

TEXAS YOUNG LAWYERS ASSOCIATION
P O L I C Y M A N U A L

TABLE OF CONTENTS

ARTICLE	PAGE
1 American Bar Association.....	1
2 Awards.....	1
3 Reimbursement Policy.....	2
4 Meetings of the TYLA Board of Directors	5
5 Elections	5
6 Joseph M. Pritchard Inn.....	8
7 Grant Programs	9
8 Local Affiliates	9
9 Publications	9
10 Relationship to State Bar of Texas and the Supreme Court of Texas.....	9
11 Sponsored Events	10
12 TYLA Staff	10
13 Strategic and Long Range Plan.....	10
14 Texas Rules of Civil and Criminal Procedure	10
15 Amendment	10

ARTICLE 1
AMERICAN BAR ASSOCIATION

1.1 ABA/YLD DISTRICT REPRESENTATIVE

- A. The young lawyers of Texas are represented by two District Representatives in the Young Lawyers Division of the American Bar Association, and those representatives are selected in compliance with the election procedures of the ABA/YLD. The representatives serve as liaisons to the Board of Directors of the TYLA and attend, whenever practical, all meetings of the board and report on those matters and issues which affect the TYLA and the young lawyers of the State of Texas.
- B. For purposes of selection of the ABA/YLD District Representatives, the TYLA shall conduct an election for the open position of ABA/YLD District Representative. The individual(s) nominated must be capable of fulfilling the entire term as District Representative as a member in good standing of the ABA/YLD. A written ballot will be sent to the president of each local affiliate and the election will be held in accordance with the terms of the election agreement between the TYLA and those local affiliates recognized by ABA/YLD in the subject district. The Chair of the TYLA Nominations Committee shall conduct the election of the ABA/YLD District Representatives in accordance with the ABA/YLD governing rules.

1.2 ABA/YLD AWARD OF ACHIEVEMENT COMPETITION

TYLA will submit an application if possible in each category of the ABA/YLD Award of Achievement Competition under the rules and regulations as prescribed by the ABA/YLD.

1.3 TYLA REPRESENTATIVES TO ABA MEETINGS

All TYLA Executive Committee members and ABA/YLD District 25 & 26 Representatives may attend any of the following ABA/YLD meetings: national conferences, the ABA Annual Meeting, the ABA Mid-Year Meeting, and regional meetings. The TYLA President shall determine how many and which members of the TYLA Board—in addition to the Executive Committee and the District Representatives—will attend any of those meetings. The President shall also determine which individuals will serve as voting delegates and as alternates to the ABA/YLD Annual Meeting and the ABA/YLD Mid-year Meeting.

ARTICLE 2
AWARDS

2.1 AWARD OF ACHIEVEMENT COMPETITION

- A. Each year, the TYLA recognizes the outstanding activities of its local affiliates through an Award of Achievement Competition. The competition is divided into the categories of large city (Austin, Dallas, Houston, Fort Worth, and San Antonio), and small city (all other local affiliates), and awards are given for outstanding comprehensive programs and single projects in the categories of service to the public and service to the bar. The applications for awards are submitted by local affiliates to the TYLA Local Affiliates Committee under rules as prescribed by the committee. These rules conform to the ABA/YLD Rules and Procedures for Award of Achievement Competition. Once the applications are received, the committee reviews them and selects winners in the various categories. The awards will be presented at either the TYLA Annual Meeting or at the Texas Bar Leaders Conference.

- B. In connection with such application, any submission of video materials may be in VHS or DVD format.

2.2 LIBERTY BELL AWARD

- A. TYLA annually gives its Liberty Bell Award to the outstanding nonlawyer who has made the most selfless contribution to his or her community that strengthens the effectiveness of the American system of justice. Nominees for such award are submitted to the Liberty Bell Award Committee by local affiliates, local bar and minority bar associations under the rules prescribed by that committee. The committee makes a recommendation to the TYLA Board of Directors at its final quarterly meeting for approval as to who should receive the award. The Liberty Bell Award is presented at the TYLA Annual Meeting by the Chair of the Liberty Bell Award Committee.
- B. The criteria for the Liberty Bell Award include outstanding community service in the areas of education, business, science, communication, labor, government, religion, professional, and youth organizations, as evidenced by activities which:
1. promote a better understanding of our government and the Bill of Rights;
 2. encourage greater respect for the law and courts;
 3. stimulate a deeper sense of individual responsibility of citizen's rights and duties;
 4. contribute to the effective functioning of our institution of government; and
 5. foster a better understanding and appreciation of the law.

2.3 OUTSTANDING YOUNG LAWYER AWARD

- A. TYLA annually gives an award to the outstanding young lawyer in Texas. Nominees for such award are submitted to the Outstanding Young Lawyer Committee by local affiliates, local bar, and minority bar associations under rules prescribed by that committee. The committee makes its recommendation to the TYLA Board of Directors at its final quarterly meeting. The Outstanding Young Lawyer Award is presented at the TYLA Annual Meeting by the Chair of the Outstanding Young Lawyer Committee.
- B. The lawyer must be licensed to practice in Texas, have paid the annual membership fee prescribed by the Supreme Court of Texas, and be age 36 or younger as of June 1st¹. The committee shall consider all outstanding qualities of the nominees in making its recommendations, including exemplified professional proficiency, service to the profession, and service to the community.

2.4 OBJECTIVITY

It is the policy of the TYLA that persons serving on its awards committees shall be instructed that their function is to be objective in evaluating all award applications, and that they shall not be an advocate for their local associations or promote the award applications of their local associations.

¹ If the age requirement for TYLA membership is amended, the age requirement for this section will automatically change as reflected in the TYLA by-laws.

