**Moot Court Board Bylaws**

**Last Updated: March 5, 2021**

**Preamble**

The name of this organization shall be the The Moot Court Board of Seattle University School of Law (the **“Board**”). The Board shall be an honorary organization dedicated to the encouragement of excellence in oral advocacy and brief writing skills through the implementation and management of law school appellate moot and mock trial programs.

**ARTICLE 1 – COMPOSITION OF THE BOARD**

**Section 1 – Board Members**

The Board shall consist of members who have been selected through the Board’s new member application process. The Executive Board shall determine the overall number of members. Generally, the Board consists of five (5) to seventeen (17) members per academic year. Board membership shall be effective for the duration of a member’s enrollment at Seattle University School of Law. The duties for a member of the board are outlined below in Article 5.

**Section 2 – The Executive Board**

The Executive Board shall consist of the Chair, Vice Chair, In-House Competition Chair, two (2) Regional Competition Chairs, Treasurer, and Secretary. Each Executive Board member is a voting member, and any Executive Board motion or measure must be passed by a simple majority (50% +1) vote. The duties of the entire Executive Board are outlined in Article 4, Section 7. The specific duties for each Executive Board position are outlined below in Article 4, Sections 1-6.

**Section 3 – The New Member Application Process**

1. **Minimum Qualifications.** At the time of new member applications, new member applicants must be an enrolled law student at Seattle University School of Law and must have at a minimum three (3) semesters of law school remaining. No individual student will be allowed to apply to the board more than three (3) times.
2. **Selection Times.** The Board shall select members twice (2) per academic year, once (1) during the Fall semester and once (1) during the Spring semester.
3. **Selection Criteria.** Each new member applicant will be selected by the Chair and Vice Chair, in conjunction with any appointed members of the membership committee at the behest of the Vice Chair, based in part on the number of points earned in the new member application process. Applicants will be assessed a maximum of sixty-five (65) points in two (2) separate stages: 1) an application stage, and 2) an interview stage.
   1. **The Application Stage**. Applicant must complete an application by a deadline set by the Vice Chair. The application consists of a general information page, a recitation of prior moot court participation activities, and two short answer essay questions. Applicants will receive points for any qualifying participation activities, up to a maximum of 15 points. The Vice Chair will determine what activities will be eligible for points each membership cycle. All applicant essays shall be graded blindly by each moot court board member. The Vice Chair shall compile all new member applications, eliminate any identifying characteristics within, and send the edited applications to the Board. Each essay question answer will be graded on a numerical scale from zero (0) to ten (10), giving a total possible range of scores between zero (0) to twenty (20) per applicant for the essays. Board members shall send their grades to the Vice Chair, who will combine each applicants average essay grades with their respective participation points and rank the applications based upon total score from largest to smallest.
   2. **The Interview Stage.** A number of the highest scoring applicants, as determined by the Vice Chair, will be invited to participate in the interview stage. Each interview shall comprise of at least four (4) but no more than seven (7) Board members. Board member interviewers shall score each applicant on a scale of zero (0) to thirty (30). Because the number of interviewers will vary from interview to interview, the Vice Chair shall average each interviewers’ score.
   3. **Selection**. New members will be determined by a comprehensive selection process taking into account applicants total and individual stage scores, as well as any other relevant considerations including, but not limited to, reputation, availability, and demonstrated desire to join the Board.
4. **Selection Notification**. The Vice Chair shall notify each new member applicant upon selection.
5. **Anti-Discrimination Policy.** The Board does not discriminate for any reason, including, but not limited to, age, gender, sexual orientation, religion, race, ethnic origin, physical or mental disability, or marital status.

**ARTICLE 2 – DUTIES OF THE BOARD**

**Section 1 – Competitions**

The Board shall administer the following competitions, which shall be in compliance with the policies and procedures established herein:

