



p 517-346-6300

Date: March 26, 2009

p 800-968-1442

To: New Members of the Representative Assembly

f 517-482-6248

From: Kathy Kakish, Chair, Representative Assembly

www.michbar.org

Re: April 18, 2009 Representative Assembly Meeting

306 Townsend Street
Michael Franck Building

Lansing, MI

48933-2012

Dear Newly Elected or Appointed Members of the Representative Assembly:

Congratulations on joining the Representative Assembly, the final policy making body of the State Bar of Michigan. I welcome you to this group of 150 attorneys from all over the State who bring to the Assembly a wealth of experience and expertise—and a strong commitment to and pride in the profession.

Earlier this week, you should have received the Agenda packet for the Representative Assembly's April meeting. This letter serves to assist you in preparing for the meeting, particularly as it relates to two of the several action items on which the Assembly will vote.

I. What to do now?

Under the Calendar Tab in the Agenda packet, you will see certain items that are marked with asterisks (Items No. 8, 9, 14, 15 and 16). These are action items on which the Assembly will discuss and vote. *There are two action items that require your immediate attention: – Items No. 15 and 16.* Please scan or Xerox these items and send them to your local bar associations or affinity groups for their feedback so as to assist you in determining your vote on each. You may also want to let your constituents know that the agenda and proposals are available online at <http://www.michbar.org/generalinfo/assembly.cfm>. If you need contact information related to the local bar associations and affinity groups in your circuit, please contact Candace Crowley at ccrowley@mail.michbar.org or (517) 346-6319. Also, discuss these item actions with your coworkers and other attorneys you know.

The remaining action items are internal Assembly business and you are left to your discretion as to whether you would like to receive circuit constituent feedback.

Meanwhile, become familiar with all 5 action items and non-action items in the Agenda, including the *Robert's Rules* "cheat sheet" that is found under Tab 1.C of the Agenda. Also, review the *Member Handbook* at <http://www.michbar.org/generalinfo/handbook.cfm>. For a flavor as to how the actual meetings are conducted, transcripts from pervious meetings are available at <http://www.michbar.org/generalinfo/proceedings.cfm> (*Archive of Meetings & Proposals*).

If you wish to reserve accommodations for overnight stay in Lansing, the deadline for reserving at the State Bar special rate is this Friday, March 27.

II. What to Expect on the Morning of the Assembly Meeting

This letter will cover only some of the important matters that may arise for a new member.

1. On the morning of the meeting, please *arrive no later than 8:30 a.m.* to allow yourself time in which to check in and receive seating instructions. At the registration table, located immediately outside the meeting room, please let the SBM staff know that you are a new member and make sure that you are informed of two matters:

- (i) Where the orientation for new members will be held.
- (ii) Where you should be seated when the Assembly meeting begins. Generally, those voted as members at last summer's elections will sit at their circuit tables. Those who are filling vacancies will be asked to sit at the visitor seating areas and remain there until the vacancies are addressed by the Assembly under Agenda Item No. 8. It is here when those filling vacancies will be asked to take seats at their circuit tables.

- 2. Go to the Assembly meeting room and look for the table dedicated to your circuit. You will find documents at each seat. Included in these documents may be written feedback to action items submitted from sections/committees or interested groups. Please read all documents.
- 3. The 20-minute orientation for new members will be held at 9:00 am. The three officers of the Representative Assembly—Vice Chair Elizabeth Johnson; Clerk Victoria Radke; and I—look forward to meeting you there.
- 4. We are honored that Michigan Supreme Court Chief Justice Marilyn Kelly will address the Assembly. The Chief Justice is a recipient of the Assembly's 2003 Michael Franck Award, and she has addressed the Assembly several times in the past. Because the address to the Assembly will be broadcast by the Michigan Government Television Cable Network, *the meeting will begin promptly at 9:30 a.m.*

Please feel free to contact either myself or Anne Smith if you have any questions or concerns. I can be reached at kakishk@michigan.gov and Anne Smith can be reached at asmith@mail.michbar.org.