

**MARYLAND STATE BAR ASSOCIATION
SECTION OF JUDICIAL ADMINISTRATION
BY-LAWS**

ARTICLE I

Name and Purpose

SECTION 1. The name of this Section is the Section of Judicial Administration of the Maryland State Bar Association, Inc.

SECTION 2. The purpose of the Section is to examine and improve the administration of justice in the State and Federal courts and administrative tribunals of Maryland.

ARTICLE II

Membership

SECTION 1. Any member in good standing of the Association shall, on request, be enrolled as a member of this Section.

SECTION 2. A member of the Section shall pay annual Section dues, beginning with the member's enrollment, in the amounts that the Section sets with the approval of the Board of Governors. Section dues shall be paid to the Association.

ARTICLE III

Officers and Council

SECTION 1. The officers of the Section are a Chair, a Vice-Chair, a Secretary, and an Assistant Secretary.

SECTION 2. There is a Section Council. It consists of the retiring Chair, the officers of the Section, and sixteen other members of the Section elected by the Section.

ARTICLE IV

Nominations and Elections

SECTION 1. Every two years before the annual meeting of the Association, beginning in 2008, the Chair shall appoint a Nominating Committee of three members of the Section.

SECTION 2. The Nominating Committee shall make, and report to the Section, nominations for Chair, Vice-Chair, Secretary, Assistant Secretary, and other members of the Section Council. Other nominations may be made from the floor.

SECTION 3. At the annual meeting of the Section in 2008 and at every second annual meeting thereafter, the Section shall elect a Chair, Vice-Chair, Secretary, and Assistant Secretary for a term of two years.

SECTION 4. The term of an officer begins at the end of the annual meeting at which the officer is elected and ends at the close of the second annual meeting thereafter, or when the officer's successor has been elected and qualified.

SECTION 5. At each annual meeting the Section shall elect eight members of the Council for a term of two years to replace those whose terms expire at the end of the meeting. A Council member may be re-elected. The Association encourages Section members to choose Council members from the Bench and Bar so as to reflect a broad and balanced range of diverse views, ages, experience, and location.

SECTION 6. The term of a Council member begins at the close of the annual meeting at which the Council member is elected and ends at the close of the second annual meeting thereafter.

SECTION 7. A retiring Chair serves as a voting member of the Council for a term of two years. The term begins when the retiring Chair ceases to be Chair and ends at the close of the second annual meeting after the annual meeting at which the retiring Chair's successor as Chair was elected.

SECTION 8. An election may be by voice vote unless, at the annual meeting at which the election is held, the Section orders by resolution that the election be by written ballot.

ARTICLE V

Duties of Officers

SECTION 1. The Chair shall:

- (a) preside at meetings of the Section and meetings of the Council;
- (b) with the approval of the Council, appoint the members and the Chair of each Committee of the Section;
- (c) be responsible for all activities of the Section;
- (d) perform the other duties that usually go with the office; and
- (e) with the approval of the Council, present to the Association at its annual meeting a report of the work of the Section in the past year.

SECTION 2.

- (a) The Vice-Chair shall perform the duties that the Chair assigns.
- (b) When the Chair dies, resigns, or refuses to carry out the duties of the office, the Vice-Chair shall exercise the powers and perform the duties of the chair for the rest of the Chair's term.
- (c) When the Chair is disabled or absent the Vice-Chair shall exercise the powers and perform the duties of the Chair as long as the Chair is disabled or absent.

SECTION 3. The Secretary shall:

- (a) keep a record of the proceedings of meetings of the Council and meetings of the Section;
- (b) help the Chair to draft the annual report of the Section to the Association; and
- (c) perform the other duties that the Chair assigns.

SECTION 4. The Assistant Secretary shall perform the duties that the Chair or the Secretary assigns.

ARTICLE VI

Powers and Duties of the Council

SECTION 1. The Council shall supervise generally the affairs of the Section, subject to the constitution and by-laws of the Association and the by-laws of the Section.

SECTION 2. Between meetings of the Section, the Council may take for the Section any action that the Section may take. At the next annual meeting of the Section, the Chair shall report to the Section every action taken under this section.

SECTION 3. No payment or commitment or contract for payment of money may be made without the authorization of the Council. The Council may not authorize any payment, or any contract or commitment for payment, of more money in any fiscal year than is then available to the Section.

SECTION 4. The Council shall meet at or about the time and at the place of each annual meeting of the Association, and at the other times and places set by the Council, by the Chair, or by five members of the Council.

SECTION 5. Subject to these by-laws and the Charter and by-laws of the Association, the Council may authorize the Chair to commit or spend money, and to appoint committees or Section members to perform the duties and exercise the powers that the Council directs.

SECTION 6. Between the annual meetings of the Section, the Council shall fill vacancies in its own membership and, except as these by-laws provide otherwise, in offices of the Section. An officer chosen under this section serves until the close of the next annual meeting of the Section and until a successor has been elected and qualified.

SECTION 7. Nine members of the Council are a quorum. Proxy voting is not permitted. A binding action of the Council requires the vote of a majority of the members present.

ARTICLE VII

Meetings of the Section

SECTION 1. The annual meeting of the Section shall be held in one or more sessions at or about the time and at the place of the annual meeting of the Association. The Chair and the Council shall arrange the program and the order of business.

SECTION 2. With the approval of the Council the Chair may call other meetings of the Section at the times and places that the Chair and the Council set.

SECTION 3. The members of the Section present at a meeting are a quorum. Proxy voting is not permitted. A binding action of the Section requires the vote of a majority of the members present.

ARTICLE VIII

Miscellaneous Provisions

SECTION 1. The fiscal year of the Section is the same as that of the Association.

SECTION 2. A bill incurred by the Section may not be paid without the approval of the Chair or the Secretary or, if the Council so directs, both of them.

SECTION 3. No salary or compensation may be paid to an officer or member of the Section.

ARTICLE IX

Amendments

These by-laws may be amended at any meeting of the Council with the approval of at least two-thirds of the Council membership.

ARTICLE X

Effective Date

These by-laws become effective when the Board of Governors of the Association approves them.