

MISSISSIPPI LEGAL PROFESSIONALS ASSOCIATION

MANUAL OF POLICIES AND PROCEDURES



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I. GENERAL INSTRUCTIONS FOR OFFICERS AND COMMITTEE CHAIRS

A. DUTIES OF OFFICE

As an officer or committee chair, you should be familiar with the Bylaws and Standing Rules of this Association and of NALS and should immediately familiarize yourself with the guidelines in this *Manual* for your office or committee, and, when possible, consult the files of your predecessor.

B. ATTENDANCE AT MEETINGS

When feasible, each officer and committee chair should make every effort to attend all meetings, and seminars offered by this association. If unable to attend, notify the President in advance. Additionally, officers and committee chairs are encouraged, when feasible, to attend meetings and seminars of the national and local associations.

C. CORRESPONDENCE

- a. All correspondence pertaining to Association business shall include the Association's name in the heading. Never use firm or company letterhead.
- b. Upon receiving notification of a newly organized chapter, write such new association offering assistance and explaining duties of your chairmanship or office as they may relate to the local chapter.
- c. Send a copy of all correspondence and/or mailings pertaining to the Association to the President.

D. REPORTS

- a. Submit single-spaced typed reports, formatted for 8 ½" x 11" paper, to the President (with a copy to the Executive Secretary) at least 20 days prior to each state meeting. You may be required to give an oral report at such meeting. It is suggested that each officer and committee chair provide copies of his/her report at the meeting for the EC, Directors and other attendees.
- b. Copies of reports should also be provided to the Technology Chair for posting on the website.
- c. Forward news of special events concerning your committee or office, particularly noting any deadlines to be observed, to the state publications chair.
- d. Be aware of the *Profile* deadlines and timely submit article(s) or reports for inclusion in each issue of the *Profile*.

E. FILES

Keep a file of all correspondence and materials relating to your office or chairmanship consisting of:

- a. Information files of the current year plus two years immediately preceding the current year;
- b. Necessary permanent files (such as records, minutes, guidebooks, rules, forms, etc.); and
- c. A copy of this *Manual of Policies and Procedures*.

Destroy files containing obsolete material and correspondence.

Pass down your files to your successor officer or committee chair at the annual meeting, or within two weeks thereafter if activity from the annual meeting needs to be included.

F. EXPENSES

The amount, if any, which you are permitted to expend in the performance of your duties is set forth in the budget adopted by the membership. Every effort should be made to conform to the budget. If circumstances require expenditures exceeding the amount set forth in the budget, the expenditure of such amount must be approved in advance by the Board of Directors unless it is less than \$50.00, in which event it can be approved by the Executive Committee. No funds exceeding the amount set forth in the budget may be expended without first having such expenditure approved. Also, see Standing Rule 6 regarding expenses. (In submitting your expenses, the original voucher (with invoices attached) must be submitted to the Treasurer; a copy of said voucher must be submitted to the President.)

G. MISCELLANEOUS

- a. The President is an *ex-officio* member of all committees, except nominations and elections. Be certain to keep the President advised of all plans and actions.
- b. At the end of your term, you shall deliver a copy of your files, along with a copy of this *Manual of Policies and Procedures*, to your successor at the first Board of Directors' Meeting, or within two (2) weeks following the Annual Meeting. If no successor has been appointed, deliver the files to the President.

H. COMMITTEES

- a. In addition to above, each committee chair should select at least two but not more than four members to serve on the committee. You may select

members from your own area or another area. It is preferred that you not select a state officer or other state committee chair.

- b. After those you select agree to serve on the committee, advise the President of the names and addresses of committee members.
- c. Have a meeting of your committee to set proposed goals and accomplishments for the year and delegation of duties. Such meeting may take place in person or through other means such as online chats, emails, or written correspondence. You may want to include your counterparts at the local level.
- d. Report the results of your meeting along with a list of your proposed goals to the President.
- e. Write to the local chapter counterparts, if same exists, at the beginning of the fiscal year, explaining duties, setting out your goals, and offering assistance. If the name and address of the local counterpart is not known, send information to the local director with the request that the information be forwarded to your counterpart and that the director advise you of the chapter's committee chair's name and contact information.

II. OFFICERS

Immediately following the annual meeting, the Executive Secretary shall submit the roster of new officers (names and email addresses) to NALS for credentials/permission as a group administrator. (See www.NALS.org/page/chapterapp. This will give officers access to state rosters, receipt of important email notifications from NALS, rebate deposits [Treasurer] and new member contacts.

A. PRESIDENT

See Mississippi LPA Bylaws Article VII and General Instructions and Appendices of this Manual.

(The President is an ex-officio member of all committees, except nominations and elections.)

1. Appoint all appointive officers, subject to approval of the Executive Committee, and announce same at the first Board of Directors' meeting that immediately follows the Annual Meeting.
2. Appoint committee chairs and announce same at the first Board of Directors' meeting that immediately follows the Annual Meeting.
3. Secure and review appropriate files (or copies) from your predecessor as soon as practical following your election. Since some work will have to be completed, the remaining files may be delivered at the Annual Meeting. You may find suggestions that you may wish to implement or to pass on to other officers and committee chairs.
4. Ensure that officers and committee chair have current copies of the governing documents and applicable sections of the *Manual*, either in hard copy / notebook form, or on a USB drive
5. Correspond with each officer and chair at the beginning of the fiscal year to discuss goals for the year and the duties of each officer and chair.
6. Read and become familiar with state and national Bylaws and Standing Rules.
7. Supervise all officers and committee chairs. It should be made clear to all officers and committee chairs that they are expected to attend all meetings.
8. Always remember, you should never argue with a member. (The President's byword should be "TACT." Explanation and patience serve to accomplish far more than argument.)
9. Follow the Bylaws, Standing Rules and other policies that have been heretofore approved in all operations of this association. NOTE: Any proposed changes of

policies or methods of operation may be submitted to and approved by the voting body at any membership meeting after a 30-day written notice of any proposed amendment(s). (*See Bylaws, Article XI and Standing Rules, Rule No. 14.*)

