of CLE will offer valuable information regarding date selection
 - Develop a production timeline with the Director of CLE concerning flyer, speaker and promotion deadline details.

2. Meeting Follow-Up (within 30-60 days)

- a. Remind speaker recruiters to contact speakers to determine availability for the date of the program. Discuss the suggested legal topics and issues and the amount of speaking time; collect the speaker's biography including his/her name, title and firm/organization; establish the title of the presentation and develop a 3-4 sentence paragraph describing the presentation.
- b. Choose a creative title for the overall seminar that describes the topics / issues and will draw participants.
- c. Finalize the agenda and schedule for the seminar including the time, speaker's name, law firm or business, title of the speech, break(s), presentation description and moderator's name. This information is essential in obtaining CLE approval in Missouri and Kansas. In short, you will need to work closely with the Director of CLE on finalizing the agenda.
- d. Confirm the target audience for your seminar and work with the Director of CLE to suggest areas of practice for marketing purposes. This information will also be listed in a flyer for the seminar.
- e. Update section/committee members with the seminar details and enlist their help in promoting their seminar. This could be facilitated through the use of the KCMBA electronic mailing list service.
- f. CLE staff will compile the agenda and flyer content and market the seminar to suggested areas of practice.
- g. CLE staff will contact enrolled speakers. A letter will be sent to confirm the date,

time, location, deadline for written materials, and request a biography (if not already received) and audio-visual equipment needs. The schedule will be included with the letter. This correspondence will be copied to section/committee or subcommittee chair and Vice Chair as appropriate. Deadline reminder(s) will be sent as needed.

- h. CLE staff will develop a promotion schedule including use of the *KC Counselor*, KCMBA's e-mail newsletter, Sidebar, KCMBA web site and on-line registration, and broadcast email to targeted audience.

3. Within Last 30 Days Prior to the Seminar

- a. Section/committee members help promote the seminar. CLE staff will supply extra flyers and links to website listing and online registration for members to mail, email, or deliver to potential attendees.
- b. CLE staff will provide attendance numbers weekly to the section/committee chair and/or seminar planner. It is important that the attendance numbers be tracked. Section/committee members may need to personally call other lawyers to promote the seminar and to encourage colleagues to register.
- c. CLE staff will e-mail or fax the flyer to the targeted audience.
- d. CLE staff will contact speakers to finalize details of the program and to remind them of deadlines. Planners will be notified of any speaker changes.
- e. CLE staff will advise the program chair if minimum registration numbers have not been received to discuss emergency marketing plans or cancellation.

4. One Week Prior to the Seminar

- a. CLE staff will have written materials copied and bound.
- b. CLE staff will compile all registration and seminar supplies.

5. Day of the Seminar

- a. The moderator arrives at least 15 minutes before the seminar begins. The moderator should review the introduction and information page compiled by the CLE staff.
- b. The moderator will introduce the seminar and speakers. The moderator is responsible for staying on time as noted on the agenda to help ensure compliance with CLE regulations. The CLE staff will provide the moderator with the KCMBA gifts for presenters and the moderator should then present the gift(s) to the presenter(s) and express gratitude for the presentation.
- c. The CLE Staff will staff the sign-in table, provide nametags, validate parking tickets and distribute written materials (e.g., evaluation sheets) to participants. Additionally, they will check on the room temperature, sound system and audio-visual equipment.

6. After the Seminar

- a. The CLE staff will send each speaker a thank you letter, copied to the section/committee chair and co-chair and/or seminar planner.
- b. The CLE staff will send evaluation copies to the section/committee or planner. Suggestions will be noted, as they are valuable tools in planning for future seminars.

C. Policies

1. **Seminar Cancellation:** No seminar will be cancelled or rescheduled without the authorization of the CLE Director.
2. **Honorariums:** It is our goal to provide quality educational opportunities at affordable prices. Therefore, the KCMBA does not generally provide honorariums for Association members or local professionals who participate as faculty for CLE seminars. Requests for exceptions can be addressed to the Director of CLE.
3. **Out-of-Town Faculty:** The KCMBA encourages the participation of local lawyers and experts before contacting faculty outside the Kansas City community. We will pay reasonable expenses for travel and hotel accommodations as long as our staff takes the lead in making travel and/or flight arrangements (coach airfare with advanced purchase) and coordinates hotel accommodations.
4. **Faculty Cancellation:** It is understood that personal and professional conflicts can arise, creating a need for a speaker to cancel. Speakers who cancel are expected to secure a replacement. Out-of-town speakers who cancel are expected to reimburse the KCMBA for any expenses related to airfare and hotel accommodations.
5. **Co-sponsorship with another Agency, Association or Business and/or Social/Break Sponsorships:** Continuing Legal Education is an important service to the membership of the KCMBA as well as a non-dues revenue source for the Association. It is important that committees respect the competitive nature of the CLE program. Committee chairs should discourage individual as well as committee-driven planning with other CLE providers without the permission of the KCMBA CLE Advisory Committee. Please discuss all potential co-sponsorship ventures with Director of CLE before approaching any other association, agency or business with any proposals. With approval, the Director of CLE will be the contact person with the co-sponsoring entity to reach agreement on all details.

D. Mandatory Continuing Legal Education Requirements

There is great demand that our seminars be approved for credit in both Missouri and Kansas. The following items are necessary in order to secure those states' CLE approval:

- Adequate description of the seminar in all marketing and participant materials.
- Significant intellectual or practical content.
- Topics that deal primarily with matters related to the practice of law or responsibility; topics that are concerned with lawyer competence.
- Qualification of a person or persons by practical or academic experience to present the subject. Generally, lawyers must present legal subjects.
- Quality written materials for each presentation that will be distributed to all participants at or before the seminar.
- Presentation of the seminar in a suitable classroom or laboratory setting devoted to the educational activity or program. Generally, credit will not be given to after-dinner types of speeches.

- Each fifty (50) minute segment of actual instruction constitutes 1.0 CLE hour.
- Missouri allows for tenths of an hour.
- The Kansas Commission requires segments of 50 minutes minimum and increases in increments of 25 minutes, rounding down to nearest 0.5 credit hour.

It is important to adhere to the speaking times advertised in the marketing materials. If the seminar has been approved for 6 hours and actually lasts only 5 hours, the amount of CLE credit awarded must be likewise adjusted.

Speakers will receive CLE credit for their preparations and presentation of a seminar. A form for such will be enclosed with their thank you letter which speakers may then complete and submit for application and approval of teaching credit.

Appendix I

Initial Committee Meeting Format

Below is a suggested format for use at your organizational committee meeting.

- A.** Introduction of chair.
- B.** Information to committee members of the names of their section/board liaison and staff liaison.
- C.** Self introductions by committee members.
- D.** Acquaintance of all committee members with the previous (and any pending) work of the committee, bringing new members up to speed and reminding continuing members of committee work that remains in progress.
- E.** Selection of a secretary to take notes and prepare minutes of meetings.
- F.** Discussion and development of a consensus for the committee's agenda.
- G.** Review of the scope and function of committee to aid in the direction of committee discussions.
- H.** Review the committee's membership and development of a plan to address any identified membership needs.
- I.** Establishment of the committee's goals for the year.
- J.** Within 10 days after the meeting date, submission (in writing, to both the section/board liaison or the staff liaison) a report and/or minutes of the meeting, including, but not limited to, any suggested updates for the committee's description and the committee's position on its membership composition.

