The Election of Officers of the Jackson County Bar Association will take place **Thursday November 20, 2025,** at **noon** at the Association's General Body Meeting. The meeting may be held in person and/or via Zoom. The following officers will be elected:

President
Vice-President
Treasurer
Recording Secretary
Corresponding Secretary
Parliamentarian

Acceptance of nominations of persons to fill said offices will begin 30 days prior to the date of the elections.

Nominations will be accepted in 1 of 3 ways:

*By regular mail*:
Send to: Parliamentarian
P.O. Box 410184, Kansas City, MO 64141

*By e-mail*:
Send to: jcba@jacksoncountybar.com

*In person/Zoom*: At/During the November Election Meeting

*Note: Nominations by regular mail or e-mail must be received by 9:00 a.m. on the Thursday of the November Election Meeting*

The terms of all offices are one (1) year. The duties and responsibilities of the above officers, and the answers to commonly asked questions about JCBA's voting procedures, are attached.

(A) **The duties of the President are:**

(1) To preside over all regular and special meetings of the Association, and the Executive Committee;

(2) To be responsible for the preparation of the agenda of each meeting;

(3) To coordinate the activities of the Association, and to be the official spokesperson;

(4) To appoint members of all standing and special committees and designate a chairperson of each such meeting;

(5) To interface with other local, state and national bar associations;

(6) To be an *ex-officio* member of all committees.

(B) **The duties of the Vice-President are:**

(1) To assist the President;

(2) To assume all the duties and responsibilities of the President in his or her absence;

(3) To serve as an *ex-officio* member of each standing committee;

(4) To chair the Public Relations/Newsletter Committee;

(5) To chair the Judicial Endorsement and Legislative Committees;

(6) To serve on the Executive Committee.

(C) **The duties of the Recording Secretary are:**

(1) To record and maintain a file of the minutes of the Association and Executive Committee meetings;

(2) To maintain a file of all Association documents and Committee reports;

(3) To request documents for examination and use by members of the organization;

(4) To serve on the Executive Committee.

(D) **The duties of the Corresponding Secretary are:**

(1) To send all notices required by the JCBA Constitution and Bylaws;

(2) To maintain an accurate membership roster;

(3) To serve on the Executive Committee.

(E) **The duties of the Treasurer are:**

(1) To keep financial records and handle banking functions;

(2) To collect Association dues;

(3) To prepare an annual budget for the Association;

(4) To make financial reports at regular Association meetings;

(5) To serve on the Executive Committee.

(F) **The duties of the Parliamentarian are:**

(1) To interpret the JCBA Constitution and Bylaws subject to the approval of a simple majority of the members in good standing in attendance, including but not limited to, conflicts arising with respect to offices, duties, obligations and meeting procedures;

(2) To maintain order at all Association meetings;

(3) To keep a record of the JCBA Constitution, Bylaws, and any amendments thereto;

(4) To chair the Constitutional Committee, which will consider proposed amendments to the JCBA Constitution and Bylaws;

(5) To assure that all officers have read and understand the provisions of the JCBA Constitution and Bylaws;

(6) To serve on the Executive Committee.

# JCBA VOTING PROCEDURES

**Q. Can I attend a JCBA Meeting via teleconference or videoconference?**

**A. Yes.**

Article III Section 5 of the 2015 Revised JCBA Bylaws states: *"A member is 'in attendance' at a meeting when said member can communicate in real-time with other members in attendance during the period of time that a matter is under consideration. This expressly includes attendance at a meeting via telephone or videoconferencing. This provision expressly does not permit attendance by e-mailing, texting, tweeting, or instant messaging."*

**Q. Can I vote on a motion, or vote for an officer, via e-mail?**

**A. Yes.**

Article VI Section 3 of the 2015 Revised JCBA Constitution states: *"A member in good standing may submit a vote on any issue in person, via written ballot, via e-mail, via real-time communication as permitted in the Bylaws, or via an online balloting platform, to the JCBA Recording Secretary during the time a meeting is called to order until the meeting is officially adjourned, and such vote will count towards the issue under consideration to which it pertains. A vote cast via e-mail must, however, come from a member's verified e-mail address as shown on the Association records kept by the JCBA Recording Secretary."*

**Q. Can I vote on a motion, or vote for an officer, via regular mail, text, or fax?**

**A. No.**

JCBA's Bylaws and Constitution do not expressly provide for voting via regular mail, text, or fax. Therefore, voting by such means is not permitted.

**Q. Can I vote on a motion, or vote for an officer, via proxy?**

**A. Yes.**

Article III Section 7 of the 2015 Revised JCBA Bylaws states:

"*Proxy voting is permitted in all instances where voting is permitted, except when voting for amendments to the JCBA Constitution or Bylaws.*

*A proxy vote, for any permissible purpose, must be tendered to the JCBA Recording Secretary in writing at least 24 hours before the scheduled start time of the meeting at which the vote is to be taken. A proxy submitted less than 24 hours before the scheduled start time of the meeting at which the vote is to be*

*taken is invalid and will not be counted. A member shall not give their proxy indefinitely to any other member. A valid proxy must provide the following four things:*

*[1] the name of the member giving their proxy ("proxy giver"),*

*[2] the name of the member authorized to cast the proxy vote ("proxy holder"),*

*[3] the date of the meeting for which the proxy applies, and*

*[4] an indication of whether the proxy is a general proxy, or is limited to a particular matter/vote.*

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For additional information on the upcoming JCBA Elections, contact:

Current President and Parliamentarian @ jcba@jacksoncountybar.com