10. Respond promptly to any national communication and encourage all officers and chairs to do likewise.
11. Preside at all meetings of the Executive Committee, Board of Directors and Membership, except when necessarily absent, at which time you should notify the President-Elect in advance of the meeting and provide the President-Elect with a copy of typed agenda and information regarding all items of anticipated business.
12. Prepare an agenda for each meeting of this association, a copy of which shall be available to each person in attendance. *See sample form in Appendices of this Manual.*
13. Be familiar with parliamentary procedure. In accordance with *Robert's Rules of Order Newly Revised*:
 - a. Refer any questions of parliamentary procedure to the Parliamentarian.
 - b. Remain neutral on all matters and permit full discussion, being certain that final determination of all matters is by the voting body and not by the Executive Committee alone. (The Executive Committee makes recommendations to the voting body that has the right to accept or reject any recommendations. The President's first responsibility is to the membership.)
 - c. Do not introduce business from the chair, but rather have it introduced by a member.
 - d. Cast the deciding vote in the event of a tie vote on any matter pending before the voting body.
14. At all meetings, you should:
 - a. Recognize all past presidents of the state association in attendance.
 - b. Welcome new chapters and new members-at-large at each meeting.

NOTE: It is customary for the state association to purchase a gavel for new chapters, which is presented to the new chapter president at its installation of officers. In the event it is not presented at installation of officers, it may be presented at a state meeting. This is the responsibility of the President-Elect but you should ensure that it is done.

15. Be certain the Treasurer is bonded and a copy of the bond is in your file.

16. Attend, when possible, meetings for organization of additional associations in this state.
17. Discuss with each officer and committee chair the budget for their office or committee, reminding them that any expenditure(s) in excess of the approved budget must be approved in advance. If any officer or chair indicates that increased financing will be necessary to perform the duties, discuss such requirements with the Treasurer so that an amended budget or request for overage may be presented to the voting body.
18. In advance of the time to send out notices for each meeting, remind the Executive Secretary to include in the notice a request for officers and committee chairs to submit single spaced, typed reports (formatted for 8½ x 11 paper) at least 20 days prior to the date of said meeting to the Executive Secretary, President and Technology Chair.
19. Submit a request for reimbursement of reasonable and necessary expenses incurred in the performance of duties to include receipts and itemized statements of expenses to the Treasurer, if the budget so provides or if the voting body approves, the reimbursement. Such expenses may include, but are not limited to, transportation and hotel accommodations to visit local chapters and prospective chapters, reproduction costs, postage and supplies.
20. Coordinate with the Annual Meeting Chair to determine whether a leadership/workshop session or CLE program will be held in conjunction with the Annual Meeting.
21. Each year the Legal Directories Publishing Company, Inc., contacts our Association for a roster of state officers to be included in their publication, the **MISSISSIPPI LEGAL DIRECTORY**. This publication is considered “The Blue Book for Attorneys” and is recognized as the official directory of the Mississippi Bar Association. Since there is no cost to our Association, the President shall furnish the roster of pertinent state officers for inclusion in the **MISSISSIPPI LEGAL DIRECTORY** on forms provided by the publisher. When the roster is submitted, let the publisher know that the state association appreciates being included in this directory. Provide a copy to the Executive Committee.

B. PRESIDENT-ELECT

See Bylaws Article VII, Section 6 and General Instructions and Appendices of this Manual.

The President-Elect:

1. Distribute committee preference sheets at November membership meeting or no later than the Directors' meeting in February; be sure to include your name and address and the deadline date for return of the sheets on the bottom of the form. (It is suggested that the deadline be set not later than January 15.)

Provide an adequate supply of the forms to each chapter Director with the request that the form be distributed to chapter members and completed forms be returned to you by the deadline. *A sample form is contained in Appendices of this Manual.*
2. Actively solicit new members in the form of new chapters or members-at-large, and perform the duties assigned under Article VII, Section 6, of the Bylaws;
3. In the event of an absence and/or vacancy in the office of President, the President-Elect will assume the responsibilities of the President in accordance with Article VII, Section 5 and Section 6, of the Bylaws.
4. Attend, when practical, organizational meetings for new chapters and act as temporary chair thereof; or if it is not practical to attend, to arrange for other state officers or chairs to attend and assist at such organizational meetings;
5. Advise all state officers regarding organizational meetings for new chapters, chartering of new chapters and the date, time, and place selected for installing new chapter officers;
6. Maintain close contact with new chapters through their first year of operation and assist said chapters in all matters;
7. Advise the Vice President of the date(s) of the first anniversaries of local chapters;
8. Purchase a gavel for newly organized chapters using state association funds, to be presented to the President of a new chapter, preferably, at its installation of officers or at a state meeting;

C. VICE PRESIDENT (State Membership Chair)

See Bylaws Article VII, Section 6; and General Instructions and Appendices of this Manual.

It shall be the duty of the Vice President to:

1. Assist the President-Elect in performance of duties assigned by Article VII, Section 6, of the *Bylaws*;
2. Attend, when practical, organizational meetings for new chapters and assist President-Elect or act in his/her absence thereat;
3. Maintain close contact with members-at-large, including mailing notices of meetings, seminars, finance projects, and any other matters which come to the attention of the Vice President;
4. Maintain close contact with honorary members, including keeping them advised of the activities of this association;
5. Maintain close contact with existing chapters of the state association and assist said chapters in all matters; and
6. Serve as Membership Chair of the state association and as liaison membership officer between the local chartered chapters, the state association, and NALS, and attend, when practical, all meetings.
7. Organize and conduct annual membership appreciation event, adhering to the budget approved for this purpose. Coordinate proposed date with President and announce the date at either the August Board meeting or the November Membership meeting, providing opportunity for members' requests for alternate date to be considered.

D. EXECUTIVE SECRETARY

See Bylaws Article VII, Section 6 and Standing Rule 3. Sections A and B, General Instructions and Appendices of this Manual.

