

**BY-LAWS OF
SECTION OF YOUNG LAWYERS
MARYLAND STATE BAR ASSOCIATION, INC.**

As Approved ~~June 12, 2008~~

ARTICLE I

NAME AND OBJECTIVES

This Section shall be known as the [~~Section of Young Lawyers~~] Young Lawyers Section (YLS). This Section [~~is~~] was formed to foster the discussion and interchange of ideas relative to the duties, responsibilities and problems of the younger members of the legal profession, to aid and promote their advancement, to encourage their interest and participation in activities of the Maryland State Bar Association (the Association), to provide opportunities for its members to meet socially, to further the purpose and objectives of the Association, and to undertake such further activities as shall be requested by the Board of Governors of the Association.

ARTICLE II

MEMBERSHIP

All members in good standing of the Maryland State Bar Association who prior to the commencement of the Bar year have not reached the age of 38 years or, regardless of age, who having been admitted to the Bar for a period of less than five years *shall be eligible to be a member of the YLS*. [~~All members shall be enrolled for a period of not less than five years.~~]

ARTICLE III

OFFICERS AND SECTION COUNCIL

Section 1. OFFICERS.

The officers of this Section shall consist of a Chair, Chair-Elect, Secretary and Treasurer.

Section 2. DUTIES.

The duties of the officers shall be as follows:

- a. Chair* - The Chair shall be the chief executive officer of the Section and shall preside at all meetings of the Section and the Section Council. The Chair shall appoint all

Committee Chairs and Committee members, and with the advice and consent of the Section Council the Chair may create special Committees. The Chair shall be responsible for all reports to be submitted to the Association, to the Board of Governors and to the Section. The Chair shall perform such other duties as may be prescribed by the Section Council [~~from time to time~~].

b. Chair-elect - In the absence or disability of the Chair the Chair-elect shall perform the duties of the Chair. The Chair-elect shall perform such other duties as may be prescribed by the Chair or Section Council from time to time. The Chair-elect shall succeed to the office of Chair immediately following the expiration of the term of office of the outgoing Chair and shall prepare the annual budget for submission to the Association.

c. Secretary - The Secretary shall keep a record of the proceedings of all meetings of the Section and of the Section Council, and shall maintain rosters of the membership [~~of the Section and~~] of the Committees established by the Chair or the Section Council. The Secretary shall perform such other duties as may be assigned by the Chair or by the Section Council.

d. Treasurer - The Treasurer shall perform the duties usually pertaining to such office consistent with the policies of the Association and subject to the direction of the Chair, and shall perform such other duties as may be assigned by the Chair. The Treasurer shall maintain appropriate accounts of the funds of the Section, and shall maintain an accounting of the expenditures by the Section [~~and shall prepare the annual budget for submission to the Association~~].

Section 3. SECTION COUNCIL.

a. Composition - The Section Council shall be comprised of (1) the members of the Executive Committee as defined in Section 4 of this Article, (2) one member representing each Judicial Circuit of Maryland, to be appointed by the Chair, (3) the Chairs and Co-Chairs of the Standing Committees, to be appointed by the Chair, (4) the Young Lawyer Governors as defined in Article VII, Section 4 of these By-Laws, and (5) the American

Bar Association (ABA) Delegates to be appointed by the Chair. The ABA Delegates include; the ABA YLD Delegate, alternated with the State of Virginia (Virginia Bar Association), every two years for a two-year term, and the MSBA YLS Delegate to the House of Delegates for a two-year term. Both ABA Delegates shall be appointed by the Chair whose term coincides with the first year of each positions' term.

b. Eligibility - Members of the Section Council shall be members of the YLS in good standing. Each Section Council member appointed to represent a Judicial Circuit or alternate shall be from such Judicial Circuit. A member shall be considered to be from the Judicial Circuit where his or her principal office is located, except that if such office is outside the State, then his or her place of residence shall determine. Each representative may designate an alternate to attend all meetings in the representative's absence and act with all the rights and powers of said representative. ~~[Each Judicial Circuit shall have one vote only on Section Council].~~

Section 4. EXECUTIVE COMMITTEE.

There shall be an Executive Committee of the Section Council comprised of (1) the officers of the Section Council, (2) the immediate past Chair and (3) one at large member appointed by the Chair. The Executive Committee shall be empowered to take action on behalf of the Section Council where necessary. Any action taken by the Executive Committee shall be subject to ratification by the full Section Council at its next regular meeting.

