

NEVADA LAW JOURNAL
BYLAWS

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I. INTRODUCTION

The *Nevada Law Journal* (hereinafter *Law Journal*) is a journal of legal scholarship designed to provide a forum for the rigorous analysis of law and policy issues of importance. The *Law Journal* will include articles of merit unrestricted by topic or field of coverage.

The *Law Journal* will publish at least two (2) issues during each annual volume depending upon the quantity of material deemed publishable as determined by the Editorial Board.

II. ORGANIZATION

A. IN GENERAL

The *Law Journal* shall be administered by a Faculty Governing Board, a student Editorial Board, and staff in a size to be determined by the Editorial Board on an annual basis. The *Law Journal* is a student-run organization. The role of the Faculty Governing Board is to provide guidance when necessary to the effective management of the *Law Journal*.

B. FACULTY GOVERNING BOARD

The Faculty Governing Board shall consist of at least three (3) tenured or tenure-track faculty members designated as *Law Journal* Faculty Advisors, who shall be nominated by the Dean and approved by the Faculty. Prior to selecting new Advisors, the Dean or Associate Dean shall consult the Editorial Board.

C. EDITORIAL BOARD

The Editorial Board is responsible for the daily administration of the *Law Journal*, including management and editorial production of the *Law Journal*.

The initial Editorial Board will be selected by the Faculty Governing Board after application by interested staff members. Subsequent Editorial Boards will be nominated by the outgoing Editorial Board subject to ratification by the Faculty Governing Board. Editorial Board members will generally be selected during Spring Semester and will serve until the selection of the next Editorial Board.

Composition

The Editorial Board shall be composed of experienced senior staff members of the *Law Journal*. Editorial Board members shall retain the voting rights enjoyed by staff and senior staff members regarding issues of general importance to the *Law Journal*. The Editorial Board shall be presided over by the Editor-in-Chief. The Editorial Board may consist of the following positions, with the number of editors filling each type of position determined by the preceding Editorial Board:

Editor-in-Chief
Executive Managing Editor
Managing Editor(s)
Lead Articles Editor
Symposium Editor
Business Editor
Articles Editor
Student Notes and Comments Editor
Nevada Law Editor
Book Review Editor
Special Assignments Editor
Research and Topic Development Editor

If any editorial subunit consists of more than one (1) editor, the Editor-in-Chief and Managing Editor may select one (1) lead editor for each such subunit within two (2) weeks after Fall Semester Work Week.

Quorum

A quorum is reached when two-thirds (2/3) of the Editorial Board members are present.

Appointment

Generally, editors shall be selected not later than the end of Spring Break of each academic year. New Editorial Boards will be installed and presented to the law school community at the end of the Spring semester during which they are elected. From the time of selection until installment, the incoming Editorial Board shall be supervised by the outgoing Editorial Board in a transition and training period.

Interested candidates must apply in accordance with procedures and deadlines established by the Editorial Board. Applicants can apply for multiple positions but must indicate preference. No member shall hold more than one (1) editorial position. In the event that no person applies for an Editorial Board position, the Editorial Board shall take such steps as are deemed appropriate.

Eligibility

To be eligible for application and nomination to an editorial position, an individual must be a member of the *Law Journal* and must be in good standing with the William S. Boyd School of Law. Members on academic or disciplinary probation or in default of any *Law Journal* requirements are not eligible to apply for or be nominated to an editorial position. Any member applying for or seeking nomination to an editorial position must have successfully completed all *Law Journal* requirements.

Term

Each editor must serve a term of one (1) year generally beginning the first day of classes following Spring Break. Outgoing editors will continue to provide assistance to the incoming Editorial Board as needed and will remain responsible for uncompleted projects. Editors must enroll in *Law Journal* both Fall and Spring semesters of their final year. An editor is expected to be available and to engage in substantial *Law Journal* editorial work and production during the summer. Thus, editors are committed to work throughout the Summer, Fall, and Spring Semesters of their final year.

Removal

No editor shall be removed from the Editorial Board except on an affirmative vote of two-thirds (2/3) of the entire Editorial Board and the concurrence of the Faculty Advisors. The affected editor shall not vote or be counted for purposes of meeting the two-thirds (2/3) requirement.

