

BALTIMORE COUNTY BAR ASSOCIATION
BY-LAWS

ARTICLE I - OFFICERS

Section A. President

The President shall be the executive head of the Association and the Chair of the Executive Council. The President shall have general direction and control of the affairs of the Association consistent with the provisions of the By Laws and the direction of the Executive Council; preside at all meetings of the Association and of the Executive Council; and designate a chair for each committee promptly after becoming the President.

Section B. President-Elect

The President-Elect shall, in the absence of the President, perform all of the duties pertaining to the office of the President, and, upon the death, resignation, disqualification or inability to serve on the part of the President, succeed to the office of the President and hold it for the remainder of the unexpired term and for the regular term as President. The President-Elect shall also appoint a vice-chair for each committee appointed by the President.

Section C. Secretary

The Secretary shall keep a record of the proceedings of all meetings of the Association and of the Executive Council, and of all matters of which a record shall be deemed advisable by the Association or the Executive Council. The Secretary shall conduct the correspondence of the Association with the approbation of the President, and shall notify all officers and members of their election, appointments and acceptance into membership in the Association.

Section D. Treasurer

The Treasurer shall report the status of the Association's accounts to the membership of the Association at each Stated Meeting and at the Executive Council meetings. The Treasurer shall give at least thirty (30) days' notice of suspension of membership to any member whose dues shall be in arrears as hereinafter provided.

Section E. Immediate Past President

The Immediate Past President shall provide counsel and advice to the other Officers of the Association and its Executive Council and shall perform such other duties as may be assigned the Immediate Past President from time to time by the Executive Council.

ARTICLE II - EXECUTIVE COUNCIL

Section A. General Powers

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The Executive Council shall be the governing body of the Association. It is charged with the duty of managing the business and affairs of the Association and with the direction of its activities so that its purposes and objectives may be achieved. It shall have all powers necessary to carry out such duties, subject to the provisions of the Constitution and these By Laws.

Section B. Meetings

The Executive Council shall meet monthly at the call of the President of the Association.

Section C. Minutes

Minutes of the meetings of the Executive Council shall be kept by the Secretary of the Association who shall function also as the Secretary of the Council. Such minutes shall be approved at the next ensuing meeting of the Association.

Section D. Representation at Other Meetings

Whenever the Executive Council deems it proper, it may designate some member or members of the Association as a delegate to represent the Association at meetings of the American Bar Association, or any other body or bodies to which representation has been invited or permitted.

Section E. Committees of the Association

The Executive Council shall determine which committees other than those stated in Article VII of the Constitution are necessary and expedient for the operation of the Association. Such determination shall be in writing and shall set forth the purposes of each committee so created.

ARTICLE III - EXECUTIVE COMMITTEE

The Executive Committee shall have such duties and powers as shall be assigned to it by the Executive Council to act on matters requiring immediate attention between regular meetings of the Executive Council. All Actions taken by the Executive Committee shall be recorded in the minutes of the Executive Council meeting immediately following such action.

ARTICLE IV - MEETINGS OF THE ASSOCIATION

Section A. General Provisions

The Stated Meetings shall be called in accordance with the provisions of Article VI of the Constitution of the Association. No persons, other than members of the Association in good standing, shall be permitted to attend the Stated Meeting or special meetings of the Association without the approval of the Executive Council.

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Section B. Order of Business

Before commencing the business of any Stated Meeting, adjourned or special meeting of the Association, the Secretary shall make a count of the membership present to determine whether there is a quorum. If there is a call for a quorum, no business shall be conducted unless there is a quorum. The order of business for special meetings shall be the transaction of the business specified in the notice thereof. The order of business at the Stated Meeting or adjourned meetings shall be as follows:

1. Approval of minutes of preceding meeting;
2. Report of the Treasurer;
3. Reports of Standing Committees;
4. Reports of Other Committees;
5. Report of the Board of Governors of the Maryland State Bar Association
6. Unfinished business;
7. New business.

This order of business may be changed by a vote of a majority of the members present. The parliamentary rules contained in Roberts' "Rules of Order," except as herein otherwise provided, may be employed to govern all meetings of the Association as far as the same are applicable.

ARTICLE V - APPLICATION FOR MEMBERSHIP

1) Application for admission to this Association shall be in writing, and directed to the Executive Council. Each application shall contain, inter alia, the name of the party proposed, place of residence, law office address and certification that such applicant is eligible for membership in this Association in accordance with the requirements of Article III, Section A. 1 of the Constitution.

