Adopted by the Board of Trustees April 8, 1981

Amended: June 26, 1984, June 03, 1986, June 20, 1991, October 24, 1991, and December 24, 2002

BY-LAWS OF THE LABOR AND EMPLOYMENT LAW SECTION OF THE LOS ANGELES COUNTY BAR ASSOCIATION

ARTICLE I

NAME

This organization shall be known as the Labor and Employment Law Section of the Los Angeles County Bar Association.

ARTICLE II PURPOSE

The purpose of the Labor and Employment Law Section is to further the interests of the diverse communities served by the labor and employment bar of Los Angeles County by creating significant opportunities for professional development, education, and training; encouraging active participation in Section activities; promoting joint initiatives and collegial relationships; educating the public about the law of the workplace; and to advance the purposes of the Los Angeles County Bar Association.

ARTICLE III

MEMBERSHIP

<u>Section 1.</u> <u>Members.</u> Any member of the Los Angeles County Bar association shall be eligible for membership in the Labor and Employment Law Section. Payment of section dues shall be a requirement of membership.

<u>Section 2.</u> <u>Associate Members.</u> Persons having knowledge and expertise in the area of labor relations, human resource management, employment rights and obligations, dispute resolution in employment, or labor arbitration, mediation and conciliation, who are not eligible for membership in the Los Angles County Bar Association, shall be eligible for associate membership status in the Labor and Employment Law Section upon approval of the Chairperson of the Section.

ARTICLE IV OFFICERS

The officers of the Labor and Employment Law Section shall be as follows: Chairperson, Vice-Chairperson, Treasurer, and Secretary. The officers of the Section shall be elected annually by the Section's members.

ARTICLE V

DUTIES OF OFFICERS

<u>Section 1.</u> Chairperson. The Chairperson as chief executive officer shall preside at all meetings of the labor and Employment Law Section and of the Executive Committee and have such other executive powers and perform such other duties as are not inconsistent with these Bylaws or with the Articles of Incorporation and Bylaws of the Los Angeles County Bar Association.

<u>Section 2.</u> <u>Vice-Chairperson</u>. The Vice-Chairperson shall perform all the duties of the Chairperson during the latter's absence or inability to act, and when so acting shall have the powers of, and be subject to all the restrictions upon, the Chairperson. The Vice-Chairperson

shall have such other powers and perform such other duties not inconsistent with these Bylaws as from -to-time may be prescribed by the Chairperson or by the Executive Committee.

Section 3. Treasurer. The Treasurer shall be responsible for the funds of the Executive Committee and shall discharge that responsibility in a manner consistent with the Articles of Incorporation and Bylaws of the Association. The Treasurer shall provide a financial report at each meeting of the Executive Committee and an annual financial report at the conclusion of the term of office.

<u>Section 4.</u> <u>Secretary</u>. The Secretary shall be responsible for the taking of minutes at each meeting of the Executive Committee. The Secretary shall also transcribe and distribute such minutes to the members of the Executive Committee.

<u>Section 5.</u> Term. The term of office of each of the officers shall commence on the first day of July of each year, and shall end on the last day of June of the succeeding year.

ARTICLE VI

EXECUTIVE COMMITTEE

<u>Section 1.</u> <u>Membership.</u> The officers and such additional persons as the Chairperson may appoint, including those specified in this Section 1, shall constitute the Executive Committee. The Executive Committee shall consist of not less than ten nor more than forty-five active members of the Labor and Employment Law Section (including no more than two associate members), plus all the officers of the Section and the immediate past chairperson of the Section if such person still is a member of the Section.

After a former chairperson of the Section has completed his or her term as immediate past chairperson, he or she shall not be eligible to serve as a voting member of the Executive Committee for a period of three years. However, he or she shall be a senior member of the Executive Committee, and shall serve in an advisory status without voting privileges. In appointing the membership of the Executive Committee for each fiscal year, the Chairperson shall appoint to the Executive Committee at least two members of the section who have not served on the Executive Committee during the preceding fiscal year. If a chairperson of a standing committee is not a member of the Executive Committee, the chairperson of the

Executive Committee shall appoint a member of the Executive Committee to serve as liaison to that standing committee.

<u>Section 2.</u> Term. The term of office of each member of the Executive Committee shall run concurrently with the term of office of the officers of the Labor and Employment Law Section. The Executive Committee during the interim between annual elections may fill vacancies on the Executive Committee or in the offices.

<u>Section 3.</u> <u>Duties.</u> The Executive Committee shall supervise and direct the affairs and determine the policies of the Labor and Employment Law Section, subject to and in accordance with these Bylaws and the Articles of Incorporation and Bylaws of the Los Angeles County Bar Association. It is authorized to take action in the name of the section during intervals between meetings thereof when necessary or desirable.

