



Ohio Board of Professional Conduct

REQUIRED CONTENT OF CERTIFIED GRIEVANCE COMMITTEE ANNUAL REPORTS

Gov. Bar R. V, Section 5(E)(1) requires each certified grievance committee to file with the Board of Professional Conduct an annual report of its activity in the preceding calendar year. The annual reports and the quarterly grievance statistical reports are among the items considered by the Board in conducting the biennial recertification of grievance committees that occurs in even-numbered years.

The annual report submitted by a certified grievance committee must include the following information:

- A current roster of the grievance committee that identifies the chair of the committee, the nonattorney members of the committee, the tenure of each member's service on the committee, and the expiration date of each member's term on the committee;
- Proof of compliance by bar counsel with the education requirements set forth in Gov. Bar R. V, Section 6(C)(4);
- Information indicating the committee's compliance with the minimum operating standards set forth in Gov. Bar R. V, Section 5(D) including:
 - the number of meetings held in the preceding calendar year;
 - the location of the committee's fulltime office and name or names of the employees staffing that office;
 - the name of bar counsel certified by the Office of Disciplinary Counsel;
 - the adoption of written procedures governing the committee's work, including a summary of any amendments to the procedures adopted in the calendar year covered by the report **[do not submit a copy of these procedures unless requested to do so]**;
 - compliance with record-keeping and records retention requirements;
 - the title and date of continuing education activities offered to certified grievance committee members pursuant to Gov. Bar R. V, Section 5(D)(2); and
 - the Internet address at which the public may obtain information regarding the committee.

The annual report is due on or before March 1 of each year and must be submitted to the Board by **email only** to BOCfilings@sc.ohio.gov.