Minutes

_____ Committee
(Use additional pages if necessary)

Person Reporting: _____

Date of Report: _____

Date of Meeting: _____

Time Convened: _____

Time Adjourned: _____

Place of meeting: _____

Attendance list (attachment)

List each project and major program considered. List action taken, status, member(s) responsible for project or program, dates for completion of each stage and date for completion of the overall project or program:

List topics reported and/or discussed and member(s) reporting:

Recommendations to the Kansas City Metropolitan Bar Association:

Other Comments:

Appendix II

KCMBA Sections and Committees - 2010

BUSINESS LAW SECTION

Business Law (Corporate Law)

This committee promotes the objectives of KCMBA within the field of corporation law and, to that end, furthers the development of the law within that field; examines the operations and efforts of the Corporation Code, the Securities Act and other related statutes; and studies the law of partnerships, sole proprietorships and other business organizations.

Eric Mikkelson, Chair - emikkelson@sonnenschein.com – (816) 460-2400
Bill Mahood, Vice Chair-wmahood@polsinelli.com- (816) 753-1000
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: buslaw@lists.kcmba.org

Construction Law

This committee (A) holds periodic meetings to encourage camaraderie among its members, and discusses new state and federal legislation court decisions affecting construction law practice, (B) presents seminars for KCMBA members on new developments in this practice area, (C) presents seminars for the Kansas City Metropolitan construction community on legal issues relevant to their business (D) coordinates with industry agencies in the metropolitan area to assist in industry educational efforts and (E) coordinates with BAMSL and MOBAR on joint education efforts in the legal and construction communities.

Danne W. Webb, Chair- dwebb@hab-law.com – (816) 421-0700
Lynn Weddle Judkins, Vice Chair - ljjudkins@fwpcplaw.com – (816) 471-4759
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: const@lists.kcmba.org

Corporate House Counsel

This committee develops communication between corporate house counsel and outside counsel, focusing on topics of common interest.

Kara Dorssom, Chair- kara.dorssom@kcpl.com – (816) 556-2097
Julie Shull, Vice Chair- Julie.shull@kcpl.com-- (816) 556-2793
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: chc@lists.kcmba.org

Environmental Law

This committee keeps abreast of current developments in the law and disseminates that information by way of continuing legal education programs, periodic meetings, and any other appropriate method. The committee involves lawyers in private practice and with government agencies who work in the environmental law area. The committee encourages the development of environmental law practice by appropriate activities designed to widen understanding of the field and its practice opportunities.

Andrew L. Schulkin, Chair - aschulkin@lathropage.com – (816) 292-2000
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: enviro@lists.kcmba.org

Media Law

This committee, upon approval of the Board of Directors, plans and arranges from time to time a regional meeting for members of the legal and journalism professions to promote a better understanding between both professions, to develop favorable public opinion and a more thorough public understanding of our legal system. These objectives are to be carried out by initiating an information program designed to reach and inform the individual local lawyers and by conducting a dignified information program. The committee will assist KCMBA with publicizing public service activities of the Bar Association and individual lawyers to increase public acceptance of lawyers, obtains information concerning proposed legislation relating to the conduct of the business of the courts, county officers or laws, and generally examines and considers such proposed legislation.

Blaine Kimrey, Co-Chair- bkimrey@sonnenschein.com- (312) 876-3175
Robert D. Lystad, Co-Chair- Bob.lystad@axiscapital.com - (816) 471-6118
Russell T. Hickey, Vice Chair- Russell.hickey@axiscapital.com- (816) 471-6118
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: media@lists.kcmba.org

Patent/Trademark/Copyright

This committee serves the community and Kansas City Metropolitan Bar Association by providing resource information in the area of intellectual property.

Arthur Shaffer, Chair - ashaffer@theipcenter.com - (816) 363-1555
Cheryl L. Burbach, Vice Chair- clb@hoveywilliams.com- (913) 647-9050
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: patent@lists.kcmba.org

Real Estate Law

This committee considers the law and procedures pertaining to real property and promotes its fair and just administration; studies and reports to the Board of Directors any proposed, necessary or desirable legislation; studies desirable legislation; and promotes legal education of members of the Bar and public on real property law.

Charles G. Renner, Chair - charles.renner@huschblackwell.com – (816) 329-4702
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: realest@lists.kcmba.org

Securities

This committee considers federal and state securities laws, general laws as they apply to the issuance and offering of securities, self- regulatory organization rules and regulations, procedures and practice in arbitration, securities litigation, and practices of the securities industry.

Diane Nygaard, Chair- diane@nygaardlaw.com- (913) 469-5544
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: securit@lists.kcmba.org

Tax Law

This committee considers the laws and procedures pertaining to federal, state and local taxation; promotes its fair and just administration; studies and reports upon proposed, necessary, or desirable legislation; and promotes legal education to members of the Bar and the public on taxation law.

Lisa J. Hansen, Chair- lhansen@lathropage.com- (816) 460-5718
Erik R. Edwards, Vice Chair- eedwards@polsinelli.com-(816) 360-4128
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: tax@lists.kcmba.org

CIVIL LITIGATION SECTION

Appellate Court

This committee considers all matters involving the Appellate Courts, observing the practical working of the courts, both civil and criminal, and the working of our judicial system; collects information on the subjects relating to the improvement of the same and the administration of the law.

P. Benjamin Cox, Chair – ben.cox@courts.mo.gov – (816) 889-3649
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: ac@lists.kcmba.org

Business Litigation

This committee studies the current status and recent development in business tort theory and business tort law, and organizes and prepares CLE programs to said study. It also studies state and federal anti-trust laws and procedures and promotes among area lawyers a greater understanding and awareness of both Missouri and federal anti-trust law and procedures. This committee also studies state and federal franchise laws and procedures; makes recommendations to the Board for improvements in franchise laws and procedures; and promotes among area lawyers a greater understanding and awareness of both state and federal laws and procedures.

David A. Jermann, Chair – djermann@armstrongteasdale.com – (816) 221-3420
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: buslit@lists.kcmba.org

Circuit Court/Associate Circuit/Civil Practice

This committee considers all matters involving the Circuit Court, observing the practical working of the State and Federal Courts, both civil and criminal, and the working of our judicial system; collects information on the subjects relating to the improvement of same and the administration of the law.

Scott S. Bethune, Chair- sbethune@dbjlaw.net- (816) 421-1600
Christopher Schnieders, Vice Chair- cschnieders@wcllp.com- (816) 701-1100
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: circrt@lists.kcmba.org

Labor and Employment Law and Procedures

This committee studies the law of labor relations as a science, and promotes the fair and just administration; studies proposed and necessary legislation; encourages members of the Association interested in the problems of management and labor to meet and confer upon their various problems, and endeavors to define rules of conduct based upon the rights and responsibilities to labor and industry; and through such cooperation, promotes justice, human welfare and industrial peace and recognition of the supremacy of law.

Jennifer P. Kyner, Chair- jkyner@kynerlaw.com- (913) 491-3200
Patricia Konopka, Co-Vice Chair- pkonopka@stinson.com- (816) 842-8600
Seema Chawla, Co-Vice Chair- seema.chawla@bryancave.com- (816) 374-3200
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: labor@lists.kcmba.org

Medical-Legal/Nursing Home Negligence

This committee provides a common meeting ground for those members of Kansas City Metropolitan Bar Association who are engaged in representing clients in medical malpractice litigation, and studies proposed medical malpractice legislation; encourages members of the association involved with medical malpractice litigation to meet and confer upon various problems; and reports any recommendations to Kansas City Metropolitan Bar Association, as may be considered to be useful, in the practice and development of medical malpractice law.

