

# Bylaws

## LSU Paul M. Hebert Law Center

### Board of Advocates

#### **§ 1. PURPOSE AND SCOPE OF BYLAWS**

##### ***1.1—Function***

These Bylaws shall be the general guidelines for the operation of the Board of Advocates. They are to be construed consistently with the Constitution of the Board of Advocates and are subject to change by the Executive Committee and the Board of Advocates as specified in Article VIII of the Constitution.

##### ***1.2—Discretion of President***

Where the Constitution and Bylaws are silent on a matter, the President shall have discretion to work with the Preis PLC Director of Advocacy and Professional Practice to act or to direct an Executive Committee member to act on the matter in such a manner as to reasonably execute the duties of the office and to further the objectives of the Board of Advocates. Such action shall, upon motion of an Executive Committee member in a regularly scheduled or special meeting of the Executive Committee, be subject to review by the Executive Committee. Upon review, the Executive Committee, by a majority vote, may amend the Bylaws to approve or veto such future actions or may act to correct what it judges to have been an erroneous action on the part of the officer in question.

#### **§ 2. SELECTION OF BOARD OF ADVOCATES MEMBERS**

##### ***2.1—Selection in General***

Students in their second year are invited to sit on the Board of Advocates based on a holistic application that looks at a student's success in the Law Center's many different internal and external advocacy opportunities.

## **2.2—Automatic Board Membership**

The following students will automatically receive invitations to sit on the Board of Advocates:

- The 2 winners of the Opening Statement Competition
- The 4 finalists in the Robert Lee Tullis Moot Court Competition
- The 2 “Best Brief” award winners in the Robert Lee Tullis Moot Court Competition
- Any 2L students who were finalists in the Fall Ira S. Flory Mock Trial Competition (a maximum of 4 students)
- Any 2L students who are finalists in the Spring Ira S. Flory Mock Trial Competition (a maximum of 4 students)
- Any 2L students who are finalists in the Dean’s Cup Moot Court Competition (a maximum of 2 students)
- Any 2L students who are finalists in the Transactional Competition (a maximum of 4 students)
- Any 2L students who receive the “Best Contract” Award in the Transactional Competition (a maximum of 2 students)

## **2.3—Membership by Application**

The Preis PLC Director of Advocacy and Professional Practice will invite additional students to sit on the Board of Advocates based on the point criteria set forth as follows. Interested students will fill out an online application in which they provide the below information.

- (i) Internal Competition Score (to be provided by the Preis PLC Director of Advocacy and Professional Practice): An applicant’s starting base score shall be determined based on their highest individual average score from any of the internal competitions in which that student participated as compared to the overall average preliminary rounds score for that competition. (Participation in the Opening Statement Competition will be considered differently due to the nature of that competition.)
  - i. A student whose highest average individual score placed in the top 1/3 of that competition shall receive 15 BMPs, or
  - ii. A student whose highest individual average score placed in the middle 1/3 of that competition shall receive 10 BMPs, or

- iii. A student whose highest individual average score placed in the bottom 1/3 of that competition shall receive 5 BMPs, or
- iv. A student who only participated in the Opening Statement Competition and no other internal competition(s) shall receive 5 BMPs, or
- v. A student who did not compete in any internal competitions shall receive 0 (zero) BMPs.

*Note: This process is intended to standardize BMPs received based on the varying scoring systems used by and the levels of participation in the different internal competitions, and recognizes the training and entry-level nature of the Opening Statement Competition.*

- (ii) Internal Competition Participation: The applicant shall receive 2 BMPs for each Advocacy Programs internal competitions the applicant competed in as an “attorney.” (Serving as a witness for any internal competition in your second year does count for this section, but serving as a bailiff/timekeeper in your second year does not count for this section.) The applicant will receive 2 BMPs for each internal competition they participated in after their first competition (for example, a student who did 3 internal competitions their 2L year would receive 4 BMPs in this category).
  - i. Opening Statement Competition (2 BMPs)
  - ii. Fall Flory Trial Competition (2 BMPs)
  - iii. Robert Lee Tullis Moot Court Competition (2 BMPs)
  - iv. Spring Flory Trial Competition (2 BMPs)
  - v. Dean’s Cup Moot Court Competition (2 BMPs)
  - vi. Transactional Competition (2 BMPs)
- (iii) Internal Competition Advancement: The applicant shall receive 2 BMPs for each time their team advanced in any internal Advocacy Programs Competition. (For example, an applicant that advanced once in the Fall Flory Trial Competition and advanced once in the Transactional Competition would receive 4 BMPs.). (If you are a witness for the advancing internal competition team in your second year, you will receive the advancement BMPs with the “attorney” members).

