

**E-Discovery and Digital Evidence Committee  
Business Law Section, Florida Bar  
Policies and Procedures**

**1. Mission**

The E-Discovery and Digital Evidence Committee (“EDDEC”) helps educate Business Law Section members, members of the Florida Bar, judges, and others with respect to electronic discovery and digital evidence practice and procedure and the development of the law in these areas.

**2. Membership**

Membership on EDDEC shall be open to anyone who is a member in good standing of the Florida Bar and the Business Law Section (“BLS”) and has an interest in e-discovery or digital evidence.

An attendance list will be kept at each meeting of the EDDEC. A roster of active members will be maintained by the Florida Bar liaison to the EDDEC (the “Section Administrator”).

Members are eligible to receive e-mails and case law updates from the EDDEC.

**3. Leadership**

The EDDEC shall have a Chair, a Vice-Chair and a Secretary(collectively, the “EDDEC Officers”), each serving a 1-year term, with a succession plan geared to maintaining continuity and continued growth. The term shall begin at the conclusion of the EDDEC meeting held at the Florida Bar Annual Meeting in June of one year and end at the conclusion of the EDDEC meeting held at Florida Bar Annual Meeting in June of the following year. The EDDEC Officers shall serve at the pleasure of the BLS Chair and at the BLS Chair’s request.

The EDDEC Chair and Vice-Chair oversee all meetings and guide the actions of the EDDEC, setting and circulating the agenda for each in-person meeting, maintaining any ListServ content or e-mail blasts, and guiding the discussion of the meetings.

The EDDEC Secretary shall take minutes at all meetings and maintain the policies and procedures of the EDDEC.

One or more of the EDDEC Officers shall attend all BLS Executive Council in-person and telephonic meetings and report to such council the activities and initiatives of the EDDEC.

The EDDEC may appoint a liaison to the BLS Communications Committee and the Inclusion/Mentorship/Fellowship Committee, and any other BLS Committee requested by the BLS.

#### **4. Meetings**

The EDDEC shall conduct a meeting of its members three times annually: (1) at the Florida Bar Annual Meeting held in June, (2) at the BLS annual Labor Day retreat, held over the Labor Day weekend, and (3) at the BLS mid-year meeting, typically held in January. An agenda for each meeting shall be circulated to the membership no less than 48 hours in advance of each meeting. To the extent possible, the ability to participate in EDDEC meetings by telephone shall be arranged.

It shall be a goal, but not a requirement, that a CLE presentation concerning one or more timely topics in e-discovery and/or digital evidence be presented at the EDDEC meetings at the BLS Annual Labor Day retreat and BLS mid-year meeting.

Materials disseminated at each meeting shall be maintained on the EDDEC webpage.

#### **5. Legislation & Policy**

The EDDEC Officers will disseminate to the committee for discussion any bills identified as needing input from the EDDEC as a whole.

The EDDEC may propose legislation for consideration by the Florida Legislature. Any proposed legislation must be approved by a majority of the EDDEC, and should also be vetted through every other substantive BLS committee prior to being presented to the BLS Executive Council for triple motion approval.

In order to be introduced in a given legislative year, proposed legislation must be drafted and approved by the EDDEC ideally by the June meeting, so that it may be presented to other substantive committees and the BLS Executive Council at the Labor Day Retreat.