

2023 - 2024

Handbook

for

Committee, Division
and Section Chairs

**ALLEGHENY COUNTY
BAR ASSOCIATION**

and

**ALLEGHENY COUNTY
BAR FOUNDATION**

As of September 2023

ACBA PROFESSIONALISM STATEMENT

All members of the Allegheny County Bar Association are expected to act in accordance with the Association's Mission Statement and Code of Professionalism. The behavior of members toward one another and in public should reflect the Association's commitment to equality and diversity. Members are expected to diligently promote and maintain the collegiality and the positive image of the bar at all times. Disparaging language, offensive actions or other conduct which is contrary to the Mission Statement and the Code of Professionalism are unacceptable and will not be tolerated.

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INTRODUCTION

As the Chair or Vice-Chair of a Committee, Division or Section of the Allegheny County Bar Association (ACBA) and/or the Allegheny County Bar Foundation (ACBF), you are part of an exclusive group — you're among the leaders of the Pittsburgh Legal Community.

Our Committees, Divisions and Sections are the lifeblood of the ACBA/ACBF. While many members are involved in numerous aspects of the ACBA, for many others, their involvement in an ACBA Committee, Division or Section is their involvement in the bar association. And as the Chair or Vice-Chair of one of these groups, you — as its leader — represent the entire ACBA.

Similarly, many attorneys are involved in the ACBF because of the organization's charitable pursuits. To them, you, as a leader, represent all that is right about the legal profession.

You've been elected to the position by your peers and/or appointed to your role by the ACBA or ACBF President because of your experience, knowledge and dedication to the Pittsburgh Legal Community.

On behalf of the ACBA Board of Governors and the ACBF Board of Trustees, I thank you for accepting this role. We trust you will take this position seriously and make the year ahead the best possible year for your particular group.

It's a new world — with in-person, virtual and hybrid options. You, more than anyone else, have your "finger on the pulse" of your specific Committee, Division or Section and know what type of programs, CLEs and networking events would be of most interest and value to your group. I encourage you to be active, imaginative, constructive and realistic in your role as an ACBA/ACBF leader.

This handbook, as well as your ACBA staff liaison, will prove invaluable to you as you navigate the bar year ahead. Please use these resources to help you better understand the workings of the ACBA and the ACBF, how our staff can be of assistance and for guidelines, procedures and policies that will make your year a success.

Thank you.

David A. Blaner
Executive Director

COMMITTEE APPOINTMENTS, DIVISIONS AND SECTION ANNUAL MEETINGS

The ACBA operates on a fiscal year from July 1 to June 30. Though most groups do not meet during July or August, any group that wishes to do so certainly may.

Committee appointments are made during the month of July by the President, with input from staff, Committee Chairs and Vice-Chairs. The new Committee Chairs, Vice-Chairs and members begin their terms on July 1 of each year.

In order to provide opportunities for more members of the ACBA to participate in a leadership role, the Board of Governors passed a resolution that established a policy which limits members to serve not more than two (2) consecutive one-year terms as chair of an ACBA Committee. After taking a one-year leave, a prior chair would be eligible for reconsideration for a chair position again. All individuals who have served the two (2) consecutive one-year terms as chair will serve as an ex officio member of that Committee.

The ACBA requests all Divisions and Sections to hold their annual meetings no later than the end of May or early June. This will enable staff to record all newly elected officers and council members to the database for the upcoming year, even though the newly elected members would not begin their terms until July 1.

CHAIR RESPONSIBILITIES

New chairs should confer with their predecessors as soon as possible. The new chair should get the benefit of their predecessor's experience and recommendations they may have before formulating activities for the coming year.

It is the duty of the chair to direct the work of the Committees, Divisions and Sections and to see that the work is performed. It is essential for chairs to have members do most of the work of the group and to assign specific jobs to Subcommittees and/or individual members.

It also is the responsibility of the chair to start meetings on time. If a meeting is called for noon, it should begin no later than 12:10 p.m. You should advise members of the starting time at the first meeting of the year and stick to that starting time. Once you show members that meetings will begin at the scheduled time, they will begin arriving promptly. Noon meetings should adjourn no later than 1:30 p.m. or as near that hour as possible. Regardless of what time of the day a meeting is called, it should begin on time.

GETTING YOUR MEETINGS ORGANIZED

You are encouraged to hold meetings as regularly as possible; however, meetings should be called only if there is business to conduct. All groups are urged to meet at least quarterly, and those most active should meet monthly.

There are a number of groups which meet on a standing basis and whose meetings are scheduled in the master calendar well in advance. Those groups not meeting on a standing date should schedule their meetings at least three (3) weeks in advance through their staff liaison. This will ensure that a meeting room or virtual Zoom meeting is available and that there is time for notification to the members.

ACBA staff will send notices of the meetings two (2) weeks in advance by email and send subsequent reminders. Notices contain the name of the group and chair and the time, date and place of the meetings.

Preliminary Committee work should be handled prior to the meeting. An agenda of subjects to be discussed at meetings should be sent to members in advance.

The staff liaison assigned to your group will distribute materials to members on a timely basis. Matters requiring advance review will be distributed prior to the meetings.

These details may seem minor, but alerting your group to the topics for discussion will allow them an opportunity to review the problems and formulate suggested solutions.

EVENTS

Hosting a non-CLE event (large group lunches, dinners, receptions, seminars, happy hours, etc.) requires significant advance planning. Committees, Divisions and Sections must work with their staff liaison to coordinate the planning and scheduling of events to ensure that each event is a success. **All events must be scheduled at least 45 days in advance by submitting the ACBA Event Planning Form.** Many events require six months or more of advanced planning to ensure that the event is a success. The ACBA staff liaison will work with our Events Manager to ensure that your event is properly scheduled on the ACBA Master Calendar, the site location is appropriate for the event, and the budget for food and beverages is adequate for the number of attendees. ACBA members are not permitted to reserve rental space on behalf of ACBA Committees, Divisions or Sections, nor are they permitted to sign contracts for speakers or other services related to events. All event management must be handled by ACBA staff.

FINANCES

The Finance Department maintains all financial records of the Allegheny County Bar Association and the Allegheny County Bar Foundation. Some of the functions of the department include the preparation of all monthly financial statements and annual operating budgets, maintaining all cash and investment accounts and payment of all vendor invoices.

Committees and Divisions—In early spring of each year, the operating budget of the ACBA and its Committees and Divisions, which receive their operating budgets from the General Fund, is determined. Chairs, with the assistance of their staff liaison, are asked to submit a proposed budget to cover all costs of the Committee's projects, programs and general operations which include the mailing of agendas, correspondence and minutes to their members.

The Finance Committee will review the submitted budgets to determine whether or not the requested funds are in line with the Committee's activities and past performance and if sufficient funds will be available. Upon review of the budgets, the Finance Committee will make a recommendation to the Board of Governors on the adoption of the annual operating budget. Committees and Divisions that do not receive the funding allocation which was requested may request that the Board of Governors review their budget request prior to the adoption of the annual budget.

In order to make such a request, a letter should be sent to the Treasurer of the ACBA requesting the Board of Governors review their budget allocation at the next Board of Governors meeting. A copy of the request should also be sent to the Executive Director.

Each Committee and Division, through its staff liaison, will be given a copy of its final budget at the beginning of each fiscal year.

No Committee or Division shall incur any expense or pay any indebtedness in excess of the amount which was authorized in the annual operating budget for the Committee.

Divisions—The Finance Department is responsible for maintenance and reconciliation of the cash position of the Division. The financial statements are available on a monthly basis. The financial statements are emailed monthly to the Division Chair, Treasurer and staff liaison.

Sections—The Finance Department is responsible for the collection of all Section membership dues and maintenance and reconciliation of the cash position of the Sections. The financial statements are emailed monthly to the Section Chair, Treasurer and staff liaison.

All Sections are charged an annual administrative fee of \$10 per section member. This annual fee is based on the number of members billed for Section dues. It is deducted in equal monthly increments. Sections should review their financial situations at each council meeting to ensure that they have the funds for the events and programs being planned for the year.

STAFF LIAISONS

Each Committee, Division and Section is assigned an ACBA staff liaison. All activities, events, programs and meetings of the Committees, Divisions or Sections must be coordinated through their staff liaison. The only exception is for the planning and presentation of CLE programs which must be coordinated through the Continuing Legal Education Department, in addition to the staff liaison.

By utilizing staff liaisons to schedule and assist in planning events, conflicts with other groups can be avoided, the event can be placed in the master calendar and appropriate notification/advertising can be accomplished. It also will ensure staff is available to take reservations, collect assessments and provide on-site registration for programs and events. The staff liaison will communicate with the ACBA Events Manager for planning events.

All printing, graphic and marketing requests of announcements, brochures, invitations, written materials, etc., is to be coordinated by your staff liaison and will be completed by the ACBA's Marketing Department.

Committee, Division or Section staff liaison duties include, but are not limited to:

- Attend each meeting
- Assist in development of projects
- Coordinate all meetings and events with the Membership and CLE Department
- Schedule meeting rooms or Zooms
- Coordinate timely notification and promotion of meetings and events
- Provide budgets upon request of chair or treasurer
- Take minutes (Committees only)
- Distribute materials and correspondence to Committees, Divisions or Sections Council

BOARD OF GOVERNORS LIAISONS

Each Committee, Division and Section is assigned a member of the Board of Governors to act as liaison. In addition, the ACBA President and President-Elect are ex officio members of each Committee, Division and Section. These three (3) members of the Board of

Governors receive minutes and notices of all meetings. This is the association's method of keeping its officers informed of all Committees, Divisions and Sections activity and affords the Committees, Divisions and Sections the benefits of their counsel.

COMMUNICATIONS, PUBLICATIONS AND MARKETING

The Communications and Publications Department and the Marketing and Media Relations Department are available to assist you in promoting your programs and projects through the *Lawyers Journal*, the *ACBA Sidebar* and our various social media platforms.

In 2022, the ACBA Board of Governors approved a new ACBA logo, sub-logos and an adaptable. The Board also approved a new "ACBA Brand Book" which details logo-use rules, language style guidelines, event marketing policy and protocols and more. Highlights of specific interest to Committees, Divisions and Sections are listed below. For the full ACBA Brand Book, visit www.ACBA.org/BrandBook.

EVENT MARKETING POLICY

The ACBA organizes hundreds of events each year – CLEs, happy hours, lunch-and-learns, symposiums, the Bench-Bar Conference and more. This full calendar is reflective of a very active, thriving bar association.

In order to effectively market these events to members and – when applicable – non-member attorneys and the general public, it is essential that the ACBA be strategic in its marketing efforts. The ACBA asks for members' cooperation in working collaboratively with the ACBA staff and to ensure a thorough, robust marketing plan is in place for a given event, but also a plan that takes into consideration the dozens of other ACBA events being organized by various Committees, Divisions and Sections at any given time. This document outlines the ACBA's process for marketing events. As always, feel free to reach out to Brian Knavish, the ACBA's Director of Marketing, Media Relations and Strategic Partnerships, at any time with specific questions or requests. He can be reached at bknavish@acba.org.

PROCESSES AND PROCEDURES

Event Form:

Submitting an ACBA Event Planning Form or a CLE Proposal Form – at least 60 days in advance for CLEs and 45 days for non-CLEs – is the first step in organizing an ACBA event. These forms are available at www.ACBA.org/eventforms. Event planning/marketing cannot begin until the Event Form is received as this form triggers the entire marketing process. Once submitted, every Event Form and CLE Form comes to the ACBA Marketing, Media Relations and

Strategic Partnerships Department, where a custom marketing plan is devised for each event. The marketing may include an event web page, marketing graphic, social media schedule, “CLE-Blast” listing, *Lawyers Journal* CLE listing, ACBA *Sidebar* items, Division (HSBD, WLD, YLD), *Sidebar* items, *Lawyers Journal* preview story, social media schedule, targeted stand-alone e-blasts, event photography and/or news releases. **Marketing cannot be set into motion until the Event Form is received.**

Event Web Page

An ACBA Event Web Page will be created and added to the ACBA web calendar for every ACBA event. Information contained on the event/CLE Form will be used to craft the text, and it is incumbent upon the event organizer to ensure the date, time and location are correct and that speaker names are spelled correctly. The presenting group will be listed atop the event description on this web page, followed by a title and a brief-but-catchy description of the program. The ACBA may contact the event organizer for additional details if needed. The ACBA will not make substantive changes to any event information without first consulting with the event organizer. However, the ACBA reserves the right to edit the description and/or event title for reasons of size/length, marketing flare (using current National Association of Bar Executives best practices) and style (see the “body text” section of the ACBA Brand Book) as needed.

Marketing Graphic

The ACBA will design a “Web Slide” — a graphically designed marketing piece — for every event. These slides will be used on social media and in targeted email marketing. Following digital marketing best practices, the amount of text will be kept to a minimum on slides, with the goal being to “entice a click.” Once clicked, the user will be taken to the event page at *ACBA.org* which will contain additional details. Too much text on a graphic will result in reduced readership, fewer clicks, and it can actually work against the successful marketing of a program. The presenting group is listed atop the event web page, not on the web slide. The logo of single event sponsors shall be included on the Web Slide and on the Event Page. For events with multiple sponsors, the sponsor logo shall be included only on the event page, so as to not clutter up the Web Slide. In order to ensure brand standards and compliance with ACBA processes and procedures, members are not permitted to design, create or distribute marketing graphics without first working with the ACBA Marketing and/or Communications Departments.

