



THE HONOURABLE SOCIETY OF  
THE INNER TEMPLE

## CONSTITUTION OF THE BAR LIAISON COMMITTEE

### A. CONSTITUTION AND INTRODUCTORY ARTICLES

#### Constitution of the Bar Liaison Committee

1. There shall be constituted a committee called “the Bar Liaison Committee”.
2. The Committee shall consist of members of Hall, whether in practice as self-employed or employed barristers.

#### General Interpretation

3. In this constitution–
  - “additional members” means members appointed under articles 5, 36 and 37;
  - “the Committee” means the committee established under article 1;
  - “co-opted members” means members appointed under articles 34 and 35;
  - “elected members” means members appointed under articles 31 to 33;
  - “the Inn” means the Honourable Society of the Inner Temple;
  - “members of the Committee” means all elected members, co-opted members and additional members;
  - “members of Hall” means members of the Inn who have been called to the Bar but are not Masters of the Bench of the Inn;
  - “Sub-Treasurer” means the Sub-Treasurer of the Inn or any member of staff of the Inn to whom the Sub-Treasurer has delegated functions under this constitution;
  - “in writing” includes by email or other electronic methods of communication.

### Members of the Committee

4. The Committee shall have no more than twenty-nine elected and co-opted members, of whom–
  - (1) up to seventeen shall be elected by members of Hall; and
  - (2) the remainder shall be co-opted by the Committee.
5. The following are appointed additional members of the Committee–
  - (1) the Bar Auditors, *ex officio*, for their duration of their appointment;
  - (2) the Yearbook Editor, *ex officio*, for the duration of their appointment;
  - (3) the President of the Inn's Junior Bar Association, *ex officio*, for the duration of their appointment;
  - (4) A representative nominated by each Circuit, *ex officio*, for the duration of their nomination; and
  - (5) Such further additional members as may be appointed under articles 36 and 37.

### Advertisement of Membership

6. A list of the names and professional addresses of the members of the Committee must be made available to be viewed by members of the Inn on the Inn's website.

## B. FUNCTIONS AND RESPONSIBILITIES

### Functions of the Committee

7. The functions of the Committee are–
  - (1) to ascertain the views of the members of Hall on matters concerning the Inn and its administration;
  - (2) to represent those views to the Masters of the Bench;
  - (3) to obtain information and views on matters concerning the Inn and its administration from the Masters of the Bench and from the staff of the Inn;
  - (4) to pass that information and those views on to members of Hall; and
  - (5) to promote the interests of the Inn and of the members of Hall.

### Chair and Vice-Chair of the Committee

8. The Committee shall elect a Chair of the Committee and a Vice-Chair of the Committee at its first meeting following elections to the Committee, and thereafter at any time when either or both of these positions are vacant.
9. The Chair of the Committee (or, in their absence, the Vice-Chair of the Committee) shall preside at meetings; if both are absent, the members of the Committee present shall appoint one of their number to preside at that meeting.
10. The Chair and the Vice-Chair must be either–

- (1) an elected member
  - (2) a co-opted member, or
  - (3) appointed as an additional member under article 36 (appointment of former member for sake of continuity).
11. The Committee shall invite the outgoing Chair of the Committee to preside at the first meeting after elections to the Committee to oversee the election of the new Chair (whether or not the Chair has been elected or co-opted to the new Committee), and may otherwise regulate its own procedure for the election of a Chair.

#### Committee Nominations

12. For the purposes of fulfilling its functions, the Committee must nominate–
- (1) three members of the Committee to attend each of the following Bench Committees–
    - (a) the Executive Committee,
    - (b) the Estates Committee,
    - (c) the Library Committee,
    - (d) the Scholarships Committee, and
    - (e) the Education and Training Committee;
  - (2) at least one member of the Committee to attend each of the following Bench Committees–
    - (a) the Student Societies Sub-Committee,
    - (b) the International Committee, and
    - (c) the Advocacy Training Committee;
  - (3) one Bar Auditor to attend the Investment Committee;
  - (4) both Bar Auditors to attend the Finance Committee; and
  - (5) such further members to attend any Bench Committees or Sub Committees or to assist any Masters of the Bench as the Committee may from time to time be asked to arrange.
13. These nominations continue to have effect notwithstanding any election under article 23 until such time as fresh nominations are made by the new Committee.

#### Requirement to hold Meetings

14. The Committee must meet as often as the Committee deem necessary or desirable and must meet at least once each term of the legal year; the quorum of the Committee is six members of the Committee.

### Administration of Meetings

15. The Head of Treasury Office (or another member of the Inn's staff appointed by the Sub-Treasurer) shall act as Secretary to the Committee.
16. The Secretary to the Committee must attend at meetings of the Committee and take minutes, or cause minutes to be taken, of each meeting.
17. The Secretary to the Committee must, no later than 6pm on the business day before each meeting–
  - (1) prepare and circulate an agenda for the meeting;
  - (2) circulate any papers available at that time relating to the business of the meeting;
  - (3) circulate the minutes of the previous meeting; and
  - (4) invite any members who are unable to attend the meeting to send their apologies.

### Responsibilities of Members of the Committee

18. Each member of the Committee must–
  - (1) attend meetings of the Committee;
  - (2) send apologies to the Secretary to the Committee, if they are unable to attend a meeting;
  - (3) keep up to date with the Inn's activities and facilities;
  - (4) keep up to date with all current topics of interest relating to the Inn or of concern to the Bar;
  - (5) discuss with and seek the views of members of Hall on topics of interest relating to the Inn or of concern to the Bar; and
  - (6) inform the Committee of such views.