- (iv) Membership on External Advocacy Teams: The applicant shall receive 10 BMPs for being selected to participate on any external advocacy team. If the applicant is selected to participate on a second external team, he or she will receive an additional 10 BMPs. (For example, if you participate in two separate external teams, one in the Fall and one in the Spring, you will receive 20 BMPs). External team alternates shall receive 5 BMPs.

*Note: The Preis PLC Director of Advocacy and Professional Practice has the discretion to revoke the external team membership BMPs if a member does not fulfill all of his or her responsibilities of external team membership, including, but not limited to, attending practices and submitting quality written submissions for competition.*

- (v) External Team Advancement & Awards:
- a. The applicant shall receive 4 BMPs for each time their external team advanced at their external competition. For example, an applicant whose team wins a national championship shall receive 4 BMPs for each time they advanced (4 BMPs for advancing to octofinals, 4 BMPs for quarterfinals, 4 BMPs for semifinals, and 4 points for winning the championship, for a total of 16 BMPs.)
  - b. The applicant shall also receive 4 BMPs for each award received by their team that reflects the applicant's contribution to the team (i.e.; an applicant shall receive 4 BMPs for a team award such as Best Brief or if they themselves win a Best Individual Oralist award, but they shall not receive any BMPs if one of their teammates wins a Best Individual Oralist award.)
- (vi) Program Volunteering: A student shall receive 1 Volunteer Point for each time they volunteered for the program in their second year as an external competition witness, timekeeper, bailiff, or any other role. Note that participation as an internal competition witness in the second year (Flory witness) is considered in section (ii).

### **§ 3. MEMBERSHIP AND GOOD STANDING; EXPULSION; TRANSFER STUDENTS**

#### ***3.1—Membership in Good Standing***

To maintain membership in good standing on the Board of Advocates, members must:

- (i) Pay any required dues;
- (ii) Meet attendance requirements for general board meetings in accordance with the Bylaws;
- (iii) Comply with the laws and codes of conduct for the State of Louisiana, Louisiana State University, the Paul M. Hebert Law Center, and the Board of Advocates;
- (iv) Fulfill all required organizational duties as defined in the Board of Advocates Constitution and Bylaws. These duties include, but are not limited to:
  - (a) Participating in the administration of First-Year Practice Oral Arguments;
  - (b) Participating in the administration of all internal advocacy competitions sponsored by the Board of Advocates;
  - (c) Participating in the administration of all external advocacy competitions hosted by the Board of Advocates and the Paul M. Hebert Law Center;
  - (d) At the discretion and request of the Preis PLC Director of Advocacy & Professional Practice or any program coach, assisting with the preparation of Board of Advocates external competition teams;
  - (e) Assisting with the recruitment of volunteer judges for all Board of Advocates programs;  
and
  - (f) Performing all committee or any other duties deemed necessary by the Preis PLC Director of Advocacy & Professional Practice as assigned.

### ***3.2—Failure to Comply with Membership Requirements***

The Executive Committee shall issue a warning to any Board of Advocates member who fails to fulfill two (2) obligations delineated in these Bylaws per scholastic year. Three (3) such unfulfilled obligations per year will result in the expulsion of the offending Board of Advocates member.

### **3.3— *Expulsion***

Members may be expelled by a two-thirds vote for noncompliance with these requirements. Notice of expulsion shall be given to the member and an opportunity to appeal the decision of the Board shall be given before final disposition. Upon final disposition, notice of expulsion will be sent to the Career Development Office and other necessary administrative bodies.

### **3.4—*Transfer Students***

Transfer students may be invited to join the Board of Advocates. If the transferring student transfers in the second year, he or she is eligible to join in accordance with the procedure outlined in Section 2 of these Bylaws. If the transferring student transfers in the third year, he or she is eligible to join if:

(i) The student was a member of the transferring law school’s Board of Advocates (or equivalent); and

(ii) The invitation to join is based on majority vote of the Executive Committee.

