

1 CHARTER OF THE OPERATIONS COMMITTEE OF THE DISCIPLINARY BOARD

2 Section 1. Purpose and Duties.

3 The operations committee is responsible for:

4 (a) the fiscal management of the lawyer disciplinary system, including all issues
5 related to personnel management;

6 (b) general oversight of caseload management efforts to ensure timely and
7 efficient system operation; and

8 (c) conducting annual performance evaluation of disciplinary counsel.

9 The committee must adopt rules for internal operations and procedures. The disciplinary
10 board retains responsibility for issues of discipline.

11 Section 2. Membership.

12 (a) The operations committee consists of four members:

13 (1) three lawyer members:

14 (A) one former or current disciplinary board member appointed by
15 the supreme court from a list of three nominations submitted by the
16 disciplinary board;

17 (B) one appointed by the supreme court from a list of three
18 nominations submitted by the state bar association's board of governors;

19 (C) one former or current commission member appointed by the
20 supreme court from a list of three nominations submitted by the judicial
21 conduct commission; and

22 (2) one public member appointed by the supreme court.

23 (3) The state court administrator or designee serves as an ex officio member
24 who votes only when necessary to break a tie.

25 (b) Members each serve for a term of three years and until a qualified successor is
26 appointed.

27 (c) Terms of lawyer members must be staggered so that no more than one member
28 is appointed for a full three-year term in any one year.

29 (d) Except when filling an unexpired term, a member may not serve for more than
30 two consecutive three-year terms.

31 Section 3. Operating Procedures.

32 (a) At the first meeting of the committee in each calendar year, the members must
33 elect a chair and vice-chair. The chair, and in the chair's absence the vice-chair, performs
34 the duties normally associated with the office and presides over all meetings of the full
35 committee.

36 (b) The executive director of the state bar association is the ex officio secretary to
37 the committee. The secretary must maintain permanent financial and non-disciplinary
38 case administrative records regarding the lawyer disciplinary system and disciplinary
39 personnel. The secretary shall regularly provide financial statements to the committee.

40 Section 4. Reports.

41 The committee must make an annual written report to the supreme court, the state
42 bar association's board of governors, the disciplinary board, the state board of law
43 examiners, and the judicial conduct commission.