Roger P. Wright, Chair- rogerwright@earthlink.net- (816) 373-2755
Justin D. Fowler, Vice Chair- jfowler@hab-law.com- (816) 421-0700
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: medical@lists.kcmba.org

Torts Law

This committee studies and considers matters in the field of tort and negligence law, except in the area of Workers' Compensation Law, in both state and federal jurisdictions.

Roger D. Nail, Chair- mail@gohonlaw.com- (913) 451-3433
Samuel M. Wendt, Vice Chair- swendt@wendtgoss.com- (816) 531-4415
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: torts@lists.kcmba.org

Workers' Compensation Law and Procedures

This committee considers the practice and procedure before the division, commission, and courts and collects and distributes information concerning the developments of compensation law and administration thereof to members of the Bar.

Elizabeth Dotson, Co-Chair- edotson@mvplaw.com- (913) 371-3838
Brienne Niemann- Co-Chair- bniemann@boydcenterlaw.com- (816) 471-4511
Sharon Ivy, Vice Chair- sivy@fieldsandbrown.com- (816) 474-1700
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: wcomp@lists.kcmba.org

CRIMINAL LAW SECTION

Criminal Law

This committee considers all matters involving the Municipal Courts, observing the practical workings of the courts, both civil and criminal, and the workings of our judicial system; collects information on the subjects relating to the improvement of same and the administration of the law.

J. Justin Johnston, Chair- jjohnston@whmlaw.net- (816) 221-0080
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: crminal@lists.kcmba.org

Municipal Court

This committee considers all matters involving the Municipal Courts, observing the practical workings of the courts, both civil and criminal, and the workings of our judicial system; collects information on the subjects relating to the improvement of same and the administration of the law.

James A. Witteman, Chair - jim@devries-law-kc.com – (816) 561-2555
Anne J. LaBella, Vice Chair- ajaddario@aol.com- (816) 842-5110
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: mncplct@lists.kcmba.org

DIVERSITY SECTION

Diversity Initiative

This committee studies and considers matters in the field of tort and negligence law, except in the area of Workers' Compensation Law, in both state and federal jurisdictions.

Leah M. Mason, Chair- lmason@amfam.com- (816) 356-2100
Sherry King, Staff Liaison- sking@kcmba.org- (816) 474-4322
Listserv Address: divcom@lists.kcmba.org

FAMILY AND THE LAW SECTION

Domestic Law

This committee includes the study and consideration of all substantive laws of state and federal jurisdictions concerning the family, juveniles, divorce, separate maintenance, adoption and other laws thereto related. Recommendations for changes in the common or statutory law shall be submitted to the Board of Directors for approval.

The committee also serves as liaison with the courts dealing in the area of family law, assisting them in their administrative problems and serving as a sounding board for any suggestions in procedure and legislative acts.

Sandra Grant Hessenflow, Co-Chair- sgrant@kc.rr.com- (816) 471-1066
Jill M. Katz, Co-Chair- jill@jillmktz.com- (816) 421-5289
Jennifer Oswald Brown, Vice Chair- joswaldbrown@cochranswaldlaw.com- (816) 229-8121
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: family@lists.kcmba.org

Juvenile Law

This committee studies and considers the state laws, local practice and rules regarding juveniles and other issues related thereto, including review of available treatment services and consideration of other legal actions affecting juveniles.

Lori Burns-Bucklew, Chair- lbucklew@shb.com- (816) 474-6550
Prof. Mary Kay O'Malley, Vice Chair- omalleymk@umkc.edu- (816) 235-6298
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: juvenil@lists.kcmba.org

Probate and Estate Planning

The purpose of this committee is to 1) study and develop projects in and connected with a) the administration of justice in courts having probate jurisdiction in Missouri and Kansas, b) tax matters related to the administration of probate estates, conservatorships and trusts, c) assisting clients in planning for handling of their financial affairs in the event of disability and transfer of their assets to beneficiaries during lifetime or at their deaths, d) assisting clients in planning for personal disability and disability of family members, including termination of life support systems, e) planning for transfer of assets outside of probate and f) assistance concerning persons needing service in the foregoing areas who are not otherwise able to obtain such services; 2) study and recommend through the Board of Directors proposed legislative enactments designed to improve the administration of justice in all areas to which this committee relates; 3) plan and present seminars for the Bar in all areas to which this committee relates, including matters of ethical considerations; and 4) develop appropriate means of educating the public in the areas of the law to which this committee relates.

J. Scott King, Chair- scott@scottelderlaw.com- (816) 478-6699
Dan C.D. Sturdevant, Vice Chair- dan@sturdevantlawoffice.com- (816) 421-4783
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: probate@lists.kcmba.org

FEDERAL COURTS ADVOCATES SECTION

**Membership in the Federal Courts Advocates Section requires annual dues of \$15 for KCMBAs members.*

FCAS Continuing Legal Education and Public Relations

This committee offers legal seminars of interest and further relations of benefit to section members and other KCMBAs members through its continuing legal education and public relations programs.

Daniel E. Blegen, Co-Chair- danb@rhgm.com- (816) 471-7700
Scott C. Gyllenborg, Co-Chair- scott@gyllenborg.com- (913) 782-1400
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: fcascle@lists.kcmba.org

FCAS Entertainment

This committee plans and facilitates social events for the Federal Court Advocates Section of the Kansas City Metropolitan Bar Association including, but not limited to, events that may involve other groups and other bar associations.

Walter M. Brown, Co-Chair- wbrown@ggbtrial.com- (816) 221-8989
Alleen Castellani VanBebber, Co-Chair- avanbeber@mcdowellrice.com- (816) 753-5400
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: fcassoc@lists.kcmba.org

FCAS Membership

The committee focuses on membership recruitment and retention to help facilitate and enhance the work of the Federal Courts Advocates Section.

Lynn R. Johnson, Co-Chair- ljohnson@sjblaw.com- (816) 474-0004
W. Perry Brandt, Co-Chair- perry.brandt@bryancave.com- (816) 374-3200
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: fcasmem@lists.kcmba.org

FCAS Planning

The committee spearheads planning for the Federal Courts Advocates Section including, but not limited to, focus on programs inspired by or necessary to serve legislative issues.

Brenda G. Hamilton, Co-Chair- brendah@shankhamilton.com- (816) 471-0909
Marietta Parker, Co-Chair- Marietta.parker@usdoj.gov- (913) 551-6674
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: fcaspn@lists.kcmba.org

YOUNG LAWYERS SECTION

**Membership in the Young Lawyers Section is limited to individuals age 36 and younger.*

Continuing Legal Education

The scope of this committee is dedicated to the purpose of offering legal seminars of interest and benefit to the young lawyers and other members of the local bar through its continuing legal education programs.

Emily Haverkamp, Chair- ehaverkamp@uslegalimmigration.com- (913) 317-6200
John Benson, Vice Chair- jbenenson@stinson.com- (816) 691-2477
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: ylscl@lists.kcmba.org

Inn of Court

The scope of this committee is to organize and conduct the Ross T. Roberts Inn of Court program in Kansas City. This program is designed to better equip young trial lawyers for courtroom appearances and to promote excellence, collegiality, professionalism and ethics in the legal community.