Pre-Event Social Media

Every event will receive a social media schedule, typically consisting of 2 LinkedIn posts, 3 Facebook posts and 6 tweets, scheduled throughout the weeks leading up to the event. The ACBA will write the social media content, following digital marketing best practices and the style shall be as outlined in the ACBA Brand Book. Hash

tags (#ACBAYLD, #ACBABenchBar, etc.) shall be used when possible, and posts may also be added to the ACBA YLD, WLD and HSBD Facebook and LinkedIn Pages.

CLE-Blast

The Sunday Night “CLE-Blast” is sent via email every Sunday evening (so members can access it first thing Monday morning) to all members (less those who have opted out). Every CLE being presented by the ACBA, including those organized by ACBA Committees, Divisions and Sections, shall be listed in every edition of the CLE-Blast between the time the Event Form is received and processed and the date of the CLE.

Lawyers Journal CLE Listings

The *Lawyers Journal* is printed every-other Friday and mailed to all members; it is also available online at *ACBA.org/lawyers-journal*. Every CLE being presented by the ACBA, including those organized by ACBA Committees, Divisions and Sections, will be listed in the *Lawyers Journal* as often as possible between the time the Event Form is received and processed and the date of the CLE. Note that the *Lawyers Journal* is sent to the printer roughly two weeks prior to the publication date.

Lawyers Journal Preview Stories

The ACBA evaluates every Event Form and CLE Form upon receipt and considers a *Lawyers Journal* preview story. Due to space limitations, the ACBA cannot publish a preview story for every event. Events open to all members will be considered for publication, and events of broad membership appeal are given priority. Preview stories will be assigned to a writer by the *Lawyers Journal* editor and are subject to edit, consistent with the *Lawyers Journal* editorial policy, available in the ACBA Brand Book.

Lawyers Journal/Social Media Event Coverage

The ACBA generally prefers to publish event preview articles in the *Lawyers Journal* (rather than post-event coverage) and on social media to promote registration, but, as space allows, high-profile events may also receive photojournalism coverage in the *Lawyers Journal* following the event and on social media during the event. When formulating the marketing plan for an event, the ACBA assigns a staff photographer to cover many events. Due to staff capacity and space limitations, not every ACBA event can receive post-event photojournalism coverage. At times, the ACBA may reach out to the event organizer to have a member photograph the event and submit those photos to the ACBA to be posted on social media and/or in the *Lawyers Journal*. To have submitted photos considered for publication, the names of all individuals in the photo must be included with the photo, and it is the responsibility of the photographer to ensure all names are spelled correctly. The name of the photographer should be submitted as well.

ACBA Sidebar

The *Sidebar* is the e-newsletter of the ACBA, and it is sent to all members (less those who have opted out) every Thursday. During the summer and in late December, it may be published every-other Thursday. The *Sidebar* is one of the ACBA's primary "all member" marketing vehicles (along with the *Lawyers Journal* and the CLE-Blast). Events open to all members will be considered for publication in the *Sidebar*. The ACBA will evaluate each event when the Event Form is received to determine if it is appropriate for inclusion in the *Sidebar*; feel free to request *Sidebar* in the "notes" section of your Event Form. To be considered for inclusion in the *Sidebar*, the event must be open to all members. *Sidebar* items are generally kept to 100 words or fewer, and never more than 200. Due to space limitations, *Sidebar* items will run in two editions of the *Sidebar* in non-consecutive weeks; occasionally, as registration dictates, the ACBA may promote an event in a third edition of the *Sidebar*. CLEs are generally not promoted individually in the *Sidebar*, but rather in the "CLE-Blast," though there is a link to the calendar containing all CLEs in every *Sidebar*.

Division Sidebars

The Homer S. Brown Division, Women in the Law Division and Young Lawyers Division each produces a division-specific version of the *Sidebar* e-newsletter. Events organized by that Division should be included in Division level-*Sidebars*, following that Division's event submission policy. Additionally, in the interest of comprehensively promoting all ACBA events in a strategic fashion, the ACBA may add events of interest to Division *Sidebars* when the event is organized outside of that Division but targeted to the members of that Division. (For example, if the Workers' Compensation Section organizes a "Workers' Comp for Young Attorneys" CLE, the ACBA will add a blurb on that event to the YLD *Sidebar*).

Email Marketing

The ACBA also will devise a targeted email campaign when processing an event form. As noted above, the ACBA will design a custom Web Slide (marketing graphic) for every event, then strategically email that graphic to targeted groups of interest in the weeks leading up to the event, as space allows in the ACBA's email marketing calendar. Generally, each event will receive three such targeted "e-blasts" and, if registration dictates, a fourth. Note that these stand-alone e-blasts are targeted to Committees, Divisions and Sections, which is critical to reduce spamming and the number of members who unsubscribe from emails. Consistent with other bar associations, stand-alone, all-member e-blasts to promote single events are reserved for the ACBA's signature events such as the Bench-Bar Conference, 50/60 Year Practitioners Awards Ceremony, etc. Generally, the ACBA's vehicles for all-member event marketing are the *Sidebar*, "CLE-Blast" and *Lawyers Journal* not stand-alone, all-member emails.

News Releases

Generally, ACBA events are not open to the news media, consistent with the policies of most membership organizations. Occasionally, events that are open to the public — such as the annual Rev. Dr. Martin Luther King, Jr. Prayer Breakfast and Program — will be promoted via a news release. To request news media promotion of your event, include that request on your Event Form. News releases will be sent in strict adherence to Associated Press Style. Coordinate all news media requests with Brian Knavish at bknavish@acba.org.

NON-ACBA EVENTS

The ACBA regularly receives requests from third party organizations to promote their events in the *Sidebar*, *Lawyers Journal*, on social media etc. The ACBA sells advertising and sponsorships where third party organizations can market their events to ACBA members; please send those inquiries to Brian Knavish at bknavish@acba.org. Occasionally, the ACBA will promote at no charge non-CLE events presented by nonprofits or community service organizations in the ACBA *Sidebar*, WLD *Sidebar*, YLD *Sidebar*, HSD *Sidebar* or on ACBA social media; these requests are evaluated on a case by case basis. As a CLE provider, the ACBA does not promote other organizations' (i.e. competitors) CLEs for free; advertising and sponsorship opportunities are available to promote third-party CLEs.

EVENT MARKETING SUMMARY

- Fill out and submit a CLE Form at least 60 days prior or an Event Form at least 45 days prior. That triggers the entire marketing process.
- The ACBA creates a custom marketing plan for every Event/CLE.
- Every Event/CLE gets its own web page, marketing graphic, social media schedule and targeted e-blast schedule.
- For events open to all members, the *Lawyers Journal*, ACBA *Sidebar* and "CLE-Blast" are the ACBA's vehicles for marketing these events to all members.
- Stand-Alone event e-blasts are targeted to groups of interest. Consistent with other bar association policies, stand-alone all-member e-blasts are reserved for the ACBA's signature events (Bench-Bar Conference, 50/60, etc.) to reduce spamming and unsubscribes.
- In order to ensure compliance with event marketing policies, members are not authorized to design, create or distribute marketing materials without approval from the ACBA Marketing and/or Communications Departments.

LAWYERS JOURNAL EDITORIAL POLICY

Every two weeks, the *Lawyers Journal* publishes substantive legal articles and furnishes timely information on areas of interest to the

Pittsburgh Legal Community. In addition, the *Lawyers Journal* covers Allegheny County Bar Association news and events.

Information published in the *Lawyers Journal* may not be used in any manner – in whole or in part – without the permission of the Allegheny County Bar Association.

ARTICLE SUBMISSIONS

- The author will receive story assignments (including due date and length) from the editor of the *Lawyers Journal*. Likewise, the author will submit stories to the *Lawyers Journal* editor on or before the assigned due date. Late articles will not be considered for publication.
- Authors will submit stories via email to jpulice@acba.org. It is the author's responsibility to assure her/his story arrives by the deadline.
- Authors may submit unsolicited work; however, the editors reserve the right to select, reject, edit and excerpt articles at their sole discretion. It is best to contact the editor to discuss a story idea before actually writing the piece to make sure the story topic is relevant and has not been covered before.
- Authors must assure that the story submitted is their own original work and is not under any legal restriction for publication (i.e. previous copyright ownership).
- All *Lawyers Journal* submissions are subject to editing, and the edits are performed by an attorney editor. The author allows the *Lawyers Journal* to edit the work for content, clarity and mechanics. Authors will not be consulted for edits, nor will revisions be shared with the authors prior to publication.
- Articles that are essentially advertisements or self-promotions will not be selected for publication by the editorial board.
- Authors may only use their company name in a biographical description that may follow the article. The author's bio is limited to two sentences. The author is encouraged to submit a headshot photo to run with the article.
- The author assumes full responsibility for checking all names, titles, dates and facts for accuracy before submitting the story.
- Copyright: The *Lawyers Journal* holds all rights for publication (including publication on the Internet) and all reprint rights.
- The *Lawyers Journal* reserves the right to decline to publish any photograph which has been found to be altered or manipulated.

STYLE GUIDELINES

- Mechanics and style: Associated Press stylebook. Authors must recognize the interests of the readership and use terms and references relevant to the *Lawyers Journal's* audience. Keep formatting to a minimum. Don't use bold. Bulleted lists are fine; avoid numbered lists unless it's important to present the information sequentially.
- Capitalize only proper nouns.
- The target length for articles is approximately 750-900 words.

Stories longer than this will not be published.

- The author is welcome to suggest a title for the article.
- Language usage: Authors must not use biased language based upon race, ethnicity, gender and/or other stereotypes.
- Plagiarism: Whether deliberate or accidental, plagiarism is a serious and legally punishable offense. Authors will not use the words and/or thoughts of others as their own without proper permission and documentation.
- The *Lawyers Journal* does not use box ads to promote upcoming ACBA events unless they are paid ads.
- Introducing your topic: Sometimes it can be difficult for detail-oriented people to write an attention-getting introduction to a complicated issue, and as a result they may find themselves "backing into" an article by starting with background information or by structuring the article chronologically. Both of these approaches "bury the lead." To grab your reader's attention, please take care to explain what's at stake within the first paragraph or two. As you write for the *Lawyers Journal*, keep in mind that although the audience is made up of well-educated attorneys, judges and others in the legal profession, the ACBA is not looking for research papers nor committee reports. A strong lead helps capture your audience's attention.

AUDIENCE

The audience of the *Lawyers Journal* is made up of:

- Approximately 5,500 members of the Allegheny County Bar Association which includes attorneys, district justices, judges, legal administrators and paralegals;
- Legal professionals in Western Pennsylvania who specialize in all areas of the law;
- Members of the business community who share a need for the latest local legal news.

CONTRIBUTION POLICY

The ACBA welcomes contributions from all sources but reserve the right to select, reject, edit and excerpt articles at the sole discretion of the editor and/or editorial board. The ACBA will publish no article which, in the opinion of the editorial staff, can be reasonably interpreted as insulting or offensive to any individual or group. The ACBA will not return unsolicited manuscripts. The ACBA does not publish book reviews or accept book submissions for review. The opinions expressed in articles contained in the *Lawyers Journal* are the opinions of individual authors and not necessarily those of the ACBA or the firms or entities with which the writers are affiliated. Articles are provided for the general interest of the legal community, but the information contained therein does not constitute legal advice and should not be relied on as such. Neither the ACBA nor the individual authors assume any responsibility for the accuracy of information reported. The *Lawyers Journal* assumes no responsibility for failure to report any matter inadvertently omitted or withheld from it.

LETTERS TO THE EDITOR

The *Lawyers Journal* welcomes letters to the editor. Letters should be addressed to Jennifer Pulice and sent to jpulice@acba.org. All letters must include signature, address and phone number. All letters are subject to editing. The ACBA regrets that it can neither print nor acknowledge every letter. Editorial contact information: Jennifer A. Pulice, Esq., jpulice@acba.org, 412-402-6623.

SOCIAL MEDIA POLICY

Social media channels are among the most powerful and successful communications and marketing vehicles available today, and it is the goal of the Allegheny County Bar Association and Allegheny County Bar Foundation to use these tools to maximize their benefit to the ACBA and ACBF members.

The ACBA and ACBF use multiple social media platforms, designed to communicate with members, the Pittsburgh Legal Community and the broader legal community regarding news, upcoming events and more.

In order to maximize the benefit of social media for the ACBA/ACBF and its members, the ACBA has implemented this social media policy. The specifics contained in the policy are designed to maximize the marketing impact of social media while also ensuring consistent messaging, protecting the ACBA/ACBF brands and ensuring compliance with the organization's media liability policy.