ARTICLE IV

DUTIES AND POWERS OF THE SECTION COUNCIL

Section 1. GENERAL.

The Section Council shall have general supervision and control of the affairs of the Section, subject to the provisions of the By-Laws of the ~~[Maryland State Bar]~~ Association and these By-Laws.

Section 2. VACANCIES.

The Section Council during the interim between Annual meetings of the Section may fill a vacancy which may occur as to any office of Section Council position, except the office of Chair, which shall automatically be filled by the Chair-elect, and except for the Chairs and Co-Chairs of the [~~seven (7)~~] fourteen (14) standing Committees, which vacancies shall be filled by appointment by the Chair of the Section. Officers so designated shall serve until the close of the next annual meeting of the Section. If a Section Council position has been filled by appointment, and one year of the term remains at the next annual Section meeting, the position will then be filled for the balance of the term by election as provided herein. Any required assumption of the duties of the Chair by the Chair-elect shall not affect the normal succession of the Chair-elect to the office of Section Chair.

Section 3. TRANSACTION OF BUSINESS.

All binding action of the Section Council shall be by a majority vote of the Section Council members present and voting. In the event of a tie vote, the vote of the Chair or Acting Chair shall control. A quorum of ten (10) Council members shall be required for the transaction of business. All meetings of the Section Council shall be open to the entire membership.

ARTICLE V
COMMITTEES

Section 1. STANDING COMMITTEES.

The Standing Committees of the Section to be appointed annually by the Chair shall be: Membership Committee, Nominating Committee, Activities Committee, Publications Committee, Education Committee, Policy Committee, Public Service Committee, Technology Committee, Disaster Relief Committee, Meeting Planning Committee, Diversity Committee, Legislative Committee, Strategic Planning Committee and Pro Bono Committee.

Section 2. DUTIES.

All Committees shall perform such duties as may be assigned by the Chair of the Section or by Section Council. At the Annual Meeting of the Section, all Committees shall report their

completed duties and assignments for the bar year. The duties of each Committee shall be as follows:

a. Membership Committee - The Membership Committee shall conduct a continuing campaign to obtain new members of the Association who will qualify as members of this Section.

b. Nominating Committee - The Nominating Committee shall consist of the Chair of the Committee, the Chair-elect of the Section, two members from Section Council to be chosen by Section Council at its September meeting, and three Young Lawyers Section members ~~[appointed by the Nominating Committee Chair]~~ who are not members of Section Council. One of the three Young Lawyer Section members shall be appointed by Nominating Committee Chair and each of the other two Young Lawyer Section members shall be appointed by each of the Section Council members chosen to serve on the Committee by Section Council. No more than two (2) members of the Nominating Committee shall be members, associates, counsel, of counsel or employed by the same place of employment within the past five (5) years. The Chair of the Section shall not be a member of the Nominating Committee. The Committee shall be appointed not later than October 1. No member of the Nominating Committee may be a candidate for any position being considered by the Committee, nor may a member of the Nominating Committee endorse a candidate or publicly campaign for a candidate. The Nominating Committee shall be responsible for the fulfillment of those responsibilities set forth in Article VII, Sections 1 and 4 of these By-Laws, and ~~[for fulfilling such other duties as the Chair of Section Council may direct, or]~~ as may otherwise be stated in these By-Laws.

c. Activities Committee - The Activities Committee shall be responsible for the planning and preparation of the ~~[programs of all Section meetings as well as all social functions or other events of the Section]~~ Section's Annual Charity Event and other social functions/events. ~~[The Activities Committee shall engage in a continuing study with regard to projects for the Section. The Committee shall evaluate the effectiveness and feasibility of the programs and activities of the Section and the existing organization of~~

~~the Section. The Chair of the Activities Committee shall report at each annual meeting of the Section on all activities of the Section.]~~

d. Publications Committee - The Publications Committee shall be responsible for compiling, editing and disseminating all publications of the Section Council including The Advocate, the YLS' quarterly publication to its members.

e. Education Committee - The Education Committee shall be responsible for [~~maintaining and updating the Young Lawyers' Handbook;~~] conducting seminars and other educational programs for Young Lawyers; and generally, addressing itself to the resolution of the practice problems being experienced by the Section's membership and young lawyers generally.

f. Policy Committee - The Policy Committee shall be responsible for the maintenance of these By-laws, [~~and updating of the Section's Long Range Plan,~~] for the review of any proposed amendments to these By-Laws, and for any other policy matter that may arise.