The duties of the Executive Secretary are as follows:

1. Prepare minutes in a careful and unbiased manner. Said minutes should be a brief, business-like and unemotional account of the transaction of business of the state association. Because minutes are a part of our permanent history, care should be taken to have names spelled correctly and all information listed with accuracy.
2. Compile a roster of the names, addresses, and telephone numbers (both home and office) of all officers and committee chairs, same to be published in the Profile.
3. Compile a roster of the names, addresses, and telephone numbers (both home and office) of all local presidents, directors, certification chairs, publications chairs, award of excellence chairs, and publicity chairs, and furnish a copy to each state officer, chapter president, chapter director and state committee chairs. (See Standing Rule 10.)
4. Provide each chapter's director forms for: (1) certification of election of director (Form ES-5); and (2) certification of election of alternate director (Form ES-2) for meetings, together with notices for such meetings as set forth in the Bylaws. (*See Appendices of this Manual for forms.*)
5. Keep in the minute book the minutes of all meetings with exhibits attached for the current year and one preceding year. See that all other preceding minutes are bound in a permanent type book (such as an abstract).
6. Pursuant to minutes of the August 2005 Board of Directors' meeting, minutes will be scanned and saved to electronic media. The Executive Committee will review such electronic media and unscanned documents to determine that all pertinent information which should be maintained in our permanent files has been scanned, after which the old records can be destroyed.

NOTE: Two copies of the electronic minutes will be maintained in the Association's permanent files – one will be in possession of the Executive Secretary and the other will be in possession of the President.

7. Deliver information for preparation of rosters and other pertinent information to the new Executive Secretary at Annual Meeting. Files to be delivered to successor should include all permanent minutes.
8. Maintain a list of the Association's honorary members, updating said list as required. The list of honorary members shall be a permanent part of the Association's records and posted on the website.

9. Maintain a list of the Association's Past Presidents, updating said list as required. The list of Past Presidents shall be a permanent part of the Association's records and posted on the website.
10. Maintain a list of the Association's Secondary Members, updating said list as required.
11. Maintain an "In Memoriam" list of the Association's members and former members, updating said list as required.

**PROCEDURES FOR EXECUTIVE SECRETARY IN REFERENCE TO MEETINGS.
NOTE THAT SOME ARE REQUIRED BY THE BYLAWS AND SOME ARE
SUGGESTIONS.**

1. Prepare typewritten Minutes of all meetings (Executive Committee, Board and Membership meetings).
2. Remember that you will be required to provide copies of these so try to be concise but do not leave out any important business. Use narrow margins, no indentions to begin paragraphs, single spaced, and other methods to get as much on a page as possible.
3. Send original Minutes to the President for approval within two weeks following each meeting.
4. As soon as approved Minutes are received from the President:
 - a. Distribute copies of Minutes of the Executive Committee meetings to members of the Executive Committee.
 - b. Distribute copies of Minutes of board and membership meetings and copies of rosters to all Executive Committee members, state committee chairs, local directors, and members-at-large.

AT LEAST 45 DAYS PRIOR TO EACH MEETING:

1. Ascertain from President date, time and place of meeting.
2. Distribute notice of said meeting (*see Form ES-1 in Appendices of this Manual*), with appropriate minutes for consideration, to all officers, committee chairs, local chapter presidents, directors, and members-at-large. Attach to notices the form for naming Alternate Director. (*see Form ES-2 in Appendices of this Manual*) Be sure to include the Technology Chair and Profile Chair on any such distributions.

ON OR BEFORE MARCH 1:

Distribute to chapter directors a letter regarding election of directors for next year together with form for Certification of Election of Directors (*See Appendices of this Manual, Forms ES-4 and ES-5*). Provide copy to State President for information.

THIRTY DAYS PRIOR TO MEETING:

Ten days before deadline for return of Certification of Alternate Director forms, contact those chapters who have not responded. (*See Form ES-3 in Appendices of this Manual.*)

E. TREASURER

See Bylaws Article VII, Section 6 and Standing Rule 6, General Instructions and Appendices of this Manual.

The Treasurer is the financial adviser to the association and the custodian of all funds. All funds received should be deposited immediately into the association's checking account. You may open the checking account in the name of the association, with funds to be withdrawn on your signature, in any federally insured banking institution. Some banks may furnish free printed checks because the state association is a non-profit association. Budget items generally may be paid without additional approval by the voting body, although it is recommended that these receive at least the President's approval, if possible. Other payments from the treasury should be made only after appropriate action is taken by the voting body (or in the event of expenditures or any overages of less than \$50.00, by the Executive Committee).

Receipts should be deposited within five (5) business days.

The duties of the Treasurer are as follows:

1. Post a surety bond to at least cover the amount of cash on hand, the bond premium to be paid by the state association. Send a copy of said bond to the President. This is due in May of each year.
2. Furnish copies of dues transmittal reports as received from NALS to the Executive Committee.
3. Furnish a copy of the approved budget to each member of the Executive Committee within 15 days following approval of said budget. If said budget should later be amended, furnish amendments to each member of the Executive Committee within 15 days following approval of such amendments.
4. Send payment of scholarship to the educational institution of the scholarship winner in the manner provided in Standing Rule 12.
5. Furnish periodic financial reports to each member of the Executive Committee, itemizing each item of income and each disbursement. This should be done at each meeting. An oral report of income and disbursements should be given at meetings. The report given at the Annual Meeting should be an Annual Report and should summarize all items of income and all items of expense.
6. Furnish special and/or interim financial reports to the President upon request.
7. Maintain a permanent file of all financial records, reports and ledgers. These must be kept for a period of seven years in addition to the current year. Retain all other miscellaneous financial data and correspondence for a period of two years in addition to the current year.

