



# ARKANSAS BAR ASSOCIATION

**Bylaws  
of the  
*Arkansas Bar Association***

**as amended through March 31, 2023**

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# ***Bylaws of the Arkansas Bar Association***

## ***Article I. Admission to Membership***

Individuals who meet the membership qualifications and have paid the required dues shall become members of the Association subject to ratification by the Board of Trustees.

## ***Article II. Membership Designations and Dues***

### **Section 1. Membership Year**

Each member shall pay Association dues for each Membership Year. A Membership Year shall commence on July 1 and run through June 30.

### **Section 2. Authority to Set Membership Designations and Dues**

Subject to the requirements and limitations of the Association's Constitution, membership designations, qualifications, membership dues and fees to be charged by the Association, as well as all payment plans for membership dues and fees shall be established by the Executive Director of the Association in consultation with the Finance Committee.

### **Section 3. Payment, Delinquencies and Reinstatement**

Each member shall pay Association dues pursuant to one of the Association's approved payment plans. Any member admitted to the Association before May 1 of any Membership Year shall pay the full annual dues pursuant to one of the Association's approved payment plans. Any member admitted to the Association after May 1 of any Membership Year shall pay in a lump sum an immediate admission fee established by the Executive Director and an appropriate annual membership due for the next Membership Year. If any member defaults on his or her annual dues payment plan, then said member shall be removed from membership in the Association. A member who has been removed for nonpayment of dues shall be reinstated on the payment of the remaining balance of the annual dues owed pursuant to one of the Association's available and approved payment plans, but shall not be entitled to exercise the right to vote as a member unless such member has paid his or her dues current prior to any distribution of ballots or polling of the membership as provided by the Constitution of this Association. The Executive Director may establish uniform fees, service charges, and/or assessments to be charged to a member who defaults under the term of his or her annual dues payment plan.

## ***Article III. Officers***

### **Section 1. Duties**

The officers of the Association shall perform the duties usually performed by such officers and such duties as shall be prescribed by the Constitution and Bylaws or by the Board of Trustees.

### **Section 2. Vacancy in the Office of President**

Should a vacancy occur in the office of the President, the President Elect shall serve as Acting

President, and except as otherwise provided herein, shall have all the duties and privileges of the office of President until the vacancy is filled as provided herein.

Should such a vacancy occur when there are six months or less remaining in the President's term, the President Elect shall continue to serve as Acting President for the remainder of the unexpired term and shall succeed to the office of the President at the next Annual Meeting.

Should such vacancy occur when there are more than six months remaining in the President's term, the President Elect may choose to continue to serve as Acting President for the remainder of the unexpired term and shall succeed to the office of the President at the next Annual Meeting.

Should the President Elect not so choose, the President Elect, as Acting President, shall call a special election of the Members to elect as President a Member qualified to be elected President from the same Bar District as the President who vacated the office. The newly elected President shall then serve out the remainder of the term of the President who vacated the office.

### **Section 3. Vacancy in the Office of President Elect**

Should a vacancy occur in the office of the President Elect, then:

If the vacancy occurs when there are less than six months remaining in the President Elect's term, the President Elect Designee shall serve as acting President Elect for the remainder of the President Elect's unexpired term, and except as otherwise provided herein, shall have all the duties and privileges of the office of President Elect and shall succeed to the office of President Elect at the next Annual Meeting; or

If the vacancy occurs when there are more than six months remaining in the President Elect's term, the President shall call a special election of the Members to elect as President Elect a Member qualified to be elected President Elect from the same Bar District as the President Elect who vacated the office. The newly elected President Elect shall then serve out the remainder of the term of the President Elect who vacated the office.

### **Section 4. Vacancy in the Office of President Elect Designee**

If, after the election of a President Elect Designee in a given bar year, a vacancy occurs in the office of the President Elect Designee, the President shall call a special election of the Members to elect as President Elect Designee a Member qualified to be elected President Elect Designee from the same Bar District as the President Elect Designate who vacated the office.

If, in the judgment of the Secretary - considering the relevant nomination and election provisions of the Association's Constitution - a special election for President Elect Designee cannot be completed and the results certified prior to the next Annual Meeting, the President shall nonetheless call the election as soon as practicable, and if after such Annual Meeting, the election shall be for the office of President Elect who shall be nominated from the same Bar District as the President Elect Designee who vacated the office. The newly elected President Elect Designee shall then serve out the remainder of the term of the President Elect Designee who vacated the office.

### **Section 5. Vacancy in the Office of Secretary**

Should a vacancy occur in the office of Secretary, then:

If the vacancy occurs when there are less than six months remaining in the Secretary's term, the President shall call a special election of the Board of Trustees to elect as Acting Secretary a member of the Board of Trustees qualified to be elected Secretary who shall so serve for the remainder of the unexpired term and, except as otherwise provided herein, shall have all the duties and privileges of the office of Secretary; or

If the vacancy occurs when there are more than six months remaining in the Secretary's term, the President shall call a special election of the Members to elect as Secretary a Member qualified to be elected Secretary to serve for the remainder of the unexpired term.

