

Midwest Region of the National Black Law Students Association



MWBLSATM
Striving to Balance since 1968

**2012 MWBLSA Convention
Election Rules and Procedures Packet**



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ELECTIONS RULES AND PROCEDURES

I. Requirements for Eligibility and Elected Offices

- A. Any member of a 2011–2012 active MWBLSA Chapter or any member who submitted membership dues to the National Black Law Students Association (NBLSA) for the 2011–2012 academic year¹, may run for office.
- B. The following MWBLSA positions are eligible for election:
 - Regional Chair
 - Regional Vice Chair
 - Regional Secretary
 - Regional Treasurer
 - Regional Director of Sub–Region 1 (Michigan and Ohio)
 - Regional Director of Sub–Region 2 (Illinois and Indiana)
 - Regional Director of Sub–Region 3 (Minnesota, North Dakota, South Dakota and Wisconsin)
 - Regional Director of Sub–Region 4 (Iowa, Kansas, Kentucky, and Missouri)
 - Regional Attorney General
 - Regional Director of Programming
 - Regional Director of Community Service

II. Application Requirements

To qualify as a candidate, any member meeting the eligibility requirements of Section I of this packet must follow the guidelines set out in the 2011–2012 MWBLSA Elections Rules and Procedures Packet.

¹ An active chapter is a chapter who has paid membership dues and has uploaded a membership roster to the NBLSA Membership database. In order to be considered a member of an active chapter, your name must be included in the chapter’s membership roster. An active member is a member whose name is included in NBLSA’s Membership Roster for the academic year.

III. Guidelines

A. Materials:

1. Relevant Materials Include:
 - a. The Officer Application form, available at www.nblsa.org/mwblsaelections and in the 2011-2012 Elections Rules and Procedures Packet.
2. Submission of Materials
 - a. All materials must be submitted to the Regional Director of Membership at midwest.membership@gmail.com.
 - b. **All materials must be submitted on or before 11:59pm EST on February 12, 2012.**

B. Nominations from the Floor

1. Generally: Members who meet the eligibility requirements as described in Section I of this packet, but who do not submit the relevant materials in accordance with Section III(A)(2), must be nominated from the floor in order to qualify for candidacy of an elected position.
2. Nomination Procedure
 - a. The nomination period will be listed in the Plenary Agenda.
 - b. Nominations must be made by a registered delegate.
 - d. Once the floor is open for nominations, the registered delegate wishing to make a nomination must:
 - i. Rise;
 - ii. Be recognized by the Presiding Officer; and
 - iii. State: "I nominate [First Name, Last Name] for the position of [Elected Position]."
 - e. No second is required.
 - f. Through its registered delegate(s), a Chapter is permitted to nominate only one-person for each elected position.
3. In the event, that a candidate is nominated from the floor, the candidate must complete the Officer Application **within 24 hours of accepting nomination** and submit the form to the MWBLSA Parliamentarian.

C. Final Certification Requirements

1. All members meeting the eligibility criteria of Section I of this packet and who have followed the guidelines of Section III(A) or who anticipate a nomination from the floor in accordance with Section III(B), must also complete the following in order to qualify as a candidate for an elected office:

- a. **Mandatory Candidates' Meeting**
 - i. All pre-qualified candidates for office are required to attend a mandatory candidates meeting to be held at the 2012 Regional Convention at **4:00pm EST on Thursday, February 16, 2012** in a location to be announced.
 - ii. Candidates nominated from the floor are required to attend a mandatory floor candidates meeting, on a date, time and location to be announced during plenary.
- b. **Mandatory Pre-Election Meeting:** All candidates for office must attend the pre-election meeting to be held thirty minutes prior to the opening of election candidate speeches.
- c. **Post-Election Meeting:** Any candidate who is elected to a MWBLSA Regional Office is **required** to attend the Transitional Meeting on **Sunday, February 19, 2012, 10:00am-12:00pm**. This meeting is mandatory so please make your travel arrangements accordingly.

IV. Important Considerations

- A. No individual who has been elected to a regional position will be permitted to campaign for a National Executive Board position.
- B. Serving on the MWBLSA Regional Executive Board is a commitment, which requires traveling to at least 3 designated meetings during one's term and considerable extracurricular work. Please consider this when determining whether you will run for office.
- C. Travel expenses are not reimbursed or paid for by MWBLSA; therefore, you should consider your financial resources before running for a position.