- Your permanent records/file for your year in office should include the following:
 - MSLPA Approved Budget for your year in office
 - Bank Statements
 - Check Register Stubs
 - List of Recurring Debit Charges
 - NALS Dues Reports (which correlate to NALS deposits)
 - Check Requests (with copy of check and supporting documentation)
 - Deposits (with original deposit slip and copy of front and back of deposit slip you prepared, as well as copies of all checks deposited – these should be listed/itemized such that you can clearly identify the budget category for all deposited items)
 - General Ledger
 - Secondary Ledger
 - Treasurer's Reports
 - MSLPA Minutes for meetings held during your year in office
 - In addition to the records you will keep for your permanent file to be passed down for your year in office, there is a “permanent” Treasurer's notebook which should contain the following items:
 - Instructions and important information (such as passwords)
 - MSLPA Financial Review Guidelines
 - MSLPA Financial Review Reports from prior ten (10) years, at least
 - MSLPA Bylaws
 - MSLPA Manual of Policies and Procedures
 - MSLPA Standing Rules
8. All surplus funds may be deposited in an interest-bearing savings account or certificate of deposit at a federally insured financial institution. The Board of Directors will determine from year-to-year whether funds are sufficient to be considered “surplus.”

9. Following the election of your successor, coordinate with your successor, the President and the President-Elect in drafting a proposed budget for the ensuing fiscal year for presentation to and approval by the Executive Committee prior to Annual Meeting. The budget shall include all items of anticipated income and expenses.
10. Prepare final proposed budget for presentation to the membership for approval at the first Board of Directors' Meeting.
11. Prepare a final accounting of budget activity (receipts and expenses) for presentation at the annual meeting.
12. File the IRS 990N report **no earlier than May 1 and no later than September 15** each year and notify the state President and NALS when this action has been completed. **This report affects the non-profit status of NALS and this association.**
13. Remind local chapter treasurers to file IRS 990N reports **no later than September 1 each year** and to provide a copy of the local chapter report to the state President, the state Treasurer and NALS.
14. Reconcile all bank statements on a monthly basis.
 - Using the bank statement, record each debit transaction on the check stub that is closest to the date of the debit. Record each electronic deposit (NALS, Square, WIX, etc.) on the check stub that is closest to the date of the debit. Also, record all of these debits and deposits on the general and subsidiary ledgers.
 - Record the bank statement date and bank balance on the check stub closest to the date of the bank statement, and make sure the reconciled balance you arrived at on the bank statement matches the running balance recorded on that check stub.
15. Using the check stubs and bank statements, create and maintain a General Ledger which lists, in chronological order, all income/deposits and all checks/debits during the year, which has a column showing the running balance in the checking account.
16. Create and maintain a Subsidiary Ledger with columns for each budgeted category of revenue and expenses. Using the check stubs, bank statements and general ledger, post each entry in the appropriate budget column. The purpose of this ledger is to determine any overages for any budgeted category that need to be approved.

III. APPOINTED OFFICERS

A. PARLIAMENTARIAN

See Bylaws Article X, Standing Rule 9, General Instructions and Appendices of this Manual.

1. The Parliamentarian is an appointed officer, a voting member of the Executive Committee and the Board of Directors, and is expected to attend all meetings of this association.
 - The Parliamentarian:
 - a. Is chair of the Rules Committee;
 - b. Interprets the Bylaws of this association;
 - c. Rules on questions of order;
 - d. Sees that all parliamentary rules are followed and that the Rules of the Meeting and Instructions as to Voting are presented at each meeting (*See Standing Rule No. 9 and Appendices of this Manual*);
 - e. Reviews all proposed amendments or additions to the Bylaws, Standing Rules, and *Manual of Policies and Procedures* of this association before they are presented to the voting body for adoption;
 - f. Reviews all proposed Bylaws or amendments of local associations for conformity with the national bylaws;
 - g. Reviews all applications for local chapter charter, and
 - h. Presents any and all proposed amendments to the governing documents to the voting body of the state association for adoption.
 - The Parliamentarian shall maintain a permanent file consisting of the following:
 - a. Current Bylaws, Standing Rules, *Manual of Policies and Procedures*;
 - b. A copy of Roberts' Rules of Order Newly Revised;
 - c. A permanent file of current Bylaws, Standing Rules and *Manual of Policies and Procedures*, as amended of each local association; and
 - d. A copy of the NALS Bylaws and Standing Rules.

- If required, the Parliamentarian shall provide to NALS appropriate copies of any bylaw amendments on the state level with certification. (*See Appendices of this Manual*)
- The Parliamentarian is responsible for submitting the Bylaws, Standing Rules and Manual, and any amendments thereto, to the Executive Committee, Board of Directors-and membership via website, email or, upon request, paper copy.
- The Parliamentarian shall have at hand and be familiar with national, state and local Bylaws, Standing Rules, and *Manual of Policies and Procedures*, as well as having a copy of *Roberts' Rules of Order Newly Revised*.

B. EXECUTIVE ADVISOR

See Bylaws Article VII, Section 1 and Article VIII, Section 4, and General Instructions of this Manual.

An Executive Advisor, may be appointed by the President, subject to approval of the Executive Committee, and, in accordance with the Bylaws, Article VII, Section 1, and Article VIII, Section 4, shall be a voting member of the Executive Committee and Board of Directors.

IV. COMMITTEE CHAIRS

A. AWARD OF EXCELLENCE CHAIR

See Bylaws Article VIII, Standing Rule 3.D. and General Instructions and Appendices of this Manual.

Deadline for receipt of nominations shall be March 15 of each year.

Deadline for receipt of the Personal Data Form (PDF) shall be April 1 of each year.

The duties of the Award of Excellence (AOE) Chair are:

1. To provide, no later than January 31, each local chapter AOE chair (or Director, if chair is unknown) the name and address of the Mississippi LPA Award of Excellence Chair, a copy of the applicable Mississippi LPA rules and regulations for submitting AOE entries, the Mississippi LPA Nomination Form and Mississippi LPA Personal Data Form.
2. To provide to the State Technology Chair, for inclusion on the website, no later than January 31, a copy of the Mississippi LPA AOE Nomination Form and the name, address, email address and fax number where AOE entries should be submitted.
3. Upon receipt of a nomination form, immediately furnish a copy of the Mississippi LPA PDF form to nominees and notify nominees that PDFs received after April 1 will be disqualified.
4. To select three (3) impartial judges, subject to the approval of the voting body, to judge the nominations submitted.
5. To coordinate all arrangements necessary and incidental to the conducting and judging of said contest.
 - a. Remove the name of the applicant from each form and assign a number thereto prior to submitting forms to the judges.
 - b. Timely submit to the judges the AOE guidelines and the PDF forms of qualified nominees for review and voting for the recipient of the award.
 - c. Tally the votes of the judges, keeping the identity of the recipient of the award confidential until the award is presented at the Mississippi LPA Annual Installation and Awards Banquet.
6. To purchase an engraved award, within budget guidelines, and to present said award to the recipient in conjunction with the Annual Meeting.