Lee Anderson, Chair- anderson@stuevesiegel.com- (816) 714-7114
Jason Moore, Co-Vice Chair- jmoore@fsmllawfirm.com- (816) 421-7100
Brianna Niemann, Co-Vice Chair- bniemann@boydkenterlaw.com- (816) 471-4511
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: ylsinn@lists.kcmba.org

Membership and Social

The scope of this committee is the responsibility of planning and facilitating social events for the Kansas City Metropolitan Bar Association. The committee also focuses on membership recruitment of young lawyers and law students.

Jane Bruer, Co-Chair- jbruer@spencerfane.com- (816) 292-8122
Colin Stoner, Co-Chair- colin@stoner.org- (816) 283-3535
Betsy Blake, Vice Chair- bblake@publiclawfirm.com- (816) 524-4646
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: ylsoc@lists.kcmba.org

New Lawyers

This committee has been involved in projects including:

Law School - to serve as a liaison between the members of the KCMBBA and area law schools. This function is served through sponsorship by the committee of various social and educational programs and events.

Mock Trial - to work in conjunction with the Lawyers Association of Kansas City, in sponsoring the Annual High School Mock Trial program. Teams from high schools in the greater Kansas City area are invited to compete against each other for the opportunity to represent Kansas City in the State Mock trial Competition.

David Schatz, Co-Chair- david.schatz@huschblackwell.com- (816) 329-4707
Aaron House, Co-Chair- aaron.house@huschblackwell.com- (816) 283-4664
Sean Laferte, Vice Chair- sean.laferte@huschblackwell.com- (816) 283-4691
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: ylsnew@lists.kcmba.org

Public Relations

The scope of this committee is to publicize various YLS events, including YLS social activities. There is also significant effort to publicize the multitude of YLS Law Week activities, including newspaper, radio and television public service announcements and news coverage. The committee also attempts to publicize matters of interest to the Bar on State, national and local levels, and to the general public.

Peter Goss, Chair- pgoss@wendtgoss.com- (816) 531-4415
Sheila Thiele, Vice Chair- sthiele@levycraig.com- (816) 460-1805
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: ylsprel@lists.kcmba.org

Public Service

This committee has been involved in projects including:

Community Service - to sponsor projects and forums that allow young lawyers to provide needed services to the public for the betterment of the community at large. This goal has been fulfilled through a variety of projects that emphasize the legal skills of the KCMBBA participants while providing opportunities to develop contacts both within and outside the legal community.

Law Week: - to carry out various Law Week activities in connection with the national Law Day celebration sponsored by the American Bar Association. The activities sponsored by the committee give the KCMBBA and the Kansas City legal community the opportunity to directly serve the community and to answer questions for individuals, who might otherwise have no access to legal advice.

Jennifer McAdam, Chair- jmcadam@lathropage.com- (816) 460-5639
Jesse Sendejas, Co-Vice Chair- jesse_sendejas@kcmo.org- (816) 513-3154
Jenny Redix, Co-Vice Chair- jenny@henninglawpc.com- (816) 221-8442
Amber Cutler, Co-Vice Chair- acutler@lawmo.org- (816) 474-6750
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: ylspsr@lists.kcmba.org

Special Projects

The scope of this committee is to consider the undertaking of certain projects, which come before the KCMBBA-YLS from time to time. It is responsible for the planning and implementation of projects which are undertaken during any given year, but may not be repeated on an annual basis.

Anne Pond, Co-Chair- alpond@vomer.com- (816) 421-0664
Mandy Ketchum, Co-Chair- aketchum@dysarttaylor.com- (816) 714-3066
Ty Ketchum, Co-Vice Chair- tketchum@armstrongteasdale.com- (816) 221-3420
Mindy White, Co-Vice Chair- mjwhite@laynechristensen.com- (913) 677-6861
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: ylsppr@lists.kcmba.org

INDEPENDENT COMMITTEES

Commercial and Bankruptcy

This committee studies the statutory and common law relating to trade relationships and the development and enforcement of commercial paper including accounts and negotiable paper. It also considers all matters involving the bankruptcy laws, observing the practical workings of the courts, and the subjects relating to the improvement of same, and the administration of the law.

John J. Cruciani, Chair – john.cruciani@huschblackwell.com – (816) 983-8197
Gregory P. Goheen, Board Liaison - ggoheen@mvplaw.com – (913) 371-3838
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: combkr@lists.kcmba.org

International Law

This committee includes promotion of interest in the practice of private international law and provides a forum for discussion and study of public international law issues, the role of international organizations, international security affairs, and immigration law. The committee identifies and promotes communication and collegial relations among KCMBBA members with common interest in the international arena.

Lebert Shultz, Chair - lee.shultz@huschblackwell.com - (816) 983-8276
Christina Weis, Vice Chair - christina.weis@huschblackwell.com - (816) 983-8317
Patrick J. Stueve, Board Liaison - stueve@stuevesiegel.com – (816) 714-7110
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: intl@lists.kcmba.org

Solo Practitioner/Small Firm

This committee promotes and increases the existence of small firms and solo practitioners, increases their visibility within the legal profession and the general public, improves their ability to competitively serve and expand strong and varied client base and promotes and encourages their interaction with other small firms and solo practitioners. The means of achieving the committee's purpose shall include, but not be limited to:

1. Facilitating Continuing legal Education programs, directed toward particular practice concerns and objectives of small firms and solo practitioners;
2. Providing small firms and solo practitioners with a forum for the discussing, sharing and exchanging of problems and ideas related to the practice; and
3. Engaging in the pooling of resources in an effort to bring previously cost prohibitive technology and assets within the reach of small firm and solo practitioners. Membership on this committee is restricted to members who practice in a firm with fewer than ten attorneys.

John S. Rollins, Chair- john@kcmedmal.com- (816) 931-1400
Christopher B. Wirken, Vice Chair- cwirken@wirkenlawfirm.com- (816) 994-9200
Alan B. Gallas, Board Liaison - agallas@gallas-schultz.com – (816) 822-8100
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: solo@lists.kcmba.org

STANDING COMMITTEES

Audit

This standing committee provides oversight to the bi-annual audit of KCMB and KCMBF, including the selection of the independent auditor, supervision of the auditing process and making recommendations based on the auditor's report to the boards of the KCMB and KCMBF. The committee also addresses claims reported under the whistle-blower policies of the organizations. The committee includes the current Treasurers of the KCMB and KCMBF, one member-at-large appointed by the President of KCMB and one member-at large appointed by the President of KCMBF, and one member who has expertise in financial management.

James A. Heeter, Chair- jheeter@sonnenschein.com- (816) 460-2452
Len Conner, Staff Liaison- lconner@kcmba.org- (816) 474-4322
Listserv Address: audit@lists.kcmba.org

Continuing Legal Education

This committee initiates, develops, and arranges appropriate education programs for the membership. In addition, it coordinates and stimulates the existing programs of continuing legal education for the practicing lawyer in conjunction with other bar associations and related organizations; plans and supervises a program of institutes and lectures and endeavors to cause the practicing lawyer to recognize his obligation to continue his legal education throughout his professional life. This seventeen-person committee is appointed by the President of the KCMB.

Lauren Perkins Allen, Co-Chair – lperkinsallen@hotmail.com- (816) 522-4606
Tyson Ketchum, Co-Chair – tketchum@armstrongteasdale.com – (816) 221-3420
Sherry King, Staff Liaison- sking@kcmba.org- (816) 474-4322
Listserv Address: cle@lists.kcmba.org

Fee Dispute Resolution Oversight

This committee administers the fee dispute resolution program for the KCMB and provides recommendations to the Board of Directors on new or modified policies. This eleven-person committee is appointed by the KCMB President.

