

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

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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 all meetings of the ABA/YLD Council 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. 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.
- C. ABA/YLD District Representatives shall be Members of the TYLA Board and have the same obligations as a regular Director.

1.2 ABA/YLD AWARD OF ACHIEVEMENT COMPETITION

TYLA shall 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, service to the bar, and diversity. 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.

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. The Board should make efforts to forward the successful nominee's application to the ABA/YLD for consideration in its selection of the ABA/YLD Outstanding Young Lawyer Award.
- 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 licensed twelve years or less as of June 1st of the subject year. 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.

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 all reasonable and necessary travel and meeting expenses actually incurred by said Officers and their companions at the President's discretion in connection with conducting TYLA business.
- 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 companions to travel to the TYLA Annual Meeting.

3.2 OTHER TYLA OFFICERS, DIRECTORS, REPRESENTATIVES, 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 or similar “wanna get away” fare; cab fare; other ground transportation; airport shuttle fees; or, if actual mileage is more than 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, if actual mileage is more than 30 miles, 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 and movies; and meals other than those provided to all persons attending the meeting.

- d. Hotel charges incurred by the TYLA as a result of a Board Member 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 within at least 72 hours, may, in the discretion of the Executive Committee, be assessed against and recovered from such Board Member.

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 similar “wanna get away” 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 more than 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 Executive Director 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 Board Members and committee members shall be reimbursed for the following non-travel expenses to the extent reasonable and necessary to carry out TYLA business:
- 1. 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.
 - 2. 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.
 - 3. 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 electronic file in the TYLA office.
 - 4. 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 \$100.00, the prior approval of the TYLA Executive Director shall be required. The TYLA Executive Director shall advise and consult with the TYLA President or Treasurer concerning such matters. When appropriate, the TYLA Executive Director shall obtain other cost estimates for the item.

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, Representative, 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 forty-five (45) 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 Executive Director.
- 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 forty-five (45) 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

The number of meetings and the rules governing those meetings are set out the Bylaws of the Association. Additionally:

4.1 ATTIRE

Subject to the discretion of the TYLA Chair of the Board, Board Members 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 DEFINITIONS

The following definitions are used for purposes of this Article:

- A. Nominations Committee. The Nominations Committee as constituted by the TYLA Bylaws.
- B. Potential Nominee. Any person who is eligible to be considered for election to the office of President-elect.
- C. Nominee. Any Potential Nominee selected by the Nominations Committee to be voted on by the Board for approval as a Candidate.
- D. Candidate. Any person selected by the Board as a candidate President-Elect, and anyone who has obtained Executive Director certification pursuant to the procedure for becoming a petition candidate under the TYLA bylaws.
- E. Campaign or Campaigning. Any activity or communication in any form by or on behalf of a Potential Nominee, Nominee, potential Candidate, or Candidate primarily for the ultimate purpose of gaining votes for election as President-Elect, including by expanding a personal or professional network under subsection 5.4.C.
- F. Social Media. Websites and internet-based applications that enable users to create and share content and/or to participate in social networking, including, but not limited to Facebook, Instagram, LinkedIn, and Twitter.
- G. Appeals Panel. The President-Elect, President, and the Chair of the TYLA Board. The Chair-Elect of the TYLA Board will serve as an alternate for the Appeals Panel and will not participate in the determination or voting of the Appeals Panel unless another member is unable to participate.

5.2 CAMPAIGN CONDUCT

Unless prohibited by the Section 5.3 or contrary to the best practices outlined in Section 5.4, Campaigning is generally allowed if it is otherwise lawful. Candidates and their supporters should Campaign in a professional and dignified manner. In communicating with State Bar members, whether by letter, card, fax, email, Social Media, telephone, online, or otherwise, Candidates and their supporters are encouraged to concentrate on the merits of the candidacy and to refrain from irrelevant personal attacks against other potential Candidates or Candidates. Potential Candidates and Candidates are expected to comport themselves in compliance with all applicable provisions of The Texas Lawyer's Creed, A Mandate for Professionalism, promulgated by the Supreme Court of Texas and the Court of Criminal Appeals.

5.3 CAMPAIGN REQUIREMENTS

The following campaign requirements may not be altered by agreement of the Candidates, except to further limit Campaigning within the confines of these requirements. Any such agreements shall not be effective unless they are in writing, signed (whether handwritten or electronically) by the Candidates, and reviewed and approved in writing by the Chair of the Nominations Committee.