g. Public Service Committee - The Public Service Committee shall be responsible for encouraging, initiating and/or coordinating projects undertaken by the Section in service to the public.

h. Disaster Relief Committee - The Disaster Relief Committee shall, pursuant to the American Bar Association's Young Lawyers Division (ABA/YLD) Disaster Assistance program, be responsible for coordinating local assistance to the ABA/YLD in its efforts during or following a disaster. The Committee shall also provide opportunities and support to local attorneys to assist victims of natural disasters [~~with their~~] pursuant to the victims' rights under the Federal Emergency Management Act (FEMA).

i. Pro Bono Committee- The Pro Bono Committee shall be responsible for promoting pro bono opportunities in Maryland, sponsoring pro bono projects, seeking expanded

opportunities to render pro bono service in [~~every area~~] different areas of specialty, and recognizing young lawyers who perform pro bono service.

j. Technology Committee- The Technology Committee shall be responsible for coordinating and resolving [~~all computer and~~] technology related issues of Section Council, designing and implementing technology policies for the section, acting as liaison to any technology Committee or Task Force of the Board of Governors, and updating and maintenance of the YLS website and social media outlets.

~~[k. Special Projects Committee—The Special Projects Committee shall be responsible for any and all special projects assigned by the Chair and the Section Council.]~~

*k. Meeting Planning Committee –*The Meeting Planning Committee shall be responsible for organizing and promoting the Section Membership Meetings in accordance with Article VI of these By-laws. The Committee shall also be responsible for planning the Section’s continuing legal education program at the Association’s Annual Meeting.

*l. Diversity Committee –*The Diversity Committee shall be responsible for organizing and planning programming designed to expand and enhance the diversity of the Section. The Diversity Committee shall also coordinate with other organizations to carry out diversity initiatives.

*m. Legislative Committee –*The Legislative Committee shall be responsible for monitoring state and federal legislation impacting lawyers and other items of interest of the Section membership. The Legislative Committee shall coordinate with the Association and other entities to ensure the Section’s membership’s views on proposed legislation are properly conveyed to necessary parties.

*n. Strategic Planning Committee –*The Strategic Planning Committee shall engage in a continuing study with regards to programs, projects, events and resolutions appealing to the interests of the Section’s membership. The Committee shall also complete an annual

survey of the membership evaluating the effectiveness and feasibility of the programs and activities of the Section and the existing organization of the Section.

Section 3. SPECIAL COMMITTEES.

The Chair of the Section shall appoint the Chair(s) and members of such other Committees as a majority of the Section Council may feel desirable and necessary in connection with the affairs of the Section. All such Committees shall be considered Special Committees, and unless reappointed, be dissolved at the Annual meeting.

Section 4. COMMITTEE REPORTS.

The Chair(s) of each Committee shall submit in writing, a monthly report of the recent and upcoming activities of the Committee. Additionally, Chair(s) shall provide an annual report of the activities of the Committee at the Annual meeting of the Section.

Section 5. COMMITTEE CHAIR.

Each Committee's Chair(s) [~~shall~~] may appoint a Vice Chair to act in [~~his or her~~] their place when [~~necessary in the Chair's~~] necessitated by absence or disability. Each Committee's Chair(s) shall have the power to form or appoint such subcommittees as [~~he or she deems~~] deemed advisable, with the approval of the Chair of the Section.

ARTICLE VI

MEETINGS

Section 1. TIME & PLACE.

[a. Annual Meeting of the Section.] The ~~regular~~ Annual Meeting [of the Section] shall be held each year at the same time and place as the Annual Meeting of the Association. ~~Mid-Year meetings shall be held at the same time and place as the Mid-Year meetings of the Association.~~

[b. Section Membership Meetings. The Young Lawyers Section shall hold two (2) Section Membership Meetings during the bar year, one in the Fall and one in the Spring. The time and place shall be posted and advertised at least 30 days prior.

c. Monthly Section Council Meetings. The Section Council shall meet once every month during the bar year. The time and place shall be made available to any member desiring to attend.]

Section 2. ORDER OF BUSINESS.

The order of business at regular [monthly] meetings shall be as follows:

- a. Report of Officers.
- b. Report of Young Lawyers' Governors.
- c. Report of ABA Delegates
- d. Report of Committees.
- e. Report of Circuit Representatives.
- f. [~~Report of Young Lawyers' Governors.~~]
- g. [~~Report of ABA Delegate.~~]
- h. Old business.
- i. New business.

Section 3. PROCEDURE.