V. Campaigning

- A. **Demeanor Prior to Commencement of Convention Campaign Meeting**
 - 1. Candidates **may** verbally announce their intent to run for office, prior to the candidates' meeting at Regional Convention, with **any** NBLSA member in **any** region.
 - 2. Only the candidate may endorse himself or herself prior to the candidates' meeting at Regional Convention.
 - 3. No Chapter may endorse any candidate prior to the candidates' meeting at Regional Convention.



4. No candidate for MWBLSA Regional Office shall disseminate printed material **prior to the mandatory candidates' meeting on February 16, 2012.**
5. After a Candidate has received notification from the 2011 MWBLSA Elections Committee that his or her application has been accepted, he or she may use MySpace, Facebook, YouTube, Twitter, a blog, website or any other electronic medium to advertise his or her candidacy, subject to the restrictions stated in Section V(B)(3) of this packet.

B. Campaign Material Approval

1. Expenses for Campaign materials may not exceed \$1,500.00, including monetary or in-kind contributions.
 - a. Receipts for all campaign materials must be submitted to the Elections Committee during the relevant mandatory candidates meetings at Regional Convention for approval.
 - b. The value for any in-kind contributions of an electronic nature must be approved prior to any publishing or dissemination. Approval shall be sought by e-mailing the Corporate Relations Director at midwest.corporaterelations@gmail.com with a description and estimated value of the in-kind contribution.
2. All candidates for Regional office must submit copies of all campaign materials and correspondence to the Elections Committee at the relevant mandatory candidates' meeting for approval.
 - a. This includes all printed material and electronic correspondences.
 - b. All website URLs must be submitted to midwest.corporaterelations@gmail.com within 24 hours of their publishing.
3. If a candidate is in doubt as to whether the communication is in violation of these rules, he or she may request pre-approval by the Committee prior to incurring any expenses.
4. Candidates may not use any Regional or National Listserv and may not post any campaign material to the NBLSA regional, national or local chapter Facebook group and/or page.

C. Candidate Endorsement

1. Local chapters must not publicly endorse a candidate **prior to the candidates' meeting Regional Convention.**
3. Current National and Regional Board members as well as Regional-Elect Board members are **prohibited** from endorsing any candidate for Regional office.

D. Demeanor after Commencement of Official Campaigning

1. Candidates may wear and distribute campaign materials (flyers, buttons, etc.) to attendees at the Convention.
2. No campaigning may occur during plenary. As such, no delegate is allowed to wear or prominently display any campaign materials within 30 feet of or inside of the room where plenary sessions will be held.
3. No candidate shall engage in an unfair campaign practice, including but not limited to:
 - a. Infraction or contempt of any campaign rule;
 - b. Libeling or slandering another candidate; and/or
 - c. Maliciously disrupting another campaign.
4. Responsibility
 - a. Each candidate will be presumed to bear responsibility for the actions of parties directly or indirectly involved with the candidate's campaign.
 - b. This presumption can be rebutted upon a showing that the candidate was not aware and had no reason to be aware of such actions, or that the candidate used his or her best efforts to discourage such actions.

E. Termination of campaigning: All campaign material must be removed and solicitation for support and other related activity must cease one hour prior to the beginning of the Candidates' Speeches on Saturday, February 18, 2012.

VI. Complaints and Enforcement of Elections Rules and Procedures

- A. The rules will be enforced in an effort to achieve adherence to the goals and principals of MWBLSA and NBLSA.
- B. The Elections Committee will enforce the rules outlined in the Elections Packet and investigate violation complaints. If a complaint is found to have merit, and Section V(D)(4)b) is not applicable, the offending candidate will be **disqualified**.
- C. Any person registered for the Regional Convention may file a complaint with any Elections Committee member for any violations of elections rules and procedures.
 1. Acceptance of complaints relating to violations of elections rules and procedures will cease 30 minutes prior to the Candidates' Speeches.
 2. Elections Committee members will be identifiable by badge or similar form of identification.



3. A complaint form will be made available to all registered Convention participants in the Convention Program.
 4. All complaints will be investigated and ruled on by the Elections Committee prior to voting.
- D. The Elections Committee reserves the right to amend or add to the election procedures at any time prior to the Regional Convention notwithstanding those specific procedures set out in the National Constitution and Bylaws.

VII. Election Speeches

- A. All candidates for office are required to give a speech and stand for questions during the Plenary Elections session.
- B. The order and time limits of Candidate Speeches and Questions and Answers will be determined after the mandatory Candidates' Meeting(s) but prior to the pre-election meeting in order to best accommodate the needs of all candidates.