A member of the Board of Trustees who is elected by the Board of Trustees to fill a vacancy in the office of the Secretary may not run for election as Secretary in the next election for Secretary.

A Member who is elected by the Members to fill a vacancy in the office of the Secretary may run for election as Secretary in the next election for Secretary.

#### **Section 6. Acting Officer Retains Duties and Privileges of Elected Office; One Vote**

Except as provided herein, an officer who, by these Bylaws, holds another office as an acting officer shall retain the duties and privileges afforded his/her elected office for the duration of his/her elected term.

Notwithstanding the forgoing, such an officer shall be entitled to cast only one vote on any matter which comes before the Board of Trustees or a committee of the Board of Trustees and on which the officer's elected office and acting office would otherwise both be entitled to a vote.

Under such circumstances, the quorum requirements and number of votes necessary to take action on a particular matter shall be reduced by the number of acting officers entitled to attend and, as the case may be, cast a vote on any such matter brought before the Board of Trustees or committee of the Board of Trustees.

#### **Section 7. Nomination and Election Process to Fill a Vacancy**

In determining the details, including a schedule, for nomination and election pursuant to this Article, the Board of Trustees shall follow, as closely as reasonable, the relevant nomination and election provisions of the Association's Constitution.

#### **Section 8. Vacancy – Appointive Offices**

Vacancies in any appointive office shall be filled by action of the respective appointing authority.

### ***Article IV. Board of Trustees***

#### **Section 1. Meetings of the Board of Trustees**

1. Meetings of the Board of Trustees may be held inside or outside the State of Arkansas and may be conducted in person or virtually by electronic means. The Board of Trustees or the President of the Arkansas Bar Association shall determine the times and manner or places of any

meeting of the Board.

2. Notice of any meeting of the Board shall be announced to the membership of the Association at least 15 days prior to the first day of such meeting. The Secretary shall include with the notice of any meeting a calendar of the business of the meeting, if the same has been furnished to him or her. If such calendar is not available when the notice of the meeting is sent, the Secretary shall send the same to the members of the Board as soon as it is made available.

3. Any special meeting of the Board must be held within 45 days of the call, and notice of such meeting shall include the purposes of the call.

4. Meetings of the Board shall be open to attendance by members of the Association. Representatives of the news media may attend sessions of the Board.

5. At all in-person meetings of the Board, members of the Board may be seated by State Bar Districts and by Trustee Districts within each such State Bar District. Members of the Association who are not members of the Board shall be seated separately from the Board members.

### ***Article V. Executive Director***

The Board of Trustees may select and may prescribe the duties of an Executive Director and such other personnel as it may deem necessary, who shall hold office at the pleasure of the Board of Trustees. The Executive Director shall be the principal executive officer of the Association, and subject to the control of the Board of Trustees, shall in general supervise and control all of the business and affairs of the Association. The Executive Director may sign any deeds, mortgages, bonds, contracts, or other instruments which the Board of Trustees has authorized to be executed or as provided in the budget, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Trustees or by these Bylaws to some other officer or agent of the Association, or shall be required by law to be otherwise signed or executed, and the Executive Director shall in general perform all duties as may be prescribed by the Board of Trustees from time to time.

### ***Article VI. Annual Budget***

The Board of Trustees shall approve the annual budget of the Association.

### ***Article VII. Sections***

#### **Section 1. Sections Defined**

Sections are groups of Association members, chartered by the Board of Trustees. Sections are dedicated to the improvement of the quality and understanding of one or more areas of substantive law, one or more areas of law practice, or both. As such all sections are involved in one or more of the following: continuing legal education; publications; professional networking of members with similar interests, and substantive law reform. Section membership is open to any Association member in good standing. Sections may operate semi-autonomously within the framework of this

Article, but sections and any funds raised or expended by sections shall remain subject to the supervision and control of the Board of Trustees to ensure they serve the mission of the Association.

## **Section 2. New Sections**

New sections may be established, and existing sections combined or discontinued, or their names changed by the Board of Trustees after the proponents of the section have filed with the President a statement setting forth:

- (a) The jurisdiction of the section which shall be within the constitutional purposes of the Association and not in conflict with the jurisdiction of any section, committee or task force whose continuance is contemplated after the section is established
- (b) The proposed bylaws of the section, which shall continuously be subject to review and amendment by the Board of Trustees; and
- (c) A statement of the need for the proposed section, or combination of sections.

