

MONUMENTAL CITY BAR ASSOCIATION
BY-LAWS

ARTICLE I: NAME, ORGANIZATION AND OBJECTIVE

The name of the Association and the objectives and purposes thereof shall be as set out in the charter and amendments thereto, together with the charter so amended from time to time, shall be the law of this Association.

ARTICLE II: MEMBERSHIP

Section 1. Any member of the Bar of the State of Maryland, any Judge of a court of Record, and any person who has successfully completed all course requirements of a law school, who are members in good standing of this Association at the time of the adoption of this Constitution, shall continue as members subject to compliance by them with all requirements of membership in this Association, as hereinafter provided.

Section 2. Any attorney who is duly authorized to practice law in any state or territory of the U.S or D.C, and any lawyer who may be a judge of any court of the State of Maryland, may apply and become a member of the Association.

Section 3. Applications for admission to membership in this Association shall be submitted in writing on such forms as may be prescribed by the Committee on Membership. Each application shall contain the name of the party applying and his or her office and residence.

Section 4. Upon payment of dues, the applicant shall become a member in good standing in the Association.

Section 5. A Member Emeritus shall be entitled to all the rights and privileges of all other members of the Association except that he or she shall not be qualified to hold office or be required to pay dues.

a. Criteria and Application

i. Any person who has been a member in a good standing of the Association for a period of ten consecutive years and who has retired from the active practice of law due to be designated Member Emeritus.

ii. The Committee on Membership after investigation may take its recommendation on any such application to the Executive Board, which shall decide whether such applicant shall become a Member Emeritus.

ARTICLE III: DUES AND FINANCES

The Executive Board shall establish the fiscal year of the Association. The annual dues of the Association shall be payable on the first day of each fiscal year in advance. The annual dues charged a member of the Association after the first half of any fiscal year shall be required to pay only one-half of the annual dues for the remainder of that year. Annual dues shall be determined by the Executive Board and may be changed from time to time as the duties and obligations of the Association so require.

ARTICLE IV: MEETINGS

Section 1. Meetings of the Association shall be at least quarterly during a fiscal year, including the Annual Meeting.

Section 2. Special meetings may be called by the President. Special meetings shall likewise be called upon written request to the President of one-third of the Association's members in good standing.

Section 3. The regular business of the Association shall be conducted at the Executive Board and or Quarterly Meetings. The President, or in the President's absence, the President-Elect, may present for consideration any contemplated action to the members at Executive Board, Stated or Special meetings.

Section 4. Notice of meetings shall be timely communicated to each member stating the time and place of the meeting. Notice of a special meeting must be communicated at least five days in advance of the special meeting. The notice of the special meeting shall contain a general statement of the nature of the business to be transacted at such a meeting.

Section 5. At any meeting of the Association a quorum necessary to conduct the business thereof shall be seven members.

ARTICLE V: ORDER OF BUSINESS

Section 1. At each meeting of the Association, the order of business shall be as follows:

1. Reading of minutes of preceding meeting;
2. Reports of Executive Committee;
3. Reports of Treasurer;
4. Reports of all Standing Committees;
5. Reports of Special Committees;
6. Unfinished Business; and
7. New business.

Section 2. This order of business may be changed by a vote of the majority of members present.

ARTICLE VI: OFFICERS & DUTIES OF OFFICERS

Section 1. The officers of the Association shall be President, President-Elect, Secretary, Treasurer, no more than two (2) NBA Delegates and no more than two (2) Members at Large.

Section 2. President. The President shall be the executive head of the Association and shall have general direction and control of its affairs consistent with the provisions of these Bylaws and the direction of the Executive Board. The President shall preside at all meetings of the Association and shall be chairman of the Executive Board and Executive Committee. The President shall designate annually one of the members of each of the standing committees as chairperson.

Section 3. President-Elect. The President-Elect shall in the absence of the President perform all the duties pertaining to the office of the President not in conflict with other provisions of these Bylaws.

Section 4. Secretary. The Secretary shall be responsible for keeping a record of the proceedings of all meetings of the Association, the Executive Board. Executive Committee, and of all matters of which a record shall be deemed advisable by the Association or the Executive Board. The Secretary shall serve as custodian of all records of the Association. The Secretary shall notify the officers and members of their election and shall issue notice of all meetings which notices shall be issued at least five days prior to said meetings.

