

**AMENDED AND RESTATED BY LAWS  
OF THE ADMINISTRATIVE LAW SECTION  
STATE BAR OF NEVADA**

**Section 1**

**IDENTIFICATION**

**1.1    NAME:** This Section shall be known as the “Administrative Law Section, State Bar of Nevada,” and hereinafter shall be designated simply as the “Section.”

**1.2    PURPOSE:** The purpose of the Section is to:

a.        enhance the role and skills of the lawyers engaged in the practice of administrative law through study, collection, development and dissemination of materials on subjects of interest to administrative law practitioners;

b.        assist in the formation, administration and implementation of programs, forums and other activities for the education of members of the State Bar of Nevada (“State Bar”) in matters pertaining to administrative laws and regulations;

c.        recognize and discuss means of improving the law and the practice of law in the field of administrative law; and

d.        act upon all matters germane to its purpose as so described or referred to by the Board of Governors.

**Section 2**

**MEMBERSHIP**

**2.1    ENROLLMENT:** Any member in good standing with the State Bar, upon request to the Secretary of the Section, shall be enrolled as a member of the Section by the payment of annual Sections dues.

Current, active law students may be admitted as non-voting members (“Student Members”) to the Section, upon application to, and approval by, the Executive Committee of this Section (“Executive Committee”) and payment of such dues as the Board of Governors shall set.

**2.2    TERM:** The term of membership in the Section shall be for a period of one (1) year, corresponding to the membership year established by payment of State Bar dues.

**2.3    THE MEMBERSHIP:** Members so enrolled and whose dues are paid pursuant to the provisions of this Section shall constitute the membership of the Section.

**2.4 DUES:** Dues for membership in the Section shall be in an amount set by the Section and approved by the Board of Governors, payable upon enrollment and thereafter annually in advance each year, at the beginning of the State Bar's fiscal year succeeding each enrollment. Such dues shall be prescribed by the Board of Governors and shall be paid into the treasury of the State Bar along with all other funds generated by this Section, to be used for the purposes of defraying costs and expenses of this Section or such other purposes as the Board of Governors may designate. For purposes of this Section 2.4, the time intervening between successive annual meetings is deemed to be one (1) year. The Section membership dues are currently set at twenty-five dollars (\$25.00) per year, but are subject to change as provided herein or by other requirements of the State Bar.

**2.5 DELINQUENCY:** Any member of the Section whose annual dues are more than six (6) months past due shall thereupon cease to be a member of this Section.

**2.6 MEMBERSHIP:** Members have the following rights:

- a. to attend meetings, including meetings of the Executive Committee;
- b. to vote, if eligible under Section 4.5;
- c. to hold Executive Committee Officer positions; and
- d. to participate in all other activities of the Section not prohibited or assigned in accordance with these Bylaws.

### **Section 3**

#### **COMMITTEES**

The Executive Committee is authorized to establish, or to empower the Chairperson of the Section to establish, such committees as it may deem necessary and desirable to promote effectively the activities of the Section within the jurisdiction of the Section and with the approval of the Board of Governors. In establishing a new committee, the Executive Committee shall state in writing the area of its proposed activities. No action of any Section committee shall be effective until approved by the Executive Committee or by the Section.

### **Section 4**

#### **MEETINGS OF THE MEMBERSHIP**

**4.1 ANNUAL MEETING:** This Section shall hold a meeting at least annually at a place and time to be determined by the Executive Committee.

**4.2 NOTICE:** Written notice of each annual or special meeting specifying the time and place shall be mailed, emailed, faxed or delivered to each member at least thirty (30) days prior to meeting.

**4.3      QUORUM:** The members of the Section present at any meeting shall constitute a quorum for the transaction of business.

**4.4      CONTROLLING VOTE:** Action of the Section shall be by majority vote of the members present and eligible to vote.

**4.5      VOTING ELIGIBILITY:** Any member of the State Bar and Section whose good standing can be certified by official State Bar records for thirty (30) days prior to the time of voting shall be eligible to vote.