7. To complete and forward to NALS the appropriate NALS Nomination Form required to submit the Mississippi LPA recipient for the NALS AOE not later than May 1 (or the NALS deadline for such submission, if earlier), even if May 1 is prior to the public announcement and presentation to the recipient at the Annual Meeting Installation Banquet.

MISSISSIPPI LEGAL PROFESSIONALS ASSOCIATION

AWARD OF EXCELLENCE

The Mississippi LPA Award of Excellence is presented annually to recognize outstanding achievement in state association leadership and professional development. Any member or chapter may make nominations. Nominees are required to complete and submit a Personal Data Form (PDF) detailing professional and association experience and achievements. A panel of three non-member judges selects the recipient which is announced during the Annual Meeting Installation and Awards Banquet.

RULES AND REGULATIONS

1. Any member who actively participates in state meetings, is in good standing of the state association, and who has at least three years of experience is eligible to participate in the Mississippi LPA Award of Excellence program with the exception of the current Award of Excellence Chair, and recipients of the MSLPA AOE within the past five years.
2. Each local chapter or member has the privilege of sponsoring one applicant, who may or may not be the current local chapter recipient. This does not prohibit the submission of eligible individual nominations.
3. All nominations must be submitted by March 15 to the state chair on the Mississippi LPA AOE Nomination Form. (Nominations received after March 15 will be disqualified.)
4. All nominees are required to complete the Mississippi LPA Award of Excellence Personal Data Form (PDF) detailing professional and association experience and achievements. (PDFs received after April 1 will cause the nominee to be disqualified.)
5. Following the receipt of a nomination form, a PDF will be sent to each nominee. In addition, the PDF will be available on the state website and in the Mississippi LPA Manual of Policies and Procedures.
6. All nominees will be judged by a panel of three non-member judges on the following basis:

A. Years of Experience in Legal Profession	75 points	19% of total
B. Association Achievements	125 points	31% of total
C. Professional Activities	85 points	21% of total
D. Education	95 points	24% of total
E. Other	20 points	5% of total
TOTAL	400 points	100%

B. BAR LIAISON CHAIR

See Bylaws Article VIII, Section 1 and General Instructions in this Manual.

It shall be the duty of this chair to:

1. Maintain good public relations with attorneys through the Mississippi State Bar Association;
2. Provide information and materials to the Mississippi State Bar Association relating to educational projects, services to employers and bar associations, and all other phases of this Association;
3. Work with the Director of Public Relations for news releases and articles in publications; and
4. Write congratulatory letters to newly appointed or elected judges and to new officers of the Mississippi State Bar Association and provide copies to the President.

C. CERTIFICATION CHAIR

See Bylaws Article VIII, Section 1, and General Instructions of this Manual.

The state Certification Chair is the liaison between NALS and the local chapter Certification Chairs.

Brochures and other information concerning the certification programs are available from NALS Headquarters.

Some states have available mock exams and cram tests. A list of those available may be secured from NALS Headquarters.

The duties of the state Certification Chair are to:

1. Answer inquiries from members and non-members, with respect to the certification programs;
2. Answer inquiries regarding requirements for eligibility to take the examinations;
3. Inform all local Certification Chairs and members-at-large of deadlines for applying to take exams and the time and place or places where the exams are to be given, including online exams.
4. Furnish application forms to those who desire to take the exams, upon request. Applications may also be secured from NALS Headquarters;
5. Assist applicants in preparing application form, if requested;
6. Keep confidential names of applicants to take the certification examinations, except for NALS requirements;
7. Promptly inform the President and Corresponding Secretary of members who are newly certified;
8. Encourage and assist chapters in study groups;
9. Keep local associations informed as to the mock exams, cram tests, and other materials available from NALS and other states;
10. Purchase pins and present to newly certified members at the next regularly scheduled meeting (Board or membership); and
11. Update and maintain a complete and current list of all Certified PPs, CLPs, PLSs, ALPs, and ALSs (including Specialty Certifications, if applicable).

D. CONTINUING LEGAL EDUCATION CHAIR (CLE)

See Bylaws Article VIII, Section 1 and General Instructions and Appendices of this Manual.

One of the purposes of the national and state associations is to carry on a program for the "continuing legal education" of its members. The CLE Chair is charged with the responsibility of assisting the state association and its members to fulfill this purpose.

The duties of the CLE Chair are to:

1. Review the files of your predecessor and write NALS Headquarters to become familiar with legal education programs of NALS and materials available through NALS;
2. Send a letter at the beginning of the year to all chapter presidents advising of the duties of this chairmanship and your availability to assist local chapters in legal education activities, asking to be kept advised of chapter legal education seminars, programs, etc.;
3. Disseminate information, upon request, with a view toward assisting members to become better legal professionals;
4. Assist local associations in preparing for seminars and workshops, advising of procedures and supplies needed;
5. Contact colleges regarding the offering of legal education courses;
6. Encourage local associations to have legal education programs and courses, offering suggestions as to how this may be accomplished;
7. Furnish legal education articles for the issues of the state publication, if requested to do so by state publications chair;
8. Work closely with public relations directors, both state and local, particularly in advising of local and state association activities pertaining to legal education;
9. Assist Seminar Chair in preparing legal education seminars held at state meetings; and
10. Coordinate with Seminars Chair to ensure CLE credit is submitted for speakers and/or attorneys who may attend state meeting seminars.

E. CORRESPONDING SECRETARY

See Bylaws, Article VIII; see general instructions of this Manual.

The state Corresponding Secretary handles all correspondence that does not relate to work assigned to other officers and committee chairs.

