



Standing Resolutions, Policies, and Procedures

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TOM HOMANN LGBTQ+ LAW ASSOCIATION

STANDING RESOLUTIONS, POLICIES, AND PROCEDURES

The following are resolutions, policies, and procedures adopted by the Tom Homann LGBTQ+ Law Association's ("THLA") Board of Directors. Unless otherwise noted, each resolution, policy, or procedure was adopted and can be amended by a majority of the Board.

1. Annual Membership Dues

[Amended – January 5, 2019]

Pursuant to the *THLA Bylaws*, the Board sets the annual membership dues for each category of membership as follows. Annual membership dues shall remain in effect prospectively until altered by a majority of the Board or by-law.

Membership Category	Dues Amount
Attorney Member (5 years or more in practice)	\$75.00
Attorney Member (Less than 5 years in practice)	\$55.00
Other Legal Professional	\$25.00
Student Membership	\$15.00
Community Membership	\$25.00
Judicial Officer	No Dues
Sustaining Membership	\$250.00
Supporting Membership	\$150.00
Honorary Membership	No Dues

Annual membership dues are based on a yearly cycle for each member, running 365 days from payment of membership dues.

The Board reserves the right to alter these dues based on financial hardship or other considerations as outlined in the *THLA Bylaws*. The Board also reserves the right to alter these dues based on promotional incentives or proration.

2. Candidate Endorsement or Nomination

[Amended – January 23, 2022]

The Tom Homann LGBT Law Association’s Endorsements Committee evaluates endorsement requests by nominees for judicial office and other non-partisan offices for which membership in the California State Bar is required.

Policies and Procedures for Endorsements

The Endorsements Committee shall collect information from candidates, including curriculum vitae and/or resumes, cover letters, statements, and any other supporting materials the candidate may wish to submit. The information shall be distributed to the Committee for review. The Committee may or may not request an in person interview to discuss the endorsement request and answer questions.

Factors the Committee will consider in analyzing an endorsement request include, but are not limited to, the following:

- A. The candidate’s qualifications and professional work experience;
- B. The candidate’s involvement in, and support of, the lesbian, gay, bisexual, transgender, and other persons of different sexual orientations and/or gender identity (“LGBTQ+”) community;
- C. The candidate’s position on LGBTQ+-related issues;
- D. The candidate’s involvement with Tom Homann LGBT Law Association;
- E. The candidate’s social or community work to help groups that are disadvantaged or suffer from discrimination;
- F. The candidate’s commitment to diversity and equality;
- G. The candidate’s involvement with other diverse Bar Associations.

The Endorsements Committee will not contact candidates or endorse candidates who have not requested an endorsement from THLA.

After the Committee vets a candidate, the Committee will make a recommendation to the full THLA Board of Directors on each endorsement. The full THLA Board will consider and vote on each endorsement. A majority of the Board in favor of the endorsement is required to secure THLA’s endorsement. In all circumstances, whether favorable or unfavorable, the Chair of the Committee will notify the candidate of the Board’s decision. THLA will not be limited in the number of candidates it may endorse.

A THLA endorsement, made by a majority of the Board, applies only to the particular candidate and for the particular election and office that the candidate seeks. Candidates who have been previously endorsed by THLA must seek re-endorsement for a new election or office.

3. Co-Sponsorship of Events

[Amended – January 23, 2022]

THLA may co-sponsor events with other organizations, provided that those events further THLA's purposes, as identified in the *THLA Bylaws*.

For name-only sponsorship requests, the Co-Presidents may, in their discretion, approve co-sponsorship of the event without formal Board approval, provided that the Co-Presidents give notice to the Board prior to approval. The Co-Presidents may also refer the name-only sponsorship request to the Board for consideration, and in any event shall do so if the Co-Presidents cannot agree on sponsorship of the event.

For monetary sponsorships or other sponsorship requests, majority Board approval shall be obtained prior to co-sponsoring an event.

The Board reserves the right under the *THLA Bylaws* to refer event co-sponsorship requests to committee.

4. Amicus Briefs Policies and Procedures

[Amended – January 23, 2022]

THLA may file its own or sign onto any externally produced *amicus* brief that furthers THLA's purposes, as identified in the *THLA Bylaws*.

