

YOUNG LAWYERS DIVISION



STATE BAR OF GEORGIA[®]

2024-25 Leadership Guide

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YLD EXECUTIVE COUNCIL

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YLD Executive Committee

Officers

President

Kenneth Michell Jr., *Decatur*

President-Elect

Veronica R. Cox, *Atlanta*

Treasurer

Virginia Josey, *Macon*

Secretary

Kindall Browning-Rickle, *Perry*

Immediate Past President

Brittanie Browning, *Atlanta*

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Jena Emory, *Atlanta*

Siena Gaddy, *Macon*

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James Banter, *Macon*

Chelsea Dease, *Union City*

Carlos Fernandez, *Duluth*

Franklin Gaddy, *Macon*

Jarvarus Gresham, *Atlanta*

Victoria Hicks, *Douglasville*

Megan Kelley, *Columbus*

Kelsey Kicklighter, *Springfield*

Kayla Kudratt, *Atlanta*

Meredith Layman, *Savannah*

Alicia Luncheon, *Smyrna*

Morgan Lyndall, *Atlanta*

Katie Rose Martin, *LaGrange*

Serreen Meki, *Atlanta*

Samantha Mullis, *Augusta*

Caleb Ratliff, *Rome*

Caroline Scalf, *Atlanta*

Shannon Schoultz, *Atlanta*

Nyonnohweah Seekie, *Macon*

Hon. Pierce Seitz, *Atlanta*

Sharnell Simon, *Atlanta*

Iyana Smith, *Marietta*

Kelsie Speight, *Milton*

Terrell Thomas II, *Atlanta*

Emily Walker, *Atlanta*

Darius Walker Jr., *Nashville, Tennessee*

Taylor Wilson, *Macon*

Megan Wyss, *Atlanta*

YLD Representative Council

Northern District

2023-25

Colin Adebayo, *Atlanta*
Iriel Jones, *Atlanta*
Emily Long, *Alpharetta*
Sharnell Simon, *Atlanta*
Bianca Webb, *Atlanta*

2024-26

Elizabeth Boswell, *Newnan*
Keith Collins, *Decatur*
Brooke Harrison, *Decatur*
Suwana Janvier, *Jonesboro*
Sarah Richardson Trahan, *Gainesville*

Middle District

2023-25

Jordan Josey, *Macon*
Lina Khan, *Perry*
Spencer Tolley, *Athens*
Jacob Wilson, *Macon*
Taylor Wilson, *Macon*

2024-26

James Banter, *Macon*
Mercedes Dickerson, *Perry*
Kristen Holder, *Perry*
Bianca Nawrocki, *Macon*
D. Sarah Young, *Macon*

Southern District

2023-25

Morgan Boulineau, *Swainsboro*
Caitlyn Clark, *Savannah*
Ashley Horton, *Statesboro*
Kelsey Kicklighter, *Springfield*
Sarah Elizabeth Strickland, *Augusta*

2024-26

Austin Bennett, *Douglas*
Kyle Davis, *Augusta*
Bubba Dunn, *Brunswick*
Markus Russell, *Augusta*
Lauren Smith, *Saint Simons Island*

Out-of-State

2024-25

Jadinah Gustave, *Miami, Florida*

Vacant

Members-at-Large

2024-25

Harry Alex, *Atlanta*
Samantha Bierbower, *Atlanta*
Nicholas Booth, *Marietta*
Matthew Caudell, *Gainesville*
Tate Crymes, *Macon*
Christina Haney, *Atlanta*

Brandi Holland, *Perry*
Stephen Mulherin, *Atlanta*
Jeffrey Scheese, *Atlanta*
Amelia Stevens, *Savannah*
Robert Wilson, *Atlanta*
Dan Wingate, *Decatur*

YLD Committee Chairs

Child Protection and Advocacy

Ashley Horton
Danielle Simpson
Zipporah Tillman

Community Service Projects

Merry Layman
Lyddy O'Brien
Taylor Wilson

Corporate Counsel

Javier Becerra
Blair Weatherly
Tayah Woodard

Criminal Law

Shaniqua Christian
Devin Rafus

Disaster Legal Assistance

Vacant

Estate and Elder Law

Chelsey Haun
Markus Russell

Ethics and Professionalism

Katie Rose Martin

Family Law

Emily Long
Ashley O'Neal
Jonathan Stoye

High School Mock Trial

James Cox
D. Sarah Young

Inclusion in the Profession

Demarius Newsome
Kier Prince
Shannon Schoultz

Intellectual Property Law

Brent Radcliff
Bianca Webb
Christopher Williams-Lopez

Intrastate Moot Court Competition

Chelsea Harris
Megan Howerter

Judicial Law Clerk

Tate Crymes
Mallory Fleming
Moritz Holloway II

Labor and Employment Law

Deitra Jones
Iriel Jones

Law School Outreach

Chelsea Dease
Lina Khan
Emily Walker

Leadership Academy

James Banter
Sam Mullis
Kelsie Speight

Leadership Academy Alumni Subcommittee

Brittain Hunt

Legal Food Frenzy

Ashley Akins
Caroline Scalf

Legislative Affairs

Austin Bennett
Franklin Gaddy
Matthew Norwood

YLD Committee Chairs

Litigation

Carlos Fernández
Morgan Lyndall
Holly Stephens

Business Law Subcommittee

Nathan Miles

Federal Litigation Subcommittee

Chase Duvall

National Moot Court Competition

Jamie Christy
Douglas Comin

Public Interest Internship Program

Arthur Bailin
Keona Blunt

Real Estate Law

Morgan Boulineau
Erika Harris Fritz

Signature Fundraiser

Vacant
Vacant

Solo Practice/Small Firm

Colin Adebayo
Angie Holloway
Michael Thompson

Sports Law

Joy Bonner
Caleb Ratliff

Wellness

Cameron Roberts
Na'Tasha Webb-Prather
Allyson Yates

William W. Daniel National Invitational Mock Trial Competition

Matt Jones

Women in the Profession

Cayton Chrisman
Megan McCulloch
Olivia Mercer

Workers' Compensation

Akash Patel
Michael Rosenstein

YLD Representative Responsibilities

Members of the YLD Representative Council are expected to:

- » Attend three of the four regularly scheduled Executive Council meetings (pursuant to Art. X, § 2(b) of the YLD bylaws)* Attendance records are kept by the YLD secretary. Requests for an excused absence should be submitted to the secretary.
- » Participate in at least two YLD Committees:
 - one internal committee (e.g., Meetings, Elections, Communications, Membership, etc.) to which you will be appointed; and
 - one external committee (e.g., Litigation, High School Mock Trial, Community Service Projects, etc.) of your choice.
- » Attend the 2025 YLD Signature Fundraiser.
- » Serve as a liaison between the YLD and the young lawyers, affiliates and young lawyer organizations in your area.
- » Advise the YLD Board of Directors of local needs and programs being conducted in your area.
- » Participate in law school outreach events at the law school you attended or in your area.
- » Keep local bar organizations updated about current YLD projects and solicit new YLD project ideas from them.

In addition, YLD Representatives are encouraged to:

- » Offer local support to committee chairs.
- » Write articles for *The YLD Review*.
- » Recruit other young lawyers to become active in the YLD during the year.
- » Welcome and make follow-up contact with new attendees to YLD meetings.

In all events, YLD representatives should copy the president, president-elect, newsletter editors (when appropriate) and YLD director on relevant correspondence.