The affected editor shall have the right to appear before the full Editorial Board. If the Editor-in-Chief is the affected editor, the Managing Editor shall preside over the hearing.

Editorial Board Decision-Making

The Editorial Board normally shall govern by a majority vote of the quorum present but may make other arrangements as determined by the Editorial Board.

Procedure for Meeting

Regular meetings of the Editorial Board shall be scheduled and maintained by the Editor-in-Chief, Managing Editor or their designee. Subject to the specific provisions of these Bylaws, meetings of the Editorial Board shall proceed as provided by Robert's Rules of Order unless otherwise agreed by the Editorial Board. Meetings shall be presided over by the Editor-in-Chief.

Editorial Board business may be conducted in the absence of a quorum if necessitated by exigent circumstances, provided the Editor-in-Chief is present at the meeting, or appoints the Managing Editor to act at the meeting on his or her behalf. The agenda for meetings shall be established by the Editor-in-Chief. Any *Law Journal* member wanting to place an item on the agenda should make his or her request known to the Editor-in-Chief no later than one (1) day prior to a scheduled meeting.

Publication Responsibilities

The Editorial Board is primarily responsible for the timely publication of the *Law Journal* and for its contents.

Outside Work Activities

Neither employment activities (including employment as a research assistant) nor other co-curricular activities (including other student groups, such as the Student Bar Association or the Society of Advocates) may adversely affect a member's ability to complete their required duties in an efficient and timely manner.

D. *LAW JOURNAL* MEMBERSHIP AND RESPONSIBILITIES

All members shall be selected as follows:

Eligibility for *Law Journal* Membership

To be eligible for admission to the *Law Journal*, a full-time student (i.e., a student taking not less than 12 credit hours during at least one (1) semester of first year or enrolled in at least 12 credit hours during the Fall semester of second year) may seek admission to the *Law Journal* after completing one (1) year of law school. Part-time students (i.e., a student taking not more than 11 credit hours per semester) may seek admission to the *Law Journal* after completing two (2) years of law school. Any student seeking membership in the *Law Journal* must be in good academic standing with the William S. Boyd School of Law.

Full-time students who have completed two (2) years of study and part-time students who have completed three (3) years of study are not eligible for *Law Journal* membership.

Transfer students who meet the above qualifications and are members of a law journal at another ABA-accredited law school are eligible for *Law Journal* membership upon approval by the Editorial Board. The Editorial Board shall determine the criteria for acceptance of such transfer students, including, but not limited to: (1) quality of the institution from which the student is transferring; (2) academic standing; and (3) writing ability as determined by a writing sample. The requested material must be submitted to the Editor-in-Chief and Managing Editor by July 31st preceding the transfer year. The Editorial Board will make a decision by two (2) weeks prior to the first day of Fall Semester classes. Transfer students who are not members of another law journal may be admitted to the *Law Journal* only through participation in the write-on competition.

The Editorial Board may consider student papers by non-*Law Journal* members for publication. Such papers will only be considered in the event that an insufficient number of outstanding papers have been produced by staff or senior staff members.

Selection for Admission to the *Law Journal*

The writing competition is part of the application process to join the *Law Journal*. No applicants will be considered for membership on the *Law Journal* without a good faith submission in the writing competition. This includes students who are considered based on class rank. Staff members shall be selected as follows:

1. Offers of membership in the *Law Journal* shall be extended to at least the top five (5) percent of the class in both the first year full-time and second year part-time divisions. The Editorial Board prior to the end of the Spring semester will determine the exact percentage of students who will be offered membership based on grades. If any invited student declines membership, the *Law Journal* will make an offer of membership to the next ranked student available in the respective division of the William S. Boyd School of Law.

2. The remainder of the *Law Journal* shall be selected through an annual writing competition. Full-time students who have successfully completed their first year of study are eligible. Part-time students who have successfully completed their second year of study are eligible. Transfer students transferring after the first year of full-time study or second year of part-time study at another institution are eligible to enter the writing competition. In conducting writing competitions, first year full-time students and second year part-time students shall be grouped together for evaluation.