1. **In-House Competitions**.
   1. Fall Semester:
      1. The James E. Bond Legal Writing II Appellate Competition (“**Bond**”)
      2. A 2L/3L Mock Trial Competition
      3. A 2L/3L Appellate Competition or A Motions Competition.
   2. Spring Semester:
      1. The Fredric C. Tausend Legal Writing II Appellate Competition (“**Tausend**”).
      2. A 2L/3L Mock Trial Competition
      3. A 1L Mock Trial Competition
   3. Summer Term:
      1. Thomas Tang Competition
2. **In-House Competition Cancellation.** An In-House Competition shall be cancelled if less than five eligible teams have registered to participate by the final registration deadline, as determined by the In-House Chair.
3. **Regional and National Competitions**. The Board shall administer all regional appellate and mock trial competitions held at Seattle University School of Law, including, but not limited to, Texas Young Lawyer Association Competitions, the Thomas Tang Regional Competitions, the National Black Law Student Association Regional or National Competitions, the National Moot Court Competitions, and the American Bar Association National Competitions. If there are any circumstances that make the administration and participation of a regional or national competition difficult, the Executive Board may choose, by a majority vote, to not administer a competition or to move a competition date.

**Section 2 – Administration of Competitions**

1. **Board Administration.** The Vice Chair shall determine the selection and administration of Board members for competition committees. In addition, the Vice Chair shall appoint In-House Competition Administrators.
   1. **In-House Competition Administrators.** The In-House Competition Administrator(s) shall have the authority to administer the competition, including, but not limited to, assigning committee members to specific assignments, delegating duties to committee members, and other powers which are necessary and proper to carry out the administration of the competition.
   2. **Conflicts of Interest.** No Board member shall administer or assist in an In-House, Regional, or National competition in which they are competing.
   3. **Online Competitions**: The Board may at any time throughout the school year host a online competition.
2. **Competition Problems.** In-House competition problems shall be determined as follows:
   1. The problem for the James E. Bond Legal Writing II Appellate Competition shall be the previous spring semester’s Legal Writing II problem as determined by the Legal Writing Faculty.
   2. The problem for the Fredric C. Tausend Legal Writing II Appellate Competition shall be the previous fall semester’s Legal Writing II problem as determined by the Legal Writing Faculty.
   3. All other in-house competition problems shall be determined by the In-House Competition Chair and In-House Competition Administrators. The problem may be based on materials adapted from the current or previous competitions, or it may be created with the assistance of the faculty advisor. In-House Competition Administrators must provide written confirmation to the In-House Competition Chair that an in-house competition problem and competition rules have been fully reviewed and proofread, certifying that the problem is ready for publication.
3. **Judging.** 2L/3LIn-House Competitions shall be scored by a panel of at least two judges who have graduated from an accredited law school. However, the In-House 1L Mock Trial Competition shall be scored by a panel of at least two judges who have graduated law school, who have competed in a previous Mock Trial Competition, or have successfully completed the Comprehensive Trial Advocacy course.
   1. **Conflicts of Interest.** No Board member shall judge in an In-House, Regional, or National competition in which they are competing. No one will be allowed to judge a competition round in which someone they know outside of the competition setting is competing, unless they are willing to disclose the nature of their relationship with the competitor and attest to an ability to remain impartial.
4. **Qualifications.** Any student who is currently enrolled at Seattle University School of Law may participate in Moot Court Competitions, but students must sign a form, which is checked by the Business Office, acknowledging that they are a student in good standing with at least a 2.0 GPA. Students do not have to be a part of the Board to participate. However, students that have previously been sanctioned and banned from competing may not participate without prior written approval from the In-House Chair. Reason for sanctions include, but are not limited to, dropping out of a competition after the drop date, violating any posted competition rule, or harassing other competing teams.
5. **Scoring.** The scoring criteria shall be determined by the Executive Board.
6. **Bond and Tausend Competitions.** The Bond and Tausend competitions shall be coordinated with the Spring and Fall Legal Writing II program. Competition schedules, rules, and scoring shall be coordinated with the Legal Writing Program Director, the In-House Competition Chair, and the In-House Administrator(s) for the competitions.