## **Section 3. Meetings, Officers, and Succession**

- (a) Each section shall have an annual meeting which shall take place during the annual meeting of the Association unless a different date is specified in its bylaws. Sections may also hold such other meetings as may be appropriate.
- (b) Unless its bylaws provide otherwise: (i) each section may have a chairperson, a vice-chairperson, a secretary and an executive council consisting of six other section members; (ii) section executive council members shall serve staggered terms of three years each with the terms of two executive council members expiring at the end of the annual meeting of the section each year; (iii) the section chairperson, vice-chairperson and secretary shall each serve as such for a one-year term commencing at the end of the annual meeting of the section. Upon petition, the Board of Trustees may allow a section officer to serve consecutive terms in the same office.
- (c) Unless its bylaws provide otherwise, each section shall use its best effort to elect its secretary, and two executive council members before the conclusion of each annual section meeting. The secretary shall then automatically succeed to the office of vice-chairperson in the next year and the vice-chairperson shall likewise automatically succeed to the office of chairperson. Vacancies occurring through death, resignation or otherwise shall be filled by majority vote of the section's executive council.
- (d) If a section shall fail to elect any officer before the conclusion of its annual meeting, the President of the Association shall appoint that officer or officers subject to ratification by the Board of Trustees.

## **Section 4. Section Policy**

- (a) Each section shall operate in accordance with the Constitution and Bylaws of the Association and under the supervision and control of the Board of Trustees.



- (b) Each section shall work with the Association's staff to identify and produce appropriate Association CLE programs and shall encourage section members who have the necessary knowledge and expertise to take an active role in providing Association CLE Programs. Each section shall present or co-present a CLE or other educational project at least once every two Membership Years unless waived by the Board of Trustees.
- (c) Each section is encouraged to assist with the identification and production of Association publications, including practice handbooks for members and pamphlets and guides on legal topics for the general public.
- (d) Prior to the Annual Meeting of the Association, each section shall submit a brief report of the activities of the section during the previous twelve months. This report shall be sent to the Association office which will forward a copy to each section member.
- (e) Each section is encouraged to submit legislative proposals for consideration as part of the Association's Legislative Package.
- (f) No section may purport to present an official position of the Association without prior approval of the Board of Trustees
- (g) Each section shall have a written policy for the handling of revenue and expenses relating to the activities of the section.
- (h) The officers of each section shall be responsible for preparing an annual budget for the section. .
- (i) Each section's budget shall be based on projected dues income for the upcoming Membership Year. It shall be submitted to the President of the Association at least 20 days prior to the meeting of the Board of Trustees at which the Board considers the section's budget for the next Membership Year.
- (j) All section budgets shall be presented to the Board of Trustees.
- (k) The Board of Trustees shall have the right to approve, disapprove or modify each section's budget; to establish the amount and frequency of an allocation of section revenue or reserves to be transferred to the general operating account(s) of the Association to offset the expense of staffing and programming services provided to the sections; and to establish guidelines concerning the accumulation and use of section reserves.
- (l) Expenditures for any given Membership Year shall not exceed the amount of income for that period except as provided below.
- (m) If for any reason a section proposes to spend more during a Membership Year than

its reasonably expected dues income, a written explanation of the reason for the expenditures shall be attached to its budget at the time it is submitted to the President for consideration by the Board of Trustees. If during the course of the Membership year, a matter arises which would require expenditures not included within the approved budget of section, a written request explaining the need for such expenditures shall be presented to the President explaining such need. The President may approve a total of \$500 of such expenditures by a section during a Membership Year. Any such request or requests by a section totaling more than \$500 in one Membership Year will be referred to the Board of Trustees.

## ***Article VIII. Committees and Task Forces***

### **Section 1. Committees**

The Board of Trustees, at the request of the Association's President, President- Elect, or upon its own motion, is empowered to create Standing Committees of the Association to assist in the Association's governance, its programs, or otherwise.

- (a) The Association's President, at the request of the Board of Trustees or upon his or her own initiative, is empowered to create Ad Hoc Committees or Task Forces to assist in the Association's governance, its programs, or otherwise.
- (b) Standing Committees shall have perpetual existence and shall continue until dissolved by action of the Board of Trustees.
- (c) Ad Hoc Committees and Task Forces shall have limited existence. Ad Hoc committees shall dissolve on the last day of the Membership Year in which they were created unless re-authorized by action of the succeeding President or the Board of Trustees. Task Forces shall dissolve when the President or Board of Trustees determines that the task for which it was formed has been completed or should be abandoned, or otherwise that the task force is no longer needed.
- (d) The Board of Trustees shall specify the terms of members of Standing Committees, any qualifications for committee membership, including, when appropriate, a requirement that committee members be members of the Board of Trustees.
- (e) The President shall specify the terms of members of Ad Hoc Committees or Task Forces created or reauthorized by his or her action, as well any qualifications for committee or task force membership.
- (f) Unless the Board of Trustees provides otherwise, vacancies on Standing Committees, Ad Hoc Committees, or Task Forces shall be filled by the President. The President-elect shall appoint a chair-elect of each Standing Committee who will serve as Chair during the succeeding Membership Year.
- (g) When contemplating appointments to committees and task forces, consideration should be given to the Association's goal of seeking participation which is broadly representative of its membership, geographic and otherwise.

