

**LOUISIANA STATE BAR ASSOCIATION**  
**ELECTION PROCEDURES**  
**2024/2025**

RESOLVED, that pursuant to the authority vested by Section 2, Article VII of the Articles of Incorporation, the Board of Governors hereby adopts the following procedures for the Association's 2024/2025 elections, in accordance with the Association's Articles of Incorporation and, where applicable, the provisions of Title 18, Louisiana Election Code. The election schedule is attached as an addendum to these procedures.

**Section 1.** The Secretary of the Association shall notify each active member of the Association not later than September 16, 2024, that he is ready to receive qualifying notices of candidates for positions as set forth below:

- a. **Board of Governors** – One member to be elected by and from each of the First, Fourth and Fifth Board of Governors Districts, for three-year terms beginning at the adjournment of the 2025 LSBA Annual Meeting and ending at the adjournment of the 2028 LSBA Annual Meeting.
- b. **House of Delegates** – One delegate to be elected by and from each of the Twentieth through Forty-Second Judicial Districts, plus one additional delegate for every additional district judge in each district, for two-year terms beginning at the commencement of the 2025 LSBA Annual Meeting and ending at the commencement of the 2027 LSBA Annual Meeting.
- c. **Nominating Committee** – A total of 15 members for terms of one year each to be elected by and from the following districts: District 1A (Parish of Orleans), four (4) members; District 1B (Parishes of Plaquemines, St. Bernard and St. Tammany), one (1) member; District 2A (Parish of East Baton Rouge), two (2) members; District 2B (Parish of Jefferson), two (2) members; District 2C (Parishes of Ascension, Assumption, East Feliciana, Iberville, Lafourche, Livingston, Point Coupee, St. Charles, St. Helena, St. James, St. John the Baptist, Tangipahoa, Terrebonne, Washington, West Baton Rouge and West Feliciana), one (1) member; District 3A (Parish of Lafayette), one (1) member; District 3B (Parishes of Acadia, Beauregard, Calcasieu, Cameron, Iberia, Jefferson Davis, St. Martin, St. Mary and

Vermilion), one (1) member; District 3C (Parishes of Allen, Avoyelles, Evangeline, Grant, LaSalle, Natchitoches, Rapides, Sabine, St. Landry and Vernon), one (1) member; District 3D (Parishes of Bossier and Caddo), one (1) member; and District 3E (Parishes of Bienville, Caldwell, Catahoula, Claiborne, Concordia, DeSoto, East Carroll, Franklin, Jackson, Lincoln, Madison, Morehouse, Ouachita, Red River, Richland, Tensas, Union, Webster, West Carroll and Winn), one (1) member. Terms shall begin at the adjournment of the 2025 LSBA Annual Meeting and end at the adjournment of the 2026 LSBA Annual Meeting.

- d. **American Bar Association House of Delegates** – One (1) delegate from the membership at large. The delegate shall serve a term of two years, beginning with the adjournment of the 2025 Annual Meeting of the American Bar Association and expiring at the adjournment of the 2027 Annual Meeting of the American Bar Association, all as provided in Paragraph 6.4(e) of the ABA Constitution.

**Section 2.** Any member eligible to hold a position or positions as set forth above may qualify by giving written notice to the LSBA Secretary not later than October 14, 2024. A member may nominate another member provided that he/she has obtained the nominated member's permission.

- a. No member of this Association shall be a candidate for or hold more than one office in this Association at any one time. The term "office" shall include President, President-Elect, Secretary, Treasurer, members of the Board of Governors and members of the House of Delegates. The term "office" shall *not* include members of the Nominating Committee, members of the ABA House of Delegates or officers in any LSBA section.
- b. For purposes of voting and/or qualifying for office, the preferred mailing address of the member, as carried in the Association's membership database, shall control.

**Section 3.** Elections shall be held in each instance where more candidates qualify than there are available positions. In such cases, the LSBA Secretary shall, not later than November 4, 2024, cause to be made available to each eligible active and faculty member ballot(s) which shall be composed, distributed, returned and tabulated in the manner provided for in Article VI of the LSBA Articles of Incorporation, provided that such ballots shall be received not later than November 18,

2024. Candidates shall be listed on the ballots in alphabetical order, with the position, number to be elected and the terms of office plainly set forth.

**Section 4.** After the ballots have been tabulated, a second election shall be held in each instance where any candidate has failed to receive a majority of the votes cast for the office for which he/she was a candidate. In such cases, the Secretary of the Association shall, not later than December 9, 2024, cause to be made available to each eligible active and faculty member ballot(s) which shall be composed, distributed, returned and tabulated as hereinabove provided for the first election. All ballots in the second election shall be received not later than December 19, 2024.

Candidates shall be listed on the ballots in alphabetical order, with the position, number to be elected and the terms of office plainly set forth.

**Section 5.** After the elections, results shall be transmitted as set forth in Article IX of the Articles of Incorporation.

## **Addendum A**

# **ELECTION SCHEDULE**

### **2024**

August 22 (Thursday)	Nominating Committee Meeting
August 24 (Saturday)	Nominating Committee Report to the Board of Governors
September 16 (Monday)	Send to membership a report of the action of the Nominating Committee, calling attention to the provisions for additional nominations by petition.  Send notices for self-qualification for membership on the Board of Governors, Nominating Committee, LSBA House of Delegates, ABA House of Delegates.
October 14 (Monday)	Deadline for receipt of nominations by petition and qualification forms.
October 16 (Wednesday)	Certification to the Board of Governors of the election of uncontested offices.
November 4 (Monday)	Make ballots available to members.
November 18 (Monday)	Deadline for casting votes.
November 20 (Wednesday)	Certify results and notify the Board of Governors.
November 20 (Wednesday)	Deadline for notifying candidates.
December 9 (Monday)	Make runoff ballots available to members.
December 19 (Thursday)	Deadline for casting votes.
December 27 (Friday)	Certify results and notify the Board of Governors.
December 27 (Friday)	Deadline for notifying candidates.