A. Brochures

Each Candidate is responsible for the design and content of a single brochure that the State Bar will print in a four-color process, using the same size and quality of paper for each Candidate's brochure, and timely submitting their brochure to the State Bar. Brochures used in the election for President-elect will be distributed on the State Bar website and with electronic ballots. Paper copies will be mailed at State Bar expense, along with any official paper ballots. The State Bar of Texas shall pay, in addition to the printing expense of the brochures included with the paper ballots, the cost of printing such reasonable amount of such extra brochures as the Executive Committee may determine is appropriate. Candidates may purchase additional copies of the brochures for their own use at cost. The Nominations Chair shall review and approve each brochure before printing.

B. Expenditures

Each nominee selected by the Board as a Candidate may be entitled to reimbursement of campaign expenditures at the amounts approved as part of TYLA's budgeting process. This reimbursement is in addition to, and not in lieu of, Campaign expenses paid directly by the State Bar. To the greatest extent permitted by law, each Candidate for the office of President-elect should spend no more than an additional \$5,000, regardless of the source, for Campaign expenses (over the amounts approved as part of TYLA's budgeting process), including expenses for transportation and lodging, that are reimbursable during the election.

C. Campaign Period

1. Nomination to End of February

TYLA will issue an official announcement of the Candidates for President-elect by the first business day following the meeting at which the TYLA board approves the Candidates. Candidates for President-elect shall not conduct any out-of-office Campaigning or on Social Media until March 1st. Candidates may, however, conduct related organizational efforts from the time the board approves the President-elect candidates.

2. March 1 to End of March

During March, the Candidates may engage in in-person, out-of-office Campaigning, except as otherwise stated in this Article.

3. April 1 to End of Voting

From and after April 1, until the end of the voting period set by the State Bar of Texas, the Candidates may continue Campaigning, but shall not engage in in-person, out-of-office Campaigning.

D. TYLA Committee Activities

Candidates shall not participate in any TYLA committee activities, including those of the TYLA Executive Committee, except as necessary to fulfill a function of the Executive Committee under the TYLA Bylaws or TYLA Policy Manual or as directed by the President to transition committee work to another board or committee member.

E. Endorsements

Candidates shall not seek or use endorsements from TYLA's local affiliates or other bar associations, TYLA officers and directors, or government officials in such organization or person's official capacity.

5.4 BEST PRACTICES

A. Social Media

Any Candidate who chooses to use Social Media for Campaigning is encouraged to monitor all posts and comments with the objective of assuring civility and professionalism, and is urged to promptly remove content or comments that are offensive, contain vulgar language, or include irrelevant personal attacks.

B. Collaboration Regarding Local Affiliates

Candidates are encouraged to work together and with the TYLA staff to set up mutually agreeable times that the Candidates can meet with local affiliates.

C. Existing Professional & Personal Networks

In Campaigning, Candidates should make every effort to connect with voting members of TYLA through their existing professional and personal networks. Candidates should refrain from contacting attorneys with whom the Candidate has had no contact before the Candidate's nomination. By way of example rather than limitation, this includes mass mailings, phone-banking, and email blasts to attorneys with whom the Candidate has had no contact before the Candidate's nomination.

D. Other Bar Activities

To ensure the Candidates can focus on campaigning, Candidates should not participate in the meetings and activities of local affiliates and other bar associations, including committees on the State Bar of Texas, unless attendance or participation is required or was arranged before the Candidate contemplated becoming a Nominee.

E. Candidate Agreements

These best practices may be altered by agreement of the Candidates. Any such agreements shall not be effective unless they are in writing, signed (whether handwritten or electronically) by the Candidates, and reviewed and approved in writing by the Chair of the Nominations Committee.

5.5 CAMPAIGN OVERSIGHT

A. Responsibility for Campaign Oversight

The Chair of the Nominations Committee is responsible for campaign oversight. The Chair of the Nominations Committee shall remain scrupulously impartial and diligent in rendering any official decision concerning such matters or in resolving any complaints under this Article. The President may appoint a Vice Chair or co-Chair from the Nominations Committee to whom such responsibility for campaign oversight under this Article may be delegated.

B. Campaign Complaints

A Candidate may submit a complaint that another Candidate has violated the Campaign Requirements, Best Practices, the law, or a Candidate Side Agreement. Any such complaint shall be submitted to the Chair of the Nominations Committee as soon as practical after the Candidate becomes aware of the grounds for the complaint. If the Chair of the Nominations Committee fails to rule on the complaint within 48 hours, the complaint is deemed denied by operation of this Article.