A. Policies for determining whether THLA will file or join an Amicus Brief

In determining whether to file or join an *amicus* brief in any given case, THLA will consider the following factors as well as any other special considerations that may arise in a particular case:

1. Are there issues in the case that align with THLA's mission?
2. Are the issues ones that will help secure, defend and/or expand the human, civil and legal rights of LGBTQ+ people?
3. Are the issues in the case of importance to LGBTQ+ people? Does the case address an area of law directly relating to LGBTQ+ people? Will the resolution of the issues have a significant impact or effect on LGBTQ+ people even though the

issues are not normally considered “LGBTQ+ issues”? Are the issues likely to be or have they already been adequately briefed by the parties to the lawsuit?

4. Is THLA’s and/or the *amici*’s position likely to be of interest to the Court?
5. In cases where THLA drafts its own *amicus* brief, will the fact that THLA takes the trouble to file an *amicus* brief highlight the importance of the issues in a way that might not otherwise be evident?
6. Where do the issues fall among THLA’s overall priorities and *amicus* brief priorities for the year?

B. Procedures for the filing of *Amicus* Briefs by THLA

The THLA Board of Directors may establish priorities as to the types of issues to which THLA wishes to direct its resources each year. If such priorities are established, these priorities shall be distributed to the Board of Directors and to members of the *Amicus* Committee and shall guide, but not necessarily control, decisions of whether to file an *amicus* brief.

1. Joining *Amicus* Briefs

The *Amicus* Committee will coordinate with like-minded organizations such as the Lambda Legal Defense and Education Fund, Equality California, and the National Center for Lesbian Rights to obtain information about opportunities to join *amicus* briefs prepared by and on behalf of such organizations. The Committee Chair or Co-Chairs will ensure that they or their designee maintains communication with such organizations to ensure that THLA is presented with *amicus* opportunities for consideration.

Upon receipt of information about *amicus* opportunities, the *Amicus* Committee Chair(s) or their designee will inform the Committee of such opportunities and invitations to join *amicus* briefs.

The *Amicus* Committee will review and evaluate all draft *amicus* briefs that THLA has been invited to join. The Committee will make a recommendation whether to join the *amicus* brief based on the policies above. The Committee will submit its recommendation to the Board, and the Board shall then determine whether THLA should join in the brief.

If the Board votes to join the *amicus* brief, the *Amicus* Committee, through the Chair(s) or their designee, will notify the organization that is coordinating the drafting of the *amicus* brief. The *Amicus* Committee, through the Chair(s) or their

designee, will advise the coordinating organization of any recommended edits, where appropriate and applicable.

2. Filing Amicus Briefs

The *Amicus* Committee may receive requests to file an *amicus* brief in a particular case or may identify a particular case in which THLA may wish to file its own *amicus* brief. Any requests that THLA file an *amicus* brief shall be referred to the Chair or Co-Chairs of the *Amicus* Committee.

Upon receipt of a request to file an *amicus* brief or upon identification of a case in which THLA may wish to file an *amicus* brief, the *Amicus* Committee will gather information and evaluate whether THLA should draft and file an *amicus* brief in the case. The Committee shall present its evaluation and recommendation to the Board, and the Board shall determine whether THLA should file an *amicus* brief.

The *Amicus* Committee shall be responsible to make arrangements, including the identification of lawyers, to prepare and file an *amicus* brief on behalf of THLA in any case in which the Board determines that such a brief should be filed. In the event that arrangements cannot be made, the Committee may request that the Board reconsider whether to file an *amicus* brief. The *Amicus* Committee or the Chair(s) or their designee shall supervise the preparation of the *amicus* brief.

Once an *amicus* brief is prepared on behalf of THLA, it shall be reviewed by the *Amicus* Committee. The *Amicus* Committee shall present the *amicus* brief to the Board with a recommendation whether to file the brief. The Board shall determine whether to file the *amicus* brief.

If the Board votes to file the *amicus* brief, the *Amicus* Committee, through the Chair(s) or their designee, will notify the attorneys drafting the *amicus* brief. The *Amicus* Committee, through the Chair(s) or their designee, will advise the drafters of any recommended edits, where appropriate and applicable. The *Amicus* Committee Chair(s) or their designee will review and approve the final version of the *amicus* brief prior to filing.

5. Mailing List and Online Directory Use

[Amended – January 23, 2022]

As a result of historical discrimination and harassment, THLA strives to protect its members' identities when the member so requests.