ARTICLE 3
REIMBURSEMENT POLICY

3.1 PRESIDENT, PRESIDENT-ELECT, IMMEDIATE PAST PRESIDENT, CHAIR OF THE BOARD, AND CHAIR-ELECT

- A. The persons holding the offices of President, President-elect, Immediate Past President, Chair of the Board, and Chair-elect are entitled to reimbursement for the following travel and meeting expenses:
1. all reasonable and necessary travel and meeting expenses actually incurred by said Officers and their spouses in connection with conducting TYLA business; and
 2. childcare expenses incurred by or for the children of said Officers during periods of travel on TYLA business when reasonably required and subject to a maximum reimbursement of \$60.00 per day for the first child plus \$5.00 per day for each additional child, whether the child or children remain at home or accompany the Officer or spouse on the trip.
- B. The current President who presides at the Annual Meeting and the current President-elect shall be entitled to reimbursement for reasonable and necessary travel expenses for their children to travel to the TYLA Annual Meeting.

3.2 OTHER TYLA OFFICERS, DIRECTORS, LIAISONS, COMMITTEE MEMBERS, AND INVITED GUESTS

A. Board Meetings

1. Transportation:
 - a. If traveling by commercial air to and from the location of the TYLA board meeting, the following expenses shall be reimbursed—round-trip coach airfare; cab fare; airport shuttle fees; or, if actual mileage is at least 30 miles, mileage on a personal auto at the then-current State Bar rate for travel from home or office to and from the airport; and airport parking fees for a personal auto.
 - b. If traveling by personal auto to and from the location of the board meeting, the following expenses shall be reimbursed—actual mileage on a personal auto at the then-current State Bar rate for travel from home or office to and from the site of the meeting, and parking and toll charges incurred for use of a personal auto during the trip to and from the meeting.
 - c. If traveling by means other than commercial air or personal auto, reimbursement shall not exceed actual costs incurred and will be reimbursed consistent with Section 3.2.A.1.a and based upon the available cost of reasonable commercial airfare.
2. Lodging and Meals:
 - a. No individual lodging and meal expenses incurred while traveling to and from a board meeting are reimbursable.
 - b. Hotel accommodations for two nights (Friday and Saturday) during the Board meeting and charges for

most meals during the course of the meeting will be billed directly to the TYLA and therefore individual reimbursements for these expenses will be unnecessary.

- c. Specific items that are not reimbursable include: additional nights at the hotel; personal charges to the hotel room such as for room service, movies, and meals other than those provided to all persons attending the meeting.
- d. Hotel charges incurred by the TYLA as a result of an Officer or Director who (i) fails to attend a meeting after stating his/her intent to attend, and (ii) fails to notify the TYLA staff that he/she cannot attend, may, in the discretion of the Executive Committee, be assessed against and recovered from such Officer or Director.

3. Source of Funds for Reimbursement:

The source of funds for reimbursement of expenses to TYLA board meetings shall be budgeted TYLA funds that have been allocated for travel and meeting expenses.

B. Committee Meetings

1. Transportation:

For persons attending a TYLA committee meeting, the same reimbursement policy for transportation expenses contained in Section 3.2.A.1 shall apply.

2. Lodging and Meals:

Reimbursement for lodging and meals for any persons attending a TYLA committee meeting shall be limited to a maximum reimbursement of \$100.00 per day and are limited to one day's expenses during a meeting; i.e., the maximum reimbursement for lodging and meals incurred during any one TYLA committee meeting shall be \$100.00 unless otherwise approved by the TYLA President or Executive Committee.

3. Group Arrangements:

If group arrangements are made by the TYLA staff for any committee meeting, individual reimbursements for lodging and meals will not be allowed and the limitations in the foregoing paragraph are not applicable.

4. Source of Funds for Reimbursement:

The source of funds for reimbursement of expenses for committee meetings shall be budgeted TYLA funds that have been allocated to that particular committee; therefore, care must be taken to insure that adequate funds are available in a committee's budget before travel expenses are incurred.

C. ABA/YLD Meetings

1. Reimbursable items and amounts: Budget permitting, persons approved to attend any ABA/YLD meeting may be reimbursed for the following expenses:

a. Transportation:

- (1) If traveling by commercial air to and from the meeting, the following expenses may be reimbursed:

