



Rules and Guidelines Governing HYLA Elections for the 2018-2019 Bar Year (June 1, 2018-May 31, 2019)

These rules govern the election of the Board of Directors and Officers of the Houston Young Lawyers Association (“HYLA”) for the 2018-2019 bar year. Here is the list of elected positions for which candidates may run:

- Eight (8) elected Board of Director positions;
- Treasurer;
- Secretary; and
- President-Elect.

Note that a candidate for Treasurer, Secretary or President-Elect must either (i) currently serve as a Director or an Officer, or (ii) within the past two years have served at least one full term in such office.

I. IMPORTANT DATES AND DEADLINES

- Wednesday, March 14 at 12:00 pm –optional election information session 1
- Wednesday, March 14 at 6:00 pm – optional election information session 2
- Wednesday, March 21 at 6:00 pm - petitions with 15 signatures due
- Wednesday, March 21 at 11:59 pm – candidate bios and photographs
- Monday, April 2, 2018 at 10:00 am – electronic voting begins
- Wednesday, April 25 at 5:00 pm – voting ends

“Voting period” shall mean the period beginning on Monday, April 2, 2018 at 10:00 a.m. and ending on Wednesday, April 25, 2018 at 5:00 p.m.

II. CAMPAIGN SCHEDULE

Following the announcement of elections by the HYLA Secretary (by email or through the HYLA newsletter), potential candidates **should attend one of two optional election information sessions** to be held on **Wednesday, March 14, 2018 at 12:00 p.m. and 6:00 p.m.**, respectively, at the offices of Mayer Brown LLP in downtown Houston (700 Louisiana St., Suite 3400, Houston, Texas 77002) or otherwise make arrangements with the HYLA President-Elect. If you are unable to attend a session in person, you can attend by phone (Dial-in: +1-888-299-9913; Access Code: 2253439).

Any potential candidate who is unable to attend either of the scheduled election information sessions should contact the HYLA President-Elect to discuss other options for receiving the election information (you can call or text HYLA President-Elect John D. Furlow at 713-208-7475 to schedule an alternative time for any information session).

Each potential candidate must obtain **at least fifteen (15) signatures** of Regular Members¹ on their petition and return to the HYLA President-Elect no later than the HYLA Annual Meeting, to be held on March 21, 2018 at 6:00 p.m. at the offices of Lock Lord (JPMorgan Chase Tower, 600 Travis Street, Suite 2800, Houston, Texas 77002). Petitions may be submitted to HYLA in hard copy or in PDF form (please send via email to Lucy Cain at Lucy_Cain@hyla.org as far in advance of the Annual Meeting as possible). 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 HYLA Executive Committee.

TIP - *You can request that the HYLA Executive Director (Lucy Cain at Lucy_Cain@hyla.org) verify that a signatory is a Regular Member in good standing, however, this request should be made as far in advance of the 6:00 p.m. deadline as possible (ideally, the day before or earlier). Historically, candidates have gathered an extra five or ten signatures just in case it turns out that a few signatories are not Regular Members in good standing.*

After receipt of a potential candidate's petition, the HYLA Executive Director will verify that the signatures obtained are current Regular Members. Once the membership of the signatories has been verified, the candidate will be notified by the HYLA President-Elect or HYLA Executive Director, and the candidate may begin campaigning.

NOTE - *To be eligible to be nominated as President-Elect, Secretary, or Treasurer, a candidate for such office 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.*

III. SUBMISSION OF CANDIDATE BIO AND PHOTOGRAPH

Candidates are required to submit: (i) a short biography - not to exceed 100 words (strict requirement); and (ii) a color photograph in a high resolution JPEG format to the HYLA Executive Director (Lucy Cain at Lucy_Cain@hyla.org) by **Wednesday, March 21, 2018, 11:59 p.m.** Incomplete bio and picture submissions or failure to comply with the rules shall result in lower placement on the ballot.

IV. VOTING

Voting will begin April 2, 2018 at 10:00 am, at which point the HYLA President-Elect will send an e-mail 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 in the election.

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 eight (8) votes for Director candidates. The eight (8) candidates for Director receiving the most votes shall serve on the Board of Directors during the 2018-2019 bar year.

¹ For purposes herein, "Regular Members" shall include individuals who have registered for membership as "Regular" or "Government & Non-profit" members during the current bar year.

Uncontested positions shall be listed on the electronic ballot. If each and every Officer position is uncontested, and only eight (8) 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 out 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 current HYL A President, President-Elect, and Executive Director. The HYL A President, President-Elect, and Executive Director shall not share interim or final results of the election except as provided below (nor shall they share the information for accessing the results on Survey Monkey with anyone during the voting period). Even after the voting period, the percentages, rankings, or other quantitative information about the election shall not be accessed by anyone other than the HYL A President, President-Elect, or Executive Director.

V. ELECTION RESULTS

Following the end of the voting period, the HYL A President-Elect and HYL A Executive Director shall view the electronic tally of votes on Survey Monkey and thereby determine the winners for each Officer position and the eight Director positions. Should any question or discrepancy as to the electronic tally arise, the HYL A President-Elect and Executive Director, in consultation with the current HYL A President and President-Elect, 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 current HYL A President and HYL A President-Elect, who shall promptly notify each individual candidate of the election results, after which the election results will be announced to the general HYL A membership.

VI. 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 the other candidate. Each candidate and his or her supporters should make every effort to present the candidate's candidacy in a dignified manner. The current 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 a request may result in disqualification.

Candidates are not permitted to use HYL A's organizational logo, whether on electronic or printed campaign material, or any other printed or electronic medium without approval from the HYL A President-Elect and/or HYL A Executive Director.

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

Candidates are permitted to attend HYL A event(s) and distribute any candidacy materials related to their campaign. If material(s) is/are deemed inappropriate by the HYL A President-Elect, then the HYL A President-Elect may request such material not be distributed at its event(s).

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, Facebook, LinkedIn, 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 or 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.

VII. 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 HYL A 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 Board vote on the disqualification. Upon a vote of a majority of the HYL A Executive Board (excluding any person whose conduct is at issue or would otherwise be directly affected by such a vote), such candidate shall be disqualified.

* * *