To that end, THLA's non-public contact information of THLA members may not be used by any non-Board member for the purpose of mass communication, solicitation of donations or other funding, or other unauthorized use.

A member, non-member, or organization may seek permission to use membership contact information, provided that the use of that information furthers THLA's purposes, as identified in the *THLA Bylaws*.

Whenever possible, majority approval of the Board should be obtained prior to releasing THLA members' contact information. If time does not permit Board approval, both Co-Presidents may agree to release this information.

When THLA members' contact information is approved for use, the information's use shall be limited solely to the purposes for which it was authorized. A THLA Board member shall supervise the use of the information, including (if necessary) sending out the material under the auspices of THLA.

6. Number of Board Members

[Amended – January 23, 2022]

Pursuant to its powers under the *THLA Bylaws*, the Board sets its own membership at fifteen (15) members, to be filled consistent with the election and vacancy procedures outlined in the *THLA Bylaws* and these *Standing Resolutions, Policies and Procedures*.

7. Expense Reimbursement Policy

[Amended – January 23, 2022]

THLA will provide reimbursement for reasonable and necessary expenses to its Board of Director Members, or any General Member or other person acting at the direction of the Board, one of its Committees, or one of its Directors.

Persons seeking reimbursement must complete the Expense Reimbursement Request Form fully and accurately and submit the form to THLA's Chief Financial Officer within 45 days of the date the expense is incurred. All receipts should be scanned and attached and submitted with the Expense Reimbursement Request Form.

For any expense within a pre-approved budget, the Chief Financial Officer shall review the Expense Reimbursement Form and all receipts, and any suggested budget if applicable, and shall issue a reimbursement for expenses that the Chief Financial Officer deems reasonable and necessary. The Chief Financial Officer shall make a reimbursement decision at or before the next scheduled meeting of the Board, or, if that is not feasible, then within 2 weeks of submission of completed Expense Reimbursement Form with all receipts.

For any expense outside of a pre-approved budget, the Chief Financial Officer and the Co-Presidents shall review the Expense Reimbursement Form and all receipts, and any suggested budget if applicable, and shall issue a reimbursement for expenses that the Chief Financial Officer and the Co-Presidents deem reasonable and necessary. The Officers shall make a reimbursement decision within 2 weeks of submission of completed Expense Reimbursement Form with all receipts.

If the Chief Financial Officer incurs a reimbursable expense, they shall submit the Expense Reimbursement Form and all receipts to the Co-Presidents for review, who shall in turn authorize reimbursement if they deem the expense reasonable and necessary.

In the event the Chief Financial Officer or Co-Presidents are unsure whether an incurred expense is reasonable or necessary, the reimbursement request shall be submitted to the Board to review. If the Chief Financial Officer or the Co-Presidents deny any part or all of a reimbursement request, the person requesting reimbursement can seek further review from the Board within 45 days of the denial.

The Board or any Director may request an accounting from the Chief Financial Officer regarding any incurred expense, including review of the Expense Reimbursement Request Form and any receipts. The Chief Financial Officer shall provide any such accounting as timely as possible upon such request.

The Chief Financial Officer shall maintain a secure access web portal or other document storage mechanism (including cloud-based storage) so that Board Members can regularly access and view THLA's financial information, including banking statements and reimbursement requests.

8. Endorsements Committee

[Amended – January 23, 2022]

Role: The scope and purpose of the Endorsements Committee is to coordinate the candidate endorsement and nomination process for THLA for those individuals who are seeking appointment, election, nomination, or other endorsement from THLA for judicial office and other non-partisan offices for which membership in the California State Bar is required.

Committee Members Responsibilities: The Endorsements Committee will meet as needed to address pending endorsement or nomination requests. The Endorsements Committee shall review an applicant's written submissions and other materials provided by the applicant.

The Endorsements Committee shall also set a meeting with the applicant, when possible, to serve as an opportunity for the applicant to make a presentation to the Endorsements Committee, or to the Board if recommended by the Endorsements Committee or so directed by the Board, and for the Endorsements Committee to ask questions of the applicant.

The Endorsements Committee may also solicit references or comments from community members regarding the applicant's qualifications.

After the review process is complete, the Endorsements Committee shall forward its recommendation, if any, to the THLA Board whether to endorse the applicant.