Section 5. Treasurer. The Treasurer shall be responsible for disbursing all funds of the Association under the direction of the Executive Board. The Treasurer shall submit a report at all meetings of the Association and shall keep regular accounts which shall be, at all times, open to the inspection of any member of the Executive Board. The Treasurer shall keep and maintain at his or her office, at Association headquarters, or such other place as the Executive Board may designate, a membership book in such form as the Executive Board shall approve. The Treasurer shall also be responsible for issuance of membership cards upon receipt of annual dues.

Section 6. NBA Delegate(s). No more than two NBA Delegates may be elected. Each shall represent the Association in NBA functions and serve as a liaison between the Association and the NBA and shall be a member in good standing of the National Bar Association at the time of election. The delegate or delegates to the National Bar Association shall serve a one year term.

Section 7. Members-at-Large. No more than two members-at-large may be elected. Each shall serve as a liaison between the Association and the membership. The Members at Large shall serve a one year term.

Section 8. An elected officer may be removed from office for cause- that is misconduct or neglect of duty in office.

ARTICLE VII: COMMITTEES

Section 1. The Standing Committees of the Association shall be:

- a) Committee on Membership
- b) Committee on Legislative Affairs
- c) Committee on Judicial Selection
- d) Committee on Long Range Planning
- e) Committee on Programs and Continuing Legal Education
- f) Committee on Nominations
- g) Committee on Technology
- h) Young Lawyers Committee

Section 2. Duties and Functions of Standing Committees

a) Committee on Membership. This committee shall be charged with duty of recruiting to the Association individuals who meet the qualification of these By-laws.

b) Committee on Legislative Affairs. This Committee shall be charged with the duty of monitoring proposed legislation and, subject to the approval of the Executive Board, formulating a position with respect with respect to such legislation. The Committee may recommend to the Executive Board legislation for enactment.

c) Committee on Judicial Selection.

(i) Policy. The Association shall recommend and support for judicial office those judge and members of the Bar who by their special qualification for judicial office

(ii) Recommendation for Selection of Judges.

a) The Committee shall make recommendations for the selection of judges of several courts throughout the State of Maryland and the Federal Court System.

b) The recommendations of the Committee shall be submitted to the President of the Association and to the Appropriate Judicial Nominating Commission.

(iii) Duty of Confidentiality. Except a herein otherwise specifically provided, all Committee discussion pertaining to persons considered by the Committee for Judicial Selection shall be completely confidential.

(iv) Disqualification. Any member of the Committee who seeks appointment or election to a judicial office, or who authorizes the Committee to consider his or her qualifications, for judicial office, shall forthwith cease to be a member of the Committee.

(v) Administration by the Judiciary.

The Committee shall have the duty to observe the conduct of members of the judiciary and the various courts along with their practice and procedures, with regard to the Canons and Rule of Judicial Ethics. The Committee shall make such reports to the Executive Board of the Association as it may deem proper in connection with the foregoing, and the Executive Board of the Association may take such action as it considers appropriate and within its general power and authority.

d) Committee on Long Range Planning. This Committee is charged with proposing short and long term goals and objectives for the Association. The recommendation of the Committee should be designed to achieve the desired image of the Association as a leader among professional organizations. The Committee shall make such reports and annual reports.

e) Committee on Programs and Continuing Legal Education. This Committee shall plan and actively promote educational programs and provide written materials in order to maintain a high quality of legal knowledge among the lawyers in the Association. The committee shall plan and actively promote such other programs and activities as the Executive Board may deem appropriate.

f) Committee on Nominations. This Committee shall nominate candidate(s) for all elected offices.

g) Committee on Technology: This Committee shall be responsible for maintaining the organization's social media presence and electronic distribution list.

h) Young Lawyers Committee: This Committee shall plan and promote activities for members of the association forty (40) years or younger or five years or less of legal practice.

Section 3. Meetings of a committee shall be called by the Chair of the Committee. Each committee shall meet and organize as soon as practicable after is appointment and where required, select who shall promulgate, subject to approval of the Executive Board, such written rules and regulations are not in conflict with the provisions of the Articles of Incorporation.

Section 4. The President shall appoint such special committees as he/she may deem necessary for the proper conduct of the business of the Association and their duties shall be such as the President may be prescribed.

Section 5. Any member of the Executive Board_or of the Standing Committees who shall be absent from three consecutive meetings without sufficient explanation, shall be deemed to have resigned his/her place shall be filled by the President.

ARTICLE VIII: EXECUTIVE BOARD AND EXECUTIVE COMMITTEE

Section 1. The Executive Board shall consist of the officers of the Association, Chairs of the Standing Committees and Special Committees, NBA Delegate(s), two (2) Members-at-Large elected by the general body membership, and the Immediate Past President.

