

# Computer and Technology Law Committee Policies and Procedures

## 1. Mission

Mission: The Computer and Technology Law Committee (“CTLC”) helps educate business law section members, the public, and government officials, on computer related matters, including computer-based business issues including, but not limited to, online/computer-based content issues (acquisition, display and distribution), contracts (vendor supply/development contracts, co-branding and end-user contracts), computer security issues, and protection of computer-related data and hardware, including monitoring legislative developments and case law in the computer field.

## 2. Membership

Policy: Membership on the Florida Bar CTLC shall be open to anyone who is a member in good standing of the Florida Bar and its Business Law Section and has an interest in or practices primarily in any area of computer and technology law.

- A roster of active members will be maintained by the First Vice-Chair. Any member of the Business Law Section in good standing who asks to be on the committee will be added to the active register of membership. Members are encouraged to sign up for the CTLC Committee List Serv [comptechlaw@flalaw.net](mailto:comptechlaw@flalaw.net), for alerts from the CTLC Committee Website, and to attend regular in-person meetings.

Failure to attend 4 consecutive meetings may be cause for removal from the active register of members at the discretion of the Chair.

## 3. Leadership

Policy: The Committee shall have a chair, a First Vice Chair, a Communications Vice Chair, a Inclusion/Membership/Mentoring Vice Chair, each serving a 1-year term, with a succession plan geared to maintaining continuity and continued growth.

A Legislative Taskforce Chair is also recommended. In the absence of a Legislative Taskforce Chair, the First Vice Chair shall act as the Legislative Taskforce Chair.

### 3.1 Leadership Roles

#### 3.1.1 Committee Chair

The Committee Chair oversees all meetings and guides the actions of the CTLC Committee. The Committee Chair is responsible for setting and circulating the agenda for each in-person meeting of the Committee, and guiding the discussion of the meeting. The Committee Chair shall also serve as a member of the BLS Legislative Committee and shall attend all BLS Legislative Committee in-person and telephonic meetings. The Committee Chair shall be an Administrator of the CTLC Website (or shall delegate that responsibility to the Communications Vice Chair), and shall be a moderator on the CTLC Committee Listserv.

### 3.1.2 First Vice Chair (Legislation)

The First Vice Chair shall serve as the Committee's liaison to the BLS Legislative Committee and shall be tasked with reporting to CTLC Committee the actions of the Florida Legislature in the absence of a Legislative Taskforce Chair. The First Vice Chair shall attend all BLS Legislative Committee in-person and telephonic meetings.

The First Vice Chair shall prepare, two weeks prior to the Committee meeting, a Hot List of interesting computer-related cases for presentation to the CTLC.

The First Vice Chair shall also be a moderator of the CTLC Committee Listserv.

The CTLC Chair may assign tasks to the First Vice Chair as needed for the smooth operation of CTLC meetings.

In the event a Legislative Taskforce Chair is appointed, the First Vice Chair will assist the Chairperson as needed.

### 3.1.3 Communications Vice Chair

The Communications Vice Chair shall be in charge of coordinating with the Business Law Section/Florida Bar website operator ensuring communications with the Business Law Section in general and with the members of the CTLC. Also, the Communications Vice Chair will coordinate publications and blog postings with the Florida Bar.

### 3.1.4 Inclusion/Membership/Mentoring Vice Chair

The Inclusion/Membership/Mentoring Vice Chair shall be in charge of recruiting new members to the CTLC, keeping in mind the Bar's goal of inclusion for all qualified Bar members. Also, this Vice Chair shall coordinate mentoring of new and prospective members with long-standing members of the CTLC.

### 3.1.5 BLS Liaisons

In the first instance, the Communications Vice Chair will be the liaison to the BLS Communications Committee and the Inclusion/Membership/Mentoring Vice Chair shall be the liaison to the BLS Inclusion/Mentorship/Fellowship Committee.

### 3.1.6 Task Forces/Sub-Committees

The Chair shall appoint, as needed, ad hoc subcommittees and/or task forces to study issues or legislation relevant to the mission of the CTLC Committee. See procedures in Part 7 below. ??

## 3.2 Term of Leadership

Chairs and vice chairs shall serve a one-year term. The Term shall begin at the conclusion of the CTLC Committee Meeting held at the Florida Bar Annual Meeting in June and end at the conclusion of the Committee Meeting at Florida Bar Annual Meeting in June of the following year. This timeframe will be referred to in these policies as the Leadership Year.