All endorsements, including the scope of endorsement and the offices for which endorsement can be sought, shall be governed by the *THLA Bylaws* and these *Standing Resolutions, Policies and Procedures*. The Endorsements Committee shall also develop protocols for handling the endorsement and nomination process.

Co-Chair(s): The Endorsements Committee shall be chaired or co-chaired by one or more Directors of the Board. If Co-Chairs are selected for the Endorsements Committee, the Board shall strive, when possible, to ensure diversity with respect to sexual orientation and gender identity between the Co-Chairs.

Membership: The Endorsements Committee shall be comprised of Directors from the Board, or THLA General Members as appointed by the Board, in a number to be set annually by the Board.

9. **Public Relations Committee**

[Amended – January 23, 2022]

Role: The Public Relations Committee shall assist the Board to increase the profile and awareness of THLA and to promote THLA's purposes, events, and programs to THLA members or potential members, donors or potential donors, and the public generally.

Committee Members Responsibilities: Committee members should be willing and able to cultivate THLA's external profile, including, without limitation, by utilizing social media, the THLA website and its e-mail listserv, and be willing to leverage off media and corporate contacts where appropriate. The Public Relations Committee shall undertake the following responsibilities which are set forth as a guide. The Public Relations Committee is authorized to carry out these activities and other actions reasonably related to the Committee's purpose or assigned by the Board from time to time. Committee responsibilities include:

- A. Overseeing and coordinating THLA's public statements
- B. Updating THLA's website and other social media outlets
- C. Updating the SDCBA's Legal Community Calendar with THLA's Signature Events
- D. Preparing press releases for THLA events

- E. Disseminating information to the THLA membership on upcoming events and programming through the THLA e-mail listserv
- F. Maintaining the website, other social media outlets, and the e-mail listserv
- G. Working to create and distribute THLA content to fulfill the Committee's role (e.g. newsletter)
- H. Regularly report to the Board on Committee findings, recommendations and actions, and any other matters the Committee deems appropriate or the Board requests.

Co-Chair(s): The Public Relations Committee shall be chaired or co-chaired by one or more Directors of the Board. If Co-Chairs are selected for the Public Relations Committee, the Board shall strive, when possible, to ensure diversity with respect to sexual orientation and gender identity between the Co-Chairs.

Membership: The Public Relations Committee shall be comprised of Directors from the Board and THLA General Members, in a number to be set annually by the Board.

10. Events Committee

[Amended – January 23, 2022]

Role: The scope and purpose of the Events Committee is to organize social and networking activities that provide THLA members an opportunity to interact with each other, the bench, other bar associations, community organizations, and generally with other members of the bar and community.

Committee Members Responsibilities: The Events Committee will hold meetings as needed throughout the year to plan social and networking events. The Events Committee should actively solicit co-sponsorship or other inter-association networking events for THLA members, as well as coordinate events specifically for THLA members. The Events Committee will coordinate, at a minimum, the Summer/Fall BBQ, the student-attorney mixer, and the annual holiday party. The Events Committee will also solicit input from the Board and General Members as to other events to hold throughout the year.

Further, in preparation for THLA events, the Events Committee will review the SDCBA Legal Community Calendar, and check any potential religious observances, for potential conflicts with the scheduled event.

Co-Chair(s): The Events Committee shall be chaired or co-chaired by one or more Directors of the Board. If Co-Chairs are selected for the Events Committee, the Board shall strive, when possible, to ensure diversity with respect to sexual orientation and gender identity between the Co-Chairs.

Membership: The Events Committee shall be comprised of Directors from the Board and THLA General Members, in a number to be set annually by the Board.

11. CLE and Community Service Committee

[Amended – January 23, 2022]

Role: The scope and purpose of the CLE and Community Service Committee is to provide learning and service opportunities for THLA members, including seminars and continuing legal education programs, as well as other programming and community service activities.

Committee Members Responsibilities: The CLE and Community Service Committee will meet as needed to develop ideas for professional, educational, and service-oriented events, and to coordinate those events. The CLE and Community Service Committee should actively solicit feedback from the Board, THLA General Members, and outside organizations for potential programming events. The CLE and Community Service Committee should also actively solicit co-sponsorship from other bar associations and organizations for THLA programming, and should reach out to other organizations for potential sponsorship by THLA of the other organizations' events when, in its discretion, it determines such co-sponsorship will further the purposes of the Committee or enhance membership value.

