



Rules and Guidelines Governing HYLA Elections for the 2019-2020 Bar Year (June 1, 2019 – May 31, 2020)

These rules govern the election of the Board of Directors and Officers of the Houston Young Lawyers Association (“HYLA”) for the 2019-2020 bar year. Candidates may run for the following elected positions:

- Nine (9) elected Board of Director positions;
- Treasurer;
- Secretary; and
- President-Elect

**To be nominated as President-Elect, Secretary, or Treasurer, a candidate must either (i) currently serve as a Director or as the Secretary or Treasurer, or (ii) within the past two years have served at least one full term in such office; provided, however, with the unanimous written consent of the Board of Directors, such requirements may be waived but only on a candidate-by-candidate basis.*

***To obtain a petition, candidates must e-mail HYLA President-Elect Samantha Torres at storres@germer.com with their name and desired position.*

IMPORTANT DATES AND DEADLINES

Mandatory Information Sessions—*all sessions to occur at the law offices of Locke Lord LLP¹*

- **Wednesday, February 13 at 12:00 p.m. or 6:00 p.m.**
- **Thursday, March 7 at 12:00 p.m. or 6:00 p.m.**

Election Related Deadlines:

- **Wednesday, March 20 at 6:00 p.m.—Petitions with 15 Regular Member signatures due**
- **Wednesday, March 20 at 11:59 p.m.—Candidate bios, photographs due**
- **Wednesday, April 3 at 10:00 a.m.—Electronic voting begins**
- **Thursday, April 25 at 5:00 p.m.—Electronic voting ends**

¹ JPMorgan Chase Tower, 600 Travis Street, Suite 2800, Houston, Texas 77002

I. CAMPAIGN SCHEDULE

Following the announcement of elections by the HYL A Secretary (via email or the HYL A newsletter), potential candidates, including those who are current or former elected and/or appointed HYL A Board members **shall attend one of four mandatory election information sessions to be held as noted below**:

- **Wednesday, February 13 at 12:00 p.m. or 6:00 p.m.**
- **Thursday, March 7 at 12:00 p.m. or 6:00 p.m.**

**ALL election information sessions will be held at the law offices of Locke Lord LLP*

***Any potential candidate who cannot attend one of the election information sessions should email HYL A President-Elect Samantha Torres at storres@germer.com to discuss other options for receiving election information.*

Each potential candidate shall obtain **at least fifteen (15) signatures** of Regular Members² on their petition and return to the HYL A President-Elect no later than the HYL A Annual Meeting, to be held on March 20, 2019 at 6:00 p.m. at the offices of Locke Lord LLP. Petitions may be submitted to HYL A Executive Director Lucy Cain at lucy_cain@hyla.org in hard copy or in PDF form. If e-mailed, petitions must be e-mailed to Lucy Cain at lucy_cain@hyla.org by said deadline.

Electronic signatures of Regular Members are permitted. Any question or discrepancy as to the authenticity of a candidate's petition or the signatures thereon shall be resolved by the HYL A Executive Committee.

After receipt of a potential candidate's petition, the HYL A Executive Director will verify that the signatures obtained are current Regular Members. The HYL A President-Elect or Executive Director will then notify the candidate via email whether such signatures are valid. Upon receipt of said notification, the candidate may begin campaigning.

II. SUBMISSION OF CANDIDATE BIO AND PHOTOGRAPH

Candidates shall e-mail (i) a short biography - not to exceed 100 words (strict requirement); and (ii) a color photograph in a high-resolution JPEG format to the HYL A Executive Director by **Wednesday, March 20, 2019 at 11:59 p.m.** Incomplete bio and picture submissions or failure to comply with the rules shall result in lower placement on the ballot.

² For purposes herein, "Regular Members" shall include individuals who have registered for membership as "Regular" or "Government & Non-profit" members during the 2018-2019 Bar Year.