Joseph Cambiano, Co-Chair- joe@kcinjurylaw.com - (816) 523-8200
James W. Tippin, Co-Chair- jwttippin@tippinlawfirm.com- (816) 471-8575
Bob Thomas, Staff Liaison- bthomas@kcmba.org- (816) 474-4322
Listserv Address: feedisp@lists.kcmba.org

Finance/Investment Committee

This standing committee makes recommendations to the KCMB and KCMBF governing boards on budgetary and financial matters. This includes recommendations on investment and reserve policies, as well as addressing financial issues of both organizations. The committee includes the elected Treasurers of the two organizations, the President-Elect of the Association and the Vice President of the Foundation. Three members-at-large are appointed by the KCMBF President.

Victoria Schatz, Chair- victoria.schatz@kcpl.com- (816) 556-2791
Len Conner, Staff Liaison- lconner@kcmba.org- (816) 474-4322
Listserv Address: finance@lists.kcmba.org

Member Services

This committee conducts an in-depth analysis of KCMB members among diverse practice, geographic, gender and other classifications of lawyers and develops and makes recommendations to the KCMB Board of Directors for increasing membership. The committee also reviews and recommends to the Board of Directors new affinity partnerships. This committee, comprised of no more than ten members, is appointed by the KCMB President.

Diana Jordison, Co-Chair- djordison@hab-law.com- (816) 421-0700
Daniel A. Thomas, Co-Chair - dat@hfmlegal.com – (816) 836-5050
Marcy McNeal, Staff Liaison- mmcneal@kcmba.org- (816) 474-4322

Publications Advisory Board

This committee reviews the current format and content of the KCMB publications, public relations, and website and makes recommendations on how to improve these. This board, comprised of eleven members, is appointed by the President of KCMB.

Stephen J. Cosentino, Chair- sconsentino@stinson.com- (816) 891-2450
Marcy McNeal, Staff Liaison- mmcneal@kcmba.org- (816) 474-4322
Listserv Address: publications@lists.kcmba.org

Strategic Vision Planning

This standing committee provides a periodic review of existing programs and services of KCMB/KCMBF and conducts a systematic analysis of all proposed new programs/services. The initial composition of the committee is 2 appointees for a three-year term (one from the Association President and one from the Foundation President), 2 appointees for a two-year term and 2 appointees for a one-year term. The seventh member of the committee is the YLS President-Elect. Each consecutive year, the President of the Association and Foundation will each appoint one member for a three-year term.

W. Perry Brandt, Chair - perry.brandt@bryancave.com - (816) 374-3200
Russell S. Jones, Jr., Vice Chair - rjones@polsinelli.com – (816) 374-0532
Rae Jean McCall, Staff Liaison- rjmccall@kcmba.org- (816) 474-4322
Listserv Address: stvis@lists.kcmba.org

DISTINCT COMMITTEES

Bar Leadership Academy Alumni

This committee provides (1) leadership for future leadership academies, (2) networking for graduates of previous academies, and (3) plans activities consistent with the mission of the BLA. Membership is restricted to previous graduates of the Bar Leadership Academy.

Lisa Brooks-Hammond, Co-Chair- lisa.brooks-hammond@hrblock.com- (816) 854-4608
Mark A. Styles, Co-Chair- mstyles@hardwicklaw.com- (816) 221-0509
Sherry King, Staff Liaison- sking@kcmba.org- (816) 474-4322
Listserv Address: bl@lists.kcmba.org

Heartland Diversity Legal Job Fair

This committee plans and organizes the annual Heartland Diversity Legal Job Fair (HDLJF). The committee consists of no more than ten members appointed by the KCMB President.

Christopher C. Javillonar, Chair- christopher.javillonar@bryancave.com- (816) 374-3279
Michael Wasinger, Staff Liaison- mwasinger@kcmba.org- (816) 474-4322
Listserv Address: hdljf@lists.kcmba.org

Homelessness Project

The KCMB and KCMBF Homeless Project works collaboratively with other professional organizations and groups towards the prevention of homelessness of families, children and individuals throughout the Kansas City Metropolitan area. The goal of the program is to connect homeless residents with the necessary resources to help them find housing, become responsible citizens, and provide resources for physical and mental health.

Charles W. German, Chair- charleyg@rhgm.com- (816) 471-7700
Rae Jean McCall, Staff Liaison- rjmccall@kcmba.org- (816) 474-4322
Listserv Address: homproj@lists.kcmba.org

Managing Partners

This committee provides a forum for law firm managing partners on issues of common interest. Membership on this committee is restricted to current managing partners of the top 50 law firms.

Joseph L. Hiersteiner, Chair- jhiersteiner@sblsg.com- (816) 421-4460
Rae Jean McCall, Staff Liaison- rjmccall@kcmba.org- (816) 474-4322
Listserv Address: mngptrs@lists.kcmba.org

Past Presidents' Club

This committee provides guidance to the Executive Director and Board of Directors in the purpose and mission of the association, in addition to providing leadership on special projects. Membership on this committee is restricted to former presidents of KCMBA.

Jerome T. Wolf, Chair- jwolf@sonnenschein.com- (816) 460-2420
Rae Jean McCall, Staff Liaison- rjmccall@kcmba.org- (816) 474-4322
Listserv Address: ppc@lists.kcmba.org

Appendix III

The Kansas City Metropolitan Bar Association BYLAWS

MISSION, POWERS AND LIMITATIONS

Name

The name of the Association shall be The Kansas City Metropolitan Bar Association (“Association”).

Mission

The Mission of the Association is to serve its members and its community by promoting justice, professional excellence and respect for the law.

Purposes

The purposes of the Association are:

To serve the needs of our members

To educate our members in continuing to develop their legal skills.

To enhance the image of attorneys and judges.

To encourage the highest ethical and professional standards of attorneys and judges.

To promote diversity in the legal profession and the Association and practice diversity in the Association.

To support and improve the justice system, including an independent judiciary.

To promote access to the judicial system for all persons.

To educate the public regarding issues that affect the legal system.

Powers

In furtherance of its purposes, the Association may solicit grants and contributions, pay reasonable compensation for services rendered to or for the Association, receive property by gift, devise or bequest, invest or reinvest the same, and apply the income and principal thereof, as the Board of Directors of the Association (“Board”) may from time to time determine, either directly or through contributions to any charitable organization or organizations, and otherwise engage in any lawful act or activity.

MEMBERS

Regular Members

Any lawyer in good standing of the Bar of any state is eligible to be a Regular Member of the Association. Application for Regular membership shall be in writing on a form promulgated by the Board of Directors accompanied by payment of dues for one year.

Affiliate Members

Any lawyer in good standing of the Bar of any state, who neither resides in nor practices within 100 miles of the counties of Jackson, Cass, Clay, Johnson, Lafayette, Platte and Ray in Missouri and Johnson or Wyandotte counties in Kansas, is eligible to be an Affiliate Member of the Association, but an Affiliate Member shall not be entitled to vote or to hold office in the Association.

Judicial Members

All full time judges, magistrates and commissioners of any courts are eligible to be Judicial Members of the Association but shall not be entitled to vote or to hold office in the Association.

Associate Members

Any person not a member of the Bar of any state is eligible to be an Associate Member of the Association, provided that such a person has demonstrated a legitimate interest in the promotion or accomplishment of the objectives and purposes of the Association, but an Associate Member shall not be entitled to vote or to hold office in the Association.

Student Members

Students at any accredited law school are eligible to be Student Members of the Association but a Student Member shall not be entitled to vote or to hold office in the Association, but may serve as a non-voting member of any committee.

