

NDAA WOMEN PROSECUTORS SECTION BYLAWS

ARTICLE I: NAME AND PURPOSES

SECTION 1. This Section shall be known as the Women Prosecutors Section of the National District Attorneys Association (NDAA).

SECTION 2. The purposes of this Section shall be:

- A. To develop a network of NDAA members committed to leadership, mentorship, and friendship by women prosecutors.
- B. To provide education and promote increased opportunities for women seeking leadership positions within prosecution offices.
- C. To assist NDAA in public engagement and education on issues of particular importance to women prosecutors.

The Section seeks to accomplish these purposes by recommending to NDAA's Board of Directors and Executive Committee the joint development of research projects, educational conferences, publications, positions and presentations on issues important to women prosecutors. The Section shall not create any financial obligations encumbering NDAA, publish or promote any policy or legislative proposal, or best practices without first obtaining approval from NDAA's Executive Committee.

ARTICLE II: MEMBERSHIP

SECTION 1. Any member of NDAA shall be eligible for membership in the section without the payment of any additional dues.

ARTICLE III: SECTION LEADERSHIP COMMITTEE

SECTION 1. There shall be a Leadership Committee of the Section consisting of not more than seven members to be elected or designated as hereinafter provided:

- A. The members of the Leadership Committee are to be elected at the Section's annual meeting which will be held in conjunction with NDAA's annual conference.
- B. Members of the Leadership Committee shall be elected for a two-year term, except as provided below. The terms shall begin at the close of the Annual Meeting of NDAA at which they have been elected.
- C. The initial terms shall be staggered with three at large single-year positions and four two-year officer positions. Los Angeles District Attorney Jackie Lacey is designated as chair for the first two-year term. Kansas Assistant Attorney General Amy Hanley is designated as Vice Chair for the first two-year term. The Secretary-Treasurer, Social Media Coordinator, and at-large officers will be elected at the NDAA Annual meeting in 2015.
- D. At least one at large position on the Leadership Committee will only be open to Elected District Attorney members. At least one at large position on the Leadership Committee will only be open to associate (non-elected) members of NDAA. One position on the Leadership Committee shall be reserved for a sitting NDAA board member, to be nominated by the NDAA Executive Committee at least forty-five (45) days in advance of the Section's annual meeting.

SECTION 2. In addition, each of the following shall be invited to openly participate in all meetings of the Leadership Committee:

- The President of NDAA or his or her designee
- The Chair of the Education and Training Committee or his or her designee
- The Chair of the Legislative Committee or his or her designee
- A representative of the National Association of Prosecutor Coordinators (NAPC)

SECTION 3. If any member of the Leadership Committee fails to attend three (3) successive meetings of the Leadership Committee, without excuse, that individual will be deemed to have resigned his or her position on the Leadership Committee, and the position shall be declared vacant by the Leadership Committee.

SECTION 4. Prior to each annual meeting of the Section, the Chair shall appoint a nominating committee of three members of the Section to determine and report nominations for election to the Leadership Committee. Other nominations for the Leadership Committee may be made from the floor or by formal written nomination of any member addressed to the Secretary-Treasurer.

The nominating committee shall verify the eligibility of proposed candidates and provide information about the election to the Secretary-Treasurer who will notify all section members at least thirty (30) days in advance of the annual meeting of the following information: candidate names and ballot statements, method and instructions for voting, time period for voting, and location if presence is required for voting.

SECTION 5. All elections shall be by written ballot or, if approved by the Leadership Committee, by electronic ballot.

ARTICLE IV: ELECTION OF OFFICERS

SECTION 1. The officers of the Section shall consist of a Chair, a Vice Chair, a Secretary-Treasurer, and a Social Media Coordinator. The Leadership Committee shall elect the officers from its membership, except that the initial Chair will be Los Angeles District Attorney Jackie Lacey and the initial Vice Chair will be Kansas Assistant Attorney General Amy Hanley. Their terms are to officially commence at the NDAA Annual Meeting in 2015.

SECTION 2. The officers shall be elected at a business meeting of the Leadership Committee to be held at the annual meeting of the Section, and serve for a two year term or until their successors have been elected, if their term is ended prematurely.

ARTICLE V: DUTIES OF OFFICERS

SECTION 1. The Chair shall preside at all meetings of the Section and of the Leadership Committee. The Chair shall present a report of the work of the Section at every NDAA Board meeting. The Chair shall perform such other duties and acts as usually pertain to the office.

SECTION 2. Upon the death, resignation, disability of the Chair, or upon his or her refusal to serve, the Vice Chair shall perform the duties of the Chair for the remainder of the Chair's term. The Vice Chair shall preside at all meetings in the absence of the Chair. In the event the Vice Chair is required to fill a vacancy in the office of the Chair, the Vice Chair shall become Chair for the duration of the term.

