

**LOS ANGELES COUNTY BAR ASSOCIATION**  
2019 OFFICER AND TRUSTEE ELECTION RULES  
ADOPTED BY THE BOARD OF TRUSTEES  
February 27, 2019

I. ELECTIONS COMMITTEE

- A. The Elections Committee (consisting of the current President, President-Elect and Immediate Past President) formulates the schedule and rules and regulations for the proceedings of the Nominating Committee and the conduct of the annual election, not inconsistent with the Amended and Restated LACBA Bylaws as of January 16, 2019, including but not limited to establishing the forms for self-nomination, rules for campaigning by candidates, the procedures for ballot distribution, the procedures for ballot counting and reporting the results, and the procedure for resolving a tie vote, all subject to the approval by the Board of Trustees. The Board of Trustees shall have the sole power to resolve any election-related disputes arising under the LACBA Bylaws or the rules and regulations governing elections.

II. GENERAL RULES AND REGULATIONS RE CANDIDATES

- A. Written nominations must be filed with LACBA's Executive Director by 5:00 p.m. on April 15, 2019.
- B. Candidates for a trustee position may run in only one trustee category (at-large, section or affiliate).
- C. No member of the 2019 Elections Committee or the 2019 Nominating Committee may be nominated for any elective position in this election.
- D. Use of the Nomination Form approved by the Board of Trustees is required (Attachment A). At least 100 Nomination signatures by current members of LACBA must be submitted on one Nomination Form or more copies. Because some nominations may not be valid, it is advisable to obtain more than 100 nominators. Law student members are not eligible to sign nomination forms. Candidates are advised to review the Nomination Form carefully, including the attached Code of Civility Guidelines.
- E. LACBA will set-up a special listserve dedicated to the 2019 Election. This LACBA listserve will operate no earlier than April 16, 2019 (on a start date to be determined by the Elections Committee) to the close of the election. With the exception for political campaigning, the remainder of the LACBA listserve Guidelines will apply to this LACBA election listserve (Attachment B). All LACBA members are to honor the Listserve Guidelines, including, but not limited to, Guideline 7 as to all other listserves (Section, Board, Executive Committee, Committee, et al) and refrain from political campaign in those forums as well as any other official LACBA forum.

- F. A member's eligibility for purposes of filing a declaration of intent with the Nominating Committee or in connection with affiliate or section nominations shall be determined by reference to Official Membership Records as of February 8, 2019. A member's eligibility for candidacy by written petition, and petitioners' eligibility to sign a nomination petition, shall be determined by reference to Official Membership Records as of April 15, 2019.
- G. Members wishing to verify the membership of nominators may do so in person at LACBA's offices or call Member Services during regular business hours (generally between 9:00 a.m. and 5:00 p.m., Monday through Friday).
- H. On the Nomination Form, the nominator's name must be printed, signed, dated, and include their California State Bar number.
- I. One set of LACBA mailing labels, or any subset thereof (e.g., sections, committees, etc.), will be made available to each qualified candidate at the prevailing rate. All costs of mailing, including the cost of mailing labels, will be at the candidate's expense. (Attachment C).
- J. Staff shall not be authorized to provide any services to candidates except as expressly set forth in these rules.

### III. RULES AND REGULATIONS RE BALLOT AND CANDIDATES' STATEMENTS

- A. Qualified candidates who wish to include a candidate statement and photograph with the election materials must submit such a statement and a digital headshot picture in a JPEG format to LACBA's Executive Director by 5:00 p.m. on April 15, 2019. Candidates who were nominated by the Nominating Committee who desire to make a statement of candidacy should submit such a statement and a digital headshot picture in a JPEG format to LACBA's Chief Executive Officer by 5:00 p.m. on April 22, 2019. Candidates for officer positions are permitted statements, inclusive of biographical data, not to exceed 500 words and candidates for trustee positions are allowed statements, inclusive of biographical data, not to exceed 350 words. Candidates must agree to be available, or designate someone to be available, to approve staff-generated editorial changes to the candidate's statement prior to the distribution of election materials. Guidelines used by staff to edit candidate statements are included as Attachment D.
- B. The names of the Nominating Committee members shall appear in the election materials accompanying the ballot.
- C. For each qualified candidate who submits a written nomination, the names of 25 of the nominators who sign the Nomination Form on the candidate's behalf may appear in the election material accompanying the ballot. Each candidate may designate the 25 validated names to appear as his or her nominators from those nominators who agree in writing that their names may be used for such purpose.

- D. The ballot and election materials shall be transmitted by electronic means only by LACBA (at its discretion) or by a third party election/voting vendor approved by the Election Committee (at LACBA's discretion) to its members eligible to vote no later than May 1, 2019.
- E. The order of names on the ballot in each category will be determined in a double-blind lottery.
- F. The names of qualified candidates will be posted to LACBA's website and provided to two of the daily newspapers of general circulation among lawyers of Los Angeles County. Candidate statements received consistent with paragraph III.A. will be posted to LACBA's website.

#### IV. RULES AND REGULATIONS RE VOTING

- A. For the purpose of determining voting eligibility, the Official Membership Records is as of April 20, 2019.
- B. Per the Bylaws, Law Student members are not eligible to vote.
- C. Failure to return an electronic or paper ballot in the manner and timeframe described on the ballot and/or in the balloting materials accompanying the ballot will invalidate the ballot.
- D. The polls will open at 12:00 p.m. on May 1, 2019 and close at 11:59 p.m. on June 3, 2019.
- E. In the event of a tie-vote, the current Board of Trustees will decide the election at a special meeting to be called for that purpose.

#### V. STAFF PROCEDURES

##### A. Nomination Form Procedures

Upon receipt of completed Nomination Forms, the staff will determine that each candidate:

1. Is a member of LACBA;
2. Has at least 100 eligible nominators;
3. Did not serve on the Nominating Committee or on the Elections Committee in 2019; and
4. Ensure that candidate statements comply with word limits herein.

Any candidate who does not satisfy each of these criteria will be deemed unqualified and will not appear in LACBA election materials. Further processing of that candidate's candidacy by LACBA staff will be terminated.

B. Ballot and Tabulation Procedures

1. LACBA will contract with an outside vendor to do an independent ballot tabulation. Such vendor will deliver the official tabulation to the Executive Director or his designee no later than 5:00 p.m. on June 6, 2019.
2. The staff will provide a replacement electronic ballot to any member entitled to vote who personally requests one in writing, where the member represents that he/she has not received his or her ballot, or that such ballot has been lost or destroyed/deleted.
3. The staff will track and report on all returned ballots in the manner agreed in writing with the vendor and/or the Election Committee, and will verify each voter's membership in LACBA.

C. Post-Election Procedures

The Executive Director or his designated representative will:

1. Write a letter to each candidate confirming the results of the election;
2. Post the results on LACBA's website; and
3. Report the results to two of the daily newspapers of general circulation among lawyers of Los Angeles County.