III. VOTING

“Voting period” shall mean the period beginning on Wednesday, April 3, 2019 at 10:00 a.m. and ending on Thursday, April 25, 2019 at 5:00 p.m.

Voting begins on Wednesday, April 3, 2019 at 10:00 a.m., at which point the HYL A President-Elect will send an email through Survey Monkey to all current Regular Members. Each Regular Member is entitled to complete one (1) electronic ballot in the election. Interim Members, Law Student Members, Foreign Attorney Members, Vendor Members, and Sustaining Members are ineligible to vote.

Each voter shall cast one (1) vote for each of the following positions: President-Elect, Secretary, and Treasurer.

All candidates for Director shall be listed on the electronic ballot in randomized order (using the Survey Monkey function that randomizes choices for each voter). Each voter may cast up to nine (9) votes for Director candidates. The nine (9) candidates for Director receiving the most votes shall serve on the Board of Directors during the 2019-2020 bar year.

Uncontested positions shall be listed on the electronic ballot. If each and every Officer position is uncontested, and only nine (9) candidates seek election to a Director position, no electronic ballot shall be distributed, and those candidates shall be automatically elected to the positions for which they ran.

No write-in voting shall be permitted.

The HYL A President-Elect or HYL A Secretary shall send at least one reminder e-mail through Survey Monkey to the Regular Members to whom the original email was distributed, with the exception of any Regular Member who has already voted.

At any point during the voting period, the interim and final results of voting shall only be accessed by the HYL A President, President-Elect, and Executive Director. The HYL A President, President-Elect, and Executive Director shall not share such results except as provided below nor shall they share the information for accessing the results on Survey Monkey or the percentages, rankings, or other quantitative information about the election with anyone during or after the voting period.

IV. ELECTION RESULTS

Following the end of the voting period, the HYL A President, President-Elect, and Executive Director shall view the electronic tally of votes on Survey Monkey to determine the winners for each Officer and Director position.

The nine Director candidates receiving the highest number of votes shall be elected. If there are more than two candidates for an Officer position and if no one candidate receives more than

50% of the total votes cast for that office, then the candidate receiving the highest number of votes shall be elected.

Should any question or discrepancy as to the electronic tally arise, the HYL A President-Elect and Executive Director, in consultation with the HYL A President, shall have discretion as to how to resolve that question or discrepancy. In the event of a tie for any Officer or Director position, the HYL A President-Elect shall initiate a runoff election.

The HYL A President-Elect shall promptly provide the election results to the HYL A President. The HYL A President-Elect shall then promptly notify each individual candidate of the election results. Thereafter, the election results will be announced to the general HYL A membership.

V. GENERAL CAMPAIGN GUIDELINES

To the fullest extent possible, all campaigning, whether by spoken, written, or online solicitation, should concentrate on the merits of the candidate favored and should avoid criticism of any other candidate. Each candidate and his or her supporters should make every effort to present the candidate's candidacy in a dignified manner. The HYL A President-Elect reserves the right to request that a candidate cease any conduct not in keeping with these guidelines. Failure to abide by such request may result in disqualification.

Candidates shall obtain **written approval** from the HYL A President-Elect and/or Executive Director *before* he or she uses the HYL A logo on any electronic or printed material or medium. Candidates who wish to use the HYL A logo shall email the HYL A President-Elect and Executive Director to receive **written approval**.

All communication via e-mail, fax, or any other electronic means are governed by the same restrictions regarding letters and mailings outlined herein.

As used herein, "Professional acquaintance" shall mean an individual the soliciting attorney knows personally. Mere membership in the same professional, social, or alumni organization, specialty bar, section, or the like does not qualify an individual as a Professional Acquaintance.

A. Rules For Printed Campaign Materials And Mail Outs

Candidates may request mailing labels of Regular Members from the HYL A President-Elect and Executive Director that will be printed and delivered after receipt of the \$35 payment. The HYL A President-Elect and/or Executive Director shall review and approve each brochure before printing or distribution to ensure compliance with the guidelines.