**Section 3 – Administration of Regional and National Competition Teams**

1. **Sending Teams to Regional Competitions.** The Executive Board may send the winner and/or runner-up team(s) of its in-house competitions to regional competitions. If there are any circumstances that make participation in a regional competition difficult, the Executive Board may choose, by a majority vote, to not send or participate in a regional competition.
2. **Sending Teams to National Competitions.** The Executive Board may send team(s) to national competitions if the team qualifies for nationals from participation in a regional competition. If there are any circumstances that make participation in a national competition difficult, the Executive Board may choose, by a majority vote, to not send or participate in a national competition.
3. **Team Member Unavailability.** If an otherwise eligible member of a regional or national team is unavailable to compete for any reason, then the remaining member(s) shall choose a replacement from the next-highest qualifying team not moving on to a regional or national competition.
4. **Entire Team Unavailability.** If an otherwise eligible team of a regional or national team is unavailable to compete for any reason, then the In-House Chair shall replace that team with the next-highest qualifying team not moving on to a regional or national competition.
5. **Commitment of Regional and National Competitors.** Within five (5) school days after a regional or national team has been notified that they qualified and are being sent to a regional or national competition, each member of the regional or national team(s) must submit their signed letter of commitment to the two (2) Regional Competition Chairs.
6. **Removal of Regional and National Team Members.** At any time, a regional or national team member may be removed from the team for reasons including, but not limited to, a failure to fulfill their obligations or violation of Seattle University School of Law’s Code of Student Conduct.
   1. **Review Process.** When a team member is asked to be removed from a regional or national team, the Executive Board shall review the situation. The Executive Board may request that the regional or national team member appear at the next scheduled Executive Board meeting to present their case.Regardless of an appearance by the team member, the Executive Board may vote to remove, warn, or do nothing to the team member.
   2. **Academic Credit.** Should the Executive Board vote to remove the team member from the team, the team member will not be eligible for academic credit as provided for in this section.
7. **Ability to Compete in More Than One Regional or National Competition.** Students may compete in more than one regional or national moot court competition per semester.
8. **Academic Credit for Regional or National Competitions.** Students who compete in regional or national competitions may receive academic credit for their participation. The granting of academic credit is contingent upon their participation in the regional or national competition and final approval by the faculty advisor.
   1. **Credits.** Pursuant to school policy, the number of specific credits shall be one (1) academic credit for an oral advocacy component and one (1) academic credit for a brief writing component, for a total of two (2) credits; or one (1) academic credit for a mock trial component. In addition, a student may receive no more than two (2) total credits for competing. Students are only allowed to receive credit for one (1) regional or national competition. A student may not split credits by competing in more than one competition.
   2. **Requisite Hours.** 
      1. **Brief Writing and Oral Advocacy Competitions.** Participants in Regional or National Moot Court competitions who submit a brief and make an oral presentation may request two (2) hours of ungraded academic credit. These credits are awarded if the Moot Court Board’s faculty advisor certifies that the student met their obligations in writing a high-quality brief, in preparing and delivering a high-quality oral argument, and as a team member.
      2. **Mock Trial Competitions.** Participants who compete in a Regional or National moot court competition that requires either a written or an oral presentation, **but not both**, may request one (1) hour of ungraded academic credit, if the faculty advisor for the competition certifies that the student performed at a high level.
      3. **Total Credits.** No student may receive more than two (2) credits for moot court. In addition, students may not receive academic credit for participating in more than one moot court competition. *See* Seattle University School of Law Student Handbook at 87: Moot Court.
      4. **Student Logging of Hours.** Students must log and report their own time preparing for and competing in a regional or national competition. Students must log 42.5 hours to receive one (1) ungraded academic credit and 85 hours to receive two (2) ungraded academic credits. *See* American Bar Association Section of Legal Education and Admission to the Bar Standard 310. Students must submit log sheets directly to the Moot Court Board’s faculty advisor.
      5. **Student Registration for Credit.** Ordinarily, students must register for their moot court credits in the semester in which the competition takes place. However, students are allowed to request the credit be added to the following semester. No credit may be allowed for Moot Court for a different academic year than the one the competition was completed. If the student does not receive during the academic year, the student shall have no further entitlement to receive the credit and may not apply for it.

**ARTICLE 3 – INTERNAL AFFAIRS OF THE BOARD**

**Section 1 – Conduct and Professionalism**

All Board members shall maintain, to the best of their abilities, professional, courteous, and respectful working relationships with other Board members, faculty, students, and the legal community. While representing the Board, Board members must act in the best interest of the Board.

**Section 2 – Management**

Board members shall manage all business of the Board. All Board business shall remain confidential among Board members.