**A copy of the YLD bylaws may be found at www.georgiayld.org.*

2024-25 YLD Standing Committees

Each standing committee shall include in its membership at least six (6) members of the Representative Council, including two (2) from each federal judicial district. The mandatory members described herein (other than nonvoting members) shall count toward fulfilling the minimum member requirement. The membership of each standing committee shall be selected by the president, subject to the requirements set forth in this section. The standing committees of the Young Lawyers Division shall be as follows:

- (a) **Membership and Meetings.** This committee, which shall include the secretary and president-elect as members, shall consider and make recommendations on ways to improve the membership’s involvement and attendance at meetings.
- | | |
|-------------------------------------|-----------------|
| Veronica Cox (President-Elect) | Harry Alex |
| Kindall Browning-Rickle (Secretary) | Mallory Fleming |
| Colin Adebayo | J. Kyle Davis |
| Morgan Boulineau | Jacob Wilson |
- (b) **Rules, Bylaws and Procedures.** This committee shall consider and make recommendations on all proposed amendments or changes concerning the organization of the Young Lawyers Division and its rules, bylaws, procedures and standing policies.
- | | |
|-----------------|----------------|
| Austin Bennett | Tate Crymes |
| Matthew Caudell | Brandi Holland |
| Caitlin Clark | Megan Kelley |
- (c) **Nominating.** This committee, which shall be chaired by the president-elect, who shall act as chairperson but shall have no vote on the committee, shall be charged with making nominations for all elections. The president-elect shall notify all committee members of the time and place of meetings. Three (3) voting members of the Nominating Committee shall constitute a quorum for such meetings.
- | | |
|--------------------------------|--------------------|
| Veronica Cox (President-Elect) | D. Jordan Josey |
| Elizabeth Boswell | Kelsey Kicklighter |
| Brooke Harrison | Markus Russell |
| Erica Harris | |
- (d) **Election.** This committee, which shall be chaired by the president-elect, shall be charged with conducting all elections, except to the extent the conducting of any election called for by the bylaws is, pursuant to these bylaws, to be conducted by another entity.
- | | |
|--------------------------------|----------------|
| Veronica Cox (President-Elect) | |
| Ashley Horton | Sharnell Simon |
| Warner Kennon | Amelia Stevens |
| Jeffery Scheese | Taylor Wilson |
- (e) **Communications.** This committee, which shall include the secretary and editors as members, shall consider and make recommendations on proposed publications of the Young Lawyers Division and the number and types of publications issued or sponsored by the Young Lawyers Division.
- | | |
|-------------------------------------|--------------------|
| Kindall Browning-Rickle (Secretary) | Kelsey Kicklighter |
| T. Alec Chappell (Co-Editor) | Emily Long |
| Jena Emory (Co-Editor) | S.E. Strickland |
| Siena Gaddy (Co-Editor) | Taylor Wilson |
| Christina Haney | |
- (f) **Public Relations and Policy.** This committee shall consider and make recommendations on ways to promote a positive public image of young lawyers in the state of Georgia and shall inform the membership of any legislation relevant to the legal profession. The actions of this committee shall comply with the requirements of Article XI, Section 1.
- | | |
|----------------------------|------------------|
| Virginia Josey (Treasurer) | Iriel Jones |
| Samantha Bierbower | Stephen Mulherin |
| Bubba Dunn | Lauren Smith |
| Brandi Holland | Spencer Tolley |
| Ashley Horton | |



ORGANIZATIONAL STRUCTURE

A History of the State Bar of Georgia Young Lawyers Division

In 1883, 33 attorneys formed the first Georgia Bar Association. The purpose of the association was to “advance the science of jurisprudence, promote the administration of justice throughout the State, uphold the honor of the profession of law” and establish cordial dealings between members of the profession.

The Younger Lawyers Section (YLS) was created on May 31, 1947, at the State Bar’s Annual Meeting. The basic structure of the section consisted of four officers, an Executive Committee and Executive Council. The YLS was created in order to further the original goals of the charter members of the State Bar of Georgia, along with fostering among the members of the Bar the principles of duty and service to the public, and to encourage the interest and participation of younger members of the State Bar.

When the YLS was first enacted, all members of the State Bar who had not reached their 36th birthday were automatically members

of the YLS. It was later added that attorneys, regardless of age, who had been admitted to their first bar less than three years were also considered members of the YLS. The basic structure and purpose of the organization remain the same today, however, in June of 1998 the section was renamed the Young Lawyers Division (YLD).

The Young Lawyers Division has been strengthened over the years through the guidance of the State Bar of Georgia, its Executive Committee and Board of Governors, and the Supreme Court of Georgia, and through dedicated service rendered by the division’s members. In keeping with its motto of “working for the profession and the public,” the YLD has many hard-working committees that provide service to the public and the Bar through an array of projects and programs. Through the years, the division has also gained national recognition by winning several American Bar Association Young Lawyers Division Awards of Achievement for its projects and publications.

Bylaws

The Bylaws of the Young Lawyers Division of the State Bar of Georgia were adopted in Jan. 20, 2007, and amended on April 18, 2009, Aug. 11, 2012, Oct. 31, 2014, and Jan. 10, 2025.

The YLD Bylaws can be found on the State Bar of Georgia’s website at www.gabar.org/handbook/yldbylaws.



MEETINGS & EVENTS

2024-25 YLD Meetings

Fall

Nov. 1-3, 2024

Jekyll Island Club Resort

Jekyll Island, Georgia

Held in conjunction with the State Bar of Georgia Board of Governors

Midyear

Jan. 9-11, 2025

JW Marriott Savannah Plant Riverside District

Savannah, Georgia

Held in conjunction with the State Bar of Georgia Board of Governors

Spring

March 28-30, 2025

Kimpton Aertson Hotel

Nashville, Tennessee

Annual

June 5-8, 2025

Sawgrass Marriott Golf Resort & Spa

Ponte Vedra Beach, Florida

Held in conjunction with the State Bar of Georgia Board of Governors

2024-25 State Bar of Georgia Board of Governors Meetings

Fall

Nov. 1-3, 2024

Jekyll Island Club Resort

Jekyll Island, Georgia

Held in conjunction with the Young Lawyers Division

Midyear

Jan. 9-11, 2025

JW Marriott Savannah Plant Riverside District

Savannah, Georgia

Held in conjunction with the Young Lawyers Division

Spring

March 21-23, 2025

Hyatt Place Athens and Classic Center

Athens, Georgia

Held in conjunction with the Young Lawyers Division

Annual

June 5-8, 2025

Sawgrass Marriott Golf Resort & Spa

Ponte Vedra Beach, Florida

Held in conjunction with the Young Lawyers Division

2024-25 ABA YLD Meetings

ABA Annual Meeting

July 31 – Aug. 6, 2024

Chicago, Illinois

State Bar of Georgia YLD Reimbursement Program

The Young Lawyers Division sponsors a reimbursement program designed to encourage attendance at YLD meetings. Each reimbursement recipient will receive funding (up to \$200 per meeting) for travel expenditures. Reimbursements are awarded at the discretion of the YLD Meetings Committee.

Applicants for the reimbursement should be YLD eligible lawyers (State Bar of Georgia members under the age of 36 and/or the first five years of practice after being admitted to your first bar).

Application submission deadlines are below, and reimbursement awardees will be notified within one week after the application deadline.

For more information, contact Jessica Oglesby, YLD director, at 404-527-8778 or jessicao@gabar.org.

Name _____

Phone _____ Email _____

Date of Birth _____ Year Admitted to the Bar _____

Firm/Employer _____

Address _____

Which meeting are you applying for funding to attend? Please note application deadlines:

<u>Meeting</u>	<u>Dates</u>	<u>Location</u>	<u>Application Deadline</u>
____ Fall	Nov. 1-3, 2024	Jekyll Island, Georgia	Sept. 1, 2024
____ Midyear	Jan. 9-11, 2025	Savannah, Georgia	Nov. 1, 2024
____ Spring	March 28-30, 2025	Nashville, Tennessee	Feb. 7, 2025
____ Annual	June 5-8, 2025	Ponte Vedra Beach, Florida	May 2, 2025

Bar associations of which you are a member _____

Are you actively involved in any bar association programs or projects? If so, please name them and briefly describe your involvement, including any positions held _____

Describe how this reimbursement will further your involvement in the YLD _____

Please explain your specific financial need, as well as your firm's role in supporting your travel to meetings (what type of travel budget do you have). _____

Please list pro bono participation and/or activities _____

Have you ever attended a YLD meeting? _____ Yes _____ No

If you answered yes, please list the meeting(s) and date(s). If you answered no, please state your reasons for not having attended meetings in the past. _____

If awarded reimbursement through the YLD, you will receive up to \$200. You will receive the reimbursement after each meeting. Recipients are required to attend a majority of YLD functions for each meeting. You will be asked to provide receipts for which you are requesting reimbursement. The maximum reimbursement is \$200 for the meeting. Reimbursement will only be made for expenses for airfare, mileage, hotel, registration or meals incurred in connection with the meeting.

