

FREQUENTLY ASKED QUESTIONS

What do the members of the OCBA Board of Directors do?

The Oakland County Bar Association's board approves policy, oversees finances, reviews and evaluates the work of our numerous committees, and plans educational and social events. Unique to the OCBA is our ability to take a position on issues of public policy affecting the legal profession and to actively participate in the legislative process.

Am I eligible to run for the OCBA Board of Directors?

To be eligible to run for a seat on the board you must:

- Be a **REGULAR** or **PUBLIC SERVICE** member of the OCBA;
- Have been a **REGULAR** or **PUBLIC SERVICE** member for at least the past **four (4) consecutive years**; and
- Forward the following information to the OCBA executive director by the posted deadline:
 - **Letter of intent** to run for election,
 - Completed **Personal Data Form**, including attachments, and
 - Completed and signed **Board of Directors Responsibilities and Expectations Form**

What will be expected of me as a member of the board?

In addition to attending the monthly board meetings and OCBA events, you will be expected to help shape the future of the association. The members of the board have a group, as well as an individual, responsibility to help carry out the OCBA's mission:

To serve the professional needs of our members, improve the justice system and ensure the delivery of quality legal services to the public.

Who selects the slate of candidates?

Submissions are reviewed and the candidates are selected by the Nominating Committee. The Nominating Committee is chaired by the OCBA's immediate past president and four (4) OCBA members selected by the current president.

If I am selected for the slate of candidates, how many people will I be running against?

The number of candidates on the slate is based on the number of seats that are open for election. The OCBA's bylaws require that the Nominating Committee submit at least one name, but no more than two names, for each open board position.

What is the timeline for the election process?

See next page

TIME GUIDELINES FOR OCBA BOARD ELECTIONS

January 2019	Request for nominations via e-mail broadcast Request for nominations on website Request for nominations sent to committee chairs
February 4	Letter of intent and supporting materials due from candidates
By February 14	Nominating Committee meets – selects slate of nominees
By February 15	Notification letters sent to candidates
March 1	Slate of candidates announced to the OCBA membership Candidate information shared in the executive director’s March column in Laches and by eblasts throughout March and April Slate of candidates disseminated via email & published on website
March 31	Nominations by petition are due
May 1	Link to online ballots is e-mailed to voting members Bios of candidates “ <u>Guide to the Candidates</u> ” emailed to all members
May 9	Ballots due, voting taken offline at 5:00 PM and results are tabulated
May 10	Election results are announced
May 15	Request for recount is due

OCBA BYLAWS

Article IX. ELECTIONS.

9.1. Nominations. Nominations for candidates to fill vacancies on the Board of Directors shall be made by a Nominating Committee appointed by the President. The committee shall be composed of five (5) members of the Association, none of whom shall be current directors. The immediate past president of the Association shall be the Chairperson of the Nominating Committee.

9.2. Duties of the Nominating Committee. Duties of the Nominating Committee. The committee shall file its report containing at least one (1) name, but not more than two (2) names, for each position to be filled at the next annual election of directors. The report shall be filed with the Executive Director no later than February 15 of each year.

9.3. Eligibility of Nominees. A member shall be eligible for election to the Board of Directors who has been a regular member for at least four (4) years immediately preceding such election.

9.4. Additional Nominations. No later than March 1 of each year the names of those persons nominated by the Nominating Committee shall be disclosed to the membership. Thereafter any other eligible member may be nominated by the filing of a nominating petition signed by at least twenty (20) regular members of the Association and filed with the Executive Director no later than March 31.

9.5. Ballots. Secret ballots for the election of directors shall be mailed or emailed to the regular members entitled to vote on or before May 1. The due date for ballots to be returned for tabulation (or for electronic ballots to be completed) shall be no less than May 8 and no later than May 15 of each year. Incumbent directors shall be so designated on the ballot. Members shall be entitled to vote for any number of candidates not to exceed the number of directors to be elected.

