

STANDING RULES

TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS

(Amended May 14, 2009)

I.

INTRODUCTION

A. **Authority.** The Executive Board (hereinafter referred to as “Board”) of the Tyler Area Association of Legal Professionals (TAALP) (hereinafter referred to as “Association”) hereby adopts the following Standing Rules deemed necessary to carry out the purposes of the Association and the intent of the Bylaws. These Standing Rules shall govern the operation of the Association where not inconsistent with the Bylaws and may be suspended, amended, rescinded, or expanded from time to time by a majority vote of the Board members present and voting at the duly called meeting.

B. **Purpose.** The Standing Rules are intended to provide guidelines to the Board, the committees, and the general membership in the day-to-day activities of the Association.

II.

DUTIES OF OFFICERS

A. **President.** The President shall preside over all meetings and have general and active management of the business of the Association. The President shall prepare agendas for meetings, ascertain all business, be apprized of all items, guide all action to its proper conclusion, and see that all orders and resolutions of the Executive Board are carried into effect. The President shall be an ex-officio member of all standing committees and special committees, except for the Nominating and Audit Committees. The President shall appoint committee chairmen and members, subject to the approval of the Executive Board, within thirty (30) days after the election of officers. Committee appointments shall be published in the next issue of the newsletter. The President shall be responsible for obtaining the Association’s mail from the local post office box. Further, the President shall be responsible for distributing the Association’s mail to the party responsible for each item. The President may delegate any other officer of TAALP to obtain the mail with such officer being required to have the mail promptly forwarded to the President for distribution. The President shall have signatory authority on all Association bank accounts and shall co-sign, along with the Treasurer of the Association, all checks written out of the Association bank accounts. The President shall carry out all special duties, powers, or authority as shall be fixed by the Executive Board.

B. **President-Elect.** The President-Elect shall be responsible for assisting the President with the duties of the President as agreed upon by and between the President and President-Elect. The

President-Elect shall, in the absence, disability, resignation or removal of the President, perform and exercise the powers of the President. It shall be the responsibility of the President-Elect to compile a documentary history of the Association from its inception to the present, and maintain the documentary history in the permanent records of the Association. The President-Elect shall present a copy of this documentary history to the Board at the last Board meeting of the fiscal year. The President-Elect shall expeditiously forward copies of all correspondence initiated or received by the committee to the President. In addition to these duties, the President-Elect shall serve as the official NALA Liaison. As the NALA Liaison, the President-Elect shall be or become a NALA member, shall be familiar with the NALA Bylaws and Standing Rules, shall receive minutes of all NALA meetings, and shall represent the association at the NALA Annual Meeting at the discretion of the executive board. The NALA Liaison shall report quarterly on association activities to the NALA Affiliated Associations Director on forms provided by NALA Headquarters and shall report all Officers' names to NALA Headquarters and the NALA Affiliated Associations Director. The NALA Liaison may submit items this association wishes discussed to the NALA Affiliated Associations Director and shall participate in discussion sessions at NALA annual meetings. A report to this association on the NALA Annual Meeting will be required. The NALA Liaison shall be the main contact between NALA and this association and is empowered to bind this association. The NALA Liaison shall be a member of the governing body of this association. In the event a President-Elect candidate is not a NALA member, TAALP will agree to pay the NALA membership fee for the President-Elect after the President-Elect assumes his/her office.

In conjunction with the above, the NALA Liaison shall specifically:

1. Attend annual meeting of NALA, subject to costs budgeted and the discretion of the executive board.
2. Receive minutes of all meetings of NALA.
3. Receive all correspondence from NALA, and coordinate all matters pertaining to said correspondence.
4. Report to this association upon all meetings of NALA.
5. Upon receipt of notice of meetings and agenda of meetings of NALA, submit in writing, any matters which this association wishes brought before NALA.
6. See that Officer roster is furnished to NALA Headquarters and that any other information is provided as requested.
7. Make reports to NALA Affiliated Association Chairperson as required.
8. Maintain a permanent file of all minutes of meetings of NALA.

9. Within sixty (60) days of passage of any amendments to the Bylaws or this association's membership application, notify the NALA Parliamentarian and Affiliated Associations Chairperson of such changes.

