

# State Bar of Michigan

## Section Compliance Checklist

### General Compliance:

- Section bylaws comply with the Supreme Court Rules and the SBM Bylaws
- Bylaw revisions, including name change, approved by the Board of Commissioners
- Know and follow** your bylaws
- Major contracts reviewed by SBM general counsel
- Keep accurate, timely minutes detailing council actions**
- Follow all procedures and keep accurate paper trail when spending money**
- Programs during SBM Annual Meeting subject to approval by Board of Commissioners

### Section Annual Meeting:

- Held at the SBM annual meeting location; OR
- Held at a different time than SBM annual meeting

### Filings:

- Annual report filed by May 31
- Meeting minutes posted on website

### Financial:

- Financial report submitted annually to:
  - Section membership
  - Board of Commissioners
- Compensation of section officer or council member if:
  - Duty not defined in bylaws;
  - 2/3 vote of the council, not including the compensated officer
  - Vote recorded in the meeting minutes and posted on website

### Public Policy:

- Publicly advocate a public policy position if:
  - Subject matter is within the jurisdiction of the section
  - Position adopted is in accordance with the section bylaws
  - Position is reported to the State Bar within 10 days of taking the position by using the online template "Report on Public Policy Position," located on the Public Policy Resource Center. *A section may **not** advocate until the position is reported.* The bottom portion of the report allows a section to indicate if it believes an item is Keller permissible and would like to request State Bar consideration of the position.
  - Use the cover letter provided by the State Bar before all communications, both written and oral.
- Advocating a position that is inconsistent with SBM policy
  - Request authorization to advocate by contacting Elizabeth Lyon.