2) After each application for membership is reviewed as to the qualifications of the applicant, it shall be submitted to the Executive Council, and, upon the affirmative vote of a majority of said Council present, such application shall be, by the Secretary of the Association, dated and endorsed "approved" or "disapproved" and signed by the Secretary.

3) Each applicant receiving ultimate approval of his or her application by the Executive Council shall be entitled to immediate membership upon the payment of dues as herein provided.

ARTICLE VI - COMMITTEES

Section A. General Provisions

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All committees shall submit reports of their activities at the Stated Meetings of the Association. If there has been no activity such fact shall also be reported. If a committee chair will not be in attendance at a Stated Meeting, the committee chair shall submit a written report.

Section B. Specific Duties of Standing Committees

- 1) Alternative Dispute Resolution
The Committee works with the Circuit and District Court to further the availability of alternative methods to resolve legal disputes. The Committee has regular meetings to establish goals and coordinate the alternative dispute resolution services provided by attorneys.
- 2) Advocate
This Committee assists in the preparation of the Association's newsletter. The staff prepares articles on events and recent case law. Committee chairs take the responsibility for submitting articles on committee activities. In addition to coordinating the articles, the Guest Editors proof the newsletter and make follow up calls when necessary.
- 3) Bench/Bar
The purpose of the Committee is to exchange ideas between the bench and the bar and resolve problems to facilitate and improve the administration of justice through the courts system in Baltimore County. In performing its function, the Committee shall solicit the view of the membership and shall publish its minutes in the periodic publications of the Association.
- 4) Budget and Finance
This Committee shall prepare a proposed budget and submit it to the Executive Council by June 1 of each fiscal year. Express consideration shall be made of the prior year's income and expenditures. The approved budget shall be submitted to the membership for approval at the Stated Meeting in June. The Committee shall be composed of the President-Elect, Treasurer, two additional Executive Council members and two Association members, all of whom shall be appointed by the President.
- 5) Constitution and By-Laws
This Committee shall make the necessary studies required whenever revision or amendment of the Constitution or By Laws is suggested by a member of the Association, by the Executive Council, or by its own initiative if circumstances so warrant. It shall put all proposed amendments in proper form and transmit copies thereof to the

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Executive Council in accordance with Articles X of the Constitution and Article X of these By Laws.

This Committee shall maintain an accurate, chronological record of all amendments and requests for amendments and the action taken thereon by the Association. Whenever it is deemed appropriate, and with the consent of the Executive Council, this Committee will cause a reprinting of the Constitution and By Laws to be made and distributed to the membership.

- 6) Continuing Legal Education
This Committee shall make all arrangements necessary to present continuing legal education programs on topics of current interest to the membership.
- 7) Criminal Law
This Committee provides a forum for those individuals interested in criminal justice and networking and aid for criminal practitioners.
- 8) Diversity & Inclusion
The Committee shall promote full and equal participation in the Association, our profession, and the justice system by all persons and eliminate bias in the legal profession, and the justice system. The Committee shall implement and review a Diversity Plan and report its findings and recommendations to the Executive Council.
- 9) Entertainment
This Committee shall make all arrangements for the social activities of the Association as designated by the Executive Council. It shall also be the duty of this Committee to investigate opportunities for other social activities of the Association and to report its findings and recommendations to the Executive Council.
- 10) Estates and Trusts
This Committee addresses issues facing estates and trusts attorneys and to interface with the Register of Wills, Judges of the Orphan's Court, as well as the legislature on issues of common interest.
- 11) Family Law
This Committee presents educational seminars through its evening dinner meetings. It also provides input to the Bench/Bar Committee and Family Division of the Circuit Court on matters affecting family practice. The committee prepares its reports and recommendations through subcommittees devoted to specific topics.

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- 12) Fee Arbitration
This Committee resolves, by way of arbitration (either binding or voluntary), fee disputes between lawyers and clients. There is a twenty-five dollar charge for arbitration. This service is informal and routinely resolves matters where litigants are un-represented. Committee members participate by reviewing the concerns raised by the disputing parties and suggesting solutions to them.

- 13) Historical
The Committee seeks to preserve the history of the Bar Association and the local legal community as it unfolds. It also provides information of historical significance through the *Advocate* and other publications.

