



NAPALSA

THE NATIONAL ASIAN PACIFIC AMERICAN LAW STUDENT ASSOCIATION

ADDENDUM C: ELECTION BYLAWS

GENERAL INFORMATION

Pursuant to the Constitution of the National Asian Pacific American Law Student Association, elections shall be held annually to select Executive Officers and Regional Directors to comprise the NAPALSA Board of Directors. NAPALSA Elections shall be held in conjunction with the General Meetings & Elections during the annual NAPALSA Conference. All positions of the Board of Directors will be filled by election.

List of Positions and Duties:

- Please see [NAPALSA Constitution](#) for detailed information about the purpose, mission, and various procedures of NAPALSA.
- Please see [Addendum A: Regions](#) for a list of Regions and their respective states.
- Please see [Addendum B: Board Duties](#) for detailed descriptions of the duties as they pertain to each Board Position.
- Please see [Addendum C: Election Bylaws](#) for more information on the election process.
- Please see [Addendum D: Interim Election Bylaws](#) for more information on the election process should a position become vacant during the 14-month term.

ELECTION COMMITTEE

The NAPALSA Election Committee is comprised of members of the Executive Board of Officers.

1. **ELECTION COMMITTEE CHAIR.** The NAPALSA Secretary shall serve as the Election Committee Chair (Chair). Should the NAPALSA Secretary be ineligible to serve as Chair due to current NAPALSA candidacy, the President shall serve as Election Committee Chair. Should the President be ineligible to serve as Election Committee Chair, any other member of the Executive Board of Officers may serve as Chair.
2. **DUTIES.** The Chair shall be responsible for updating the Election Bylaws, calling for candidates, collecting application materials, answering candidate questions, and serving to moderate the NAPALSA Election Meeting. The Chair may

disseminate any of these duties to other members of the Committee, but is ultimately responsible for their timely completion.

3. VOTES. The Chair, with assistance of the NAPALSA President and Treasurer shall tally all votes and determine a winner based on majority vote of votes cast.

ELIGIBILITY FOR VOTING

Pursuant to the NAPALSA Constitution, Article VII:

7.1(a)(i): VOTE OF THE MEMBERSHIP. Each Affiliate Organization, who has paid membership dues, shall have one (1) vote to elect the incoming Board of Directors.

1. Proxy Voting. Affiliate Organizations not present at the General Meetings & Elections may assign its one (1) vote by proxy to another Affiliate Organization, only by providing written notice to the Outgoing President and with an authorized representative signature of both the Affiliate Organization and the designated proxy. Should the designated proxy not place the Affiliate proxy vote, the vote is forfeited.
2. Alternative Voting. Affiliate Organizations not present during the General Meetings & Elections, which do not wish to designate a proxy, may cast its one (1) vote by ballot in advance of the General Meeting, pursuant to "VOTING PROCEDURES" on page four (4).

7.1(a)(ii): VOTES BY INDIVIDUALS. Active Members, whom have paid individual membership dues because there is no Affiliate Organization at their law school, are entitled to one (1) vote.

1. Proxy Voting. Individual Members not present at the General Meetings & Elections may assign its one (1) vote by proxy to another Member, only by providing written notice to the Outgoing President and with an authorized representative signature of both the Individual Member and the designated proxy. Should the designated proxy not place the Individual Member proxy vote, the vote is forfeited.
2. Alternative Voting. Individual Members not present during the General Meetings & Elections, which do not wish to designate a proxy, may cast its one (1) vote by ballot in advance of the General Meeting, pursuant to "VOTING PROCEDURES" on page 4 of the NAPALSA Constitution.

ELIGIBILITY FOR CANDIDACY

To be eligible for candidacy, you must:

- Be a current active member of NAPALSA (either through a dues-paying Affiliate or individual membership);

- Maintain status as current law student in good standing;
- Attend the NAPALSA Conference in San Diego, CA, which will be November 3-6, 2016.
- Review and agree to adhere to the NAPALSA Constitution and Election Bylaws;
- Be able to commit to your position throughout the full 14-month term, beginning on the date of installation, November 5, 2016, through January 31, 2018.

Candidate qualifications considered are:

- Ability to demonstrate leadership experience and excellent communication skills;
- Capability to handle multiple projects and deadlines;
- Commitment to bettering the Asian Pacific American legal community.

