

LWI JOURNAL EDITORIAL BOARD MEMBERSHIP POLICIES & PROCEDURES

The Editorial Board ("Editorial Board") of the Journal of the Legal Writing Institute (the "Journal") serves under the overall direction of the Board of Directors of the Legal Writing Institute ("LWI"). By January 1 of each year, the Editorial Board will provide to the LWI Board a written report including its budget, a complete list of Board members and Assistant Editors, and any other information that the Editorial Board deems appropriate or the LWI Board requests.

These policies and procedures set out (1) the composition of the Editorial Board, (2) the method for selecting its members, (3) the method for selecting Assistant Editors (who are not Editorial Board members), (4) the method for selecting the Editor-in-Chief, the Assistant Editor-in-Chief, and Managing Editor, (5) the terms of service for Editorial Board members, and (6) the method for dealing with the transition from past procedures to new procedures for selecting members of the Editorial Board and ending the terms of current members.

Section 1 Editorial Board Membership

1.1 The Editorial Board shall be composed of no fewer than twelve and no more than eighteen members. These limits may be changed by a two-thirds vote of the Editorial Board, subject to approval by the LWI Board.

1.2 Members of LWI who serve as "Assistant Editors" pursuant to Section 3, below, are not members of the Editorial Board.

1.3 A member of the LWI's Board of Directors may attend Editorial Board meetings in an advisory, non-voting capacity if asked to do so by the LWI Board of Directors.

Section 2 Selection of Editorial Board Members

2.1 Openings on the Editorial Board shall be announced on the LWI listserv and LWI website at least three months before the biennial LWI conference, or as circumstances warrant.

2.2 Candidates for Editorial Board membership shall submit a letter or email of interest describing their qualifications for membership. The deadline for applications shall be at least 30 days after the opening is announced.

2.3 Candidates for Editorial Board membership must be current members of LWI. Past service as an assistant editor on the Journal is desirable. Additional experiences that will be considered favorably include, but are not limited to: law review membership during law school; publication of one or more law review articles, books, or shorter works; and service as an editor or reviewer of a scholarly journal.

2.4 Candidates for Editorial Board membership shall be evaluated by the full Editorial Board and recommended for membership by majority vote. If more than one opening must be filled, the Editorial Board shall recommend that each opening be filled by a separate vote. If no candidate receives a majority vote, a run-off vote shall be held between the two candidates with the greatest number of votes.

2.5 A list of successful candidates shall be submitted by the Editorial Board to the LWI Board for its approval. The LWI Board shall promptly approve or reject the candidates. Those candidates

approved by the LWI Board shall be invited to join the Editorial Board no later than two weeks before the biennial LWI conference, or by some other deadline agreed upon by the Editorial Board.

Section 3 Selection of Assistant Editors

3.1 The Editorial Board shall select as many Assistant Editors as needed on a volume-by-volume basis to assist in the completion and publication of each volume of the Journal.

3.2 The Editorial Board shall announce openings for Assistant Editors (1) by posting an announcement on the LWI listserv, (2) by making an announcement and providing a sign-up sheet at each biennial LWI conference, or (3) by using both methods.

3.3 Selection of Assistant Editors shall be based on the needs of the Journal and the experience of the applicants. The Editorial Board shall try to accommodate all those interested in working on the Journal.

3.4 Assistant Editors shall work under the general supervision of the Editorial Board. Each Assistant Editor shall be given a copy of the LWI Journal's "Procedures for Assistant Editors" which explains the duties of an Assistant Editor in detail.

3.5 Assistant Editors shall not serve for a defined term of years, but shall be assigned by the Editorial Board to work on specific articles scheduled for publication in the Journal. Their service shall end upon publication of their assigned article(s). Assistant Editors, however, may request additional assignments without limitation.

Section 4 Selection of Editor-in-Chief, Assistant Editor-in-Chief, and Managing Editor

4.1 The Editor-in-Chief, Assistant Editor-in-Chief, and Managing Editor(s) shall have at least four years of service on the Editorial Board; however, the Editorial Board has the discretion to recommend editors without four years of service when: (a) no individual with four years of service has applied for a particular position, or (b) it determines that an individual without four years of service is the best candidate for the position.

