

# MEMORANDUM

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**To:** Lycoming Law Association Members  
**From:** Ad Hoc Committee on By-Laws Revisions  
**Date:** December 10, 2007  
**Subject:** Proposed Lycoming Law Association By-Laws Revisions

The Committee has proposed the following revisions to the current by-laws of the Association, which were approved by the membership on January 8, 2001:

1. **Email.** Notice of meetings may be given by email. [Article II. 2. e]
2. **Executive Director Position.** When the by-laws were last amended, the position of Executive Director was not in existence. The by-laws will now recognize the position. The Executive Director is not an officer or member of the Executive Committee of the Association, and has no voting rights. The Executive Director will serve at the pleasure of the Executive Committee and will manage the day to day operations of the Association. The Executive Director will attend the Annual Meeting, Executive Committee meetings and various other committee meetings, as required, and will perform such duties as directed by the Executive Committee. [Article III. 1. and 1. F.]
3. **Committees.** The 2001 revisions to the by-laws established seven standing committees, with many of the traditional committees of the Association falling within the Member Services Committee or the Committee for Community Involvement standing committees. In practice the approach suggested by the establishment of these two standing committees, that they serve as umbrella committees for a number of sub-committees, never worked. Rather, the various committees continued to meet and perform their responsibilities independently, without supervision of the umbrella committees or their Chairs.

In many respects, the function envisioned for the Chairs of the umbrella committees has been assumed by the Executive Director - to monitor and supervise the activities and reporting of the various committees of the Association. The continued existence of the two umbrella standing committees is viewed as unnecessary.

The recommendation is that the Association continue to maintain four standing committees - Nominating, Finance, Bench Bar and Customs and Rules. All other committees will be established and maintained by the Executive Committee, as has traditionally been the case in the Association's history.

The revision of the by-laws is not intended to eliminate any committees currently maintained by the Association, but rather to allow for more flexibility in the establishment of committees that meet the developing needs of the Association and its members. Indeed, the current by-law scheme, which refers to those committees in existence at the time of the previous by-law revision, but not to more recently established committees, seems to suggest the need to amend the by-laws periodically to list the currently operating committees. This is unwieldy and unnecessary.

The revisions will allow the Executive Committee to continue or establish committees as appropriate. The list of committees will be published at the beginning of the year so that Association members may request membership on committees. [Article IV.1 & 2]

4. **Ad Hoc Committees.** The President's authority to create ad hoc committees is maintained. The circumstances where the creation of ad hoc committees is appropriate is defined. [Article IV. 3.]
5. **Duties of Committee Chairs.** The duties of committee Chairs are delineated. [Article IV. 4.]