## **§ 4. CODE OF CONDUCT**

### ***4.1—Standard of Conduct Expected of Board of Advocates Members and Participants in Internal and External Competitions***

It will be considered ethical misconduct for a member of the Board of Advocates, including the Executive Committee, to:

(i) Commit an act that reflects badly on the member’s honesty, trustworthiness, or fitness as a member of the Executive Committee and/or the Board;

(ii) Engage in conduct involving dishonesty, fraud, deceit, or misrepresentation;

(iii) Engage in conduct that seriously interferes with the Executive Committee’s ability to responsibly administer Board activities, including, but not limited to, internal and external competitions (Note that

good faith opposition to any proposed Board of Advocates policy does not constitute a violation of this subsection);

(iv) State or imply an ability to improperly influence Board members involved in administering or judging advocacy competitions;

(v) Commit any act in violation of the Paul M. Hebert Law Center Honor Code; and/or

(vi) Knowingly assist any Board member in conduct that is a violation of this rule.

Violation of this rule may result in expulsion from the Board of Advocates and/or disqualification from any competition in which an individual is participating.

#### ***4.2—Standard of Conduct Expected of Internal and External Competitors***

It shall be considered misconduct for any participant in the internal or external advocacy competitions to:

(i) Commit any act in violation of the Paul M. Hebert Law Center Honor Code;

(ii) Engage in conduct that seriously interferes with the Executive Committee's ability to responsibly administer Board activities related to advocacy competitions (Note that good faith opposition to any proposed Board of Advocates policy does not constitute a violation of this subsection);

(iii) State or imply an ability to improperly influence Board members involved in administering or judging advocacy competitions;

(iv) Verbally abuse, or otherwise seriously mistreat, insult, or demean fellow participants, chair(s), or judges of the participant's competition; and/or

(v) Knowingly assist any other participant in conduct that is a violation of this rule.

Notice of this rule shall be given to all advocacy competition participants. Violation of this rule may result in disqualification, subject to review by the Executive Committee as provided in these Bylaws,

from the competition in which the participant is competing. Notice of the disqualification will be sent to the Career Development Office and other necessary administrative bodies.

## **§ 5. EXECUTIVE COMMITTEE**

### ***5.1—Function; Membership***

The Executive Committee shall be the managing body of the Board of Advocates and shall have the power to act for the Board of Advocates in all matters consistent with these Bylaws and the Constitution. It shall be composed of those persons specified in the Constitution as Elected Officers.

### ***5.2—Meetings***

The President shall schedule and conduct a meeting of the Executive Committee at a minimum three (3) times a semester, but monthly meetings are encouraged. The President must give notice of all Executive Committee meetings to the Preis PLC Director of Advocacy & Professional Practice.

### ***5.3—Voting***

The President shall have no vote in the Executive Committee, except that in the event of a tie, in which the President shall cast the deciding vote.

### ***5.4—General Board Member Attendance***

General board members may attend Executive Committee meetings and be recognized to speak at such meetings, but the Executive Committee shall have discretion to exclude members before it votes on any matter. Only members of the Executive Committee, as specified in the Constitution and these Bylaws, shall vote in any Executive Committee proceeding.

### ***5.5—Order of Business***

Unless otherwise specified in the Constitution and these Bylaws, the President shall chair the Executive Committee and conduct Executive Committee meetings as follows:

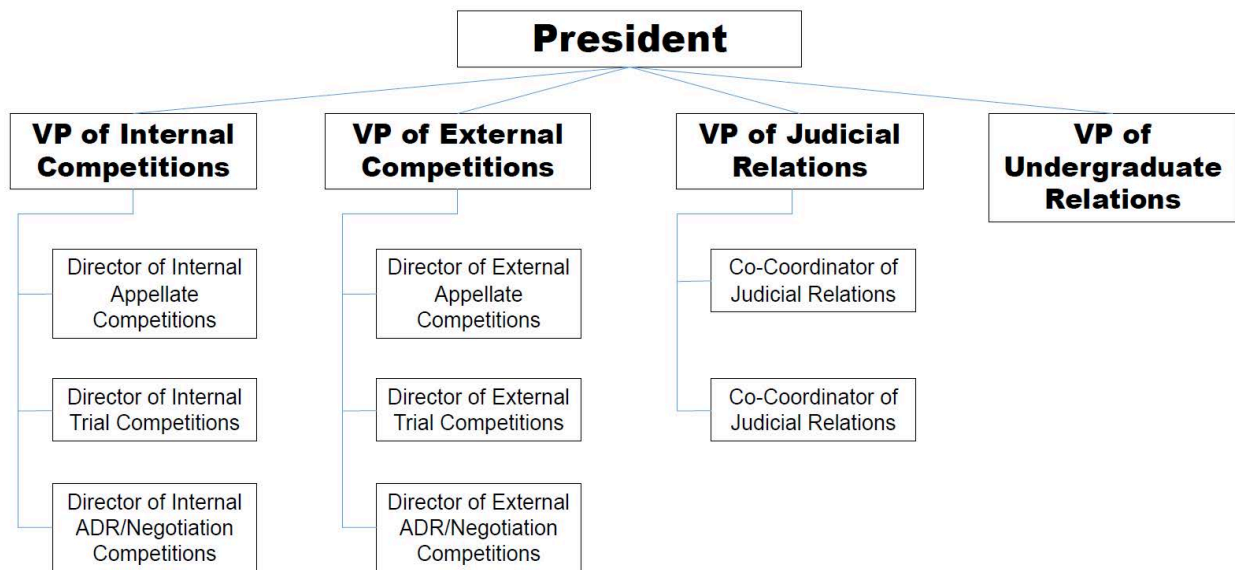


- (i) There shall be an opening statement of the President including but not limited to a reading of the agenda and any other preliminary announcements;
- (ii) There shall be a reading of the minutes of the last Executive Committee;
- (iii) Every officer present shall give a report regarding her or his duties and the status of her or his respective areas of responsibility. Each report shall be followed by an opportunity for Executive Committee members to question the officer. Officers not present shall see that another officer, or committee member, is prepared to give the absent officer's report. The report of the President shall be last;
- (iv) There shall be disposal of old business, and an opportunity for new business to be conducted. Old business shall consist of Executive Committee disposal by majority vote on matters deferred from a meeting of the Board of Advocates or from a previous Executive Committee meeting. New business shall be conducted by motion, discussion and majority vote of the members; and
- (v) There shall be a closing statement of the President including but not limited to announcement of the next Executive Committee meeting and also of any important intervening events.

#### ***5.6—Transition***

Upon election of the officers for the following academic year, the Executive Committee will hold a special transition meeting to share the pertinent information necessary to ensure an orderly transition from old officers to new.

## § 6. ELECTED OFFICERS



### 6.1—Purpose

All elected officers shall sit on the Executive Committee of the Board of Advocates.

### 6.2—Eligibility

Any member running for an elected officer position must meet the eligibility requirements outlined in the Constitution. If no eligible member runs for an elected officer position, the Preis PLC Director of Advocacy and Professional Practice shall have the discretion to make that position available to other, non-eligible members.

### 6.3—Duties

In addition to any duties specified in the Constitution, the following duties are assigned:

#### 1. President:

- Act as chief executive officer of the Board of Advocates;
- Report to the Preis PLC Director of Advocacy and Professional Practice;

- Convene and preside over Executive and general board meetings;
- Chair the Executive Committee;
- Propose all changes to the Constitution and Bylaws to the Executive Committee and Board of Advocates;
- Hold regular Executive and general board meetings;
- Oversee all operations of the Board of Advocates;
- Engage in and manage all board communications;
- Work with and report to the Preis PLC Director of Advocacy and Professional Practice and keep him or her apprised of all Board of Advocates meetings and activities;
- Work with the Preis PLC Director of Advocacy and Professional Practice, Vice Presidents, and Directors to set the Board of Advocates programming agenda and the rules and guidelines governing each Board of Advocates programming effort;
- Strive to maintain good working relationships with the law school administration, student body, and other student organizations;
- Communicate with the law school legal writing program and manage Board of Advocates member participation in First-Year Oral Arguments;
- Work with the Preis PLC Director of Advocacy and Professional Practice to plan and implement the annual advocacy programs banquet;
- Develop long-range planning and policy subject to these Bylaws and the Constitution;
- If necessary, manage and administer all Board of Advocates financial matters; and
- Perform all other functions necessary and consistent with these Bylaws.

*2. Vice President of Internal Competitions:*

- Attend regular Executive and general board meetings;
- Report to the President;
- Oversee the organization of all Board of Advocates sponsored internal competitions;
- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, and Internal Directors to set the Board of Advocates internal competition programming agenda and the rules and guidelines governing each Board of Advocates internal competition programming effort;

- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, Vice President of Judicial Relations, and Co-Coordinator of Judicial Relations to solicit local practitioners to serve as volunteer judges for all internal competitions;
- Assist the Director of Internal Appellate Competitions with planning all internal appellate competitions;
- Assist the Director of Internal Trial Competitions with planning all internal trial competitions;
- Assist the Director of Internal ADR/Negotiation Competitions with planning all internal ADR/Negotiation competitions;
- Hold regular meetings with the Director of Internal Appellate Competitions, Director of Internal Trial Competitions, and Director of Internal ADR/Negotiation Competitions, and report meeting minutes to the President; and
- Perform all other functions necessary and consistent with these Bylaws.