If you are unable to attend a meeting for which you have applied for reimbursement to attend, please notify the YLD director as soon as possible. This will allow another YLD member to be awarded the reimbursement.

Signature _____ Date _____

Please return your completed application by email, fax or mail to:

Jessica Oglesby, YLD Director
State Bar of Georgia
104 Marietta St. NW, Suite 100
Atlanta, GA 30303
404-527-8778
Fax 404-527-8717
jessicao@gabar.org

Posting an Event/Meeting

The YLD posts upcoming committee meetings and events on the State Bar's website, the YLD social media sites (Facebook, LinkedIn, Twitter and Instagram) and the monthly email blast, as well as maintains records of each committee's activities throughout the year. If you have an upcoming meeting or event that you would like posted, please send the following event information three weeks prior to your event to Jamie Goss at jamiieg@gabar.org:

- Committee name
- Type of meeting/event (e.g., lunch meeting, CLE, etc.)
- Date(s) (Provide the YLD with a preferred and alternative date.)
- Time
- Location (Bar Center, law office, virtual, etc.)
- Marketing Materials (Email applicable graphics and brief program description.)
- Number of people you plan on accommodating
- If at the Bar Center, do you need audio/visual capabilities? (microphone(s), screen, sound, etc.)
- Special requests
- Do you want food catered from the YLD Committee Meeting Catering Choices?

Bar Counsel’s Review of Bar-Related Contracts

No State Bar-related contract shall be executed without first having been reviewed by Bar Counsel. This review is necessary so that Bar Counsel can assist you in preventing loss and to insure that insurance, indemnity and limitation of liability issues, especially those that are unique to the State Bar, are adequately contemplated.

For all State Bar contracts, the “State Bar of Georgia” shall be identified as the contracting party and the Executive Director is the State Bar’s designated signatory unless another signatory is approved.

At the earliest possible stage in considering a contract, including, but not limited to, contracts for services, entertainment, use of facilities,

independent contractors, member benefits, promotions, publishing or purchasing, you shall email a Word version of the contract to YLD Director Jessica Oglesby at jessicao@gabar.org, to be forwarded to Bar Counsel, who will review it for legal sufficiency. The review process can take up to five days for basic contracts or two to three weeks for more complex contracts. Bar Counsel will review the contract and provide you with comments, concerns and/or proposed modifications that you should address before signing the contract.

In order to avoid delays in the execution of the contract, please include Bar Counsel early in the contract process to allow ample time for review and modification. Once the contract is signed by all parties, provide Bar Counsel with a copy of the executed contract.

YLD Committee Meeting Catering Choices

Below are some catering options for your meeting. Choose what you would like and the YLD staff will place the order for you. We have an account with almost all these restaurants and can debit your committee's budget so that you do not have to submit for reimbursement. The Bar Center provides complimentary sodas (Coke, Diet Coke and Sprite), water and coffee. Committee budgets **cannot** be used to purchase alcohol.

Corner Bakery Cafe

www.cornerbakerycafe.com

- Corner Classic package with assorted gourmet sandwiches and choice of two sides: fruit medley, chips, pasta salad, Asian edamame salad, mixed greens salad, Caesar salad or other salads listed online, and dessert.
- Lunch boxes with specialty sandwich, bakery chips, fresh seasonal fruit and a freshly baked cookie.
- Corner Pasta Classic package with choice of pasta, salad, ciabatta bread and dessert.
- \$10-12 per person

Jason's Deli

www.jasonsdeli.com

- Sandwich Tray packages with assorted sandwiches, potato or pasta salad, chips, pickles and dessert.
- Lunch boxes with sandwich or salad, chips, pickle and cookie.
- Pasta Feast package with hot pasta, choice of house salad or Caesar salad tray, and assorted dessert tray. Served with toasted herb focaccia bread.
- Grand Potato Bar package with giant baked potatoes and toppings (bacon, butter, cheese, green onion and sour cream), choice of house salad or Caesar salad tray, and assorted dessert tray.
- \$10-14 per person

Rosa's Pizza

www.rosaspizza.net

- Pizza: Large cheese, white, veggie, pepperoni or Rosa's special. (Feeds four) \$3.50 – \$5.75 per person.
- Lasagna: Meat or spinach (half tray feeds 10-14; \$42.50) (full tray feeds 20-24; \$80)
- Salad: comes with choice of Italian or ranch dressing (feeds 15-20; \$36) (half pan available)

Carlyle's Catering

www.carlylescatering.com

- Sandwich trays featuring Boar's Head Brand® meats and cheeses served with one deli side. \$9.79 – \$12.79 per person
- Boxed lunches with sandwich, kettle chips, choice of deli side and a fresh baked cookie. \$8.79 – \$13.79 per person
- Hot entrées (minimum of 10 people) with two side dishes of your choice. Served buffet style with rolls and butter. \$12.99 – \$18.99 per person

Bitetime

www.bitetime.com

- Offering 20 different cuisines:
 - American grill (GrillaJoe)
 - Breakfast (Nana Bakin)
 - BBQ (Cut N Que)
 - Brazilian (Chewrasco)
 - Cajun (Papa Cajun)
 - Caribbean (Jamazed)
 - Chicken (Clucken)
 - Chinese (Wok Boss)
 - Grilled cheese (CheezLouise)
 - Hawaiian (Munchalo!)
 - Home cooking (Granny Rules)
 - Hot dogs (Got Franks?)
 - Italian (Sir Gusto)
 - Korean BBQ (Seoul Sizzle)
 - Loaded potatoes (Spudsters)
 - Mediterranean (Pita Pan's)
 - Mexican (El Pepi's)
 - Southern (Southern Kickin)
 - Thai (Rice a Roo)
 - Wraps and Salads (Sandwich Sal)
- \$11.50 per person (minimum of 25 people)



COMMITTEES

2024-25 YLD Committees

Child Protection and Advocacy

The purpose of this committee shall be to promote the objectives of the Young Lawyers Division within the field of Child Protection and Advocacy. The committee provides opportunities for young lawyers engaging in different areas of juvenile advocacy to connect.

Ashley Horton, Danielle Simpson and Zipporah Tillman

Community Service Projects

This committee provides opportunities for young lawyers to participate in local, state or national service projects focused on various social issues, such as working with organizations that address the needs of underprivileged children, hunger, domestic violence and the environment.

Merry Layman, Lyddy O'Brien and Taylor Wilson

Corporate Counsel

This committee addresses issues specific to young lawyers who practice in corporate legal departments, as well as those in private law firms that interact/represent corporate legal departments. The committee monitors and addresses legal developments in the areas of corporate governance and compliance, regulatory matters, mergers and acquisitions, ethics, human resources, technology solutions, privacy and partnerships with private law firms.

Javier Becerra, Blair Weatherly and Tayah Woodard

Criminal Law

This committee strives for the improvement of the criminal justice system, and where appropriate, seeks to implement changes. The committee annually sponsors CLE seminars and the Commitment to Justice Award.

Shaniqua Christian and Devin Rafus

Disaster Legal Assistance

This committee coordinates emergency legal assistance for victims of natural disasters.

Vacant

Estate and Elder Law

This committee is involved in the delivery of legal services to the elderly, monitoring legislation and other legal developments affecting the elderly community, and providing general information to older Georgians. This committee also oversees the Wills Clinic, which is a pro bono service project where attorney volunteers assist first responders in the preparation and execution of basic estate planning documents. The documents offered by the Wills Clinic include a Last Will & Testament, a Financial Power of Attorney and an Advance Health Care Directive.