**Section 3 – Meetings**

1. **Regular Meetings.** The Board shall hold regular meetings, which shall be scheduled by the Vice Chair. However, there are not a minimum number of mandatory meetings required.
2. **Special Meetings.** Special meetings shall be scheduled by the Chair, as necessary, or upon request for a special meeting by two (2) Board members to the Chair. After receiving such notice, the Chair shall schedule the special meeting at the next opportunity convenient to the Board.
3. **Quorum.** A quorum consists of a simple majority (50% + 1) of Board members present for the transaction of business related to Board affairs.
4. **Approval by Majority.** A simple majority of the quorum (50% + 1) is required to approve Board action unless otherwise specified elsewhere in the bylaws.
   1. **Conflicts of Interest.** Any Board member with a conflict of interest, including, but not limited to, competitions, judging, or recruitment of new members, shall indicate to the Board that a conflict exists and shall disqualify themselves from voting or making decisions on issues that relate to that conflict.

**Section 4 – Attendance Policy**

1. **Notice.** At or before the first general meeting of each semester, the Vice Chair shall inform the entire Board by e-mail of the absence and attendance policies stated herein. Final determination if notice of the absence and attendance policy was proper will be decided by the Executive Board.
2. **Mandatory Events.** Executive Board meetings are mandatory for Executive Board members, and general body meetings are mandatory for all Board members. Other mandatory events are determined by the Chair and Vice Chair. Any questions concerning whether an event is mandatory should be referred to the Chair or Vice Chair.
   1. **Notice.** All Board members are entitled to effective notice of mandatory events. For notice to be proper, the person calling the mandatory event must email all the Board members at least seventy-two (72) hours in advance. For the purposes of this section, the Vice Chair is deemed to have called all general Board meetings. For committee-specific meetings and assignments, the administrator or chair of the committee shall provide notice in accordance with the guidelines listed above. Board members not given effective notice of a mandatory event are excused in the event of an absence. Final determination if the mandatory event notice was proper will be decided by the Executive Board.
   2. **Excused Absences.** Excused absences do not invoke disciplinary procedures or other administrative action. However, notice of absence must be given as soon as reasonable possible to be excused. Excused absences include: any obligation for which a Board member is being paid or receiving credit; illness or emergency; or other compelling reason at the discretion of the Vice Chair. Course related school work and studying, and other student organization obligations shall not generally be valid reasons for an excused absence. It is the responsibility of the Board member to seek an excused absence form the Vice Chair.
   3. **Unexcused Absences.** A Board member is allowed one (1) unexcused absence per semester for mandatory events without any repercussions or administrative action. The Vice Chair shall notify the Board member after the mandatory event that they received an unexcused absence. A Board member who accrues two (2) unexcused absences per semester for mandatory events will be automatically suspended pursuant to Article 3, Section 5, Subsection C.

**Section 5 – Discipline of Board Members.**

1. **Executive Board Action.** The Executive Board, upon a majority vote, may reprimand and suspend from the Board any member of the Board who is guilty of unprofessional conduct or conduct injurious to the board, including, but not limited to, its reputation or its confidentiality; failure to perform committee obligations; or breach of these Bylaws. The Executive Board shall provide the Board member notice of potential suspension at least one (1) week before the Executive Board meeting in which the disciplinary vote will take place.
2. **Suspension.** Suspended Board members do not have the right to vote and may be subject to additional penalties at the discretion of the Executive Board. At any time, a suspended Board member may petition the Executive Board for reinstatement as a fully enfranchised Board member. The Executive Board, upon a majority vote, may reinstate the suspended Board member at its sole discretion. Any member not reinstated by the Executive Board will be subject to removal.
3. **Removal.** Any Board member may be removed from the Executive Board or the Board for conduct that has an adverse impact on the Board or on a National, Regional, or In-House Competition Team, or fails to fulfill their duties. This includes, but is not limited to, lack of participation on assigned committees, failure to complete assigned duties, chronic unexcused absenteeism (See Article 3, Section 4, Subsection B(iii)).
   1. **Procedures.** 
      1. **Member Seeking Removal.** Any Board member seeking removal of another Board member shall file a written complaint with the Executive Board.
      2. **Faculty Seeking Removal.** The Faculty Advisor or the Dean may recommend to the Executive Board that a Board member be removed for cause.
      3. **Removal Proceedings by the Executive Board.** Any Board member subject to removal shall be notified at least one week before the Executive Board meets to consider removal. The Board member will be notified of the nature of the complaint necessitating removal, including a copy of the written complaint, with identifying information of the complainant redacted. The Executive Board shall allow the Board member to petition for reconsideration, shall investigate any allegations, and shall report its findings to the Board. The Executive Board, upon simple majority vote (50%+1), will determine if the removal will proceed to Board action.
      4. **Board Action.** The Executive Board shall present its findings to the Board, and the Board member under review shall have the opportunity to respond publicly to the complaint. After the Board member’s response, the Board member will be excused from the proceedings, and the Board shall undertake a confidential discussion regarding the actions of the member under review. The Board will then vote to remove the member under review by a secret ballot. Removal shall require a two-thirds (2/3) vote of present Board members after establishing a quorum has been met. The Vice-Chair shall tally the votes, announce the results to the Board, and then inform the member under review of the member’s status. If the member is not removed, the member will return to full membership status.