All writing competition candidates are limited to applying for the *Law Journal* only during designated times as determined by the Editorial Board. The Editorial Board shall establish a schedule for the writing competition, which shall ordinarily be held during late Spring or early Summer.

Writing competition candidates shall submit a memorandum on a topic and problem developed by the Editorial Board. Guidelines and restrictions regarding the competition shall be established by the Editorial Board. Guidelines and restrictions concerning the competition shall be made available to each applicant.

The Editorial Board shall establish the criteria to be used in judging the papers and selecting new staff members.

Students invited to be staff members of the *Law Journal* shall be notified by written invitation prior to the start of the Fall semester. Students must notify the Editor-in-Chief not later than the date indicated on the invitation of his or her intent to participate on the *Law Journal*. Any person receiving an invitation to be a staff member of the *Law Journal* who does not accept the membership offer by the time indicated, or who makes no response to the invitation, will be presumed to have declined the invitation to participate on *Law Journal*. If the invitation is declined, it shall be a violation of the William S. Boyd School of Law Honor Code for him or her to list *Law Journal* membership on his or her resume.

All students accepting membership in the *Law Journal* will be expected to participate in both Fall and Spring semester Work Weeks.

Requirements

Terms of Membership

Each person admitted to serve on the *Law Journal* shall serve a term of four (4) fall/spring academic semesters. All staff members must make a full two-year commitment to the

journal commencing with Work Week as a junior staff member and ending with Spring finals of their second year. Any member who is removed or withdraws from the *Law Journal* at any time during his or her tenure should note that it shall be a violation of the William S. Boyd School of Law Honor Code for him or her to list *Law Journal* membership on his or her resume.

All members will be expected to participate in Work Week. Work Week occurs the full week prior to both the Fall and Spring semesters.

Staff Members

Every student joins the *Law Journal* as a staff member. Staff members will be assigned various tasks throughout the semester, and will be expected to complete a student note of publishable quality as determined by the Editorial Board. If the note is of publishable quality, it shall be submitted to the Faculty Advisors for approval and qualification for the William S. Boyd School of Law graduation writing requirement. If the note is chosen for publication, the staff member must remain available for revisions of their article until the publication process is complete.

Senior Staff Members

Senior staff members include all members who have completed two (2) full semesters on *Law Journal*, including Editorial Board members. Senior staff members will be assigned duties by the Editorial Board, which may include substantial editorial work on accepted articles and notes, including cite-checking and proofreading.

Membership

To remain on the *Law Journal*, each member must satisfy individual membership responsibilities as designated by the current year's Editorial Board. Failure to do so will result in no academic credit for that semester upon approval of the Editorial Board.

Removal of *Law Journal* Members

The Editorial Board or the Faculty Governing Board has authority to investigate and impose penalties for dishonest or unethical conduct that affects any aspect of the *Law Journal*. A member who is suspected of unethical conduct shall be informed in writing of the charges and shall be given the opportunity to respond to the charges either in writing or by personally addressing the Editorial Board or the Faculty Governing Board.

A member may also be removed from the *Law Journal* for nonperformance or failure to satisfactorily meet staff requirements. No member shall be removed except by three-quarters (3/4) affirmative vote of all editors present at a meeting with a quorum.

After a member is removed at any time during his or her tenure on *Law Journal*, he or she must immediately remove *Law Journal* membership from his or her resume. In addition, the

removed member has an ethical duty to inform his or her current and future employers that he or she is no longer a member of the *Law Journal*.

Withdrawal of *Law Journal* Members

A *Law Journal* member who voluntarily withdraws must immediately remove *Law Journal* membership from his or her resume. In addition, the removed member has an ethical duty to inform his or her current and future employers that he or she is no longer a member of the *Law Journal*.

III. ACADEMIC CREDIT AND GRADING PROCEDURES

Generally

Each staff member shall receive one (1) academic credit for the Fall semester and one (1) academic credit for the Spring semester of his or her first year on *Law Journal* upon satisfactory completion of criteria as established by the Editorial Board.