Chelsey Haun and Markus Russell

Ethics and Professionalism

This committee develops programs to assist lawyers in achieving the ethical and professional standards set forth for the legal profession and to make the public aware that lawyers are striving to meet and exceed these standards. This committee works with the Chief Justice's Commission on Professionalism and the State Bar's Committee on Professionalism. The committee recognizes one young lawyer who has demonstrated outstanding professionalism with its Ethics & Professionalism Award.

Katie Rose Martin

Family Law

This committee provides educational and networking opportunities to young lawyers whose practice involves family law. The committee sponsors a networking event as part of the annual Family Law Institute, as well as an annual signature fundraising event, the "Supreme Cork," to raise money and awareness for causes involving family related issues in Georgia.

Emily Long, Ashley O'Neal and Jonathan Stoye

2024-25 YLD Committees

High School Mock Trial

This committee provides educational litigation experience to hundreds of high school students by sponsoring an annual statewide mock trial competition, sending a team to the national competition and holding a fall law camp. Young lawyers, judges and teachers throughout Georgia get involved in all levels of the competition as coaches, judges and committee members.

James Cox and D. Sarah Young

Inclusion in the Profession

This committee facilitates, analyzes and presents initiatives and programs which promote and increase participation, retention and representation of Georgia's diverse young lawyers to more accurately reflect the makeup of our state. The committee includes young lawyers who have been historically underrepresented and is open to all YLD members interested in supporting these goals and interests.

Demarius Newsome, Kier Prince and Shannon Schoultz

Intellectual Property Law

This committee promotes communication among young lawyers practicing in the various areas of intellectual property law as well as networking with other practice groups to enhance the availability of business opportunities. The committee provides CLE programs as well as social activities that promote networking and Bar participation.

Brent Radcliff, Bianca Webb and Christopher Williams-Lopez

Intrastate Moot Court Competition

This committee sponsors the annual Intrastate Moot Court Competition among students from Georgia law schools. It organizes and conducts all aspects of the competition.

Chelsea Harris and Megan Howerter

Judicial Law Clerk

This committee serves the professional needs of, and addresses issues specific to, young lawyers serving as Staff Attorneys or Judicial Law Clerks in either State or Federal Courts throughout the state. In this regard, the committee monitors and addresses legal developments and issues facing the courts. Moreover, the committee provides a forum for young, practicing lawyers to gain insight from other young lawyers serving in the courts.

The committee also sponsors CLE programs, covering topics of interest to Staff Attorneys and Judicial Law Clerks, and offers networking events throughout the year.

Tate Crymes, Mallory Fleming and Moritz Holloway

Labor and Employment Law

This committee provides educational and networking opportunities by: (1) enhancing the role and skill of young lawyers engaged in the practice of labor and employment through the development and dissemination of materials and discussion on subjects of interest to young labor and employment law practitioners; (2) assisting in the formation, administration and implementation of programs, forums and other activities for the education of members in matters pertaining to labor and employment; and (3) recognizing and discussing means of improving the practice of law in the field of labor and employment through meetings and other social events.

Deitra Jones and Iriel Jones

Law School Outreach Program

This committee seeks to communicate with each of Georgia's law schools and plan events where young lawyers can speak to students about getting involved in the YLD.

Chelsea Freeman Dease, Lina Khan and Emily Walker

Leadership Academy

This committee oversees the Leadership Academy by providing guidance and input for the application process and each of the program's six sessions.

James Banter, Samantha Mullis and Kelsie Speight

Leadership Academy Alumni Subcommittee

This committee provides continuing leadership development, community service, pro bono opportunities and networking opportunities for Leadership Academy alumni. The committee annually hosts a Holiday Luncheon and other events and programs to encourage members to sustain the relationships formed with their class, as well as forge new relationships with other alumni while serving the community. Members must be Leadership Academy graduates.

Brittain Hunt

2024-25 YLD Committees

Legal Food Frenzy

This committee coordinates with the Office of the Attorney General to host the statewide “Legal Food Frenzy,” a food drive and fundraiser competition among Georgia’s law firms, law schools and other legal organizations. The committee partners with community legal leaders across the state to spread awareness about Georgia’s hunger problems, and to make a significant impact by gathering both canned food donations and monetary donations to help those affected by hunger in the state. Community leader sign-ups begin on March 1, and the competition runs from late April to May 1.

Ashley Akins and Caroline Scalf

Legislative Affairs

This committee promotes education and involvement in the state legislative process. Working with the State Bar, the committee promotes Bar and/or YLD-initiated legislation and assists other YLD committees in legislative-related matters, including co-hosting the annual legislative luncheon with the Leadership Academy.

Austin Bennett, Franklin Gaddy and Matthew Norwood

Litigation

This committee addresses the needs of younger litigators by sponsoring litigation themed lunch-and-learns, CLEs and socials. The committee also places an emphasis on social activities as well as service to the community, fostering networking among the members.

Carlos Fernández, Morgan Lyndall and Holly Stephens

Business Law Subcommittee

This subcommittee addresses issues specific to young lawyers whose practice involves either commercial litigation or commercial transactions. The subcommittee monitors and addresses legal developments in the areas of business, commerce and finance on both federal and state levels.

Nathan Miles

Federal Litigation Subcommittee

This subcommittee of the YLD Litigation Committee addresses issues specific to young lawyers whose practice involves federal litigation. The subcommittee provides opportunities for young lawyers engaging in different areas of federal practice to connect.

Chase Duvall

National Moot Court Competition

This committee conducts the Region V competition of the National Moot Court Competition.

Jamie Christy and Douglas Comin

Public Interest Internship Program

This committee oversees the Public Interest Internship Program (PIIP) and acts as a liaison to other public interest organizations.

Arthur Bailin and Keona Blunt

Real Estate Law

This committee promotes communication among young lawyers practicing in the various areas of real estate law as well as networking with other practice groups to enhance the availability of business opportunities. The committee provides CLE programs as well as social activities that promote networking and Bar participation.

Morgan Boulineau and Erika Harris Fritz

Signature Fundraiser

This committee plans and executes the YLD Signature Fundraiser which benefits an organization of the YLD president’s choosing.

Vacant

Solo Practice/Small Firm

This committee seeks to provide opportunities for and support to solo practitioners and young lawyers who work in small firms. Recognizing that the economy and many other factors contribute to young lawyers hanging their own shingles, this committee focuses on providing discounted CLEs, organizing networking events and creating projects aimed at sharpening the skills and increasing the success of active member participants.

Colin Adebayo, Angie Holloway and Michael Thompson

Sports Law

This committee seeks to create engaging and exciting programming for young lawyers centered around their shared love for sports. The YLD Sports Law Committee offers a platform for young lawyers to explore the world of collegiate and professional sports, while also expanding their professional networks and enhancing their legal skill sets.

Joy Bonner and Caleb Ratliff

2024-25 YLD Committees

Wellness

This committee is meant to help young lawyers navigate the stresses of the profession by creating and promoting programs that emphasize health and wellness, including physical, emotional and mental well-being, and increase awareness of existing Bar programs that deal with such issues.

Cameron Roberts, Na'Tasha Webb-Prather and Allyson Yates

William W. Daniel National Invitational Mock Trial Competition

This committee hosts an annual criminal mock jury trial competition among law students. The talented competitors are law students hailing from law schools across the country. All Georgia law schools are also invited to participate. Every summer, the William W. Daniel National Invitational Mock Trial Committee sends hundreds of applications to ABA accredited law schools. Only 18 schools are invited to compete in this well known competition named in honor of the late Judge William W. Daniel of the Superior Court of Fulton County.

Matt Linwood Jones

Women in the Profession

This committee's mission is to ensure the success of women attorneys just beginning their careers by providing a forum for dialogue and ideas on multicultural concerns of women, sponsoring programs directed to business and professional development, organizing networking activities, and supporting organizations and causes which advance the status and progress of women in society.