- (a) Round-trip coach or "companion" airfare for the attendee (every effort shall be made by the attendee to obtain an advance purchase ticket; the TYLA Executive Committee shall have the discretion to deny airfare that exceeds this rate);
 - (b) Reasonable cab fare, shuttle fees, or rental car expenses and parking (every effort shall be made to minimize ground transportation expenses);
 - (c) Actual mileage on a personal auto, at the then-current State Bar mileage reimbursement rate for travel from home or office to and from the meeting site, if actual mileage is at least 30 miles;
 - (d) Toll fees to and from the airport and meeting site; and
 - (e) Airport parking charges for a personal auto.
- (2) If traveling by personal auto to and from the meeting, the following expenses may be reimbursed:
- (a) Actual mileage on a personal auto, at the then-current State Bar mileage reimbursement rate for travel from home or office to and from the meeting site, if actual mileage is at least 30 miles;
 - (b) Parking charges at the meeting site; and
 - (c) Toll fees to and from the meeting site.
- (3) If traveling by means other than commercial air or personal auto, reimbursement shall not exceed actual costs incurred and will be reimbursed consistent with Section 3.2.C.1.a. (1).
- b. Lodging:
- Hotel reimbursement will be limited to room and tax; incidentals such as laundry and movies will not be reimbursed.
- c. Meals:
- Reasonable meal expenses. Charges for alcoholic beverages will not be reimbursed.
- d. Other Expenses:
- (1) Registration fees for ABA/YLD or regional meetings;
 - (2) Tickets to officially sponsored ABA/YLD or regional events;
 - (3) Reasonable tips; and
 - (4) Any other reasonable expense approved in advance by the TYLA President.
2. Alternative Pro Rata Reimbursement: If the budget does not permit each attendee to be reimbursed in total, each attendee shall be reimbursed on an equal, pro rata basis. However, the President, President-elect, Immediate Past President, Chair, and Chair-elect will be reimbursed for all reasonable and necessary expenses incurred in connection with the meeting.
3. Cancellations/Unused Tickets: Reimbursement shall be denied for expenses incurred but not actually used (e.g., canceled hotel rooms, unused event tickets, etc.), unless approved by the TYLA Executive Committee.
 4. Reimbursement from ABA/YLD: Each attendee is obligated to seek any reimbursement available from the ABA/YLD. The attendee must endorse to the TYLA any reimbursement received from the ABA/YLD. If the attendee fails to seek reimbursement from the ABA/YLD, the TYLA Director of Administration or the Treasurer may subtract that amount from any future reimbursement request submitted by the attendee.
 5. Relation to Section 3.1: Nothing in Section 3.2.C should be construed to limit reimbursement for reasonable and necessary travel and meeting expenses available to the TYLA President, President-elect, Immediate Past President, Chair, and Chair-elect under Section 3.1. However, Section 3.2.C. should act as a guideline for what constitutes necessary travel and meeting expenses.
- D. ABA/YLD Leadership
- Those persons who otherwise qualify for TYLA membership and are in ABA/YLD leadership positions on the ABA/YLD Council who receive reimbursement by the ABA/YLD for airfare must attach a copy of their ABA reimbursement request to their TYLA reimbursement request, and will be given an additional per diem by the TYLA, equal to the current ABA/YLD per diem, not to exceed actual expenses.
- E. Other Meetings
1. For other meetings, reimbursement shall be consistent with any reimbursement policies outlined for such meeting. If no reimbursement policy is outlined, reimbursement shall be consistent with the reimbursement for TYLA committee meetings.
 2. Outgoing TYLA Officers who attend the TYLA annual Meeting will be reimbursed for their cost of travel and one night's lodging.
- ### 3.3 EXPENSES OTHER THAN FOR TRAVEL AND MEETINGS
- A. All TYLA Officers, Directors, and committee members shall be reimbursed for the following non-travel expenses to the extent reasonable and necessary to carry out TYLA business:
1. Long distance telephone charges substantiated by either an actual copy of the bill or documentation generated by a firm's accounting system.
 2. Postage fees substantiated by backup documentation for each mailing. There will be NO reimbursement for use of overnight or express mail. Under NO circumstances will such charges be allowed for submitting committee reports or reimbursement requests.
 3. Photocopy expenses substantiated by actual invoice or by documentation generated by a firm's accounting system, subject to a maximum reimbursement of 15 cents per copy.
 4. Facsimile expenses substantiated by actual invoice or by documentation generated by a firm's accounting system, subject to a maximum reimbursement of \$1.00 per page.

5. Other reasonable expenses substantiated by actual invoice or by other acceptable documentation, including but not limited to, printing, video and audiotape production and reproduction expenses. In instances where the expense includes creation of original artwork or material, reimbursement shall be conditioned on receipt of the original master tape, artwork, or diskette in the TYLA office.
6. All contacts with vendors and all contracts shall be coordinated through the TYLA office. If any single expense of the type specified in this Section 3.3.A is anticipated to equal or exceed \$500.00, the prior approval of the TYLA Director of Administration shall be required. The TYLA Director of Administration shall advise and consult with the TYLA President or Treasurer concerning such matters. When appropriate, the TYLA Director of Administration shall obtain other cost estimates for the item.
7. The current TYLA President may be reimbursed for up to \$600.00 per month (payable to either the President individually or his/her firm or employer, whoever incurred the expense) for expenses of secretarial and other staff who assisted the President in conducting the affairs of the TYLA. Documentation to substantiate a request for reimbursement of such expenses should include a statement or invoice showing the actual number of hours worked by such secretarial or other staff on TYLA business.

3.4 NON-REIMBURSABLE EXPENSES

There will be NO reimbursement made for any of the following:

- A. Rental car charges except when approved by the TYLA President or Treasurer.
- B. Travel or other expenses incurred by a spouse, child, or guest of a TYLA Officer, Director, liaison, committee member, or invited guest, except as specifically provided in Section 3.1.
- C. Alcoholic beverages.

3.5 REIMBURSEMENT PROCEDURES

- A. A request for reimbursement of allowable expenses shall be submitted on an approved TYLA Request for Reimbursement form no later than sixty (60) days after the date on which the expenses were incurred or the last day of the fiscal year, whichever is earlier. Any request that fails to comply with this time requirement may be denied unless a request to waive this requirement is made to the TYLA Executive Committee through the Treasurer and such request is approved. A decision of the Executive Committee denying such a request for a waiver may be appealed to the TYLA Board at the next regularly scheduled board meeting.
- B. Only one request for reimbursement should be submitted for each meeting. All expenses for that meeting are required to be submitted at the same time and on one form. If it is necessary to prepay certain items or preregister for a meeting, these expenses can be submitted on a separate request for reimbursement.
- C. Requests for reimbursement of expenses pertaining to two or more committees must be submitted on separate request forms or apportioned on one form in such a manner as to allow the requests to be charged to the appropriate committees.

- D. Original receipts for all expenses submitted on the request form must be attached to the form. If a receipt is not available, a brief written statement of the item is required either on the form itself or on a note attached to the form explaining why the receipt is unavailable and verifying the amount submitted. Requests submitted without receipt or written explanation will be returned to be resubmitted with proper receipt and documentation attached.
- E. The Certification of Expenses contained on the Request for Reimbursement form must be signed and dated for each request that is submitted.
- F. The original copy of the Request for Reimbursement with receipts attached is to be delivered to the TYLA Treasurer within the time requirements specified above. Each person submitting a request should keep a complete copy for his/her personal files. During the month preceding the close of the fiscal year for the State Bar of Texas, all reimbursement requests shall be submitted directly to the TYLA Director of Administration.
- G. In the event that it is necessary to prepay or provide a deposit for any expense that is reimbursable pursuant to the policies outlined herein, a reimbursement request along with a written explanation and supporting data shall be submitted to the TYLA Treasurer and handled consistent with the procedures outlined herein.