C. **First Vice-President.** The First Vice-President shall, in the absence, disability, resignation or removal of the President and President-Elect, perform and exercise the powers of the President. The First Vice-President shall perform other such duties as shall from time-to-time be delegated by the President or by the Board. The First Vice-President shall service as chairman of the Membership Committee. The First Vice-President shall expeditiously forward copies of all correspondence she initiates or receives to the President.

D. **Second Vice-President.** The Second Vice-President shall, in the absence or disability of both the President and the First Vice-President to attend any regular or Executive Board meeting, preside over the meeting. The Second Vice-President shall perform other such duties as from time-to-time are delegated by the President or by the Board. The Second Vice-President shall serve as chairman of the Program Committee. The Second Vice-President shall expeditiously forward copies of all correspondence she initiates or receives to the President.

E. **Recording Secretary.** The Recording Secretary shall prepare, and maintain as part of the permanent record of the Association, accurate minutes of all regular and special meetings of the Association and of the Executive Board. Copies of such minutes shall be furnished to each Board member and the Parliamentarian within one week following the date of such meeting. The Recording Secretary shall prepare a Certificate of Adoption on all Bylaw amendments and revisions as set out in Article XI, Section 3 of the Bylaws. The Recording Secretary shall be responsible for maintaining, as part of the permanent record of the Association, a fully executed copy of the Bylaws of the Association, any amendments or revisions made to the Bylaws, and any Certificates of Adoption prepared as a result of amendments or revisions. The Recording Secretary shall maintain the minutes from each regular and Board meeting, a listing of officers and committee chairs, bylaw amendments, certificates of adoption, and all other information relating to changes or accomplishments of the Association for a period of no less than seven (7) years. The Recording Secretary shall serve as chairman of the History Committee. The Recording Secretary shall expeditiously forward copies of all correspondence she initiates or receives to the President.

F. **Corresponding Secretary.** The Corresponding Secretary shall handle correspondence of the Association and write letters of appreciation, as directed by the President, immediately following any TAALP function to all participants. The Corresponding Secretary shall maintain a complete record of all outgoing and incoming correspondence of the Association. The Corresponding Secretary shall act in the absence of the Recording Secretary. The Corresponding Secretary shall serve as chairman of the Newsletter Committee. The Corresponding Secretary shall be responsible for the distribution of the United States postal keys to the post office box of the Association to the newly elected President and or other officer designated by the newly elected President each year.

The Corresponding Secretary shall expeditiously forward copies of all correspondence she initiates or receives to the President.

G. Treasurer. The Treasurer shall keep accurate records, receive all dues and assessments of the Association, maintain and disburse all funds of the Association as specified by the Board, be an authorized signatory on any and all TAALP bank accounts or certificates of deposits, be responsible for the preparation of all checks and bank reconciliations for the Association, and make deposits to all TAALP accounts. The Treasurer shall co-sign, along with the President of the Association, all checks written out of the Association bank accounts. The Treasurer shall, at every regular and special meeting of the Association and Board, present a financial report which shall be included in the minutes of the meeting. The Treasurer shall serve as chairman of the Finance Committee. The Treasurer shall expeditiously forward copies of all correspondence she initiates or receives to the President.

H. Executive Advisor. The office of the Executive Advisor shall be held by the immediate past President of TAALP. In the absence of an immediate past President or in the event the President is serving a second term, this office shall be appointed by the President. The Executive Advisor shall serve in an advisory position (1) to the Board on matter of policy and procedure, (2) to the President on executive matters, and (3) as liaison to the membership in general on concerns of individual members as the need arises. The Executive Advisor shall expeditiously forward copies of all correspondence she initiates or receives to the President.

III.

RESPONSIBILITIES OF STANDING COMMITTEES

A. Membership. It shall be the responsibility of the Membership Committee to review all applications for membership or renewal, and to verify that they comply with the criteria as specified in Article III of the Bylaws. The chairman of the committee shall maintain an accurate record of the names, membership status, current mailing addresses, and home and office telephone numbers of all members on the current membership role of the Association. The chairman of the committee shall furnish a copy of an updated roster to each member of the Association within sixty (60) days after the beginning of the fiscal year. It shall also be the responsibility of the Membership Committee to maintain a permanent record for no less than seven (7) years of the attendance of all members and guests at each regular and special meeting of the Association. The chairman of the committee shall maintain the attendance record of all members at all meetings in order to verify the required attendance of all active members in accordance with Article III of the Bylaws and to provide evidence of attendance at meetings for continuing legal education purposes. The chairman of the committee shall expeditiously forward copies of all correspondence initiated or received by the committee to the President.

