

LOUISIANA STATE BAR ASSOCIATION
HOUSE OF DELEGATES
RULES OF PROCEDURE

Rule I
MEETINGS OF THE HOUSE

1. The times and places selected for sessions of the House of Delegates of the Louisiana State Bar Association (hereinafter called "House"), during or in connection with the annual and midyear meetings of the Association, shall be set by the Board of Governors, pursuant to Article VIII, Section 5 of the Articles of Incorporation. Notification thereof shall be sent by the Secretary, not later than 30 days before the time fixed for the first session, to each member of the House and to each chair of a section and standing or special committee of the Association. Times and places for additional sessions may be fixed by the House.

2. Also in accordance with Article VIII, Section 5 of the Articles of Incorporation, additional meetings may be called by the President or shall be called by the Secretary of the Association on the written request or with the written consent of 25 members of the House of Delegates. When such a meeting is called the purposes of the meeting shall be included by the Secretary in the notice of such call; but the business transacted at such meeting shall not be limited by such statement.

3. Notice of any meeting of the House shall be deemed to be sufficiently given if written notice of the time and place thereof is forwarded by the Secretary to each member of the House according to the roster of its members maintained by the Secretary and to the chairperson of each section and standing and special committee at the email address maintained for such member in the Association's database.

4. The Secretary shall include with the notice of any meeting an agenda of the business of the meeting. If the agenda is not available when the notice is sent, the Secretary shall send the agenda to the members of the House as soon as it is available, but not less than 10 days in advance of the meeting.

5. Meetings of the House shall be open to attendance by members of the Association, subject to the right of the House, by vote, to go into closed sessions at any time or to determine that particular sessions shall be closed sessions. In fixing and announcing any annual or special meeting of the House, the Board of Governors or the President may announce one or more sessions as closed sessions of the House; and such sessions shall be closed, unless the House shall vote otherwise.

6. The following persons shall have the privilege of the floor without the right to vote: chairs of committees and task forces; past presidents of the Association; members of the Board of Governors; the Association's Executive Director; and the Chief Disciplinary Counsel of the Louisiana Attorney Disciplinary Board.

7. The chairpersons of the sections of the Louisiana State Bar Association shall be ex-officio members of the House of Delegates and, as such, shall have all of the privileges as members of the House including, but not limited to, the right to vote, the right to the floor, and the right to designate a proxy.

Rule II PRESIDING OFFICER

1. The President of the Association shall preside at meetings of the House. In the absence of the President of the Association, the President-Elect shall preside. In the absence of both the President and the President-Elect, the House shall choose a chairperson pro tempore. Pending such selection, the Secretary shall assume the chair.

2. The presiding officer shall preserve order and shall have the power to designate members of the House to assist in preserving order. The presiding officer, or aforementioned designee(s), shall require observance of the Rules of the House and shall decide questions of order and procedure. On an appeal by a member from a ruling by the presiding officer, no member shall speak more than once except by unanimous consent.

4. The presiding officer shall, at the opening of each meeting of the House, make a brief statement of the principal business to be considered by the House.

Rule III MEMBERSHIP

1. Members of the House of Delegates shall be elected in accordance with Article VIII of the Association's Articles of Incorporation. The Secretary shall maintain a roster of the membership of the House. Such roster shall be open to examination by any member of the Association.

2. Any member designating an alternate to vote for an elected member at any meeting shall file with the Secretary, prior to the commencement of the meeting, a written proxy in such form as may be prescribed.

Rule IV HOUSE RECORD

The proceedings of the House shall be stated in its record kept by the Secretary of the Association, who shall be ex-officio Secretary of the House. Prior to the adjournment of a meeting, minutes of the previous meeting shall be sent by the Secretary to each member of the House. Any changes to the minutes shall be made at the time the House considers such minutes for approval.

Delegates shall coordinate their efforts to ensure all constituents receive reports of the substance of proceedings at each meeting.