3.6 PROCESSING PROCEDURES

- A. Each reimbursement request received by the TYLA Treasurer shall be reviewed for proper completion of the form, computational accuracy, and compliance with stated TYLA reimbursement policies and, if approved, forwarded to the TYLA staff.
- B. The Treasurer shall develop procedures for approval or disapproval of requests to be coordinated through the TYLA staff.
- C. If the Treasurer approves the request:
 1. the original will be signed by the Treasurer, or otherwise approved, and forwarded to the TYLA staff;
 2. the TYLA staff shall also review the request, provide any necessary accounting data, and initial the request as required by the State Bar Finance Department; and
 3. the request shall be delivered promptly to the Finance Department for processing and payment.
- D. If the Treasurer partially disapproves the request:
 1. the Treasurer or TYLA staff shall annotate the request form to remove the disapproved item(s) and adjust the calculated amounts;
 2. the steps for processing an approved request shall be carried out for the request as annotated; and
 3. disapproved expenses may be resubmitted with supporting documentation or written explanation within any reasonable time period determined by the Treasurer.
- E. If the Treasurer disapproves the request in its entirety, the Treasurer shall notify in writing the person who submitted the request that the request has been totally disapproved and the

reasons therefore.

- F. The Treasurer shall not approve requests that are submitted more than sixty (60) days after expenses are incurred without the approval of the TYLA Executive Committee or if such expense appears to exceed the applicable meeting or committee budget.
- G. Failure to comply with any of the above procedures may delay payment or result in the denial of the reimbursement requested in its entirety. During the month preceding the close of the fiscal year for the State Bar of Texas, any member of the Executive Committee may sign, or otherwise approve, any pending reimbursement requests.

3.7 APPEAL OF DISAPPROVED REQUESTS FOR REIMBURSEMENT

- A. Any person who submits a request for reimbursement that is partially or totally disapproved can appeal the disapproval to the TYLA Executive Committee.
- B. Within thirty (30) days from the date of the notice disapproving the request, the person wishing to appeal must send a written notice to the TYLA Chair of the Board seeking a review of the disapproval of the reimbursement request.
- C. The Chair shall place any such requests for review on the agenda of the next regularly scheduled Executive Committee meeting. The committee will consider each such request and vote to either confirm or reverse, in whole or in part, the disapproval of the reimbursement request.

ARTICLE 4

MEETINGS OF THE TYLA BOARD OF DIRECTORS

4.1 ATTIRE

Subject to the discretion of the TYLA Chair of the Board, Officers, Directors, and committee members should wear appropriate business-like attire for the Friday session of a regular meeting of the board; however, casual attire may be worn for the Saturday session of such meetings.

4.2 SUBMISSION OF RESOLUTIONS AT BOARD MEETINGS

Any resolution to be presented at a TYLA Board meeting shall be first presented to the Executive Committee at least thirty (30) days in advance of the Board meeting at which the resolution will be presented. The primary, but not the sole, purpose of this section is to enable the resolution to be included within the materials distributed prior to the Board meeting at which the resolution will be presented.

ARTICLE 5

ELECTIONS

5.1 PRE-NOMINATION RULES FOR CANDIDATES FOR TYLA PRESIDENT-ELECT

Prior to the public announcement of nominations, campaigning for the office of President-elect or related organizational efforts shall be absolutely prohibited. Contact with third-party vendors for the purposes of preparing campaign brochures or other informational materials is considered related organizational efforts under this

section. A violation of this rule shall be punishable as determined by the Nominations Committee if raised at or before the time of nomination. If raised after the nomination, then the procedure in Article 5.2 W and X shall be followed.

Any preliminary or preparatory measures conducted by the potential candidate in his or her own office or home, but not involving any outside party, that enable him or her to run for TYLA President-elect shall not be considered a violation of campaign rules.

5.2 RULES REGARDING THE ELECTION OF THE TYLA PRESIDENT-ELECT

A. To the fullest extent possible, all campaigning, whether by spoken or written solicitation, should concentrate on the merits of the nominee favored and should avoid criticism of the other nominee. Nomination to President-elect of the TYLA is an ultimate expression of confidence and trust in the nominees by their peers. Each nominee and his or her supporters should make every effort to present the nominee's candidacy in a dignified manner.

B. Nominees for President-elect shall not conduct any personal campaigning outside their offices until March 1st. Nominees may, however, conduct related organizational efforts by means of personal letters and telephone calls from the time of their nomination.

C. From and after March 1, the nominees may personally campaign out of their offices a total of not more than 20 days, excluding travel time. The nominees are encouraged to agree to a lesser number of days. No personal campaigning outside their offices may be conducted by the nominees after the day prior to the day voting is scheduled to begin. Nominees may agree to amend this rule subject to prior written approval of the Nominations Chair.

D. Letters to young lawyers missed during the campaign are not allowed; provided, that the nominees may send "thank you" letters to those lawyers who actually organized campaign visits to their law offices or local organizations. Letters and other communications during the campaign to young lawyers actually involved in the nominee's campaign are not prohibited, nor are "thank you" letters to lawyers who actually organized campaign visits to their law offices or local organizations.

E. Nominees should refrain from participation in committee activities during the campaign if their involvement in committee activities could reasonably be expected to create an unfair advantage by virtue of additional mail-outs or publicity for the nominee. A nominee shall report to the TYLA Nominations Chair any such committee activities. Notwithstanding the nominee's obligation to so report, the Nominations Chair shall be charged with the obligation to conduct an appropriate inquiry concerning the nominee's involvement in committee activities during the campaign. If there is a question as to the propriety of a nominee participating in such activities, the matter shall be reviewed by the Nominations Chair, in consultation with the Executive Committee and, where appropriate to avoid any resulting advantage, the Nominations Chair shall restrict or delay such activities or take other appropriate action.

