

**BYLAWS
OF THE
LITIGATION SECTION
OF THE
LOS ANGELES COUNTY BAR ASSOCIATION**

ARTICLE I

NAME

This organization shall be known as the Litigation Section of the Los Angeles County Bar Association (the "Litigation Section").

ARTICLE II

PURPOSE

The purpose of the Litigation Section shall be to provide a forum to address the problems and interests of trial practitioners, to establish and maintain a working relationship with the state and federal judiciary in order to further the administration of justice and effective resolution of civil conflict, to study and make recommendations on rules and legislation which may affect civil litigation practice, to support and inspire the art of trial advocacy among the bar, and to generally promote and further the interests of the Litigation Section, the Los Angeles County Bar Association ("LACBA") and the legal profession as a whole.

ARTICLE III

MEMBERSHIP

Any member of LACBA shall be eligible for Litigation Section membership. The other prerequisite to membership shall be the payment of dues required of the Litigation Section members in any fiscal year.

ARTICLE IV

OFFICERS

The officers of the Executive Committee of the Litigation Section shall be as follows: Chair, Chair-Elect, Vice-Chair and Secretary. Article X, Section 10, of the LACBA Bylaws provides that: "[t]he officers and members of the Executive Committee of [the Litigation] Section shall be selected by appointment or ballot as the Bylaws of [the Litigation] Section may from time to time provide." The Litigation Section's Executive Committee officers shall be elected annually by the Litigation Section's members.

ARTICLE V

DUTIES OF OFFICERS

Section 1. CHAIR. The Chair shall preside at all meetings of the Litigation Section and of the Executive Committee and have such other executive powers and perform such other duties in furtherance of the purposes of the Litigation Section as are not inconsistent with these Bylaws or with the LACBA Bylaws.

Section 2. CHAIR-ELECT. The Chair-Elect 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 Chair-Elect shall have such other powers and

perform such other duties not inconsistent with these Bylaws as from time to time may be prescribed by the Chair or by the Executive Committee.

Section 3. VICE-CHAIR. The Vice-Chair shall perform all the duties of the Chair-Elect 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-Elect. The Vice-Chair shall have such other powers and perform such duties not inconsistent with these Bylaws as from time to time may be prescribed by the Chair or by the Executive Committee.

Section 4. SECRETARY. The Secretary shall be responsible for the recording and distribution of minutes at each meeting of the Executive Committee, including providing minutes when final to LACBA's Chief Executive Officer. The Secretary shall have such other powers and perform such other duties not inconsistent with these Bylaws as from time to time may be prescribed by the Chair or by the Executive Committee.

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.

ARTICLE VI

EXECUTIVE COMMITTEE

Section 1. MEMBERSHIP. The officers and such additional persons as the Chair may appoint shall constitute the Executive Committee. The Executive Committee shall consist of twenty-nine members of the Litigation Section, including all the officers of the Litigation Section, and the immediate past chair of the Section if that person 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 eight members of the Litigation Section who have not served on the Executive Committee during the preceding fiscal year. The Chair may also appoint

ex-officio members, special projects members, liaison members, and chairs or co-chairs to Litigation Section committees from the membership of LACBA for the unexpired term of office of the Chair to promote relationships deemed beneficial to the Litigation Section and attempt to coordinate the activities of the various groups within the organized Bar whose interests and activities coincide with the purposes of the Litigation Section. Ex-officio members may include past members of the Executive Committee and judicial officers. Special Project members may include individuals who are potential members of the Executive Committee. Liaison members may include representatives of other bar organizations. Ex-officio members, special projects members, liaison members, and chairs or co-chairs of Litigation Section committees shall not count towards the total number of Executive Committee members.

Section 2. TERM. The term of office of each member of the Executive Committee, with the exception of such members as may be elected to hold any office set forth in Article V hereof and any chair or co-chair of a standing or interim Litigation Section committee, shall be three years with staggered terms such that approximately one-third of the Executive Committee shall require appointment annually.

During the interim between annual elections, the officers may fill vacancies on the Executive Committee or in the offices. Any member of the Executive Committee who misses more than four (4) meetings in any fiscal year without prior notice to the Chair explaining the reason for such absence, shall automatically be removed from the Executive Committee, but may be reinstated by vote of the Executive Committee.