B. Program. It shall be the responsibility of the Program Committee to arrange speakers, programs, and meeting places for regular and special meetings of the Association in accordance with the guidelines established by the Board. This committee shall, at all times, work closely with the Professional Development and Continuing Education, CLA Development, and PLS Development Committees to encourage and promote professional development and continuing education throughout the Association. It shall also be the responsibility of the Program Committee to insure that programs given by this Association, which offer CLE credit, meet or exceed the minimum qualifications for continuing education credit as set out by NALA and NALS. The chairman of the committee shall expeditiously forward copies of all correspondence initiated or received by the committee to the President.

C. Newsletter. It shall be the responsibility of the Newsletter Committee to publish and distribute the newsletter to all members of the Association. The newsletter shall contain notices of meetings, new items, items regarding members, reports or articles submitted by officers or committee chairmen, reprints of legal education articles, proposed Bylaw amendments, and any other items appropriate or requested by the officers or committee chairmen. The newsletter shall be published and distributed to the membership prior to each regularly scheduled monthly meeting during the fiscal year. The chairman of the committee shall expeditiously forward copies of all correspondence initiated or received by the committee to the President.

D. Finance. It shall be the responsibility of the Finance Committee to prepare a proposed budget for the upcoming year based on anticipated revenues. The chairman of the Finance Committee shall present the proposed budget to the Board for approval at the last regular board meeting of the currently fiscal year. The committee will propose to the Board changes in the amount of membership dues when deemed necessary. The chairman of the committee shall expeditiously forward copies of all correspondence initiated or received by the committee to the President.

E. Professional Development and Continuing Education. It shall be the responsibility of the Professional Development and Continuing Education Committee to develop programs, seminars, and materials relating to continuing education for legal professionals. The committee shall solicit the cooperation and support of, and work closely with, local Bar Associations, various educational institutions, the CLA Development Committee, and the PLS Development Committee. It shall also be the responsibility of the Professional Development and Continuing Education Committee to assure that the Association meets its continuing education requirements as set out in Article V, Section 7, of the Association Bylaws. The chairman of the committee shall expeditiously forward copies of all correspondence initiated or received by the committee to the President.

F. Public Relations. It shall be the responsibility of the Public Relations Committee to study and develop various means to better inform the legal profession and general public about the legal assistant, legal secretary, and other legal support staff professional's role in the legal profession. The committee will handle all publicity on behalf of the Association and shall nurture positive relations

between the Board and other legal associations. The chairman of the committee shall expeditiously forward copies of all correspondence initiated or received by the committee to the President.

G. Professional Ethics. It shall be the responsibility of the Professional Ethics Committee to promulgate, revise, and interpret the Code of Ethics and Professional Responsibilities of this Association. It shall also be the responsibility of this committee to promulgate, revise, and initiate the disciplinary procedures of this Association. The chairman of this Committee shall deliver a copy of the Code of Ethics and Professional Responsibilities to each member of the Association at the beginning of each fiscal year. This copy shall be mailed separately to each member or shall be included in the first edition of the fiscal year of the Association newsletter. The Professional Ethics Committee shall receive complaints as to violations by any member of any code and shall present them, along with the committee's recommendations, to the Executive Board with respect to disciplinary procedures. The chairman of the committee shall expeditiously forward copies of all correspondence initiated or received by the committee to the President.

H. Nominations. It shall be the responsibility of the Nominations Committee to receive nominations, secure acceptance of nominees, and prepare a ballot containing the names of all nominees for each elected office of the Association. The Nominations Committee shall insure that all requirements set forth in Article VII of the Bylaws are followed during elections held by the Association. The chairman of the committee shall expeditiously forward copies of all correspondence initiated or received by the committee to the President.

I. Scholarship. It shall be the responsibility of the Scholarship Committee to solicit and receive applications for scholarship awards to be presented by the Association and present them to the Executive Board for approval. It shall also be the responsibility of the Scholarship Committee to annually propose scholarship awards to be presented by the Association to the Executive Board for their approval. The chairman of the committee shall expeditiously forward copies of all correspondence initiated or received by the committee to the President. The association shall present three scholarships each year: 1) the Betty Kirby Memorial Scholarship, 2) the Betty Miller Memorial Scholarship and 3) the Tyler Area Association of Legal Professional's Scholarship.

