

BY-LAWS
OF THE
INDIVIDUAL RIGHTS SECTION
OF THE
LOS ANGELES COUNTY BAR ASSOCIATION

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ARTICLE I

NAME

This organization shall be known as the "Individual Rights Section of the Los Angeles County Bar Association" (herein-after the "Section").

ARTICLE II

PURPOSE

The purpose of the Section shall be:

- (a) To address problems of constitutional rights and principles which impact directly upon the legal profession, the legal process and the administration of justice;
- (b) To bring the resources of the legal profession of Los Angeles County to bear upon problems which arise out of inequality of legal protection and/or because of race, color, sex, age and economic circumstances;
- (c) To provide a forum for the interchange and dissemination of thoughts, ideas and information with respect to such problems;

(d) To provide a vehicle for coordinating the activities of other Section and Committees of the Los Angeles County Bar Association, and of other Bar Associations in areas similar to the other express purposes of this Section; and

(e) To monitor, review and educate the public about legislation pertaining to individual rights.

ARTICLE III

MEMBERSHIP

Any member of the Los Angeles County Bar Association shall be eligible for membership in the Section. A prerequisite to membership also shall be the payment of dues, if any, required of the Section's members for the current calendar year.

ARTICLE IV

OFFICERS

Section 1: OFFICERS. The six officers of the Section shall be as follows: Chairperson, three Vice Chairpersons, Vice Chairperson/Secretary and Vice Chairperson/Treasurer. In accordance with the By-Laws of the Los Angeles

County Bar Association, the officers of the Section shall be elected annually by the Section's members.

The President of the Association shall appoint the first officers of the Section who shall serve until the respective offices are filled by election and confirmation in accordance with these By-Laws.

Section 2: TERM. The term of office of each of the officers shall commence on the first day of July each year, or when such officer is elected and confirmed in accordance with these By-Laws, whichever occurs later; and such term shall end on the last day of June of the succeeding year, or when the successor of such officer is elected and confirmed, whichever occurs later; provided, however, that the term of office of each of the initial officers of the Section shall commence and end in accordance with Article IV above. No Chairperson of the Section shall serve more than two successive elective terms in that office.

Section 3: FILLING VACANCIES. The Executive Committee shall fill a vacancy in any office for the unexpired portion of the term thereof.

ARTICLE V

DUTIES OF OFFICERS

Section 1: CHAIRPERSON. The Chairperson, as chief executive officer, shall preside at all meetings of the Section and of the Executive Committee and shall have such other executive powers and perform such other duties as are not inconsistent with these By-Laws of the Los Angeles County Bar Association.

The Chairperson may delegate duties, as required, to the Vice Chairpersons and may designate and appoint members to Committees of the Section, as described in Article VII herein.

Section 2. VICE CHAIRPERSONS. One of the Vice Chairpersons shall perform all the duties of the Chairperson during the latter's absence or inability to act, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson. Determination of which Vice Chairperson shall so act pro tempore shall be made by the Chairperson, if able, and if not, then by the majority vote of the Executive Committee. Pro tempore designation shall be rotated among the Vice Chairpersons.

Each Vice Chairperson shall have such other powers and perform such other duties not inconsistent with these By-Laws as from time to time may be prescribed by the Chairperson or by the Executive Committee including, but not limited to organizing and coordinating (a) the review of legislation by the Section,

(b) a Section newsletter, and (c) the membership recruitment efforts of the Section.

Section 3: VICE CHAIRPERSON/SECRETARY. The Vice Chairperson/Secretary shall be responsible for the taking of minutes at each meeting of the Section and of the Executive Committee, for the transcription and distribution of such minutes to the members of the Executive Committee and for notifying Executive Committee members of upcoming meetings. The Vice Chairperson/Secretary shall also be responsible for maintaining a record of any minutes of standing committees and interim committees of the Section and for the distribution of such minutes to the members of the Executive Committee.

Section 4: VICE CHAIRPERSON/TREASURER. The Vice Chairperson/Treasurer shall be responsible for maintaining accurate records of the members of the Section, for collecting the dues and other funds of the Section, and for making the necessary disbursements thereof, subject to such procedures as shall be prescribed by the Executive Committee and by the Board of Trustees of the Los Angeles County Bar Association, including the provisions of Section 10 of Article X of the By-Laws of the Association.

ARTICLE VI

EXECUTIVE COMMITTEE

Section 1. MEMBERSHIP. There shall be an Executive Committee not to exceed 25 members. The officers of the Section shall be members of the Executive Committee. The remaining members of the Executive Committee shall be appointed by the Chairperson of the Section. In appointing such remaining members, the Chairperson of the Section shall consider the advisability of having an Executive Committee which includes the immediate past Chairperson of the Section, if he/she is still a member of the Section, representation from among members of the Junior Barristers and from among members of ethnic minorities, and at least three persons who were not members of the Executive Committee during the preceding year.

Section 2. TERM. The term of the office of each officer-member of the Executive Committee shall run concurrently with his/her term as an officer of the Section. The term of office of each appointed member of the Executive Committee shall commence upon his/her confirmation or upon the commencement of term of office of the Chairperson who so appointed such member, whichever occurs later, and such term shall end upon the commencement of the next elected term of the office of Chairperson. In the event of the death, incapacity or resignation of any appointed member of the Executive Committee, a successor shall be appointed by the Chairperson to complete such term.