The CLE and Community Service Committee should try to host at least three (3) THLA programming events per year, and co-sponsor at least three (3) programming events of other organizations. In order to further this goal, the Committee shall be responsible for and make all reasonable efforts to cause THLA to become and maintain the status of a multiple activity provider (as defined by the State Bar of California) of continuing legal education credit.

Co-Chair(s): The CLE and Community Service Committee shall be chaired or co-chaired by one or more Directors of the Board. If Co-Chairs are selected for the CLE and Community Service Committee, the Board shall strive, when possible, to ensure diversity with respect to sexual orientation and gender identity between the Co-Chairs. The chair(s), or an appointee of the chair(s), shall be designated as THLA's MCLE provider contact to the State Bar of California.

Membership: The CLE and Programming Committee shall be comprised of Directors from the Board and THLA General Members, in a number to be set annually by the Board.

12. Co-Presidents' Advisory Committee

[Amended – January 23, 2022]

Role: The scope and purpose of the Advisory Committee is to provide historical perspective, guidance, and advice to the THLA Co-Presidents and Board on issues related to the governance, organization, and strategies developed to further THLA's mission.

Committee Members Responsibilities: Advisory Committee members will attend quarterly meetings, participate openly in discussions, and make a good faith effort to provide guidance to the THLA Co-Presidents. The Advisory Committee’s recommendations shall have no binding effect on the Co-Presidents or the Board.

Co-Chair(s): The Advisory Committee shall be co-chaired by the Co-Presidents.

Membership: The Co-Presidents may annually select the membership of the Advisory Committee, and shall inform the Board of their selections, if any. At the conclusion of each Board term, the Advisory Committee’s term shall expire, and the new Co-Presidents may select a new Advisory Committee.

13. **Election Committee and Election Rules and Procedures**

[Amended – January 23, 2022]

Role: The scope and purpose of the Election Committee is to promulgate rules, regulations, and procedures for THLA elections, including the annual election of the Board of Directors; to implement and interpret these rules, regulations, and procedures; to oversee the elections process; and to resolve any disputes related to the election rules, regulations, procedures, election results, validity of ballots, and the qualifications of THLA members casting votes.

Committee Members Responsibilities: Election Committee members will attend meetings as needed prior to any THLA election in order to review and revise the election rules, regulations, and procedures, as well as plan and coordinate the election dates and process.

Co-Chair(s): The Election Committee shall be chaired or co-chaired by one or more Directors of the Board. If Co-Chairs are selected for the Election Committee, the Board shall strive, when possible, to ensure diversity with respect to sexual orientation and gender identity between the Co-Chairs.

Membership: The Election Committee shall be comprised of Directors from the Board and THLA General Members, consistent with the *THLA Bylaws*. As set forth below, the Election Committee shall review rules, procedures, timelines, and other election-related issues in advance of an election. However, Directors or THLA General Members on the Election Committee who are running in a particular election shall not administer, oversee, or otherwise participate in any election-related decision once the particular election has commenced; such duties shall be delegated to the Election Referee or a subcommittee of the Election Committee consisting of individuals who are not running in the particular election.

Election Rules and Procedures

- A. The Election Committee shall meet sufficiently in advance of each election to set the dates for each election, including the dates for (1) notice to the members of the election,

(2) deadline for nominations, (3) deadline for Candidate Statements to be received by the Election Committee, (4) deadline for ballots and Candidate Statements to be distributed, (5) deadline for ballots to be received, and (6) election and announcement of results.

- B. The Election Committee may develop a standard form for all candidates to complete (Candidate Statement) containing information about each candidate. Such information will be distributed to the THLA General Membership prior to any contested election. Alternatively, if the Election Committee has not approved a standard form for a particular election, candidates may submit a personal Candidate Statement regarding the candidate's qualifications for and interest in being on the Board, not to exceed a word count as set by the Election Committee, that will be distributed to the THLA General Membership prior to any contested election. The self-created document may include any information the candidate believes is pertinent to his, her or their candidacy, including photographs or links to Internet sites or social media (such as Facebook, LinkedIn, Twitter, etc.).

- C. In the event of a contested election, the Election Committee shall appoint one General Member who is not running in the election to be the Election Referee. The Election Committee shall also appoint an Alternate Election Referee in the event the Election Referee is unwilling or unable to perform the duties required for the election. The continuing Co-President who is not up for reelection may serve as the Election Referee or Alternate Election Referee. As used in this rule, "Election Referee" refers to both the Election Referee and Alternate Election Referee, as context or application requires.