Designated ACBA members – specifically those designated by ACBA Divisions – are encouraged to also use ACBA social media accounts to post photos, details about upcoming events, increase public understanding of the law, share news and encourage networking.

While ACBA social media platforms are powerful communications tools, social networking is most impactful – and social media marketing campaigns more successful – when individuals interact with ACBA/ACBF social media content. The ACBA/ACBF encourages members – from their personal social media accounts – to like, share, retweet and comment on ACBA/ACBF social media posts, as well as tag companies, organizations and people involved. This interaction will maximize the impact of ACBA/ACBF-generated social media.

The following social media sites are currently used by the ACBA:

- ACBA/ACBF Facebook
<https://www.facebook.com/alleghenycountybar/>
- ACBA WLD Facebook
<https://www.facebook.com/profile.php?id=100063715083029>
- ACBA YLD Facebook
<https://www.facebook.com/ACBAyounglawyersdivision/>
- ACBA HSBD Facebook page
<https://www.facebook.com/ACBAHomerBrownDivision/>

* Only divisions of the Allegheny County Bar Association – not Sections or Committees – are authorized to have Facebook pages

- ACBA/ACBF Twitter

<https://twitter.com/AlleghenyCoBar>

- Allegheny County Bar Association LinkedIn page and LinkedIn subgroups <https://www.linkedin.com/in/allegheny-county-bar-association-a0bb5320>

LinkedIn Subgroups:

WLD

YLD

HSBD

Professional Ethics Committee

Sports Law Committee

Legal Technology and E-Discovery Committee

Arts and the Law Committee

Appellate Practice Committee

Committee on Exempt Organizations

Pro Bono Center

ACBA WILL

Workers' Compensation Section

**Any committee, section or division may ask the ACBA to set up a subgroup Linked to the main ACBA page.*

- Allegheny County Bar Association/Allegheny County Bar Foundation YouTube

https://www.youtube.com/channel/UCp4t3T_UaEooMEMzQbhqCzw

- Allegheny County Bar Association/Allegheny County Bar Foundation Instagram

<https://www.instagram.com/alleghenycobar/>

- ACBA Young Lawyers Division Instagram

<https://www.instagram.com/acbayounglawyersdivision/>

SOCIAL MEDIA POLICY SPECIFICS

- No individual is authorized to set up any social media or other site utilizing the Allegheny County Bar Association's name. Requests to create new social media accounts should be presented to the Marketing, Media Relations Department and Strategic Partnerships Department (Marketing Department).
- The ACBA's Marketing Department has ultimate responsibility for ACBA/ACBF social media, including its divisions.
- Only ACBA Divisions may have separate Facebook pages; all other social media content related to ACBA Sections and Committees will be posted to the respective ACBA social media pages at the discretion of the Marketing Department.
- The ACBA will use only one Twitter account; designated social media contacts for ACBA divisions are encouraged to use the ACBA Twitter with the following hashtags for their respective divisions: #ACBAYLD, #ACBAWLD and #ACBAHSBD.
- ACBA Divisions are required to assign member(s) to serve as social media points of contact. These individuals should maintain contact with the ACBA Marketing Department regarding social media content

and strategy. These individuals will also manage division Facebook and LinkedIn posts, interact with and respond to social media followers. These individuals will also post content to the ACBA/ACBF Twitter. Social media privileges and passwords should be kept to a limited number of members and will be changed at least once per year.

- Posts made on behalf of the ACBA, its divisions or its membership should be engaging, and it is encouraged that members use a lighter tone on appropriate subjects. The content of the posts should, however, reflect the mission and values of the ACBA and its membership. If in doubt about the content, tone or timing of an ACBA-related post, please reach out to the ACBA Marketing Department.

- Only content related to bar association activities, events or programs should be published on ACBA social media.

- Under no circumstances should ACBA social media content be political in nature. ACBA members who are granted access to ACBA social media channels are strictly prohibited from posting content that is political in nature or could be construed as being political in nature. Similarly, members are prohibited from “retweeting” or “liking” — from an ACBA account — any social media content that is political in nature.

- ACBA members are not permitted to use the name of or endorse — overtly or otherwise — any political candidates or candidates running for any ACBA or ACBF office. While members are free to use their own social media accounts for this purpose, the ACBA/ACBF names may not be used in conjunction with these posts.

- The ACBA/ACBF may not follow or become friends with certain organizations or individuals in order to avoid a perception of endorsing any politician, social cause, individual or organization.

- Rare, limited exceptions to the “no political posts” rules may be granted for specific issues (such as a statement from the ACBA President on a particular piece of legislation) at the discretion of the ACBA Board of Governors. During those instances, only the ACBA Marketing Department may make such posts, following the strict, limited guidelines granted by the Board of Governors.

- Only ACBA members are granted access to the ACBA’s LinkedIn page or LinkedIn groups. LinkedIn is designed to be a place for members to interact. Non-member requesting access to LinkedIn will be denied.

- ACBA staff monitors and manages all social media platforms and retains the right to edit, reschedule or remove any information at any time for any reason.

- Social media logins and passwords may not be changed by members at any time. At a minimum, the ACBA will update social media passwords every July 1. If it is felt that a password/login change is necessary because of a suspected security breach or any other reason, please contact the Marketing Department.

- No social media post on any ACBA or ACBF post can violate existing ACBA mission statement, value statements, bylaws, policies or partnership agreements.

- For guidance on text style and conventions, see the “Social Media Text” Section of the ACBA Brand Book.

For any further information regarding the ACBA and ACBF’s social media, contact Brian Knavish, Director of Marketing, Media Relations and Strategic Partnerships, at bknavish@acba.org or 412-402-6620.

MEDIA RELATIONS

The Marketing and Media Relations Department has been revamped to become more proactive and less of a reactive support group. The ongoing success of this effort depends upon the assistance of our various Committees, Divisions, Sections and members.

In addition to answering the needs of our members, the Marketing and Media Relations Department is committed to answering the needs of the media and the consumer.

Spokespersons—The President is the official spokesperson of the ACBA. The Immediate Past-President, the President-Elect, the Executive Director and the Director of Marketing and Media Relations may also speak on behalf of the ACBA, with approval of the ACBA, in certain specific situations. However, other attorneys may serve as spokespersons on particular issues, when appropriate. If you receive any media inquiries regarding ACBA activities, direct them to the Director of Marketing and Media Relations, at 412-402-6620 or bknavish@acba.org. The reporter may be referred back to you, if appropriate, but we want to ensure that everyone is in the loop and there is a consistency to our messages.

Media Contacts and Resources—The ACBA has laid the foundation to be an easily available source of information to the media.

One of the benefits of serving as chairs on Committees, Divisions and/or Sections is the publicity that is often earned from speaking with members of the media. Agreeing to speak to the media when appropriate and cooperating with the Director of Marketing and Media Relations on these efforts is an expectation of holding the position.

We would like the Chair, Vice-Chair, and any other member of a Committee, Division or Section whom the Chair recommends to volunteer to be spokespersons for their particular areas. Please let the Director of Marketing and Media Relations know your availability and provide your non-work phone numbers. The odds of having to call you after business hours are very small.

To this end, the Director of Marketing and Media Relations continues to put together a list of members who are willing to talk to the media about certain areas of the law. The list has the phone numbers of the members, so that the Director can contact them in case a reporter is working on a story and needs help ASAP. Reporters may be directly directed to the business phone numbers of Committee, Division and/or Section chairs. Home or cell phone numbers will not

be given to a reporter, unless prior arrangements between you and the Director of Marketing and Media Relations have been made. The Director is on call 24-hours a day. This availability has been well-received by the media.

Articles and Story Ideas to Pitch—Our primary goal is to promote the good work of our members.

Please keep the Director of Marketing and Media Relations apprised of your work. Even if you do not think there is a story, you might be surprised. Of course, we will not try to promote any confidential or sensitive work being done.

Approaching the Director of Marketing and Media Relations with an idea for a media pitch or news release does not guarantee that the ACBA will make that pitch and/or issue the release. Additionally, the Director of Marketing and Media Relations may decide to target a release or pitch to specific media outlets, rather than broad distribution.

In order to ensure consistency with the ACBA's overall marketing strategy and organizational priorities, the Director of Marketing and Media Relations reserves the right to decide which stories to promote and/or reject and which media outlets to approach.

News Releases—Notify the Director of Marketing and Media Relations at least 60 days prior to the event and provide any pertinent information that may be used to draft a press release.

Please provide the following information:

- Name and description of the event
- Date and time of the event
- Name(s) of the sponsoring Committee, Division, or Section(s)
- How many people you expect to attend
- Name and phone number of a contact person

ACCESS TO MEMBERSHIP LISTS POLICY

Committee, Division and Section Chairs can request, through their staff liaisons, full membership lists for the specific Committees, Divisions and Sections they chair. These lists will be granted only for the purpose of conducting ACBA business, (such as to formulate nominations, to form a subcommittee, etc.). The ACBA will not provide these lists for business development purposes, political campaign purposes or other reasons.

However, ACBA members may request to purchase mailing labels to be used for these reasons, via the following process.

- To be considered, email Brian Knavish at bknavish@acba.org and explain the reason you are requesting mailing labels.
- Members can request labels for the entire ACBA and/or for any Committee, Division or Section.
- If approved, the ACBA will provide physical mailing labels at the cost of 50 cents per label.
- The ACBA member agrees not to electronically capture the mailing information. If the member wishes to send a subsequent mailing at a later date, the above process should be followed once again.
- Additionally, the ACBA must review and approve the materials to be sent via the labels.
- Any ACBA member can request labels no more than twice in 12 months.
- Member lists are not available to non-members for any purpose.
- Labels are available for purchase to non-members only in the context of larger partnerships. For more information, contact Brian Knavish at bknavish@acba.org.

PROGRAMS AND EVENTS

Committees and Divisions of the ACBA are funded through the General Fund of the ACBA. Sections of the ACBA are self-funded through their own treasuries, but from time to time may incur liability that ultimately is the responsibility of the ACBA. All Committees, Divisions and Sections of the ACBA are required to use the services of the ACBA for any program or event sponsored by or connected with a Committee, Division or Section. The services of the ACBA include, but are not limited to, event planning, printing, copying, graphics and CLE programming. Services of the ACBA shall be coordinated through the ACBA Events Manager or other ACBA staff as designated by the ACBA from time to time ("ACBA Staff"). It shall be the responsibility of the Committee, Division or Section to contact ACBA Staff to coordinate the services.

No officer, member, and/or nonmember of any Committee, Division or Section shall use the services of any vendor, contract for the services of any vendor, or incur any expense for a program or event without the prior express written consent of the Executive Director of the ACBA.

In the event that there is a violation of this policy, any and all expenditures associated with such violation, including any vendor invoices and requests for expense reimbursement, may be the personal responsibility of the person or persons who authorized and/or incurred such expenditures.

PRESENTATION OF CONTINUING LEGAL EDUCATION PROGRAMS

All CLE programs must be coordinated through the Director of Membership and CLE. While the presentation of CLE programs is

encouraged by Committees, Divisions and Sections, the CLE department has final discretion in determining if a program will be presented for CLE credit. Since the CLE department bears the burden for all expenses of presenting CLE programs, consideration and thought must be given as to whether or not the topic will be of interest and what type of audience may be drawn to a particular program.

It is, therefore, of the utmost importance to consult with the ACBA CLE Department before planning or scheduling a CLE is done. The most crucial step is to submit a CLE Planning Form to the CLE Department no later than 60 days prior to the proposed date of the program. This will help the CLE Department ensure the date is available, the topic is appropriate and the potential program is not conflicting with other ACBA CLEs or events. Additionally, the CLE Department will submit the program information to the state to ensure it qualifies for CLE. Additionally, once these details are finalized, the CLE Department will submit the form to the ACBA Marketing Department, which will devise a custom marketing plan for the program.

Only one person should be responsible for coordinating the program with staff. It will be that person's responsibility to secure the panelists, complete all of the information on the Program Proposal Form, collect written materials, and then submit the materials in final form to CLE staff.

The following guidelines are in place and must be followed for CLE programs presented by the ACBA:

1. ACBA reserves the right to set all registration fees for all programs. A minimum charge of \$40 per credit hour will be assessed.
2. If a Committee or Division sponsors a program the charge will be \$40 for ACBA members and increased for non-ACBA members.
3. If a Section presents a program, the assessment will be \$40 per credit hour for Section members and then increased for non-Section members and for non-ACBA members.
4. A Committee, Division or Section may underwrite the assessment, meaning the difference between the standard price and the actual price charged will be taken from the Committee, Division or Section budget. For example, if a Section wishes to offer a free, one-credit CLE to its members, the member will pay \$0 to attend, but \$40 per attendee will be transferred from the Section account to the general ACBA account.
5. Select Committees (listed below) determined by the ACBA Board of Governors are required to present at minimum one 1-hour CLE program per fiscal year in support of the ACBA. CLE programs held at the Annual Bench-Bar Conference do not count towards this requirement. Since

Committees receive their operating budgets from the general fund, no money generated from the CLE will be awarded back to the Committee operating budget.