Section 2. The Executive Committee shall consist of the officers of this Association as stated in Section 1 of Article VI of the Bylaws and shall meet as required.

Section 3. The Executive Board shall meet once a month. They shall have power to make regulations not in conflict with these By-laws as shall be necessary for the protection of the property of the Association, and for the preservation of good order in affairs. They shall keep a record of their meetings, and all actions of the Executive Board shall be reported at the stated meetings of the Association; and it shall be their duty to present business for the action of the Association. They shall have general powers in the management of the affairs of the Association

as may be necessary and not inconsistent with the provisions of these Bylaws, including the power to determine the number of members of each Standing Committee.

Section 4. No debts shall be incurred or expenditures made on behalf of the Association except by an express resolution of the Executive Board authorizing the same in advance.

Section 5. A quorum shall consist of a majority of the members of the Executive Board and the Executive Committee.

ARTICLE 1X: NOMINATIONS AND ELECTIONS

Section 1. The Nominating Committee shall consist of the Chair of the Committee, the President Elect, two judges to be chosen by the Chair, and three members appointed by the Nominating Committee Chair who are not members of Executive Board. No more than two (2) members of the Nominating Committee shall be members, associates, counsel, of counsel or employed by the same firm within the past five (5) years. The President shall not be a member of the Nominating Committee. All members of the Nominating Committee must be current members of the association. The Committee shall be appointed no later than October 1st. 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 the By-Laws, and for fulfilling such other duties as the President may direct, or as may otherwise be stated in these By-Laws.

Section 2. .Notice Required - The Nominating Committee, prior to February 1st, shall give notice by publication to membership that: the Nominating Committee is accept applications to fill the expiring terms of the Executive Board. Notice shall include: where

applications should be sent; the deadline for filing applications; and the number of positions available.

Section 3. Deadline for Applications - All applications must be received by the Committee Chair no later than the close of business on March 15th.

Section 4. Eligibility – Any member in good standing may submit his/her application for consideration by the Nominating Committee.

Section 5. Interview Required - The Nominating Committee shall interview the applicants for the positions to be filled and shall select one member as a candidate for each position to be filled. If there is not at least one application from a member, the Nominating Committee shall select a member as the candidate for such position even if such member did not file a petition.

Section 6. Publication of Nomination Slate - The Chair of the Nominating Committee shall present the Nomination Slate of member to the membership by May 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.

Section 7. Petition Against Nomination Slate - At any time after the determination of the Nomination Slate but prior to May 15th, any member may submit to the Nominating Committee a petition of nomination, which shall be signed by not less than seven (7) members of the association and received by Chair of the Nominating Committee prior to the close of business on the 15th day of May. The association shall promptly verify that petitioner is a member and that the petition bears the signature of seven current members of the Section.

Section 8. Uncontested Election - In the event that no memembr has submitted a petition to run against the Nomination Slate, the Nomination Slate shall be elected.

Section 9. Contested Election - In the event a petition has been submitted, the election shall be as prescribed as follows:

- a) 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.”
- b) Ballots shall be cast in person at the annual meeting. The Candidate receiving the largest number of votes shall be elected to each office. In the event that two or more candidates are tied in votes for one open office there shall be a runoff election for that open office also at the annual meeting. In no event can any member be elected to more than one elected office or position in the association. All elections shall be conducted according to the procedures established by the Executive Board to assure to the extent practicable the utmost secrecy of the ballot and to encourage the greatest number of members to exercise the voting franchise.

Section 10 The election of such officers shall be as heretofore provided; any vacancy occurring in any such office shall be filled by appointment of the Executive Board except in the case of vacancy occurring in the office of the President. In the event of a vacancy in the office of the President, the President Elect shall hold the same until the expiration of the term to which the President-Elect had been elected.

Section 11. No member shall hold the office of President, President-Elect or Secretary for more than two consecutive terms. No members shall hold the office of Treasurer for more than three consecutive terms.

ARTICLE XII: PARLIMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which that are applicable and in which they are not inconsistent with these Bylaws and any special rules of order adopted by the Association.

ARTICLE XIII: AMENDMENT OF BYLAWS

These Bylaws may be amended, subject to the approval of a vote of two-thirds of those members in good standing of the Association voting in person at such meeting at which an amendment to these Bylaws will be considered or by absentee ballot. Notice and absentee ballots containing the full text of the proposed amendment shall be distributed to members in good standing eligible to vote at least thirty (30) days prior to such meeting. Absentee ballots will be accepted on or before the fifth day prior to the designated meeting.