Senior staff members in their second term on the *Law Journal* shall receive one (1) academic credit for the Fall semester and one (1) academic credit for the Spring semester. Senior staff members who will graduate during the Fall semester may be required to take one (1) academic credit the summer following their second semester on *Law Journal*.

Editorial Board members shall receive two (2) academic credits for the Fall semester and two (2) academic credits for the Spring semester during his or her second year on *Law Journal*.

All credits received by *Law Journal* staff shall be designated Pass/Fail and will not count in computing the member's grade point average.

Loss of Credit

Failure to satisfactorily complete all *Law Journal* requirements shall result in loss of *Law Journal* credit. The determination of whether a member has satisfactorily completed *Law Journal* requirements shall be made by the Editorial Board. A member in danger of losing law review credit shall be informed in writing and shall be given the opportunity to respond either in writing or by personally addressing the Editorial Board and the Faculty Governing Board.

IV. EDITORIAL DUTIES AND RESPONSIBILITIES

The *Law Journal* establishes the following Editorial Board positions. The precise number of editors in each category shall be established from year-to-year by the preceding Editorial Board. The Editorial Board may also combine or modify staff positions from year-to-year.

The Editorial Board may, in its discretion, create such committees as are necessary to ensure the quality and efficient management of the *Law Journal*.

All editors should possess the following qualities: excellent command of grammar and composition; excellent editorial and citation skills; attention to detail; good understanding of the current state of the law in many subjects; an ability to work with fellow students; good organization; strong time management skills; and a strong devotion to producing an excellent *Law Journal*. In addition, some editors may be required to possess the following qualities as determined by the preceding Editorial Board: the ability to supervise others; to work with outside authors who are writing articles for the *Law Journal*; to set and enforce deadlines; and to offer constructive criticism.

A. EDITOR-IN-CHIEF

The Editor-in-Chief is the chief administrative officer of the *Law Journal* and acts as spokesperson, personnel director, faculty liaison, and general troubleshooter. In addition, the Editor-in-Chief has overall supervisory responsibility for publication of the *Law Journal* and is the final editing authority for every article which appears in the *Law Journal*. Specifically, the Editor-in-Chief:

1. Tracks all articles throughout the publication process;
2. Calls and presides over meetings of the Editorial Board;
3. Coordinates with the Executive Managing Editor in calling meetings with the full membership;
4. Sets publication schedule with input from the Executive Managing Editor;
5. Serves as a liaison between the administration, the faculty, and the *Law Journal*;
6. Serves as the official representative of the *Law Journal*;
7. Makes recommendations to the Administration concerning assignment of academic credit to the staff, senior staff and Editorial Board pursuant to the procedure outlined in the Bylaws;
8. Presides over and participates in all meetings affecting publication decisions, Editorial Board policy, and the operation of the *Law Journal*;
9. Coordinates or delegates the training of the *Law Journal* staff;
10. Formally handles staff academic or disciplinary problems;
11. Presents all appropriate matters to the Editorial Board for its consideration;
12. Assists all editors, when necessary, in the able completion of their responsibilities;
13. Ensures the smooth functioning of all facets of the Editorial Board's activities;
14. Ensures the accuracy of the publication. Because the Editor-in-Chief is ultimately responsible for the content of the *Law Journal*, he or she is the final arbitrator of any and all disputes that cannot be resolved among or between the respective parties. In the event the Editor-in-Chief is involved in a dispute with another party, the Executive Managing Editor

- shall have the authority to act as the final arbitrator of said dispute in conjunction with the Faculty Governing Board;
15. Has authority to independently conduct Editorial Board business only when absolutely necessitated by exigent circumstances and subject to the subsequent veto by a majority vote of the Editorial Board;
 16. Upon vote of the Editorial Board, shall submit staff member case notes or comments to the Faculty Advisors to determine if the writing is sufficient to satisfy the William S. Boyd School of Law graduation writing requirement; and
 17. Assumes such other responsibilities as the Editorial Board assigns.

