

**BYLAWS
IMMIGRATION LAW SECTION
COLORADO BAR ASSOCIATION
Approved 9/26/2013**

I. PURPOSES

The Immigration Law Section of the Colorado Bar Association (Association) is comprised of members of the Association with an interest in, and a commitment to, the improvement of law relating to and affecting immigrants regardless of their current legal status under the law of the United States or the State of Colorado. The Section is committed to improving the practice of immigration law, and to providing immigration-related education and information to the general public as well as to public, private, and charitable organizations. In furtherance of these purposes, the Section shall coordinate with and inform legal practitioners who are not directly involved in the practice of immigration law concerning immigration issues as related to other areas of law; promote education to the public concerning immigration issues; promote cooperation and communication among other professional, public, and charitable organizations having an interest in immigration and immigration-related issues; provide lawmakers and policy makers with information concerning immigration issues; and promote cultural awareness in practitioners and adjudicators of law.

II. MEMBERSHIP IN SECTION, DUES

1. A member of the Immigration Law Section must be a member of the Colorado Bar Association and pay Association and Section dues.
2. Dues shall be determined from time to time by the Executive Council of the Section with such approval as is necessary from the Colorado Bar Association. Dues for Section membership shall be billed by the Colorado Bar Association.

III. EXECUTIVE COUNCIL

1. The governing body of the Immigration Law Section shall be by an Executive Council consisting of no fewer than six and no more than ten members at large who are elected by the membership for two-year terms. Terms shall commence on July 1 of each year. Members of the Executive Council may serve as many terms as they desire so long as they are elected to the position by the membership of the Section. All terms shall always be for two years.
2. The Nominating Committee for selection to the Executive Council and Officers shall consist of no fewer than three and no more than six Executive Council members. The Chair shall appoint members to the Nominating Committee. The Nominating Committee shall be

formed no later than March 1st of each year. The Nominating Committee shall solicit nominations from Immigration Law Section members immediately upon appointment. Thereafter, not later than April 15th of each year, the Nominating Committee shall nominate persons for the ballot from anywhere in Colorado. The Nominating Committee is encouraged to consider geographic and employer diversity in selecting its nominees. Any member of the Section at large seeking to be nominated must submit a written nomination to the Section at large no later than April 30th of each year. The Nominating Committee shall notify all persons selected for nomination by the committee whether the selection was at the initiative of the Nominating Committee or because the person selected applied for nomination. The ballots for election shall be e-mail or other electronic means or mailed by United States Mail to the membership after May 1st, but not later than May 15 of each year. The ballot shall be accompanied by a short biography of each nominee prepared by the nominee. Ballots shall contain an advisement that to be counted, the ballot must be returned by June 1. Ballots returned later than June 1st will not be counted and will be discarded. Positions on the Executive Council will be filled by persons receiving the most votes.

3. The duties of the Executive Council shall be to promote the purposes of the Section as stated in the Purposes paragraph of these By-Laws and such other duties as the Executive Council shall from time to time deem appropriate. The duties of the Executive Council shall also include:
 - a. Supervision of the Section's financial affairs;
 - b. Representation of the Section on policy matters and legislative matters;
 - c. Short range and long range planning for all areas of concern to the Section;
 - d. Presentation of CLE program(s) to the Section and Association as appropriate, either individually, or in cooperation with, any other section of the Association or other appropriate organization; and,
 - e. All things necessary to conduct the business of the Section.
4. Committees not already described in the preceding paragraph shall be formed or dissolved as necessary from time to time as shall be agreed upon by the Executive Council as specified by paragraph 5(b)-(c). Once the Executive Council has determined a committee should be formed, the Chair may appoint a committee chair and members of the committee from existing Section members.
5. Meetings
 - a. Regular Meetings: Meetings of the Executive Council shall be scheduled by the Chair. Regular meetings of the Executive Council will occur at least four (4) times each year. The Chair shall provide reasonable notice of fourteen (14) days to the members of the Executive Council. The Chair will provide an agenda for all Executive Council meetings at least three (3) days before the meeting and include with the agenda any materials necessary to assist the Executive Council members in making informed decisions. The agenda will clearly identify what items will be submitted to a vote by the Executive Council.
 - b. Quorum: A quorum for transacting business of the Executive Council shall consist of three (3) members.

- c. Approval: Business of the Executive Council shall be approved by a majority vote of those present.
 - d. Special Meetings: Special meetings of the Executive Council may be convened at the request of the Chair or at the request of no less than three (3) members of the Executive Council. Notice by mail or e-mail or other electronic means of at least seven (7) days shall be required when time permits, but at least 72 hours' notice by telephone or e-mail or other electronic means shall be required for special meetings. Notice shall include the agenda and materials for any matters to be submitted to a vote of the Executive Council.
 - e. Attendance: Members may attend meetings in person or by telephone conference if such conferencing is available at the meeting location. The member is to provide the Chair with reasonable notice of the need for a telephone conference so that appropriate telephone conference arrangements can be made.
6. A member of the Executive Council may be removed by vote of the Executive Council if the member fails to attend three (3) meetings each term without good cause, or for serious misconduct.

IV. OFFICERS

1. The Officers of the Section shall consist of a Chair, Chair-Elect, Secretary and Treasurer. The Chair-Elect shall become the Chair of the Section during the next term of office following his or her tenure as Chair-Elect.
2. The terms of all offices shall be for one year. No one person may serve in the same office for more than two consecutive terms. He or she may serve in the same office after having served two consecutive terms only if he or she vacates the office for at least one term. There is no limitation on an officer's serving a different office after the expiration of his or her term.

V. ELECTION OF OFFICERS

Elections of Officers shall be by mail or electronic ballot as determined by the Nominating Committee of the Executive Council and shall be conducted according to the requirements of Article III.

VI. VACANCIES

Any vacancy on the Executive Council or in any office may be filled by vote of the Council except for the office of Chair which shall be filled by the Chair-Elect.

VII. AMENDMENTS

These By-Laws may be amended by mail or e-mail or other electronic means of the Section members by a vote of two-thirds of those voting. Notice of proposed amendments shall be mailed or e-mail or other electronic means to all members in the same manner as is the slate of candidates for office. Balloting shall be conducted in the manner as required for the election of Officers.