F. The only professionally printed material a nominee may use in the campaign is the nominee's four-color brochure consisting of folded 8-1/2" x 11" paper of the same weight and coating allowed for the election of President-elect of the State Bar of Texas. The quantity of these brochures may not exceed the number required by the State Bar, plus 5,000. The nominees may not print more brochures without the prior approval of the Chair of the TYLA Nominations Committee. Nominees shall

utilize the State Bar's printing department for the reproduction of the brochures, unless otherwise permitted by the Nominations Chair.

- G. In designing the brochures, nominees:
1. should seek to be as informative as possible;
 2. shall not refer to, cite, or infer endorsements of the nominee by any group or individual;
 3. should not include photographs of current or past publicly elected officials or other public figures. The use of the candidates own firm or organization's name is not considered an endorsement by a group of lawyers.
- H. The Chair of the Nominations Committee shall review each brochure before printing or distribution to ensure compliance with the guidelines.
- I. The nominees' brochures shall be distributed, at State Bar expense, to each voting member of the TYLA along with the official ballots or electronic voting notification.
- J. Only the following mailings are permitted:
1. The nominee's campaign brochures as described above.
 2. Personal letters by the nominees, on their own (or their firm's) stationery, directed to personal and professional acquaintances, and/or persons assisting with the nominee's campaign, subject to the other provisions of this Article.
 3. One-to-one individualized letters on the lawyer's personal (or law firm) stationery, facsimiles, or emails expressing support for a nominee to Professional acquaintances (as defined herein) of the individual sender are permitted. List-serves and group emails are not allowed unless every person on the list-serve or email group is a Professional Acquaintance of the sender.
 4. Letters of introduction to the TYLA local affiliates' officers and directors.
 5. One or two page resume of nominee's academic and professional background, as well as his or her bar activities.
- K. Nominees shall not solicit, approve, publicize or condone broad mailings by law firms, local bars, specialty bars, alumni organizations, bar association sections or committees, or other bar-related groups directly or indirectly seeking to endorse their candidacy. Any communication between the nominee and the leadership or staff of any such organization shall contain an explanation of the "professional acquaintance" rule in Article 5.2 M. When nominees are aware that non-State Bar publications have covered or plan to cover the election, in the interest of fairness, the nominees should ask the publication in writing to provide equal time to both nominees.
- L. Subject to the provisions of Article 5.2.J.3 above, no nominee or anyone acting on the nominee's behalf shall solicit votes by mailings to selected groups within the State Bar or by mailings to local or specialty bars. Solicitations in selected group or specialty bar publications are expressly prohibited under these rules.
- M. "Professional acquaintance," as used in this Article 5, shall mean an individual the soliciting attorney knows personally. Mere membership in the same professional, social, or alumni organization, specialty bar, section, or the like does not qualify as a professional acquaintance.
- N. Nominees may not send general mailings.
- O. Telephone solicitation by persons other than nominees or lawyers supporting the nominees, through the use of organized telephone solicitation methods, is prohibited; provided, however, that calls to personal or professional acquaintances of the caller are permitted.
- P. No TYLA Officer or Director or member of the Nominations Committee may endorse, in any capacity, in writing a nominee for President-elect of the TYLA. Nominees may neither solicit nor publicize, directly or indirectly, an endorsement from any current TYLA Officer or Director.
- Q. All groups within the State Bar, including local bar and specialty bar groups, are encouraged to make adequate and equal time available to nominees who wish to address these groups.
- R. No paid advertising shall be allowed.
- S. Financing of a TYLA candidate's campaign is subject to the following:
1. The nominees shall be entitled to a reimbursement from TYLA budgeted funds for campaign expenses incurred, such reimbursement not to exceed the amount allocated for reimbursement of the nominees in the then current TYLA budget.
 2. If a nominee wishes to spend additional money on his or her campaign, then he or she may spend an additional amount not to exceed \$5,000.00 regardless of the source.
 3. Law firm or third party funded happy hours or events are prohibited, excluding bar associations.
 4. Campaign giveaways, including but not limited to t-shirts, buttons, pens, mugs are prohibited.
- T. Nominees may campaign on the Internet only by use of a personal web site, web page, and a social media campaign page, however, the information displayed on the web site, web page, and social media campaign page shall be limited to the following:
1. The information and pictures published and displayed in the nominee's pre-approved campaign brochures as described above;
 2. Information regarding scheduled appearance dates to TYLA local affiliates; and
 3. Any campaign information that is printed in the Texas Bar Journal regarding the candidate, and
 4. One 30 second video clip to be included on their web site or web page. The video clip shall not include persons other than the nominee and shall be in compliance with all provisions of Article 5.2 of this Policy Manual.
 5. Each nominee's web site or web page must also contain the following disclaimer: "The views expressed in this web site are not necessarily those of the Texas Young Lawyers Association, its Board of Directors, Executive Committee, or staff."
- All information to be published on a personal web site, web

page, and social media campaign page must be submitted to the Chair of the Nominations Committee for approval before the web site, web page, and social media campaign page goes "live".

Nominees may provide status updates and respond to comments posted on the nominees' campaign pages (subject to Article 5.2U) without Chair approval.