Cayton Chrisman, Megan McCullouch and Olivia Mercer

Workers' Compensation

This committee is aimed at young lawyers whose practice involves representing claimants, employers, insurers and servicing agents in workers' compensation claims. This committee seeks to be a resource to young workers' compensation attorneys by providing relevant and useful information to help navigate the workers' compensation arena; creating guidance and mentorship opportunities by connecting young attorneys with seasoned workers' compensation attorneys; and facilitating social and networking opportunities throughout the state of Georgia.

Akash Patel and Michael Rosenstein

Committee Chair Guidelines

The following outline attempts to address the main topics involved in running a successful committee: getting started, holding meetings, reporting and ensuring continuity. It is not intended to be a comprehensive guide. It is a list of general ideas on how to make a committee work efficiently and effectively.

I. GETTING STARTED

- A. **Set Goals and Deadlines Early.** As leader of the committee, your primary function is to generate enthusiasm for your meetings and projects and keep the projects flowing. You should take some time prior to setting the first meeting to think about what you want to accomplish during the year. You don't need to have fully hatched plans for the committee; rather, you need to float good ideas and see what develops. The YLD office is a good resource for information about what may have been done in the past or what similar committees might be doing. In addition, ideas can be found on the ABA/YLD website (www.abanet.org/yld/home.html) and on other state bar's websites (see www.tyla.org and www.flayld.org.) The first meeting should be devoted to talking about and formulating one or more goals for the year, and then setting a timetable for achieving each goal. This is the most important thing to accomplish. Aim to maintain momentum throughout the year; holding one event at the beginning of the YLD year, with none towards the middle and end, is not desirable and can cause disunity amongst the committee members.
- B. **Co-Chairs.** If you have a co-chair, schedule an advance planning meeting with that person to divide up responsibilities and to make sure you are both on the same page about the committee's goals for the year. Be sure to keep in communication during the year, particularly in advance of committee meetings and events.
- C. **Recruiting Committee Members.** The YLD sends a recruitment brochure at the end of each summer to recruit YLD members to sign up for committees. The YLD office will forward to you a list of the persons who have signed up for your committee. In addition, you should utilize your own network to recruit committee members. If there is a specific task that requires a unique skill set, do not hesitate to call someone you know who fits the bill and invite them personally to join the committee and take on the task. The key to recruiting and retaining committee members is communicating to them, through words and by delegating tasks and seeking advice, that they are a vital member of the committee. This will provide them ownership and make

them feel a part of something larger than themselves, both of which act as internal motivators.

- D. **Motivating Committee Members.** Remember that part of your job is generating enthusiasm and keeping the ball rolling. That means, at a minimum, keeping your members informed and continuing to move forward. Some suggestions:

- Be aggressive in involving committee members, even if a member misses a meeting, send an email about the meeting and what was accomplished, and continue to send meeting notices to all members.
- Send a meeting summary to committee members with reminders of what they volunteered to do. This can be accomplished through social media pages or email lists.
- Recognize your committee members who go above and beyond the call of duty, or who truly work hard.
- Should your project become stalled for reasons outside of your control, continue to hold meetings. Consider creating smaller, short-range goals until you can get back on track.

II. MEETINGS

- A. **Holding Meetings.** Meetings should be held early and often. As soon as possible, set a regular meeting time for your committee (e.g., the third Thursday at noon) so that all committee members can calendar the meeting. You may want to vary the location around the state. The Bar Center offers a number of meeting rooms, teleconference capabilities and free parking to Bar members. You can contact the YLD office to check availability on meeting space and make reservations.

The timing of the meeting can be crucial. Lunch meetings often ensure a good turnout as well as Thursday afternoon meetings where hors d'oeuvres and beverages can be served to entice lawyers trying to wind down their weeks. Most food items can be catered and those expenses can be taken out of the committee's budget. (Alcohol is not a reimbursable expense.)

Providing members with strong speakers is one way to increase turnout and interest in your committee. This provides members value and a reason to take time to attend a committee meeting.

- B. **Have a Written Agenda for Every Meeting.** As your committee's leader, it is your job to prepare and stick to a written agenda for each meeting. You should circulate the

Committee Chair Guidelines

agenda prior to the meeting and request members to get back to you about any ideas or changes.

- C. **Keep Written Minutes of the Meeting.** Assign a committee person who will be attending meetings regularly to keep minutes of every meeting. A form has been provided in your handbook. Provide the minutes to the YLD Director and your committee members as soon as possible after the meeting. Make sure your next meeting and upcoming events are listed so that they can be added to the YLD calendar.
- D. **Low Attendance.** Sometimes, only three or four members may show up for a committee meeting. If this happens, you may need to change your regular meeting time or place. Don't get discouraged—persistence will pay off!

III. REPORTING

- A. **Meeting Minutes and Correspondence.** See above for discussion of the minutes. In addition, please ensure that all committee reports, meeting notices and general correspondence are forwarded to the YLD Director.
- B. **YLD Newsletter.** *The YLD Review* is a valuable resource in generating interest in or reporting about your committee or project. Write an article and send along a high-resolution photograph of your committee at work. You should also submit your meeting notices, calendar of events or other items of interest. The YLD newsletter deadlines are:

Volume 66, Issue 1: Sept. 1, 2024

Volume 66, Issue 2: Nov. 1, 2024

Volume 66, Issue 3: Feb. 1, 2025

Volume 66, Issue 4: May 1, 2025

These are hard deadlines. No extensions will be granted without approval from the YLD newsletter editors and the YLD president.

- C. **Awards of Achievement.** Each year, the YLD submits a package of all of its committees' accomplishments to the American Bar Association for consideration for the Awards of Achievement. The Georgia YLD has been quite successful with its submissions in the past, winning awards for its newsletters and community service projects. It is the committee chair's responsibility to get the information for the Award of Achievement together and forward it to the YLD office following each project. Include copies of all correspondence, photographs or videos of the projects, flyers or other items generated by your committee for part

of your submission. Your task in preparing for the Award of Achievement submission is made much easier by keeping it in mind as you go.

- D. **YLD Business Meetings.** The YLD generally meets four times each year: the Midyear Meeting of the State Bar of Georgia, as well as three other times in accordance with the Bylaws. All committees should provide a written report of the committee's activities to the YLD office no later than 15 days in advance of each YLD meeting to be delivered at the meeting.

Even though these meetings are not mandatory as part of your duties as chair, they are beneficial. You will be able to report on your committee's work and recruit members from around the state. The meetings also provide informal and leisurely opportunities to exchange ideas. In addition, they provide excellent opportunities for networking and meeting colleagues in person.

YLD Fall Meeting

Nov. 1-3, 2024

Jekyll Island Club Resort

Jekyll Island, Georgia

(in conjunction with the State Bar of Georgia)

YLD Midyear Meeting

Jan. 9-11, 2025

JW Marriott Savannah Plant Riverside District
Savannah, Georgia

(in conjunction with the State Bar of Georgia)

YLD Spring Meeting

March 28-30, 2025

Kimpton Aertson Hotel

Nashville, Tennessee

YLD Annual Meeting

June 5-8, 2025

Sawgrass Marriott Golf Resort & Spa

Ponte Vedra Beach, Florida

(in conjunction with the State Bar of Georgia)

- E. **Other Publications.** All content for publication must be approved in advance by the YLD Executive Committee. This includes any information published on the internet, including on websites, listservs, blogs, social media, etc. The State Bar has established policies on websites and emails, which are located in this handbook.

Committee Chair Guidelines

IV. FINANCES

- A. **Budget.** Each committee is given a monetary allotment for the year. Your committee's budget is contained under the Financial Information tab in this handbook. Expenditures should not exceed that amount.

Committee chairs shall be responsible for the preparation of budgets for their respective committees. The budget for the amount allotted for the current Bar year and any anticipated funds raised should be sent to the YLD director for approval by the treasurer no later than Sept. 30.

In addition, a proposed budget for the anticipated expenses and anticipated fundraising during the next Bar year should be sent to the YLD director and treasurer no later than Dec. 31 in order to ensure sufficient funding is allocated during the following Bar year. Any changes to the proposed budget should be communicated as soon as they are learned to facilitate the budgeting process.

