

**Access and Engagement Committee
United States Bankruptcy Court for the Southern District of Florida**

AMENDED AND RESTATED BYLAWS

Article I – General

Section 1. The name of this committee is the Access and Engagement Committee (the "Committee").

Section 2. The purposes of the Committee are:

- a. To advance the efforts of the United States Bankruptcy Court for the Southern District of Florida (the "Court") to foster access and engagement with and within the federal court system.
- b. To develop and present educational programs and outreach efforts that further the interests of access and engagement by and with all interested persons in the district, including opportunities for Judges, members of the clerk's office, chambers staff, members of the bar of the Court, and others in the legal community.
- c. To address concerns that might impede access or engagement due to race, color, ethnicity, national origin, sex, gender identity, sexual orientation, religion, age, disability, financial status, or any other characteristic, quality, or status of a person impacting access and engagement.
- d. To encourage the exchange of ideas and information among and between the Judges, members of the clerk's office, chambers staff, members of the bar of the Court and other members of the legal community, on issues impacting access and engagement within our district.
- e. To consult with Judges, members of the clerk's office, chambers staff, and members of the bar of the Court, and potentially with the public at large within our district, in an effort to foster regular and clear communication on issues relating to access and engagement as they relate to the operation of the Court and the bankruptcy system.
- f. To consider or initiate any matter or initiative that furthers the interests of access and engagement in the district that the Committee deems appropriate.

Article II – Composition

Section 1. The Committee will consist of Judges of the Court and members of the bar of the Court selected by the Chief Judge after consultation with the other Judges. The Chief Judge will determine the total number of members of the Committee from time to time based on need. The Chief Judge may modify the membership of the committee and its composition at their discretion, without prior notice, by publication on the Court's website.

Section 2. The membership of the Committee should represent the variety of practice areas and diversity of practitioners of members of the bar of the Court.

Section 3. Each member of the Committee will serve a term of three (3) calendar years ending on December 31 of the applicable year.

Section 4. The initial ten (10) non-judicial appointments must be staggered with three (3) to expire at the end of the first full calendar year following appointment, three (3) to expire the end of the second full calendar year following appointment, and four (4) to expire at the end of the third full calendar year following appointment. Those serving the initial one-year term are eligible for reappointment for a single three-year term.

Section 5. The Committee will have two Co-Chairs, with one being a judicial member and the other being a non-judicial member selected by the Chief Judge after consultation with the judicial Co-Chair. The Co-Chairs will select a Vice-Chair and a Secretary who will serve for a term of three (3) years or until a successor is appointed.

Section 6. The non-judicial Co-Chair will serve for a period of three (3) years beginning on the date of the first meeting of the Committee after the selection of the non-judicial Co-Chair and ending on the first meeting following selection of their successor, provided, however, that the Chief Judge may permit the non-judicial Co-Chair to continue to serve in such capacity until the end of such person's term as a member of the Committee. The judicial Co-Chair will be appointed and serve at the pleasure of the Chief Judge.

Section 7. Each member of the Committee will be entitled to one (1) vote on any issue that may arise which requires a vote by the Committee, at any regular or special meeting. The vote of the majority of the members of the Committee present in person or by proxy will be binding for all actions of the Committee. As used herein, the term "majority of the members" means a majority of the votes of members and not a majority of the members of the Committee themselves, and further means more than 50% of the then total authorized votes attending the meeting or by proxy and voting at any duly noticed meeting of the members at which a quorum has been attained.

Section 8. The Committee may also include as ex officio, non-voting members any Judge of the Court who wishes to take part in meetings and considerations of the Committee, and the Clerk of the Court or a designee of the Clerk, and may include as an ex officio, non-voting member a designee of the District Court's committee that fosters similar goals.

Section 9. Resignation from the Committee will be accepted upon written notice to the Co-Chairs. The Chief Judge may remove any member of the Committee with or without cause.

Section 10. The Chief Judge will have the power to fill any vacancies that may arise, including the Co-Chairs and other officers, which may result from death, resignation, removal, or inability to serve. Any member so appointed will hold office for the unexpired term of the member in whose place they are appointed. A member appointed to fill such a vacancy may be eligible, upon completion of the unexpired term, to be reappointed for one full term in that role, unless otherwise restricted by the bylaws.

Article III – Meeting of Members

Section 1. Meetings of members will be held within the Southern District of Florida as may from time to time be fixed by the Committee. Meetings may be conducted via videoconference or teleconference, unless the notice of meeting specifically states that the meeting is to be in person only.