Except as provided in these By-Laws, Roberts Rules of Order shall govern all meetings.

Section 4. GENERAL MEMBERSHIP MEETINGS.

Ten (10) members of the Section shall constitute a quorum for the transaction of business at a general membership meeting.

Section 5. ATTENDANCE.

If any member of the Section Council, whether elected or appointed, shall fail to attend two successive [regular] meetings of the Section Council, or shall fail to attend three [regular] meetings within any six month period, and such failure has not been excused for cause by the

Chair, then the Chair may declare such member to have automatically resigned, and the vacancy created thereby shall be filled in accordance with the provisions of Article IV, Section 2 of these By-Laws.

ARTICLE VII

ELECTION OF OFFICERS AND YOUNG LAWYERS' GOVERNORS

Section 1. OFFICERS.

The Chair-elect, Secretary and Treasurer shall be elected by the general membership at the Annual Meeting of the Section. They shall hold office until adjournment of the next annual meeting of the Section or until their successors are elected and qualified. No officer shall serve in any one office for more than two successive years, with the exceptions of the Chair-elect who shall serve only one year in that office.

1. *Notice Required* - The Nominating Committee shall give notice by publication in the November and December issues of the Bar Bulletin, the Winter issue of The Advocate and on the YLS website that:
 - it will accept applications for the officer positions;
 - where applications should be sent; and
 - the deadline for filing applications.

2. *Deadline for Applications* - All applications must be received by mail or electronic format at the Association headquarters [~~and by the Nominating Committee Chair~~] no later than [~~the close of business~~] 5:00 p.m., eastern standard time, on January 15th. [~~If sent via electronic mail, the sender must request to receive a receipt when the email is read, the mail is considered received when read by the MSBA staff member and/or the Nominating Committee Chair.~~] If the Association headquarters are closed on January 15th, the applications shall be received by the Association headquarters [~~prior to the close of business~~] no later than 5:00 p.m., eastern standard time, on the next day that the Association headquarters is open for business.

3. *Eligibility* - Any member of the Section, who will be a member of the Section at the commencement of the upcoming bar year and who will be a member of the Section

throughout the term being sought (hereinafter referred to as a “Qualifying Young Lawyer”), may submit his or her application for consideration by the Nominating Committee. No member may submit his or her name for more than one office.

4. *Interview Required* - The Nominating Committee shall interview the applicants for the Officer positions and shall select one Qualifying Young Lawyer as the Nomination Slate for each position to be filled. If there is not at least one ~~[application from a Qualifying Young Lawyer]~~ *suitable applicant* for each officer position, the Nominating Committee shall select a Qualifying Young Lawyer as the Nomination Slate for such officer position even if such Qualifying Young Lawyer did not file an application.
5. *Publication of Nomination Slate* - The Nominating Committee shall give Notice of the Nomination Slate to the general membership by publication in the February issue of The Bar Bulletin, the Spring issue of The Advocate, and on the YLS website. Such notice shall include the name of each nominee and the procedure and deadline for submission of a Petition of nomination to run against the Nomination Slate.
6. *Petition Against Nomination Slate* - At any time after the determination of the Nomination Slate but prior to the last Friday in March, any Qualifying Young Lawyer may submit to the Nominating Committee a petition of nomination which shall be signed by not less than twenty-five (25) members of the Young Lawyers’ Section and received by mail or electronic format by the Association headquarters ~~[and by the Nominating Committee Chair]~~ prior to 5:00 p.m., eastern standard time, ~~[the close of business]~~ on the last Friday in March. The Nominating Committee shall promptly verify that petitioner is a Qualifying Young Lawyer and that the petition bears the signature of twenty-five (25) current members of the Section. ~~[If sent via electronic mail, the sender must request to receive a receipt when the email is read, the email is considered received when read by the MSBA staff member and/or the Nominating Committee Chair.]~~
7. *Uncontested Election* - In the event that no Qualifying Young Lawyer has submitted a Petition, the Nomination Slate shall be elected.

8. *Contested Election* - In the event a petition has been submitted, notice of the contested election and the procedure for obtaining Absentee ballots shall be published in the April Issue of The Bar Bulletin, the Summer issue of The Advocate and on the YLS website. The election shall be held at the Annual Meeting in June.

