

National Conference of the Administrative Law Judiciary
Bylaws
As of October 25, 2007

ARTICLE I

Name and Affiliation

The name of this organization is the *National Conference of the Administrative Law Judiciary*. The Conference shall be a part of the Judicial Division of the American Bar Association.

ARTICLE II

Objective and Policy

The objective of the Conference is to advance the decisional independence, effective functioning and understanding of the administrative tribunals of the United States and comparable state and local tribunals by Conference seminars, the collection and dissemination of information, and other programs. The policy of this Conference is to ensure that all members, regardless of race, creed, national origin, sexual orientation or gender, have the opportunity to participate fully in all Conference activities, including its leadership.

ARTICLE III

Members and Associates

1. Membership in the Conference shall be open to members of the Judicial Division who serve as administrative judicial officers to preside at hearings within the executive branch of Federal, State, and local governments, and who make decisions based upon the hearing record, including administrative law judges, administrative judges, and other hearing officials who do not have duties inconsistent with being an administrative judicial officer.
2. Conference members who, retire from active service in the administrative law judiciary may continue as members. They may not hold the offices of Chair, Chair-Elect, or Vice-Chair. However, if a Conference member succeeded or was elected to the office of Chair or Chair-Elect and retires after assuming that office, he or she may continue to hold that office and succeed to the next office, so long as he or she is not engaged in the full-time practice of law. Conference members, other than retirees, who no longer serve in the administrative judiciary may continue to be Conference members, but may not hold any elective office in the Conference. The Executive Committee by majority vote may revoke or deny membership to a current or former member of the administrative judiciary if it deems the status of that individual to be incompatible with membership in the Conference.
3. Any Judicial Associate or International Associate of the Judicial Division who is a member of the administrative judiciary as defined in Article III, paragraph 1 above, shall be eligible to hold an associate membership status in this Conference. Members of the

Lawyers Conference of the Judicial Division may hold an associate membership status in this Conference. A person who teaches administrative law at a law school accredited by the American Bar Association or who teaches at the National Judicial College may hold an associate membership status in this Conference upon joining the Lawyers Conference and paying dues to both this Conference and the Lawyers Conference. A person who holds associate membership status may not vote or hold an elective position as an officer or Executive Committee Member.

ARTICLE IV

Meetings and Voting

1. The Annual Meeting of the Conference shall be in conjunction with the Annual Meeting of the Judicial Division of the American Bar Association at a time to be fixed by the Executive Committee.
2. Special meetings may be held at such time and place as may be designated by the Executive Committee.
3. All matters coming before any meeting of the Conference shall be determined by a majority vote of the members present.
4. Only members of the Judicial Division and the Conference whose good standing can be certified from official Association records as of the thirtieth day prior to the time of voting shall be eligible to vote on matters coming before the Conference, including elections.
5. Any Executive Committee member who is absent from two consecutive regularly scheduled meetings, or any Midyear or Annual meeting, shall, unless he or she has been excused for good cause by the Executive Committee, have his or her seat vacated. The granting of such excuse for good cause shall not be unreasonably withheld.

ARTICLE V

Officers

1. The officers of the Conference shall be a Chair, a Chair-Elect, a Vice-Chair and a Secretary.
2. The officers shall be elected at the Annual Meeting of the Association and serve until the installation of the newly elected officers at the Annual Meeting following that in which they have been elected or succeeded to the office.

3. The Chair-Elect shall succeed to the office of Chair at the expiration of his/her term as Chair-Elect. The Vice-Chair shall succeed to the office of Chair-Elect at the expiration of his/her term as Vice-Chair. At each Annual Meeting the Vice-Chair and Secretary shall be nominated for the following year and elected by a vote of a majority of the members present at the meeting.
4. In case a vacancy occurs in the office of Chair or Chair-Elect, the next ranking officer shall succeed to such office and shall serve for the unexpired term.

In case a vacancy occurs in the office of Vice-Chair, Secretary, or Conference Delegate to the Association's House of Delegates, the Executive Committee shall choose from among their number a replacement who shall serve for the unexpired term.

5. In case a vacancy (other than that of an officer) occurs on the Executive Committee, the Executive Committee shall choose from the Conference membership a replacement who shall serve for the unexpired term.
6. The Chair-Elect shall serve as the Budget Officer of the Conference. The Budget Officer shall:
 - a) Prepare a proposed Conference budget for the Chair;
 - b) Monitor Conference expenditures;
 - c) Approve vouchers for expenditures and ensure expenditures are authorized by the budget or by the Chair;
 - d) Inform the Chair at least quarterly of the status of the budget; and
 - e) Prepare reports, at the direction of the Chair, for funding of special projects.
7. The Vice-Chair shall serve as the Assistant Budget Officer of the Conference. The Assistant Budget Officer shall perform duties as directed by the Budget Officer.
8. The Secretary as soon as practicable shall prepare accurate minutes of the meetings of the Executive Committee, and shall provide copies of the minutes to the Executive Committee. The Secretary also shall assist the Executive Committee in discharging its duties.

ARTICLE VI

Executive Committee

1. The Executive Committee shall consist of the officers, the Conference Delegate to the ABA House of Delegates, the Immediate Past Chair of the Conference, and eight members of the Conference to be elected by a majority vote of the members present at the Conference business meeting of the Annual Meeting, each for a term of two years. Of the latter eight members of the Executive Committee, four shall be elected in odd-numbered years, and four shall be elected in even-numbered years. No member of the Executive Committee except the officers and the Conference Delegate to the House of Delegates shall serve more than two consecutive terms in office. The Conference Delegate to the Association's House of Delegates shall be elected at an Annual Meeting

for a term of three Association years. The Conference Delegate to the ABA House of Delegates shall serve no more than two consecutive terms in that office.