- U. A nominee who chooses to maintain a social media campaign page is responsible for ensuring that all security settings include Professional acquaintances only. Further, the nominee is responsible for monitoring all posts and comments on the page with the objective of assuring civility and professionalism in the campaign, and should promptly remove content or comments that are offensive, contain vulgar language, or include personal attacks of any kind, or which are repetitive or intrusive and might be considered spam.
- V. In addition to the personal web sites, web pages, and social media campaign pages referenced above, the TYLA Office will also publish the nominee's pre-approved campaign brochures, scheduling information, to the extent it is known, regarding campaign visits to TYLA local affiliates, and Texas Bar Journal articles relating to the campaign on the TYLA web site.
- W. All communications via e-mail, fax or any other electronic means are governed by the same restrictions regarding letters and mailings outlined above.
- X. Any campaign complaints must be submitted by the complaining nominee in writing to the Nominations Chair. To the extent possible, the Nominations Chair shall have two business days to rule on the complaint and make a decision as to the appropriate remedy or sanction, if any is warranted.
- Y. If a nominee wishes to appeal a decision of the Nominations Chair, then the appeal must be submitted in writing to the TYLA office within two business days of the Nominations Chair's decision. The Nominations Appeals Chair is the immediate past nominations chair. The Nominations Appeals Committee shall be comprised of the five most recent past presidents of TYLA (excluding the Nominations Chair) and the current TYLA President and Chair. If the current Chair is a candidate for President-elect, then the Chair-elect shall sit on the Nominations Appeals Committee. Once a complaint is filed pursuant to Article 5.2 X, all ex-parte communication by either of the nominees or the Nominations Chair with any member of the Nominations Appeals Committee concerning the merits of the complaint is prohibited. The decision of the Nominations Appeals Committee is final.
- Z. Nominees are prohibited from giving gifts to any person until the election results are certified by the State Bar Executive Director,
 - AA. Nominees shall inform persons acting on their behalf and assisting with their campaign (collectively, "supporters") about these campaign guidelines and restrictions. Nominees may not request their supporters to undertake campaign activities that the Nominees themselves are not permitted to undertake. In the event a nominee learns that a supporter has undertaken any such activity, the nominee shall notify the Chair of the Nominations Committee as soon as possible.

5.3 RULES REGARDING THE ELECTION OF TYLA OFFICERS BY THE BOARD

- A. Nominees for offices to be elected by the TYLA Board shall not engage in campaign efforts.
- B. Consistent with Article III, § 2(c) of the TYLA Bylaws, the Chair

of the Nominations Committee shall cause to be printed and mailed an official ballot. The official ballot shall be mailed within six (6) days of the conclusion of the nominations process to each Officer and Director of the TYLA by certified mail, return receipt requested. The return receipts shall be used by the Chair of the Nominations Committee or that Chair's designee to verify that all Officers and Directors received an official ballot.

- C. Each official ballot shall include a return envelope, postage-prepaid addressed to the Chair of the Nominations Committee or that Chair's designee with the name of the Officer or Director to whom it was sent typed in the upper left-hand corner for purposes of monitoring ballots received. All official ballots shall be returned in this official envelope. This official envelope will be used by the Chair of the Nominations Committee or that Chair's designee to verify receipt of a ballot from each Officer or Director and will be separated from the ballots to ensure the anonymity of each vote before ballots are counted. At the sole discretion of the Chair of the Nominations Committee or that Chair's designee, a replacement ballot may be issued under appropriate circumstances.
- D. An ink pen must be used to cast the votes on the official ballot. Only votes cast on an official ballot will be counted. Corrections, mark-outs, or any other alteration of the official ballot shall disqualify the ballot. Any ballot that is not an original or an authorized replacement, not marked in pen, or which has been corrected, marked-out, or altered will not be counted.
- E. To be counted in the election, the official ballot must be returned in the official envelope and must be received by the Chair of the Nominations Committee or that Chair's designee no later than 5:00 p.m. on the 10th business day after mailing, not including the day of mailing. Any official ballot received after that time shall be ineligible and shall not be counted in the election. It is the responsibility of the voting Officer or Director to assure that the official envelope and ballot are timely received by the Chair of the Nominations Committee or that Chair's designee.
- F. All ballots shall be opened and counted after 5:00 p.m. on the date the ballots are due or at any time on the day immediately following the date the ballots are due. After verifying the counting of the ballots, the results shall then be immediately certified by the Chair of the Nominations Committee. Reasonable attempts will be made by the Chair of the Nominations Committee to verbally inform each of the nominees of the outcome of the elections, however, the Chair of the Nominations Committee shall notify the Officers and Directors of the TYLA as soon as practicable and not later than 48 hours after the election results are certified.

5.4 RULES REGARDING THE ELECTION OF TYLA DIRECTORS FROM DISTRICTS

- A. TYLA Directors ("Directors") representing odd-numbered districts and odd-numbered places within any district shall be elected during odd-numbered years, and Directors representing even-numbered districts and even-numbered places within any district shall be elected in even-numbered years, except as provided in Article V, Sections 9 and 10 of the Bylaws.
- B. Prior to January 1 of the year of the applicable elections, campaigning for the office of Director or related organizational efforts shall be absolutely prohibited.
- C. To the fullest extent possible, all campaigning, whether by spoken or written solicitation, should concentrate on the merits of the candidate favored and should avoid criticism of the other

candidate(s). Each candidate and his or her supporters should make every effort to present the candidacy in a dignified manner.

- D. Candidates shall not conduct any personal campaigning outside their offices until March 1 of the year of the applicable elections; provided, however, the candidates may conduct organizational efforts prior to March 1 by means of personal letters and telephone calls. Campaigning outside the office shall cease on the same date TYLA President-elect nominees must cease campaigning outside of the office.
- E. "Professional acquaintance," as used in this Article 5, shall mean an individual the soliciting attorney knows personally. Mere membership in the same professional, social, or alumni organization, specialty bar, section, or the like does not qualify as a professional acquaintance.
- F. Candidates may not send general mailings.
- G. One-to-one individualized letters on the lawyer's personal (or law firm) stationary, facsimiles, or emails expressing support for a Candidate to Professional acquaintances (as defined herein) of the individual sender are permitted. List-serves and group emails are not allowed unless every person on the list-serve or email group is a Professional Acquaintance of the sender.
- H. Telephone solicitation by persons other than candidates or lawyers supporting the candidates, through the use of organized telephone solicitation methods, is prohibited; provided, however, that calls to personal or professional acquaintances of the caller are permitted.
- I. No TYLA Officer or Director or member of the Nominations Committee may endorse, in any capacity, in writing, a candidate for Director of the TYLA (except incumbents supporting their own candidacies) or a candidate for ABA Young Lawyer Division Liaison. TYLA candidates may neither solicit nor publicize, directly or indirectly, an endorsement from any current TYLA Officer, Director, or member of the Nominations Committee.
- J. All groups within the State Bar, including local bar and specialty bar groups, are encouraged to make adequate and equal time available to candidates who wish to address these groups.
- K. No paid advertising shall be allowed.
- L. Candidates should limit campaigning via social media to a social media campaign page. A candidate who chooses to maintain a social media campaign page is responsible for ensuring that all security settings include Professional acquaintances only. Further, the nominee is responsible for monitoring all posts and comments on the page with the objective of assuring civility and professionalism in the campaign, and should promptly remove content or comments that are offensive, contain vulgar language, or include personal attacks of any kind, or which are repetitive or intrusive and might be considered spam.
- M. Campaign giveaways, including but not limited to t-shirts, buttons, pens, mugs are prohibited.