**4.6      AGENDA:** Among the matters of business to be transacted at the annual meeting of the members shall be the election of Officers of the Executive Committee. The agenda shall consist of other matters as decided by the Chairperson or Executive Committee.

**4.7      ALTERNATE FORMS OF VOTING:** The Executive Committee may direct that a matter be submitted to the members of the Section for a vote by alternate means, including mail, facsimile or email. In that event, binding action of the Section shall be by a majority of the votes received from members in accordance with rules fixed by the Executive Committee.

## **Section 5**

### **OFFICERS**

**5.1      OFFICERS:** The Officers of the Section shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer.

**5.2      CHAIRPERSON:** The general membership shall elect the Chairperson by a majority vote at the annual meeting of the Section. The Chairperson shall:

- a.      preside at all meetings of the Section and of the Executive Committee;
- b.      plan and superintend the programs of the Section, subject to the direction and approval of the Executive Committee;
- c.      superintend the performance of all duties of the Section;
- d.      keep the Executive Committee duly informed and carry out its decisions;
- e.      perform such other duties and acts as are necessary and proper to the office or as may be designated by the Executive Committee; and
- f.      make an annual written report to the Board of Governors which shall be available at the annual meeting of the State Bar.

**5.3      VICE CHAIRPERSON:** The Vice Chairperson shall be elected in the same manner as the Chairperson and for the same term. The Vice Chairperson shall aid the

Chairperson in the performance of the responsibilities of office in the manner and to the extent the Chairperson may request, and shall perform such further duties and have such further powers as usually pertain to this office, or as may be designated by the Chairperson or the Executive Committee. In case of death, resignation, or disability of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson for the remainder of the Chairperson's term or disability, as the case may be. In the event the Chairperson is temporarily unavailable, the Vice Chairperson shall assume and perform the duties of the Chairperson.

**5.4     SECRETARY:** The Secretary shall be elected in the same manner as the Chairperson and for the same term. The Secretary shall consult and assist all of the other Officers of the Executive Committee; be the liaison between the Section and the State Bar staff regarding the retention and maintenance of books, papers, documents, and other property; keep a true record of the proceedings of all meetings of the Section and of the Executive Committee; and attend generally to the business of the Section as directed by the Chairperson. The Secretary shall maintain the official copies of the Bylaws, minutes, membership rolls, and list of Executive Committee members.

**5.5     TREASURER:** The Treasurer shall be elected in the same manner as the Chairperson and for the same term. The Treasurer shall monitor all accounts, reports, and other documents prepared as to Section funds, revenues and expenditures, and seek to make certain that all such accounts, reports, and other documents are at all times accurate and correct; report on the Section's present and projected financial condition at each meeting of the Executive Committee; advise the Executive Committee as to the financial impact of any proposed action by the Executive Committee or Section which, in the judgment of the Treasurer, would have a significant impact on the financial condition of the Section; at least once a year, prepare and submit a projected budget to the Executive Committee for approval or modification at such time as fixed by the Executive Committee, which shall be done in a sufficient time to submit the same to the Board of Governors for approval. The Section budget shall be effective only upon approval by the Board of Governors, a copy of which, once approved, shall be maintained by the Treasurer. If requested by the Chairperson, at the annual meeting the Treasurer shall submit a copy of the Section budget to the Section membership and report on the Section's financial affairs and financial condition.

**5.6     TERM:** All Officers shall serve a one (1) year term on election by secret ballot from among the membership of the Executive Committee, or upon the consent of voting members at the annual meeting by voice vote. Officers may be re-elected to the same office they already hold.

## **Section 6**

### **THE EXECUTIVE COMMITTEE**

**6.1     POWERS:** The Executive Committee shall be vested with the powers and duties necessary for the administration of the affairs of the Section. The policy of the Executive Committee shall be consistent with the policies set by the Board of Governors. It shall especially authorize all committees which entail the payment of money, and shall authorize the

expenditure of all monies appropriated by the State Bar for the use or benefit of the Section. It shall not, however, authorize commitments which entail the payment of more money during any fiscal year than the amount appropriated to the Section for the fiscal year.