### 3.3 Succession

Chairs and vice chairs serve at the pleasure of the BLS Chair, and at the BLS Chair's request. The outgoing CTCL Committee Chair will recommend to the incoming BLS Chair a proposed slate of leadership for the coming year. The Outgoing CTCL Committee Chair is expected to seek out and make these recommendations to the incoming BLS Chair in April or May in the weeks leading up to the Florida Bar Annual Meeting in June.

Generally, the Chair will have performed other leadership roles within the Committee prior to serving as Chair. It is expected that the First Vice Chair will succeed the Chairperson. It is expected that the Communications Vice Chair will next serve as First Vice Chair, and the Inclusion Vice Chair will next serve as the Communications Vice Chair.

The outgoing Chairperson will provide to the incoming Chair all relevant passwords and logins for (a) moderating the listserv; (b) maintaining the Committee website; and (c) any other communications systems used by the Committee for its purposes.

## 4. Communications

### 4.1 Communications Committee Liaison

Policy: The Communications Vice Chair will serve as the Liaison to the BLS Communications Committee to facilitate communications.

The Liaison shall serve at the pleasure of the CTLC Committee Chair, generally for a one-year term mirroring the Leadership terms.

The Liaison shall attend all in-person meetings of the BLS Communications Committee and maintain communications with the chair of the BLS Communications Committee to ensure that the CTLC Committee's page of the BLS website is up-to-date and accurate.

The Liaison should have some understanding or be willing to learn basic html coding for websites and be familiar with the WordPress content management system.

### 4.2CTLC Committee Website

Policy: The CTLC Committee shall maintain a website and Blog to provide information about Committee Business, preserve the history of the Committee's work and leadership, and development of computer and technology law.

The CTLC Committee Website is located at Business Section's website. The website is built on WordPress and employs a MailChimp plug-in to push updates to all subscribers.

#### 4.2.1 Domain Name

The domain name registration is maintained by the Business Law Section. The domain name registration is currently set to expire on **July 21, 2016**. The Chair and Communications Vice Chair will ensure that the registration does not expire.

#### 4.2.2 Login Procedures

Policy: The Committee Leadership will all have login credentials with the ability to post and publish to the CTLC Committee website.

At the beginning of each Leadership Year, the Communications Vice Chair shall create or delete the necessary login credentials for that year's Leadership.

The Website has the following levels of credentials:

Administrator – An administrator can Activate and manage Plugins, Add, Delete and Themes, Create and Edit Users, and otherwise manage the entirety of the site. The Chair, First Vice Chair, and Communications Vice Chair shall each have access to administrative privileges.

Author – Authors may write posts, but they must be published by an administrator.

Subscriber – Anyone wishing to get e-mailed notifications from the CTLC Committee is a Subscriber. Subscribers can be added to the list by an Administrator, or may self-subscribe. And Administrator may remove a Subscriber with or without notice, with or without cause. An Administrator shall not abuse this privilege.

#### 4.2.3 Changing Leadership Header

Policy: The CTLC Committee Website shall have a header that lists the Leadership of the Committee and includes links to the leaders' bios and e-mail address.

In June when the leadership turns over, the Communications Vice Chair - Liaison shall update the Header to reflect the leadership for the current Leadership Year. The Appearance of the Header is edited by clicking Appearance -Edit Themes - Header.

#### 4.2.4 Website Pages

Policy: The CTLC Committee Website will be updated regularly with Committee news, Committee History, and relevant legal developments.

##### 4.2.4.1 Landing Page/Blog

The webpage is maintained by the Communications Vice Chair - Liaison in consultation with the Chair. Interested CTLC Committee Members may be set up as an Author with privileges to draft materials, which will then be approved by the Chair or Communications Vice Chair - Liaison.

##### 4.2.4.2 CTLC Committee History

At the beginning of each Leadership Year, the Committee Chair or Communications Vice Chair - Liaison will update the CTCL Committee History page to list the Chair and Vice Chairs of the Committee for that Leadership Year. The listing will include a link to the firm bio of the officers.

At least once a year, or as needed, the Communications Vice Chair - Liaison will review the links to the names and ensure the link is to the person's current website. Former chairs are encouraged

#### 4.2.4.3 Past Meeting Materials

The Past Meeting Materials page will be maintained by the Communications Vice Chair. The meeting posting on the blog will be used as a base for creating the list.

#### 4.2.5 MailChimp Plugin ??

Policy: Posts on the CTLC Committee Main Page/Blog will be pushed to all Subscribers using the MailChimp Plugin.

Unless you turn it off prior to posting, a website posting will be automatically sent out

### 4.3 CTLC Committee ListServ

Policy: The Committee shall maintain a ListServ for members of the Florida Bar interested in discussing the business of the Committee and the development of computer law.