- (h) Committee meetings may be done telephonically or through electronic media. Votes on committee matters may be done electronically through email, survey or any other procedure that is deemed appropriate by the Committee chair.<sup>1</sup>

## **Section 2. Audit Committee**

- (a) There shall exist as a Standing Committee of the Association an Audit Committee.
- (b) The Chair or a Member of the Audit Committee shall present in person or in writing the annual audit to the Audit Committee for its review and report the actions required of the Association as a result of the audit to the Board of Trustees at their next meeting. The Audit Committee is responsible for selecting the company which audits the Association and for reviewing said audits and making recommendations to the Board of Trustees as needed based on the audit.

## **Section 3. Legislation Committee**

- (a) There shall exist as a Standing Committee of the Association a Legislation Committee.
- (b) The Legislation Committee shall consist of the following eleven voting members<sup>2</sup>:
  - 1. The President, the President-Elect, the chair of the Jurisprudence and Law Reform Committee, and the chair of the Legislation Committee, all of whom shall serve for the term of the office held;
  - 2. One member appointed by the President of the Association who shall serve a three-year term commencing at the close of the Annual Meeting at which the appointing President assumes the office of President;
  - 3. One member continuing to serve in the second year of a three-year term who was appointed by the immediate Past President of the Association;
  - 4. One member continuing to serve in the third year of a three-year term who was appointed by the President preceding the immediate Past President of the Association;
  - 5. One Association member appointed by the President of the Association who shall serve a one-year term commencing at the close of the Annual Meeting at which the appointing President assumes the office of President; and
  - 6. One Association member from each of the State Bar Districts who shall be elected by majority vote of all voting members of the Board of Trustees from that District. Such Bar District representatives may, but need not be members of the Board of Trustees. Such representatives shall be elected in even numbered years at the Annual Meeting of the Association for a term of two years commencing at the close of the Annual Meeting at which the representatives are elected. Each such representative shall serve as District Vice-Chair of the Legislative Action Network for the District from which that member is elected.
- (c) The Legislation Committee shall also consist of the following two non-voting

members:

1. The President-Elect Designee shall, upon election, serve until the expiration of the term of office; and
  2. One member of the Young Lawyer's Section. Said member shall be selected by the Section in a manner and for a term to be determined by Section.
- (d) The Chair of the Legislation Committee shall be appointed jointly by the President-Elect and the President-Elect Designee in odd numbered years, prior to the President-Elect assuming the office of President at the close of that annual meeting. The Chair shall serve from the adjournment of that meeting until the adjournment of the second annual meeting following appointment.
- (e) The Committee may meet in person, electronically or by telephone conference call. The vote, in person, electronically or telephonically, of a majority of the full Committee shall be necessary in order for the Committee to act upon any proposition. The Chair shall be eligible to vote. The Committee may otherwise make such rules and regulations as it deems appropriate for its own governance.
- (f) In the event of a vacancy, the President shall make an appointment to serve for the remainder of the term. If the vacancy is one of the three seats elected by the trustee districts, the President's appointee will serve until the next Board of Trustees meeting when the vacancy will be filled by the applicable bar district to serve the remainder of the term.
- (g) A non-participating member may be removed by a 2/3 vote of the entire committee.
- (h) Where any member of the legislation committee discloses a potential conflict of interest under the Association's conflict policy, the legislation committee may, by majority vote, ask the committee member not to participate in any vote or discussion regarding that matter. Upon a majority vote, the committee member will be excluded for further participation on the issue.<sup>3</sup>
- (i) The Legislation Committee's responsibilities are to:
- (1) support the Association's Lobbyist in promoting the enactment of bills included in the Legislative Package approved under Article X of these Bylaws;
  - (2) support the position of the Association on legislation pending before the Arkansas General Assembly; and
  - (3) consider and decide the position of the Association on rules and regulations proposed and under consideration by the regulatory agencies of the State of Arkansas and legislation which the Board of Trustees has not taken official position on and is under consideration or expected to be considered by Agencies of the State of Arkansas or by the Arkansas Legislature or its interim committees, or on proposed initiated acts.