B. EXECUTIVE MANAGING EDITOR

The Executive Managing Editor supervises all operational functions. The Executive Managing Editor is responsible for maintenance of the publication process including assignment of work, enforcement of deadlines, and assisting the Editor-in-Chief in the creation of publication schedules, and supervises the actual publication of each issue of the Law Journal with the assistance of the Editor-in-Chief. Additionally, the Executive Managing Editor ensures that every article's citations in the Law Journal are accurate as to form and substance and that there are no typographical or similar errors in the Law Journal. Specifically, the Executive Managing Editor:

1. Manages the daily operations of the *Law Journal*, including staff assignments;
2. Coordinates and conducts each Work Week;
3. Format or delegate the formatting of each article to review format;
4. Proofreads and reviews completed cite checks for accuracy and correctness before submission to the Editor-in-Chief for final review;
5. Supervises and conducts the annual writing competition, with the assistance of the Editor-in-Chief;
6. Resolves all citation, grammar, and formatting questions the Managing Editor is unable to resolve, with the assistance of the Editor-in-Chief;
7. Assigns all cite-checking and proofreading projects;
8. Calls and presides over meetings of the full staff;
9. Discharges the duties of the Editor-in-Chief in his or her absence; and
10. Assumes such other responsibilities as the Editor-in-Chief or Editorial Board assigns.

C. MANAGING EDITOR

The Managing Editor supports and assists the Executive Managing Editor. The Managing Editor processes each assigned article to make certain that all citations in the Law Journal are accurate as to form and substance and there are no typographical or similar errors in the Law Journal. Specifically, the Managing Editor:

1. Supports and assists during Work Week;

2. Edits all assigned articles before submission to the Executive Managing Editor for review;
3. Resolves citation, grammar, and formatting questions from the Editorial Board and staff;
4. Assists the Executive Managing Editor with the writing competition;
5. Assumes other responsibilities as the Editor-in-Chief and/or Executive Managing Editor assigns.

D. LEAD ARTICLES EDITOR

The Lead Articles Editor supervises the functions of the Articles Editors. The Lead Articles Editor is responsible for managing and implementing the acquisitions process for all articles selected for publication with the Nevada Law Journal with the exception of special projects, student notes, and articles selected for publication from submissions to the Nevada Law Journal Scholarly Writing Competition. The Lead Articles Editor is responsible for selecting articles for offers of publication with the Nevada Law Journal, subject to approval by the Editor-in-Chief and the Executive Managing Editor.

The Lead Articles editor is responsible for the “substantive quality” of any article published in the Nevada Law Journal. A review for “substantive quality” includes a review for the following:

1. Coherence and consistency of argument;
2. Consistency of grammar, punctuation, form, and style with the requirements of the Chicago Manual of Style and the Bluebook; and
3. The existence of unsupported assertions of fact or law.

The Lead Articles Editor is further responsible for assisting the Articles Editors in performance of their duties, as necessary, for assisting staff members in resolving questions of substance and style, and must assume any other responsibilities as the Editor-in-Chief and/or Executive Managing Editor Assigns.

E. SYMPOSIUM EDITOR

The Symposium Editor shall be responsible for organizing, supervising, and implementing any *Law Journal* special projects, including but not limited to: symposia of scholarly articles and commentary, panel discussions on areas of great interest, empirical projects or other types of field surveys involving a team of students, surveys of case law on an important topic, or other publication pieces not classified under any other editorial position. Specifically, the Special Projects Editor:

1. Selects the symposium topic for the following year, upon the approval of the Editor-in-Chief and Managing Editor;
2. Coordinates with the appropriate faculty member(s) of the William S. Boyd School of Law to contact authors with an expertise in the chosen symposium topic;

3. Determines whether the symposium will be live or by paper submission only;
4. Completes the editing of symposium pieces submitted to the preceding symposium topic;
5. Accepts and edits any miscellaneous pieces;
6. Conducts in-depth substantive analysis of the article and has the power to exercise his or her discretion to make any changes he or she feels necessary. The author should be consulted before any major change is incorporated; and
7. Assumes other responsibilities as the Editor-in-Chief or Editorial Board assigns.