The duties of the Corresponding Secretary are as follows:

1. Send letters of congratulations to newly elected NALS officers immediately following their installation.
2. Send other congratulatory cards or letters, expressions of appreciation and expressions of good wishes or sympathy on behalf of the state association, as requested by the President, Executive Committee, or voting body.
3. Report to Executive Committee and voting body all correspondence received.
4. Read pertinent correspondence at all meetings as requested by the President or Executive Committee.
5. Promptly following state meetings, write host chapter president and/or meeting chair letter of appreciation on behalf of the state association.
6. All congratulatory cards and letters and similar materials received should be furnished to the historian for inclusion in the President's history book.
7. Send congratulatory expressions from state association to any member upon attaining Certified PP, CLP, PLS, ALP, ALS or Specialty Certifications.

Reminder to Chapter Presidents and Directors: This can only be done if the Corresponding Secretary is notified when these certifications are obtained.

F. COURT OBSERVANCE CHAIR

See Bylaws Article VIII and General Instructions of this Manual.

The state Court Observance Chair is the liaison to the local chapter Court Observance Chairs.

The duties of the state Court Observance Chair are to:

1. Write local chapters and encourage them to hold court observance programs in conjunction with the NALS Court Observance week (the second full week in October each year);
2. Assist local chapters, whenever possible, in planning court observance programs;
3. Request reports of court observance activities from local chapters.

G. DIRECTOR OF PUBLIC RELATIONS

See Bylaws Article VIII; see General Instructions of this Manual.

The Director of Public Relations shall:

1. Immediately furnish each local chapter's publicity chair or director news releases regarding each meeting of the state association.
2. Cooperate with all committee chairs regarding publicity relative to each committee's work and work closely with the local publicity chairs relative to state meetings. Because better coverage may be obtained by the local associations in the newspapers within their own cities, it is felt that the local associations should handle the publicity in their own areas for state meetings.

H. FINANCE CHAIR

See Bylaws Article VIII; see General Instructions and Appendices of this Manual.

The Finance Chair shall:

1. Coordinate all arrangements necessary and incidental to the conducting of finance project(s) to raise the amounts of money anticipated to be required in accordance with the budget. Expenses to carry out such finance project(s), shall not exceed the sum of \$100.00 without prior written approval of the voting body.
2. Notify each local chapter's Director and each member-at-large as to each finance project, providing them complete information prior to each meeting on the plans for the project, providing them complete instructions on their chapter's or their responsibilities for the project; and notifying them of the deadline for the conclusion of the project.
3. Maintain careful records of each chapter's and each member's-at-large responsibility for the project.
4. Collect all proceeds for the project and transmit said proceeds to the Treasurer with a **written statement** of receipts and expenses and net profit, with a copy to the President and Executive Secretary. *(See Appendices of this Manual for sample form.)* Said report shall include a breakdown by chapter, when possible.
5. Work with the marketing chair on special projects, *i.e.*, logo items.

I. FINANCIAL REVIEW COMMITTEE

See Bylaws Article VII, Section 1, and Article VIII, Section 5, and General Instructions of this Manual.

1. A committee consisting of at least two members shall be appointed by the outgoing President to review the Treasurer's accounts. It is preferred, when possible, members of this committee shall have previously served as a past treasurer of either this Association or a local chapter.
2. The Financial Review Committee's report to the membership shall be presented at the first quarterly board meeting following the annual meeting weekend, and, in no event, shall it be presented later than the November Mid-Year Membership meeting.
3. See MSLPA Annual Financial Review Guidelines [APPENDIX G] for detailed instructions on what is needed, steps for conducting a review, and a sample of final report.

J. HISTORIAN

See Bylaws Article VIII; see General Instructions of this Manual.

The duties of the Historian are as follows:

1. Collect memorabilia, publicity, photos, correspondence and cards received by the Corresponding Secretary, etc., covering association activities (state meetings, national educational forum, membership party, etc.), for one fiscal year, beginning with the installation of officers in May of the current year and concluding with the annual meeting activities of the following year.
2. Select a theme and/or design the layout for the History Book and purchase (within the limits of the budget) the required materials to carry out the theme.
3. Take pictures at all meetings; if unable to attend a meeting, then the Historian should arrange for someone else to take pictures.
4. Use the materials collected to compile the History Book which should be presented to the President following installation of the next year's President, or as soon thereafter as feasible.
5. Provide photographs and a committee report to the Profile Editor for use in each edition of the state publication.
6. Provide to your successor a copy of photographs for the closing Annual Meeting to be used in the succeeding year History Book.

K. HUMANITARIAN CHAIR

See Bylaws Article VIII; see General Instructions of this Manual.

The duties of the Humanitarian Chair are as follows:

1. Be responsible for planning, coordinating and promoting any and all Humanitarian or civic projects as approved by the voting body.
2. Be liaison between the state association and local chapter directors regarding humanitarian projects.
3. Make a detailed report to the Board of Directors and membership regarding the outcome of each project.

L. MANUAL OF POLICIES AND PROCEDURES CHAIR

See Bylaws Article VIII; see General Instructions of this Manual.

Before accepting appointment to this chairmanship, the person must have served at least two (2) years on the Executive Committee. This is to ensure that the person serving in this chairmanship is familiar with the operation of the state association.

The duties of the Manual of Policies and Procedures Chair (MPP Chair) are as follows:

1. At the beginning of the fiscal year, see that each officer and committee chair has a copy of the *Manual*, if copies are not provided by the President at the annual meeting.
2. Be aware of changes in state and national Bylaws and Standing Rules and Regulations which pertain to the material in this *Manual*. If such changes require revisions in the *Manual*, such revisions must be prepared by the Manual of Policies and Procedures Chair, submitted to the Parliamentarian for review, then to the Executive Committee and membership for approval.
3. Check with current officers and committee chairs to see if they have suggestions for revisions to the *Manual* which would improve the operation of the state association. If such suggestions are in the best interest of the state association, prepare the necessary revisions which are to be presented to the Parliamentarian, Executive Committee and the membership.
4. At such time as a new office or continuing chairmanship is created, prepare a section for inclusion in the *Manual* to cover the duties and requirements of such office or chairmanship. Submit the same to the Parliamentarian for review. The Parliamentarian will then submit the proposed amendment to the Executive Committee and membership for review prior to approval.
5. At such time as revisions are made to any of the contest rules and regulations, or any other forms which are attached as exhibits to the *Manual*, the MPP Chair shall see that such revisions are substituted for those contained herein.
6. Following approval of revisions or new sections, if necessary secure estimates of printing costs and submit same to the Executive Committee and membership for approval. Upon approval, have the revised or new sections printed and distribute them to each officer and committee chair.