- (j) In fulfilling these responsibilities, the Legislation Committee shall:
- (1) establish and maintain a statewide legislative action network of lawyers who will serve as legislative contacts to advocate the Association's position to legislators, and recruit lawyers to be legislative witnesses in support of the Association's position on State agency rules and regulations and legislative proposals; attend committee meetings and legislative sessions when the Lobbyist cannot be present, and perform such other tasks as are reasonably calculated to achieve the Association's Legislative goals.
  - (2) not support any legislation or Agency rules or regulations which the Board of Trustees has rejected within the immediate past 12 months nor oppose any legislation or Agency rules or regulations which the has approved within the past 12 months. It shall have authority to make changes in proposed legislation of the Association which do not materially change the intent or the purpose of such legislation and may take a position for the Association on other Agency rules or regulations and legislation and proposed legislation under consideration or expected to be considered by the Arkansas Legislature or its interim committees or rules or regulations under consideration by State agencies. During special sessions, the Committee may sponsor technical corrections to existing law and poll the Board of Trustees on substantive matters which have not previously been voted on by the Board.
  - (3) not take a position on any legislation or any Agency rules or regulations unless it would have a direct effect on the practice of law or a significant impact on the administration of justice.
- (k) In the event the Legislation Committee takes a position in support or in opposition to a proposed amendment to the Arkansas Constitution or the United States Constitution, the Association Lobbyist shall, at the conclusion of the meeting at which the position was taken, report the position to the Board of Trustees. If any member of the Board of Trustees disagrees with the position taken by the Legislative Committee, that member may make a Motion to Override the position taken by the Legislative Committee. The motion and all further discussion and voting shall be made electronically via the Board of Trustees ACE account. Said

Motion to Override must be made within three (3) business days of the Lobbyist's communication to the Board of Trustees. If the Motion to Override receives a second within one (1) day of the Motion to Override being made, there will be a period of discussion for three (3) business days. At the conclusion of the discussion period, the President will call for a vote. Votes will be accepted for the next two (2) business days. The Association Secretary shall count the votes, certify the results, and report the same to the Board of Trustees within one (1) business day of the conclusion of the voting window. If a majority of those voting vote in favor of the Motion to Override, the Board of Trustees will then consider what the Association's position will be relative to the proposed amendment. If a majority of those voting vote in opposition to the Motion to Override, the position taken by the Legislative Committee shall be the position of the Association.

- (l) Within three (3) business days of the Secretary certifying the vote to approve a Motion to Override, any member of the Board of Trustees may make a Motion to Support or Oppose the proposed amendment to the Arkansas Constitution or the United States Constitution. The Motion to Support or Oppose and all further discussion and voting shall be made electronically via the Board of Trustees ACE account unless a regularly scheduled meeting of the Board of Trustees is scheduled within the next two (2) weeks or the President calls for a Special Meeting of the Board of Trustees. If discussion and voting is conducted electronically via the Board of Trustees ACE account, the Motion to Support or Oppose must receive a second within one (1) day of the Motion to Support or Oppose being made. There will then be a period of discussion for five (5) business days. At the conclusion of the discussion period, the President will call for a vote. Votes will be accepted for the next two (2) business days. The Association Secretary shall count the votes, certify the results, and report the same to the Board of Trustees within one (1) business day of the conclusion of the voting window. The Motion to Support or Oppose must receive a three-fourths (3/4) vote of the membership of the Board of Trustees in order for the Motion to Support or Oppose to pass. If said Motion to Support or Oppose passes by a three-fourths majority of the members of the Board of Trustees that will be the position of the Association. If the Motion to Support or Oppose does not pass by a three-fourths majority of the members of the Board of Trustees, the Association will not take a position on the proposed amendment.
- (m) The President of the Arkansas Bar Association, at his or her discretion or upon the request of the Chair of the Legislation Committee, may appoint one or more subject matter experts to assist the Legislation Committee.
- (n) Notwithstanding the voting requirements in Article VIII, Section 1, F, (5), the Chair of the Legislation Committee may exercise the authority of the Legislation Committee granted in Article VIII, Section 1, G, (3), when the need for prompt action does not allow the convening of the Legislation Committee or polling it by telephone, e-mail, FAX, or other means of communication.
- (o) Any change in the Legislation Committee shall require amendment of these Bylaws.

#### **Section 4. Jurisprudence and Law Reform Committee**

- (a) There shall exist as a Standing Committee of the Association a Jurisprudence and Law Reform Committee.
- (b) The Jurisprudence and Law Reform Committee shall consist of seventeen to eighteen members. The President-Elect, prior to assuming the office of President at the close of each annual meeting, shall appoint one voting member from each State Bar District, who shall serve from the adjournment of that meeting until the adjournment of the third annual meeting following appointment. The President-Elect shall also appoint two additional members for three year terms, regardless of the State Bar District in which said members reside, and appoint a chair of the committee who may or may not be one of the other members of the committee. The Chair of the Legislation Committee and the Association's Lobbyist shall be non-voting, ex-officio members of the committee.