If you are planning special events or believe your committee may exceed its allotted amount, think about how your project could dovetail with another, similar committee of the YLD or even the State Bar, and try to tap into the other committee's resources. You can also consider raising funds from outside sources, sponsors, friends of the Bar and/or foundations. Be sure you talk with the YLD director prior to commencing such a campaign. More information on fundraising is contained in this handbook.

- B. **Expenditures.** Expenditures should be made according to the committee's budget. Amounts allocated to committees must be used by June 30, or they will revert back to the State Bar of Georgia's general operating fund.

The State Bar has negotiated discounts with various vendors. Contact the YLD office to take advantage of them.

Because amounts allocated to committees are derived from Bar dues and the Bar is committed to being fiscally prudent with the use of Bar dues, committee allocations may **NOT** be used for the following:

- Alcohol
- Duplicating, mailing or faxing of materials. Committees should utilize the resources of the State Bar of Georgia for the reproduction and distribution of written materials, or absorb the cost should committee chairs or members duplicate and mail or fax materials from their office.
- Travel expenditures such as mileage and parking for committee chairs, members or speakers.

- Speaker appreciation gifts. Please contact the YLD office for speaker appreciation gifts.
- Reimbursement of members or speakers for time spent by them or any partner, associate, paralegal or other employee in connection with committee activities.
- Charitable contributions. Any individuals making such commitments shall be personally liable therefore.
- To pay for CLE credit for committee members, chairs or speakers.

In addition, committees should structure fees for programs, CLEs and other functions, or augment fees by means of sponsorship income, to operate such events on a financially self-sustaining basis to minimize the extent to which funds derived from the dues of non-attending Bar members are used to sustain such events. Should estimated costs for a program or event exceed proposed revenues, or if other circumstances exist, such as the poor overall financial condition of the committee, the YLD Executive Committee may require the committee to adjust the proposed fee or otherwise augment revenues.

Payment is not authorized for expenditures incurred by any committee except as provided for in the budget of such committee. Prior to drawing a State Bar of Georgia check for payment of any committee expenditure, the YLD office shall verify that such expense is a budgeted item and sufficient funds remain for such purpose.

- C. **Reimbursement.** Requests for reimbursement should be submitted to the YLD office within 30 days of the expenditure. The reimbursement form is included in this handbook. You must include all receipts, invoices, etc., and deliver to the YLD office. Backup is required in order to cut a check. A receipt showing items as "paid" and/or a zero balance is required by accounting to process your reimbursement. Copies of your credit card statement are not permissible as receipts. In addition, the reimbursement form must be accompanied by the ABA Project Information Form describing the committee project.

All reimbursements over \$100 and not listed in the committee's approved budget must be pre-approved by submitting a request to the YLD office two weeks prior to expenditure. If pre-approval is not obtained, no reimbursement will be available. Some requests may require the YLD office to receive approval from the YLD president and/or YLD Executive Committee.

Committee Chair Guidelines

D. **Other State Bar Finance Rules.** No committee shall have funds or bank accounts of its own, as all transactions connected with committee activities shall be reflected in the appropriate State Bar of Georgia/YLD account.

All funds received by a committee shall be remitted to the YLD, and all expenditures on behalf of a committee shall be paid by check of the State Bar of Georgia.

V. RESOURCES

State Bar Staff. The YLD Coordinator is available to assist the committees, but does not carry out the work of committees. The YLD Coordinator will be able to help with coordinating meeting notices (given sufficient time), arranging for conference rooms, establishing video and teleconference connections, administering expense reimbursements and communicating with the YLD Executive Council.

VI. CONTINUITY

The Bar year often seems incredibly short for committee chairs to accomplish any goal. In addition, the YLD's Bylaws provide that no person may chair a single committee for more than two years in a row. Some ways to ensure that the work done by your committee does not get lost in the shuffle of a long or a new year:

- Appoint a co-chair or vice chair, with the consent of the YLD president and the YLD president-elect, with the understanding that this person will become chair in the future.
- All letters, agendas, minutes, award of achievement submissions and other documents must be passed along to the next year's chair(s). Preparing a notebook is a great way to do this.
- Write an informal year-end summary for the notebook telling what was done, what was rejected and what not to do.
- Chairs are appointed by the YLD president to serve concurrently with him or her. Be on the lookout for committee members who would be good successors to you and recommend them to the YLD president-elect.

VII. MISCELLANEOUS

- A. **Legislation.** All positions on legislation must be approved by the Board of Governors of the State Bar. Committees are not permitted to lobby, except in conjunction with a concerted and approved State Bar effort.
- B. **Use of Bar Center.** Committee meetings may be held at the Bar Center with advance notice. Contact the YLD Administrative Assistant to schedule space.

C. **Committee Chair Orientation.** All committee chairs are highly encouraged to attend the YLD Committee Chair Orientation.

D. **Needs Analysis/Long Range Planning.** The YLD Executive Committee annually develops organizational goals for the year. In addition, during the Bar year, the YLD will be conducting a needs analysis and developing a long range plan to ensure that the YLD and its committees are meeting the needs of the YLD members.

Committee projects should be geared to fit within the organizational goals of the YLD, to meet the needs of YLD members and to further the purposes of the YLD, as set forth in the YLD Bylaws. Care should be taken in developing projects to ensure that they constitute a service to the profession or the public that is broad in scope. In addition, projects should not promote specific ideologies or religions.

PRACTICAL TIPS FOR COMMITTEE CHAIRS

Planning the Meeting

- » **Meeting Notices:** Give members notice well in advance of meetings or set the schedule for the year and stick to it. Committee members will be more likely to prepare and follow through if they see the big picture of meetings and deadlines.
- » **Charges:** It would be difficult to chair a committee if you did not know what the President and the Executive Committee expected of the group. If he or she has not charged the committee with specific, measurable goals, then ask for clarification or set your committee goals and clear them with these individuals.
- » **Time Management:** Committee members' time is valuable. Let them know this by thanking them for attending and showing respect for their time. Start and end your meeting on time. If work isn't completed within the meeting timeframe, suggest a conference call in the interim. Make every minute count.
- » **Committee Composition:** A word about overly large committees and "dead weight"—if, as the committee chair, you cannot figure out why some people volunteer without commitment or even showing up for meetings, speak to the YLD director about replacing them with more effective members or paring down the committee to a manageable size.
- » **Orientation:** Committee volunteers will appreciate a short briefing at the start of the year to learn what is expected of them. For instance, how many meetings will be required, and

Committee Chair Guidelines

how many hours will they need to give? This is also the time to indicate that though everyone is a volunteer, accountability and follow-through will be required to serve the committee.

- » **Subcommittees:** To accomplish more work on a timely basis, consider appointing subcommittees from among your members. A subcommittee or task force is smaller, more agile and can get the work done faster in many instances.
- » **Publicizing:** Publicizing a meeting is important. A committee can host a tier-one event, but if no one is aware of it, then no one will attend it. Creating an email list, listserv or Mailchimp account and maintaining an active membership list is one way to maximize event visibility. Committees are also recommended to reach out to the YLD director or administrative assistant for assistance in creating social media posts or pages, and to post pictures and other information to maintain an active presence to its members. If a separate social media account is created for the committee, it must be approved by the YLD director and president. Remember to publicize in advance as well as take photographs and memorialize the event afterwards. Highlighting past events can generate interest and activity as well.

At the Meeting

- » **Seating:** Don't miss the opportunity to plant yourself at the best seat at the table. That's not usually hidden in the corner or crowded among members. You want to be seen and have room to spread out—take advantage of the power of seating by arriving first.
- » **Guests and VIPs:** From time to time you may have a guest or non-committee member sit in the meeting. Treat them with respect by making them feel welcome and introducing them to the other members.
- » **Agenda:** The agenda keeps the meeting moving. It serves as a guide for committee members to gauge how long the meeting will last and how much discussion each item should receive. A meeting without an agenda allows for rambling discussions and sidebar chatter as members wait for the next topic.
- » **Forms:** It may help to have forms that make record keeping easier. Committees use forms to record motions, for sign-in rosters, for taking minutes and to report to the YLD Executive Committee. Consider the forms that will best serve your needs and streamline the work. Be sure to keep forms and materials that are generated for the committee in a central place—a notebook, Google doc or Dropbox account—in order to pass it on to future committee chairs.