SECTION 3. The Secretary-Treasurer shall be the custodian of all books, papers, documents, money, financial records and other property of the Section. The Secretary-Treasurer shall keep a true record of the proceedings of all meetings of the Section and of the Leadership Committee. He or she shall also keep a true record of all monies received and disbursed, and report thereon to the Leadership Committee

whenever requested. Her or she is also responsible for communicating with the members regarding leadership Committee elections as described in Article III, section 5. Annually, the Secretary-Treasurer shall submit a financial report for presentation to the Section.

SECTION 4. The Social Media Coordinator shall implement the use of social media sites when authorized by the Leadership Committee, and post events and notices which contribute to the visibility and good reputation of the Section and NDAA.

ARTICLE VI: DUTIES AND POWERS OF THE LEADERSHIP COMMITTEE

SECTION 1. The Leadership Committee shall have general supervision and control of the affairs of the Section. It shall expressly authorize all commitments or contracts which shall entail the payment of money, and shall authorize the expenditure of all monies appropriated by the Leadership Committee for the use or benefit of the Section.

SECTION 2. The Leadership Committee may authorize the Chair to appoint committees and their chairs from Section members to perform such duties and exercise such powers as the Leadership Committee may direct. The Chair, on direction from the Leadership Committee, shall remove any Committee Chair or member from such committees and shall fill vacancies on such committees.

SECTION 3. The Leadership Committee, during the interim between annual meetings of the Section, may fill vacancies in its own membership if there is no successor under Article IV, Section 3. Members of the Leadership Committee so selected shall serve until the close of the next annual meeting of the Section, at which time the vacancies shall be filled for the remainder of their respective terms by a special election conducted concurrently with the regular elections as provided in Article III.

SECTION 4. A majority of the members of the Leadership Committee present at a meeting shall constitute a quorum for the transaction of business. In the event that less than a quorum of the Leadership Committee attends a meeting, those present shall have the right to adjourn the meeting to a later time, and if a quorum is present at the adjourned time, the Leadership Committee may proceed with action at such time without further call or notice. Members may attend meetings by electronic means, and may vote by phone, email, text message or other electronic means.

SECTION 5. The Chair shall designate the time and place of regular meetings at each annual meeting of the section. Special meetings shall be called by the Chair or upon regular or electronic written request to the Secretary-Treasurer by any four (4) members of the Leadership Committee. Seven (7) days notice of special meetings shall be given to all members of the Leadership Committee.

ARTICLE VII: SECTION MEETINGS

SECTION 1. The Annual Meeting of the Section shall be held in conjunction with NDAA's annual meeting, with such programs and order of business as may be arranged by the Leadership Committee. Notice shall be given at least thirty (30) days in advance of the meeting to all section members by any reasonable means as approved by the Leadership Committee.

SECTION 2. Special meetings of the Section may be called by the Leadership Committee, at such time and place as the Leadership Committee may determine. Seven (7) days notice of special meetings shall be given to all members of the Section.

SECTION 3. Fifteen (15) members of the Section present at any duly announced Section meeting shall constitute a quorum for the transaction of business.

SECTION 4. All action of the Section shall be by majority vote of members present except as provided in Article VIII.

ARTICLE: VIII AMENDMENTS

SECTION 1. These bylaws may be amended at any Annual Meeting of the Section by a two-thirds (2/3) vote of the quorum of the Section present and voting, provided such proposed amendments shall first have been submitted to the Leadership Committee for its recommendation. No amendment shall become effective until approved by the Board of Directors of NDAA.

SECTION 2. Any proposed amendment to the bylaws shall be submitted in writing or by electronic means to the Leadership Committee in the form of a petition signed by at least ten (10) members of the section, or by two (2) members of the Leadership Committee. The proposed amendment shall be submitted at least thirty (30) days before the annual meeting of the Section at which it is to be voted upon. The Leadership Committee shall consider the proposed amendment and shall prepare its recommendations thereupon, which recommendation and the complete text of the proposed amendment shall be submitted in writing or by electronic means to all Section members fifteen (15) days before the Annual Meeting of the Section.

ARTICLE IX: AUTHORITY

SECTION 1. The adoption of these by-laws is subject to the approval of NDAA's Executive Committee. The Section exists at the pleasure of NDAA's Board of Directors and may be dissolved by a majority vote of a quorum of Board members present or eligible to vote at any regular meeting of the Board.

ARTICLE X: RULES OF PROCEDURE

SECTION 1. In any circumstance where these bylaws do not address a point of procedure, the Leadership Committee will rely on the most recent version of Robert's Rules of Order for guidance.