**Section 6 – Leave of Absence**

1. **Requesting a Leave of Absence.** A Board member in good standing, as determined by the Vice Chair and in accordance with the Bylaws, may request a one semester-long leave of absence during his or her tenure on the Board. No member is entitled to a leave of absence and shall only be granted one at the sole discretion of the Vice Chair. Board members requesting a leave of absence must intend to return to full participation the subsequent semester following their leave, unless they take the leave of absence in the semester immediately preceding graduation.
2. **Form of Request.** Leave of absence requests must be made in writing to the Vice Chair and explain the circumstances necessitating the request. If requested, Board members must also appear personally before the Executive Board, if requested by the Vice Chair, to explain those circumstances.
3. **Granting the Leave of Absence.** The Vice Chair may in its discretion grant a leave of absence to any Board member who requests a request. Circumstances that should be given particular weight include, but are not limited to, the timeliness of the request, the number of members who have requested a leave of absence that semester, and the personal circumstances of the requesting member.
4. **Relationship to Seattle University Student Leave-of-Absence Policy.** If a Board member has taken a leave of absence under the Seattle University Student Leave-of-Absence Policy, then the member may be granted a leave of absence from the board.
   1. The Board member must be in good standing, as determined by the Vice Chair.
   2. The request is subject to the same requirements detailed in Article 3 §6(B-C).
   3. The leave-of-absence must not exceed one academic year or two consecutive semesters.

**ARTICLE 4 – RESONSIBILITIES OF THE EXECUTIVE BOARD**

**Section 1 – Chair**

The Board shall elect a Chair whose duties include, but are not limited to, the following:

1. Remain informed about the activities of all Board committees and members;
2. Supervise all Executive Board members;
3. Schedule and conduct all Executive Board meetings, providing at-least seventy-two (72) hours’ notice for each meeting;
4. Appoint eligible Board members Executive Board positions, if one or more Executive Board members resign, are removed, or are not elected;
5. Appoint Board members to other necessary positions;
6. Create and appoint standing and temporary committees;
7. Act as an official Board representative at all university and community functions involving the Board;
8. In the absence of the Vice Chair, call, conduct, and preside over general Board meetings.

The Chair may delegate responsibilities to other Executive Board members or Board members. In addition, the Chair has all other implied powers that are necessary and proper for the effective administration of the Board.

**Section 2 – Vice Chair**

The Board shall elect a Vice Chair whose duties include, but are not limited to, the following:

1. Remain informed about the activities of all Board committees and members;
2. Schedule, conduct, and preside over all general Board meetings, providing Board members with at-least seventy-two hours’ notice for each meeting;
3. Take attendance at all Board meetings and mandatory events;
4. Notify the Executive Board of Board members who are on automatic suspension pursuant to Article 3, Section 4, Subsection B(iii);
5. Assign Board members to Competition Committee and Competition Administrator positions;
6. Oversee general membership issues, including, but not limited to, suspensions, sanctions, and removal proceedings;
7. Oversee the recruitment process for new members; and
8. Admit new members to the Board in conjunction with these bylaws.

**Section 3 – In-House Competition Chair**

The Board shall elect an In-House Competition Chair whose duties include, but are not limited to, the following:

1. In conjunction with the Chair, coordinate and schedule In-House competitions;
2. Supervise and administer all In-House competitions;
3. Regularly report to the Executive Board on the preparation and performance of each In-House competition;
4. Maintain records of all competitors, bailiffs, and winners of In-House competitions; and
5. Provide trainings for all In-House competition’s administrators.

