

# Annual Meeting Resolution

**FOR BOARD CONSIDERATION**  
**June 12, 2019**

**1.19.06 Procedures for Submitting Resolutions.**

(A) Each resolution submitted to the annual meeting resolution committee shall be submitted in ~~triplicate and in typewritten-printed or electronic~~ form.

(1) If any document is referred to within a resolution, a copy of the document or its relevant portion must be ~~attached to~~included with the resolution.

(2) Each resolution shall include a statement indicating whether it has been approved by any local bar association or by any section or committee of the State Bar. Every proposed resolution must be accompanied by a concise statement of the proponent(s) setting forth the dates of all prior submissions of any substantially similar resolution and the action taken thereon by the annual meeting resolutions committee, the general assembly, and the Board.

(3) Each resolution shall include the name, address, and telephone number of the person or persons submitting the resolution and shall be signed by such person or persons.

(B) All resolutions must be filed with the Executive Director by April 1 unless the time for filing has been waived by the Board.

(C) A summary of the resolutions policy and procedure shall be published in the February issue of the Texas Bar Journal. If one or more resolutions are submitted, notice of that fact shall be published in the May issue of the Texas Bar Journal with a link to the online posting of each resolution. Each resolution shall be published in an issue of the Texas Bar Journal before the annual meeting. The online posting of each resolution shall include together with the name or names of its proponents and the name or names of any local bar association or section or committee of the State Bar approving or endorsing it. ~~The Executive Director may exercise discretion in publishing the proposed resolution in summary form rather than in its entirety.~~ The Executive Director shall furnish copies of each resolution to each member of the annual meeting resolutions committee.

(D) Resolutions relating to events after the deadline for filing resolutions may be considered upon the vote of two-thirds of the voting members of the annual meeting resolutions committee.

(E) At the second quarterly meeting of the Board, the President shall appoint a committee of three or more members, who may be members of the Board, to review the resolutions and hold a hearing or hearings before the meeting of the annual meeting resolutions committee to recommend possible amendments to and consolidation of resolutions. At least one sponsor of each resolution shall be notified of the time and place of all hearings. The recommendations of this committee are not binding on the sponsors of any resolution or on the annual meeting resolutions committee. One member of this committee shall be the immediate past Chair of the Board.

**1.19.10(F)**

(F) ~~At the second quarterly meeting of the Board, the President or the Chair shall request t~~he President of ~~the~~ TYLA ~~to shall~~ furnish ~~a sufficient number of~~two members of the TYLA to act as sergeants-at-arms at each meeting of the annual meeting resolutions committee at the next annual meeting of the State Bar. The sergeants-at-arms shall be issued proper credentials and badges of office, and their primary duty shall be to see that all voting delegates and alternates who are entitled to vote are seated in the space provided for them and that no person who is not entitled to vote is permitted in that space.

# Brill Award

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**1.21.10 James E. Brill Award for Excellence in Succession Planning.**

As and when appropriate, any State Bar member or Board member may recommend to the Insurance Member Benefits Subcommittee an attorney, individual or organization who is deemed to have made an outstanding contribution toward succession planning caused by death, disability or unforeseen circumstances in cessation of law practice efforts. The Insurance Member Benefits Subcommittee shall make a recommendation to the Board for approval of the award recipient.

# International Travel

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**3.15 International Travel.**

**A. Application of Policy.** This section applies to any State Bar volunteers, State Bar entities, and members of State Bar entities planning to travel internationally on State Bar related business. The provisions of this section are in addition to any other policies or requirements concerning State Bar business travel. State Bar employees planning to travel internationally on State Bar related business shall follow the internal personnel travel policies for approval.

**B. Travel Advisories.** Prior to making any international travel arrangements, the individual or State Bar entity must consult the United States Department of State Travel Advisories to determine the level of advisory applicable to the intended destination. The travel advisories are located at <https://travel.state.gov>.

**C. Travel Permissions.**

1. State Bar business travel to a destination at an advisory level 4 is not permitted.

2. State Bar business travel to a level 1, 2, or 3 destination is not permitted unless all travelers execute and submit the State Bar Travel Acknowledgment of Risk and Waiver of Liability to the Executive Director prior to making travel arrangements and in no event later than 15 business days prior to travel.

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**STATE BAR OF TEXAS**

**INTERNATIONAL TRAVEL ACKNOWLEDGMENT AND WAIVER OF LIABILITY**

To comply with State Bar Board Policy Manual Section 3.15, State Bar entities and volunteers must complete this form before traveling to an Advisory Category 1, 2, or 3 destination as designated by the United States Department of State Travel Advisories available at <http://travel.state.gov>. Travel to Advisory Category 4 destinations is not allowed.

**TRAVEL DESTINATION, DATE, & CATEGORY**

<b>Destination(s)</b>	<b>From Date</b>	<b>To Date</b>	<b>Advisory Category</b>

**I. RISK NOTIFICATION STATEMENT**

It is important that you understand and carefully consider the following risks:

- The U.S. Embassy nearest your destination may temporarily close or suspend public services for security reasons.
- The U.S. Embassy nearest your destination may not be able to provide emergency assistance should you require it.
- If there is a need to evacuate in an emergency, flights may be suspended and other departure or shelter options may be limited or non-existent.
- Access to hospitals, emergency medical care, and medications may be limited or non-existent.
- Should you experience difficulties, the State Bar of Texas may not be in a position to provide emergency assistance to you.
- Participation in travel to a restricted region has inherent risks such as kidnapping or death. These risks can never be completely eliminated.
- Risks of travel to your destination may include, but are not limited to, dangers to health and personal safety.

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By submitting this form, I acknowledge and certify that I understand the risks associated with this travel. I further hereby release the State Bar of Texas, its governing board, officers, employees, and representatives from any liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my participation in the travel.

I also understand that travel to a Travel Advisory Category 4 destination is not allowed.

**TRAVELER:** \_\_\_\_\_

**Name (Typed or Printed)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date Signed**

# State Bar Email Addresses

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**9.04 Records of the State Bar**

(A) Officers, members of the Board, and employees must maintain all records created or received in connection with the transaction of State Bar official business in accordance with the State Bar of Texas Record Retention Schedule as filed with the Texas State Library State and Local Records Management Division.

(B) No State Bar Officer, member of the Board, or employee will willfully destroy, mutilate, remove without permission, or alter records pertaining to the official business of the State Bar except in accordance with the State Bar Record Retention Schedule.

(C) No State Bar Officer, member of the Board, or employee will disclose or distribute confidential information.

(D) Each member of the Board shall be issued a State Bar email address accessible for the duration of the Board member's tenure on the Board of Directors. The purpose of this email address is to ensure that State Bar business records and communications comply with the State Bar Record Retention Schedule and the Texas Public Information Act. Each Board Member must:

1. Send and receive emails relating to State Bar business through their State Bar email address; and/or

2. Send and receive emails relating to State Bar business through a separate email address, provided that all sent emails "cc" or "bcc" the Board Member's State Bar email address and all received emails are forwarded to the Board Member's State Bar email address.

# Disqualification from Participation

## Disqualification from Participation

A board member who is an adverse party may not participate in a discussion of or action on a matter in which he or she is adverse to the Bar. A board member who is disqualified from participation under this section may not be present if the matter is being discussed in any non-public session, including, but not limited to, an executive session. If a board member who is an adverse party requests documents relating to the matter, it is presumed that the board member is not seeking the documents in his or her official capacity, and Section 9.06 (“Officer and Board Member Requests for Records”) shall not apply to such request.

In this policy, “adverse party” means a party whose interests are opposed to the State Bar of Texas in a legal action.