M. MARKETING CHAIR

See Bylaws Article VIII; see General Instructions of this Manual.

The Vice President shall serve as Marketing Chair.

The duties of the Marketing Chair are:

1. Promote all phases of the tri-level association;
2. Determine the best and most feasible way to market the association outside the current membership;
3. Develop programs to promote public awareness of the association;
4. Work with Finance Chair and other state association committees in providing assistance in marketing their various programs; and
5. Assist in promoting local, state, and national meetings.

N. MEMBERSHIP CHAIR (Vice President)

See Bylaws Article VII, Section 6 and General Instructions of this Manual for "Vice President" (Section I.C.).

Upon appointment, you are the designated liaison membership officer between your state and NALS and you should:

1. Immediately secure files from predecessor and review thoroughly.
2. Immediately work toward establishing definite membership goals for the state association.
3. Immediately secure names and mailing addresses of all local chapter vice presidents or membership chairs.
4. Prepare newsletter or other type of communication to all local chapter membership vice presidents or chairs notifying them of your appointment as state liaison membership officer, set forth membership goals for the year and express your desire and intention to open lines of communication between your state, the local chapters and the NALS Membership Committee.
5. By use of newsletters, flyers, or other desired forms of contact, communicate regularly with local chapters offering suggestions and assistance with membership retention and membership growth.
6. Plan membership workshops periodically throughout the year, preferably to be held in conjunction with state meetings to encourage participation on the state level of another local officer.
7. Attend all meetings of the state association and NALS meetings when possible.
8. In an effort to share ideas, suggestions, problems and solutions, provide copies of all communications to the NALS designated officer and to your state President.
9. BE AN ENTHUSIASTIC MEMBERSHIP OFFICER IN YOUR STATE BECAUSE INTEREST AND ENTHUSIASM ARE CONTAGIOUS.
10. Report at each meeting of this association the total number of paid members broken down by chapter and members-at-large.
11. Present state association pin to members who are attending a state meeting for the first time.

O. NOMINATIONS AND ELECTIONS CHAIR

See Bylaws Article VIII, Section 2, Standing Rule No. 3.C., Rule No. 4, and Rule No. 6.; see General Instructions of this Manual.

The duties of the Nominations and Elections Chair are to:

1. Pursuant to Rule 3.C. of the Standing Rules, the Nominations and Elections Committee shall prepare and distribute to the members of this Association the official call for nominations for all elective officers. Said call for nominations should be distributed no later than September 15.
2. Thereafter contact each nominee for the purpose of securing said nominee's acceptance or rejection of the nomination for each office for which he/she has been nominated, in accordance with the above referenced Bylaws. Attach to your letter, a copy of the duties of office for which each nominee has been nominated.
3. Prepare a ballot containing the name of each nominee accepting nomination and a brief resume of each nominee's qualifications; and to furnish said sample ballot to each member in accordance with the above referenced Bylaws. Pursuant to Rule 3.C. of the Standing Rules, said sample ballot should be submitted by the *Profile* deadline to the *Profile* editor to be published in the Fall issue of the *Profile*, which is distributed at least thirty days prior to the First Membership Meeting held in November.
4. Conduct the election of officers at the first membership meeting pursuant to Rule 3.C. and Rule 4 of the *Standing Rules*. Following the election, all ballots shall be destroyed.

P. SCHOLARSHIP CHAIR

See Bylaws Article VIII; see Standing Rule No. 3.F., Rule No. 13; see General Instructions of this Manual.

Deadline for receipt of scholarship applications shall be April 1 of each year. Applications must be submitted on the forms approved by this Association.

1. The scholarship established by the state association shall be awarded annually in an amount to be determined by the voting body.
2. Eligibility for the scholarship shall be determined as follows:
 - a. Any student who has been accepted in an accredited institution of higher learning.
 - b. Any member of this association who has been accepted in an accredited institution of higher learning. This includes online courses which are offered by an accredited institution.
3. The scholarship will be awarded on the basis of scholastic and leadership ability and financial need. The scholarship award may be granted to any qualified applicant with special emphasis on legal education.
4. The full amount of the grant is to be applied toward college expenses, and payment of the scholarship amount will be made directly to the college of the recipient's choice.
5. Candidates nominated in prior years, including winners, are eligible to apply again for another award.
6. If more than three applicants are received, the Chair of the Scholarship Committee shall select, subject to the approval of the Executive Committee and the voting body, three (3) judges who shall review all applications submitted and elect three (3) finalists. The judges shall be selected from the following categories: one educator (teaching member of a public school system or college); one judge or lawyer; one civic leader.
7. The deadline to submit applications for the scholarship is April 1 of each year. Applications must be submitted on the forms approved by this Association.
8. Prior to submitting the applications to the judges, the Scholarship Chair shall detach from each application the name and address of the applicant and designate each application with a number. The Scholarship Chair shall retain, in sealed envelopes, bearing corresponding numbers, the identity of the candidates until the final decision has been made.

