

# **Disciplinary Board**

## **Volunteer Position Description**

The Disciplinary Board carries out adjudicative functions and duties according to the Rules for Enforcement of Lawyer Conduct adopted by the Washington Supreme Court, and its recommendations and decisions are subject to review by the Court. The Board has 14 members. The full Board reviews appeals from hearing officer decisions and also approves or rejects certain stipulations to discipline. A third-year member serves as Chair, and a second-year member serves as Vice-Chair of the Disciplinary Board. The Disciplinary Board is split up into four Review Committees. Each Review Committee consists of three members, which review disciplinary investigation reports and appeals from dismissals of grievances. Most of the Board's work is highly confidential.

### **Position overview**

The Disciplinary Board plays a crucial role in the lawyer discipline process. Members serve an important and challenging adjudicative role and preside over lawyer disciplinary proceedings. All members serve on the full Board and on one Review Committee.

The full Board meets monthly online or in a hybrid setting (online and at the WSBA's Seattle office). Review Committee meetings are held online monthly.

Appointment is for a 3-year term. Members are limited to one term by court rule.

### **Time commitment**

Service on the Board requires a substantial time commitment. Full Board meetings last 2 to 5 hours, and Review Committee meetings last approximately 3 hours. Board members must review extensive records; considerable reading and meeting preparation is required.

### **Requirements:**

- Applicants must be lawyers or members of the public.
- Lawyer applicants must have been active attorneys or judicial members of WSBA for at least five years and have no record of public discipline.
- Board members must be able to review meeting materials electronically.

### **Preferred qualifications and skills**

Applicants must be willing to devote time to reviewing and considering a significant amount of material and making decisions in a fair and impartial manner. Prior adjudicative experience can be helpful but is not required.

### **Benefits**

Board service provides an excellent opportunity to gain adjudicative experience and make a difference in the profession. In their second and third years, members have opportunities to lead the Board as Chair/Vice Chair and as Chairs of the Review Committees.

### **Reimbursement policy**

This is an unpaid volunteer position. Reasonable travel and lodging expenses may be reimbursed per the [WSBA Expense Reimbursement Policy](#).

### **Application process**

Interested candidates should apply through the WSBA website (please see the links below) once the application period opens (usually between April and June each year). Lawyer applicants must submit a resume, a brief cover letter expressing interest in the Disciplinary Board, and a writing sample. Public members are required to submit a resume and a cover letter.

### **Selection and appointment process**

The [Disciplinary Selection Panel](#) vets candidates and its recommendations are forwarded to the WSBA Board of Governors and the Washington Supreme Court, which makes the appointments.

### **Training**

Once members are appointed, they are required to attend training (3-6 hours). Board members must also participate in short (1-2 hours) regular training sessions during their term.

### **How to apply**

See instructions at [www.wsba.org/joincommittee](http://www.wsba.org/joincommittee). Questions about the application? Email [barleaders@wsba.org](mailto:barleaders@wsba.org).

### **For further information**

See <https://www.wsba.org/connect-serve/committees-boards-other-groups/disciplinary-board>  
<https://www.wsba.org/connect-serve/committees-boards-other-groups/discboard/review-committee>

### **For more information about the discipline system in Washington**

See [https://www.wsba.org/docs/default-source/licensing/discipline/2022-discipline-system-annual-report.pdf?sfvrsn=2d3b12f1\\_5](https://www.wsba.org/docs/default-source/licensing/discipline/2022-discipline-system-annual-report.pdf?sfvrsn=2d3b12f1_5)