Rule V

THE ORDER OF BUSINESS

1. The order of business of the House each day shall include the following:
 - (a) the certification of a quorum, or lack thereof, by the Secretary;
 - (b) reading and approval of the record;
 - (c) unfinished business from the preceding day;
 - (d) the special order of business for the day;
 - (e) the next item on the published agenda for that meeting of the House;
and
 - (f) new business.
2. The agenda for each meeting of the House shall include:
 - (a) Presentation of any matters which the Board of Governors or local bar association, or any affiliated organization of the legal profession wishes to bring before the House;
 - (b) Presentation of any matters which any Section or Standing or Special Committee of the Association wishes to bring before the House; and
 - (c) Any resolution or matter proposed by a member of the House or a member of this Association, provided a copy of the resolution or a complete notice covering its subject matter, shall have been filed with the Secretary of this Association at least fifteen (15) days prior to the date of the meeting of the House.
3. Any subject may by a vote of two-thirds of the members of the House present, be made a special order and considered by the House as though proper notice had been given.
4. Questions relating to the priority of business shall be decided by the presiding officer, subject to appeal to the House. Any such appeals shall be decided by majority vote of the members present.

Rule VI QUORUM

1. The presence of a majority of the duly elected members of the House of Delegates, either personally or through duly appointed and certified alternates, shall constitute a quorum for the official conduct of all matters pertaining to the business of the House of Delegates. Vacant seats in the House of Delegates shall not be counted when calculating a quorum.
2. Prior to the commencement of any scheduled meeting of the House of Delegates the delegates shall check in for the meeting via such procedures as established by the presiding officer. Each delegate's presence or absence shall be noted in the minutes of the meeting.
3. If it is ascertained that a quorum is not present, no debate, business or motion, except to recess or to adjourn, shall be in order.
4. If it is ascertained that a quorum is present, the stated business of any scheduled meeting of the House of Delegates may be conducted in full and to completion, irrespective of the continued presence of said quorum, until such time as a majority of the members present and voting shall, by resolution, adjourn for the day.

Rule VII DEBATE

1. When a member of the House desires to speak, the member shall rise and address the presiding officer. Upon being recognized, such member shall state his/her name and respective capacity. No member shall speak more than once at the same session upon any one question, unless with the unanimous consent of the House. The member who made the motion under discussion shall have the right to close the debate upon it.
2. No member of the House or chairperson of a standing or special committee of the Association shall speak more than five (5) minutes at one time without majority consent of the House, unless the member be then engaged in making the report of a Section of the Association or of a committee of the Association or of the House. A chairperson of a standing or special committee of the Association may have the privileges of the floor, without vote, and may speak or make a motion, only concerning any report of the committee or any matter within the jurisdiction of the Committee. When a minority report has been filed in connection with a committee report, one representative of the minority, selected by the minority for that purpose, shall have the privilege of the floor, without vote, to speak once upon the question, not to exceed five (5) minutes.
3. No non-member of the House (except those set forth in Rule I, Section 6 of these Rules, or persons presenting minority reports of committees or sections) shall be heard by the House, unless upon motion of a member and the unanimous vote of the House.
4. At the request of the presiding officer or any member, any resolution or motion shall be reduced to writing. Such a resolution or motion shall be read before it may be debated. The

House or the presiding officer may require that copies of any resolution shall be made available to members of the House before a vote is taken thereon.

5. Any resolution or matter, notice of which is filed by a member of the House or a member of this Association with the Secretary 15 days or more prior to any meeting of the House of Delegates shall be sent as soon as possible to each member of the House prior to the scheduled meeting of the House. Wherever practical, copies of each report by a committee of the Association or of the House shall be made available to each member of the House, before or at the time of the presentation of such report. Unless otherwise ordered by vote of the House or directed by the presiding officer, reports of sections and committees of the Association and reports of committees of the House, of which copies are available, shall not be read orally at the meeting, but shall be stated to the House in substance only. When the reading of a report is called for and objected to, the reading shall be determined by a vote of the House, without debate.

Rule VIII
COMMUNICATIONS, ETC.,
FROM THE BOARD OF GOVERNORS
AND THE GENERAL ASSEMBLY

1. The presiding officer may place before the House, or a member may move to place before the House, any resolution, report, message, or information of action from the Board of Governors or the General Assembly of the Association at any time except while the House is voting, or while the record is being read, or while a question of order is pending. Any motion to lay such a resolution, report, message, or other information before the House shall be determined without debate and, if carried, shall become a special order of business.

