

San Antonio Bar Association
Policies and Procedures Manual

ELECTIONS OF OFFICERS AND DIRECTORS

Pursuant to Article II and Article IX of the San Antonio Bar Association By-Laws, the San Antonio Bar Association (“SABA”) shall hold an election each year for Officers and Directors. The officers to be elected include President-Elect, Vice-President, Secretary, and Treasurer. In addition, the board is comprised of a total of eight directors who each serve a two year term. Because of the staggered terms of the eight directors, four directors are elected each year.

Nominating Committee

- A Nominating Committee of no fewer than seven members shall be appointed by the SABA board of directors no later than January of each year.
- The President shall serve as chair of the Nominating Committee.
- The President Elect and the two immediate Past-Presidents shall also serve on the Nominating Committee.
- The overall composition of the Nominating Committee should reflect the diversity of SABA.
- The Nominating Committee may nominate at least two members of the Association for each elected office to be filled.
- The Nominating Committee’s nominations should be made by March 1.
- SABA Staff should announce the names of those nominated by the Nominating Committee to the membership (either through an e-mail blast, by posting the names on the SABA website, by publishing the names in an issue of the Subpoena, or a similar method) by April 1. That announcement should also describe the process for making other nominations.

Other Nominations

- Other nominations may be made by any person (the Bylaws do not require the actor to be a member) submitting to the Nominating Committee a written petition signed by 25 members of the Association, requesting and designating the name or names of other members to be placed on the list of nominees.
- The deadline for submitting other nominations should be May 1 (the By-Laws set a deadline of at least 70 days before the July meeting).

Publication of Nominees

- SABA Staff should publish the names of the nominees along with a short biography in the June issue of the Subpoena. Nominees will be asked to write a short biography on themselves to appear in the June issue of the Subpoena. These bios must be submitted to the Publications Director of the Subpoena (currently Kim Palmer) by the publication deadline for the June issue of the Subpoena (currently May 10).

Voting

- Electronic voting will begin June 15 and close on June 28.
- SABA Staff will mail paper ballots to members who have not voted electronically. SABA Staff should ensure that those members should receive their ballots no later than July 5.
- The deadline for ballots to be returned should be no later than the Monday before the July monthly SABA luncheon.
- Ballots are usually tabulated the day before the July monthly SABA luncheon.
- Election results must be announced during the July monthly SABA luncheon.
- The four director nominees who receive the largest number of votes win.
- The nominee for each officer position who receives the largest number of votes wins.

Eligibility for Office

- Nominees must be a member in good standing with SABA.
- No director shall be eligible to run for an officer position which would prevent him or her from completing their full two year term as a director.