Honorary Members

The Board of Directors shall have the power to designate, from time to time, persons who have distinguished themselves in the arts and sciences, in public life or whose activities benefit the legal profession or the members of this Association, as Honorary Members of the Association. Honorary Members shall not be entitled to vote or to hold office in the Association, but may serve as a voting member of any committee, with the exception of the Board of Directors.

Sustaining Members

Any person who is a regular member in good standing of the Association shall be allowed to become a Sustaining Member if that person makes a financial contribution beyond their annual dues, in an amount which shall be established by the Board of Directors.

Government Members

Any lawyer employed within the counties of Jackson, Cass, Clay, Johnson, Lafayette, Platte and Ray in Missouri and Johnson and Wyandotte counties in Kansas by any other county identified by the Board of Directors or any other county identified by the Board of Directors by any federal, state or

local governmental agency or entity is eligible to be a Governmental Member of the Association.

Public Service Members

Any lawyer employed within the counties of Jackson, Cass, Clay, Johnson, Lafayette, Platte and Ray in Missouri and Johnson and Wyandotte counties in Kansas by any not for profit agency or entity is eligible to be considered a Public Service Member of the Association, the criteria for which shall be the organization's or individual's ability to pay full dues.

Retired Members

All members of the Bar who previously actively practiced law for at least five (5) years and who at the time of becoming a Retired Member of the Association were a member in good standing of the Association for the last five (5) years, shall be eligible to be a Retired Member of the Association.

Senior Members

All members of the Bar who have reached the age of 75 or have been in practice for 50 years and who at that time have been members in good standing of the Association for the last five (5) years, shall be eligible to be a Senior Member of the Association.

All members while on active duty with the Armed Services and who otherwise qualify as members may be Affiliate Members, and their dues shall be waived.

Termination of Membership

Membership in the Association shall be terminated by resignation, by non-payment of annual dues of those members required to pay dues, or by loss or surrender of one's license to practice law. Membership may also be terminated by expulsion by a two-thirds vote of the Regular Members present at a meeting called for the purpose of considering that matter. The member whose membership is being considered for termination must be given at least 15 days' notice of the meeting and have the opportunity to address, either orally or in writing, the Regular Members who will be voting on the termination. This section shall apply to all classes of members.

Membership Dues

Applications. Persons desiring to be a member of the Association shall submit an application in writing, stating the category of membership for which such person is applying, and shall pay the then current dues for that category. The application shall be timely accepted or rejected by the Board of Directors.

Dues. The Board of Directors shall from time to time establish the annual dues for each category of membership, which shall be payable in advance for each calendar year. The Board of Directors may determine that certain categories or classes of members, such as Honorary or Judicial Members or Senior Counselors, shall be exempt from dues.

Notice and Delinquency. Statements for the annual dues shall be mailed by the Treasurer during the month of October and any member in arrears on the first day of the succeeding March shall be deemed suspended. If such person shall thereafter desire to rejoin the Association, he or she must apply as a new member.

Assessments. No member of this Association shall be subject to any assessment or obligated to pay any sum in addition to the annual dues herein provided.

MEMBERSHIP MEETINGS

Annual Meetings

The annual meeting of the Members will be held in December of each year at a date and time as will be designated from time to time by the Board and stated in the notice of the meeting, at which meeting the Regular Members will elect a Board of Directors and transact such other business as may be required by law or these Bylaws or as may be properly brought before the meeting of the Regular Members. The Board may postpone the time of holding the annual meeting of the Members for such period as they may deem advisable. If the election of Directors is not held at any annual meeting of the Members or at any adjournment thereof, the Board will cause the election to be held at a special

meeting of the Members as soon thereafter as is convenient.

Special Meetings

Special meetings may be held at any time on the call of the President or of any of three (3) members of the Board of Directors, or upon written call of any twenty-five (25) Regular Members of the Association.

Notice

Written notice of each annual or special meeting of the Members, stating the place, date and time of the meeting, and, in the case of a special meeting, the purpose(s) thereof, will be delivered to each Regular Member not less than ten (10) days nor more than sixty (60) days before the date of the meeting. Such notice may be delivered to the Members by publication in the Association's regular publication(s). No business except that specified in the notice shall be conducted at any special meeting. Waiver by a Regular Member in writing of notice of a Member meeting, signed by the Regular Member, whether before or after the time of that meeting, will be equivalent to the giving of that notice. Attendance by a Regular Member, whether in person or by proxy, at a Member meeting will constitute a waiver of notice of that meeting of which the Regular Member has had no notice (except when a Regular Member participates in the meeting for the express purpose of objecting to the transaction of any business on the ground the meeting was not lawfully called or convened).

Quorum and Voting

The presence of twenty-five (25) Regular Members of the Association shall be necessary to constitute a quorum at any annual or special meeting of the Association. If less than a quorum is present at the meeting, a majority of the Regular Members present may adjourn or postpone the meeting from time to time without further notice. In all matters, if a quorum is present, the affirmative vote of a majority of the Regular Members present in person or represented by proxy at the meeting, each of which will be entitled to one (1) vote, will be the act of the Regular Members, unless a greater number is required under these Bylaws, the Articles or the Missouri Nonprofit Corporation Act. Voting by written ballot will not be required at the meeting, but may be utilized at the request of one or more Regular Members.

Proxies

Each Regular Member may authorize another person or persons to act for that Regular Member by written proxy signed by that Regular Member, but no such proxy will be after eleven (11) months from its execution, unless the proxy provides for a longer period, but in no event shall a proxy be valid for more than one (1) year from its execution. Proxies will become effective when filed with the secretary of the Association. Appointment of a proxy is revoked by the person appointing the proxy attending any meeting and voting in person, or signing and delivering to the Secretary of the Association either a written statement that the appointment of the proxy is revoked or a subsequent appointment form

Written Consent

Any action required or permitted to be taken at a meeting of the Members may be taken without a meeting, without prior notice and without a vote, if a consent or consents in writing, setting forth the action so taken, are signed by eighty percent (80%) of the Regular Members. Every written consent must bear the date of signature of each Regular Member who signs the consent. The record date for determining Regular Members entitled to take action without a meeting is the date the first member signs the consent under subsection 1 of this section. If approved, written notice of approval shall be given to all Regular Members who have not signed the written consent. If such written notice of approval is required, approval pursuant to this section shall be effective ten days after such written notice of approval is given.

Ballot

Except as set forth in Section 4.3 (with respect to election of Directors), any action which may be taken at any annual, regular or special meeting of members may be taken without a meeting if the Association delivers a written ballot to every member entitled to vote on the matter. A written ballot shall set forth each proposed action and shall provide an opportunity to vote for or against each proposed action. Approval by written ballot pursuant to this section shall be valid only when the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast was the same as the number of

votes cast by ballot. All solicitations for votes by written ballot shall: (1) Indicate the number of responses needed to meet the quorum requirements; 2) state the percentage of approvals necessary to approve each matter other than election of directors; and (3) specify the time by which a ballot must be received by the Association in order to be counted. Once received by the Association, a written ballot may not be revoked.

BOARD OF DIRECTORS

Number

The management of the affairs of the Association shall be vested in the Board of Directors. The members of the Board of Directors shall be the President, who shall be Chairperson; the President-Elect; the Vice President; the Treasurer, the Secretary; the Immediate Past President, who shall be a member for one year beginning with the expiration of his or her term as President; and eight (8) members at large who shall each serve no more than two (2) successive terms of two years each ("Members-at-Large"). The President of the Bar Foundation, the Membership Chairperson(s), the President of the Past Presidents Club, the Continuing Legal Education Chairperson(s), the immediate Past President or representative of the Association for Women Lawyers, and the Chairs of any Sections approved by the Board pursuant to Article 8.1 shall sit as ex-officio voting members of the Board of Directors.