APPLICATION MATERIALS

To apply, please submit the following information and materials:

1. Cover Sheet that includes:
 - a. Name
 - b. Top two (2) Positions Desired
 - c. Law School, Anticipated Graduation Date
 - d. Mailing Address
 - e. Telephone Contact Number
 - f. Email Address
2. Contact name and email address for your local APALSA Affiliate or verification of your individual membership status with NAPALSA
3. Brief Candidate Personal Statement (12-pt font, double-spaced, 2-page max)
4. One-Page Resume
5. Photo (optional)

APPLICATION PROCESS

1. CALL FOR APPLICATIONS. Call for candidate applications will be posted on **September 12, 2016** by email, on the NAPALSA website, and on the NAPALSA social medias.
2. DUE DATE FOR MATERIALS. All materials are due on **October 14, 2016** by 6:00 PM PST. All applications must be submitted electronically to president.napalsa@gmail.com with the subject line: "NAPALSA Elections Application: (Your Name)."
3. MISSING APPLICATION MATERIALS. The Election Committee Chair will compile and organize all candidate packets in the order received. If a candidate packet is missing any information, the Committee Chair will send ONE email notifying the candidate of the missing information. The Committee Chair is not obligated to send subsequent notices for incomplete information.

4. LATE CANDIDATE APPLICATIONS. Late applicants for candidacy will not be accepted, unless under extenuating circumstances as determined by the Election Committee.
5. CANDIDATE CONFERENCE CALL. Candidates may be required to participate in a Candidate conference call at the discretion of the Chair. The Chair must provide a minimum 72-hour notice to all candidates of any such meeting if required.
6. CANDIDATE STATEMENTS. All candidates will be given an opportunity to make a Candidate Statement (between three (3) to four (4) minutes long) and answer questions from the Membership and outgoing Board of Directors. These Candidate Statements will be heard during the General Meetings & Elections held during the NAPALSA Annual Conference.

VOTING PROCEDURES

1. PRIMARY BALLOT VOTE. All current, dues-paying Affiliate and Individual Members who will not be attending the Convention will be provided candidate information on October 31, 2016 (Monday before the Convention) by 5:00 PM PST. PRIMARY VOTING BALLOTS will also be distributed at this time. All Affiliates and Individual Members are entitled to one (1) PRIMARY BALLOT VOTE.
2. PRIMARY BALLOT DUE DATE. All current, dues-paying Affiliate and Individual Members who will not be attending the Convention may vote by filling out the PRIMARY VOTING BALLOT. Ballot submissions are due on November 2, 2016 (Wednesday before the Convention) by 5:00 PM PST. Failure to submit a vote on time will forfeit that Affiliate or Individual's vote.
3. PRIMARY BALLOT PROXY VOTE. All current, dues-paying Affiliate and Individual Members who will not be attending the Convention may also place its PRIMARY BALLOT VOTE by proxy vote pursuant to the procedures set forth in the NAPALSA Constitution, Article VII. An Affiliate organization may not serve as proxy for more than two (2) organizations.
4. FINAL BALLOT VOTE. All current, dues-paying Affiliates and Individual Members attending the General Meetings & Elections in person will be allotted one (1) BALLOT VOTE. FINAL BALLOTS will be disseminated at the end of the NAPALSA Election Meeting following candidate statements.
5. Votes from both PRIMARY BALLOTS and FINAL BALLOTS shall be counted by the Election Committee. Majority of the votes received controls all election determinations.

6. TIE VOTES. In the event of a Tie for any Executive Board or Officer positions shall require a run-off election. In the event of a Tie vote for any Regional Director position, the Election Committee shall make a determination as to whether to permit multiple Regional Directors in the Region OR whether to hold a run-off election. Run-off Elections shall be announced at the NAPALSA Cocktail Reception and RUN-OFF BALLOTS shall be disseminated to Affiliates and Individual Members. Results shall be announced at the NAPALSA Transition Meeting.

ELECTION RESULTS

The election results will be announced that same day at the NAPALSA Cocktail Reception, which is scheduled for 8:00 pm PST on Friday, November 4, 2016, in San Diego, CA. Location TBD - Please check the schedule upon arrival at the Convention.

Winning candidates will be **required** to attend the NAPALSA Transitional Board of Directors Meeting on Saturday, November 5, 2016, at 2:00 pm in San Diego, CA at the Hilton San Diego Bayfront Hotel. Please check the schedule for the room number upon arrival at the Convention.

The winning candidates will also be formally inducted into their positions at the NAPABA Gala Dinner, Saturday, November 5, 2016, at 6:30 pm. There will be a rehearsal for this induction sometime between the transition meeting and the Gala Dinner. Attendance at these events is strictly required, barring extenuating circumstances. If you are unable to attend either the transition meeting or the Gala, please notify the Chair of the Election Committee immediately.