- (c) The Jurisprudence and Law Reform Committee's responsibilities are to consider and report concerning all matters of jurisprudence and procedure including reforms of the substantive law and improvement in practice and in administration of the Courts, and such other related matters as may be referred to it by the Board of Trustees.
- (d) Any change in the Jurisprudence and Law Reform Committee shall require amendment of these Bylaws.

#### **Section 5. Committee of Past Presidents**

- (a) There shall exist as a Standing Committee of the Association a Committee of Past Presidents
- (b) The committee shall consist of those who have served as President of the Association. This Committee shall serve as an advisory committee, and shall make such investigation, studies, recommendations, and reports and render such advisory opinions as may be requested of the Committee by the Board of Trustees or by the President.

#### **Section 6. Program Review Committee**

- (a) There shall exist as a Standing Committee of the Association a Program Review Committee.
- (b) The Program Review Committee shall consist of eleven to thirteen voting members. The President-Elect, prior to assuming the office of President at the close of each annual meeting, shall appoint two voting members from each State Bar District, who shall serve from the adjournment of that meeting until the adjournment of the next annual meeting following appointment. The President-Elect shall also appoint five to seven additional members for one-year terms, regardless of the State Bar District in which said members reside, and appoint a chair of the committee.
- (c) The Program Review Committee's responsibilities are to review all programs of the Association in regular intervals, using both objective and subjective criteria, and make recommendations to the Board of Trustees at each quarterly meeting of the Board of Trustees to continue with the program, eliminate the program, expand the program, reduce the program, or merge the program with another program. "Program" is defined as any event, activity, or group that requires a financial commitment and/or effort by Association staff or member volunteers. This definition excludes the business operations of the Association.
- (d) Before a new program, committee, section, task force or event is proposed to the Board of Trustees, the proposal must be reduced to writing, forwarded to the Executive Director for review by the Program Review Committee, and include the following elements:
  - Anticipated costs
  - Anticipated revenue (if any)
  - Anticipated staff time
  - Anticipated number of member volunteers and estimated time commitment of member volunteers.

- Duration of event – one-time or ongoing
  - Narrative statement of why it meets our mission statement, the number of members it would impact, and whether it is beneficial for the members of the bar and/or the community as a whole.
- (e) Future President-Elects shall submit any new task forces, new programs, or any other plans involving costs to the Association or effort by the staff or membership that he or she wishes to pursue during their term as President to the Program Review Committee during his or her term as President Elect but no later than January 1<sup>st</sup> of the year in which they ascend to the Presidency.
- (f) After completion of its report on any given program, the Program Review Committee shall deliver its report to the Board of Trustees and shall post it on the Association's website. A two week comment period shall be opened for member feedback.
- (g) The membership of the Association shall be advised as to when the recommendations of the Program Review Committee will be considered by the Board of Trustees, and any member who wishes to speak in favor or in opposition to the Program Review Committee's recommendations shall be given a 5 minute window at the Board of Trustees' meeting at which the recommendations will be considered.

### ***Article IX. Fiscal Year and Annual Audit***

The fiscal year of the Association shall be July 1 through June 30, effective January 1, 2010. The books of the Association shall be audited annually by an independent certified public accountant hired by the Audit Committee.

### ***Article X. Preparation of the Legislative Package***

#### **Section 1. Composition of Package**

The Jurisprudence and Law Reform Committee shall recommend to the Board of Trustees a Legislative Package of bills to be presented by the Association for passage by the Arkansas legislature at each Regular Session of the legislature. The Legislative Package shall consist of bills relating to jurisprudence and procedure, including reforms of the substantive law and improvement in practice and in administration of the Courts, and such other related matters. The package shall not consist of more than 10 separate bills.

#### **Section 2. Proposals from Members, Committees, and Sections.**

Regular members, committees, or sections of the Association may submit to the committee legislation proposed to be included in the Legislative Package. Any such proposed legislation must be in bill form and must be submitted to the committee no later than January 31 in the year preceding the Regular Session of the legislature.

#### **Section 3. Report and Recommendation.**

The committee shall report and recommend to the Board of Trustees bills to be included in the Legislative Package no later than the June meeting of the Board of Trustees in the year preceding



any Regular Session of the legislature. The report and recommendation of the committee shall be in writing and include a brief description of all legislation considered by the committee and a brief statement of the reason(s) why the committee did or did not recommend the legislation for inclusion in the Legislative Package.

#### **Section 4. Adoption of Bills**

Before a bill is allowed to become a part of the Legislative Package it must be reviewed and reported out by the committee and receive an affirmative vote of two-thirds of the members of the Board of Trustees present and voting on the proposed legislation, either at a regular meeting of the Board of Trustees or a Special meeting called for that purpose.