**6.2      COMPOSITION:** The Executive Committee shall be composed of:

a.      a non-voting member appointed by the Board of Governors as an “ex-officio member,” who shall serve for such term as designated by the Board of Governors. The most recent past Chairperson shall serve in this position unless there is good cause to depart from the same; and

b.      the Officers of the Section, consisting of a Chairperson, Vice Chairperson, Secretary, and Treasurer, who shall each serve one-year terms pursuant to Section 5.6.

**6.3      CONTROLLING VOTE:** Action of the Executive Committee shall be by majority vote of those members present. A quorum consisting of a majority of the Executive Committee members shall be required to conduct its business.

**6.4      MEETINGS:** The Executive Committee shall hold at least one regular annual meeting. In addition to the annual meeting, the Chairperson may, and upon request of three (3) members of the Executive Committee shall, call special meetings of the Executive Committee to dispatch any necessary business.

**6.5      POLL OF EXECUTIVE COMMITTEE:** In urgent matters requiring immediate attention, the Chairperson may, and upon request of three (3) members of the Executive Committee shall, submit in writing to each of the members of the Executive Committee a proposition upon which the Executive Committee may be authorized to act, and the members of the Executive Committee may vote upon the proposition by written ballot, by telephone or by email vote, confirmed in writing, which may be accomplished by electronic means, to the Secretary, who shall record the proposition and votes on the matter.

**6.6      EXECUTIVE COMMITTEE AUTHORITY:** Between meetings of the Section, the Executive Committee shall have full power to do and perform all acts and functions which the Section itself might perform. Any such action taken by the Executive Committee shall be reported to the Section at its next meeting.

**6.7      NO COMPENSATION EXPENSE REIMBURSEMENTS:** No salary or other compensation shall be paid to any member of the Section for performance of services to the Section. However, the members may be reimbursed for such reasonable and necessary out-of-pocket expenses which are incurred as a result of the performance of such services to the Section and as are specifically authorized by the Executive Committee.

## **Section 7**

### **SUCCESSION OF EXECUTIVE COMMITTEE MEMBERS AND VACANCIES**

**7.1 VACANCIES:** Between annual meetings of the Section, the Executive Committee may appoint replacements to fill vacancies in its Officer positions. Officers of the Executive Committee so appointed shall serve until the next annual meeting of the Section. The Board of Governors shall by appointment fill any vacancy in its ex-officio member and shall approve all Officer appointments.

**7.2 ABSENTEEISM:** If any Officer of the Executive Committee shall fail to attend two consecutive meetings of the Executive Committee, his or her office shall be automatically vacated, unless excused upon good cause accepted by the Executive Committee.

**7.3 RESIGNATION:** Any Officer of the Executive Committee may resign by giving written notice to the Executive Committee.

**7.4 REMOVAL:** Upon thirty (30) days' prior written notice, the general membership of the Section may remove an Officer of the Executive Committee by a majority vote at a meeting of the membership.

## **Section 8**

### **LEGISLATION AND PUBLIC POLICY**

**8.1 GUIDELINES:** State Bar practice-area section legislative or policy activities must be germane to the State Bar's mission and reasonably related to any of the following subjects: regulating and disciplining lawyers; improving the functioning of the courts including issues of judicial independence, fairness, efficacy, and efficiency; making legal services available to society; the education, ethics, competence, integrity, and regulation of the legal profession; issues involving the structure and organization of federal, state, and local courts in or affecting Nevada; issues involving the rules of practice, procedure, and evidence in federal, state, or local courts in or affecting Nevada; or issues involving the duties and functions of judges and lawyers in federal, state, and local courts in or affecting Nevada.