- 14) Law Day
This Committee plans and produces the Baltimore County Bar Association Law Day Celebration, which includes a breakfast legal education seminar, and the noon-time ceremonies at the portico of the Circuit Court or in the Ceremonial Courtroom of the Old Courthouse. The latter involves the presentation of the annual Law Day Award and in some years the Judith P. Ritchie Award suggested by the Law Day Committee, and approved by the Executive Council, along with the High School Essay Contest, Art Contest, and the Baltimore County Board of Education Mock Trial honors.

- 15) Lawyer Assistance
This Committee's purpose is to enhance the quality of life in the Baltimore County legal community by delivering education and assistance on mental/emotional, drug, alcohol, family, health and other personal and/or health problems. The committee is devoted to creating a workplace atmosphere that encourages professional growth, excellence and overall well-being.

- 16) Lawyer Referral
It shall be the duty of this Committee, subject to the approval of the Executive Council, to formulate the policies and supervise the operation of the lawyer referral service of this Association. Any publicity to be given to this service shall be approved by the Executive Council and coordinated with the Public Relations Committee if one exists.

- 17) Long Range Planning
This Committee performs tasks requested by the President that seek to ensure that the Association's objectives are carried forward into the future.

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- 18) Membership and Admissions
This Committee shall assist the Executive Council with the necessary processing and investigation required for all applications for membership in the Association. As soon as an application for membership in the Association is received by the Committee, the same shall be referred to the Executive Council for approval..
- 19) Memorial
This Committee shall make the necessary arrangements for a memorial service in honor of each member who passes away during the previous year.
- 20) Negligence, Insurance & Workers Compensation
This Committee promotes knowledge and understanding of tort, workers compensation, and personal injury law.
- 21) Nominating-Elections
The Committee will receive applications for the Executive Council At-Large Vacancy no later than December 31st of the year preceding the election. All current At-Large Members of the Executive Council shall receive a nomination without the necessity of reapplying. This Committee shall meet in January of each year and prepare a list of nominations for election to the offices of President-Elect, Secretary and Treasurer and for the At Large Members of the Executive Council. Only one (1) person shall be nominated for each vacancy. The Nominating-Elections Committee shall deliver its list of nominations to the Secretary on or before February 10th of each year. Thereafter, the Nominating-Elections Committee shall do all things necessary to effectuate the procedure for elections set forth in Article VII hereof.
- 22) Pro Bono
This Committee shall provide the membership with opportunities to render pro bono representation to the economically disadvantaged citizens of Baltimore County. It shall also coordinate with charities, governmental agencies and other pro bono programs in order to identify and locate the economically disadvantaged Baltimore County citizens who are in need of legal representation.
- 23) Professionalism
The purpose of this Committee is to enhance the professional courtesy and integrity of each member of the Association and the legal profession. The Committee shall also promote such programs as a professional creed, and other projects, to further develop the professionalism of the Association, subject to the approval of the Executive Council.

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- 24) Public Awareness and Speakers
This Committee provides speakers on legal topics to local community associations and schools. It also coordinates the lawyer and judge volunteers for the Baltimore County Board of Education Mock Trial Program.
- 25) Solo & Small Firm
This Committee provides a supportive network for the solo and small firm practitioner to promote professionalism in this group and to mentor attorneys making the transition to this type of practice.
- 26) State and Local Laws/Real Property
This Committee promotes knowledge and understanding of local laws, zoning regulations, state laws, and real property laws.
- 27) Technology
The Committee provides the membership with information concerning innovations and changes in technology, which affect the practice of law, including but not limited to, computer hardware and software, electronic copying, and communication systems. The committee makes recommendations to the Executive Council with respect to the technological operation of the Bar Association Office.
- 28) Young Lawyers
This Committee shall have as its purpose the introduction and integration of newly admitted attorneys into the activities of the Association. The Committee shall also endeavor to assist young attorneys as they face problems associated with beginning the practice of law. The Committee shall also represent the views and interest of young lawyers in the Association and the Executive Council.

