

Washington State Bar Association
ADMINISTRATIVE LAW SECTION
Bylaws

As last amended and approved by the WSBA Board of Governors on December 5, 2008.

ARTICLE 1. ESTABLISHMENT OF SECTION AND IDENTIFICATION

- 1.1 This organization is the “Administrative Law Section of the Washington State Bar Association” (the “Section”).
- 1.2 The Section is established under Article IX of the Bylaws of the Washington State Bar (the “Bar”).

ARTICLE 2. PURPOSE AND ORGANIZATION

- 2.1 The purpose of the Section is to seek participation of all interested members of the Bar to benefit Section members, their clients and the general public by:
 - a. Exchanging ideas and sharing knowledge in administrative law, including the Washington Administrative Procedure Act, Public Records Act and Open Public Meetings Act, through continuing legal education, publications, meetings, website, and other means of communication;
 - b. Initiating and implementing common projects;
 - c. Improving and facilitating the administration of justice in administrative law through the review of pending legislation and regulations, the development of proposed statutes, and the promotion of uniformity in legislation and administration; and
 - d. Providing other services that may benefit Section members, the legal profession and the public.
- 2.2 These Bylaws are adopted subject to and are interpreted consistently with the Bylaws of the Bar.
- 2.3 The Principal office of the Section is at the offices of the Bar.
- 2.4 The fiscal year of the Section is the same as that of the Bar.

ARTICLE 3. MEMBERSHIP

- 3.1 Any active member and any lawyer specially admitted to the Bar for educational purposes (APR 8(d)); as an Emeritus member (APR 8(e)); as a Foreign House Counsel (APR 8(f)); as a Military Lawyer (APR 8(g)); or authorized to practice as House Counsel pursuant to RPC 5.5(d); in good standing of the Bar may be a voting

member of the Section upon payment of annual Section dues in the amount approved by the Board of Governors of the Bar.

3.2 After payment of Section dues, any person who has an interest in administrative law may be a non-voting member of the Section and of a Section committee.

3.3 Members shall pay in advance annual dues in the amount approved by the Board of Governors of the Bar. Any person who does not pay the annual dues is no longer a member of the Section. Membership status is determined as of the date dues are paid.

ARTICLE 4. MEETINGS OF THE MEMBERSHIP

4.1 The annual meeting of the Section is at a time and location determined by the Board of Trustees (Board). Unless otherwise determined by the Board, the annual meeting of the Section is held in conjunction with the annual meeting of the Bar. The business transacted at the annual meeting includes the election of officers and three Trustees.

4.2 The voting members of the Section present at any section meeting constitute a quorum for the transaction of business.

4.3 Actions of the section are by majority vote of the voting members present.

4.4 Special Meetings of the Section may be called by the Chair or a majority of the Board.

4.5 Notice of membership meetings shall be published in the Section newsletter or sent to all members of the Section at least ten days before the meeting. Notice shall also be posted on the Section website. The notice shall state the business to be transacted at the meeting.

ARTICLE 5. THE BOARD OF TRUSTEES

5.1 The Board of Trustees (Board) has the powers and duties necessary to administer the business of the Section, including acting for the Section to accomplish the purposes in Article 2.1. The Board has the authority to approve the content and publishing of the Section newsletter, the adoption of the budget, and expenditures from Section funds. The Board may also perform duties assigned by the Board of Governors. The Board may establish and discontinue committees and subcommittees of the Section.

5.2 The Board members are:

- (a) The Chair;
- (b) The Chair-Elect;
- (c) The Past Chair
- (d) The Secretary and Treasurer or Secretary/Treasurer; and
- (e) Nine Trustees.

- 5.3 The terms of all positions on the Board begin immediately following election or appointment and continue until the election or appointment of a successor.
- 5.4 The majority of the Board present in person, by telephone, or by written vote constitutes a quorum. Action by the Board is determined by a majority vote of the Board members present. Votes may be requested and received in person or by telephone, fax, or e-mail.
- 5.5 The Board shall meet at least four times per year. Special meetings may be held as designated by the Chair or a majority of the Board. A meeting is not essential to action by the Board, if notice is given of the proposed action and an opportunity for response is provided to all Board members.