- Access to Justice Committee
- Alternative Dispute Resolution Committee
- Appellate Practice Committee
- Arts and the Law Committee
- Asian Attorneys Committee
- Collaborative Law Committee
- Committee for Diversity and Inclusion
- Committee on Law and Disability
- Elder Law Committee
- Health and Wellness Committee
- Hispanic Attorneys Committee
- Immigration Law Committee
- Legal Technology and E-Discovery Committee
- LGBT Rights Committee
- Medical Marijuana and Hemp Committee
- Military and Veterans Affairs Committee
- Nonprofit Law Committee
- Social Security Practitioners Committee
- Sports Law Committee

6. All Divisions are required to hold a minimum of four (4) CLE hours per fiscal year. This can be one four-hour program, four one-hour programs, two two-hour programs, etc. One hundred percent of the profit generated from these first four CLEs will go into the ACBA's general operating budget. For every CLE credit beyond the four required hours, 50 percent will go into the ACBA's general operating budget and 50 percent of the profit generated will go into the Division's operating budget for their assistance in presenting additional programming and supporting the ACBA.

7. All Sections are required to hold a minimum of four (4) CLE hours per fiscal year. This can be one four-hour program, four one-hour programs, two two-hour programs, etc. One hundred percent of the profit generated from these first four CLEs will go into the ACBA's general operating budget. For every CLE credit beyond the four required hours, 70 percent will go into the ACBA's general operating budget and 30 percent of the profit generated will go into the Section's operating budget for their assistance in presenting additional programming and supporting the ACBA.

8. CLE programs will be available for attendees to "audit" at \$30 per hour. No CLE credit will be given to individuals that "audit" a program.

9. All programs will be held in ACBA facilities or via Zoom unless it is determined that another facility is necessary to accommodate the requirements of the program. If this is the case, an additional

amount may be assessed to the normal credit hour rate to help cover increased costs.

10. All information on the CLE Program Proposal Form must be completed and submitted before program promotion begins.

11. Written materials and an agenda are to be submitted at least 10 days prior to the program presentation. All programs must have written materials, even if it is only an outline of the presentation. Written materials should be kept to a 25-pages per-credit-hour limit.

12. Materials will be distributed to all registrants electronically. Hard copies may be available for purchase for certain CLEs.

13. The CLE Department will work with the Marketing Department to devise a custom-marketing plan for each CLE including targeted e-blasts, *Lawyers Journal* listings, the Sunday night “CLE-blast” and more (See the ACBA Event Marketing Policy in this handbook). The ACBA Marketing Department devises the marketing plan based on its professional marketing knowledge and experience and holds the final say on marketing and promotion decisions.

14. Staff will make all arrangements for physical set-up of the room and specified equipment and provide on-site registration staff for the program.

15. Third Party CLEs cannot be marketed for free. If interested in advertising a third party CLE, contact the ACBA Marketing, Media Relations and Strategic Partnerships Department.

16. All CLE seminars with three or more panel members must include diversity on the panel per the directive of the ACBA Board of Governors.

SPONSORSHIP POLICY

The ACBA works with a vast network of Business Partners, ranging from financial planners to court reporters to expert witnesses and more. These entities become Business Partners after being vetted by the ACBA and entering into advertising and/or sponsorship agreements. Additionally, the law firms of the Pittsburgh Legal Community often support the ACBA not only through attorney membership, but through sponsorships. This network of partners is always growing and evolving, which makes appropriately managing these relationships essential so that these partnerships stay mutually beneficial for all parties.

Brian Knavish, the ACBA's Director of Marketing, Media Relations and Strategic Partnerships, oversees the management of these relationships, and ACBA members should work with Brian on any/all sponsorship matters. He can be reached at 412-406-6620 or bknavish@acba.org.

When organizing events, ACBA Committees, Divisions and Sections (CDSs) are encouraged to secure sponsorships to help offset the cost of programming, food, beverages and general operations, which helps to keep dues low for all ACBA members. In order to ensure sponsorships maximize the value of partnerships for the sponsor and the ACBA overall – and to honor existing partnership agreements – ACBA Committees, Divisions and Sections are required to follow the ACBA protocols for securing sponsorships.

ALL SPONSORSHIPS

- When conceptualizing sponsorships, ACBA members should contact Brian Knavish before any solicitations are made to ensure the price being charged and the deliverables being offered for that price are consistent with other event sponsorships.
- Few things can damage a relationship more than charging different law firms or vendors different prices for similar events, offering some sponsors deliverables that are different than what others are getting for similar sponsorships, etc. While no ACBA member would intentionally cause these issues, such issues are easy to create, which is why it's important to work closely with the ACBA on all sponsorship matters.

LAW FIRM SPONSORSHIPS

- Once the sponsorship amounts and deliverables have been approved by the ACBA, members are free to approach their law firms/employers to sponsor events without further clearing the sponsorship idea with the ACBA.
- Once a law firm sponsorship has been secured, the ACBA staff liaison will notify the ACBA Marketing, Media Relations and Strategic Partnerships Department so that the ACBA can track sponsorship trends and results.

NON-LAW FIRM SPONSORS

- Potential vendor and non-law firm business sponsorships must be cleared by the ACBA before the vendor is approached by any ACBA member. Give the company name and business category to your ACBA staff liaison, who will then take it to the ACBA Marketing, Media Relations and Strategic Partnerships Department. This step is critical for several reasons:
 - To ensure that the potential sponsorship does not violate existing sponsorship agreements with exclusive or preferred partners.
 - To ensure the ACBA appears professional and organized in the eyes of partners. When one business receives multiple requests from different ACBA entities, it makes the ACBA appear unprofessional and disorganized, particularly when the various ACBA entities are unaware of other, simultaneous ACBA sponsorship requests.
- At any given time, a given partner may have recently entered into a sponsorship agreement, often accompanied by a request to not be solicited again by the ACBA for a specific period of time.

- Some partners agree to specific sponsorship terms for an entire year and ask not to be solicited again until that year has passed. Asking that entity for another sponsorship during that time could put a valuable relationship at risk.
- Some partners have asked only to be solicited by the ACBA staff – even for Committee, Division and Section events – and the ACBA needs to honor those requests.
- There may be opportunities to “bundle” requests, maximizing the value of the sponsorship for the partner and the ACBA overall.
- General tracking of potential sponsors. With countless potential partners out there, the ACBA is working to track sponsorships, monitor the number of “asks” and track results.
- Occasionally, a sponsorship request may be denied if the request would violate existing partnership agreements, or if the request jeopardizes a relationship or larger partnership deal that might be in the works. (For example, the ACBA can’t risk losing a \$20,000 annual deal due to a one-time \$500 ask).

PROCEDURES AND SPECIFICS

- ACBA members should work with their liaisons on sponsorship matters. The liaisons will consult with the Marketing, Media Relations and Strategic Partnerships Department.
- Each group is responsible for its own lead generation and sponsorship solicitation. While the ACBA may be able to connect interested partners with Committees, Divisions and Sections, the Marketing, Media Relations and Strategic Partnerships Department does not have the capacity to find sponsors for individual events on command.
- At any given time, the ACBA is in contact with numerous potential sponsors, and the status of these discussions changes almost daily. Because of that, the ACBA cannot provide an “off limits” list. The specific potential sponsors need to be approved before the specific solicitation is made.
- Event sponsors are expected to network in a professional manner, consistent with the ACBA’s mission and values. The ACBA reserves the right to decline individual sponsorships.
- This sponsorship policy applies only to ACBA sponsorships. ACBF sponsors and donors are handled separately.

CO-PARTNERING AND CHARITABLE DONATION POLICY

Partnering with Other Organizations for Promotion and Sponsorship of Programs/Events

The purpose of this policy is to establish guidelines and outline the process that ACBA Committees, Divisions and Sections are to follow in order to partner with a Non-Bar Organization for the promotion and presentation of a program and/or event. The ACBA has an established charitable organization, the Allegheny County Bar

Foundation, and it is anticipated that the Foundation will be the focus of all Committees, Divisions and Sections of the ACBA, to the extent they are raising funds or making contributions to charities.

Non-Bar Organizations shall be defined as any organization that is not a Committee, Division, Section or entity of the Allegheny County Bar Association or Allegheny County Bar Foundation.

I. Partnering Limitations

1. ACBA Committees, Divisions and Sections shall be limited to four (4) distinct partnering events and/or programs with Non-Bar Organizations per year.
2. ACBA Committees and Divisions, which receive their funding directly from ACBA General Funds, are prohibited from using ACBA funds to present a fundraising event for a Non-Bar Organization program or event except that they may submit a budget request to the Finance Committee during the annual budget process requesting funds to present events and/or programs with Non-Bar Organizations. Funding for Non-Bar events and/or programs shall be limited to \$1,000 per event and/or program, with a maximum of four (4) events per fiscal year. The only exceptions are grandfathered-in programs, such as the Workers’ Compensation Section Golf Outing.
3. ACBA Committees, Divisions and Sections are permitted to solicit donations of clothing, food, office supplies, and other “in-kind” contributions from ACBA Members for the purpose of assisting Non-Bar Organization programs and/or events. Such a solicitation shall not be considered among the four (4) events set forth in paragraphs 1 and 2.
4. ACBA Committee, Division and Section Councils must approve all requests for partnering with Non-Bar Organizations and for monetary or in-kind donations and expenditure of funds, including for ACBA, ACBF and Non-Bar Organization programs and events.
5. ACBA Committees, Divisions and Sections are prohibited from partnering with Non-Bar Organizations to promote or co-present programs and/or events supporting a political party or candidate for office.

II. Approval Process

1. Upon approval by a majority of the Committee, Division Council or Section Council, the Committee, Division or Section Chair shall notify the Executive Director of the Bar Association within 48 hours of the approval, in writing, of the details of the partnering event and/or co-presented program with a Non-Bar Organization.

2. The Committee, Division or Section's program and/or co-presented event with a Non-Bar organization will be deemed approved unless the Executive Director notifies the Committee, Division or Section Chair within 48 hours of receiving the notice of the event and/or co-presented program and/or event with a Non-Bar Organization.

3. If the Executive Director denies the request, the Chair of the Committee, Division or Section may appeal the Executive Director's decision to the ACBA Board of Governors at the next regularly scheduled meeting of the Board.

III. Use of ACBA Communications Media

The use of ACBA Communications Media to promote a Co-Presentation with a Non-Bar Organization shall be governed by the following:

1. The ACBA Membership database and member email addresses shall not be provided to any Non-Bar Organization as part of the promotion and/or co-presentation of a program or event. Non-Bar Organizations are permitted to purchase the ACBA Membership mailing labels from the Membership Department as per the ACBA's established policy and according to the then-current fee schedule.

2. Placing free advertisements in the *Pittsburgh Legal Journal*, *Lawyers Journal*, *Sidebar* or other ACBA marketing vehicle for Non-Bar Organization programs and/or events is prohibited.

3. Non-Bar organizations and/or bar associations other than the ACBA can purchase advertising in the *Lawyers Journal*, *Pittsburgh Legal Journal* and/or *Sidebar* to promote these events. These organizations will pay the ACBA's standard fees for such promotion.

4. Marketing of the co-presented event to ACBA members is subject to the ACBA Event Marketing Policy, contained in this handbook.

5. The use of the ACBA logo, likeness, name or other marks for all non-ACBA events and non-ACBA entities is permissible only with approval from the ACBA Marketing Department and in adherence with the ACBA Brand Book, available at www.ACBA.org/BrandBook.

GUIDELINES FOR FUNDING PROGRAMS SUPPORTED JOINTLY BY COMMITTEES OR DIVISIONS

Committees and Divisions should use the annual budgeting process for review and pre-approval of jointly funded programs.

If program planning arises after the budgeting process, and a Committee or Division will contribute greater than: (i) 20 percent

of its budget or (ii) \$1,000, obtain pre-approval of joint funding of program from the Finance Committee.

If program planning arises after the budgeting process and a Committee or Division will contribute less than the greater of: (i) 20 percent of its budget or (ii) \$1,000, the Committee or Division should transfer the funds to the other participating Committee, Division, or Section so that all program costs are paid and accounted for by only one Committee, Division or Section.

COMMITTEE ACTIONS AND RECOMMENDATIONS

Unless specifically authorized by the Board of Governors, no Committee or member thereof shall represent the ACBA or the Committee before any legislative body, court, tribunal, media outlet or publicity advocate in the name of the ACBA in general, the specific committee or using their own name in any way that could be construed as representing the ACBA or the Committee.

SUBMITTING A POSITION STATEMENT TO THE PRESIDENT.

Where the Committee desires the President to issue a Position Statement, the Committee shall have first obtained approval at a duly convened membership meeting by at least two-thirds (2/3) of the voting members present, or those who reply within the time established by the Committee Chair, provided that proper notice of the meeting and the contents of the proposed statement has been given to all members of the Committee, and provided further that a quorum of not less than ten (10) members or ten percent (10%) of the Committee, whichever is greater, is present at that meeting and vote in favor thereof.

