

State Law Resources
Member Conduct Guidelines
Effective May 16, 2024

These State Law Resources (SLR) Member Conduct Guidelines (the “Guidelines”) steer member engagement to ensure all members receive the maximum benefits from membership in support of SLR’s mission in a changing legal landscape of firm consolidations and expansions. These Guidelines also address Member Firm attendance and participation expectations and SLR Board authority to address member conduct.

Member Firms With A Multistate Presence

- A Member Firm may only make outbound referrals for work in another state to the official current Member Firm for that particular state.
 - For elimination of doubt, a hypothetical example of conduct prohibited under this policy would be the California member referring a client to the Colorado member for work to be undertaken in the State of Idaho (where the Colorado member has a non-SLR office).
 - For a Member Firm with offices in multiple states, it is generally accepted that the Member Firm may make an outbound referral internally to its non-member office(s) located in another state.
- A Member Firm may only seek inbound referrals for work to be undertaken by that current Member Firm in the state it represents within SLR. A Member Firm may not solicit referrals for non-member offices of the Member Firm located in other states.
 - For elimination of doubt, a hypothetical example of conduct prohibited under this policy would be the Kansas member requesting the Arkansas member for a client referral for work to be undertaken in the State of Nebraska (where the Kansas member has a non-SLR office).
- Attendance at national and regional meetings shall be limited to professionals in the Member Firm from offices in states that the Member Firm represents within SLR. The SLR Board may approve appropriate exceptions on a case-by-case basis (i.e., where an SLR member would like to bring their managing partner who is from an office in another state).

Interstate Mergers & Expansions

Where an SLR member is merging with another law firm that has offices in a different state, or otherwise expands into another state with an existing SLR member firm:

1. The merging/expanding SLR firm shall notify the SLR executive director and the SLR Board. The merging/expanding SLR firm shall specify if the additional offices in other state(s) have a government relations, regulatory, or administrative practice.
2. The SLR executive director shall request confirmation that merging SLR firm has reviewed and can comply/continue to comply with the referral and attendance guidelines for members from multi-state firms. The executive director shall report the merging firm’s response back to the SLR Board.

3. SLR members from state(s) affected by the merger shall be notified and given the opportunity to provide input to the SLR Board.
4. The SLR Board may determine whether or not the merging SLR firm may continue participating in SLR.

Meeting Attendance and Participation

- Regular meeting attendance is critical to SLR's success. A professional from the Member Firm must attend at least one (1) national or regional meeting annually.
- Participation on SLR committees is highly encouraged.
- It is expected that professional from Member Firms make outbound referrals to other Member Firms. Outbound referrals are tracked by emailing Erin Murphy – emurphy@statelaw.org. SLR requests follow up from the inbound referral Member Firm as to the ultimate disposition of the referral.
- If a Member Firm is unable to accept the referred client work, then the Member Firm will make every effort to find a local referral that fits the client's needs.
- It is expected professionals for Member Firms will exercise high ethical standards and professional judgment in networking and will not engage in behavior that undermines SLR's core values.

SLR Board Action Concerning Member Conduct

- The SLR Board will annually review, following the spring meeting, Member Firm meeting attendance and overall SLR activity, including but not limited to referral activity; committee participation; national/regional meeting planning; client participation at meetings; and participation in SLR conference calls.
- If the SLR Board deems a Member Firm to be inactive, then the SLR President and Executive Director will contact the inactive Member Firm to discuss SLR membership, mission and values.
- The SLR Board has discretion to determine next steps concerning the inactive member including taking no action; outlining a plan of action/course of conduct; or taking steps to remove the Member Firm.
- Issues concerning improper outbound referrals must be made in writing to the SLR Board President and Executive Director.