

# WASHINGTON STATE BAR ASSOCIATION

## ADMINISTRATIVE LAW SECTION

### Bylaws

As last amended and approved by the  
Washington State Bar Association Board of Governors on July 27, 2017.

#### ARTICLE 1. ESTABLISHMENT OF SECTION AND IDENTIFICATION

- 1.1 The name of this section is the Administrative Law Section (the "Section").
- 1.2 The Section is established under 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 of the following people may become a voting member of the Section by paying annual Section dues. The executive committee determines the amount of Section dues, and the Bar Board of Governors approves it.

- (a) an Active member of the Bar,
- (b) a Judicial member of the Bar,
- (c) an Emeritus Pro Bono member of the Bar under APR 8(e),
- (d) a House Counsel member of the Bar under APR 8(f),
- (e) a professor at any Washington law school (whether licensed in Washington or not), or
- (f) a full-time military lawyer stationed in Washington, but licensed in another state, U.S. territory, or the District of Columbia.

3.2 After payment of annual Section dues, any person who has an interest in administrative law may become a non-voting Section member (“subscriber”) and non-voting Section committee member. In accordance with the Bylaws of the Bar, law students may be enrolled as subscribers of the Section. Subscribers may not hold a section office.

3.3 Members shall pay in advance annual Section dues. Any person who does not pay the annual Section dues is no longer a member of the Section. Membership status is determined as of the date dues are paid. The section membership dues for law students shall be set at a standard amount annually determined by the Board of Governors.

#### **ARTICLE 4. MEETINGS OF THE MEMBERSHIP**

4.1 The annual meeting of the Section may be at a time and location determined by the executive committee.

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, or by action of the voting members of the executive committee consistent with these bylaws.

4.4 Special meetings of the Section may be called by the Chair or a majority of the executive committee.

4.5 In accordance with Bar Bylaws, notice of membership meetings shall be sent to all members of the Section. No membership meeting shall be official without prior notice. The notice shall state the business to be transacted at the meeting.

#### **ARTICLE 5. THE EXECUTIVE COMMITTEE**

5.1 The executive committee 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 executive committee has the authority to approve the content and publishing of the Section newsletter, the adoption of the budget in consultation with the Bar, and expenditures in accordance with the budget. The executive committee may also perform duties assigned by the Board of Governors. The executive committee may establish and discontinue committees and subcommittees of the Section.

5.2 The executive committee members are:

- (a) The Chair;
- (b) The Chair-elect;
- (c) The Immediate Past Chair;
- (d) The Secretary and the Treasurer or the Secretary/Treasurer;
- (e) Nine At-Large members; and
- (f) Young Lawyer Liaison.

5.3 The terms of all positions on the executive committee begin on October 1, if elected or immediately on appointment if appointed to fill a vacancy.

5.4 A majority of the voting members of the executive committee present in person, by telephone, or by videoconference constitutes a quorum. Action by the executive committee is determined by a majority vote of the executive committee members present once a quorum is established. Votes may be conducted by email in accordance with the Bar's Bylaws.

## **ARTICLE 6. OFFICERS**

6.1 The officers of the Section are the Chair, the Immediate Past Chair, the Chair-elect, the Secretary, and Treasurer, or Secretary/Treasurer.

6.2 Any committee member, or chair of any committee may be removed by a majority vote of the executive committee or by the Chair. Any member of the executive committee may be removed by a two-thirds majority vote of the executive committee. Grounds for removal of executive committee members include, but are not limited to, regular absence from executive committee meetings and events, failure to perform duties, unprofessional or discourteous conduct or whenever, in the executive committee's judgment, the executive committee member is not acting in the best interest of the Section membership.

6.3 The Chair presides at all meetings of the Section and the executive committee. The Chair may present at the annual meeting of the Section 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 executive committee.

6.4 The Chair-elect performs duties assigned by the Chair or the executive committee. 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 will take minutes at each meeting of the Section and executive committee, and provide approved minutes to the Bar for publication and record retention. The Secretary/Treasurer shall perform other duties assigned by the Chair or the executive committee.

6.6 The Treasurer or Secretary/Treasurer will work with the Bar to ensure that the Section complies with Bar fiscal policies and procedures, work with the Bar to prepare the Section's

annual budget, and review the Section's monthly financial statements for accuracy and comparison to budget.

## **ARTICLE 7. ELECTIONS**

- 7.1 The voting membership annually elects a Chair-elect and a Secretary and Treasurer or Secretary/Treasurer, each to serve a one-year term. The voting membership annually elects three At-Large members to serve on the executive committee, each to serve a three-year term. The Chair automatically becomes the Immediate Past Chair. The voting membership may re-elect any member of the executive committee.
- 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, at least one of whom shall not be a current member of the executive committee. The nominating committee shall seek interested individuals to fill open positions on the executive committee, with a balance of nature of practice or employment, geography, and other bases of diversity. All applicants will apply through an electronic application process administered by the Bar. The nominating committee shall make nominations for Chair-elect, Secretary and Treasurer or Secretary/Treasurer, three At-Large executive committee members to succeed those with expiring terms, and At-Large executive committee members for any existing vacancies. The executive committee will approve a list of nominees for each open position.
- 7.4 All individuals who complete the electronic application process administered by the Bar who are not selected by the Nominating Committee will be given the opportunity to self-nominate to be included on the final list of approved nominees.
- 7.5 The Bar will administer the elections by electronic means and certify the results, unless the Section develops its own equivalent electronic election process. In the event of a tie, the winner will be determined by drawing cards from a standard deck of cards. The candidate with the highest value card in bridge will be the winner.
- 7.6 Nominations and elections for open executive committee positions will be held between March and May each year.
- 7.7 If there is a vacancy on the executive committee between elections, the voting members of the executive committee, by majority vote, shall appoint a successor to serve for the remainder of the unexpired term. When a member is appointed to fill a vacancy in an unexpired term, the member will do so until the next annual election when an individual will be elected to serve the remainder of the vacated term.

## **ARTICLE 8. COMMITTEES**

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

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

#### **ARTICLE 9. PUBLICATIONS**

9.1 A newsletter may be published and furnished to members of the Section and to other persons or organizations as determined by the executive committee. The newsletter shall be published at such intervals as the executive committee 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 voting members of the Section present and voting; or (2) by a majority vote of the voting executive committee members at any meeting of the executive committee once a quorum is established. Amendments will become effective when approved by the Bar's Board of Governors.

10.2 Prior notice of the proposed changes to the Bylaws shall be given to all members before the meeting.

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Amended September 1997.

Amended September 19, 2002.

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

Approved as amended by the Bar Board of Governors on July 23, 2010. In accordance with the Bar Bylaws, the approved amendments are specific to Article 3. Membership, stating that a law student may join the Section as a non-voting member.

Approved as amended by the Bar Board of Governors on July 29, 2017, subsequent to approval by members of the Section in attendance at the Section's annual meeting held on June 10, 2017.