Qualifications

The President-Elect must be a regular voting member of the Association, have attained the age of 36 by April 15 of the year in which he or she is a candidate for such office, and have been a Regular Member of the Association for at least five (5) consecutive years immediately preceding April 15 of the year in which such person is a candidate for such office. The qualifications of the other officers and Members-at-Large of the Board of Directors shall be that such candidate shall have been a Regular Member at least three (3) consecutive years immediately preceding April 15 of the year in which he or she is a candidate for such office.

Election and Term of Office

On or before July 1 of each year, the Nominating Committee shall meet and make its nominations for President-Elect, Vice President,

Treasurer, Secretary and any Member-at-Large of the Board of Directors to be elected in that year, subject to the limitation that Members-at-Large shall serve no more than two (2) successive two-year terms as set forth in Section 4.1 herein. The Nominating Committee shall notify the membership of the Association of such nomination, either by publication in the official publication of the Association or by special notice to all members of the Association. Such notice shall be given not later than September 1 and include the names, addresses and special qualifications, if any, of the nominees for each office.

At any time after September, and before 5:00 p.m. on October 1 (or on the last regular business day preceding said date), other nominations for any office, including any Member-at-Large of the Board of Directors to be elected in that year, may be made by a nominating petition signed by twenty-five (25) Regular Members of the Association and timely filed with the Executive Director of the Association, or his or her designee, at the main office of the Association.

If no nominations are received by petition, then the slated selected by the nominating committee shall be presented to the Regular Members for approval at the Annual Meeting.

If nominations are received by petition so that there is more than one nominee for any director or officer position, the holder of such position will be determined by written ballot cast by the Regular Members and the form of the ballot shall be prescribed by the Board of Directors.

The election shall be held on a date in December each year to be determined in advance by the Board of Directors. Ballots shall be cast in person by the Regular Members. The Board of Directors shall designate the places for the casting of ballots. The voting places shall be open on election day from at least 9:00 a.m. until at least 5:00 p.m. for the casting of ballots and as otherwise provided by the Board of Directors.

An absentee ballot may be cast by any Regular Member during a period of five (5) days preceding the election by coming to the office of the Association in Kansas City, Missouri, and making an affidavit that such person expects to be absent from counties where voting places are located on election day.

The ballots shall be counted on the day of the election under the supervision of the Board of Directors, and the candidate for each office or membership-at-large with the largest number of votes

cast shall be presented to the Regular Members for approval to the Annual Meeting. In the case of a tie vote, the Regular Members present at the Annual Meeting shall vote by secret ballot and the candidate receiving the larger vote shall be declared elected.

The slate of nominees, whether selected by the nominating committee or by ballot of the Regular Members, shall be announced before the Annual Meeting.

Annual and Regular Meetings

The Board will meet each year to appoint the members of such committees as the Board deemed necessary or advisable and to transact such other business as may properly come before the Board at that meeting. Regular meetings may be held at such places, dates and times as are designated by the Board without notice to the Directors.

Vacancies and Newly Created Directorships

In the event of the death, disability, disqualification or resignation of the President during his or her term in office, the office of President shall be filled by the person then holding the office of President-Elect. In the event of the death, disability, disqualification or resignation of the President-Elect, Vice President, Secretary, Treasurer or any Member-at-Large, the office of such individual shall be filled by nomination by a special committee and confirmed by the Board of Directors. Such special committee shall be appointed by the then President and shall consist of the President-Elect and four (4) Past Presidents of the Association. If the office to be filled is that of the President-Elect, the committee shall consist of five (5) Past Presidents of the Association. In the event of the death, disability, disqualification or resignation of the Immediate Past President, the remainder of that individual's term shall be filled by the immediate preceding Past President of the Association. Each Director so elected will hold office for the unexpired term of his or her predecessor in office.

Special Meetings

Special meetings of the Board will be held whenever called by the President or by twenty percent (20%) of the Directors then in office. Notice of each meeting will be delivered at least two (2) days prior to the date of the meeting to each Director, and will state the purpose(s), place, date and time of the meeting. Waiver by a Director in writing of

notice of a special meeting, signed by the Director, delivered before or after the time of the meeting, will be equivalent to the giving of that notice. Attendance by a Director at a special meeting will be conclusively deemed to constitute a waiver of notice of the meeting of which the director had no notice (except when a Director participates in the meeting for the express purpose of objecting to the transaction of any business on the ground the meeting was not lawfully called or convened).

Written Consent

Any action, required or permitted to be taken at a meeting of the Directors may be taken without a meeting if all Directors consent thereto in writing.

Quorum and Vote

A quorum consists of a one-third (1/3) of the Directors in office immediately before a meeting begins. If a quorum is present when a vote is taken, the affirmative vote of a majority of Directors present is the act of the Board unless the vote of a greater number of Directors is required by law.

Resignation; Removal

Any Director may resign at any time by giving notice thereof in writing to the Board. Any such resignation will take effect upon delivery (if no date is specified) or as of its date, unless some other date is specified therein, in which event it will be effective as of that date. The acceptance of that resignation will not be necessary to make it effective. The Regular Members may, with or without cause, remove one or more Directors.

Compensation

Directors will not receive any compensation for serving as a Director, but, if approved by the Board, may be reimbursed for their expenses for attendance at Board meetings. A Director may also serve the Association in other capacities and receive compensation therefore.

COMMITTEES OF THE BOARD

Appointment of Committees

The Board may create one or more committees of the Board and appoint Directors to

serve on them. Each committee shall have one or more Directors, who serve at the pleasure of the Board. Each committee will have such duties as prescribed by the Board. The creation of a committee and appointment of members to it must be approved by a majority of the Directors in office when the action is taken. The provisions of these Bylaws which govern meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements of the board, apply to committees of the board and committee members as well.

Executive Committee

The officers of the Board of Directors shall constitute an Executive Committee that may meet as necessary between regularly scheduled meetings of the Board of Directors to conduct business on behalf of the Association.

Nominating Committee

On or before July 1 of each year, the President, with the advice and consent of a majority of the Directors then in office, shall select three (3) members of the Association who are not then presently serving as an officer of the Association or as a Member-at-Large of the Board of Directors, to serve as members of a Nominating Committee. In addition, the following officers and members of the Board of Directors shall also serve as members of the Nominating Committee: the Immediate Past President, the President-Elect, a Member-at-Large selected by the President, and the President of the Young Lawyers Section. The Immediate Past President shall be the Chairperson of the Nominating Committee. In selecting members of the Nominating Committee, the President is to be guided by the principle that the composition of the Nominating Committee should be, to the extent possible, representative of the membership as a whole. The names and addresses of the Nominating Committee shall be published to the membership of the Association not later than thirty (30) days after their selection.

Audit Committee

The Audit Committee will consist of at least two Directors chosen by the majority of the Directors in office when the action is taken. At least one member of the Audit Committee will be a Regular Member who is also a CPA. The Audit Committee will have the authority to hire and fire the external auditor; determine what services the auditor will

provide; and receive the reports of the auditor. At a minimum, on an annual basis the external auditor hired by the Audit Committee will perform a compilation or review of the Association's books and report its findings to the Audit Committee.