The Committee shall provide the following information via email to the President, an Officer or the Executive Director of the Bar Association:

- a) Specify the Committee which is making the request;
- b) Briefly describe the issue which is the subject of the statement;
- c) Set forth the statement; and
- d) Set forth how the statement relates to and affirms the Mission Statement and/or Value Statements of the Association.

Once the complete information is received by the President, an Officer or the Executive Director of the ACBA, the request will be forwarded to the Executive Committee, which shall then determine whether the statement should be presented to the Board of Governors for review. If the decision is made not to refer the matter to the Board of Governors, the President or Executive Director shall report to the Board at the next board meeting the content of the request and the determination and also report back to the Committee. If the decision is made to refer the matter to the Board of Governors, the Board shall act thereon at its next regular meeting or sooner. Should

the Board of Governors approve the Position Statement to be issued by the President, it shall be released for publication by the Executive Director, noting approval by the Board of Governors. Should the Board of Governors not approve the Position Statement, the Position Statement shall not be released and the President or Executive Director will report back to the Committee.

SUBMITTING AN ADVISORY COMMENT.

Where a Committee desires to issue an Advisory Comment, the Committee shall have first obtained approval at a duly convened membership meeting of the Committee, by a majority of the members present, provided that proper notice of the meeting and the contents of the proposed comment has been given to all members of the Committee, and provided further that a quorum of not less than ten (10) members or ten percent (10%) of the membership, whichever is greater, is present at that meeting.

Where a committee desires to issue an Advisory Comment, the Committee shall provide the following information via email to the President, an Officer, or the Executive Director of the ACBA:

- a) Specify the Committee which is making the request;
- b) Specify whether the Committee desires that the comment be made on behalf of the Association, or on behalf of the Committee;
- c) Briefly describe the issue which is the subject of the comment;
- d) Set forth the comment; and
- e) Set forth how the comment relates to and affirms the Mission Statement and/or Value Statements of the Association and/or relates to the substantive focus of the Committee.

Once the complete information is received by the President, an Officer or the Executive Director of the ACBA, the request will be forwarded to the President, Officers and Executive Director. They shall then determine whether the statement should be presented to the Board of Governors for review. If the decision is made not to refer the matter to the Board of Governors, the President or Executive Director shall report to the Board at the next board meeting the content of the request and the determination and also report back to the Committee. If the decision is made to refer the matter to the Board of Governors, the Board shall act thereon at its next regular meeting or sooner. Should the Board of Governors approve the Advisory Comment to be issued by the Association, it shall be released for publication by the Executive Director noting approval by the Board of Governors. Should the Board of Governors approve the Advisory Comment to be issued by the Committee, it shall be released for publication by the Chair of the Committee, noting approval by the Board of Governors. Should the Board of Governors not approve the Advisory Comment of the Committee, the Advisory Comment shall not be released, and the President or Executive Director will report back to the Committee.

DIVISION ACTIONS AND RECOMMENDATIONS

SUBMITTING A POSITION STATEMENT TO THE PRESIDENT.

Where the Division desires the President to issue a Position Statement, the Division shall have first obtained approval at a duly convened membership meeting of the Division by at least two-thirds (2/3) of the Council members present and authorized to vote, provided that proper notice of the meeting and the contents of the proposed statement has been given to all members of the Division, and provided further that a quorum of not less than ten (10) members or ten percent (10%) of the membership, whichever is greater, is present at that meeting.

The Division shall provide the following information via email to the President, an Officer or the Executive Director of the ACBA:

- a) Specify the Division which is making the request;
- b) Briefly describe the issue which is the subject of the statement;
- c) Set forth the statement; and
- d) Set forth how the statement relates to and affirms the Mission Statement and/or Value Statements of the Association.

Once the complete information is received by the President, an Officer or the Executive Director of the ACBA, the request will be forwarded to the Executive Committee, which shall then determine whether the statement should be presented to the Board of Governors for review. If the decision is made not to refer the matter to the Board of Governors, the President or Executive Director shall report to the Board at the next board meeting the content of the request and the determination and also report back to the Division. If the decision is made to refer the matter to the Board of Governors, the Board shall act thereon at its next regular meeting or sooner. Should the Board of Governors approve the Position Statement to be issued by the President, it shall be released for publication by the Executive Director, noting approval by the Board of Governors. Should the Board of Governors not approve the Position Statement, the Position Statement shall not be released, and the President or Executive Director will report back to the Division.

SUBMITTING AN ADVISORY COMMENT.

Where a Division desires to issue an Advisory Comment, the Division shall have first obtained approval at a duly convened membership meeting of the Division by a majority of the Council members present and authorized to vote, provided that proper notice of the meeting and the contents of the proposed comment has been given to all members of the Division, and provided further that a quorum of not less than ten (10) members or ten percent (10%) of the membership, whichever is greater, is present at that meeting.

The Division shall provide the following information via email to the President, an Officer or the Executive Director of the ACBA:

- a) Specify the Division which is making the request;
- b) Specify whether the Division desires that the comment be made on behalf of the ACBA, or on behalf of the Division;
- c) Briefly describe the issue which is the subject of the comment;
- d) Set forth the comment; and
- e) Set forth how the comment relates to and affirms the Mission Statement and/or Value Statements of the Association and/or relates to the substantive focus of the Division.

Once the complete information is received by the President, an Officer or the Executive Director of the ACBA, the request will be forwarded to the President, Officers and Executive Director. They shall then determine whether the statement should be presented to the Board of Governors for review. If the decision is made not to refer the matter to the Board of Governors, the President or Executive Director shall report to the Board at the next board meeting the content of the request and the determination and also report back to the Division. If the decision is made to refer the matter to the Board of Governors, the Board shall act thereon at its next regular meeting or sooner. Should the Board of Governors approve the Advisory Comment to be issued by the Association, it shall be released for publication by the Executive Director noting approval by the Board of Governors. Should the Board of Governors approve the Advisory Comment to be issued by the Division, it shall be released for publication by the Chair of the Division, noting approval by the Board of Governors. Should the Board of Governors not approve the Advisory Comment of the Division, the comment shall not be released, and the President or Executive Director will report back to the Division.

SECTION ACTIONS AND RECOMMENDATIONS

SUBMITTING A POSITION STATEMENT TO THE PRESIDENT.

Where the Section desires the President to issue a Position Statement, the Section shall have first obtained approval at a duly convened membership meeting by at least two-thirds (2/3) of the voting Council members present and authorized to vote, provided that proper notice of the meeting and the contents of the proposed statement has been given to all members of the Section, and provided further that a quorum of not less than ten (10) members or ten percent (10%) of the Committee, whichever is greater, is present at that meeting.

The Section shall provide the following information via email to the President, an Officer or the Executive Director of the ACBA:

- a) Specify the Section which is making the request;
- b) Briefly describe the issue which is the subject of the statement;
- c) Set forth the statement; and

d) Set forth how the statement relates to and affirms the Mission Statement and/or Value Statements of the Association.

Once the complete information is received by the President, an Officer or the Executive Director of the ACBA, the request will be forwarded to the Executive Committee, which shall then determine whether the statement should be presented to the Board of Governors for review. If the decision is made not to refer the matter to the Board of Governors, the President or Executive Director shall report to the Board at the next board meeting the content of the request and the determination and also report back to the Section. If the decision is made to refer the matter to the Board of Governors, the Board shall act thereon at its next regular meeting or sooner. Should the Board of Governors approve the Position Statement to be issued by the President, it shall be released for publication by the Executive Director, noting approval by the Board of Governors. Should the Board of Governors not approve the Position Statement, the Position Statement shall not be released, and the President or Executive Director will report back to the Section.

SUBMITTING AN ADVISORY COMMENT.

Where a Section desires to issue an Advisory Comment, the Section shall have first obtained approval at a duly convened membership meeting of the Section by a majority of the Council members present and authorized to vote, provided that proper notice of the meeting and the contents of the proposed comment has been given to all members of the Section, and provided further that a quorum of not less than ten (10) members or ten percent (10%) of the membership, whichever is greater, is present at that meeting.

The Section shall provide the following information via email to the President, an Officer, or the Executive Director of the ACBA:

- a) Specify the Section which is making the request;
- b) Specify whether the Section desires that the comment be made on behalf of the Bar Association, or on behalf of the Section;
- c) Briefly describe the issue which is the subject of the comment;
- d) Set forth the comment; and
- e) Set forth how the comment relates to and affirms the Mission Statement and/or Value Statements of the Association and/or relates to the substantive focus of the Section.

Once the complete information is received by the President, an Officer or the Executive Director of the ACBA, the request will be forwarded to the President, Officers and Executive Director. They shall then determine whether the statement should be presented to the Board of Governors for review. If the decision is made not to refer the matter to the Board of Governors, the President or Executive Director shall report to the Board at the next board meeting the content of the request and the determination and also report back to the Section. If the decision is made to refer the matter to the Board of Governors,

the Board shall act thereon at its next regular meeting or sooner. Should the Board of Governors approve the Advisory Comment to be issued by the Association, it shall be released for publication by the Executive Director noting approval by the Board of Governors. Should the Board of Governors approve the Advisory Comment to be issued by the Section, it shall be released for publication by the Chair of the Section, noting approval by the Board of Governors. Should the Board of Governors not approve the Advisory Comment of the Section, the comment shall not be released, and the President or Executive Director will report back to the Section.

ELECTION POLICY AND PROCEDURES

Advertising in ACBA Media

The Board of Governors establishes a policy that the ACBA will not permit advertising in its publications, including all official ACBA/ACBF social media platforms including the main ACBA LinkedIn Group and all subgroup pages and any discussion board therein, ACBA Facebook page and any Committee/Division/Section Facebook pages, the ACBA Twitter account and any future microblogging, network, group or forum, for any candidate for election within the ACBA, including officer positions, positions on the Board of Governors and Judiciary Committee, and positions within the Committees, Divisions and Sections.

The Board of Governors establishes a policy that the ACBA Editorial Board shall have discretion as to what and when to publish articles, blogs, posts and other social media communications by or about candidates running in ACBA elections.

Campaigning and Endorsements

Committee Chairs and Officers of Divisions and Sections shall have discretion regarding appearances by candidates at their meetings, but if the decision is to allow a candidate to appear and speak on behalf of a candidacy, any other candidate for that office shall be offered equal time in the same or other meeting in advance of the election.

Resources of a Committee, Division or Section shall not be used to endorse a candidate, and the word “endorse” in connection with any action by the ACBA, its Committees, Divisions or Sections, shall not be used by a Committee, Division or Section, or a candidate in support of a candidacy.

Events presented by the ACBA or ACBF shall not to be used as a forum to promote or endorse candidacies or as a platform to

advance a candidate’s position. In the case of contested elections, the President of the ACBA and the Executive Director shall have the discretion to make decisions with respect to any candidate/law firm participation in any ACBA/ACBF event that could impact the election process.

Release of Member Email Addresses

ACBA Staff shall not sell or otherwise provide the ACBA membership email list for any election campaign purposes.

Release of Member Mailing Labels

The ACBA shall not sell or otherwise provide mailing labels of the ACBA membership to any candidates to be used for election purposes.

Content of Biographical Information for Publication in the *Lawyers Journal* and Ballot Materials

The Board of Governors adopts the use of a standard set of questions, to be answered by all candidates wishing to have their biographical information published in the *Lawyers Journal* and with the biographical materials provided with the Ballot.

All candidates for ACBA elections are permitted to submit a narrative statement of 100 words or less, or solely in the case of a contested election for the office of President-elect, 250 words or less, to answer the question: “Why are you seeking this particular ACBA office or position?”

Requirements for the Submission of Biographical Information and Photographs

All candidates for election shall be advised only once in the President’s letter to the candidates that if no photograph is timely submitted, under the candidate’s name in the *Lawyers Journal* and in the Ballot materials, a box featuring the ACBA logo will accompany the biographical information; and if the biographical information is not submitted, that fact will be noted under the candidate’s name; and if neither the biographical information nor the photograph is timely submitted, only the candidate’s name shall be published in the *Lawyers Journal* and in the Ballot materials.

Chairs of ACBA Divisions shall be responsible for assuring compliance with publication requirements by the Division candidates.

Placement of Biographical Information in the *Lawyers Journal* and Online

The ACBA shall publish photographs, biographical information and the narrative statement of candidates seeking election as an ACBA

Officer, Governor or Judiciary Committee Member in the *Lawyers Journal*. Immediately following the name of the Nominating Committee nominees, the following statement shall be published:

“[Last name of candidate] was nominated by the ACBA Nominating Committee.”

ALLEGHENY COUNTY BAR FOUNDATION

The Allegheny County Bar Foundation is the charitable affiliate of the ACBA. Its mission is to be a driving force in promoting justice for all by providing and supporting opportunities for pro bono legal services. It also is charged with improving the community through public service law-related programs.

To fulfill this mission, the foundation raises, manages and distributes funds, encourages and assists lawyers to provide pro bono legal services, and develops and supports public information initiatives. For more information on Foundation programs, contact the Foundation Associate Executive Director at 412-402-6640.