5.5 Rules Regarding the Selection of TYLA At-Large Directors

- A. Notice of vacancies for the At-large Director positions shall be distributed no later than February 1 of each bar year. Notice of the vacancies shall be distributed to TYLA local affiliates,

minority bar associations, the TYLA Board of Directors and the Texas Bar Journal.

- B. Nominations must be made in the manner prescribed by the TYLA bylaws. A resume of the candidate must be submitted with the recommendation letter or self-nominating letter. Where a candidate is nominated in a manner other than by self-nominating letter, a letter of interest from the nominee must also be submitted.
- C. Completed nominations must be submitted to the TYLA office by March 15 each year. If March 15 is a Saturday or Sunday, the nomination packet must be received in the TYLA office by 5:00 p.m. on the Monday immediately following the deadline.
- D. The Minority Involvement At-Large Selection Subcommittee will convene and submit recommendations for candidates to the TYLA Executive Committee no later than April 15. The Executive Committee shall present the recommendations to the full Board for consideration and approval at the last quarterly board meeting of the bar year.
- E. All the rules of elections and campaigning applicable to TYLA Director candidates shall apply to At-Large Director nominees.

5.6 SANCTIONS AND APPEAL FOR VIOLATIONS OF RULES

- A. Any violation of Article 5 may result in sanctions being imposed against the offender. The Chair of the Nominations Committee may impose any appropriate sanction that Chair deems necessary, including but not limited to:
 - 1. Withdrawal of the candidate from the ballot;
 - 2. Limiting the violator's campaign in any appropriate manner; or
 - 3. Publicity of any violations or other public censure, including distribution with the official ballot any appropriate disclosure regarding a violation of these rules.
- B. The Chair of the Nominations Committee shall interpret and assure compliance with these rules. That Chair's interpretation of these rules and decisions may be appealed to the Nominations Appeal Committee. The decision of the Nomination Appeals Committee is final and non-appealable.

ARTICLE 6

JOSEPH M. PRITCHARD INN

6.1 ORIGIN

The Joseph M. Pritchard Inn of the Texas Young Lawyers Association was formed on May 12, 1979. The Inn is named in honor of Joseph M. Pritchard, a former member of the TYLA Board and Secretary of the Association. Eligibility for membership of this Inn consists of all dues paying past and present Officers and Directors of the TYLA.

6.2 PURPOSE

The objective of the Inn is to promote fellowship among the membership of the Inn and to promote the objectives of the TYLA.

6.3 SCHOLARSHIP

In 1986, the Inn adopted a policy of awarding a scholarship in the amount of \$500.00 to a midyear law student on a rotating alphabetical basis between the accredited law schools in Texas.

The Dean of the law school determines the recipient of the scholarship, who shall be selected upon the basis of need and merit.

6.4 MEETINGS

The Inn holds its annual fellowship meeting during the State Bar Annual Meeting. The Immediate Past Chair of the Board assumes the duties of Chair of the Inn at such meeting.

6.5 SELECTION OF OUTSTANDING DIRECTOR

In 1980-81, the Inn established the annual Joseph M. Pritchard Inn Award for Outstanding Director of the TYLA. Each year, the Outstanding Director is selected by the TYLA Executive Committee at its last meeting before the final quarterly TYLA board meeting and the recipient is announced at the final quarterly TYLA board meeting. The recipient is also recognized at the TYLA Annual Meeting.

ARTICLE 7 GRANT PROGRAMS

7.1 GENERAL POLICY

The association may accept grants or funds—according to the current State Bar requirements for acceptance and use of a grant—to accomplish its purpose, as stated in Article I, Section 2 of the Association's Bylaws; provided, however, that TYLA shall not solicit grants, funds, or other donations from individual attorneys or law firms without the prior approval of the TYLA Executive Committee. All funds or other donations to TYLA shall be reported to the Executive Committee.

7.2 TYLA GRANTS FOR LOCAL AFFILIATES

In 1980-81, the TYLA established a grant program for its local affiliates. The TYLA, through its Local Affiliates Committee, reviews all grant applications submitted by local affiliates and recommends to the TYLA Board those projects for which grant applications should be approved. The board may approve, modify, or reject the committee's recommendations, in whole or in part; thereafter, the Local Affiliates Committee shall monitor all grants awarded and the subject projects, and advise the TYLA Executive Committee with respect thereto from time to time. Failure of grant recipients to submit the required grant expenditure reports may result in ineligibility of the local affiliate to receive future grants.

ARTICLE 8 LOCAL AFFILIATES

8.1 GENERAL

Every organized young lawyer association existing within the State of Texas may petition to become a local affiliate of the TYLA. The TYLA sponsors an annual Bar Leaders Conference and the leaders of every local affiliate shall be invited to attend. The conference is designed to be informational in nature and provide the leaders of the various local affiliates with a better understanding of the Association's programs, projects, and available services. The president or president-elect of every local affiliate of TYLA shall also be invited to attend one meeting during every bar year to report on the various projects and programs of his or he affiliate.