Rule IX
VOTING

1. Voting shall be conducted electronically, with specifics to be determined by LSBA staff with the approval of the Association's Executive Committee. Upon request of ten (10) members of the House, a roll call shall be had on any matter.

2. When a question has been decided by the House, any member voting with the prevailing side may, on the same day, move a reconsideration. If the House shall refuse to reconsider or upon reconsideration shall affirm its first decision, no further motion to reconsider shall be in order unless by unanimous consent.

3. Except as otherwise provided herein, Roberts Rules of Order latest edition shall be followed in the conduct of all business meetings.

Rule X

COMMITTEE ON LIAISON

1. The House shall have a Committee on Liaison, which shall consist of three members elected by and from the House. Election of such members shall be held at the Midyear Meeting of the Louisiana State Bar Association. Committee members shall serve three-year terms beginning at the conclusion of the Annual Meeting immediately following their election and ending at the conclusion of the fourth Annual Meeting following their election.

Immediately following the election at each Midyear Meeting, the House shall elect one member from the Liaison Committee as constituted for the coming year to serve as the Chair for the term beginning at the conclusion of the Annual Meeting immediately following his/her election and ending at the conclusion of the second Annual Meeting following his/her election. The chairperson of said Committee shall be known as the House of Delegates Liaison and shall serve as an ex-officio member of the Board of Governors, with the same rights and privileges of all other members of the Board, including the right to vote, as defined in Article VII, Section 1 of the Association's Articles of Incorporation.

- a) At each Midyear Meeting the House shall fill the vacancy on the Liaison Committee by electing a Liaison Committee member from the group of judicial districts (1st through 19th or 20th through 42nd) different from the group represented by the member whose term is expiring. Liaison Committee members may not be elected to serve consecutive terms.
- b) Only members of the House of Delegates are eligible to serve as members of the Liaison Committee. If a member of the Liaison Committee ceases to be a member of the House of Delegates at any time during his/her term on the Liaison Committee, the President shall appoint a member of the House to serve the remainder of such term on the Liaison Committee.

2. The House may, from time to time, create and have such other committees of the House as it may deem desirable for the furtherance of its business.

3. For the purpose of furthering the consideration of a subject at any meeting of the House, the President of the Association may appoint a special committee of not more than five members to consider such subject and report its findings to the House. Unless otherwise voted by the House, any committee so appointed shall not continue beyond the adjournment of the next meeting of the House.

4. The President of the Association shall be an ex-officio member of all committees of the House.

Rule XI

PERSONS IN ATTENDANCE AT SESSIONS OF THE HOUSE

1. Non-members of the House, if members of the Association, may attend sessions of the House, except at times when the House is in closed session; provided that non-members of the

House shall not at any time enter that portion of the hall reserved for the delegates and that all persons in attendance, except members of the House, may, by vote of the House, be required to withdraw from the hall in which the House is meeting.

2. Employees of the Association shall be admitted to sessions of the House without special authorization.

3. Representatives of the press may attend those sessions of the House which are not closed.

4. The House may, by unanimous vote, extend to any person the privilege of attendance at any session.

Rule XII AMENDMENT AND SUSPENSION OF RULES

1. No motion to amend any rule or any part thereof shall be in order unless notice of such motion shall have been filed with the Secretary in writing, specifying the rule or part thereof proposed to be amended and the purpose of the amendment, and unless 10 days notice of such motion shall have been given by the Secretary to each member of the House. A vote of two-thirds of those members present at any session and not less than a majority of those who have responded to any roll call at the meeting of the House for which notice of the amendment was given shall be required to amend the Rules.

2. By a two-thirds vote of the members voting at a session of the House, Rules V or VII, or any part thereof, may be suspended during such session of the House.

Rule XIII ALTERNATE DELEGATES

1. Any member of the House may designate a member of the Association in good standing from his/her judicial district to serve as his/her alternate at any specific meeting of the House; provided, however, no person may be designated an alternate for more than one absent elected delegate and no elected delegate may serve as an alternate.

2. A duly certified alternate shall have all the privileges of a member of the House at the specific meeting for which he/she has been designated as alternate.

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