The Foundation’s Pro Bono Center works as the nexus between the bar association members and the center’s projects and member organizations that provide direct legal services to persons of limited means in Allegheny County. The center matches volunteers with opportunities, as well as provides training support to volunteers with reduced-fee and free CLE programs, malpractice insurance coverage for referred cases, and free online research through LexisNexis.

The need for volunteers is great. Committee and Section chairs are asked to assist the foundation in meeting its mission by taking an active role in informing and encouraging their members to volunteer. For information on volunteering, please contact the Pro Bono Center at 412-402-6677.

FUNCTIONS AND DUTIES OF THE COMMITTEES, DIVISIONS AND SECTIONS

of the ALLEGHENY COUNTY BAR ASSOCIATION and the ALLEGHENY COUNTY BAR FOUNDATION

ALLEGHENY COUNTY BAR ASSOCIATION COMMITTEE, DIVISION AND SECTION STATEMENT OF CHARGES AS APPROVED BY THE BOARD OF GOVERNORS

ACBA Judicial Excellence Committee (PAC) *(appointed)*

The Committee is dedicated to promoting, by such means as the Committee shall deem proper, the election of candidates for the judiciary who have been evaluated as qualified in accordance with Article 13 of the By-Laws of the Allegheny County Bar Association. To achieve this purpose, the Committee is empowered to solicit and accept voluntary contributions from members of the Allegheny County Bar Association, and from such other persons as are permitted by law, and to expend such contributions in support of the purpose above stated, and to that end, in its judgment, the Committee is empowered to make contributions, within limits approved by law. The Committee is not, however, to be affiliated with any political party.

ACBA Political Action Committee (PAC) *(appointed)*

The purpose of ACBA Political Action Committee (PAC) is to raise and spend funds to maintain and improve the Pennsylvania legal system by encouraging legislation that benefits the citizens of Pennsylvania, that makes law understandable to the citizens of Pennsylvania, that changes outmoded laws or laws which unfairly impact certain segments of society, and that fosters the goals of the association by making contributions, including all activities encompassed within the scope of permissible activities by PACs under Pennsylvania law, to effectuate these objectives. The Fund is empowered to solicit and receive contributions from members of the association, law firms, and any other sources permitted by law and to expend funds to further the purpose of the Fund.

Access to Justice Committee

The Access to Justice Committee shall promote and encourage the members of this Association to provide pro bono public services and assist them in fulfilling their professional and ethical responsibilities to provide such services through programs operated or administered by the Association or others to assist persons unable to afford necessary legal services. The Committee shall investigate and study the problems affecting the delivery of legal services to indigent persons and recommend action to resolve those problems. The Committee may also support public or private

agencies or other organizations dedicated to providing legal services for those not otherwise able to afford them.

Alternative Dispute Resolution Committee

This Committee shall focus on alternate means and methodology of resolving conflicts and disputes, in addition to traditional litigation within the judicial system. Non-judicial methods such as mediation, conciliation, fact-finding, mini-trials and arbitration are considered viable and efficient alternate methods of dispute resolution. Its goals are to present educational programs for members of the bar and for the public to familiarize both of these groups with the available options; be a clearinghouse of ADR activities; and study application of ADR methods locally, and to act as a networking resource.

Amicus Curiae Brief Committee

The purpose of the Amicus Curiae Brief Committee is to review each application and make a recommendation (i.e., approval or denial) to the Board of Governors. The issue(s) in the Brief must involve an issue of law only and not a question of fact. The position to be advanced must be consistent with the mission statement of the ACBA. The following factors will be considered in determining whether to approve an Application. The policy or position to be advanced must be:

- (a) A matter of special significance to lawyers or the legal profession;
- (b) A matter regarding regulation of the legal profession;
- (c) A matter improving the administration of justice; and/or
- (d) A matter improving the quality of legal services.

An Application will only be considered after the Court has agreed to hear the matter (i.e., an Application will not be approved while a case is pending on allocatur or certiorari). An Application may seek permission to file a Brief in the appellate courts of the Commonwealth of Pennsylvania or the appellate courts in the federal court system.

Appellate Practice Committee

This Committee is intended to provide a forum for information, education, and the development of professional relationships among members of the bar in the area of federal and state appellate practice and procedure. The purposes of this Committee are to encourage efficient appellate court administration, to provide review and comment on proposed rules of appellate procedure, and to promote effective appellate advocacy among members of the bar. It is expected that the Committee will provide educational seminars, forums for speakers in the area of appellate practice, as well as other opportunities for interchange in the development and interaction of the members.

Arts and the Law Committee

This Committee shall study and explore the legal needs and problems relating to the performing, visual, and fine arts and the field of literature; educate and inform its members and the members of the bar association of various developments in these legal areas; propose and support changes, amendments, modifications, and improvements in the law and regulations which affect the performing, visual, and fine arts and the field of literature; communicate with other similarly interested organizations concerning common problems and interests; disseminate information of mutual interest to the legal and arts community of Allegheny County and the bar association; and promote the legal community's ability to best represent the interests of the arts community.

Asian Attorneys Committee

The continuing mission of the Asian Attorneys Committee is to represent the interests of Asian attorneys, judges, law professors, law students, and other legal professionals in western Pennsylvania. The Asian Attorneys Committee will work to promote the recruitment, retention and professional development of Asians in the legal profession. It will serve as a catalyst for the advancement of the local Asian community.

Audit Committee (*appointed*)

The Audit Committee provides independent oversight into the organization's accounting and financial reporting and oversees the organization's annual audit. The Audit Committee oversees with the Board of Governors' approval of the following range of areas: Governance; ethics; adequacy of internal controls (i.e. review of accounting or fiscal operations manual); proper authorization of activities and expenditures; review of the tax-exempt status and identification of activities that could jeopardize this status; protection of employees raising concerns about serious accounting or auditing irregularities; selection and appointment of the independent auditing firm.

Bankruptcy and Commercial Law Section

This Section is to study the common and statutory law relating to bankruptcy and commercial law; inform members of significant developments in these fields of law; promote educational endeavors in these fields; study proposed legislation and advise the Board of Governors of positions that might or should be taken on such proposals; study problem areas in these fields of law, and where possible, suggest legislation to correct such problems; disseminate information of particular interest to Section members concerning any of the areas of law within the purview of this Section; and foster the relationship between and among the local judiciary and the members of the local bar. *View this Section's By-Laws at www.acba.org/BankruptcyByLaws.*

Bench-Bar Conference Committee

The purpose of the Bench-Bar Conference Committee is to work with ACBA Management to annually plan and promote the Bench-Bar Conference of the Allegheny County Bar Association. The ACBA annually presents the conference to provide to its members the opportunity to participate in substantive and procedural law presentations and discussions and to

provide the opportunity to meet, on an informal basis, with the judges of the Courts of Common Pleas, appellate courts and the Western District of Pennsylvania to discuss and explore matters of mutual interest and the methods of addressing and resolving the concerns of lawyers and judges on the interaction of the bench and bar. Additionally, the conference provides a vehicle to explore the functions and image of both the bench and bar and to promote excellence in practice and service to the public and one another.

Board of Governors (*elected*)

The Board of Governors has authority and control over all the business and affairs of the association, subject to review at a subsequent membership meeting and also to those matters specifically reserved to the membership by the association's by-laws.

Board of Governors Executive Committee

The Executive Committee of the Board of Governors has the authority to take action in emergency matters, take action to effectuate Board of Governors' policies and manage the Association between Board of Governors meetings, annually review the compensation structure of all Association staff and make recommendations to the Board of Governors, conduct an annual performance review of the Executive Director and make recommendations to the Board of Governors, and consider, as necessary from time to time, confidential Human Resources issues involving all Association staff.

By-Laws Committee

This Committee shall be responsible for maintaining at bar association headquarters the official text of the current by-laws of the association. This Committee is further charged with preparing proposed revisions to the by-laws for consideration by the Board or the membership upon request by the Board of Governors. The Committee shall keep itself informed of the laws applicable to the association and advise the Board of changes in the by-laws or changes which may be required or appropriate.

Civil Litigation Section

This Section shall work with the judges of the Civil Division of the Court of Common Pleas and the judges of Federal District Court on questions and problems concerning civil litigation; inform its members of developments in the field of civil litigation and, when appropriate, propose and support changes, amendments, modifications and improvements in common law, statutory law, and the rules of court. It shall also promote dialogue between the bench and the bar to achieve the common goal of the more efficient administration of law including scheduling of trials, trial list problems, jury selection problems, and any other matters of common interest. The Section shall also promote the education of civil trial lawyers by providing seminars and programs and filling any educational void where determined to be appropriate. *View this Section's By-Laws at www.acba.org/CivilLitByLaws.*

ACBA Court Rules Committee – The Committee is charged with working – in cooperation with the Court, the Office of the Court Administrator and the Department of Court Records – to draft and propose local rules

for the Civil Division of the Court of Common Pleas of Allegheny County. Its work includes drafting and proposing new rules, or amendments to existing rules, when necessary to reflect changes in the Court's procedures, to provide for situations or proceedings not covered by existing rules, to improve current practices, or to harmonize the rules with new case law or changes to the Pennsylvania Rules of Civil Procedure. In addition, the Committee is charged with reviewing recommended changes or amendments to the Pennsylvania Rules of Civil Procedure proposed by the state Civil Procedural Rules Committee that impact local rules and practices. Comments are prepared and submitted in accordance with the ACBA By-Laws and within the comment deadlines established by the state committee.

Committee for Diversity and Inclusion

The Committee for Diversity and Inclusion works to promote diversity, equity, inclusion and belonging within the ACBA, legal profession, legal community, law schools and the community at large, particularly with respect to disability, race and ethnicity, gender identity, gender expression and sexual orientation. The Committee will work both independently and collaboratively with the ACBA leadership, staff, other Committees, Divisions and Sections and the broader community to develop education, networking, public service programs and other services to advance its mission. The Committee will support the needs of diverse attorneys, law students and legal professionals and represent their interests with respect to recruitment, retention, professional development and advancement and work to ensure the fair and equitable treatment of diverse attorneys, law students and legal professionals. The Committee will develop programs and resources to educate the legal community on diversity, equity and inclusion issues and best practices and support the diversity efforts of other Committees, Divisions and Sections of the ACBA. The Committee may conduct this work through sub-committees with dedicated scopes such as its sub-committees on Law and Disability and the ALLY Initiative.

Community Service Committee

The ACBA Community Service Committee encourages and facilitates Bar Association member participation in community service activities – connecting ACBA members with opportunities to give back to the Greater Pittsburgh Community. To further its mission, the ACBA Community Service Committee shall: (1) continually seek information from local charitable and service organizations about their goals, plans and needs; (2) periodically publish notice and information to ACBA members of community service opportunities; (3) recognize past service done by ACBA members; (4) identify and present community service projects and service opportunities that could best benefit from the formal support of the Committee and the ACBA.

Construction Law Section

The intended purposes of the Section is to provide a forum of information, education, development and encouragement of professional relationships among the members of the bar association in the area of construction law, *inter alia*, as follows: construction contracts; project development and financing; project design; site preparation; demolition; construction management; contract negotiation, administration and performance; arbitration, litigation, and mediation of construction disputes; government contracting; construction surety bonds and insurance; construction liens; labor issues arising on construction projects; environmental issues arising

on construction projects; needs/interests of owners/developers, subcontractors, material suppliers, architects, engineers, and other design professionals, and construction legislation issues. *View this Section's By-Laws at www.acba.org/ConstructionByLaws.*

Corporate, Banking and Business Law Section

This Section provides a forum within the bar to promote the continuous review of laws relating to corporations, commerce and banking and to provide educational opportunities for members to expand their knowledge of the law on these subjects. Through communications to its members, including meetings and periodic newsletters, members are kept informed as to significant developments in these fields of law, and the Section, through its governing Council, plans and schedules programs on numerous topics of interest. Informed members are involved in studying proposed legislation that affects business and commerce in the Commonwealth and advising the Board of Governors as to positions that should be taken on such proposals. The aim of the Section is to advance the practice of law in a business and commercial environment by emphasizing professional responsibilities and the enhancement of the awareness of the bar to the solution of problems in that setting. *View this Section's By-Laws at www.acba.org/BusinessByLaws.*

Criminal Litigation Section

This Section shall promote the administration of justice in criminal courts in the United States and in Allegheny County; develop and encourage high ethical standards of practice in the administration of criminal justice, and promote social and professional relations and cooperation for the benefit of the legal profession and of the public among the lawyers of Allegheny County who engage in criminal trial practice. In addition, it shall consider criminal law rules and procedure; shall promote their fair and just administration; shall study and report upon proposed, necessary, and desirable legislation; and shall promote legal education to members of the bar and the public on problems of criminal law rules and procedure by presenting meetings, institutes, and conferences, as well as preparing and publishing legal writings in these fields. *View this Section's By-Laws at www.acba.org/CriminalLitByLaws.*

Elder Law Committee

The purpose of the Elder Law Committee is to assist in the education of attorneys, other legal professionals, and the general public about issues faced by the elderly population of Allegheny County; to comment on pending legislative proposals and to seek appropriate changes in existing legislation and judicial practices; to act as liaison to the Court of Common Pleas regarding rule and procedural changes and act as a resource regarding substantive changes, and to provide a forum for the discussion of ethical considerations faced by those who provide legal, health, social, and support services to the elderly.

