

## **Bylaws of the Communications Section**

### **Article I: Name**

This Section shall be known as the Communications Section of the National Association of Bar Executives (hereinafter "NABE").

### **Article II: Purposes**

The purpose of this Section shall be:

- a. To establish a forum to provide continuing programs of education and information to staff members of bar associations and related organizations responsible for functions including communications, marketing, editorial and design, web infrastructure and design, member services, data analysis, and public relations.
- b. To focus attention on, and emphasize the need for, more and better communication between bar associations and their various stakeholders and audiences.
- c. To serve as a clearinghouse and information exchange among bar association staff responsible for communications functions.
- d. To encourage state, county, and local bar associations and related organizations to employ professional communicators, and to integrate communications leadership into the management function of the association.
- e. To actively solicit and encourage the involvement of all bar association communications professionals in the work of the Section, and to reflect and strengthen the diversity, commitment and vitality of the profession.

### **Article III: Membership and Voting Privileges**

Upon payment of Section Member dues, membership in the Section shall be open to any member of the National Association of Bar Executives, and whose responsibilities or interests include bar communications. Membership shall be for a period of one year, June 1 – May 31. Each member in good standing present at a business meeting of the Section is entitled to one vote.

### **Article IV: Officers**

- A. Elected Officers  
The officers of the Section shall consist of a chair, a chair-elect, a secretary, a treasurer, and an immediate past chair.
- B. Qualifications and Terms of Office  
All officers must be members of the Section. The individual elected as chair-elect shall serve a three-year term, with the first year as chair-elect, the second year as chair, and the third year as

immediate past chair. The term of office shall be one year for the chair, chair-elect, secretary, and treasurer.

C. Council

The Council of the Section shall consist of the chair, chair-elect, immediate past chair, secretary, and treasurer, together with six (6) Council members. The Council shall supervise and control Section affairs subject to these bylaws and the bylaws of NABE. Council members shall serve terms of two years, and the terms shall be staggered so that the terms of not more than three members expire in any year. No officer or Council member shall hold the same office for more than two consecutive terms. At no time shall any two officers or Council members represent the same bar association. The term of each officer and Council member shall begin at the close of the Section's annual meeting following his or her election, and continue until a successor is elected or appointed.

D. Vacancies During Term of Office

If the office of the Section chair becomes vacant, the chair-elect shall immediately become acting chair for the remainder of the unexpired term, at which time he or she shall assume the position of chair to which he or she was originally entitled. If any other Section offices or Council seats become vacant, the Council may, at its discretion, appoint another Section member to that office for the remaining term.

Article V: Duties of Officers

A. Chair

The chair shall preside at all meetings of the Section and shall perform all duties pertaining to that office for the year (or years, in the case of a vacancy as described in Article IV(D) of these bylaws) in which he or she serves. At the conclusion of that year, he or she shall succeed to the position of immediate past chair where he or she shall serve for one additional year.

B. Chair-elect

The chair-elect shall assist the chair in performing the functions of that office when requested to do so and shall succeed the chair at the conclusion of his or her term.

C. Secretary

The secretary shall keep minutes of the Section, record all other pertinent matters, and perform such other duties as the chair of the Council may direct.

D. Treasurer

The treasurer shall keep a record of the financial standing of the Section, collect and disburse funds, make a financial report at each meeting of the Section to the chair and to the NABE Executive Committee, and perform such other duties as the chair or the Council may direct. In consultation with the chair, the treasurer shall prepare a proposed budget for the Section for the following year. The treasurer shall also assist in preparing the proposed budget for the annual Section Workshop.

E. Council Members

The Council members shall act as representatives of the membership and shall perform such duties as the chair of the Council may direct.

Article VI: Committees

A. Standing Committees

The Section Council may create standing committees; appointments to such committees shall be made by the chair of the Section. Terms of members shall be one year, with members eligible to serve consecutive terms.