8.2 EXPENSE REIMBURSEMENTS

Approved expenses of an affiliate leader in connection with

attendance at the Bar Leaders Conference and/or the TYLA board meeting invited to attend may be reimbursed by the TYLA, as determined by the TYLA Executive Committee in accordance with the reimbursement policies of the State Bar and TYLA.

ARTICLE 9 PUBLICATIONS

9.1 EDITORIAL REVIEW OF PUBLICATIONS

All publications, videotapes, and audiotapes prepared by the various TYLA committees shall, prior to printing or final production, be reviewed by the submitting TYLA Committee, Executive Committee, and the Director of Administration for substantive accuracy. The TYLA Executive Committee, which, in its sole discretion in considering the TYLA's resources, policies, and goals, shall approve or disapprove each such publication, video or audio tapes, DVDs or CDs. Any decision by the Executive Committee not to produce or publish any item submitted by a TYLA Committee may be reviewed by the TYLA Board upon the written request of the Chair of the submitting committee.

9.2 AVAILABILITY OF PUBLICATIONS

- A. Subject to the discretion of the Executive Committee, TYLA may provide copies of publications, video or audio tapes, DVDs or CDs free of charge to any organization, group, or individual upon request.
- B. Each organization, group, or individual receiving TYLA publications, video or audio tapes, DVDs or CDs shall agree that:
1. The publication, video or audio tapes, DVDs or CDs may not be sold.
 2. The publication, video or audio tapes, DVDs or CDs may not be altered in any way, nor reproduced in whole or in part, without the prior written approval of the TYLA.
 3. Any reproduction of all or any part of a TYLA publication, video or audio tapes, DVDs or CDs shall conspicuously acknowledge TYLA for the information.

ARTICLE 10 RELATIONSHIP TO STATE BAR OF TEXAS AND THE SUPREME COURT OF TEXAS

10.1 GENERAL POLICY

The TYLA shall be considered independent and autonomous in its activities as an Association, including legislative activity and policy-making decisions. The only exception concerning its independent status relates to the State Bar of Texas approval of the TYLA budget. Such approval shall conform to then-existing fiscal and budgetary policies affecting the State Bar Board of Directors

10.2 PROHIBITED ENDORSEMENTS

- A. TYLA Officers and directors shall not endorse in writing in any capacity any nominee or candidate for the office of President-elect of the State Bar of Texas.
- B. TYLA Officers and directors shall not in their official capacity, individually or as a group, endorse any nominee or candidate to the Supreme Court of Texas.

ARTICLE 11
SPONSORED EVENTS

TYLA Officers, directors, and liaisons shall be precluded from acting in any advisory or representative capacity for an individual or a team representing any law school participating in the TYLA National Trial Competition or the TYLA State Moot Court Competition or any similar competitive event sponsored by the TYLA. This preclusion shall include, but not be limited to coaching and, in the case of a student liaison to the TYLA Board, actual participation as a contestant.

ARTICLE 12
TYLA STAFF

The TYLA shall have such staff, including a Director of Administration, as is necessary to conduct its affairs within budgetary constraints. The TYLA staff shall be located in Austin and have primary responsibility for directing the administrative, budgetary, and support services for the TYLA, while also coordinating communication among the TYLA Officers, Directors, and members. The TYLA Director of Administration shall attend Executive Committee meetings. Other members of the TYLA staff shall attend Executive Committee meetings when requested by the President, Chair, or TYLA Director of Administration. The TYLA Director of Administration shall have authority to distribute and allow the educational use of TYLA materials, without modification, to third parties. All distributions and permitted uses of TYLA materials shall, within a reasonable time, be disclosed to the Executive Committee.

ARTICLE 13
STRATEGIC AND LONG RANGE PLAN

A. Committee Membership. The TYLA shall have a Long Range Planning Committee ("LRPC") that shall be chaired by the President-elect of the TYLA. The LRPC shall be appointed by the President-elect, but shall include the Chair-elect. The LRPC should include at least (5) small city directors and five (5) big city directors, as defined in the TYLA By-laws. The officers of the TYLA Board of Directors shall also be ex-officio members of the LRPC. Each member of the LRPC serves during the bar year for which they are appointed.

B. Committee Scope. Recognizing the need for both long term

goals and short term project development, the LRPC shall focus on two objectives during the bar year:

1. First, the LRPC should assist the President-elect and Chair-elect in developing short-term, project specific ideas for implementation during the upcoming bar year. The LRPC shall not issue a written report concerning its short-term project ideas.

2. Second, the LRPC should review the previous year's Long Range Plan, evaluate whether the goals of the previous year's plan have been met and determine whether additional aspirational goals for the organization should be pursued by the Board of Directors. At the fourth quarterly Board of Director's Meeting of each bar year, the LRPC should present a written report on (1) whether and how the previous years goals were met and (2) what additional goals, if any, the LRPC believes the Board should aspire to within the next three (3) years. No Board action should normally be required, other than receiving the report.

ARTICLE 14
**TEXAS RULES OF CIVIL
AND CRIMINAL PROCEDURE**

The Association supports efficient, fair, and equitable practices and procedures in civil and criminal actions in the Courts of Texas and will concern itself with assisting in the review of proposed revisions, when appropriate, of the rules of the practice and procedure in civil and criminal actions and the statutes of Texas relating there.

ARTICLE 15
AMENDMENT

This Policy Manual may be amended or modified only upon the majority vote of the Board.

Last amended November 19, 2011

FOR ADDITIONAL COPIES OF THE TYLA POLICY MANUAL
PLEASE CONTACT:

TEXAS YOUNG LAWYERS ASSOCIATION
P.O. BOX 12487
AUSTIN, TEXAS 78711-2487
(800) 204-2222, ext. 6429