Section 2. More than one half (1/2) of the members of the Committee will constitute a quorum for purposes of carrying on any meeting of the Committee for any business before it and for voting on any issue before the Committee. A member may be deemed present for quorum and voting purposes if attending in person, via videoconference or teleconference, or through a proxy held by a member.

Section 3. Written notice of the time and place of every meeting of members must be given to each member by the non-judicial Co-Chair not less than seven (7) days before the date of the meeting, either personally or by electronic mail. Each notice of meeting must provide a videoconference link or teleconference number unless the meeting has been specifically noticed to be in person only. When a meeting is adjourned to another time or place, it will not be necessary to give notice of the adjourned meeting if the time and place to which the meeting is adjourned is announced at the meeting at which the adjournment is taken and at the adjourned meeting only business will be transacted as might have been transacted at the original meeting. If, after the adjournment, a new date for the adjourned meeting is fixed, the non-judicial Co-Chair must give notice of the adjourned meeting to each member not less than seven (7) days before the date of the meeting, either personally or by electronic mail.

Section 4. The Committee will determine a regular meeting schedule with the anticipation that no less than six (6) meetings will be held each year. Special meetings may be called as deemed necessary by the Co-Chairs or the Chief Judge, with the purpose, time, and place of the meeting provided in person or by electronic mail to each member at least seven (7) days before the special meeting.

Section 5. The Committee will convene at least one meeting per year to which all Judges of the Court will be invited for the purpose of engaging in a free and open discussion of issues relevant to furthering the interests of access and engagement in the district.

Article IV- Duties

Section 1. Co-Chairs. The non-judicial Co-Chair will provide required notices of meetings of the Committee as described herein, and the Co-Chairs will preside at such meetings, and perform such other duties as ordinarily pertain to the office. The Co-Chairs will be the primary liaison between the Committee and the Court and will meet with the Chief Judge and, where appropriate, other Judges of the Court, to advise of the business of the Committee.

Section 2. Vice-Chair. The Vice-Chair will assist the Co-Chairs in the performance of any of their duties, and perform such other duties as the Co-Chairs, the Committee, or the Chief Judge deem necessary. In the event of the absence of both Co-Chairs, the Vice-Chair will provide notice of, and preside at, meetings. In the event of the unavailability or disability of a Co-Chair, the Vice-Chair will become the interim Co-Chair.

Section 3. Secretary. The Secretary will record and keep minutes of meetings of the Committee, keep membership records of the Committee, and perform such other duties as usually pertain to the office.

Section 4. Subcommittees. The Co-Chairs may, subject to the approval of the Committee, appoint such temporary subcommittees as may from time to time be required. Subcommittees may include members of the Committee, members of the Court, members of the bar of the Court, and such other persons as the Committee may deem appropriate. Any such subcommittee must include as its Chair a current member of the Committee who will be responsible for oversight of the subject subcommittee and reporting subcommittee activity to the Committee.

Article V – Method of Voting

Section 1. The business of the Committee will be transacted by voice vote except where vote by ballot is requested by a majority of those entitled to vote at any meeting. All voting determinations will be made by a simple majority.

Section 2. A member may vote by proxy by submitting a signed and dated written or electronic proxy authorization to the non-judicial Co-Chair prior to the meeting. The proxy must designate a specific Committee member to vote on the member's behalf. A proxy is valid only for the meeting and items stated in the proxy authorization.

Article VI – Attendance at Meetings

Section 1. Each member of the Committee must attend at least 75% of the regular meetings of the Committee each year.

Section 2. If any member of the Committee is not present at two (2) regularly scheduled meetings in any twelve (12) month period, or a total of five (5) regularly scheduled meetings during said member's term, the Chief Judge may request the resignation of such member.

Section 3. If any member is unable to attend a meeting of the Committee, the member may send a designee but such designee will not count toward establishing a quorum and will not be entitled to vote, and the member will be considered absent from the meeting.

Article VII – Amendments

These Bylaws may be amended only by the affirmative vote of two-thirds (2/3) of the members of the Committee, provided that written notice of such proposed amendment will have been provided to each member at least seven (7) days before the meeting at which the amendment is considered, and provided further that any proposed amendment must be approved by the Court.

Article VIII – Periodic Review and Record of Adoption

These Bylaws will be reviewed by the Committee at least once every three (3) years to ensure continued effectiveness and relevance.

These Bylaws were adopted by the Committee on 09/05/2025.