F. BUSINESS EDITOR

The Business Editor maintains all financial records, prepares the annual budget, and authorizes all expenditures, subject to the review of the Editor-in-Chief or the Managing Editor. The Business Editor shall determine the supply needs of the *Law Journal* office. Specifically, the Business Editor:

1. Works with the printer regarding all printing matters and incorporates page proofs into a printer's copy;
2. Keeps the Editor-in-Chief advised of the status of all printing matters;
3. Corresponds with advertisers, subscribers, and other business representatives;
4. Takes responsibility for subscription drives and solicitations and for any other fund-raising activity;
5. Takes responsibility for obtaining written contracts from the authors of all work published in the *Law Journal*;
6. Tracks offprint orders, collects payment as necessary, and ensures delivery of the same to the authors;
7. Maintains and updates the *Law Journal* World Wide Web link and social media sites;
8. Maintains, assigns, and assumes responsibility for the *Law Journal* offices, computers and supplies;
9. Acts as a point of contact for all *Law Journal* computer problems, software, and maintenance;
10. Assists the Managing Editor with the writing competition;
11. Assists the Editor-in-Chief with the Nevada Scholarly Writing Competition; and
12. Assumes other responsibilities as the Editor-in-Chief or Editorial Board assigns.

G. ARTICLES EDITOR

The Articles Editor reviews all unsolicited manuscripts for possible publication and edits all manuscripts selected for publication. The Articles Editor may solicit articles from faculty and practicing attorneys. Specifically, the Articles Editor:

1. Evaluates all articles submitted or solicited;
2. Coordinates article solicitation;
3. Reads all articles submitted for publication and selects manuscripts for publication in conjunction with the Editor-in-Chief and Managing Editor. If it is determined that the article does not merit further consideration, a letter shall be sent to the author indicating that determination;
4. Works with article authors once a publication commitment is received;
5. Prepares articles for publication and follows each article through the publication process, from the point at which an affirmative response to the solicitation is made or a submission is received, until the article is in final submission form and ready to be sent to the printer;
6. Supervises the article throughout the publication process once an article is chosen for publication, and is exclusively responsible for the article;
7. Takes responsibility for ensuring the accuracy and timely publication of the article;
8. Conducts in-depth substantive analysis of the article and has the power to exercise his or her discretion to make any changes he or she feels necessary. The author should be consulted before any major change is incorporated; and
9. Assumes other responsibilities as the Editor-in-Chief or Editorial Board assigns.

H. STUDENT NOTES AND COMMENTS EDITOR

The Student Notes and Comments Editor is responsible for supervising and coordinating the timely production and editing of case notes and comments prepared by *Law Journal* members. Specifically, the Student Notes and Comments Editor:

1. Works to facilitate a relationship between the editor and each assigned staff member who is writing a case note or comment, including the resolution of conflicts;
2. Ensures the timely completion and editing of a case note or comment by setting deadlines and enforcing them;
3. Keeps the Editor-in-Chief advised of the status of all case note or comment matters;
4. Assists the staff member in topic selection and directs the staff member to a topic worthy of publication;
5. Advises staff members in the writing of their selected topic for the drafting of a case note or comment, including editing the case note or comment until they achieve publishable quality;
6. Ensures that substantial orientation, training, monitoring and feedback are given to each staff member on his or her efforts;

7. Reviews the staff member's outline and, at a conference with the staff member, makes appropriate suggestions for improving the case note or comment;
8. Upon submission of the first draft, notes all problems, errors and ambiguities in the case note or comment and provides feedback to the staff member. The editor should ensure that the staff member's assertions are reasonable and adequately supported by the authorities cited;
9. Reviews the second draft at a conference with the staff member, makes appropriate suggestions, and assists the staff member with the final draft;
10. Upon submission of the final student draft, submits the case note or comment to the Editorial Board for a determination of whether the case note or comment is of publishable quality. If it is determined that the case note or comment is not of publishable quality, it shall be returned to the staff member with an explanation of the case note or comment's deficiencies, in writing, as well as any suggestions for revision and improvement of the case note or comment;
11. Submits a list of recommendations of case notes or comments for selection and publication in the following year's journal to the Editor-in-Chief and Managing Editor;
12. Takes responsibility for the article upon an affirmative vote for publication;
13. Takes responsibility for keeping the Editor-in-Chief and the staff member fully informed of the status of the case note or comment during the preparation of the article and remaining involved with staff member through publication; and
14. Assumes other responsibilities as the Editor-in-Chief or Editorial Board assigns.