The Nominations Chair may sua sponte identify that a Candidate has violated the Campaign Requirements, Best Practices, the law, or a Candidate Side Agreement, and shall render a decision on that violation.

C. Remedies

In the event of any violation of any of the Campaign Requirements or any agreement between the Candidates, or in the event of a clear, egregious, and prejudicial violation of the Campaign Conduct or Best Practices provisions, the Chair of the Nominations Committee shall determine the remedy, including but not limited to disallowing reimbursement as reasonably determined under the circumstances, allowing any other Candidate to engage in like activity, and public censure in such form and disseminated in such manner as the Chair of the Nominations Committee deems appropriate.

D. Appeals

1. If a Candidate wishes to appeal a decision of the Chair of the Nominations Committee (or a deemed denial of a complaint) to the Appeals Panel, such appeal must be made to the TYLA Executive Director in writing within two business days of the decision. The written appeal to the TYLA Executive Director shall contain: (a) a statement of the decision of the Chair of the Nominations Committee; and (b) the basic reasons for the appeal. The TYLA Executive Director shall immediately provide a copy of the written appeal to the Appeals Panel and any other Candidate. Any other Candidate may submit a response to the Appeals Panel, but shall do so as soon as practical before the Appeals Panel meets.

2. Upon receipt of a written appeal by the Appeals Panel, the President shall convene the Appeals Panel at the earliest practical time to decide the appeal. The Appeals Panel shall decide the appeal at the earliest practical time. The Appeals Panel may consider the Chair of the Nominations Committee's reasons for the decision, but any such reasons are not binding on the Appeals Panel. The Appeals Panel may also consult the TYLA Executive Director and the Nominations Committee in deciding an appeal. Decisions made by the Appeals Panel hereunder shall be final, and shall be submitted to the Candidates at the earliest practical time thereafter.

5.6 RULES REGARDING THE ELECTION OF TYLA OFFICERS BY THE BOARD

The nominees for offices to be elected by the TYLA Board, and their supporters, shall not Campaign. TYLA will issue an official announcement regarding all nominees for TYLA offices on or before the first business day following the meeting at which the TYLA board approves the nominees for TYLA offices, and nominees are permitted to share that official announcement on Social Media.

5.7 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. To the fullest extent possible, candidates for TYLA Director positions should comply with Sections 5.2 and 5.4 above.
- C. 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. A TYLA Officer, or Director or member of the Nominations Committee may, however, sign a petition to permit an individual to be placed on the ballot for the election.
- D. All groups within the State Bar, including local bar and specialty bar groups and social media interest groups, are encouraged to make adequate and equal time available to candidates who wish to address these groups.

5.8 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 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.

5.9 REMEDY AND APPEAL FOR VIOLATIONS OF RULES

Any violation of this Article 5 may be addressed by the procedures in Section 5.5 to the extent that the Chair of the Nominations Committee may reasonably apply or adapt that procedure to the circumstances.

5.10 NOMINATIONS COMMITTEE

The Nominations Committee Chair shall conduct a meeting during the January Board meeting to determine a slate of candidates for Officers. The meeting shall be a closed meeting. The discussions in the meeting should not be publicly disclosed.

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 TYLA Board Members.

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 in the SBOT Board Policy Manual—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 TYLA Executive Director, 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.

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 Board Members 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 Board Members shall not in their official capacity, individually or as a group, endorse any nominee or candidate for elected office.

ARTICLE 11 SPONSORED EVENTS

TYLA Board Members 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 an Executive Director, 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 members, Officers, Directors, At-Large Directors, Representatives, Liaisons, committee members, and invited guests. The TYLA Executive Director shall attend Executive Committee meetings. Other members of the TYLA staff shall attend Executive Committee meetings when requested by the President, Chair, or TYLA Executive Director. The TYLA Executive Director 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

For strategic and long-range planning, the President-Elect and Chair-Elect shall work together with TYLA's Executive Director throughout the bar year to plan for the next bar year.

**ARTICLE 14
AMENDMENT**

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

**ARTICLE 15
BOARD CODE OF CONDUCT**

15.1 INTRODUCTION

The Board of Directors of the Texas Young Lawyers Association (TYLA) has adopted the following Code of Conduct ("Code") for its Officers, Directors, At-Large Directors, Liaisons and Representatives (collectively referred to here as "Board Members") when participating in the affairs of the Board and its committees. This Code incorporates and is not intended to override or conflict with any applicable laws or obligations pursuant to the State Bar Act, the State Bar Rules, the State Bar Board of Directors Policy Manual, the Texas Lawyer's Creed, the TYLA Bylaws, or other provisions in the TYLA Policy Manual (the "TYLA Governing Documents").