J. Community Services. It shall be the responsibility of the Community Services Committee to coordinate benevolent projects and aid recognized organizations having public welfare as their object. It shall also be the responsibility of the Community Services Committee to make recommendations of annual donations to various recognized organizations having public welfare as their object to the Executive Board for their approval. The chairman of the committee shall expeditiously forward copies of all correspondence initiated or received by the committee to the President.

K. Joint Luncheon. It shall be the responsibility of the Joint Luncheon Committee to coordinate activities associated with the Annual Joint Luncheon sponsored by the Association in conjunction with other local legal organizations to honor area Judges. The chairman of the

committee shall expeditiously forward copies of all correspondence initiated or received by the committee to the President.

L. Employment. It shall be the responsibility of the Employment Committee to maintain a confidential listing of members seeking positions. It shall also be the responsibility of the Employment Committee to maintain a listing of positions available in the legal profession and to assist the potential employers in finding responsible legal professionals from within the Association to fill said positions. Only members in good standing shall be eligible to utilize the services of this committee. The chairman of the committee shall expeditiously forward copies of all correspondence initiated or received by the committee to the President.

M. Audit. The Audit Committee shall consist of no less than three (3) members, appointed by the President, who are not members of the Executive Board. It shall be the responsibility of the Audit Committee to audit the financial records of the Association at the close of each fiscal year and submit its written report to the membership at the annual meeting. The chairman of the committee shall expeditiously forward copies of all correspondence initiated or received by the committee to the President.

N. Law Day. It shall be the responsibility of the Law Day Committee to propose, coordinate, and carry out activities to promote Law Day in conjunction with other local legal organizations. The chairman of the committee shall expeditiously forward copies of all correspondence initiated or received by the committee to the President.

O. CLA/PLS Development. It shall be the responsibility of the CLA/PLS Development Committee to promote the CLA and the PLS certifications. It shall also be the responsibility of this committee to plan, propose and carry out at least one educational program or study group for persons interested in sitting for the CLA and/or the PLS examinations. This committee shall work closely with the Professional Development and Continuing Education Committee, as well as the Program Committee, to insure standards of CLA and PLS development and certification are upheld. The chairman of the committee shall expeditiously forward copies of all correspondence initiated or received by the committee to the President.

P. Handbook. It shall be the responsibility of the Handbook Committee to compile and maintain a book containing the membership roster, Bylaws, Code of Ethics adopted by the Association, Standing Rules, and such other information as might be directed by the Executive Board. It shall also be the responsibility of this committee to assure that each member has received or receives a copy of this handbook upon approval of their membership in the Association. The chairman of the committee shall expeditiously forward copies of all correspondence initiated or received by the committee to the President.

Q. Legal Professional of the Year. It shall be the responsibility of the Legal Professional of the Year Committee to coordinate criteria and qualifications of the Legal Professional of the Year

award, secure recommendations for recipients of the award from the membership, and obtain a volunteer selection committee comprised of at least three (3) legal professionals (who are not current TAALP members) to interview and select the Legal Professional of the Year award recipient. The Legal Professional of the Year award shall be presented each year at the Lay Day Luncheon. The chairman of the committee shall expeditiously forward copies of all correspondence initiated or received by the committee to the President. In the event no nominations are received by the Chairman of the Legal Professional of the Year Committee for the award of Legal Professional of the Year, it is the obligation of the Executive Board to nominate a minimum of three (3) active members in good standing to the Chairman of the Legal Professional of the Year Committee. The final determination for the recipient of the Legal Professional of the Year award shall be made by the volunteer selection committee described herein.

R. Ways and Means. It shall be the responsibility of the Ways and Means Committee to consider and propose income-producing projects to the Executive Board. Upon approval by the Board, it shall be the duty of this committee to initiate and complete the project and to assist other committees in their endeavors. The chairman of the committee shall expeditiously forward copies of all correspondence initiated or received by the committee to the President.