9.6. Tabulation of Ballots. The Nominating Committee shall be responsible for verification of the final results of the voting. The Board may also establish reasonable rules and regulations to ensure the integrity of the voting procedure.

9.7. Tie Votes. If an election results in a tie vote the winner shall be determined by lot supervised by the Executive Director.

9.8. Certification of Results. The Executive Director or other person supervising the election shall notify all candidates of the results within seventy-two (72) hours after ballots have been counted. Any appeal from the results as announced or any written request for a recount of the ballots shall be made within five (5) days thereafter. A recount shall be automatically granted upon request. All other appeals shall be decided by the Board of Directors. However, no director who is personally involved in the contested election shall participate in the appeal process.

9.9. Terms of Varying Lengths. Whenever there are directors to be elected for terms of varying

lengths, those candidates receiving the most votes shall be elected to the longer terms.

9.10. Vacancies. The Board of Directors may appoint a regular member to fill any vacancy on the Board resulting from death, removal or resignation. The appointee shall hold office until the next election at which time a successor is to be elected for the remainder of the unexpired term.

9.11. Resignation from the Board of Directors. A director may resign at any time by giving written notice to the Secretary of the Association. Such resignation shall take effect at the time specified therein or, if no time is specified, then upon receipt of the resignation by the Secretary, and unless otherwise specified therein, acceptance shall not be necessary to make it effective.



Oakland County Bar Association
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CANDIDATES FOR THE BOARD OF DIRECTORS

PERSONAL DATA FORM

Name _____

Email Address _____ Office Phone _____

Firm/ Business _____

Office Address _____

Home Address _____

Home Phone _____

Number of Years as an OCBA Member _____

Number of years as a State Bar of Michigan Member _____

Principal area of practice _____

Employment History _____

Education History _____

Board of Directors – Personal Data Form (continued)

Participation in OCBA Activities *(Please be specific)*

Committees Chaired/ Vice Chaired: _____

Committee Service: _____

Other OCBA projects: _____

Attendance at Annual Meetings: _____

Attendance at Holiday Galas: _____

Other Bar-related leadership roles: _____

Community & Civic Service _____

Membership and offices (if any) held in other bar associations _____

Attachments:

Brief synopsis of ideas and goals you would bring to the Oakland County Bar Association’s Board of Directors
(Please attach separately – please limit response to one paragraph)

Brief synopsis of talents and strengths you would bring to the OCBA Board of Directors
(Please attach separately – please limit response to one paragraph)



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BOARD OF DIRECTORS

RESPONSIBILITIES AND EXPECTATIONS

The mission of the Oakland County Bar Association is to serve the professional needs of our members, improve the justice system, and ensure the delivery of quality legal services to the public.

1. The major role of OCBA's Board of Directors is to set policy for the organization, oversee finances and determine the viability of programs and projects. Each board member is expected to actively support OCBA's mission, programs and activities. Decisions made in good faith by the OCBA Board of Directors are protected by a Director's and Officer's Liability policy.
2. Each new board member is expected to attend an orientation session and should become familiar with the contents of the policy manual. Additional information can be sought from the Executive Director or the President as the year progresses to ensure full participation in board deliberations.
3. Each OCBA board member is expected to attend monthly board meetings, the Annual Meeting and other OCBA sanctioned activities. Board meetings are usually scheduled for the first Wednesday of each month at noon at the bar offices, lasting about an hour and a half. Occasionally alternate dates are selected or additional sessions are planned. Attendance at these meetings is expected.
4. Board members may be appointed to serve as a liaison to a committee. Liaisons are asked to have contact with the committee chair at the beginning of the year to offer support and assistance. Liaisons are expected to attend as many committee meetings as possible.
5. Each OCBA board member is expected to prepare for and participate in board meetings. This includes being knowledgeable about related materials, being prepared to develop and/or articulate OCBA policy, asking substantive questions, and/or suggesting agenda items when appropriate.

I understand the OCBA's mission and board responsibilities and am willing to be considered by the Nominating Committee for the Board of Directors.

Date

Signature