ARTICLE VII - ELECTIONS

Section A. Nominations

On or before February 10th of each year, the Nominating-Elections Committee shall deliver to the Secretary its recommendations for the offices of Secretary, Treasurer, President-Elect and the at large seats on the Executive Council for the coming year. The recommendations shall be presented at the February Stated Meeting. Anyone wishing to run against a candidate nominated by the Nominating-Elections Committee to fill an office of the Association must submit to such Committee within thirty (30) days from the date of the February Stated Meeting a petition signed by seventy-five (75) members of the Association in good standing recommending such person's candidacy for the office sought. Anyone wishing to run against the persons nominated by the Nominating-Election

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Committee for at large seats on the Executive Council must file with such Committee within thirty (30) days from the date of the February Stated Meeting a petition signed by twenty-five (25) members of the Association in good standing recommending such person's candidacy.

Section B. Review of Petitions

The Nominating-Elections Committee shall review all petitions to determine if they are in proper form and if the candidate is eligible to run for an Office of the Association or an at large seat on the Executive Council. If it determines that a petition is not in proper form or that a candidate is no eligible to run, it shall notify such candidate of its decision and the reasons therefore in writing on or before April 15th of each year. A copy thereof shall also be sent to the Executive Council.

Section C. Appeals

Any candidate so rejected may appeal the rejection to the Executive Council by written notice thereof together with the grounds for the appeal on or before May 1st of each year. The Executive Council shall hear such appeals on the record so made (the decision of the Nominating-Elections Committee and the appeal) at its regular May monthly meeting. It shall notify the Appellant and the Nominating-Elections Committee of its decision in writing within five (5) days after such meeting, which decision shall be final.

Section D. Voting and Election

If there is no qualified candidate running against a person recommended by the Nominating-Elections Committee for an office of the Association or against the persons recommended for an at large seat on the Executive Council by such Committee, the person or persons recommended by the Nominating-Elections Committee shall be deemed elected to the office for which such person was recommended or to an at large seat on the Executive Council, as the case may be. A ceremonial vote shall be held at the June Stated Meeting ahead of the installation of the new President.

If there is a qualified candidate running against a person or persons recommended by the Nominating-Elections Committee to an office of the Association or to an at large seat on the Executive Council, the Nominating-Elections Committee shall prepare an appropriate ballot to permit the membership to vote on the contested election by secret written ballot. The ballots shall contain only the names of persons who are competing for an office of the Association or an at large seat on the Executive Council. Such ballots shall be sent to the membership on or before May 21st with instructions that they must be returned to the Baltimore County Bar Association no later than June 10th.

The Nominating-Elections Committee shall tabulate the votes and report the results to the Executive Council. The person receiving the most votes shall be deemed elected to such office. The six candidates receiving the most votes for the at large seats on the

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Executive Council shall be deemed elected thereto. The Executive Council shall announce the names of those elected at the June Stated Meeting.

ARTICLE VIII - FISCAL MATTERS

Section A. Debts

No debts shall be incurred in the name of the Association without the approval of the Executive Council, and all contracts shall be approved by the Executive Council and executed by the President.

Section B. Fiscal Year

The fiscal year of the Association shall commence on the first day of July and end on the thirtieth day of June.

Section C. Operations

The Association's expenditures shall be in conformity with its annual budget as approved by the Executive Council.

Unless a budget amendment shall first be considered by the Budget and Finance Committee and approved by the Executive Council, no expenditures shall be made in excess of amounts authorized in the budget.

ARTICLE IX - SUSPENSIONS AND EXPULSIONS

Section A. Failure to Pay Dues

Any member who fails to pay dues in full without good cause for two (2) consecutive years shall, after thirty (30) days' notice from the Treasurer, stand suspended unless payment in full is made before the expiration of said thirty (30) days. Such member shall not be eligible for reinstatement except upon the affirmative vote of a majority of the Executive Council and the payment of all arrearages of dues, including dues accruing during the period of suspension.

Section B. Suspension and Disbarment

Membership in this Association shall be automatically terminated by disbarment or suspension of any member by any court in the State of Maryland. In the case of suspension, however, the former member may apply for reinstatement of membership at the termination of the suspension period. Such application shall be treated and processed as a new membership application, with the exception that the fact of previous suspension and reinstatement to the Bar shall be indicated thereon.

ARTICLE X - AMENDMENTS

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These By-Laws may be amended at any Stated Meeting or adjourned meeting of the Association by a vote of two-thirds (2/3) of those present, provided that twenty (20) days' notice in writing of the subject matter of said amendment has been given to the Executive Council, which, in turn, shall give at least ten (10) days' notice in writing to the members