

**FEDERAL PRACTICE COMMITTEE
U.S. DISTRICT COURT - WESTERN DISTRICT OF MISSOURI**

BY-LAWS

- I. Federal Practice Committee: The purpose of the Committee is to serve as liaison between the Bench and the Bar. The Court expects that the Committee will suggest changes in local rules and/or procedures; assist the Court by commenting on proposed rules or changes in procedure, as requested; advise the Court concerning the perspective of the Bar on the operation of the Court; undertake special projects at the request of the Chief Judge, and, in general offer assistance, advice and work with the Court in matters relating to the improvement of the administration of justice.
- II. Membership, Terms and Officers:
- A. Membership: The Committee shall consist of thirteen (13) members, eight (8) of whom shall maintain their office in the Western or St. Joseph Divisions, two (2) of whom shall maintain their office in the Central Division and three (3) of whom shall maintain their office in the Southern or Southwestern Divisions. Members of the Committee shall be appointed by the Court En Banc for the terms established in II.B., and shall serve at the pleasure of the Court. The Court may request nominations from the various Bar associations within the District.
- B. Term of Committee service: Except for initial appointments, the term of the appointment shall be three (3) years. The Court shall initially appoint three (3) members for a term of one (1) year, five (5) members for a term of two (2) years and five (5) members for a term of three (3) years. Members of the Committee shall be eligible for reappointment for one (1) additional term of three (3) years.
- C. Officers: The Committee's first officers shall be appointed by the Court. Thereafter, the Committee shall select its own officers. The Committee shall have the following officers:
1. Chairperson:
- a. Term of office - one year.

b. Responsibilities:

- organize and lead full Committee meetings
- act as liaison between Court and Committee
- make subcommittee assignments, as necessary
- perform administrative duties, as necessary

2. Chair-elect:

a. Term of office - one year as chair-elect and assumes duties of Chairperson the following year.

b. Responsibilities:

- assist Chairperson with administrative duties
- assume duties of Chairperson as requested
- coordinates activities between Committee, The Missouri Bar and local Bar associations

III. Meetings: The Committee shall meet when called by the Chairperson. In addition, the Committee shall meet as follows:

- A. Annual Planning Meeting: To be held on or before August 1 for the installation of new members and to set Committee's agenda for the year. In odd numbered years, the Annual Planning Meeting shall be held in conjunction with and at the site of the Eighth Circuit Judicial Conference.
- B. Annual Meeting with the Court En Banc: The Chairperson, in consultation with the Chief Judge, shall convene a meeting of the Committee with members of the Court. The Chairperson and Chief Judge shall set the agenda for the meeting.
- C. Reimbursement for Expenses: The Court En Banc may, upon request by the Chairperson, pre-approve reimbursement for

reasonable expenses incurred by members of the Committee in attending meetings of the Committee. Whether reimbursement is made and the amount shall be determined by resolution of the Court.

D. Attendance: Members of the Committee should strive to attend its meetings. Excessive absenteeism may be grounds for dismissal by the Chair and Chair-elect. Three (3) consecutive absences shall be deemed "excessive."

IV. Subcommittees: The Chairperson shall appoint such subcommittees as may, from time-to-time, be necessary to facilitate the work of the Committee including, but not limited to the following: Program Subcommittee; Practice and Procedure Subcommittee, Local Rules Subcommittee.