



**NAPALSA**  
THE NATIONAL ASIAN PACIFIC AMERICAN LAW STUDENT ASSOCIATION

## **ADDENDUM D: INTERIM ELECTION BYLAWS**

### **GENERAL INFORMATION**

Pursuant to the Constitution of the National Asian Pacific American Law Student Association, interim elections shall be held immediately upon learning that a previously filled position is going to become vacant. NAPALSA Interim Elections shall be held during a General Body Meeting. All vacant 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.

### **INTERIM ELECTION COMMITTEE**

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

1. **INTERIM ELECTION COMMITTEE CHAIR.** The NAPALSA Secretary shall serve as the Interim Election Committee Chair (Chair).
2. **DUTIES.** The Chair shall be responsible for updating the Interim 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**

Current Members of the Board of Directors shall each have one (1) vote.

### **ELIGIBILITY FOR CANDIDACY**

To be eligible for candidacy, you must:

- Be an Active Member of NAPALSA and not currently serving on the Board of Directors or as any other NAPALSA Officer.
- Be a current active member of NAPALSA (either through a dues-paying Affiliate or individual membership);
- Be a current law student at the time of election;
- Review and agree to adhere to the NAPALSA Constitution and Election Bylaws;
- Be able to make a commitment to your position throughout the remaining 14-month term, through January 31 of the following year.

### **MINIMUM QUALIFICATIONS**

In addition to eligibility requirements, all candidates for NAPALSA positions must possess the following qualifications:

1. Be a current law student in good standing at his/her law school;
2. Ability to demonstrate leadership experience and excellent communication skills;
3. Capability to handle multiple projects and deadlines;
4. 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 upon learning of the imminent vacancy by email, on the NAPALSA website, and on NAPALSA Social Medias.
2. DUE DATE FOR MATERIALS. All materials are due within two (2) weeks of the call for applications. All applications must be transmitted ELECTRONICALLY to [secretary.napalsa@gmail.com](mailto:secretary.napalsa@gmail.com) with the subject line: "NAPALSA Candidate Application: (Your Name)." All materials should be submitted in a single email.
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. Candidate packets will be available to the Board of Directors. 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 Board of Directors. It is to the sole discretion of the Election Committee whether Candidate Statements and Question & Answer sessions shall take place.

## **VOTING PROCEDURES**

1. BALLOT VOTE. Only current Members of the Board of Directors hold voting privileges will be provided candidate information prior to the Vote. All current Members of the Board are entitled to one (1) BALLOT VOTE.
2. BALLOT DUE DATE. All current Members of the Board of Directors may vote by email ballot in the ballot vote. Email ballots are due to [secretary.napalsa@gmail.com](mailto:secretary.napalsa@gmail.com) by the due date set by the Chair.
3. BALLOT VOTES shall be counted by the Election Committee. Majority of the votes received controls all election determinations.

4. TIE VOTES. In the event of a Tie for any Board of Directors position, the Chair shall cast the final vote.
5. Winners will be announced by email.