### *3. Vice President of External Competitions:*

- Attend regular Executive and general board meetings;
- Report to the President;
- Oversee the organization and administration of all Board of Advocates or LSU Paul M. Hebert Law Center hosted external competitions;
- Oversee the organization and administration of all external competition team tryouts;
- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, and External Directors to set the Board of Advocates external competition programming agenda and the rules and guidelines governing each Board of Advocates external competition programming effort;
- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, Vice President of Judicial Relations, and Co-Coordinator of Judicial Relations to solicit local practitioners to serve as volunteer judges for any LSU-hosted external competitions;
- Assist the Director of External Appellate Competitions with managing the Law Center's participation in any external appellate competitions;
- Assist the Director of External Trial Competitions with managing the Law Center's participation in any external trial competitions;

- Assist the Director of External ADR/Negotiation Competitions with managing the Law Center's participation in any external ADR/Negotiation competitions;
- Hold regular meetings with the Director of External Appellate Competitions, Director of External Trial Competitions, and Director of External ADR/Negotiation Competitions, and report meeting minutes to the President; and
- Perform all other functions necessary and consistent with these Bylaws.

4. *Vice President of Judicial Relations:*

- Attend regular Executive and general board meetings;
- Report to the President;
- Oversee the solicitation of local practitioners to serve as volunteer judges for all Board of Advocates programming efforts;
- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, Vice President of Internal Competitions, Internal Directors, and Co-Coordiators of Judicial Relations to solicit local practitioners to serve as volunteer judges for any Board of Advocates internal competitions;
- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, Vice President of External Competitions, External Directors, and Co-Coordiators of Judicial Relations to solicit local practitioners to serve as volunteer judges for any LSU-hosted external competitions;
- Assist the Co-Coordiators of Judicial Relations with fostering relationships with local firms in order to expand the pool of volunteer available to assist the Board;
- Assist the Co-Coordiators of Judicial Relations with maintaining a list of active volunteer judges with contact information;
- Hold regular meetings with the two Co-Coordiators of Judicial Relations, and report meeting minutes to the President; and
- Perform all other functions necessary and consistent with these Bylaws.

5. *Vice President of Undergraduate Relations:*

- Attend regular Executive and general board meetings;

- Report to the President;
- Oversee the law school's interactions with the Louisiana State University undergraduate program, specifically the Manship College of Communication's Mock Trial Team;
- Work as a team with the Preis PLC Director of Advocacy and Professional Practice and President to schedule practices for the LSU mock trial team and reserve rooms for those practices;
- Work as a team with the Preis PLC Director of Advocacy and Professional Practice and President to coach and instruct the LSU mock trial team;
- Work as a team with the Preis PLC Director of Advocacy and Professional Practice and President to represent the Board of Advocates in any 3+3 Pre-Law program presentations;
- Strive to maintain good working relationships with the LSU undergraduate administration, student body, and other student organizations; and
- Perform all other functions necessary and consistent with these Bylaws.

6. *Director of Internal Appellate Competitions:*

- Attend regular Executive and general board meetings;
- Report to the Vice President of Internal Competitions;
- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, and Vice President of Internal Competitions to set the Board of Advocates internal appellate competition programming agenda and the rules and guidelines governing each Board of Advocates internal appellate competition programming effort;
- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, Vice President of Internal Competitions, Vice President of Judicial Relations, and Co-Coordinator of Judicial Relations to solicit local practitioners to serve as volunteer judges for all internal appellate competitions;
- Plan and organize any internal appellate competitions hosted by the Board of Advocates;
- Organizational efforts shall include:
  - Timely communication with competitors of all aspects of competition;
  - Scheduling rooms and working with administration for logistics;
  - Working with the Vice President of Judicial Relations and Co-Coordinator of Judicial Relations to coordinate volunteer judges; and

- Scheduling Board of Advocates members to serve as timekeepers, check-in administrators, judges, etc.
- Work with the Preis PLC Director of Advocacy and Professional Practice to plan and organize any supplementary programming associated with all internal appellate competitions, including, but not limited to, all final round receptions;
- Attend all additional meetings set by the Vice President of Internal Competitions; and
- Perform all other functions necessary and consistent with these Bylaws.