- D. In the event of a contested election, the Election Committee shall promptly create an online ballot from a cloud-based software program (such as Election Buddy, Survey Monkey, etc.) for distribution to the General Membership in accordance with the timeline established by the Election Committee prior to the election. The Election Committee shall establish voting parameters and set up the election software and ballot consistent with these election rules.
 - 1. Candidates shall be listed in alphabetical order on the ballot along with any election materials distributed to the General Membership.
 - 2. Ballots shall be distributed to the General Membership along with any written materials created by the candidates consistent with election rules.
 - 3. At least three emails shall be sent to the General Membership regarding the election: the first email sent shortly in advance of the electronic ballot being sent to the General Membership, the second email sent approximately one week into the election period, and the third email sent within one week of the close of the election period. The emails shall be sent in the name of the THLA Co-Presidents and the Chair of the Election Committee encouraging General Members to cast their votes.

- E. Once the electronic ballot has been successfully set up and tested by the Election Committee, the Election Referee shall establish a new password to the election software known only to the Election Referee.
- F. In addition to the electronic ballot, the Election Committee shall draft and approve a paper ballot. Any requests for accommodations, in the voting process, shall be addressed to the Election Chair at least one week prior to the deadline for ballots to be received. The Election Referee shall ensure that General Members casting paper ballots have not also cast electronic ballots. If a General Member casts both an electronic and paper ballot, both ballots shall be deemed invalid. All timely returned paper ballots shall be sealed and remain sealed until the time for voting has concluded, at which point the sealed paper ballots shall be opened and counted.
- G. All electronic and paper ballots shall remain secret unless a valid and specific challenge has been made to a particular election result or the election generally.
- H. At the close of voting, the Election Referee shall login into the election software system and retrieve the electronic votes for each candidate, and add any valid paper ballot votes to each candidate's respective totals.
 - 1. The Election Referee may determine an irregularity in the election has occurred, or the Election Referee may receive written notice from a candidate challenging the results of the election or any part thereof. Any such challenge must be received by the Election Referee not more than 14 (fourteen) days after the election results are announced. If the Election Referee does not determine an irregularity has occurred and has not received a timely challenge from a candidate, the Election Referee shall certify the election results on a form to be drafted and approved by the Election Committee in advance of the election.
 - 2. Upon receipt of a timely challenge or discovery of an election irregularity, the Election Referee will investigate the issue and make a proposed resolution to the Board. The outgoing Board shall resolve the issue. The Election Referee shall then certify the election results within fourteen (14) days of the resolution.
 - 3. The certified election results shall only specify the names of the candidates who received a sufficient number of votes to be elected to the next term of the Board of Directors and the existence of any tied votes for specified candidates; specific vote totals shall not be specified in the certified results. The election results, as certified, specifying the names of the candidates elected to the Board and tied candidates shall be announced at the Annual Meeting after the Election Referee has counted all of the votes.
 - 4. The Election Referee shall maintain the voting results for thirty (30) days after the close of voting, after which time the results may be purged, absent the Election Referee receiving a timely written challenge to a particular election or the election

generally in accordance with these election rules. If a timely challenge is made and received by the Election Referee, the election results may not be purged until thirty (30) days after the resolution of the challenged issue(s).

5. Any election result that ends in a tie for one or more positions shall be resolved as follows. The outgoing Board shall cast a secret ballot to break the tie. Any Director who is subject of the tiebreaking vote shall not be permitted to vote in the secret ballot. The candidate who obtains a majority vote shall be declared the winner of the election. If no candidate receives a majority vote or if the secret ballot by the outgoing Board results in a further tie, the tie shall be determined by random lot.

14. **Membership Committee**

[Amended – January 23, 2022]

Role: The scope and purpose of the Membership Committee is to encourage and expand general paid membership in THLA, including promoting membership at THLA networking, social, and other events, and manage THLA membership.