VIII. Delegate Voting Procedures

- A. **Chapters in Attendance**
 1. Any active chapter with a registered delegate for the Regional Convention who attends at least seventy-five (75) percent of the plenary sessions during the 2012 Regional Convention is entitled to participate in the election of 2012-2013 MWBLSA Elected Regional Officers.
 2. All delegates will receive their chapter ballot and all relevant proxy ballots prior to the commencement of candidate speeches.
- B. **Proxy Vote**
 1. Only chapters who have submitted proxy materials to the Regional Parliamentarian by Wednesday, February 15, 2012 at 5:00pm EST will be entitled to participate in the elections via proxy.

IX. Ballot Count

- A. The election of officers will utilize a secret ballot voting method.
- B. The candidate that receives the simple majority of votes will be declared to have been elected to the position. A run-off election will be held if necessary to achieve a simple majority.



- C. If a candidate is unopposed, he or she must be voted for by the majority of registered delegate voters present during the elections plenary in order to be elected to the position.

X. Announcement of 2012–2013 MWBLSA Elected Officials

The names of those elected to office during the elections plenary will be announced during the 2011–2012 MWBLSA Regional Awards Gala to be held on Saturday February 18, 2012 in Columbus, Ohio.

XI. Inspection of Ballots

Before the close of the Regional Convention, a candidate has a right to inspect all of the physical ballots submitted for the position to which he or she was a candidate.

XII. Election Procedures Calendar

Deadline for candidates to submit Officer Application	February 12, 2012
Mandatory Candidates Meeting	February 16, 2012
Mandatory Candidates Meeting (Floor nominees)	To be announced
Deadline for floor-nominated candidates to submit Officer Application	February 18, 2012
Candidates Speeches, Q&A and Voting	February 18, 2012
MWBLSA Transition Meeting	February 19, 2012

Note: The Elections Committee reserves the right to extend or alter the dates above if deemed necessary.



XI. Appointed Position Information Session

All persons interested in being appointed to the following positions by the 2012–2013 Board should attend an information session on Sunday, February 19, 2012 from 10:00am–12:00pm EDT.

- Regional Director of Corporate Relations
- Regional Parliamentarian
- Regional Director of Frederick Douglass Moot Court Competition
- Regional Moot Court Specialist
- Regional Director of Thurgood Marshall Mock Trial Competition
- Regional Mock Trial Specialist
- Regional Director of Communications
- Regional Convention Coordinator
- Regional Director of Education and Career Development
- Regional Director of the Pre–Law Division
- Regional Academic Retreat Coordinator
- Regional Director of Membership
- Regional Director of Alumni Affairs and Development
- Regional Job Fair Coordinator
- Regional Historian
- Regional Editor–in–Chief of MWBLSA Law Journal



Midwest Region of the National Black Law Students Association 2012-2013 Officer Application

Please return this application to the Regional Director of Membership at
midwest.membership@gmail.com on or before 11:59pm EST on February 12, 2012.

Name: _____

Office Sought: _____

Street Address: _____

City, State, Zip: _____

Phone number: () _____

Alternative Number: () _____

Email Address: _____

Law School and Classification: _____

Registrar's Name and Number: _____

Chapter President: _____

List NBLSA Office(s) held on a local, regional or national level: _____

List membership(s) in and office(s) held with other organizations: _____

I have read and agree to comply with the Election Policies and Procedures. I understand that I must attend the final plenary session and fully participate in the Candidates' Speeches. I acknowledge that failure to comply with any of the aforementioned obligations may result in my disqualification.



Signature: _____ Date: _____

Midwest Region of the National Black Law Students Association 2012-2013 Candidacy Statement

Please return this application to the Regional Director of Membership prior to the end of the mandatory Candidates' Meeting.

Name: _____

Office Sought: _____

Current Address: _____

City, State, Zip: _____

Permanent Street Address: _____

City, State, Zip: _____

Phone Number: () _____

Email Address: _____

Law School and Classification: _____

Part I

Statement of Fiduciary Duty of Regional Executive Board Members of MWBLSA:

Regional Executive Board (REB) members agree to be governed by the Constitution and Bylaws of the Midwest Region of the National Black Law Students Association (MWBLSA). Each REB member must act in the best interest of MWBLSA at all times and disclose any information that may be harmful to MWBLSA.

I have read and agree to comply with the Statement of Fiduciary Duty of Regional Executive Board Members of MWBLSA.