S. Procedures Manual. It shall be the responsibility of the Procedures Manual Committee to compile and maintain a manual containing job descriptions, step-by-step responsibilities for each officer and committee chairman, and such other information as might be directed by the Executive Board. It shall also be the responsibility of this committee to ensure that each officer and committee chairman has received or receives a copy of this manual upon their election to office and/or appointment to committee chair. The Procedures Manual Committee Chairman shall be responsible for making sure that each procedures manual is returned to the Committee Chairman at the Annual Meeting of the Association. The chairman of the committee shall expeditiously forward copies of all correspondence initiated or received by the committee to the President.

T. Sunshine Committee. It shall be the responsibility of the Sunshine Committee to send a card to all members of the Association for accomplishments, birthdays, illness, or death of a family member. Flowers may be sent to an Association member who has been hospitalized or whose immediate family has passed away. The chairman of the committee shall notify all members of the Association of accomplishments, birthdays, illnesses of members or of their family, or death of a family member by putting an article in the TAALP Transcript each month.

IV.

RULES OF PROCEDURE FOR REGULAR MEETINGS

All active members shall attend regular meetings in compliance with Article III, Section 1 (a), of the Bylaws of the Association. The Parliamentarian appointed by the President shall attend all regular meetings and shall advise the President on procedures in accordance with Article X of the

Association's Bylaws, the Standing Rules of the Association, and parliamentary procedures and questions which come before the membership.

A. No member of this Association shall be entitled to the floor until the member rises, addresses the chair, states his or her name, and is recognized by the chair.

B. Motions and seconds can be made by any active member of TAALP and shall be made in accordance with the following rules of procedure:

1. Any member may participate in discussion, but only active members in good standing may propose actions.
2. After a motion has been made and seconded, the chair shall put the question to the membership by the use of the following language: "Are you ready for the question?". After discussion on the question has been conducted in accordance with paragraph 3 below, or if no discussion is had, the vote will be taken on the question.
3. The chair may limit time for discussion on any subject. Except on permission of the chair, discussions will be limited to three (3) minutes per person, and no person may speak a second time on a question as long as any member desires to speak who has not spoken on the question. The chair shall appoint a timekeeper to enforce this rule.

V.

RULES OF PROCEDURE FOR EXECUTIVE BOARD MEETINGS

All officers, both elected and appointed, shall attend an Executive Board meeting in compliance with Article VI, Section 6, of the Bylaws of the Association. The Parliamentarian appointed by the President shall attend all Executive Board Meetings as a non-voting member and shall advise the President on procedures in accordance with Article X of the Association's Bylaws, the Standing Rules of the Association, and parliamentary procedures and questions which come before the Executive Board.

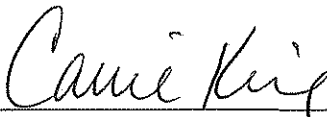
A. To obtain the floor before making motions or before speaking, a member may remain seated but must raise his or her hand and be recognized by the chair.

B. Informal discussion of a subject shall be permitted while no motion is pending.


C. Motions and seconds can be made only by members of the Executive Board and shall be made in accordance with the following rules of procedure:

1. Any member of the Association present at an Executive Board Meeting may participate in discussion on a question, but only members of the Executive Board may propose and vote on an action.
2. After a motion has been made and seconded, the chair shall put the question to the Board by the use of the following language: "Are you ready for the question?". After discussion on the question has been conducted in accordance with paragraph 3 below, or if no discussion is had, the vote will be taken on the question.
3. The chair may limit time for discussion on any subject. Except on permission of the chair, discussions will be limited to three (3) minutes per person. There shall be no limit to the number of times a member can speak to a question. However, motion to close or limit discussions shall be entertained by the chair.


ADOPTED BY THE EXECUTIVE BOARD OF TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS ON THE 14TH DAY OF MAY, 2009.



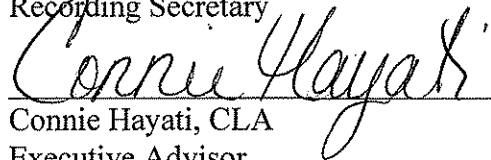
Carrie King, CLA, TBS
President




Kristen Sheets
Second Vice President



Bonnie Brooks, CLA
Recording Secretary



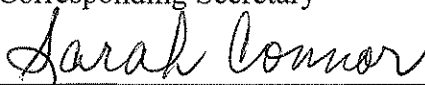
Connie Hayati, CLA
Executive Advisor



Krystyna Alexander
President-Elect / First Vice President



Kim Ortiz, CLA
Corresponding Secretary



Sarah Connor
Treasurer