4.2 The Editor-in-Chief, Assistant Editor-in-Chief, and Managing Editor(s) shall be recommended for selection by a majority vote of the members of the Editorial Board and shall each serve two-year terms. The Editor-in-Chief, Assistant Editor-in-Chief and Managing Editor(s) shall each serve no more than three consecutive terms in their positions and shall serve no more than a total of four terms in those positions. The Editor-in-Chief, Assistant Editor-in-Chief and Managing Editor(s) shall be considered members of the Editorial Board and thus their service on the Board shall not exceed the limits established under Section 5, below.

4.3 The Editorial Board shall provide to the LWI Board for final approval its recommendations for Editor-in-Chief, Assistant Editor-in-Chief, and Managing Editor(s).

4.4 If the Editorial Board determines that the performance of an Editor-in-Chief, Assistant Editor-in-Chief, or Managing Editor is unsatisfactory, it shall provide 30 days written notice to that person concerning the Board's dissatisfaction.

4.5 Following this notice, the Editorial Board may recommend to the LWI Board, by two-thirds vote, that Editor-in-Chief, Assistant Editor-in-Chief, or Managing Editor be removed.

Section 5 Terms of Service of Editorial Board Members

5.1 Editorial Board Members shall serve staggered four-year terms, with appointments made by the LWI Board at two year intervals to coincide with LWI's biennial conference.

5.2 Editorial Board Members may serve no more than two consecutive four-year terms.

5.3 Editorial Board Members who have served two consecutive terms may reapply for Editorial Board membership, subject to the approval of the LWI Board, four years after the end of their last term.

5.4 No member of the Editorial Board may serve more than four terms.

5.5 If the Editorial Board determines that an editor is not performing satisfactorily, it shall provide that person 30 days written notice concerning the Board's dissatisfaction.

5.6 Following this notice, the Board may recommend to the LWI Board, by two-thirds vote, that the editor in question be removed before expiration of that editor's term.

5.7 The term limits established in this section may be exceeded, subject to the approval of the LWI Board, in the following circumstances:

a. The term of an Editor-in-Chief, Assistant Editor-in-Chief, or Managing Editor may be extended by majority vote of the Editorial Board, if necessary for that editor to see a volume through to publication. The extension shall last only until the volume in question is published, at which time the editor shall step down.

b. The term of an Editorial Board Member serving as of January 2004 may be extended in accordance with Section 6, subject to approval by the LWI Board, to ensure the continued successful operation of the Journal.

c. The Editorial Board may recommend to the LWI Board, by two-thirds vote, that the term of any editor be extended when necessary to ensure the continued success of the Journal.

Section 6 Implementation of Membership Policies & Procedures

6.1 These policies and procedures shall be effective as of January 1, 2004. To minimize disruptions in the operation of the Journal during the transition phase, the following process shall be followed:

a. The new policies and procedures shall be announced on the LWI listserv and posted on the LWI website as soon as they are approved by the Editorial Board and the LWI Board of Directors. The first selection of new Board members pursuant to these procedures shall take place in the spring and summer of 2004.

b. i. Members with more than ten consecutive years on the Board shall step down on September 1, 2004 (Jill Ramsfield and Chris Rideout).
ii. Members with eight to ten consecutive years of service shall step down August 1, 2006 (Lou Sirico and Katy Mercer)
iii. Members with six to seven consecutive years shall step down August 1, 2007 (Jo Anne Durako, Diane Edelman).

- iv. Members with four or five consecutive years of service shall step down August 1, 2008 (Kathy Stanchi, James Levy and Grace Tonner)
- v. Members with three or four consecutive years of service shall step down August 1, 2006, or they may reapply for a second four year term at that time (Darby Dickerson, Elizabeth Fajans, Terri LeClercq, Catherine Wasson, Craig Smith).