*7. Director of Internal Trial Competitions:*

- Attend regular Executive and general board meetings;
- Report to the Vice President of Internal Competitions;
- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, and Vice President of Internal Competitions to set the Board of Advocates internal trial competition programming agenda and the rules and guidelines governing each Board of Advocates internal trial competition programming effort;
- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, Vice President of Internal Competitions, Vice President of Judicial Relations, and Co-Coordinator of Judicial Relations to solicit local practitioners to serve as volunteer judges for all internal trial competitions;
- Plan and organize any internal trial competitions hosted by the Board of Advocates;
- Organizational efforts shall include:
  - Timely communication with competitors of all aspects of competition;
  - Scheduling rooms and working with administration for logistics;
  - Working with the Vice President of Judicial Relations and Co-Coordinator of Judicial Relations to coordinate volunteer judges; and
  - Scheduling Board of Advocates members to serve as timekeepers, check-in administrators, judges, etc.
- Work with the Preis PLC Director of Advocacy and Professional Practice to plan and organize any supplementary programming associated with all internal trial competitions, including, but not limited to, all final round receptions;

- Attend all additional meetings set by the Vice President of Internal Competitions; and
- Perform all other functions necessary and consistent with these Bylaws.

*8. Director of Internal ADR/Negotiation Competitions:*

- Attend regular Executive and general board meetings;
- Report to the Vice President of Internal Competitions;
- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, and Vice President of Internal Competitions to set the Board of Advocates internal ADR/Negotiation competition programming agenda and the rules and guidelines governing each Board of Advocates internal ADR/Negotiation competition programming effort;
- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, Vice President of Internal Competitions, Vice President of Judicial Relations, and Co-Coordinators of Judicial Relations to solicit local practitioners to serve as volunteer judges for all internal ADR/Negotiation competitions;
- Plan and organize any internal ADR/Negotiation competitions hosted by the Board of Advocates;
- Organizational efforts shall include:
  - Timely communication with competitors of all aspects of competition;
  - Scheduling rooms and working with administration for logistics;
  - Working with the Vice President of Judicial Relations and Co-Coordinators of Judicial Relations to coordinate volunteer judges; and
  - Scheduling Board of Advocates members to serve as timekeepers, check-in administrators, judges, etc.
- Work with the Preis PLC Director of Advocacy and Professional Practice to plan and organize any supplementary programming associated with all internal ADR/Negotiation competitions, including, but not limited to, all final round receptions;
- Attend all additional meetings set by the Vice President of Internal Competitions; and
- Perform all other functions necessary and consistent with these Bylaws.

*9. Director of External Appellate Competitions:*

- Attend regular Executive and general board meetings;



- Report to the Vice President of External Competitions;
- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, and Vice President of External Competitions to set the Board of Advocates external appellate competition programming agenda and the rules and guidelines governing each Board of Advocates external appellate competition programming effort;
- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, Vice President of External Competitions, Vice President of Judicial Relations, and Co- Coordinators of Judicial Relations to solicit local practitioners to serve as volunteer judges for any LSU-hosted external appellate competitions;
- Work with the Preis PLC Director of Advocacy and Professional Practice to plan and organize any external appellate competition hosted by the Board of Advocates or the LSU Paul M. Hebert Law Center;
- Plan and organize practice oral arguments prior to external appellate competition tryouts;
- Plan and organize tryouts for all external appellate competitions;
- Assist in orientation for external appellate team members;
- Coordinate practice schedules of the external appellate teams;
- Assist in reservation of rooms for external appellate team practices;
- Assist in external appellate team travel arrangements;
- Help to ensure that each external appellate team has an appropriate level of coaching;
- Work with the Preis PLC Director of Advocacy and Professional Practice to plan and organize any supplementary programming associated with all external appellate competitions, including, but not limited to, brief writing boot camps;
- Assist with the recognition of all successful external appellate teams;
- Attend all additional meetings set by the Vice President of External Competitions; and
- Perform all other functions necessary and consistent with these Bylaws.