B. Special Committees

The chair of the Section may create special committees and appoint all the members thereof. Special committees and terms of their members terminate at the end of the Section chair's term. The succeeding Section chair may continue any special committee, and appoint or reappoint the members thereof.

Article VII: Nomination and Election of Officers

A. Nominating Committee

Prior to the annual meeting of the Section, the chair shall appoint a nominating committee of five (5) members. The immediate past chair of the Section shall chair this committee unless that person is no longer a member of the Section, in which case the current Section chair shall serve. At least 90 days before the Section annual meeting, the Nominating Committee shall issue a general call for nominations to all members of the Section soliciting names of proposed nominees. Members of the Nominating Committee shall publish and distribute a list of nominations of at least one candidate for each of the officers of chair-elect, secretary, treasurer, and members of the Council along with information on election rules no later than 60 days prior to the annual meeting.

B. Additional Nominations

Additional nominations for any office to be filled by election at the annual meeting may be made by submitting to the chair of the Nominating Committee, no later than 45 days prior to the annual meeting, or by an alternate deadline selected by the Section Council, a written petition signed by at least five (5) members of the Section representing five (5) or more employers. Such petition shall state the name of the candidate and the position for which he or she is to be nominated. Nomination of candidates from the floor at the annual meeting shall not be permitted.

C. Elections Committee

In the event of a contested election, the Section chair shall appoint an Elections Committee consisting of three (3) members of the Section, designating one of these members as chair of the committee.

D. Ballots and Voting in Contested Elections

In the event of a contested election, the Elections Committee shall, not later than 30 days prior to the annual meeting, or by an alternate deadline selected by the Section Council, prepare ballots and distribute them to all Section members determined to be in good standing on the date of distribution. Completed ballots shall be returned to the chair of the Elections Committee by a date selected by the Section Council. Ballots not returned by the designated date shall not be counted.

E. Elections

The Elections Committee or its designee shall count and tabulate all ballots received by the deadline at the chair's discretion. The Elections Committee shall determine all challenges and

questions arising in connection with the right to vote, and shall do such acts as are proper to conduct the election with fairness. The newly elected officers shall take office at the close of the last business session of the annual meeting. Candidates will be elected with a plurality of the votes cast. In the event of a tie vote, those present at the annual meeting shall vote to break the tie.

1. Notification

- a. The candidates receiving a plurality of the votes cast shall be notified as soon as possible prior to the annual meeting.
- b. The Section Council will be notified of the election results in advance of the meeting, and the Section chair will announce those results at the annual meeting.
- c. All Section members will be notified of the election results as soon as practicable after the annual meeting.

Article VIII: Meetings

A. Section Meetings

The Section's annual and midyear business meetings shall be held concurrent with the annual and midyear meetings of NABE. The Section may also hold a business meeting at the annual Workshop or any other Section-sponsored conference or program.

B. Council Meetings

Council meetings may be held at any time designated by the Section chair.

Article IX: Quorum

At regular meetings of the Section, the presence of fifteen (15) members shall constitute a quorum for the transaction of any business in this Section. At Section Council meetings, the presence of six (6) members shall constitute a quorum for the transaction of any business.

Article X: Dues

The dues of this Section shall be set by the Section Council, and approved by the NABE Board of Directors. Dues shall be payable on or before June 1.

Article XI: Amendments

A. Proposed Amendments

Amendments to these bylaws may be submitted by:

1. A written petition, submitted to the Section's Executive Council, signed by any five (5) or more Section members in good standing, or
2. A written petition submitted to the Section Council by the Section's Bylaws Committee, or
3. A resolution submitted by the Section Council.

B. Adoption of Amendments

The Section Council shall review all bylaw amendments and submit them to the membership for consideration. These bylaws may be amended at any regular or special meeting of the Section by two-thirds (2/3) vote of the members present; provided that at least 20 days' notice of the proposed amendment shall be given by the Secretary to each member, fully setting forth the proposed amendment.

Article XII: Effective Date of Bylaws

These bylaws shall become effective by their approval by the Board of Directors of NABE.