- *Ballots* - In addition to fulfilling the requirements of Article IX of these By-Laws, each ballots shall contain the names of the candidates for which there is a contested election, listed in alphabetical order in vertical arrangement, which shall make no provision for write-in voting, an asterisk indicating those candidates nominated by the Nominating Committee to serve in such position, and adequate instructions to the voters. The asterisk shall be explained at the bottom of each ballot by the following: “Indicates that this Candidate was nominated to serve in this position, upon an application and interview process by the Nominating Committee of the Section.”
- *Biographical Information* - Each candidate shall have the opportunity to provide a brief (not to exceed 100 words) statement concerning, without limitation, his/her background, reason for seeking such position, etc.

SECTION 2. YOUNG LAWYERS’ GOVERNORS.

The following procedure will be utilized for the election of the Young Lawyers’ representatives to the Board of Governors [~~hereinafter~~] also referred to as the “Young Lawyers’ Governors” as provided in the By-Laws of the Maryland State Bar Association):

1. *Notice Required* - The Nominating Committee, prior to October 1st, shall give notice by [~~mailing and~~] publication to the Section membership that:
 - it will accept applications to fill the expiring terms of the Young Lawyers’ Governors;
 - where applications should be sent;
 - the deadline for filing applications;
 - and the number of positions available.
2. *Deadline for Applications* - All applications must be received by mail or electronic format at the Association headquarters no later than [~~the close of business~~] 5:00 p.m.,

eastern standard time, on November 15th. [~~If sent via electronic mail, the sender must request to receive a receipt when the email is read, the email is considered received when read by the MSBA staff member and/or the Nominating Committee Chair.~~] If the Association headquarters are closed on November 15th, the applications shall be received by the Association headquarters [~~prior to the close of business~~] no later than 5:00 p.m., eastern standard time, on the next day that the Association headquarters is open for business.

3. *Eligibility* - Any Qualifying Young Lawyer may submit their application for consideration by the Nominating Committee.
4. *Interview Required* - The Nominating Committee shall interview the applicants for the Young Lawyers' Governors positions to be filled and shall select one Qualifying Young Lawyer as [~~a candidate~~] the Nomination slate for each position to be filled. If there is not at least one [~~application from a Qualifying Young Lawyer~~] suitable applicant, the Nominating Committee shall select a Qualifying Young Lawyer as [~~the candidate~~] the Nomination Slate for [~~such~~] each position to be filled position even if such Qualifying Young Lawyer did not file a petition.
5. *Publication of Nomination Slate* - The Chair of the Nominating Committee shall present the Nomination Slate of Young Lawyers' Governors to the Section Membership by providing notice by publication in the December issue of the Maryland Bar Bulletin, any publication of the Section and on the YLS website not later than January 1st. Such notice shall include the name of each candidate and the procedure and deadline for the submission of a Petition of nomination to run against the Nominations Slate.
6. *Petition Against Nomination Slate* - At any time after the determination of the Nomination Slate but prior to February 15th, any Qualifying Young Lawyer may submit to the Nominating Committee a petition of nomination, which shall be signed by not less than twenty-five (25) members of the Young Lawyers' Section and received by mail or electronic format by the Association headquarters [~~prior to the close of business~~] no later

than 5:00 p.m., eastern standard time, on the 15th day of February. If the Association headquarters are closed on February 15th, the petition shall be received by the Association headquarters [~~prior to the close of business~~] no later than 5:00 p.m., eastern standard time, on the next day that the Association headquarters is open for business. The Association shall promptly verify that petitioner is a Qualifying Young Lawyer and that the petition bears the signature of twenty-five current members of the Section. [~~If sent via electronic mail, the sender must request to receive a receipt when the email is read, the email is considered received when read by the MSBA staff member and/or the Nominating Committee Chair.~~]

7. *Uncontested Election* - In the event that no Qualifying Young Lawyer has submitted a petition to run against the Nomination Slate, the Nomination Slate shall be elected.
8. *Contested Election* - In the event a petition has been submitted, the election shall be as prescribed by Article III of the Regulations Governing the Nomination and Election of District Governors of the Association with the following modifications:
9. *Ballots* - Ballots shall contain the names of the candidates for which there is a contested election, listed in alphabetical order in vertical arrangement, which shall make no provision for write-in voting, an asterisk indicating those candidates nominated by the Nominating Committee to serve in such position, and adequate instructions to the voters. The asterisk shall be explained at the bottom of each ballot by the following: “Indicates that this Candidate was nominated to serve in this position, upon an application and interview process by the Nominating Committee of the Section.”
10. *Biographical Information* - Biographical information provided by a candidate, shall, in addition to the ballot, indicate by an asterisk those candidates nominated by the Nominating Committee to serve in such position.