- » **Flipchart:** A flipchart offers multiple purposes—some of them psychological. You may need to take charge of a meeting by walking to the flipchart to make a point. Or you can emphasize a point by using it to outline a plan, draw a chart or create a calendar, for example. Another use of a flipchart is for the member who likes to spout out ideas but seldom offers any details. Ask him or her to outline the idea on the flipchart, which usually silences them or helps to make their point.
- » **Performance Criteria:** Every committee project can be measured in various ways. For example, if the project is education—are you seeking to generate revenue, position the organization or enroll new members? Each volunteer will have a different perspective that you as chair will want to take into account and then set criteria for determining success.
- » **Minutes:** Committees should use minutes to report to the non-attending members, the YLD director and the YLD president on actions and to record commitments, deadlines and action steps. The chair is too busy to run the meeting and take the minutes, so seek a volunteer willing to actively listen and take good notes.
- » **Diplomat and Traffic Cop:** As committee chair, you'll have to keep members focused. If sidebar conversations develop, bring attention back to the agenda and pertinent discussions. It's okay to ask that cell phones be silenced and discussions stay focused.
- » **Take Action:** Simply stated, "Actions speak louder than words." Read the minutes of your last meeting. Are they simply reports and discussions—or do you see a clear course of actions, steps and progress?
- » **Summarize:** Every agenda item creates discussion. It is important that the chair summarize what is understood for the group. If someone says let's raise the fees and another member says we should offer discounts, it is up to the chair to bring about consensus. Try something like, "those are good points, what I think I hear you saying is we should offer seminars that make money for the organization but are discounted for members."
- » **Calendars:** Bring a calendar to the meeting—it's an important tool for setting the project deadlines and planning activities. It's easier to discuss the next meeting with a calendar in sight than to say you'll be announcing the meeting when you get back to your office.
- » **Handouts:** Give members the information they need for decision making. If it's a contract to review, make enough

Committee Chair Guidelines

copies to distribute—don't just read it to them. The same applies to agendas and other documents. By distributing information in advance, volunteers can review and prepare for your meeting.

- » **The Big Picture:** The chair must envision the organization's overall "big picture" (i.e., strategic mission and goals) and how the committee's work fits in. Try not to look at each goal as a successive project (one activity to achieve before tackling the next), but how you can advance the goals simultaneously. For example, if you are charged with developing several educational seminars, don't just plan one per quarter, but schedule a full year of seminars, sponsors and speakers.
- » **Rules of Order:** Rules of order are encouraged. They don't have to be formal but the position of chair should be respected, motions should be made and seconded before debate, and members should be recognized before speaking. Chaos develops if everyone speaks at once.

After the Meeting

- » **Reports:** As a committee leader, there is a responsibility for keeping the YLD director and the YLD president informed. The best way to do this is by written reports provided to them within 10 days of the meeting. Let them know of decisions, progress, needed resources and when the next meeting is scheduled. Keep your committee members well informed by copying them on the reports.
- » **Interim Efforts:** Check the progress of committee work in between formal meetings. Set up a mechanism for having committee members and subcommittees report on their progress. If you don't hear from members, remind them of their commitments and the need for accountability to achieve the committee's goals.
- » **Closure:** The best chairs leave a legacy. That means they achieve the goals set by the organization, they encourage the committee members to take on leadership roles, and they pass on important files and folders to the next appointed committee chair. Leave time to personally brief the new chair on achievements, pending work and recommendations. It is the chair's job to "package" the committee and present it so he or she will have a running start.

ABA YLD Awards of Achievement

What They Are

The Awards of Achievement are presented by the Young Lawyers Division of the American Bar Association to the affiliates that have accomplished the most during the previous bar year. The objectives of the Awards of Achievement are to provide an opportunity for local, state, and national YLD affiliates to obtain national recognition for well planned and executed programs that contribute significantly to the public good and to the betterment of the profession.

The Awards of Achievement also provide affiliates an opportunity to exchange ideas and obtain readily accessible information about the projects of other affiliates. In addition, it provides affiliates with a method of comparing and evaluating their programs with those of other affiliates.

Your Role as Committee Chair

Each year in June, the YLD submits a package of all of its committees' accomplishments to the American Bar Association for consideration for the Awards of Achievement. The Georgia YLD has been quite successful in its division in the past.

It is the committee chair's responsibility to get the information for the Awards of Achievement together and forward it to the YLD director after every project is accomplished. This is an ongoing effort that in the past has taken place in the spring, but now involves your cooperation year long after each and every project. Please fill out the project submission form so that we don't have to contact you asking for it. You will not get reimbursed for expenses without filling out the project information form. Please also submit copies of all correspondence, photographs, or videotapes of the project, flyers, or other items generated by your committee for part of your submission. This is not optional! Your task in preparing for the Awards of Achievement submission is made much easier by keeping it in mind as you go.

Send correspondence to:

Jessica Oglesby, YLD Director
State Bar of Georgia
104 Marietta St. NW, Suite 100
Atlanta, GA 30303
404-527-8778 | Fax 404-527-8717
jessicao@gabar.org

Steps for Organizing a CLE Program

Step 1

Plan a topic that you think will appeal to your committee/group.

Step 2

Think of a date, time and location to hold the CLE.

Step 3

Coordinate with YLD staff to make sure we can secure the date/location (if at State Bar) or to set up a Zoom webinar.

Step 4

Secure a speaker and get an outline together.

Step 5

Fill out the YLD CLE Approval Form (included in your handbook) and submit to the YLD director along with an agenda/outline.

Step 6

Once CLE approval has been granted, publicize your program—online sign up can be setup through the YLD department.

Your CLE is not approved until the form has been signed off by the YLD director and the CLE director

Step 7

Secure program material. (Do you need A/V for PowerPoint? Do you need to print materials from speaker to pass out?)

Step 8

Provide final catering headcount to the YLD Coordinator 3-5 days before the event.

Step 9

Day of program, you will need attendees to sign a sign-up sheet with their name and Bar number.

Step 9

Submit CLE sign-up sheet with names and Bar numbers along to the YLD department for processing.

Step 10

Email YLD Coordinator with names and addresses of speakers for gifts.

Questions? Contact YLD Coordinator Jamie Goss at 404-526-8607 or YLD Director Jessica Oglesby at 404-527-8778.

YLD CLE Approval Form

Please provide the following information so that your proposed CLE course can be submitted for approval into the online portal. You will be notified of the status of your course once it has been reviewed by the Commission on Continuing Lawyer Competency.

COURSE INFORMATION

Course Name _____

Start Date _____ End Date _____

CLE Format

- In-Person Attendance
(Not In-House and Not Distance Learning)

City _____ State _____ Country _____

- In-House
Law firms, corporate legal departments and similar entities develop and present CLE activities to assist their member attorneys in maintaining their professional competence. Even if outside presenters are used, these seminars are considered In-House.

- Distance Learning
Remote attendance (online, webinars, live webcasts and other distance learning formats).

Registration Fee

- Registration Fee for the Attendee
- No Registration Fee for the Attendee

INSTRUCTIONAL HOURS

Total _____

Total number of hours for the entire program. This includes all instructional hours but does not include breaks or introductions. (60 minutes=1 CLE hour; round down to the nearest half hour)

Ethics _____

Are any of the program hours Ethics? If yes, how many? (60 minutes=1 CLE hour; round down to the nearest half hour)

Trial _____

Are any of the program hours Trial? If yes, how many? (60 minutes=1 CLE hour; round down to the nearest half hour)

Professionalism _____

Are any of the program hours Professionalism? If yes, how many? (60 minutes=1 CLE hour; round down to the nearest half hour) Please see the next page for required supporting documents.