Environment and Energy Law Section

This Section shall provide a forum for information, education, and the development of professional relationships among members of the Allegheny County Bar Association in the areas of environment and energy law. For purposes of this Section, the fields of environment and energy

law include: the areas of air, water, solid waste, toxic substance regulation, hazardous substance regulation and transportation, hazard communication, right-to-know activities, sustainability and alternative energy topics, and natural resources including mining, minerals, oil, and gas. The Section will provide educational seminars, forums for speakers in the areas of environment and energy law, as well as other opportunities for dialogue such as breakfast, luncheons, receptions, or other similar events for the development and interaction of the members. *View this Section's By-Laws at www.acba.org/EELSByLaws.*

Family Law Section

This Section shall bring together for better acquaintance and mutual advantage those members of the Allegheny County Bar Association who are interested in the development and practical working of the law, both substantive and procedural, relating to marriage, divorce, equitable distribution, alimony, support, custody, and domestic relations generally, as well as the law relating to family law; conduct various continuing legal education programs in family law for the benefit of its members; serve as liaison with the courts dealing in the area of family law, assisting them in the administrative acts they may propose; and coordinate legislative proposals and other activities with the Pennsylvania and American Bar Associations' Sections of Family Law and other related organizations. *View this Section's By-Laws at www.acba.org/FamilyByLaws.*

Collaborative Law Committee – The Collaborative Law Committee shall address the needs specific to those attorneys practicing or interested in practicing collaborative law, and promote the use of collaborative law across a diverse spectrum of parties and practitioners. The Committee shall provide a forum for attorneys to share ideas and experiences in an open and engaging environment. The Committee will also provide ongoing education to both attorneys and the public on the use of the collaborative process in a commercial, education, elder, employment, family, Orphans' Court, and other civil law practice areas; and will lead the development of pro bono collaborative practice programs. The Committee will accomplish its mission by using the core principles of collaborative practice: civility, mutual respect and cooperation.

Federal Court Section

This Section shall study all phases, questions, and problems within the field of federal civil and criminal litigation, inform its members of various developments in the field of federal civil and criminal litigation and, where indicated, propose and support changes, amendments, modifications, and improvements in the common and statutory law relating to federal civil and criminal litigation. This Section shall promote understanding between the bench and bar and promote education of all types for trial lawyers in the field of federal civil and criminal litigation. It shall concern itself with the study of, and the dissemination of information on, problems relating to federal civil and criminal litigation and shall keep its members and the Allegheny County Bar Association informed of the results of its studies. *View this Section's By-Laws at www.acba.org/FederalCourtByLaws.*

Finance Committee

The Finance Committee shall assist the Treasurer in overseeing and ensuring the safe and prudent management of the Association's finances

and ensuring that the Association complies with all laws and regulations affecting the finances of the Association, its divisions, sections, committees, affiliates, subsidiaries, and related entities. To fulfill this responsibility, the Committee shall review and make recommendations to the Board of Governors and the Executive Director with regard to the following:

- (1) the monthly financial statements;
- (2) the fiscal and investment policies, including the monitoring of the results and performance of the Association's investments;
- (3) the annual operating and capital expenditures budgets;
- (4) the annual amount of the Executive Director's limitation with regard to entering into renewal or new contracts, leases, and other agreements;
- (5) the expenditures made by the Association, including those made by its divisions, sections, committees, affiliates, subsidiaries, and related entities, as are consistent with the operating and capital expenditures budgets;
- (6) the expenditures or requests for funding which are not included in the operating and/or capital expenditures budgets; and
- (7) the funding of the Association's programs and the programs of its divisions, sections, committees, affiliates, subsidiaries, and related entities based upon ongoing projections of the Association's financial position.

Gender Equality Committee

The purpose of the Gender Equality Committee is to act as the driving force behind all gender equality issues within the ACBA. The Committee will work with the Institute for Gender Equality and the Women in the Law Division to continue to educate practitioners and decision makers on gender equality issues, while incorporating programming offered by various Committees, Divisions, and Sections of the bar that have a gender equality component.

Health and Wellness Committee

The Health and Wellness Committee is committed to educating lawyers about the importance of self-care and promoting attorney well-being. The Committee will provide education, support and resources on topics related to leading a healthy and active lifestyle with the aim to contribute to the physical, emotional, and intellectual well-being of the members of the Allegheny County Bar Association. The Committee will develop and provide health and wellness initiatives designed to assist attorneys with achieving a better balance between their well-being as individuals and their careers.

Health Law Section

The Health Law Section shall provide a forum for communication, education, exchange of ideas, and development of professional relationships among all members of the bar association interested in any aspect of the field of health law; provide educational seminars, forums for speakers in the area of health care law as well as other opportunities for interchange such as breakfasts, luncheons, receptions, or other similar events for the development of the members, and also shall serve as a resource for analysis of legislation, regulation and for the dissemination of information on health care law to its members and the community-at-large. *View this Section's By-Laws at www.acba.org/HealthByLaws.*

Hispanic Attorneys Committee

The Hispanic Attorneys Committee will provide assistance for the educational and professional advancement of its members. The Committee will also

represent the interest of Hispanic lawyers, judges, law professors, law students, and other interested members in western Pennsylvania. The Committee will dedicate to serve and assist the Hispanic community and serve as a voice for them. The Committee will work to ensure the recruitment, retention, and professional development of Hispanic Americans in the legal profession as well as in law schools. The Committee will serve as a catalyst for the advancement of the local Hispanic community and the bridge between the community at large and the Hispanic community.

Homer S. Brown Division

The purpose of the Division is to provide its members with an effective means of participating in activities of the Allegheny County Bar Association and other activities directed toward improving the administration of justice and promoting the public welfare. The Division will provide a forum to deal with problems and obligations that affect African-American members of the bar association and to inform the bar association of the needs and opinions of its African-American members. The Division shall develop education, networking, public service programs, and any other service that it deems will assist members of the bar association, the local African-American community, protect the political and civil rights of people of African descent, and assist local law students of African descent. *View this Division's By-Laws at www.acba.org/HSBDByLaws.*

Immigration Law Committee

This is a Committee formed for the purpose of developing and maintaining an organized bar of immigration law practitioners; exchanging information concerning the enactment, enforcement, and administration of the immigration law; establishing and maintaining liaison with the several governmental entities and agencies to which administration of the immigration law is delegated; providing continuing legal education to practitioners in the field; providing continuing information and education regarding immigration law to the general public; and facilitating the administration of justice within the field of immigration, nationality, and naturalization law.

Judiciary Committee (*elected*)

This Committee shall recommend and support for judicial office of the various courts those judges and members of the bar who by their character, temperament, professional aptitude, and experience have demonstrated special qualifications to hold judicial office; seek members of the bar who are qualified to hold judicial office and encourage them to accept judicial appointment or to run for election to such office. It is the only Committee authorized to consider the qualifications of persons seeking judicial office; to conduct polls, referenda, or surveys concerning candidates seeking judicial office or judges holding judicial office, and to become engaged in the collection of information or conduct studies relating to the conduct of judicial officers, or the conduct of the Courts, both civil and criminal, and in general, the conduct of those judicial systems subject to its jurisdiction, both state and federal.

Labor and Employment Law Section

This Section shall study the field of employment law, primarily through the development and presentation of educational programs directed to the members of the Section, to the employees, unions, employers, and also academic institutions and government agencies that are the clients and

employers of Section members, and to other members of the bar association as well as to the public generally. The principal subdisciplines of employment law which shall be studied included labor-management relations, equal employment opportunity, occupational safety and health and the rights of unrepresented employees; the Section will concentrate its efforts in the study of the relative rights and responsibilities of management, union and employees (including unrepresented as well as represented employees). The Section will endeavor to serve all of the audiences which make up the field of employment law, and will endeavor to accommodate between the entrepreneurial rights of management to manage and direct the workforce and the rights of employees and of unions and their members to be treated fairly. The Section will meet and confer upon such occasions and with such frequency as are necessary in order to generate cooperation in promoting industrial progress, industrial peace, justice, human welfare and the supremacy of law. *View this Section's By-Laws at www.acba.org/LaborByLaws.*

Law Day Committee

Law Day was established in 1957, when American Bar Association (ABA) President Charles S. Rhyne envisioned a special day for celebrating our legal system. On February 3, 1958, President Dwight D. Eisenhower established Law Day by issuing a Proclamation. Every President since then has issued an annual Law Day Proclamation. The Allegheny County Bar Association and Bar Foundation will host various programs and events on Law Day to celebrate the Rule of Law.

Lawyer Referral Committee

This Committee shall be responsible for assisting the ACBA Management in the interpretation and enforcement of the LRS Rules and Procedures, and modification of existing rules, procedures and service offerings where warranted to maintain the quality of the LRS and direct persons in need of legal assistance to an appropriate provider.

Legal Technology and E-Discovery Committee

The Committee will provide assistance to members of the ACBA in matters at the intersection between technology and the practice of law in Allegheny County. The Committee will place a specific emphasis on providing the local courts and practitioners with guidance on emerging issues concerning e-discovery. The Committee will also facilitate ongoing use and implementation of technology in the courtrooms of Allegheny County by heightening awareness of tools and techniques for its use. The Committee will provide assistance to ACBA members concerning effective use of technology in management of their practices and law offices. This assistance will include cost and efficiency savings from new technology, protecting confidentiality and safeguarding client data using encryption and other techniques, and the effective use of Internet advertising. The Committee will raise awareness of applicable laws against computer crimes and will encourage an understanding of how acts violating these laws are appropriately prosecuted and defended against. The Committee will work with other Committees and Sections to integrate technology with all areas of law being practiced by ACBA members and will seek to continually identify technologically savvy members of other Committees and the bar at large.

LGBTQ+ Rights Committee

The LGBTQ+ Rights Committee brings together lawyers, judges, law professors, law students and other legal professionals interested in addressing discrimination based on sexual orientation or gender identity and expression, and advancing equality for sexual minority persons and their families. The Committee seeks to create educational, networking and mentoring opportunities for LGBTQ+ individuals and their allies. The Committee will monitor, make recommendations and conduct educational programming on issues and developments in the law having an impact on LGBTQ+ people in the public and in the legal profession.

Managing Partners Committee

This Committee is responsible for developing and maintaining relationships with the managing partners of the large law firms in Allegheny County. This Committee will work with ACBA staff to set up timely meetings with the Managing Partners and to address issues of mutual concern.

Medical Marijuana and Hemp Committee

The Medical Marijuana and Hemp Committee shall address the issues arising out of Pennsylvania and Federal legislation affecting the Pennsylvania medical marijuana and hemp industries. Goals of this Committee shall be to exchange information, educate the bar, and discuss mutual problems and solutions for state and national problems regarding these industries. The Committee shall provide a forum for attorneys to share information, ideas, and experiences in an open and engaging environment. This Committee shall study and recommend legislative and regulatory proposals, respond to Notices of Proposed Rule Making announced by the Department of Health, and interact with the express purpose of advancing and improving issues affecting attorneys and their clients.

Membership Committee

The Membership Committee is responsible for assisting the Director of Membership Services to recruit, retain, and support membership in the Allegheny County Bar Association. In addition, the Membership Committee shall evaluate and develop new programs and services designed to enhance the overall value of an ACBA membership. This Committee will be responsible for reviewing membership categories and dues structures on a routine basis.

Military and Veterans Affairs Committee

The Military and Veterans Affairs Committee serves as a focal point for all civilian and military attorneys practicing in Allegheny County. The Committee shall: study legal issues affecting military personnel and veterans and educate the bar on pressing legal matters; compile a comprehensive list of military and veterans assistance programs that are presently available to military personnel and their family members and veterans; support important legislative proposals involving military personnel and veterans; support the ACBA's Military Personnel Pro Bono Project and work to develop other programs to enhance the legal services provided to active, reserve, and National Guard military service members, retirees, veterans, and their families; coordinate referral lists of ACBA members willing to provide legal assistance for military personnel; interact with all local, state, and federal agencies that provide assistance to active military

personnel and their families and veterans for the express purpose of advancing and improving legal services; interact with the newly-formed PBA Military and Veterans Affairs Committee, the ABA/PBA Legal Assistance for Military Personnel (LAMP) programs, and other county bar associations for the purpose of assisting military personnel and veterans, and their families with their legal issues.

Nominating Committee

The President, with the approval of the Board of Governors, shall appoint annually a Committee on Nominations consisting of not less than seven (7) active members. The Committee shall place in nomination for election candidates for offices in the association to be filled by vote of the active membership.

Nonprofit Law Committee

The Nonprofit Law Committee seeks to unite local practitioners who counsel nonprofit and tax-exempt organizations on a diverse array of issues. The Committee will provide a forum for the exchange of legal developments, information, experiences, and solutions, with goals of (1) enhancing members' expertise and continuing education, and (2) promoting compliance and best practices throughout the Southwest Pennsylvania region's nonprofit sector. The Committee further aims to prepare attorneys to serve as effective volunteers on nonprofit committees and boards, and to strengthen nonprofit organizations by offering them resources from attorneys who have knowledge in relevant areas of law and nonprofit governance and management.