#### **Section 5. Additional Bills**

If the exigency of the circumstances requires it, an affirmative vote of three-fourths of the members of the Board of Trustees present and voting may add not more than three additional bills to the 10-bill package and for uniform laws advanced by the Arkansas Commission on Uniform Laws, may waive the filing and reporting deadlines in this Article.

#### **Section 6. Position on Other Bills**

The Board of Trustees may decide the position of the Association on any other rule or regulation proposed and under consideration by a regulatory agency of the State of Arkansas, other legislation which is under consideration or expected to be considered by the Arkansas Legislature or its interim committees, or proposed initiated act, excluding legislation or initiated acts to amend the United States Constitution or Arkansas Constitution, by the affirmative vote of two-thirds (2/3) of the voting members of the Board of Trustees present and voting. Before a vote of Trustees may be taken on any such rule, regulation, legislation, or initiated act, it must be referred to the Legislation Committee for its consideration and recommendation to the Board of Trustee.

### ***Article XI. Electronic or Internet Voting***

#### **Section 1. Electronic Voting by Members**

In as much as the Board of Trustees has determined that electronic or internet voting is feasible and secure for elections to be conducted pursuant to the requirements of the Association's Constitution, for such elections the Secretary has the option to conduct elections via electronic or internet voting if the Secretary determines that for the election involved electronic or internet voting is more economical than voting by mail.

#### **Section 2. Ballots**

For an election in which electronic or internet voting is employed, a ballot shall be transmitted electronically to each member of the Association in good standing who has an electronic address. Those members without an electronic address shall be mailed a ballot upon written request by the member. Any member receiving an electronic ballot shall have the right to have it replaced with a mailed ballot.

#### **Section 3. Voting Instructions**

The ballot shall list the names of all eligible nominees under the respective office for which each has been nominated and/or shall clearly list any issue being decided by said vote. The ballot shall contain voting instructions, including instructions for replacing the electronic ballot with a mailed ballot.

#### **Section 4. Electronic Voting for Board of Trustees**

Procedures for electronic voting at regular or special meetings of the Board of Trustees shall be as provided in the Rules of Order of the Board of Trustees.

### ***Article XII. Indemnification***

#### **Section 1. Permissible Indemnification**

Pursuant to Ark. Code Ann. § 4-33-851, 852, & 856, the Association may indemnify any Manager, Member, employee, officer or agent made a party to a proceeding by virtue of his or her status as a Trustee, employee, officer or agent, against Liability incurred in the Proceeding if the conduct of the Trustee, employee, officer or agent was consistent with the Constitution and Bylaws of the Association and his or her obligation of good faith and fair dealing.

#### **Section 2. Procedure for Authorizing Indemnification**

Before the Association may indemnify any Trustee, employee, officer or agent pursuant to Section 1 above, a determination must be made that indemnification of the Trustee, employee, officer or agent is permissible because he or she has met the standards of conduct set forth in Section 1 of this Article. The Board of Trustees shall make that determination by a vote in accordance with these Bylaws.

#### **Section 3. Advancement of Expenses**

The Association may pay for or reimburse the reasonable expenses incurred by Trustee, employee, agent or officer who is a party to a proceeding in advance of final disposition of the proceeding upon authorization by the Board of Trustees by a vote in accordance with these Bylaws and upon satisfaction of all the conditions prescribed in Ark. Code Ann. § 4-28-627.

#### **Section 4. Insurance**

The Association may purchase and maintain insurance on behalf of its Trustees, employees, officers or agents to insure against Liabilities asserted against or incurred by any of the Association's , Trustees, employees, officers or agents in that capacity or arising from their status as a Trustee, employee, officer or agent, whether or not the Association would have the power to indemnify them against the same liability under the preceding sections of this Article.

#### **Section 5. Survival; Other Rights**

The indemnification and advancement of expenses provided by, or granted pursuant to, this Article shall, unless otherwise provided when authorized or ratified, continue as to a person who has ceased to be a Trustee, officer, employee, or agent and shall inure to the benefit of the heirs, executors and administrators of such person. The rights to indemnification and rights to advancements provided by this Article shall not be deemed exclusive of any other or further rights to which a person seeking indemnification or advancements maybe entitled under any law (common or statutory), agreement, vote of the members or Board of Trustees, or otherwise

#### **Section 6. Definitions**

The following definitions apply to the indemnification provisions of this Article XII:

- (a) "Proceeding(s)" means any threatened, pending or completed civil action, suit or proceeding, whether judicial, administrative, or investigative, and whether formal or informal.

(b) “Liability(ies)” means the obligation to pay a judgment, settlement, penalty, fine (including an excise tax assessed with respect to an employee benefit plan), or reasonable

expenses actually incurred with respect to a proceeding.