### Responsibilities of Committee Nominees

19. Each member of the Committee nominated to attend a Bench Committee must–
  - (1) attend meetings of the Bench Committee;
  - (2) abide by such rules, requirements or other conditions of attendance as members or officers of the Bench Committee may impose;
  - (3) ensure that they are properly informed as to the work of the Bench Committee;
  - (4) make themselves available to play a full part in the work of that Bench Committee;
  - (5) keep up to date with all current topics of interest relating to the work of the Bench Committee;
  - (6) discuss with and seek the views of members of Hall on topics of interest relating to the work of the Bench Committee;
  - (7) inform the Bench Committee of such views;
  - (8) inform the Committee of any work of the Bench Committee relevant to members of Hall; and

(9) must continue to attend the Bench Committee following their resignation or retirement from the Committee, until the Committee nominates a replacement.

20. Each member of the Committee nominated to assist a Master of the Bench must-

- (1) attend any meetings arranged by the Master for that purpose;
- (2) carry out such tasks as may be agreed with the Master;
- (3) keep up to date with all current topics of interest relating to the role of the Master;
- (4) discuss with and seek the views of members of Hall on topics of interest relating to the role of the Master;
- (5) inform the Master of such views;
- (6) inform the Committee of any work of the Master relevant to members of Hall;  
and
- (7) must continue in this role following their resignation or retirement from the Committee, until the Committee nominates a replacement.

#### Attendance at Meetings

21. The Sub-Treasurer must be invited to each meeting of the Committee to report on matters relevant to the Committee.

22. Meetings may be also attended by-

- (1) Masters of the Bench who are members of the Executive Committee, and
- (2) any other person if, in the opinion of the Chair, the Sub-Treasurer or the Secretary to the Committee, it is desirable that that person should attend.

#### C. APPOINTMENT BY ELECTION

##### Timing and Administration of Elections

23. An election must be held every three years in the Michaelmas term.

24. The Sub-Treasurer must act as returning officer in the election.

25. The Sub-Treasurer must provide the facility for members of Hall to vote electronically in the election.

26. Each member of Hall may cast up to seventeen votes, but no more than one vote for any candidate.

27. The Sub-Treasurer may make rules regulating the conduct and administration of the election and may take any steps deemed necessary to ensure the election leads to the appointment of elected members in accordance with this constitution.

##### Nomination for Election

28. The Sub-Treasurer must prepare a list of the members of Hall who are nominated for election.
29. A member of Hall must be nominated for election in writing, or by email, by no fewer than three other members of Hall and must notify the Sub-Treasurer in writing of their willingness to stand for election.
30. A member of Hall is not eligible for nomination for election if they have been elected to the Committee in both of the two immediately preceding elections.

#### Result of Election

31. If fewer than seventeen members of Hall are nominated for election, there shall be no election and the members of Hall nominated for election shall be appointed the elected members.
32. When an election takes place, the Sub-Treasurer must appoint as the elected members the seventeen members of Hall nominated for election who receive the greatest number of votes.
33. In the event that a member of the Hall appointed to the Committee resigns or retires in the six months following the election, the member of Hall nominated for election with the greatest number of votes who is not at that time an elected member shall be appointed as an elected member.

#### D. APPOINTMENT OTHER THAN BY ELECTION

##### Appointment by Co-option

34. As soon as is reasonably practicable following the appointment of elected members under article 31 or 32, or in the event of any resignation or retirement from the Committee, the Committee must co-opt such further members as it deems desirable to carry out its work, provided that the total of elected and co-opted members of the Committee does not exceed twenty-nine.
35. When co-opting members, the Committee must ensure that:
  - (1) there is at least one member of the Committee who is (or who was at the time of their election or co-option) an employed barrister;
  - (2) there is at least one member of the Committee, in addition to the President of the Junior Bar Association, who is (or who was at the time of their election or co-option) under seven years' call;
  - (3) there are sufficient members of the Committee to carry out the work of the Committee effectively; and
  - (4) the members of the Committee fully represent the interests of the whole spectrum of the members of Hall.

## Appointment of Further Additional Members

36. Former members of the Committee may be appointed as additional members for a term of one year by the Committee if, in the opinion of the Committee, it is desirable to appoint those members.
37. If the Committee is of the opinion that it is necessary to increase the number of members of the Committee in order to fulfill the functions of the Committee or to comply with any requirement under this constitution, the Committee may appoint further additional members for such periods as it may determine.

## E. RESIGNATION AND RETIREMENT

### Resignation at Any Time

38. A member of the Committee may resign membership of the Committee at any time by giving notice in writing, or verbally at a meeting, to the Chair.

### Retirement

39. If any member of the Committee without good reason regularly fails to attend meetings of the Committee, or to assist the work of any Bench Committee or Master of the Bench as has been allocated to them, the Chair shall enquire whether the member is willing and able to continue on the Committee, and may thereafter propose at the next meeting of the Committee a resolution that the member be deemed to have retired from the Committee.
40. If any member of the Committee ceases to be a member of Hall, that member shall be deemed to have retired.

## F. AMENDMENT

41. The Committee may amend this constitution by a two-thirds majority vote of the members of the whole Committee.

November 1984

As amended December 1996

As amended December 2000

As amended October 2017

As amended July 2020