Signature: _____ Date: _____



Part II

Duties as a MWBLSA Officer

I understand that as a Regional Executive Board Member, I will be responsible for attending all Regional Board meetings either on my own or through financial assistance from my law school. I also understand that if I am elected to the offices of Regional Chair or Vice Chair, that I have obligations to attend certain meetings of the National Black Law Students Association Executive Board and the Midwest Region of the National Black Law Students Association Executive Board. Finally, I understand that I may be asked to perform duties other than those listed in the description of my position in order to further the mission and goals of MWBLSA.

Signature: _____ Date: _____

Part III

Election Policy

I understand that I must attend the final plenary session and participate fully in Candidate Speeches. I acknowledge that my failure to comply with any of the aforementioned obligations may result in my disqualification.

Signature: _____ Date: _____

Please e-mail midwest.membership@gmail.com if you have any questions.



AVAILABLE ELECTED OFFICES

Regional Chair

Regional Vice Chair

Regional Secretary

Regional Treasurer

Regional Director of Sub-Region 1 (Michigan and Ohio)

Regional Director of Sub-Region 2 (Illinois and Indiana)

Regional Director of Sub-Region 3 (Minnesota, North Dakota, South Dakota, and Wisconsin)

Regional Director of Sub-Region 4 (Iowa, Kansas, Kentucky, and Missouri)

Regional Attorney General

Regional Director of Programming

Regional Director of Community Service



DESCRIPTION OF REGIONAL ELECTED OFFICES

A. REGIONAL CHAIR

The duties of the Regional Chair (hereinafter Chairperson or Regional Chair) will include but are not limited to:

- a. Serving on the National Board as Midwest Regional Representative;
- b. Disseminating National and Regional information to the Region;
- c. Exercising general authority over the business and activities of the Region;
- d. Chairing all Regional Board meetings;
- e. Presiding over the general assembly;
- f. Cosigning with the Regional Treasurer all checks written on Regional accounts;
- g. Serving as ex-officio member of all regional committees;
- h. Appointing individuals to fill all vacant Regional Board positions;
- i. Serving as Advisor to the succeeding Regional Director and Corporate Relations Director for the duration of their term(s) of office, but in no event shall the term of Advisor exceed two years;
- j. Evaluating dues petitions;
- k. Compile a brief synopsis of his/her yearly activities for the Midwest Region Annual Report;
- l. Produce an official transition report at the close of the term of office; and
- m. Performing such other duties as the Board, or the assembly assigns.

B. REGIONAL VICE CHAIR:

The duties of the Vice Chair will include but are not limited to:

- n. Exercising general authority over the business and activities of the Region in the absence or incapacity of the Regional Director;
- o. Sitting as a member of all standing committees;
- p. Coordinating communication with the Sub-Regional directors and the Director of Membership to develop a regional membership listserv for email transmissions to the sub-region;
- q. Review contracts related to the Job Fair, Academic Retreat, and Regional Convention;
- r. Solicit and establish chapters to apply and host the Job Fair, Academic Retreat, and Regional Convention for the upcoming academic year with the assistance of the Sub-Regional Directors so the locations of the events can be announced at the Regional Convention;
- s. Compile a brief synopsis of his/her yearly activities for the Midwest Region Annual Report;
- t. Produce an official transition report at the close of the term of office; and
- u. Performing such other duties as the Chairperson, the Board, or the assembly assigns.



C. REGIONAL SECRETARY:

The duties of the Regional Secretary will include but are not limited to:

- v. Maintaining and distributing minutes and agendas for all meetings;
- w. Maintaining an archive of officer reports;
- x. Acting as Regional Treasurer in the absence or incapacity of the Regional Treasurer;
- y. Inserting and completing the amendments passed by the Region to the Regional Constitution by April 1;
- z. Serving as an ex-officio member of all Regional committees;
- aa. Compile a brief synopsis of his/her yearly activities for the Midwest Region Annual Report;
- bb. Produce an official transition report at the close of the term of office; and
- cc. Performing such other duties as the Chairperson, the Board, or the assembly assigns.