Candidates may attend HYL A events and distribute candidacy materials related to their campaign. If materials are deemed inappropriate by the HYL A President-Elect, the HYL A President-Elect may request such material not be distributed at HYL A events.

Candidates may neither solicit nor publicize, directly or indirectly, any written endorsement from any current HYL A Officer or Director, any other candidate, or the HYL A Executive Director in printed campaign materials (e.g., “the current HYL A [position] has endorsed me for [position]” would be prohibited).

Candidates shall not solicit, approve, publicize or condone broad mailings by law firms, local bar associations, specialty bar associations, alumni organizations, bar association sections or committees, or other bar association-related groups, directly or indirectly seeking to endorse their candidacy.

B. Online Campaign Rules

Candidates may campaign on the Internet only by use of a personal website or webpage (inclusive of social media outlets, including but not limited to Instagram, Facebook, LinkedIn, and/or Twitter, etc.).

All information to be published on a personal website or webpage must be submitted to the HYL A President-Elect and HYL A Executive Director for approval before the website or webpage goes “live.”

Each candidate’s website, webpage, or social media page must also contain the following disclaimer: “The views expressed in this [*insert here one of the applicable following: website, webpage, social media page, social media post*] are not necessarily those of the Houston Young Lawyers Association.”

Candidates may neither solicit nor publicize, directly or indirectly, any written endorsement from any current HYL A Officer or Director, any other candidate or the HYL A Executive Director on their website, webpage, social media page or in social media posts (e.g., “the current HYL A [position] has endorsed me for [position]” would be prohibited).

The term “written endorsement” will be interpreted narrowly and will not apply to, among other things, “likes” of campaign related posts or sending invitations to social media events, pages, etc.

A candidate is not permitted to post or comment about his or her candidacy, or the candidacy of any other candidate, on any of HYL A’s social media websites. A candidate may create a social media website or webpage about their candidacy and invite Professional Acquaintances to join/support.

A candidate may email other attorneys about their candidacy provided that such attorney is a Professional Acquaintance of the candidate or a Professional Acquaintance of a Professional Acquaintance (i.e., a friend of a friend).

C. Telephone Campaign Rules

Telephone solicitation by persons other than a candidate or attorneys supporting the candidate, through the use of organized telephone solicitation methods, is prohibited; provided, however, calls to Professional Acquaintances of the caller are permitted.

VI. SANCTIONS AND APPEAL FOR VIOLATIONS OF RULES

Any violation of the rules contained herein may result in sanctions being imposed against the offender. The HYL A President-Elect, in consultation with the HYL A Executive Committee, may impose any appropriate sanction deemed necessary, including but not limited to:

1. Removal of the candidate from the ballot;
2. Limiting the candidate's campaign in any appropriate manner; or
3. Publicity of any violations or other public censure, including distribution with the official ballot any appropriate disclosure regarding a violation of these rules.

Any campaign complaints must be submitted by the complaining person in writing via email to the HYL A President-Elect and Executive Director. To the extent possible, the HYL A President-Elect and Executive Director shall have two (2) business days to rule on the complaint and make a decision as to the appropriate remedy or sanction, if any is warranted.

Candidates are responsible for compliance with the HYL A election rules by persons assisting with their campaigns. Any and all acts of an individual assisting with a candidate's campaign in violation of these election rules will be considered the act of the candidate.

The HYL A President-Elect shall interpret and assure compliance with these rules. The HYL A President-Elect's interpretation of these rules and decisions may be appealed to the HYL A Executive Committee. The decision of HYL A Executive Committee shall be final and non-appealable.

If the HYL A President-Elect determines that disqualification of a candidate is warranted, the HYL A President-Elect shall promptly request that the HYL A Executive Committee vote on the disqualification. Upon a vote of a majority of the HYL A Executive Committee (excluding any person whose conduct is at issue or would otherwise be directly affected by such a vote), such candidate shall be disqualified.

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