

**BY-LAWS**  
**OF THE**  
**LAW PRACTICE MANAGEMENT SECTION**  
**OF THE**  
**LOS ANGELES COUNTY BAR ASSOCIATION**

**ARTICLE 1**

**NAME**

This organization shall be known as the Law Office Management Section of the  
Los Angeles County Bar Association.

**ARTICLE II**

**PURPOSE**

The purposes of the Law Office Management Section shall be to improve the  
knowledge of the members of the Section and the Bar in the area of legal economics and  
management, to form an available working unit to assist in the activities of the Los  
Angeles County Bar Association, and otherwise to further the interests of the Los Angeles  
County Bar Association and the legal profession as a whole.

### **ARTICLE III**

#### **MEMBERSHIP**

Section 1. Any member of the Los Angeles County Bar Association shall be eligible for membership in the Section. The prerequisite to membership also shall be the payment of dues required of the Section members for the current fiscal year.

Section 2. ASSOCIATES. Legal Administrators shall be eligible for associate status of the Law Office Management Section upon approval of the Section Chairperson and the Officers of the Los Angeles County Bar Association or their designated representative or committee. Associates shall participate in all Section activities and are eligible to serve on the Executive Committee or as Section or Standing Committee officers or participate in the election of officers. The prerequisite to associate status also shall be the payment of dues required of the Section members for the current fiscal year.

### **ARTICLE IV**

#### **OFFICERS**

The officers of the Section shall be Chair, Vice-Chair and Secretary, each of whom shall be a member of the Section. In accordance with Article X, Section 6, of the By-Laws of the Los Angeles County Bar Association, the officers of the Section shall be elected annually by the Section's members.

## ARTICLE V

### **DUTIES OF OFFICERS**

Section 1.     CHAIR. The Chair as chief executive officer shall preside at all meetings of the Section and of the Executive Committee, appoint additional members of the Executive Committee, appoint such interim Committee of the Section as may be necessary or desirable for the purposes of furthering the objectives of the Section, and have such other executive powers and perform such other duties as are not inconsistent with these By-Laws or with the By-Laws of the Los Angeles County Bar Association.

Section 2.     VICE-CHAIR. The Vice-Chair shall perform all the duties of the Chair 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 Chair. The Vice-Chair 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 Chair or by the Executive Committee.

Section 3.     TREASURER. The Treasurer shall together with the association staff maintain financial records of the Section and report periodically to the Section and the Executive Committee thereof with respect to same.

Section 4.     SECRETARY. The Secretary shall be responsible for the recording and distribution of minutes at each meeting of the Section and of the Executive Committee, for arranging preparation of minutes of standing committees, and for the notification to members of meetings of the Section and Committees thereof and for the publicizing of such announcements.

Section 5.     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, provided, however, that the first officers elected hereunder shall serve from their appointment until June 30, 1971.

## ARTICLE VI

### EXECUTIVE COMMITTEE

Section 1.     MEMBERSHIP. The officers and such additional persons as the Chair may appoint, including those specified in this Section, shall constitute the Executive Committee. The Executive Committee shall consist of not less than ten not more than twenty active members of the Section, including all the officers of the Section, the Chair of each standing committee, and the immediate past chair of the Section if he still be a member of the Section . In appointing the membership of the Executive Committee for each fiscal year, the Chair 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.

Section 2.     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 Section. During the interim between annual elections, the Chair may fill vacancies on the Executive Committee.

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 By-Laws 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. A majority of the Executive Committee shall constitute a quorum to transact business. Meetings shall be called by the Chair, 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 Chair over the telephone or through the United States mail.

Section 5.     DUES. The Executive Committee shall have the authority to fix dues for membership in the Section. (Beginning January 1, 1979, the annual dues are ten dollars (\$10.00)).

Section 6.     The Executive Committee may remove and replace any Executive Committee member who shall, without good cause, fail to attend three (3) successive Executive Committee meetings in any fiscal year. Any such member shall be deemed to have submitted a resignation as a Committee Member subject to acceptance by the Executive Committee.



**ARTICLE VII**  
**COMMITTEES**

Section 2.     STANDING COMMITTEES. There shall be the following standing committees of the Section to be comprised of not less than two nor more than twenty-five members of the Section. The Chair and Vice-Chair, if any, of each standing committee shall be selected by the Executive Committee.

a.     Program which shall be responsible for planning and arranging the programs, obtaining the speakers, obtaining necessary facilities and arranging for notices and publicity for each meeting of the Section.

b.     Membership which shall solicit and receive applications for membership in the Section, maintain accurate records of membership of the Section, and arrange for collection and deposit of such with the Los Angeles County Bar Association pursuant to the provisions of Article X, Section 10, of its By-Laws.

Section 2.     INTERIM COMMITTEES. The Chair of the Section shall have the power to appoint such interim committees as may be necessary or desirable for the purpose of furthering the objectives of the Section.

Section 3.     TERM. The term of the Chair and Vice-Chair of each committee and the members of each committee shall run concurrently with the term of office of the officers of this Section.

Section 4.     MEMBERS. The members of the standing committees shall be selected by the Chair of such committees subject to confirmation by the Executive Committee.

## **ARTICLE VIII**

### **MEETINGS OF MEMBERS**

Section 1.     MEETINGS. The Section shall hold regular meetings of its members during each year. Meetings of the members may be called by the Chairman, Vice-Chairman, or by a majority of the members of the Executive Committee.

Section 2.     NOTICES. 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. Action shall be a majority vote of the members present.

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

Section 5.     APPROVAL OF ACTIONS. No report, recommendation, news release or other action of the Section or of any committee thereof shall be considered as the action of the Los Angeles County Bar Association unless and until it has been approved by the Executive Committee of the Section and the Board of Trustees of the Los Angeles County Bar Association or its designated representative or committee.



## **ARTICLE IX**

### **AMENDMENTS TO BY-LAWS**

These By-Laws 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 By-Laws. Amendments to the By-Laws shall be subject to the confirmation by the Board of Trustees of the Los Angeles County Bar Association.

## **ARTICLE X**

### **ELECTIONS**

Section 1.     TIME. The Section shall hold a regular annual election for the election of officers. The date of such election shall not be earlier than April 1 nor later than May 1.

Section 2.     NOMINATING COMMITTEE. There shall be a Nominating Committee of three appointed by the Chair 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 Chair, Vice-Chair and Secretary. The written report of the Nominating Committee, stating the names of the persons so nominated, shall be forwarded to the Chair of the Section at least 30 days prior to the date of the regular annual election; and the members of the Section shall be notified of such nominations at least 25 days prior to the date of such election.

Section 3.     ADDITIONAL NOMINATIONS. Additional nominations for any office may be made by filing, with the Chair of the Section at any time prior to 15 days before the annual election, a written nomination signed by at least 20 members of the Section in good standing entitled to vote.

Section 4.     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 By-Laws, then the slate as nominated will be deemed unanimously elected and the results shall be reported in writing to the members of the Section.

Section 5.     BALLOTS. 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 member 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 o'clock p.m. on the election day, at which time the voting shall cease and the poll shall close.

Section 7.     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 the Fall issue of the President's Newsletter.

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 regular monthly meeting thereafter.