2. The Executive Committee shall direct the affairs of the Conference. It shall meet at the Midyear and Annual Meeting of the Association and at other times, at the discretion of the Conference Chair.
3. The Executive Committee may authorize the appointment of such committees as are necessary to accomplish the purpose of the conference. Committee members shall be appointed by the Chair unless otherwise specified in the authorization.
4. All matters before the Executive Committee shall be determined by a majority vote of those present, provided that in the absence of a quorum, upon suggestion by the Chair or other Committee members, no vote shall be taken or be determinative. A quorum shall comprise a majority of the whole number of the Executive Committee.
5. When in the opinion of the Chair, by reason of emergency or other good cause, it is impracticable to hold a meeting of the Executive Committee, he/she may in his/her discretion obtain a decision of the Executive Committee by mail, email, facsimile, or telephone, and such decision shall have the same force as a decision of a meeting of the Executive Committee.

ARTICLE VII

Nominations and Elections

1. At any time not later than the close of the Midyear Meeting, the Conference Chair, with the approval of the Executive Committee, shall appoint a Nominating Committee composed of the Immediate Past Chair of the Conference, who shall serve as Chair, and six members who will not be candidates for election but may include the Conference Chair-Elect and Vice-Chair.

The names and addresses of the Nominating Committee Chair and members of the Nominating Committee shall be published promptly by notice in the Judicial Division Record or by other notice sent to all Conference members. The Nominating Committee shall make and report one nomination for each Conference office that will not be filled by automatic succession and four members of the Executive Committee to succeed those individuals whose terms will expire at the Annual Meeting. The Nominating Committee also shall make nominations to the Executive Committee to fill vacancies for unexpired terms, when practical.

2. The Nominating Committee shall follow the policy of the Conference set forth in Article II, and also shall strive to maintain a balance between Federal and State members serving on the Executive Committee, including the rotation of the officer positions between Federal and State members. For purposes of this section, members of a local administrative judiciary shall be considered as State members. The Nominating Committee may actively seek out qualified candidates.

3. The report and notice of all nominations by the Nominating Committee shall be mailed, emailed, published in the Judicial Division Record, or otherwise provided to all Conference members at least 90 days prior to the Annual Meeting. One or more additional nominations may be made for any elective office, but only by petition signed by not less than 20 Conference members and which petition should state that the member nominated has agreed to the nomination. The petition must be sent to the Conference Chair and must be received by him or her no later than 60 days prior to the Annual Meeting.

Any nomination made by petition shall be made known immediately to the Nominating Committee, the other candidates, and the Executive Committee. At least 30 days prior to the Annual Meeting, the Chair of the Nominating Committee shall cause to be published or otherwise give notice to all Conference members of all contested elections.

4. If any person nominated by report of the Nominating Committee or by petition withdraws or becomes ineligible, prior to the election, to hold the office to which nominated, that person's name shall be stricken as a nominee and that person may not be elected to office, but subsequent to the election held at the Annual Meeting, the vacant position shall be filled under the procedures prescribed in Article V, Section 4.
5. All elections shall be held at a business session of the Conference during the Annual Meeting, other than those to fill a vacancy for an unexpired term, which shall be done by the Executive Committee. The Chair of the Nominating Committee shall announce the names of the candidates nominated by the committee and by acceptable petitions.

The Chair of the Conference shall then announce the time and place when the election shall be held, which shall be as stated in the official program of the Annual Meeting of the ABA. Elections for contested positions shall be by written secret ballot. Each contested position shall be voted upon separately. Elections shall be by a majority of the votes cast, and a run-off election to choose the two leading candidates shall be held if a majority vote is not initially obtained. All ballots shall be destroyed after the election results are tabulated.

ARTICLE VIII

Fellows of the Conference

Each Immediate Past Chair of the Conference shall be designated as a Fellow of the Conference at the conclusion of his/her term as the Immediate Past Chair. Each current Chair shall have the authority to nominate, with the confirmation of the Executive Committee, a person who has made an extraordinary contribution to the administrative judiciary to be a Fellow of the Conference. Election of Fellows shall take place so that induction will occur at the Annual Meeting or at such other time as the Executive Committee deems to be appropriate. The Conference shall maintain a roster of the Fellows, and shall provide notification to Fellows of Conference activities and programs.

ARTICLE IX

Conference Special Fund

There is hereby created a special fund. All monies earned by the Conference, and all monies donated to the Conference shall be deposited in this special fund and invested in interest bearing accounts and securities as directed by the Executive Committee. All expenditures from this fund shall be exclusively for educational or outreach projects or, in the case, of donated funds, for the purposes designated by the donor. The Executive Committee shall approve any expenditures from this fund by majority vote. All investments of and expenditures from this fund shall comply with any applicable policies of the American Bar Association.

ARTICLE X

Amendments

The bylaws of the Conference may be amended by a majority of the members present at the Annual Meeting of the Conference upon notice mailed, emailed or faxed to the members not less than thirty days prior to the meeting, provided such proposed amendment shall first have been approved by a majority of the Executive Committee and provided further, that no amendment or amendments so adopted shall become effective until approval by the ABA House of Delegates upon recommendation of the Board of Governors of the American Bar Association.

Approved by the American Bar Association Board of Governors in Austin, Texas, on October 19-20, 2007.