Board Members are to be guided by this Code in carrying out their responsibilities as TYLA Officers, Directors, At-Large Directors, Liaisons and Representatives. No code of conduct can anticipate every situation that may arise. Accordingly, this Code provides guiding principles to be applied in various circumstances. Generally, the goal is to ensure that Board Members strive to foster TYLA's Purpose (as defined by its Bylaws) and act in an ethical manner by setting a minimum standard for the conduct of TYLA Board Members.

The purposes of [TYLA] shall be to serve the public interest by facilitating the administration of justice, promoting reform in the law, fostering respect for the law, and advancing the role of the legal profession in serving the public; to serve young lawyers by activities which will be of assistance to their practice of law, undertaking projects and programs which will be of benefit to young lawyers, stimulating the interest of young lawyers in this Association, and establishing a close relationship among young lawyers; to provide training and experience for future bar leadership; to encourage and aid the organization and/or improvement of local young lawyers associations and foster a closer relationship between them and this Association; to promote diversity in the administration of justice and the practice of law; and to cooperate with the State Bar of Texas, American Bar Association Young Lawyers Division, state young lawyers associations, and other legal and civic organizations in furtherance of the aforementioned objectives.

15.2 PROFESSIONALISM AND ETHICS

The reputation of TYLA depends upon the way its Board Members conduct themselves and the way the public perceives that conduct. Board Members must adhere to a high standard of professionalism and act ethically in conducting their duties. This includes being honest and acting with integrity. Unethical actions, or the appearance of unethical actions, are not acceptable.

15.3 CARE, INQUIRY, AND ATTENDANCE

Board Members shall apply themselves with due care when conducting TYLA business. Board Members are expected to be generally familiar with the TYLA Policy Manual and TYLA Bylaws. Board Members shall take such steps as are reasonably necessary to be sufficiently informed to make decisions on behalf of TYLA and to participate in an informed manner in the Board's activities. Board Members should aspire to attend all meetings of the Board, in accordance with its attendance policy, and attempt to schedule personal and work obligations around meetings of the Board.

15.4 COMPLIANCE WITH LAWS, RULES, AND REGULATIONS

Board Members shall comply with all laws, rules, and regulations applicable to TYLA, including the TYLA Policy Manual and TYLA Bylaws.

15.5 DIVERSITY, EQUITY, AND INCLUSION

Board Members should aspire to create an inclusive environment, regardless of race, ethnicity, religion, color, national origin, age, sex, disability (physical or mental), military and/or veteran status, sexual orientation, gender identity, gender expression, or other characteristics protected by applicable federal, state or local law. Board Members shall not harass, discriminate against, retaliate against, intimidate, degrade, or humiliate others based on these characteristics.

15.6 ENFORCEMENT

Any Board Member may report a potential violation of the Code to the TYLA Executive Director, the State Bar of Texas Deputy Executive Director, or the State Bar of Texas Executive Director, who may forward reports to the TYLA Executive Committee (or a portion thereof) for consideration and investigation. If the report involves a member of TYLA's Executive Committee, then that person will be recused from considering the complaint. Additionally, the TYLA Executive Director may, in their discretion, convene an ad hoc committee for consideration based on the complaint. Before determining that a violation has occurred or that corrective action is appropriate, the Board Member in question shall be given an opportunity to appear to be heard and may respond in writing. The Board Member may request a closed session for their appearance before the Executive Committee. Any decision by the Executive Committee or an ad hoc committee may be appealed by the Board Member in question to the full Board.

15.7 CORRECTIVE ACTION

Corrective action may include, without limitation, a private warning, public censure, removal of the Board Member from a Board Committee or Subcommittee, expelling the Board Member from a TYLA event without a refund, disqualification of the Board Member from participating in any discussion or vote on a matter in which he/she is an adverse party, and/or removal of the Board Member from the Board under Art. VII, Sec. 1 of the TYLA Bylaws.

15.8 CLARIFICATIONS

Any Board Member may discuss with the TYLA Executive Director any questions or issues that may arise concerning compliance with this Code.

15.9 No PRIOR RESTRAINT

Nothing herein shall preclude any Board Member from making comments that are protected as free speech under the First Amendment to the U.S. Constitution and under Article 1, Section 8 of the Texas Constitution.

Last amended September 9, 2023

FOR ADDITIONAL COPIES OF THE TYLA POLICY MANUAL
PLEASE CONTACT:

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