Section 3. DUTIES. The Executive Committee shall supervise and direct the affairs and determine the policies of the Litigation Section, subject to and in accordance with these Bylaws and the Bylaws of the Los Angeles County Bar Association. The Executive Committee is authorized to take action in the name of the Litigation 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. Fifteen (15) members 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 meeting shall be given to the members of the Executive Committee not less than five days prior to such meeting, and may be given by electronic mail. A poll of the members of the Executive Committee may be conducted by the Chair without the necessity of a meeting.

Section 5. Dues. LACBA shall have the authority to assess annual dues for Litigation Section membership in an amount to be determined and approved by the LACBA Board of Trustees.

ARTICLE VII

COMMITTEES

Section 1. STANDING COMMITTEES. There shall be the following standing committees of the Litigation Section to be comprised of not less than two members of the Litigation Section. The Chair and Vice-Chair(s), if any, of each standing committee shall be selected by the Executive Committee officers. The Executive Committee shall have the power to designate other standing committees.

- a. Breakfast at the Bar Committee. The Breakfast at the Bar Committee is responsible for planning and arranging the Litigation Section's Breakfast at the Bar Programs, including obtaining the speakers and program facilities, and arranging for notices and publicity for each program.
- b. Brown Bag Lunch Committee. The Brown Bag Lunch Committee is responsible

for planning and arranging the Litigation Section's Brown Bag Programs, including obtaining the speakers and program facilities, and arranging for notices and publicity for each program.

- c. Communications and Website Committee. The Communications and Website Committee is responsible for working with the Web Services department of LACBA to maintain and monitor the content of the Litigation Section's website and communications to its members through social media.
- d. Complex Courts Committee. The Complex Courts Committee is responsible for interfacing with the Complex Courts of the Los Angeles Superior Court to brainstorm innovative methods to make the litigation of complex cases more efficient and effective, to address concerns by the bar and the bench regarding litigation before the Complex Courts, and report those concerns to the Executive Committee. The Complex Courts Committee is responsible for planning and arranging the Litigation Section's Complex Courts Symposium, including obtaining the speakers and program facilities, and arranging for notices and publicity for each program. The Complex Courts Committee is also responsible for planning and arranging periodic Complex Courts brown bag lunches, including obtaining the speakers and program facilities, and arranging for notices and publicity for each program.
- e. Court Alerts Committee. The Court Alerts Committee alerts the LACBA Litigation Section members through e-blasts known as "Court Alerts," printed in our online LACBA newsletter regarding upcoming court events, news and ongoing changes to the state courts in Los Angeles County and federal courts in the Central District.
- f. Diversity Committee. The Diversity Committee is responsible for planning and arranging the Litigation Section's Diversity Programs, including inviting the speakers, securing program facilities, and arranging for notices and publicity for each program. Through the programs, the Diversity Committee strives to promote equity and full

participation in the legal profession by members of all communities, in an effort to promote the advancement of attorneys from under-represented communities in all areas of the legal profession. The programs also serve as a forum for dialogue, a method to increase collaboration in the legal profession, and a vehicle to bring the community together.

- g. Federal Courts Committee. The Federal Courts Committee is responsible for interfacing with the Central District Court in order to understand the Court's concerns, organize subcommittees to address those concerns and report those concerns to the Executive Committee. The Federal Courts Committee is also responsible for coordinating with the LACBA Federal Courts Coordinating Committee and the local chapter of the Federal Bar Association to plan and arrange the Federal Court Symposium.
- h. Legislative Review / Civil Procedure Committee. The Legislative Review Committee is responsible for reporting to the Executive Committee regarding legislative matters of general interest to civil litigation lawyers and the courts, including proposed revisions to the Code of Civil Procedure, the Federal Rules of Civil Procedure and other rulemaking, for the Executive Committee's consideration and action.
- i. Membership Committee. The Membership Committee is responsible for increasing membership in the Litigation Section, marketing the Litigation Section at LACBA events and at law schools, and coordinating with the Barristers' Liaison to raise the profile of the Litigation Section at Barristers events. By coordinating with a law student-member, the Membership Committee hopes to increase awareness about the Litigation Section among law students.
- j. Programs Committee. The Programs Committee is responsible for planning and arranging the Litigation Section's Bench Meets Bar Program, including obtaining the speakers and program facilities, arranging for notices and publicity for each program,

and spearheading the sale of tables. The Programs Committee also is responsible for planning and arranging such other programs as from time to time may be prescribed by the Chair or the Executive Committee.