The ListServ is kindly hosted by Sam Lewis of Feldman Gale in Miami. ??

#### 4.3.1 Signing Up or Leaving for the ListServ

Anyone on the CTLC Committee may join the CTLC Committee List Serv by using the sign up at the following website: <http://mailman.flalaw.net/mailman/listinfo/iplaw> ??? This link can also be used to remove oneself from the listserv.

#### 4.3.2 Moderating the ListServ

The Moderators of the ListServ shall be the list owner and the Chair. Moderators shall approve listserv posts on an as-needed basis so long as the messages are relevant to the mission of the CTLC Committee.

#### 4.3.3 ListServ Etiquette

The Moderators shall maintain decorum on the ListServ and may use their judgment for doing so. This privilege shall not be abused.

## 5. Legislation & Policy

### 5.1 Reviewing Proposed Legislation

The First Vice Chair and Chair will serve on the Legislation Committee of the Business Law Section and work closely with the Legislation Committee and the Section Legislative Consultants to identify and study proposed legislation that affects intellectual property law and practitioners. The Chair may appoint a Legislative Taskforce Chair as needed. The chair and vice chair will disseminate to the committee for discussion any bills identified as needing input from the committee as a whole.

## 5.2 Proposing Legislation

The Committee may propose legislation for consideration by the Florida Legislature. Any proposed legislation must be approved by a majority of the CTLC Committee, 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 CTLC Committee ideally by the June meeting, so that it may be presented to other substantive committees and executive council at the Labor Day Retreat.

## 6. Committee Meeting Procedures

Policy: The CTLC Committee shall meet at each Business Law Section meeting (January/Mid-Year, June/Annual Meeting, September/Labor Day Retreat). The Chair may call telephonic meetings of the Committee as needed.

### 6.1 Pre-meeting preparation

#### 6.1.1 Duties of the Chair

At least one month prior to the next scheduled meeting, the Chair shall prepare the agenda for the upcoming meeting, in consultation with the Vice Chairs, and will provide the agenda and related materials to the Section Administrator and Section Communications Assistant. The Agenda shall include the CLE reporting number for the scheduled CLE. The Chair will work with the Section Administrator to ensure there is a dial-in number to allow remote participation in the meeting.

#### 6.1.2 Duties of the First Vice Chair

At least 6 weeks prior to the next scheduled meeting, the First Vice Chair shall report to the Chair regarding legislative initiatives that should be included on the agenda.

#### 6.1.3 Duties of the Communications Vice Chair

At least 6 weeks prior to the next scheduled meeting, the Communications Vice Chair will, in consultation with the Chair, solicit a 50-minute CLE presentation on an advanced computer law topic to be given at the meeting as part of the meeting agenda. The Communications Vice Chair will ensure that the necessary information will be provided to the Section Administrator and Section Communications Assistant to timely apply for CLE credit for the presentation. The Communications Vice Chair will also ensure that the CLE is advertised on the Committee Website.

### 6.2 Meeting Procedures

#### 6.2.1 Duties of the Chair

The Chair shall call the meeting to order, ask the attendees to introduce themselves, and lead the meeting through the agenda. Meetings shall be conducted in accordance with Robert's Rules of Order. Quorum for voting purposes requires attendance (in person or remotely) of at least 15 active members of the Committee.

#### 6.2.2 Duties of the First Vice Chair

The First Vice Chair will give the legislative report, maintain the active register of membership, take the minutes of the meeting and other duties as assigned by the Chair. The First Chair will draft the Hot List, which consists of recent court decisions or other pertinent news relevant to computer and technology law. The Hot List will be sent out prior to each committee meeting and will be discussed in the meeting with First Vice Chair leading the discussion.

## 7 Task Force/Subcommittee Procedures

Policy: As needed, the Chair will appoint subcommittees and task forces study various issues affecting computer law with the goal of making a recommendation to the Business Law Section.

### 7.1 Creating a Task Force or Subcommittee

The Chair has the discretion to appoint subcommittees or a task force as necessary to study and report on issues affecting intellectual property. No vote is required.

### 7.2 Subcommittee or Task Force Operations

The appointed chair of the subcommittee or task force shall drive the agenda and meeting schedule of the subcommittee. Such groups are encouraged to meet by telephone and email and take advantage of technology to facilitate their work.

If a subcommittee or task force believes it needs in-person meeting time in conjunction with the regular meetings of the committee, the leader of that subcommittee or task force shall inform the Chair as soon as possible, but at least 2 weeks prior to the scheduled meeting, to ensure coordination with the Section Administrator to secure meeting space and time on the agenda.