



Business Law Section of the Florida Bar

INCLUSION MENTORING FELLOWSHIP COMMITTEE

MISSION STATEMENT, POLICES, AND PROCEDURES

1. Mission Statement

To foster an inclusive environment and number of members of diverse backgrounds within the Business Law Section by providing educational, fellowship, and mentorship programs to members and law students.

2. Membership

- Membership to the IMF Committee 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 catalyst for professional development and leadership opportunities within the section for diverse members.
- First Vice-Chair will maintain a roster of active members to the IMF Committee.
- 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 attend regular in-person meetings and sign in during each session to keep an active membership. Failure to attend four (4) consecutive meetings may be cause for removal from the active register of members at the discretion of the Chair.

3. Leadership

- The IMF Committee shall have a Chair and a Vice Chair.
- The IMF Committee shall also have a Federal Judiciary Co-Chair and State Judiciary Co-Chair to facilitate its work.

- Leadership Roles

- i. Chair

- The Chair oversees all meetings and guides the actions of the IMF Committee throughout the year.
 - The Chair is also responsible for setting and circulating the agenda for each in-person meeting of the IMF Committee, and guiding the discussion of each of the meetings throughout the year.
 - The Chair shall serve on the BLS Executive Council and attend in person meetings and report the activities and progress of the IMF Committee to the BLS Executive Council at each such meeting.

- ii. Vice Chair

- The Vice Chair shall assist the Chair with all the programs and activities of the IMF Committee.
 - The Vice Chair shall serve as a liaison to the BLS Membership Committee and be tasked with reporting to the IMF Committee the actions of the BLS Membership Committee.
 - The First Vice Chair shall attend all BLS Membership Committee meetings in-person, when possible.

4. Committee Meetings

- The IMF Committee shall meet at each Business Law Section meeting in January/Mid-Year, June/Annual Meeting, and September/Labor Day Retreat.
- Pre-Meeting Preparation
 - Duties of the Chair

One month prior to the next scheduled meeting, the Chair shall prepare the agenda for the upcoming meeting, in consultation with the Vice Chair, and provide the agenda and related materials to the Section Administrator for posting in the BLS website.

The Chair will work with the Section Administrator to ensure there is a dial-in number to allow remote participation in the meeting to its members.

- Duties of the Vice Chair

Two (2) weeks prior to the next scheduled meeting, the Vice Chair shall report to the Chair any initiatives, programs or activities that should be included on the agenda.

- IMF Committee Meeting Procedures

- 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.

Quorum for voting purposes requires attendance (in person or remotely) of at least five (5) active members of the IMF Committee, and a majority vote of those present will carry the day to approve any action by the IMF Committee.

- Duties of the Vice Chair

The Vice Chair will maintain the active register of membership, and provide assistance with any other duties as assigned by the Chair.

The Vice Chair shall also be in charge of taking meeting minutes and publishing the same for approval at the IMF Committee's next scheduled meeting.

5. Task Force / Sub-Committee Procedures

- The Chair shall appoint, as needed, task forces and/or *ad hoc* subcommittees to assist with the programs and activities of the IMF Committee and any other issues or matters relevant to the mission of the IMF Committee.
- The Chair has the discretion to appoint task forces and/or *ad hoc* subcommittees as may be needed and report to the IMF Committee regarding the creation of the same. No vote shall be required.
- The appointed chair of a subcommittee or task force shall drive the agenda and meeting schedule of the subcommittee or task force.
- The appointed chair of a subcommittee or task force shall report to the Chair and Vice Chair of the progress of such group at each of the IMF Committee meetings and shall be required to attend in-person or by telephone to each such committee meeting.
- Members of task forces and/or *ad hoc* subcommittees 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 IMF Committee, the appointed chair of that subcommittee or task force shall inform the Vice Chair and Chair as soon as possible, but at least two (2) weeks prior to the scheduled meeting, to ensure coordination with the Section Administrator to secure meeting space and time on the agenda.

6. Liaisons

- The IMF Committee will appoint a liaison to the BLS Communications Committee and any other BLS Committee requested by the BLS Committee Chair.

7. Budget

- The Chair shall have the responsibility for preparing and proposing a yearly budget adequate for its activities and have the same approved by the vote of the

majority of the members of the IMF Committee present (in-person or by telephone) during the BLS annual meeting in June.

- The Vice Chair shall assist the Chair the preparation of the budget and obtain, from time to time, actual financial results from the BLS Treasurer.

8. Educational Programs

- The Chair shall have the responsibility for putting together educational programs.
- Educational programs shall be opened to all members in good standing of the Florida Bar and its Business Law Section without distinction.
- The IMF Committee will continue to promote educational programs for minority business lawyers, including the “Business Lawyers in the Courtroom–Trial Skills for Minority Lawyers” and other similar programs throughout the State, with at least having one (1) such program a year.

9. Fellowship Program

- Program Description

Two-year subsidy of \$2,500 per year to six (6) qualified applicants who express an interest in becoming active in the substantive work and leadership of the Business Law Section.

- Application and Enrollment Period

Enrollment opens each Fall and closes by the end of December of each year.

- Selection Process

The Chair and Vice Chair

10. Scholars Program

- Open Enrollment Period

- Selection Process
- Sharing Cost of Scholars Program with BLS Membership Committee

11. Mentorship Program

- Handbook
- Pairing of Mentors and Mentees

12. IMF Committee's Sponsorship of Yearly Community Activities

- Kozyak Minority Mentoring Picnic
October, Amelia Earhart Park, Hialeah, Florida
- Central Florida Diversity Mentoring Picnic, Orlando, Florida
February, FAMU College of Law, Orlando, Florida
- Hillsborough County Bar Association's Diversity Social
February, Chester H. Ferguson Law Center, Tampa, Florida
- Others

13. Dropbox

- Maintenance
- Access