



**STATE BAR *of* TEXAS**  
**State Bar of Texas Policy/Procedure**

**Division:** Executive  
**Department:** Executive  
**Policy Number:** 2020-04  
**Subject/Keywords:** In-person meetings / staff support or attendance / travel

**INTERNAL POLICY/PROCEDURE**

**Date:** July 8, 2020  
**To:** State Bar of Texas Staff  
**From:** Trey Apffel, Executive Director  
**Subject:** Staff support or attendance at in-person meetings

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**Purpose:** To protect the health and safety of State Bar staff, volunteers, and members.

**Citation / Reference:** State Bar Board of Directors resolution regarding authority of Executive Director during COVID-19 Pandemic Emergency.

**Policy/Procedure:**

1. Absent approval by the Executive Director, and until further notice, State Bar staff may not attend, or provide on-site support for any in-person meetings or events held by the State Bar, its sections, divisions, standing committees, task forces, or other State Bar entities.
2. Absent approval by the Executive Director, and until further notice, all business-related travel is prohibited. This prohibition extends to meetings, events, or conferences held by State Bar entities and non-State Bar entities. This prohibition does not extend to employees travelling to and from State Bar offices for essential business purposes.

In extraordinary circumstances, the Executive Director, in his discretion, may approve requested exceptions to this policy.

This internal policy shall continue in effect until terminated by the Executive Director.

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**Effective Date:** July 8, 2020  
**For Questions, Contact:** John Sirman  
**Effect on Prior Policies, if any:** None  
**Review Cycle:** Quarterly  
**Legal Counsel Approval:** John Sirman  
**ED/SMT Approval:** 