I. NEVADA LAW EDITOR

The Nevada Law Editor is responsible for the *Law Journal's* legal projects regarding Nevada law, which includes an annual survey of Nevada law, and a survey of Nevada legislation for each year in which the Legislature is in session. Other projects pertaining to Nevada law may also fall within the scope of duties of the Nevada Law Editor.

For each of these projects, the Nevada Law Editor is responsible for compiling the applicable cases or legislation and assigning the writing of summaries to members. The editor is then responsible for supervising the work of the various members, and assuring that the projects are completed in a professional and timely manner. The Nevada Law Editor must also assume other responsibilities as the Editor-in-Chief or Editorial Board assigns.

J. BOOK REVIEW EDITOR

The Book Review Editor shall be responsible for:

1. Recruiting and soliciting authors to review significant books for the *Law Journal*;
2. Screening, evaluating, and editing book reviews submitted to the *Law Journal* for publication;
3. Keeping abreast of recent publications pertaining to the law in order to identify potential books to be reviewed;
4. Takes responsibility for all interlibrary loan (ILL) requests;
5. Takes responsibility for all interactions with the law library and other libraries, including checking out books and ensuring their prompt return;
6. Takes responsibility for selection of reviews for publication, together with the Editor-in-Chief and Managing Editor;
7. Conducts in-depth substantive analysis of the review and has the power to exercise his or her discretion to make any changes he or she feels necessary. The author should be consulted before any major change is incorporated; and
8. Assumes other responsibilities as the Editor-in-Chief or Editorial Board assigns.

In discharging these duties, the Book Review Editor may elect to offer a number of short reviews in addition to or in lieu of the traditional, more lengthy law review style of book review. This may include book notes authored by student *Law Journal* members.

K. SPECIAL ASSIGNMENTS EDITOR

The Special Assignments Editor shall assist the Managing Editor(s) in obtaining hard to find sources for fact checking and formatting articles for publication. Specifically, the Special Assignments Editor:

1. Formats articles for publication after article has been blue-booked and source collected.
2. Works with appropriate Law Library Staff to obtain ILL(s);
3. Assists with work week training as assigned by the Executive Managing Editor;
4. Assumes other responsibilities as the Editor-in-Chief, Executive Managing Editor or Editorial Board assigns.

L. RESEARCH AND TOPIC DEVELOPMENT EDITOR

The Research and Topic Development Editor shall be responsible for being alert to and diligent in assembling note, comment, and special project ideas for the Editorial Board. This shall include, but not be limited to: suggested ideas for notes, comments, book reviews, and articles; solicitation of ideas from faculty and others; identifying emerging or prominent legal issues worthy of attention from the *Law Journal*; and identifying national, state, and local legal developments of note. The Research and Topic Development Editor shall also assume other responsibilities as the Editor-in-Chief or Editorial Board assigns.

V. AMENDMENT PROCEDURE

The policies established in these Bylaws are binding on the Editorial Board and may be amended only by a two-thirds (2/3) vote of the Editorial Board (after consultation with the membership) and approval by a majority of the Faculty Governing Board. After approval of any proposed amendment, the amendment shall be transmitted to the full faculty for review. An amendment so promulgated becomes effective 30 days after such transmittal unless otherwise specified or rescinded by a two-thirds (2/3) vote of the full faculty. The faculty may suggest and submit further amendments to the Bylaws in compliance with the amendment procedure noted herein.

The *Law Journal* Bylaws ordinarily shall not be amended unless:

1. The proposed amendment is submitted to the Editorial Board in writing;
2. The proposed amendment is under Editorial Board consideration for a minimum of one (1) week;
3. The proposed amendment receives an affirmative vote by two-thirds (2/3) of the Editorial Board after consultation with *Law Journal* membership; and
4. The Faculty Governing Board approves the proposed amendment and the amendment is not specifically opposed by a majority of the full faculty.

ADOPTED BY THE FACULTY:
AMENDED BY THE EDITORIAL BOARD:

FEBRUARY 25, 2000
JANUARY 31, 2014