(c) “Expenses” means reasonable expenses, including attorneys’ fees, incurred in connection with a Proceeding.

As Adopted: \_\_\_\_\_

\_\_\_\_\_  
Secretary of the Association

# ***Rules of Order*** **of the Board of Trustees**

## ***Rule I. Presiding Officer***

1. The President of the Association shall preside at meetings of the Board. In his or her absence, the President-Elect of the Association shall preside.
2. The presiding officer shall preserve order and shall have the power to designate members of the Board to aid him or her in so doing. He or she shall require observance of the Rules of the Board and shall decide questions of order and procedure, subject to majority vote of the members present. On an appeal by a member from a ruling by the presiding officer, no member shall speak more than once except by unanimous consent.
3. The President shall sign every resolution and attest every report adopted by the Board and the report of proceedings in the Board Record, after approving its accuracy.
4. Proceedings of the Board shall be governed by the Constitution and Bylaws of the Association and by the rules of this Board and, where not in conflict therewith, Robert's Rules of Order.

## ***Rule II. Certification of Trustees***

The Secretary shall certify at each annual meeting the election of members to the Board of Trustees and shall maintain a roster of the membership of the Board. This roster shall be open to examination by any member of the Association.

## ***Rule III. Board Record***

1. The proceedings of the Board shall be stated in its Record kept by the Secretary. After the adjournment of a meeting, the recorded meeting and minutes taken by the Secretary shall be kept on file in the office of the Association.
2. As soon as practicable after the conclusion of each Board meeting, the Secretary shall prepare and submit to the Executive Committee an executive summary of the substance of the proceedings. Upon approval, the Executive Committee shall cause the executive summary to be distributed to the Members of the Association via the Association's electronic newsletter or other comparable means.
3. Upon approval of the minutes of each Board meeting, the Secretary shall cause the approved minutes to be posted on the Association's website.
4. To the extent possible, meeting minutes shall be submitted by the Secretary

within twenty days of the meeting.

#### ***Rule IV. The Order of Business***

1. The order of business of the Board each day shall include the following:
  - (a) The presiding officer and the Secretary of the Board shall verify the presence of a quorum based on a review of the attendance roster submitted to each Board member at the initiation of the Board session;
  - (b) Unfinished business from the preceding day session;
  - (c) The special orders of business for the day;
  - (d) New business.

Any subject may, by a vote of two-thirds of the members present, be made a special order.

2. The agenda for each meeting of the Board shall include any matters which any section or Standing, Ad Hoc Committee, or Task Force of the Association wishes to bring before the Board.
3. Questions relating to the priority of business shall be decided by the presiding officer, subject to appeal to the Board. Any such appeals shall be decided by majority vote of the members present.

#### ***Rule V. Debate and Reports***

1. When a member of the Board desires to speak, he or she shall rise and address the presiding officer after being recognized. The member who made the motion under discussion shall have the right to close the debate upon it.
2. No person shall speak more than ten minutes at one time without  $\frac{3}{4}$  consent of the Board, unless he or she be then engaged in making the report of a section of the Association or of a Committee of the Association or of the Board. A Chair of a section, Committee, or Task Force of the Association may have the privileges of the floor, without vote, and may speak, or make a motion, only concerning any report of his or her section, Committee, or Task Force or any matter within the jurisdiction of his or her section, Committee, or Task Force. When a minority report has been filed in connection with a Committee, Task Force, or section report, one representative of the minority, selected by the minority for that purpose, shall have the privileges of the Floor, without vote, to speak once, not to exceed ten minutes, upon the question.
3. At the request of the presiding officer or of any member, any resolution or motion shall be reduced to writing. Such a resolution or motion shall be read before it may be debated. The Board or presiding officer may require that copies of any resolution shall be made available to members of the Board, before a vote is taken thereon.
4. Wherever practicable, copies of each report by a section, Committee, or Task Force of the Association or of the Board shall be made available to each member of the Board

before or at the time of the presentation of such report. Unless otherwise ordered by the vote of the Board or directed by the presiding officer, reports of sections, Committees, and Task Forces of the Association that are distributed in advance, or of which copies are available at the meeting, shall not be read orally in presentation. When the reading is called for and objected to, the reading shall be determined by a vote of the Board, without debate.

***Rule VI. Voting***

The presiding officer at any session of the Board of Trustees may adopt any method of voting that the presiding officer determines is most effective for the Trustees.

***Rule VII. Amendment of the Rules***

1. No motion to amend any Rule or any part thereof shall be in order, unless notice of such motion shall have been filed with the Secretary in writing, specifying the Rule or part thereof proposed to be amended and the purpose of the amendment, and unless 15 days notice of such motion shall have been given by the Secretary to each member of the Board. A vote of two-thirds of those members present at any session shall be required to amend the Rules.