11. *Vacancy in Unexpired Term* - Should any position of Young Lawyers' Governor become vacant during its term, the Chair of the Section shall appoint a Qualifying Young Lawyer to serve in that Position during the remainder of the term.

ARTICLE VIII

AMENDMENTS

Section 1. TIMING.

These By-Laws may be amended at any open meeting of the Section Council including the [~~mid-year meeting and~~] Annual meeting of the [~~State Bar~~] *the Association*. In the event that a meeting is canceled, the vote on the By-Law amendment shall occur at the next regularly scheduled meeting of the Section Council with the exception of the December meeting.

Section 2. AMENDMENTS PROPOSED BY MEMBERS.

Any member of the Section may propose an Amendment to these By-Laws.

1. *Form* - All proposed Amendments shall be submitted in writing to either the Secretary or the Chair, and shall include the following:
 - The existing text of the relevant Article and Section of the By-Laws.
 - A copy of the proposed Amendment in which stricken material has been lined through or enclosed in brackets and new material has been underlined or highlighted.
 - And the proposed text as it would appear if adopted.

2. *Timing* - The proposed Amendment shall be delivered by the Secretary or Chair to the Chair of the Policy Committee within ten (10) business days after receipt thereof or at the next Section Council meeting, whichever is first.

3. *Report of Policy Committee* - At the next Section Council meeting following receipt of the proposed Amendment by the Chair of the Policy Committee, excluding the December meeting, the Policy Committee shall make one of the following recommendations with regard to the proposed Amendment:
 - i. Adopt as submitted;
 - ii. Adopt with modifications;

- iii. Reject; or
- iv. Return to the Policy Committee for further study to be reported upon at the next Section Council meeting other than the December meeting. No proposed Amendment shall be sent back for further study more than one time.

Section 3. AMENDMENTS PROPOSED BY THE POLICY COMMITTEE.

The Policy Committee can propose an Amendment to these By-Laws at any regularly scheduled Section Council meeting. Said proposal shall include the items required by Section 2(1) of this Article.

Section 4. APPROVAL OF AMENDMENTS.

Upon Section Council approval of the proposed Amendment as recommended by the Policy Committee, the Secretary shall cause to be published to the Section membership the substance of the proposed Amendment, notice of the meeting at which the proposed Amendment will be voted upon, the procedure for obtaining a copy of the full text of the proposed Amendment, and the procedure for obtaining an absentee ballot. Publication shall be accomplished by providing notice via Section email listserv and notice on the YLS website of proposed changes at least sixty (60) days prior to the scheduled vote. The vote upon the proposed Amendment shall take place at any open meeting of Section Council including the [~~mid-year and~~] Annual meeting of the [~~State Bar~~] *the Association*. In the event that a meeting is canceled, the vote on the proposed Amendment shall occur at the next regularly scheduled meeting of the Section Council with the exception of the December meeting.

Section 5. EFFECTIVE DATE.

Unless otherwise specified in the proposed Amendment, a proposed Amendment shall become effective immediately upon the adjournment of the meeting at which said proposed Amendment receives two-thirds of the votes cast at said meeting including verified absentee ballots.

ARTICLE IX

ABSENTEE BALLOTS

Section 1. PROCEDURE.

Absentee Ballots shall be available for any By-Law vote and for any contested election of Officers. No proxy voting will be allowed on any matter. Any member wishing to vote by Absentee ballot shall contact the Association headquarters in writing to request an Absentee ballot. The ballot shall consist of the following:

- The matter or position to be voted upon;
- A blank inner envelope; and
- An outer envelope with space for the members name and address on the outside as well as a signature line for said member.

Section 2. DEADLINE AND VERIFICATION.

Each voter shall be directed to mark the ballot, to seal it inside the ballot envelope and, after signing and completing the necessary information contained on the envelope, to mail it to the Chair of the Nominating Committee, c/o the Association. All Absentee ballots shall be received at the Association headquarters by [~~close of business~~] no later than 5:00 p.m., eastern standard time, at least one week prior to the meeting at which the vote is to take place. Upon receipt of an Absentee ballot, the Association staff shall verify that the member is in good standing and entitled to vote. Following verification, the outer envelope will be removed and all valid Absentee ballots shall be counted at the meeting at which the vote is to take place.

ARTICLE X

EFFECTIVE DATE

The original By-Laws became effective upon their approval by the Board of Governors of the Maryland State Bar Association. Any Amendment to these By-Laws shall become effective upon their approval pursuant to Article VIII.