**Section 4 – Regional/National Competition Chairs**

The Board shall elect two Regional/National Competition Chairs whose duties include, but are not limited to, the following:

1. Oversee all regional and national team operations, including, but not limited to, managing and coordinating the regional and national competitors, coaches, and judges;
2. Regularly report to the Executive Board on the preparation and performance of the regional and national teams;
3. Maintain updated information on all available regional and national competitions;
4. Coordinate registration of regional and national teams for their competitions;
5. Coordinate registration of regional and national teams with the faculty advisor for scholastic credit;
6. Oversee each regional and national teams’ compliance with all regional and national competition deadlines and requirements;

**Section 5 – Treasurer**

The Board shall elect a Treasurer whose duties include, but are not limited to, the following:

1. Preparation and maintenance of an operating budget;
2. Approve payments of all bills and requests for reimbursements to Board members;
3. Regularly report to the Executive Board about the health of the budget;
4. Maintain a good working relationship with the Business Office and the Dean of Finances; and
5. Maintain confidentiality and operational control of budget with the Executive Board.

**Section 6 – Secretary**

The Board shall elect a Secretary whose duties include, but are not limited to, the following:

1. Maintain the Moot Court Board Room and Jury Room, including, but not limited to, cleanliness and general maintenance;
2. Maintain and update the mailboxes inside the Moot Court Board Room;
3. Maintain and update the name tags for new members
4. Taking and distributing minutes of general body meetings, upon request of the Executive Board;
5. Each year, coordinate the taking of the Moot Court Board group photo and arranging for framing and display of the final photo
6. Chairing or participating on any ad hoc committees as deemed necessary by the Executive Board.

**Section 7 – The Executive Board**

The Executive Board duties include, but are not limited to, the following:

1. Remain informed about the activities of all Board committees;
2. Assist in the performance of the Chair and Vice Chair;
3. Meet at-least eight (8) times during the academic year;
4. Interpret, implement, and enforce the Bylaws;
5. Train new members each semester; and
6. Preside over and resolve all aspects of Board member discipline for violations of the Bylaws, dereliction of duty, or other misconduct, giving all Board members so accused timely notice and an opportunity to be heard before any formal action on the matter is undertaken. In discharging this duty, the Executive Board may act on its own motion or upon complaint from one or more Board members.

**ARTICLE 5 – DUTIES OF ALL BOARD MEMBERS**

Board member duties include, but are not limited to, the following:

1. **General Requirements.**
   1. Prioritizing the Board and devoting the time and energy necessary to promote the Board’s mission;
   2. Ensure that the Board is devoted to the further development of oral and written advocacy skills;
   3. Maintain the confidentiality and integrity of the Board;
   4. Attend all general Board meetings, at least two final rounds per semester, and all mandatory events;
   5. Administer the competitions of the committee for which the Board member is assigned; and
   6. Sign a letter of commitment to the Board, which states that the Board member has read and understands the duties required under these Bylaws.
2. **Competition Requirement.** A Board member shall compete in at least one of the competitions listed in Article 2 Section 1(a) of the Bylaws during the Board member’s time in law school. A Board member may fulfill this requirement before or after joining the board. The Executive Board may grant an exemption to this requirement.
   1. If an exemption is requested, the Board member must also appear before the Chair and Vice Chair to explain the circumstances necessitating an exemption. The Chair and Vice Chair will then decide at their sole discretion whether to grant an exemption to the competition requirement.
3. **Remote Participation for Flex JD Board Members.** Any member of the Board who is a Flex-JD student must be given a reasonable opportunity to participate in all Board functions. This includes, but is not limited to, all meetings, competitions, and being elected and appointed positions on the Board.
   1. Flex JD students who do not live in King County, Washington are excused from the final round requirements for any in-person final round.
4. **Remote Participation for Non-Flex Board Members.** If a Board member is engaged in remote learning through an approved Seattle University School of Law program and the Board member will not be available to attend on-campus activities of any kind, in lieu of taking a leave of absence, the Board member may request an accommodation in the form of an alternative participation plan from the Executive Board.
   1. The Board member must still participate in mandatory general Board meetings.
   2. A Board member requesting an alternative participation accommodation must make the request in writing to the Executive Board at least three (3) weeks before the start of the semester.
   3. After the request has been submitted, no later than seven (7) days later, the Board member must appear before the Chair and Vice Chair to explain the circumstances necessitating an accommodation. No later than seven (7) days after this meeting Chair and Vice Chair must meet with Executive Board to determine, via a vote, whether an accommodation will be given.
   4. If an accommodation is granted, the Executive Board shall have seven (7) days to develop an alternative participation plan for the Board Member. The plan should fulfill the requirements under Article 5 Section A as nearly as possible. The plan must be approved by both the Executive Board and the Board’s faculty advisor.
   5. Once a plan is developed and submitted to the Board member, the Board member will have seventy-two (72) hours to agree to the plan or to suggest changes to the plan. If the Board Member suggest changes the, the Executive Board must vote on whether to approve the changes within forty-eight (48) hours. If the changes are approved, the plan is considered to be accepted by both the requesting Board member and the Executive Board. The Board member will be expected to abide by the plan and is subject to the same standards of conduct and disciplinary procedures as all other Board members.
   6. If the requesting Board member and the Executive Board cannot agree on an alternative participation plan, then the Board Member may request a leave of absence, withdrawal the original request, or request the plans be submitted to the entire Board for a vote.
      1. If the Board member requests to present their plan to the Board for a vote, the following procedures shall be followed. The vote shall take place at the next general Board Meeting. The Executive Board will have ten (10) minutes to present their plan. Next, the requesting Board member will have ten (10) minutes to present their plan. Afterwards, the requesting Board member and the Executive Board shall leave the room. The Board will be given ten (10) minutes to deliberate privately. After, the Vice Chair will return to the room and conduct a vote by secret ballot. Neither the requesting Board Member nor the Executive Board shall participate in the vote. The Board shall vote to approve either plan by a simple majority vote (50% + 1). If there is a tie, the Board’s Faculty Advisor shall cast the tiebreaking vote. The results shall be binding. The Board member may accept the plan, withdrawal their initial request, or request a leave of absence from the Board.

**ARTICLE 6 – ELECTION PROCEDURE FOR THE EXECUTIVE BOARD**

1. **Platforms.** Each candidate for Chair, Vice Chair, In-House Competition Chair, Regional Competition Chair(s), Treasurer, and Secretary shall submit a written platform outlining the reasons for their candidacy by a deadline set by the Chair or Vice Chair. Candidates running for multiple positions are suggested, but not required, to address their qualification for each position in their platform. Items that are suggested, but not required, in a candidates’ platform are Board positions held, future employment, other law school activities, course load, externships, internships, and other responsibilities.
2. **Election Procedures.** The Board shall elect in this order: Chair, Vice Chair, In-House Competition Chair, Regional Competition Chair(s), Treasurer, and then Secretary. For each position, a speech stage occurs, where each candidate shall give a short speech outlining their qualifications for the position. After each candidate gives a speech, a question and answer stage occurs, where Board members may ask questions to each candidate. After the question and answer stage, all candidates running for the positions shall leave the room, and the Board will have a confidential discussion regarding each candidates’ qualifications. After the Board discussion, a vote shall occur. After the votes are tallied by the Chair and Vice Chair, all candidates shall return to the room, and the Chair or Vice Chair shall inform the candidates of the winner.
   1. **Voting.** Each Board member in good standing has one vote. The vote for each position shall take place by secret ballot, unless a majority of the Board present at elections agree to an alternate voting method.
   2. **Winning.** If there are only two candidates, the winner shall need a simple majority (50% + 1) of the votes to win. If there are more than two candidates, a runoff election shall occur if no one candidate receives a simple majority. The candidate receiving the lowest vote total will be removed from consideration in the runoff vote, and the Board will vote on the remaining candidates. This process shall be repeated until one candidate receives a simple majority of votes.
   3. **Executive Board-Elect.** The Executive Board elect shall take office immediately after the second-to-last general Board meeting of the academic year.