Probate and Trust Law Section

This Section shall study all phases, questions, and problems in the field of probate and trust law; propose and support changes, amendments, modifications, and improvements in statutory law relating to this field of law; conduct various continuing legal education programs; serve as liaison with the Orphans' Court Division of the Allegheny County Court of Common Pleas, assisting the court in its administrative problems; serve as a sounding board for any suggestions in procedure and legislation the court may propose, as well as assisting the court in sponsoring necessary legislation, and shall generally supervise and promote a mutually beneficial relationship and cooperation between lawyers and corporate fiduciaries. *View this Section's By-Laws at www.acba.org/ProbateByLaws.*

Professional Ethics Committee

This Committee shall, upon any request of any member of the association, its Board of Governors, or any Committee, Division or Section, give its opinion on the proper interpretation of the Code of Judicial Conduct or Rules of Professional Conduct and on the applicability to a particular state of facts not involving questions of judicial discretion or decision. Whenever conflicting interpretations of any such provision have been given by other like bodies, it shall give what it believes to be the correct interpretation thereof. This Committee also shall generally endeavor to maintain and elevate the standards of the profession.

Publications Committee

This Committee shall have the responsibility for developing editorial policies and publication procedures for the daily *Pittsburgh Legal Journal*, the *Lawyers Journal*, the *ACBA Sidebar*, and the ACBA website and various social media sites. This Committee will assist the Editor with policy and procedure interpretations related to the ACBA and ACBF publications.

Real Property Section

The Real Property Section is composed of attorneys whose practices involve all aspects of real estate and real estate development law. The Section's areas of interest include conveyancing, leasing, financing, land use planning, and planned unit developments. In addition, the Real Property Section considers tax issues which impact upon real estate. The Section studies and reports upon proposed and desirable legislation. It also engages in cooperative efforts with the Greater Pittsburgh Board of Realtors and other organizations in areas of mutual interest including the creation of standard forms of agreements for real estate transactions. The Section also acts as a link between the real estate practitioners and the governmental agencies which regulate or impact upon real estate transactions. The Real Property Section considers new approaches and techniques to encourage an environment in which responsible real estate development can succeed. The Section promotes legal education regarding issues of real estate law by presenting seminars and conferences and by publishing writings in this field. Finally, the Section fosters social interaction among the real estate lawyers of Allegheny County and works to ensure the continued high ethical standards of lawyers practicing in this field. *View this Section's By-Laws at www.acba.org/RealPropertyByLaws.*

School and Municipal Law Section

This Section shall provide activities, through its officers, membership, and committees, for the benefit of attorneys practicing or otherwise interested in those fields of law which pertain to local government; to act as a forum for the interchange of information and the discussion of issues affecting municipalities, school districts, and authorities; to present CLE programs in these fields; to arrange for the collection and dissemination of court opinions, arbitration awards and similar information of particular interest to local government counsel; to propose and support appropriate legislation, regulations, judicial decisions, procedures and technologies which benefit local government; and to represent the interests of the local government attorney in relations with the courts and related agencies. *View this Section's By-Laws at www.acba.org/MunicipalByLaws.*

Social Security Practitioners Committee

This Committee is charged with the responsibility of educating the bar, exchanging information, and discussing mutual problems and solutions for local and national problems that beset the Social Security Administration Disability Program. This Committee shall study and recommend legislative proposals, interact between the Social Security Administrative Law Judges, office staff, and executive directors with the express purpose of advancing and improving the adjudication process for attorneys and their clients.

Sole and Small Firm Practitioners Section

The purpose of the Section is to study all issues within the practice of law that are of particular concern to sole and small firm practitioners; to educate, disseminate information to, and facilitate the exchange of knowledge and ideas among sole practitioners and small firms regarding all phases of the business management and administration of a law practice; to encourage and facilitate networking, mentoring, association, referral, and marketing among its members regarding law office management and quality of life matters; to bring together and unify sole practitioners and small firm lawyers for the common purpose of improving the quality of their practices; and to develop awareness in the bar association, the judiciary and the public, through public relations, of the high standards of practice and professionalism of sole practitioners and small firm lawyers throughout Allegheny County. *View this Section's By-Laws at www.acba.org/SoleSmallByLaws.*

Special Fee Determination Committee

This Committee is charged with developing operating procedures for the Fee Dispute Panel and working with staff to host fee arbitration hearings for the purpose of attempting to resolve disputes between attorney and client, and attorney and attorney.

Sports Law Committee

The purpose of the Sports Law Committee is to provide a forum within the Allegheny County Bar Association to promote the continuous and efficient review of laws relating to the professional and amateur levels of sports and to provide educational and networking opportunities for members to expand their knowledge of the law on these subjects. Through detailed communications – including meetings, emails, and newsletters – members will be kept informed and updated on significant legal developments in this specific area of interest. The Committee will endeavor to serve all of the audiences which work in the legal side of sports through the planning and scheduling of programs on numerous topics of interest.

Taxation Section

This Section shall consider the laws and procedures pertaining to taxation to promote its fair and just administration; study, review, and report upon proposed, necessary, or desirable legislation; and promote legal education to members of the bar and the public on problems of taxation law by presenting meetings, institutes and conferences, by providing assistance to the Allegheny County Law Library so that it has appropriate tax treatises and publications, and by preparing and publishing legal writings in this field. *View this Section's By-Laws at www.acba.org/TaxationByLaws.*

Unauthorized Practice of Law Committee

This Committee shall consider and report to the bar association on unauthorized practice of law in Allegheny County; shall investigate into, or to take or cause to be taken all steps necessary or desirable to prevent the unauthorized practice of law; shall cooperate with any organization involved with the law or others interested in defining and suppressing transactions constituting unauthorized practice of law, and when directed by the association, to enter into an agreement with any such organization concerning unauthorized practice.

Women in the Law Division

This Division shall create and present programs to educate the members of the bar and the Judiciary as to the character and impact of overt and subtle barriers which deny women the opportunity to achieve full integration and equal participation in the work, responsibilities, and rewards of the legal profession; work cooperatively with other organizations formed for the purpose of resolving problems created by such barriers within the legal system of Allegheny County; activate a committee to explore and make recommendations concerning the treatment of women as attorneys, judicial candidates, judges, jurors, witnesses, litigants, and employees throughout the legal system of Allegheny County; and respond quickly and appropriately to incidents of gender-based discrimination in the legal profession. *View this Division's By-Laws at www.acba.org/WLDByLaws.*

Workers' Compensation Section

This Section shall study all phases, questions, and problems in the field of workers' compensation; attempt to resolve problems that are identified within the practice of workers' compensation through the interaction with the Bureau of Workers' Compensation and its administrative personnel; inform its members of the various developments in the field and support changes, amendments, and modifications in the statutory law and regulations relating to workers' compensation, and concern itself with the study and the dissemination of information on issues relating to workers' compensation and shall keep its members, the bar association, and the public informed regarding developments in workers' compensation. *View this Section's By-Laws at www.acba.org/WorkersCompByLaws.*

Young Lawyers Division

This Division exists to stimulate the interest of members of the Allegheny County Bar Association who have been admitted to the bar for less than 10 years in the objectives of the association and to provide them with a means of gaining broader participation in bar activities. It shall further provide a forum for their continuing legal education, donating public service as well as a vehicle for social exchange with their contemporaries at the bar. This Division shall provide a medium to deal with problems and obligations unique to members of this Division and to advise the Allegheny County Bar Association of the needs and opinions of its newer members. *View this Division's By-Laws at www.acba.org/YLDByLaws.*

ALLEGHENY COUNTY BAR FOUNDATION

Established in 1980, the Allegheny County Bar Foundation is a public non-profit corporation under Section 501(c)(3) of the Internal Revenue Code. It has sixteen (16) trustees, all of whom are attorneys appointed by the ACBA Board of Governors. As the philanthropic and educational arm of the Allegheny County Bar Association, the Allegheny County Bar Foundation operates a variety of charitable, educational, pro bono, and public service activities. Current initiatives include the Pro Bono Center, Attorneys Against Hunger, the Divorce Law Project, Juvenile Court Project, the Lawyers Fund, the Fellows Program, the Grants Program, Educational Loans and Scholarships, and the John H. Sorg Fund for Professionalism. The Allegheny County Bar Foundation is supported by the ACBA membership through an annual dues checkoff and individual contributions, in addition to law firm contributions. Funds are raised through special activities such as the Annual Golf Tournament. Foundations, corporations, and government sources support specific program initiatives. The foundation established a permanent endowment in 1996.

Attorneys Against Hunger Committee

This Committee presents an annual fundraising campaign to collect money that is distributed to various foodbanks in Allegheny County. Members coordinate the direct mail solicitations and advertisements and encourage participation through the Committees and Sections. Costs of running the campaign are underwritten by sponsors, corporate contributions, the ACBA, and ACBF.

Board of Trustees

Subject to any limitations set forth in the By-Laws or the Articles of Incorporation of the foundation, and those matters expressly reserved to the Board of Governors of the Allegheny County Bar Association, the foundation shall be directed by the Board of Trustees which shall manage the property of the foundation and administer its programs which include the delivery of pro bono legal services, educational initiatives, and philanthropic programs as the charitable arm of the bar association.

Fellows Give Committee

This Committee oversees the Fellows Give Program which builds the foundation's endowment and provides financial assistance and grants to legal related organizations. The Committee's responsibilities include approving Fellows nominations, establishing policy and procedures and coordinating the annual reception and dinner to induct new attorneys into the Fellows Give Program.

Finance Committee

This Committee has the responsibility to act on behalf of the Board of Trustees to oversee all financial matters of the foundation and its Committees and to make reports and recommendations to the Board of Trustees.

Golf Tournament Committee

This Committee oversees the annual ACBA Golf Tournament, a fundraising activity which benefits the Allegheny County Bar Foundation and Neighborhood Legal Services Association. Committee members are active in player recruitment, law firm participation, corporate sponsorships, and all details connected to this July event.

Grant Making Committee

This Committee is responsible for developing procedures for making ACBF grants consistent with the ACBF's goals, to recommend to the foundation which grant proposals to fund and at what amount, and to perform all other necessary functions incident to the making of the grants.

Lawyers' Fund Committee

The purpose of this Fund Committee is to relieve want or distress among members of the bar of Allegheny County or their immediate families; to promote, advance, improve, and facilitate the administration of justice in Allegheny County; to give scholarships, fellowships, and grants-in-aid for research, writing, and other study of law and of the administration of justice; to make loans to deserving law students; and to acquire, preserve, and exhibit rare books and objects of art, and items of historical interest having legal significance or bearing on the administration of justice. The Lawyers' Fund was transferred from the bar association to the bar foundation effective July 2002.

Loans and Scholarship Committee

This Committee oversees the foundation's scholarship and loan programs. The Committee will distribute funds from the Lawyers Fund, the F.C. Grote Fund, the Louis Little Attorneys' Memorial Fund, the James I. Smith, III Notre Dame Law School Scholarship Fund, and any other named funds. The Committee's responsibilities include establishing policy and procedures, accepting and reviewing loan and scholarship applications, interviewing applicants, and making recommendations for scholarships and loans for individuals attending approved law schools.

Public Service Committee

This Committee promotes participation in pro bono legal activities and encourages attorneys to meet their professional responsibility to render civil legal service to those in need. The Committee is concerned with the delivery of legal services to the poor and makes recommendations to further the provision and funding of local legal service agencies. The Committee assumes primary responsibility for the oversight of the Pro Bono Center, including attorney recruitment, training, recognition, and policy. It also holds a number of public service projects throughout the year.

Zittrain Forums Committee

This Committee oversees the annual Zittrain Forums on Law & Public Policy. The Committee members are active in speaker and venue selections and all details in planning the forum.

ALLEGHENY COUNTY BAR ASSOCIATION (ACBA)

ACBA Judicial Excellence Committee (PAC)

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412-281-5423

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412-350-4407

Assistant Treasurer and ACBA Liaison:

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412-402-6601

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Lori E. McMaster
Bryan S. Neft
Mary-Jo Rebelo
Joseph R. Williams
Gina M. Zumpella

Ex Officio:

Marla N. Presley

ACBA Political Action Committee (PAC)

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412-488-0833

Vice-Chair:

Andrew G. Rothey
412-400-3623

Treasurer:

Erin Lucas Hamilton
412-394-6978

Assistant Treasurer and ACBA Liaison:

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Liaison from Board:

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Michael R. Komo
Kathryn E. McKee

Two-Year:

Marco S. Attisano
Erin Lucas Hamilton
Elizabeth L. Hughes

Three-Year:

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Jacqueline B. Martinez
Andrew G. Rothey

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412-565-7511

Vice-Chair:

Megan Lovett
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412-350-2717

Vice-Chair:

Michael K. Feeney
412-647-5946

Liaison from Board:

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412-394-6929

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Mary-Jo Rebelo
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Juli M. Marhefka
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