ARTICLE 6. OFFICERS

- 6.1 The officers of the Section are the Chair, the Past Chair, the Chair-Elect and the Secretary and Treasurer or Secretary/Treasurer.
- 6.2 Any officer, trustee, committee member, or chair of any committee may be removed by a majority vote of the Board. The Chair may remove committee chairs or members.
- 6.3 The Chair presides at all meetings of the Section and the Board. The Chair shall present at the annual meeting of the Bar a report of the work of the Section for the past year. The Chair shall perform other duties customary to the office of Chair or delegated by the Board.
- 6.4 The Chair-Elect shall prepare the budget for the next fiscal year and perform duties assigned by the Chair or the Board. Upon death, resignation, or the Chair's refusal to act, the Chair-Elect shall perform the duties of the Chair for the remainder of the Chair's term. If the Chair becomes disabled or otherwise temporarily unable to serve, the Chair-Elect serves as the Chair so long as the inability to serve continues.
- 6.5 The Secretary or Secretary/Treasurer is the custodian of all books, papers, documents, financial records, and other property of the Section. The Secretary or Secretary/Treasurer shall keep a true record of the proceedings of all meetings of the Section and the Board and shall receive and review information on the finances of the Section provided by the Bar. The Secretary/Treasurer shall perform other duties assigned by the Chair or the Board.

ARTICLE 7. ELECTIONS

- 7.1 The Membership annually elects a Chair-Elect and a Secretary and Treasurer or Secretary/Treasurer, each to serve a one-year term. The Membership annually elects three Trustees to serve on the Board, each to serve a three-year term. The Chair

automatically becomes the Past Chair. The Membership may re-elect any member of the Board.

7.2 On expiration of the Chair's term, the Chair-Elect automatically succeeds to the office of the Chair.

7.3 The Chair shall appoint a Nominating Committee each year of not less than three members of the Section. The Nominating Committee shall seek interested individuals to fill open positions on the Board, Nominating Committee each year of not less than three members of the Section. The Nominating Committee shall seek interested individuals to fill open positions on the Board, with a balance of nature of practice or employment, geography, and other bases of diversity. The Nominating Committee shall make and report nominations at the annual meeting of the Section for Chair-Elect, Secretary and Treasurer or Secretary/Treasurer, three Trustees to succeed those with expiring terms, and Trustees for any existing vacancies. Section members may make nominations for the same offices from the floor.

7.4 All elections are held at the annual meeting unless otherwise ordered by resolution of the Board.

7.5 If there is a vacancy on the Board between annual meetings, the Chair shall appoint a successor to serve for the remainder of the unexpired term subject to Board approval.

ARTICLE 8. COMMITTEES

8.1 The Board shall determine the number, types and duties of Section Committees. The Committees may be either standing or ad hoc committees.

8.2 The standing committees include:

- (a) The Legislative Committee;
- (b) The CLE Committee;
- (c) The Newsletter Committee; and
- (d) The Publications Committee.

8.3 The Chair shall appoint chairs and members for each committee. The chairs of the standing committees are expected to attend and participate in Board meetings but are not voting Board members.

ARTICLE 9. PUBLICATIONS

9.1 A newsletter shall be published and furnished to members of the Section and to other persons or organizations as determined by the Board. The newsletter shall be published at such intervals as the Board deems appropriate. Content of the newsletter shall be balanced to reflect the viewpoint of the various members of the Section.

9.2 The Section may publish other written materials and documents that further the objectives of the Section.

ARTICLE 10. AMENDMENTS

10.1 These Bylaws may be amended by either of the following means: (1) at any annual meeting of the Section by a majority vote of the members of the Section present and voting; or (2) at any regular or special meeting of the Board.

10.2 At least ten (10) days written notice of the proposed changes to the Bylaws shall be given to all members before the meeting, and may be by mail, newsletter or electronic means.

Amended September 1997.

Amended September 19, 2002.

Approved as amended by the WSBA Board of Governors on December 5, 2008, subsequent to approval by members of the Administrative Law Section in attendance at the Section's annual meeting held on November 13, 2008.