Section 3: DUTIES. The Executive Committee shall supervise and direct the affairs and determine the policies of the Section, subject to and in accordance with these By-Laws and the Articles and By-Laws of the Los Angeles County Bar Association.

Section 4: MEETINGS. The Executive Committee may act at a meeting duly called. One-third of the currently appointed Executive Committee or five individuals, whichever number is smaller, shall constitute a quorum to transact business. A majority vote of those present shall be required for any action other than an action amending these By-Laws. Meetings shall be called by the Chairperson or may be called by a majority of the Executive Committee. Written or oral notice of such meetings shall be given to members of the Executive Committee not less than two days (excluding Saturdays, Sundays and legal holidays) prior to such meeting. Members of the Executive Committee not in attendance at a non-noticed meeting may, in writing, waive such notice. Duly noticed Executive Committee meetings may be conducted through a telephonic conference call or similar communications equipment, as long as all members participating in the meeting can hear one another.

Section 5: FUNDS. Membership dues of the Section shall be on a calendar year basis and shall be established by the Executive Committee. Membership dues, together with such other funds as may be raised under the

direction of the Executive Committee with the prior approval of the Board of Trustees of the Los Angeles County Bar Association (if required), shall provide the financial resources for the operation of the various activities of the Section.

ARTICLE VII

COMMITTEES

Section 1: COMMITTEES. The Executive Committee and/or the Section Chairperson shall have the power to designate the committees of the Section, if any. The Chairperson and members of each committee shall be selected by the Executive Committee and/or the Section Chairperson.

Section 2: TERM OF COMMITTEE MEMBERS. The terms of the Chairperson of each committee and the members of each committee shall run for the length of time designated in the appointment, the term shall run concurrently with the term of office of the officers of the Section.

ARTICLE VIII

MEETINGS OF MEMBERS

Section 1: MEETINGS. The Section shall hold regular meetings of its members during each year at such times and at such intervals as may be

selected by the Chairperson. Meetings of the members may be called by the Chairperson or by five members of the Executive Committee.

Section 2: NOTICES. Written notice of the time and place of all meetings shall be given to all members at least five days prior thereto.

Section 3: QUORUM. The members of the Section present shall constitute a quorum for the transaction of business at any meeting of the Section, and all actions shall be by majority vote of members present.

Section 4: RULES. All meetings of the Section shall be conducted in accordance with Robert's Rules of Order, Revised.

ARTICLE IX

AMENDMENTS TO BY-LAWS

These By-Laws may be amended by the Executive Committee by a two-third's vote of its members present at a meeting duly called for the purpose of considering such amendment and at which a quorum is present, provided that no amendment so adopted shall become effective until approved by (a) the members of the Section by majority vote of members present at a meeting duly called where one of the announced purposes is the consideration of such

amendment; and (b) the Board of Trustees of the Los Angeles County Bar Association.

ARTICLE X
ELECTION OF OFFICERS

Section 1: ANNUAL ELECTION. The Section shall hold an annual election of officers, which shall be completed by May 15th of each year, unless the same falls on a holiday, in which event the next business day shall be the election day. The terms of officers shall begin on July 1st.

Section 2: ELECTION SCHEDULE. The annual election shall be conducted in accordance with the following schedule:

<u>Election Step</u>	<u>To Be Completed By</u>
1. Appointment of Nominating Committee	March 17
2. Nominating Committee's section of nominees	April 1
3. Distribution of list of nominees to Section members	April 8
4. Members' submission of self-	April 20

- nominating petitions
5. Distribution of annual election May 1
ballots (if necessary)
 6. Annual election (if necessary) May 15

If any of the above dates falls on a Saturday, Sunday, or holiday, the next business day shall be the effective date.

Section 3: **NOMINATING COMMITTEE.** The Executive Committee shall serve as the Nominating Committee to encourage candidates for offices of the Section. The Nominating Committee shall nominate one or more candidates for each office of the Section.

The written report of the Nominating Committee stating the names of the persons so nominated shall be forwarded to the Chairperson of the Section. The names of those persons nominated by the Nominating Committee shall be circulated to all Section members together with an explanation of the self-nominating procedure, as described herein.

Section 4: **SELF-NOMINATING PROCEDURE.** Any member of the Section may file a self-nominating petition with the Section Chairperson in care of the office of the Los Angeles Bar Association. All such self-nominating petitions

must specify both (a) the name of the Section member being nominated, and (b) the office which the candidate seeks.

Section 5: ELECTION PROCEDURE. If the nominating Committee nominates only one candidate for any office, and if no one else is nominated by the timely filing of a self-nominating petition as described herein, then the sole nominee for that office will be deemed unanimously elected.

If more than one candidate is nominated for any office, a ballot contain the names of the nominees for that office with a blank write-in space after each office shall be mailed to each member of the Section entitled to vote. 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 4:00pm on the election day, at which time the voting shall cease and the polls shall close.

Section 7: COUNTING. Immediately upon the close of the balloting, the votes shall be canvassed and counted by one or more persons to be

appointed by the Chairperson, and the results shall be reported in writing to the members of the Section by the Chairperson.

Section 8: VOTES TO ELECT. A plurality of votes cast shall elect the Chairperson, Vice Chairperson/Secretary and Vice Chairperson/Treasurer. The three nominees for Vice Chairperson receiving the highest number of votes shall be elected as Vice Chairpersons. In the event any office is not filled by reason of a tie vote, a ballot shall be taken at the first regular Section meeting thereafter for the purpose of resolving the election between such tied candidates.