- k. Sponsorship Committee. The Sponsorship Committee is responsible for structuring, pricing and promoting Litigation Section sponsorships from companies or individuals who provide goods or services in connection with or support of litigation, including without limitation sponsorship associated with one or more Section events, as may be directed and approved by the Chair or the Executive Committee.

Section 2. INTERIM COMMITTEES. The Executive Committee Chair shall have the power, without Executive Committee approval, to appoint such interim committees as may be necessary or desirable for the purposes of furthering the objectives of the Litigation Section.

Section 3. TERM. The term of each Standing and Interim Committee Chair, and the term of each Standing and Interim Committee member, shall run concurrently with the term of office of the officers of this Section.

Section 4. MEMBERS. The members of the Standing and Interim Committees shall be selected by the Executive Committee Chair, or by the Chair of the Standing/Interim Committee subject to approval by the Executive Committee Chair.

ARTICLE VIII

MEMBER MEETINGS

Section 1. MEETINGS. The Litigation Section may hold general meetings of its members, if such meetings are called by the Executive Committee Chair, Chair-Elect, or by a majority of the members of the Executive Committee.

Section 2. NOTICES. Notice of the time and place of all Litigation Section meetings

shall be given to all members at least five days prior thereto. Notice may be given by electronic mail.

Section 3. QUORUM. The Litigation Section members present at a member meeting shall constitute a quorum for transacting business. Action shall be by a majority vote of the members present.

Section 4. RULES. All Litigation Section meetings shall be conducted in accordance with Robert's Rules of Order Revised, which can be found at: <http://www.robertsrules.com>.

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

ARTICLE IX

AMENDMENTS TO BYLAWS

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.

ARTICLE X

ELECTIONS

Section 1. TIME. In accordance with this Article, the Litigation Section shall hold an annual election of officers which shall be completed by May 15 of each year, or as soon thereafter as reasonably practicable.

Section 2. NOMINATING COMMITTEE. There shall be a Nominating Committee comprised of the Executive Committee officers and such other members as the officers may designate. The Nominating Committee shall nominate one or more members of the Litigation Section for each of the offices of Chair, Chair-Elect, Vice-Chair and Secretary. Any Litigation Section member in good standing who has served or is serving as a member of the Executive Committee may be nominated for the offices of Chair-Elect, Vice-Chair and Secretary. The written report of the Nominating Committee, stating the names of the persons so nominated, shall be forwarded to the Executive Committee Chair. The Litigation Section members shall be notified of such nominations at least 25 days prior to the date of such election. Notification may be given by electronic mail.

Section 3. ADDITIONAL NOMINATIONS. Additional nominations for any office may be made by filing with the Executive Committee Chair of the Section a written nomination

signed by at least 20 members of the Litigation Section in good standing and entitled to vote.

Section 4. ONE CANDIDATE FOR EACH OFFICE. If the Nominating Committee nominates only one candidate for each office, and if there are no additional nominations in accordance with Article X, Section 3 of these Bylaws, then the slate as nominated will be deemed unanimously elected and there shall be no mailing of ballots.

Section 5. BALLOTS. Except as provided in Section 4 above, a ballot containing the names of the nominees for each office shall be mailed or e-mailed to each Litigation Section member entitled to vote. The ballots shall be in such form and shall contain such instructions as may be prescribed by the Executive Committee. Each Litigation Section member in good standing shall be entitled to one vote for each office to be filled at the election.

Section 6. ELECTION SCHEDULE. The annual election should 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 selection of nominees	April 1
3. Member's submission of written nominations	April 16
4. Distribution of annual election ballots (if necessary)	May 1
5. Annual election (if necessary)	May 15

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

Section 7. VOTING. Ballots must be received by the Executive Committee Chair, in care of the LACBA 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 polls shall close. Ballots may be transmitted by electronic mail.

Section 8. COUNTING. Within fifteen days after the close of the polls, the votes shall be counted by a committee of at least three Litigation Section members, to be appointed by the Executive Committee Chair; or by an electronic balloting vendor if such voting method was employed. The Executive Committee Chair shall report the voting results in writing to the Litigation Section members.

Section 9. VOTES TO ELECT. A plurality of votes cast shall elect. In the event two or more candidates for one office receive an equal number of votes, a ballot shall be taken at the first regular Litigation Section meeting thereafter to resolve the election between such candidates, and the one securing the largest number of votes at such meeting shall be elected.