*10. Director of External Trial Competitions:*

- Attend regular Executive and general board meetings;
- Report to the Vice President of External Competitions;

- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, and Vice President of External Competitions to set the Board of Advocates external trial competition programming agenda and the rules and guidelines governing each Board of Advocates external trial competition programming effort;
- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, Vice President of External Competitions, Vice President of Judicial Relations, and Co- Coordinators of Judicial Relations to solicit local practitioners to serve as volunteer judges for any LSU-hosted external trial competitions;
- Work with the Preis PLC Director of Advocacy and Professional Practice to plan and organize any external trial competition hosted by the Board of Advocates or the LSU Paul M. Hebert Law Center;
- Plan and organize tryouts for all external trial competitions;
- Assist in orientation for external trial team members;
- Coordinate practice schedules of the external trial teams;
- Assist in reservation of rooms for external trial team practices;
- Assist in external trial team travel arrangements;
- Help to ensure that each external trial team has an appropriate level of coaching;
- Work with the Preis PLC Director of Advocacy and Professional Practice to plan and organize any supplementary programming associated with all external trial competitions, including, but not limited to, trial skills boot camps;
- Assist with the recognition of successful external trial teams;
- Attend all additional meetings set by the Vice President of External Competitions; and
- Perform all other functions necessary and consistent with these Bylaws.

*11. Director of External ADR/Negotiation Competitions:*

- Attend regular Executive and general board meetings;
- Report to the Vice President of External Competitions;
- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, and Vice President of External Competitions to set the Board of Advocates external ADR/Negotiation

competition programming agenda and the rules and guidelines governing each Board of Advocates external ADR/Negotiation competition programming effort;

- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, Vice President of External Competitions, Vice President of Judicial Relations, and Co- Coordinators of Judicial Relations to solicit local practitioners to serve as volunteer judges for any LSU-hosted external ADR/Negotiation competitions;
- Work with the Preis PLC Director of Advocacy and Professional Practice to plan and organize any external ADR/Negotiation competition hosted by the Board of Advocates or the LSU Paul M. Hebert Law Center;
- Plan and organize tryouts for all external ADR/Negotiation competitions;
- Assist in orientation for external ADR/Negotiation team members;
- Coordinate practice schedules of the external ADR/Negotiation teams;
- Assist in reservation of rooms for external ADR/Negotiation team practices;
- Assist in external ADR/Negotiation team travel arrangements;
- Help to ensure that each external ADR/Negotiation team has an appropriate level of coaching;
- Work with the Preis PLC Director of Advocacy and Professional Practice to plan and organize any supplementary programming associated with all external ADR/Negotiation competitions, including, but not limited to, negotiation skills boot camps;
- Assist with the recognition of successful external ADR/Negotiation teams;
- Attend all additional meetings set by the Vice President of External Competitions; and
- Perform all other functions necessary and consistent with these Bylaws.

#### *12. Co-Coordinator of Judicial Relations (1)*

- Attend regular Executive and general board meetings;
- Report to the Vice President of Judicial Relations;
- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, Vice President of Internal Competitions, Internal Directors, and Vice President of Judicial Relations to solicit local practitioners to serve as volunteer judges for any Board of Advocates internal competitions;

- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, Vice President of External Competitions, External Directors, and Vice President of Judicial Relations to solicit local practitioners to serve as volunteer judges for any LSU-hosted external competitions;
- Foster relationships with local firms in order to expand the pool of volunteer available to assist the Board;
- Maintain a list of active volunteer judges with contact information;
- Attend any additional meetings set by Vice President of Judicial Relations; and
- Perform all other functions necessary and consistent with these Bylaws.

### *13. Co-Coordinator of Judicial Relations (2)*

- Attend regular Executive and general board meetings;
- Report to the Vice President of Judicial Relations;
- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, Vice President of Internal Competitions, Internal Directors, and Vice President of Judicial Relations to solicit local practitioners to serve as volunteer judges for any Board of Advocates internal competitions;
- Work as a team with the Preis PLC Director of Advocacy and Professional Practice, President, Vice President of External Competitions, External Directors, and Vice President of Judicial Relations to solicit local practitioners to serve as volunteer judges for any LSU-hosted external competitions;
- Foster relationships with local firms in order to expand the pool of volunteer available to assist the Board;
- Maintain a list of active volunteer judges with contact information;
- Attend any additional meetings set by Vice President of Judicial Relations; and
- Perform all other functions necessary and consistent with these Bylaws.

### **6.4—Committees**

The Executive Committee has the authority to create any additional committees it deems necessary; however, only the elected officers noted above will serve on the Executive Committee.

## § 7. GENERAL BOARD MEETINGS

### *7.1—Frequency*

The President shall schedule and conduct at least one (1) meeting of the Board of Advocates general membership during the fall semester, and at least one (1) meeting of the general membership during the spring semester. Scheduling additional and more frequent board meetings is not required but is encouraged.