**8.2 LEGISLATIVE PROCESS:** Because of the nature of the legislative process, the Board of Governors retains the right to sponsor or take positions on appropriate legislation. In so doing, the Board of Governors will make a reasonable effort to do the following: encourage as wide a participation of the membership as possible in formulating positions on legislative issues; inform members, especially sections and committees, of the State Bar's legislative positions; respect divergent opinions of subgroups within the legal profession; provide assistance to bar sections and committees; and avoid committing State Bar funds to issues that are divisive or result in creating factions within the profession.

**8.3 COMMITTEES AND SECTIONS:** Any section wishing to sponsor legislation or take a position on any rule or public policy issue will inform the Board of Governors of the exact nature of the legislation proposed. A copy of the bill, proposed rule, or policy will be

presented for consideration and approval of the Board of Governors. A committee or section of the State Bar may not represent to the Nevada State Legislature or any individual, committee, or agency thereof, a position or proposal or any bill or act as the position of that committee or section of the State Bar without the majority approval of the members of that committee or, in the case of a section, the section's Executive Committee and the prior approval of the Board of Governors, except as follows:

(a) Adoption of Legislative Position. If the Board of Governors approves of the legislative position taken by the section, the section may take the legislative position and may assert that the legislative position is endorsed by the State Bar generally or the Board of Governors.

If, on the other hand, the Board of Governors disapproves of the legislative position taken by the section, the section shall not take a position on such matter.

If the Board of Governors does not expressly disapprove of the section's position, or fails to take any action on the section's legislative position, the section may, as a section, seek to influence the legislation if and only to the extent that all such efforts and activities of the section to influence the legislation are funded entirely from the voluntary dues of its members, and not through any funds obtained from the State Bar through its imposition of mandatory dues. Under such circumstances, the legislative action taken by the section shall be clearly identified as the legislative position of the section and not that of the State Bar or the Board of Governors. A legislative position statement of a section to a legislative body must, as a preamble, contain the following disclaimer in capital letters and underlined:

These positions are being presented only on behalf of the Executive Committee of the [NAME OF SECTION] Section of the State Bar of Nevada. This position should not be construed as representing the position of the Board of Governors or the general membership of the State Bar. The Executive Committee of [NAME OF SECTION] Section, which takes this position, is a voluntary section of [NUMBER OF SECTION MEMBERS] members composed of lawyers practicing in a specified area of law.

This disclaimer shall be filed before the presentation of testimony with the clerk of the committee or subcommittee before which testimony is to be presented. Additionally, the disclaimer must be read at the beginning of any oral testimony before a committee or subcommittee.

## **Section 9**

### **CONTINUING LEGAL EDUCATION PROJECTS**

All educational projects of the Section for which Continuing Legal Education ("CLE") credits will be sought must be submitted to the CLE Committee for approval (if such approval has not been obtained from the CLE Committee through other authorized means). The CLE Committee will administer and coordinate all such projects with the Section. Net profits or losses of such projects will be divided in a manner consistent with State Bar-approved policies.

## **Section 10**

### **ACTION OF THE STATE BAR OF NEVADA**

No action of the Section shall be represented or construed as the action of the State Bar until the same has been approved by the Board of Governors.

## **Section 11**

### **AMICUS CURIAE BRIEFS**

If the Section wishes to enter an amicus curiae appearance, approval must be obtained from the Board of Governors. The request must be in writing and must include a synopsis of the question involved, the posture of the case, the position to be taken in the amicus appearance, and the anticipated cost of appearing amicus curiae, including lawyer fees, if any. The question involved must directly or substantially affect the admission to the practice of law, discipline of members of the bench or bar, the method of selecting members of the judiciary, or other questions of substantial interest to the State Bar or the Section. If the Board of Governors approves the filing of an amicus curiae brief appearance by a Section committee, the Section will pay any costs for the appearance.

## **Section 12**

### **AMENDMENT TO BYLAWS**

These Bylaws may be amended at any annual meeting of the Section by a majority vote of the members of the Section present and voting, providing such proposed amendment shall first have been approved by a majority of the Executive Committee. These Bylaws shall become effective upon approval by the Board of Governors, and may be amended or repealed at any time by the Board of Governors on its own motion.

Accepted:

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Chairperson