

OFFICER DUTIES AND RESPONSIBILITIES

All Officers

- Attend all meetings of the CBA and meetings of the Board of Governors and House of Delegates.
- Represent the CBA at bar related meetings and events.
- Promote the CBA and recruit members.
- All officers serve on the executive committee, which may be called upon from time to time between meetings of the Board of Governors and House of Delegates to make decisions regarding CBA legislative positions and other matters.

President

- The president is the spokesperson for the association.
- The president is a member of the House of Delegates and the Board of Governors. *
- Meetings of the Board of Governors and the House of Delegates are called by the president. *
- The president presides over the meetings of the House of Delegates and the Board of Governors. *
- At meetings of the House of Delegates, the presiding officer shall: *
 - (1) preserve order, designating members of the House of Delegates to help if necessary;
 - (2) require that the Rules of Procedure be followed; and
 - (3) decide questions of order and procedure.
- The president may add to the Board of Governor's or House of Delegate's meeting agenda any matter the president deems of sufficient importance to receive the immediate attention of the House of Delegates or the Board of Governors. *
- All meetings are governed by Robert's *Rules of Order* to the extent deemed appropriate by the presiding officer. *
- Special meetings of the members of the CBA may be called by the president.*
- Except for the Young Lawyers' Section, the president appoints a chair of each section and appoints an Executive Committee of not less than ten members from the sections membership to hold office for the term of the annual bar year from the date the president is elected. *
- Committees are appointed by the president in such numbers of members and for such purposes as the president may deem desirable or as the Board of Governors or the House of Delegates or the Bylaws may direct. *
- President appoints a Nominating Committee, subject to approval by the Board of Governors both as to number and personnel. *

- The president, not later than thirty days after adjournment of the annual meeting, appoints the Board of Editors of the *Connecticut Bar Journal*, not less than seven in number, to serve for one year. The president arranges a meeting of the Board of Editors as soon as is practicable after its appointment. *
- The president is ex-officio a member of each committee of the Association. *
- Between meetings of the House of Delegates, the president shall be charged with responsibility for its administrative affairs. *
- Committees of the House of Delegates are appointed by the president in such numbers of members of the House of Delegates and for such purposes as the president may deem desirable or as the House of Delegates or the Constitution may direct. *

President-Elect

- The president-elect is a member of the House of Delegates and the Board of Governors. *
- In the absence of the president, the president-elect presides over meetings of the House of Delegates and the Board of Governors. *
- The president elect presides over the Connecticut Council of Bar presidents. *
- If there is a vacancy in the office of president, the president-elect shall become president and shall remain as president for the next succeeding year.*

Vice President

- The vice president is a member of the House of Delegates and the Board of Governors. *
- In the absence of the president and the president-elect, the vice president presides over meetings of the Board of Governors and the House of Delegates. *
- The vice president serves as chair of the Pro Bono Committee.

Secretary

- In the absence of the president, president-elect and the vice president, the secretary presides over meetings of the House of Delegates. *
- Meetings of the Board of Governors shall be held on the call of the president, and in the event of the failure or omission of the president to do so, such meeting shall be called by the secretary upon the written request of three members of the Board of Governors. *
- Special meetings of the members of the Association may be called by the president or by vote of the Board of Governors, and shall be called by the

secretary upon the written request of twenty-five members, not more than five of whom shall belong to any one House of Delegates District. *

- All annual reports of committees containing recommendations shall be filed with the secretary at least two weeks before the date set for the meeting of the House of Delegates to which they are to be presented, and the secretary shall provide the members of the Board of Governors and House of Delegates with copies thereof. *
- The secretary shall cause the ballots in Association elections to be counted under supervision of the secretary, notify the successful candidates by letter, and publish the results in such manner as the Board of Governors may direct.*
- The proceedings of the House of Delegates shall be recorded and the minutes shall be prepared by the secretary of the Association as soon as practicable after a meeting is adjourned. *
- Upon the adoption of an amendment to the CBA Constitution, the secretary may correct punctuation, grammar or numbering when appropriate, if the correction does not change the meaning. *

Treasurer

- In the absence of the president, president-elect, the vice president and the secretary, the treasurer presides over meetings of the House of Delegates. *
- The funds of the Association, other than the Clients' Security Fund, shall be held by the treasurer. *
- The Clients' Security Fund shall be held by the treasurer who shall keep the same in a depository approved by the Clients' Security Fund Committee and disburse the Fund under the authority of the Committee. *

Assistant Secretary-Treasurer

- The assistant secretary-treasurer calls the role at meetings of the House of Delegates.
- The assistant secretary-treasurer may be asked to fulfill the role of either or both the secretary and the treasurer in their absence.
- The assistant secretary-treasurer is designated the diversity chair of the CBA.

BOARD OF GOVERNOR DUTIES AND RESPONSIBILITIES

- Attend all meetings of the Board of Governors.*
- Act as the administrative board of the CBA between quarterly meetings of the House of Delegates.*
- Establish procedures for membership in the association.*
- Censure, suspend or expel a member for cause.*

- Suspend a member for nonpayment of dues or other financial indebtedness to the association.*
- Review and adopt the CBA budget.*
- Review legislative proposals.
- Approve the creation of CBA substantive law sections.*
- Approve president's appointments to the nominating committee.*
- Appoint delegates to the American Bar Association and to other associations as the CBA shall be entitled or authorized to appoint.*
- Review formal ethics opinions of the CBA.*
- Approve the hiring and compensation level of the executive director.
- Fulfill the following functions as designated in Connecticut General Statutes Sections 33-1117, 33-1119 and 33-1121:*

 - Conduct yourself in good faith;
 - Engage in conduct that is in the best interests of the association;
 - Engage in lawful conduct.

- Promote the CBA and recruit members.

HOUSE OF DELEGATES DUTIES AND RESPONSIBILITIES

- Attend all meetings of the House of Delegates.*
- Act as the administrative board of the CBA.*
- Act as the primary decision-making and policy-making body of the CBA, with the exception of approval of budget matters.*
- Review and adopt actions and recommendations of sections and committees.*
- Review legislative proposals.
- Determine the dues categories and amounts.*
- Establish, amend or repeal bylaws.*
- Adopt formal opinions of the Committee on Professional Ethics and Committee on Unauthorized Practice of Law.*
- Be familiar with the House of Delegates Rules of Procedure.
- Conduct yourself in good faith.
- Engage in conduct that is in the best interests of the association.
- Engage in lawful conduct.
- Promote the CBA and recruit members.

* Constitutional requirement

MISSION STATEMENT FOR DIVERSITY CHAIR

The Assistant Secretary-Treasurer will serve as the Diversity Chair. It is the mission of the Diversity Chair to encourage participation and promotion of minorities within the bar and to act as the liaison between CBA and other entities to encourage hiring, retention and promotion of minorities in the legal community.