D. REGIONAL TREASURER:

The duties of the Regional Treasurer will include but are not limited to:

1. Handling all funds and securities of the Region and ensuring that they are deposited in such a manner as the Board may designate;
2. Accounting for all funds received and disbursed by the Region unless otherwise indicated within this section:
 - a) In conjunction with the Regional Convention Coordinator, be responsible for receipt and disbursement of funds directly associated with Regional Convention expenses;
 - b) In conjunction with the Director of Moot Court, be responsible for receipt and disbursement of all funds related to the Frederick Douglass Moot Court Competition;
 - c) In conjunction with the Director of Mock Trial Competition, be responsible for the receipt and disbursement of all funds related to the Thurgood Marshall Mock Trial Competition;
 - d) In conjunction with the Academic Retreat coordinator, be responsible for the receipt and disbursement of all funds related to the Academic Retreat;
3. Making regular financial reports to the Board and a final report to the general assembly at the Convention;
4. Co-signing, with the Regional Director, all checks issued by the Region;
5. Submitting a budget for the year at the first regularly scheduled Board Meeting, to include a statement of accounts, debts, and all anticipated expenses based on program needs;
6. Disseminating dues information;
 - a) Per information disseminated from the Association's Membership & Dues chair tracking and reporting active status of regional

- chapters;
- b) Performing any other duties that the Regional Board or assembly may assign.
- 7. Compile a brief synopsis of his/her yearly activities for the Midwest Region Annual Report;
- 8. Produce an official transition report at the close of the term of office; and
- 9. Performing such other duties as the Chairperson, the Board, or the assembly assigns.

E. SUB-REGIONAL DIRECTORS:

The purpose of the Sub-Regional Director is to serve as an intermediary between the Regional Board and the chapters over which the Sub-Regional Director is assigned. The duties of the Sub-Regional Director include but are not limited to:

- dd. Serving as Sub-Regional Representative to the Regional Board;
- ee. Disseminating Regional information to Sub-Regional schools;
- ff. Reporting issues of Sub-Regional concern to the Regional Board in a timely manner, aside from the regularly held Board meetings;
- gg. Informing the Sub-Region of Regional and National BLSA policies and procedures;
- hh. Assisting Sub-Regions in complying with Regional and National policies and procedures;
- ii. Encouraging all schools within the Sub-Region to fulfill the criteria to be officially recognized by the National and Midwest Black Law Students' Association;
- jj. Compile a brief synopsis of his/her yearly activities for the Midwest Region Annual Report;
- kk. Produce an official transition report at the close of the term of office; and
- ll. Performing such other duties as the Chairperson, the Board, or the assembly assigns.

F. ATTORNEY GENERAL:

- mm. Research current legal issues facing the African-American Community;
- nn. Prepare memoranda to increase Midwest BLSA awareness of legal issues;
- oo. Prepare Amicus Curiae briefs to support cases affecting the African-American Community;
- pp. Coordinate with members of Congress to define issues affecting the African American community;
- qq. Prepare memoranda to be distributed nationally regarding Congressional issues that affect the African American community;
- rr. Coordinate Regional participation regarding such issues;
- ss. Help to prepare official statements on behalf of Midwest BLSA for issues that occurred in the Midwest Region with the approval of the



- Regional Chair;
- tt. Maintain frequent communication with the Sub-Region Directors;
- uu. Compile a brief synopsis of his/her yearly activities for the Midwest Region Annual Report;
- vv. Produce an official transition report at the close of the term of office; and
- ww. Performing such other duties as the Chairperson, the Board, or the assembly assigns.

H. REGIONAL DIRECTOR OF PROGRAMMING:

- xx. Develop and evaluate Regional programs that keep with the goals of NBLSA;
- yy. Work with the Sub-Regional Directors to develop and coordinate uniform programs to maintain the goals of NBLSA and the Region;
- zz. Serve on the Regional Convention Committee and work with the Regional Convention Coordinator to coordinate Regional program activities for the Regional Convention;
- aaa. Oversee the Regional programs funded as National projects, and other programs including:
 - i. Regional Academic Retreats; and
 - ii. Regional Dean Roundtables
- bbb. Develop methods to facilitate the implementation of Regional programs at the local level;
- ccc. Maintain frequent communication with the Sub-Regional Directors;
- ddd. Compile a brief synopsis of his/her yearly activities for the Midwest Region Annual Report;
- eee. Produce an official transition report at the close of the term of office; and
- fff. Performing such other duties as the Chairperson, the Board, or the assembly assigns.

I. REGIONAL DIRECTOR OF COMMUNITY SERVICE:

- ggg. Coordinate and execute all community affairs project undertaken on a Regional level
- hhh. Provide for the recognition of six chapters, one from each region, who have developed model community service programs;
- iii. Outline of the model programs recognized during the Regional Convention;
- jjj. Organize the Community Service project to be conducted during the Regional Convention;
- kkk. Maintain frequent communication with National Director of Community Service;
- lll. Compile a brief synopsis of his/her yearly activities for the Midwest Region Annual Report;
- mmm. Produce an official transition report at the close of the term of office; and
- nnn. Performing such other duties as the Chairperson, the Board, or the assembly assigns.