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BUSINESS LAW SECTION OF THE FLORIDA BAR

CONTINUING LEGAL EDUCATION POLICY

Effective July 1, 2024

The Business Law Section of The Florida Bar (“**BLS**”) serves its members through its substantive committees, subcommittees, and task forces, including Bankruptcy/UCC; Blockchain and Digital Assets; Business Litigation; Computer and Technology Law; Corporations, Securities, and Financial Services; Intellectual Property, eDiscovery, and Rules of Court. One of the BLS’s purposes is to provide a forum for the discussion and exchange of ideas leading to the improvement of the laws relating to the foregoing areas of legal practice. The BLS accomplishes this purpose, in part, by presenting quality continuing legal education (“**CLE**”) programs and course materials for the benefit of BLS members and The Florida Bar as a whole.

Accordingly, the BLS adopts the following Continuing Legal Education policy:

1. ***CLE Committee.*** The BLS Continuing Legal Education Committee (“**CLE Committee**”) supports the substantive committees, standing committees, subcommittees, and task forces in their efforts to provide CLE programs. The CLE Committee serves as a liaison between BLS’s substantive committees, standing committees, subcommittees, and task forces and the BLS Administrator.

2. ***CLE Committee Membership.*** The membership of the CLE Committee is as follows:

- Chair;
- First Vice-Chair;
- Second Vice-Chair;
- Judicial Chair;
- One liaison from each BLS substantive committee, standing committee, subcommittee or task force that produces CLE programing;
- Liaisons from subcommittees and task forces as determined on a case-by-case basis.

3. ***Appointment to the CLE Committee.*** As provided in the BLS Bylaws, the BLS’s Chair-Elect, with the approval and concurrence of the Executive Committee, appoints the chairs and vice chairs of the CLE Committee for the upcoming Bar year.

4. ***Liaisons to the CLE Committee.*** The Chair-Elect of each BLS substantive committee, standing committees, subcommittee or task force that produces CLE programming shall appoint a liaison—preferably the vice-chair or second vice-chair of the substantive committee—to the CLE Committee. Chairs or vice-chairs of BLS subcommittees and task forces may appoint additional liaisons to the CLE Committee.

5. ***Responsibilities of Liaisons.*** Liaisons must attend the CLE Committee meetings conducted at The Florida Bar’s Winter and Annual Meetings and the BLS’s Labor Day Retreat. The CLE Committee shall update the list of liaisons at least annually and maintain the current list on the CLE Committee’s website.

6. ***Required CLE Programming—Substantive Committees.*** In addition to annual presentations of the Legislative Update, the Judge Michael G. Williamson View from the Florida Bankruptcy Bench, the Federal Securities Institute, and the Intellectual Property Law Symposium, each substantive committee shall coordinate with the CLE Committee to produce and deliver at least two CLE programs each year. Each program shall provide a minimum of one hour of CLE credit.

7. ***Expected CLE Programming— Standing Committees, Subcommittees, and Task Forces.*** Any subcommittee or task force covering a substantive topic is expected to coordinate with the CLE Committee to produce and deliver at least one CLE program each year. Each program shall provide a minimum of one hour’s CLE credit. CLE programs may be presented online. For any subcommittee or task force that is covering a specific legislative topic, that subcommittee or task force is only expected to produce and deliver a CLE program after the legislation is signed by the Governor.

8. ***Responsibilities for Developing a CLE Program.*** Substantive committees, standing committees, subcommittees, or task forces that produce CLE programming shall designate a Program Chair and/or Steering Committee (volunteers who assist the Program Chair or other individuals) for each CLE program to be presented. The Program Chair or other designated member of the applicable substantive committee, standing committee, subcommittee, or task force shall be responsible for the following:

- Selecting program title and topics;
- Selecting and confirming speakers;
- Collecting the speakers’ course materials prior to their delivery to The Florida Bar for the purpose of quality control, to eliminate overlaps or errors, to reduce costs to BLS;
- Enforcing deadlines, *e.g.*, for the submission of written program materials;

- Personal attendance at live presentations.

Program Chairs or Steering Committee members may also serve as moderators, and act as discussion leaders during Q&A portions of a program. Additional information regarding the roles and responsibilities of program chairs, other individuals and steering committees can be found in The Florida Bar's [Manual for Program Chairs, Steering Committee, and Speakers](#).

9. ***Coordination with CLE Committee.*** Shortly after selection of the theme and topics of the CLE program, the Program Chair or other designated individual shall contact the Chair of the CLE Committee to facilitate the scheduling and marketing of the CLE program with the BLS Administrator. The CLE Committee Chair (or designated vice-chair) and the BLS Administrator will assist the Program Chair, Steering Committee, or other designated individual to

- Determine the optimal date of the CLE program;
- Determine the CLE program type, i.e., Joint Sponsored CLE, Section Sponsored CLE, or Section Service Program;
- Ensure that the program complies with all board of legal specialization and education (“**BLSE**”) policies;
- Apply for CLE accreditation from the BLSE;
- Develop a marketing plan for the CLE program.

10. ***BLS Administrator.*** The BLS administrator facilitates the scheduling, presentation, and marketing of each CLE program.

11. ***Joint Sponsored CLE Programs.*** Joint Sponsored CLE Programs are jointly sponsored with The Florida Bar's Continuing Legal Education Committee. Joint Sponsored CLE Programs offer a full range of aftermarket sales options and must comply with CLE Committee Requirements. Attendees are required to pay for BLS Sponsored CLE Programs. Income (or loss) from a Joint Sponsored CLE Program is shared on an 80/20 split between the BLS and The Florida Bar.

12. ***Section Sponsored CLE Programs.*** Section Sponsored CLE Programs are not jointly sponsored with The Florida Bar CLE Committee. Aftermarket sales of Section Sponsored CLE Programs are limited to CDs, DVDs, and books. Section Sponsored CLE Programs are NOT available for purchase as online or downloadable products on The Florida Bar's 24/7 Online & Downloadable CLE Catalog. Attendees are required to pay

for BLS Sponsored CLE Programs. Income from BLS Sponsored CLE Programs belongs to the BLS and all expenses are the BLS's responsibility.

13. ***Section Service Programs.*** Section Service Programs are considered a service to BLS members and not necessarily for the purpose of generating revenue in excess of the cost of producing the program. Examples include CLE programs that are presented during Substantive Committee meetings at BLS meetings and programs covering mental health and wellness topics. Section Service Programs are limited to BLS members only (or may be provided to a non-member when that non-member joins the BLS). Section Service Programs and must be presented in a single session and may not be made available for aftermarket sales of any kind. However, Section Service Programs may be recorded and offered at no charge.