### *7.2—Order of Business*

The President shall conduct meetings of the Board of Advocates in the following manner:

- (i) There shall be an opening statement from the President including but not limited to a reading of the agenda and any other preliminary announcements.
- (ii) Every officer present shall give a report regarding his or her duties and the status of his or her respective areas of responsibility. Each report shall be followed by an opportunity for members to question the officer. Officers not present shall ensure that another officer is prepared to give the absent officer's report.
- (iii) There shall be disposition of old business, and an opportunity for new business to be conducted. Old business shall consist of member approval by majority vote, where necessary, of actions of the Executive Committee, and of dispositions by majority vote of motions referred from the last meeting of the Board of Advocates. New business shall be conducted by motion, discussion and majority vote of the members or, in the discretion of the President, referral to the Executive Committee, disposal in Executive Committee, and subsequent approval of the Board of Advocates by majority vote during old business at the next meeting of the Board of Advocates.
- (iv) There shall be a closing statement by the President, including but not limited to announcement of the next meeting of the Board of Advocates and also of any intervening Executive Committee meetings.

### ***7.3—Split Meetings***

Should the President or the Executive Committee decide that it is necessary because of scheduling conflicts, split meetings of the Board are authorized. Two meetings at alternate times may be scheduled in the same day. Members may attend either meeting and for the purpose of quorums and votes on business, attendance for the two meetings shall be combined. All old business conducted at the early meeting will be tabled for final disposition in the second meeting. All new business from the first meeting not referred to the Executive Committee will be tabled for final disposition in the second meeting. Members may attend and be recognized at both meetings but may vote in only one of the meetings. The rules for meetings as set forth in the Constitution as it relates to early voting shall apply.

### ***7.4—Notification***

The President shall make reasonable efforts to notify all Board of Advocates members of all regularly scheduled meetings at least five (5) days prior to the meeting. This may include but is not limited to announcement at prior meetings or electronic communications.

### ***7.5—Voting***

Unless otherwise indicated in the Constitution or other sections of these Bylaws, all Board of Advocates matters must be passed by a majority vote.

### ***7.6—Mandatory Attendance***

Attendance at all regularly scheduled Board of Advocates meetings held in accordance with these Bylaws and the Constitution is mandatory for all Board of Advocates members. Excused absences for good cause may be obtained from the President prior to the meeting.

## **§ 8. ELECTIONS**

### ***8.1—Participation***

Elections of new officers will take place at the first general board meeting of the new Board of Advocates. Only new Board of Advocates members will participate in elections. However, the

outgoing President will be in attendance to facilitate the election process. In order to vote, members must be in good standing.

### ***8.2—Procedure***

Candidate Profiles will be distributed and collected in accordance with the Constitution.

At the election meeting, each member who is eligible and who submitted a timely Candidate Profile Form for President or a Vice President position will be given three (3) minutes to present his or her platform and plans for the office to those Board of Advocates members present. Members running for Director and Coordinator positions will not have an opportunity to speak; Board of Advocates members must rely on the Candidate Profile Forms alone in voting for Director and Coordinator positions.

The new Board of Advocate members will then vote for all elected officer positions. Voting will start with President and proceed in the order the elected officer positions are outlined in the Constitution.

The outgoing Board of Advocates President will tabulate the votes. Votes casted in accordance with the early voting process will be considered.

The candidate with the majority number of votes will receive the position. Run-off voting will be implemented if necessary to get to a majority.

### ***8.3—Transitions***

Newly elected officers are required to attend a special transition meeting with the outgoing Board of Advocates Executive Committee members. The date of such meeting shall be set by the outgoing President.

## **§ 9. PROGRAMMING RULES AND GUIDELINES**

The incoming Executive Committee shall work with the Preis PLC Director of Advocacy & Professional Practice to set the Board of Advocates programming agenda for the year. In conjunction with the duties outlined in Section 6, the Board of Advocates Executive Committee shall also work with the Preis PLC Director of Advocacy & Professional Practice to write and distribute rules and

guidelines to govern each Board of Advocates programming effort. These efforts include, but are not limited to, internal appellate, trial, and ADR/negotiation competitions, and tryouts for external appellate, trial, and ADR/negotiation competition teams.

**These Bylaws were created and adopted by the 2018 Constitutional Convention Committee, created for the specific purpose of outlining the original governing documentation for the Board of Advocates.**