SUPPORTING DOCUMENTS

Submit with this request the following information:

- A brochure or other such outline that:
 1. describes the course content,
 2. identifies the faculty and states their qualifications,
 3. lists the topics by title, and
 4. shows the time schedule for each topic, for breaks, for lunch, etc.
- Include a copy of the course materials that will be distributed to each attendee.
- Professionalism Requirements:
 1. Professionalism CLE applications should demonstrate how the CLE will create a forum in which lawyers, judges, and legal educators can explore and reflect upon the meaning and goals of professionalism in contemporary legal practice. Please state the professionalism learning objective for the professionalism CLE program and explain what professionalism concepts will be highlighted during the professionalism CLE program.
 2. Explain how the professionalism CLE session of your CLE complies with Rule 5 of the 2019 Revised Professionalism CLE Guidelines.

The following file types are accepted: PDF, PowerPoint, Excel, Word, Text, MP3, MP4, MOV.

SUBMITTED BY

Name _____ Date _____

Return form and supporting documents to Jessica Oglesby at jessicao@gabar.org.



FINANCIAL INFORMATION

2024-25 YLD Committee Budget

Child Protection and Advocacy	\$350
Community Service Projects	\$1,250
Corporate Counsel	\$200
Criminal Law	\$500
Disaster Legal Assistance	\$100
Estate and Elder Law	\$1,500
Ethics and Professionalism	\$350
Family Law	\$750
High School Mock Trial	--
Inclusion in the Profession	\$1000
Intellectual Property Law	\$750
Intrastate Moot Court Competition	\$1,250
Judicial Law Clerk	\$650
Labor and Employment Law	\$1,000
Law School Outreach	\$2,000
Leadership Academy	\$18,500
Leadership Academy Alumni Subcommittee	\$2,500
Legal Food Frenzy	\$1,500
Legislative Affairs	\$700
Litigation	\$2,500
Business Law Subcommittee	\$350
Federal Law Subcommittee	--
National Moot Court Competition	--
Public Interest Internship Program	\$3,750
Real Estate Law	\$500
Signature Fundraiser	\$3,250
Solo Practice/Small Firm	\$500
Sports Law	\$150
Wellness	\$700
William W. Daniel National Invitational Mock Trial Competition	\$800
Women in the Profession	\$1,250
Workers' Compensation	\$350

Committee Reimbursement Form

Description of expense items _____

Requested by _____ Amount \$ _____

Make check payable to _____

Address _____

Name of YLD committee _____

1. Attached Project Information Form must be completed or Committee Reimbursement Form will not be considered.
2. Prior authorization from YLD Director Jessica Oglesby (jessicao@gabar.org) must be obtained for expenses over \$100 unless approved on committee line item budget. (Attach with form.)
3. Attach supporting invoice or documentation (e.g., copies of receipts, etc.).
4. Allow 2-3 weeks for all reimbursements.
5. All requests must be submitted before the end of the Bar year (June 30) to qualify for reimbursement.
6. Committee funds cannot be used for alcohol or travel reimbursements. See Committee Chair Guidelines, IV(B) on page 47, for other restrictions.
7. Email, fax or mail requests to:
 Jamie Goss, YLD Coordinator
 State Bar of Georgia
 104 Marietta St. NW, Suite 100
 Atlanta, GA 30303
 jamieg@gabar.org
 Fax 404-527-8717

Project Information Form

This form must be completed for all single project service to the bar, public and comprehensive applications. One form must be completed for each project included in a comprehensive application as well as for each single project application entry.

Affiliate Name **State Bar of Georgia Young Lawyers Division**

Project Title _____

(If Comprehensive Application) Project ID # _____

1. Type of Project

- Service to the Public Service to the Bar

2. Degree of Change or Growth

- New Project this Year Project Continued from Previous Year

3. Project Description

Please provide a brief description (250 words or less) of your project. Be sure to include a description of the role(s) played by the young lawyer volunteers in the undertaking of this project; any products resulting from the project; and in the case of continuing projects, if they have been expanded and how.

4. Needs Assessment

What was the reason for undertaking this project? (e.g., was the project internally or externally motivated?; was there a need in the community for the project?; was there a target audience?)

5. Achievement of Goals/Impact

A. What were the goals and objectives of the project and how were they met?

B. If the goals were not met, why not?

C. Will this be a recurring project? If yes, will you make any revisions?

6. Degree of Participation by Members

A. How many YLD members actually participated in this project? (Consider young lawyer involvement in all the different stages of the project: planning, organization, implementation and/or presentation.)

Please indicate how many:

_____ YLD leadership (officers, directors, representatives)

_____ YLD committee members

_____ YLD general membership

B. Was the project conducted with the senior bar? Yes No

C. What other groups or individuals participated and in what numbers?

7. Budget

A. What was the cost of this project excluding in-kind/donated services?

B. How was the project funded?

8. Supporting Documents

Do you have any flyers or photos from the event/project?

2024-25 Sponsorship Packages

	GOLD \$5,000	SILVER \$2,500	BRONZE \$1,000	FRIEND OF THE YLD \$500
Specific announcement and recognition in meeting brochure and literature for the Fall and Spring Meetings	●	●	●	Spring Meeting only
Opportunity to address attendees during the General Session of the Fall, Midyear and Spring Meetings	●	●	●	Midyear and Spring Meetings only
Opportunity to provide promotional material at Fall, Midyear and Spring Meetings	●	●	●	Midyear and Spring Meetings only
Listed as YLD sponsor in one issue of <i>The YLD Review</i>	●	●	●	
Receipt of official registered attendee names list after Fall, Midyear and Spring Meetings	●	●		
Marketing/advertising opportunity through social media highlights (Facebook, Twitter, LinkedIn and Instagram)	4 posts	2 posts		
Full registration package for the Fall, Midyear and Spring Meetings	1 full package to three meetings	1 full package to one meeting		
Tickets to the YLD Signature Fundraiser	4 tickets and listed as \$1,000 sponsor	2 tickets and listed as \$500 sponsor		



COMMUNICATIONS

Submission Guidelines for *The YLD Review*

2024-25 Deadlines

<u>Edition</u>	<u>Copy/Submission Deadline</u>	<u>Distribution Date</u>
Vol. 66, No. 1 (Fall)	Sept. 1, 2024	October 2024
Vol. 66, No. 2 (Winter)	Nov. 1, 2024	December 2024
Vol. 66, No. 3 (Spring)	Feb. 1, 2025	March 2025
Vol. 66, No. 4 (Summer)	May 1, 2025	June 2025

General Guidelines

1. Submit all articles, committee updates, event notices, pictures and other materials for consideration to YLD Director Jessica Oglesby via email to jessicao@gabar.org.
2. Submissions **must** be attached in a Word document. PDF, faxed or linked versions will not be considered. ChatGPT- and other AI-created articles are prohibited.
3. Submitting an article does not guarantee inclusion in *The YLD Review*. Final inclusion choices are based on submission date, space availability/limitation, availability of accompanying photos and the editorial discretion of the YLD newsletter editors, YLD president and YLD director.
4. The YLD newsletter editors, YLD president and YLD director will make all decisions regarding what is included in each newsletter, as well as how each article/piece will be presented. Additionally, all articles will be edited by the YLD newsletter editors, YLD president, YLD director, State Bar General Counsel and Executive Director for spelling, grammar, length and content.
5. The deadlines as stated above are **final**.
7. We strongly encourage you to “advertise” upcoming events in *The YLD Review*, but keep the distribution date in mind making sure that the date of your event is before the newsletter is posted.
8. The newsletter is available online for members of the State Bar of Georgia and the public. This is our chance to show the “Big Bar” and those who are not involved with the YLD all of the good work the YLD accomplishes. Please send information about your events—both announcements of upcoming events and post-project summaries.

State Bar of Georgia Standing Board and Executive Committee Policies

State Bar of Georgia Standing Board and Executive Committee Policies can be found at www.gabar.org/handbook.



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www.georgiayld.org