Committee Members Responsibilities: The Membership Committee will meet as needed to develop ideas for increasing and sustaining membership in THLA. The Membership Committee will hold at least one membership drive in January of each year, and may hold a membership drive during the summer each year. The Membership Committee should actively solicit feedback from the Board and THLA General Members regarding membership in THLA, membership dues, and membership benefits. The Membership Committee should also work with the Events Committee to plan events correlating to the membership drive(s). The Membership Committee, along with the Board, should actively promote THLA membership at various THLA events. The Membership Committee will also manage THLA’s membership, in that the Committee will periodically evaluate and revise membership dues and benefits, subject to Board approval.

Co-Chair(s): The Membership Committee shall be chaired or co-chaired by one or more Directors of the Board. If Co-Chairs are selected for the Membership Committee, the Board shall strive, when possible, to ensure diversity with respect to sexual orientation and gender identity between the Co-Chairs.

Membership: The Membership Committee shall be comprised of Directors from the Board and THLA General Members, in a number to be set annually by the Board.

15. **Annual Dinner Committee**

[Amended – January 23, 2022]

Role: The scope and purpose of the Annual Dinner Committee is to plan and prepare for, and oversee the program for, THLA’s Annual Dinner.

Committee Members Responsibilities: The Annual Dinner Committee will meet as needed to plan and prepare for THLA’s Annual Dinner. The Annual Dinner Committee should meet early in the fall of each year to begin planning for sponsorship outreach and keynote speaker solicitations, and should meet regularly after that to ensure satisfactory progress with Annual Dinner planning and preparation, including more frequent meetings as the Annual Dinner approaches.

The Annual Dinner Committee should coordinate its efforts with THLA and the THLA Foundation, with assistance from THLA and the THLA Foundation as needed to effect the goals and planning of the Annual Dinner. The Annual Dinner Committee shall also be responsible for overseeing outreach to potential sponsors, keynote speaker solicitation, negotiating and contracting with venues for the Annual Dinner and after party, coordinating social media and THLA correspondence regarding the Annual Dinner, and all other tasks related to the Annual Dinner.

Co-Chair(s): The Annual Dinner Committee shall be chaired or co-chaired by one or more Directors of the Board, or by General Members of THLA. If Co-Chairs are selected for the Annual Dinner Committee, the Board shall strive, when possible, to ensure diversity with respect to sexual orientation and gender identity between the Co-Chairs.

Membership: The Annual Dinner Committee shall be comprised of Directors from the Board and THLA General Members, in a number to be set annually by the Board.

16. Amicus Committee

[Adopted – January 23, 2022]

Role: The scope and purpose of the *Amicus* Committee is to evaluate and recommend opportunities for THLA to file or join in filing *amicus* briefs in cases that align with THLA’s mission.

Committee Responsibilities: The *Amicus* Committee will meet as needed to complete the following tasks:

- A. The Committee coordinates with like-minded organizations, including but not limited to Lambda Legal Defense and Education Fund, Equality California, and the National Center for Lesbian Rights, to lend support, through the filing of *amicus* briefs, for positions that align with THLA’s mission.
- B. The Committee reviews draft *amicus* briefs and makes recommendations to the Board of Directors whether to join in such briefs.
- C. The Committee recommends edits to the authors of approved *amicus* briefs, where appropriate and applicable.
- D. If resources permit, the Committee may recommend to the Board that THLA or its designee(s) draft an *amicus* brief in a case in which: (a) there are issues that align with

THLA's mission; and (b) an *amicus* brief authored by THLA would highlight the importance of issues that may not otherwise be addressed.


Co-Chair(s): The Amicus Committee shall be chaired or co-chaired by one or more Directors of the Board. If Co-Chairs are selected for the Amicus Committee, one of the Co-Chairs may be a General Member of THLA. If Co-Chairs are selected for the Amicus Committee, the Board shall strive, when possible, to ensure diversity with respect to sexual orientation and/or gender identity between the Co-Chairs.

Membership: The Amicus Committee shall be comprised of Directors from the Board and THLA General Members, in a number to be set annually by the Board.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of the Tom Homann LGBTQ+ Law Association, a California nonprofit mutual benefit corporation, doing business as the Tom Homann LGBT Law Association, that the above Standing Resolutions, Policies, and Procedures, consisting of 16 pages, including this Certificate, are the amended Standing Resolutions, Policies, and Procedures of this Corporation as adopted by the Board of Directors on January 23, 2022, and that they have not been amended or modified since that date.

Executed on JUNE 2, 2022 at San Diego, California.



SHAWN PATRICK KING HUSTON
SECRETARY