**ARTICLE 7 – BYLAWS AMENDMENTS**

1. **Substantive Amendments.** All current Board members may submit suggested revisions to these Bylaws.
   1. **Bylaws Committee.** A Bylaws Committee shall be selected to organize suggested revisions submitted by Board members, review the Bylaws, and propose any new amendments. The Chair or Vice Chair shall appoint a Chair for the Bylaws Committee.
      1. Following a review of the Bylaws, the Bylaws Committee shall select and submit proposed amendments to be voted on by the Board at an appropriate meeting of the general body, as determined by the Executive Board.
   2. **Votes.** The Bylaws shall be amended only upon approval of two-thirds (2/3) of the Board members in attendance at the meeting when the revisions are proposed (after a quorum has been established). Suspended members will not be allowed to vote on amendments.
2. **Stylistic Amendments.** 
   1. **Authority of the Bylaws Committee.** The Bylaws Committee shall, upon unanimous approval of the Bylaws Committee, have the authority to make stylistic, non-substantive amendments to the Bylaws.
   2. **Review of Stylistic Amendments.** Each stylistic amendment shall be made available for review to all Board members during a waiting period of not less than five (5) calendar days. During the waiting period, any member of the Board may object to the proposed stylistic amendment by submitting such objection to the Chair, Vice Chair, and Chair of the Bylaws Committee. Such objection shall render the stylistic amendment null and will only become incorporated in the Bylaws if approved by the Board pursuant to Article 7, Subsection A(ii). However, in the absence of an objection, the stylistic amendments shall go into effect upon the expiration of the waiting period.
      1. **Notice.** Notice of proposed stylistic amendments must be sent out to the Board via e-mail before the waiting period begins.

**ARTICLE 8 – ORDER OF THE BARRISTERS**

**Section 1 – Qualifications**

To be considered for the Order of the Barristers, an applicant must be an enrolled law student at Seattle University School of Law.

**Section 2 – Selection Process**

The Chair shall select an Order of the Barristers Committee to facilitate the nomination process through various necessary tasks including, but not limited to, publishing the application, reviewing and scoring applications, and submitting student names to the Dean’s Office.

Further, applicants to the Order may not serve on the Order of the Barristers Committee.

**Section 3 – Scoring Breakdown**

**Moot Court Board Activities**

|  |  |
| --- | --- |
| Membership | 2 points per semester |
| Committees (beyond mandatory assignments\*) | 1 point per year |
| Executive Board | 6 points per year |
| Competition Administrator (beyond mandatory assignments\*) | 2 points per competition |
| Bailiff, Judge | 1 point per competition |
| Witness | 2 points per competition |
| Appellate Competitions | 10 points per competition |
| Mock Trial Competitions | 10 points per competition |
| Regional Competitions | 15 points per competition |
| National Competitions | 15 points per competition |
| If Regional is a National Competition | 15 points per competition |
| Juror | 0 points |
| Coach | 0 points |

\* A Moot Court Board member receives points for Committee Assignments over the mandatory minimum (generally 2 per semester or 1 per semester if an Administrator of a competition).

## Alternative Dispute Resolution Activities

|  |  |
| --- | --- |
| Competitions | 5 points per competition |
| Regional Competitions | 5 points per competition |
| National Competitions | 7.5 points per competition |
| If Regional is a National Competition | 7.5 points per competition |

## Academic Focus 1 point per credit, 6 points max per application

The classes below qualify as academic focused. Due to the fact that course offerings change from year-to-year, this is a non-inclusive list.

* Sentencing/Plea Bargaining
* Evidence Lab
* Advanced Writing Seminar
* Street Law
* Comprehensive Trial Advocacy
* Externships (case by case basis)
* Appellate Advocacy
* Advanced Legal Research
* Comprehensive Pre-Trial Advocacy
* Mediation Advocacy
* Pre-Trail Criminal Advocacy
* Client Counseling
* Trial Techniques
* Clinics
  + Youth Advocacy
  + Domestic Violence
  + Predatory Lending
  + Immigration
  + Administrative Law
  + Mediation
  + Capitol Appeals Clinic
  + International Human Rights
  + Mental Health Court Clinic

Courses that will potentially receive points are those in which student use hands on skills in advocacy, trial level work, or appellate level work. Classes that are required for graduation, regardless of promoting learning skills in advocacy, will not receive points. Additionally, courses that are mainly transactional in nature will not receive points.

Whether an externship qualifies will be decided on a case by case basis, based on the description provided by the applicant and the skills learned during the externship.

**Meeting Notes**

1/29/2022

* Purpose
  + Remote learning / remote participation
  + Recorded keeping
  + Competition Requirement
* Timeline
  + Mondays 12pm after board meetings
* Identify areas where remote learning affects the current bylaws