Section 4. Meetings. The Executive Committee may act at a meeting duly called or by a poll of each member of the Executive Committee. Ten members of the Executive Committee shall constitute a quorum to transact business. Meetings shall be called by the chairperson, or they may be called by a majority of the Executive Committee. Notice of any such meetings shall be given to the members of the Executive Committee not less than two days prior to such meeting. A poll of the members of the Executive Committee may be conducted by the chairperson over the telephone or through the United States Mail.

<u>Section 5.</u> <u>Dues.</u> The Executive Committee shall have the authority to assess annual dues for Section membership.

ARTICLE VII COMMITTEES

<u>Section 1.</u> <u>Standing Committees.</u> The Executive Committee shall establish such standing committees of the Labor and Employment Law Section as it shall deem appropriate. Each standing committee shall have a chairperson and a Vice-Chairperson. The Chairperson of each standing committee shall be selected by the Labor and Employment Law Section Chairperson subject to ratification by the Executive Committee. The Vice-Chairperson of each standing

committee shall be selected by the incoming Chairperson in consultation with the incoming Chairperson and Vice-Chairperson of the Section.

<u>Section 2.</u> Term. The term of the Chairperson and Vice-Chairperson of each committee and the members thereof shall run concurrently with the term of office of the officers of the Section.

<u>Section 3.</u> <u>Members.</u> The members of the standing committee shall be selected by the Chairperson of such committees subject to confirmation by the Executive Committee.

<u>Section 4.</u> <u>Interim Committees.</u> The Chairperson of the Section shall have the power, without the Executive Committee approval, to appoint such interim committees as may be necessary or desirable for the purpose of furthering the objectives of the Section.

ARTICLE VIII

MEETINGS OF MEMBERS

<u>Section 1.</u> <u>Meetings</u>. The Labor and Employment Law Section shall hold one regular meeting of its members during each year, and such further special meetings of the members as may be called by the Chairperson, Vice-Chairperson, or by a majority of the members of the Executive Committee.

<u>Section 2.</u> Notices. Notice of the time and place of all meetings shall be given to all members at least five days prior thereto.

<u>Section 3.</u> Quorum. Twenty members shall constitute a quorum for the transaction of business at any meeting of the Section.

<u>Section 4.</u> <u>Rules.</u> All meetings of the section shall be conducted in accordance with Robert's "Rules of Order" Revised.

ARTICLE IX

AMENDMENTS TO BY-LAWS

These Bylaws may be amended by a two-thirds vote of a quorum present at an Executive Committee meeting duly called or by a two-thirds vote of the members of the Executive Committee polled pursuant to the provisions of Article VI, Section 4, of these Bylaws, subject to aproval by the Board of Trustees of the Association.

ARTICLE X

ELECTIONS

<u>Section 1.</u> Time. The Labor and Employment Law section shall hold a regular annual election for the election of officers. The date of such election shall be no later than May 15th of each year.

Section 2. Nominating Committee. There shall be a Nominating Committee of five appointed by the Chairperson of the Section from active Section members in good standing. The Nominating Committee shall nominate one or more members of the Section for each of the offices of Chairperson, Vice-Chairperson, Treasurer, and Secretary. Each nominee for the office of chairperson of the Section must have served on the Executive Committee for a minimum of two years prior to the term for which such person is nominated and each nominee for the other offices must have so served for one year. The Nominating Committee shall submit to the Chairperson the names of the persons so nominated no later than April 1 of each year. The names of the persons so nominated will be posted by the Los Angeles County Bar Association and released to the daily Journal and Metropolitan News.

Section 3. Additional Nominations. Additional nominations for any office may be made by filing, with the Chairperson of Section not later than April 16, a written nomination signed by at least 20 members of the Section in good standing entitled to vote.

<u>Section 4.</u> One Candidate For Each Office. If the Nominating Committee nominates only one candidate for each position, and if no one is nominated in accordance with Section 3 of these Bylaws, then the slate as nominated will be deemed unanimously elected. The results shall be reported in writing to the members of the Section.

<u>Section 5.</u> <u>Ballots.</u> Except as provided in Section 4, a ballot containing the names of the nominees for each office with a blank write-in space after each office, shall be mailed to each members of the section entitled to vote not later than 10 days prior to the annual election date. The Ballots shall be in such form and shall contain such instructions as may be prescribed by the Executive Committee. Each member shall be entitled to vote for a nominee or other member of the Section for each office to be filled at the election.

Section 6. Voting. Ballots must be received at the Los Angeles County Bar Association office in accordance with the instructions written on or furnished with the ballot not later than 4:00 p.m. on the election day, at which time the voting shall cease and the poll shall close.

<u>Section 7.</u> Counting. Immediately upon the close of the balloting, the votes shall be canvassed and counted by the Association staff in accordance with standard procedure and the results shall be reported in writing to the Executive Committee of the Section. The results of the election will be reported to the Association membership in writing.

Section 8. Votes To Elect. A plurality of votes cast shall elect. In case two or more candidates for one office shall receive an equal number of votes, a ballot shall be taken between such candidates at the first meeting of the section thereafter.