Organization of Committees

The chairman of each committee will be chosen by the Board of Directors or chosen by the members thereof. Each committee will elect a secretary who will be either a member of the committee or the Secretary of the Association. The chairman of each committee will preside at all meetings of such committee.

Limitations on Committee Authority

No committee shall have the power or authority to (1) adopt, amend or repeal the Articles or Bylaws, (2) approve or recommend to members dissolution, merger or the sale, pledge or transfer of all or substantially all of the Association's assets (3) elect, appoint or remove directors or fill vacancies on the board or on any of its committees; or (4) authorize distributions to members, directors, officers, agents or employees except in exchange for value received.

Record of Committee Action; Reports

Each committee will maintain a record, which need not be in the form of complete minutes, of the action taken by it at each meeting, which record will include the date, time, and place of the meeting, the names of the members present and absent, the action considered, and the number of votes cast for and against the adoption of the action considered. All actions by each committee will be reported to the Board of Directors at its meeting next succeeding such action, such report to be in sufficient detail as to enable the Board to be informed of the conduct of the Association's business and affairs since the last meeting of the Board.

Removal

Any member of any committee, or the whole committee, may be removed from such committee, with or without cause, by resolution adopted by a majority of the Directors in office when the action is taken.

Vacancies

Any vacancy in any committee may be filled by a majority of the Directors in office when the action is taken.

Other Committees

The Board may approve various committees of the members that serve the needs of the members (e.g., substantive law committees). These committees are not considered committees of the Board and do not have the authority to make decisions on behalf of the Board. The creation of such other committees and their activities must be approved by the Board. The President shall appoint the chairs of any such other committees.

OFFICERS

Elected Officers

The officers of the Association shall be the President, President-Elect, Vice President, Treasurer, and Secretary, who each shall serve for a term of one year or until their respective successors are elected and qualified. The terms of all officers shall commence as of the conclusion of the Annual Meeting of the Association. No person shall hold more than one office at the same time.

Duties of President

The President shall, in addition to the duties otherwise prescribed herein, preside at all meetings of the Association. The President may execute all contracts, deeds and other instruments for and on behalf of the Association and will do and perform all other things for and on behalf of the Association as the Board authorizes and directs. The president will enjoy and discharge generally the rights, powers, privileges and duties as customarily relate and pertain to the office of President.

Duties of President-Elect

The President-Elect shall, in the absence or disability of the President, perform all functions of the office of President and perform such other duties as delegated to him or her by the President or the Board of Directors. Additionally, the President-Elect shall have the responsibility for the planning and presentation of the annual Bench-Bar Conference of the Association.

Duties of Vice-President

The Vice President shall, in the absence or disability of the President-Elect, perform all functions of the office of President-Elect and perform such other duties as delegated to him or her by the President or the Board of Directors. Additionally, the Vice President shall assist the President-Elect with the annual Bench-Bar Conference of the Association.

Duties of Treasurer

The Treasurer shall supervise the sending of statements for and collection of dues, and may delegate the administrative performance of such duties to the Executive Director of the Association. The Treasurer shall have charge of all funds and properties of the Association, and shall disburse the same only upon the authority of the Board of Directors. The Treasurer shall report annually and more often if required. His or her accounts shall be audited at least annually. The Treasurer shall also perform such other duties as usually pertain to such office. The Treasurer will be released and discharged of all liabilities and responsibility for any monies, securities, and other assets of value committed by the Board to the custody of any person over whom he or she will have no direction or control.

Duties of Secretary

The Secretary shall generally oversee and coordinate the duties, functions and responsibilities of the substantive committees of the Association as directed by the President; shall supervise the keeping of minutes of the proceedings of the Board of Directors and of the Association; shall insure that proper notice of Board and Member meetings is duly delivered; shall supervise the keeping of a roll of the membership; and may designate the administrative performance of such duties as usually pertain to the office. When authorized and directed by the Board, the Secretary will execute with the President all contracts, deeds, and other instruments for and on behalf of the Association. The Secretary will be the legal custodian of all records of the Association, the inspection of which will be permitted at all reasonable times by any Director, officer or Regular Member of the Association. The Secretary will perform all other duties and discharge all other responsibilities which customarily relate and pertain to the office of Secretary.

Executive Director

The Association may employ an Executive Director who shall be selected by and serve at the pleasure of the Board of Directors. The Executive Director will be empowered by the Board of Directors to determine the salaries and duties of all other employees of the Association.

INDEMNIFICATION OF OFFICERS AND DIRECTORS

The Association will indemnify and protect any Director or officer of the Association (and may indemnify and protect any other person) to the fullest extent permitted by the laws of the State of Missouri.

SECTIONS

Sections

The Board may establish Sections of the Association that exist to cater to the needs of distinct groups of a significant number of Association Members. Each section shall have a charter that sets forth membership qualifications; dues, if any, in addition to the regular membership dues; rights and responsibilities of Section members; the activities of the Section (e.g., meetings, publications, CLE, etc.); how the affairs of the Section will be governed (e.g., how the Section chair and other Section leadership will be elected); and other matters deemed appropriate by the Board. Each Section's charter shall be approved by the Board within the first year after such Section has been established.

Young Lawyers Section

There shall be a Young Lawyers Section comprised of lawyers who are members of the Association (1) under thirty-six (36) years of age or (2) lawyers, regardless of age, who have graduated from law school within the last three (3) years. The Young Lawyers Section shall not have the right to adopt bylaws that are inconsistent with the Articles of Agreement and Bylaws of the Association.

GENERAL PROVISIONS

Amendment

These Bylaws may be altered, amended or repealed, and new bylaws may be adopted at any Annual Meeting of the Association, or at any special meeting called for that purpose, by a majority vote of the Regular Members present at such meeting; provided that adequate notice of any proposed alternation, amendment or repeal shall have been given. Any such amendment shall be effective upon adoption.

Interpretation

The terms “include”, “including” and similar terms will be construed as if followed by the phrase “without being limited to.” The term “or” has, except where otherwise indicated, the inclusive meaning represented by the phrase “and/or.” The words “hereof,” “herein,” “hereby,” “hereunder,” and similar terms in these Bylaws refer to these Bylaws as a whole and not to any particular provision or section of these Bylaws. The masculine gender, when used throughout these Bylaws, will be deemed to include the feminine.

Electronic Communications and Signatures

Electronic communications, records and signatures may be used in connection with all matters contemplated by these Bylaws except to the extent prohibited by applicable law. Except as may be specifically set forth herein, the parties may use and rely upon electronic communications, records and signatures for all notices, waivers, consents, undertakings and other documents, communications or information of any type sent or received in connection with the matters contemplated by these Bylaws. An electronically transmitted (but not oral) document will be deemed to satisfy any requirement under these Bylaws or applicable law that such document be “written”, “in writing” or the like. An electronic signature or electronically transmitted signature by any person on any document (properly authenticated) will be deemed to satisfy any requirement under these Bylaws or applicable law that such document be “signed” or “or executed” by such person. An electronic transmittal or communication (but not oral) of a document will constitute delivery of such document. None of the Association, any Director or any member may contest the authorization for, or validity or

enforceability of, electronic records and electronic signatures, or the admissibility of copies thereof, under any applicable law relating to whether certain agreements, files or electronic records are to be in writing or signed by the party to be bound thereby.

Conflicts of Interest Policy

The Board will adopt a Conflicts of Interest Policy to govern conflicts of interest situations that may arise from time to time among the Association, Members, Directors, Association employees, officers and agents.