9. The Scholarship Chair shall prepare a sample ballot from the applications selected by the judges and forward same to the Executive Secretary, who shall submit a copy of the sample ballot to each local chapter Director and the Executive Committee at least thirty (30) days prior to the Annual Meeting.
10. Ballots shall be cast and the results announced at the Annual Meeting held each year. The Scholarship Chair shall notify the winner immediately following selection so that plans for school can be made, such notification to be followed up by written notification by the Scholarship Chair to the winner and sponsoring chapter. Chair shall be responsible for submitting winner's name to the Treasurer for payment of scholarship upon receipt of information of recipient's school of choice.
11. All information supplied the Scholarship Committee shall be kept strictly confidential, and the decision of the voting body shall be final.
12. In the event the winner does not accept the scholarship award within 30 days, the scholarship shall be awarded to the next highest candidate in order. Therefore, if applicable, the Scholarship Chair must maintain a list of the finalists ranked by 1st, 2nd and 3rd place.
13. The application (see Form S-1 in *Appendices of this Manual*) must be accompanied by the following:
 - a. One 1-page letter of recommendation (prepared by non-relative) addressed to the state association setting forth the following:
 - (1) Applicant's activity and leadership record in school and/or community;
 - (2) Description of applicant's personal traits, character, personality, drive;
 - (3) Why applicant wants the scholarship.
 - b. A transcript of the applicant's grades.
 - c. A statement (prepared and typed by the applicant) showing schools attended, employment, school activities (honors, clubs, etc.), career goals, and need for financial aid. Such statement should not exceed one page, 8 ½" x 11", **and should not be signed.**

Q. SEMINAR CHAIR--GENERAL

See Bylaws Article VIII; see Standing Rule 12; see General Instructions of this Manual.

The Seminar Chair shall:

1. Be responsible for all arrangements necessary and incidental to conducting seminars in conjunction with state meetings.
2. Obtain approval of the Executive Committee, Board of Directors or membership of topics, speakers, and registration fees prior to the seminar.
3. Coordinate with the meeting chair the arrangements necessary for adequate facilities where said meetings will be held and be responsible for receiving advanced seminar registrations and arrange for a registration desk the day of the seminar. (Funds may be accepted by the Meeting Chair.)
4. Submit registration information to the State Publication Chair for printing in the Profile prior to the membership meetings.
5. Advertise seminars to non-members subject to the approval of the Executive Committee, Board of Directors or membership.
6. Conduct a survey at the seminars, the results of which are to be sent to the Executive Committee. *See Appendices of this Manual for Sample Form LE-1.*
7. Prepare and provide CLE certificates to all in attendance.

All expenses incurred and/or profits realized from said seminars shall be the responsibility of the state association.

R. SPECIAL SEMINARS CHAIR – LAST CHANCE CLE

See Bylaws Article VIII, Standing Rule 11, and General Instructions and Appendices of this Manual.

Last Chance CLE is a full-day seminar event developed by MS LPA in 2017 to provide at least six (6) hours of continuing legal education for attorneys, paralegals, legal secretaries, etc. It is now the primary annual fund-raising event of this association.

Note: This committee will operate a little different from the other committees in that the Chair and committee members will not just be volunteering and serving for one fiscal year term. The chair is selected or approved by the President to begin working with the current chair from the date of the annual meeting through the date of the event(s), and through the Chair's final report to the Board of Directors at its meeting in August. Then, the new chair takes over and is responsible for the event(s) to be held the following July, and will serve until a final report is given at the Board of Directors' meeting held the following August.

The Special Seminars Chair shall be responsible for all arrangements necessary and incidental to conducting the Last Chance CLE annually on July 31st (or the last working day of July); including, but not limited to the following:

1. This annual seminar shall be offered in at least one (1) location (on the Mississippi Gulf Coast), and at such additional locations as may be requested or approved by the Board of Directors (i.e., in the Central Mississippi / Jackson metro area). Your annual event(s) may only have 24-50 attendees, so choose a site that allows you flexibility and room to expand if needed.
2. Secure and make the necessary arrangements for a facility (for each chosen location) with space to adequately accommodate up to 100 attendees. This will allow us to have room to grow and allow us to maintain a continuing presence at the same location annually.
3. Determine cost(s) to use site for the full day, if any. Be sure to negotiate rate for "non-profit" (provide copy of NALS letter if necessary).
4. Be sure the site allows refreshments (beverages and food) and determine if you must use their staff/caterer or if they allow you to make other arrangements.

If the event site location cannot be at the same place each year for continuity's sake, it is recommended that your committee should submit the proposed site location (and cost) for approval by the February Board of Directors' Meeting.

5. Once approved, sign any necessary contract(s) and/or hold harmless agreement(s) as may be required by the site. (The contract may need to be co-signed by the state President, if requested by the site.)

REGISTRATION FEES and EXHIBITOR / SPONSOR FEES:

1. At the same meeting that you submit a proposed new site location, also submit the registration fees and deadlines schedule, and the Exhibitor and Sponsor Contract for approval (if it has been determined that the previously approved rates will be increased).

2. The Registration Form should always include the following language:

Cancellation Policy

Policy stating that CLE credit reporting & payment in Mississippi only

This program has been approved for [6.0 or 6.5] hours of CLE (including 1.0 hour of ETHICS) by the Mississippi Commission on Continuing Legal Education / Board of Certified Court Reporters NOTE: The word ***approved*** should only be used after you have obtained the approval from the Mississippi Commission on CLE. Prior to that time, the word to use is ***submitted***.

3. Submit registration fees received along with a copy of the registration forms to the Treasurer on a weekly basis. It is a good practice to prepare a cover page which itemizes the funds being submitted for deposit and notify the Treasurer by email (with scanned copy of itemized list and all checks/funds being submitted) that the fees have been placed in the mail.

SPEAKERS & TOPICS:

1. As early as practicable, but no later than January of each fiscal year, start seeking out speakers for the event, with goal to be completed by either the February Board of Directors' Meeting or the Annual Meeting.
2. Submit the final list of speakers and topics for approval no later than the Winter/February/Third Board of Directors' Meeting.
3. Be prepared to present each speaker a gift of appreciation; these speaker gifts (valued to be \$25 to \$50 each, as the budget allows) can be purchased or donated by a sponsor (preferred – be sure to list this sponsorship on any and all recognitions).
4. Create a list of past speakers and topics – annually update and maintain this list of all past speakers and topics, as well as list suggestions for future speakers and topics (including those not previously available in the initial year they were asked).

CLE ACCREDITATION:

1. As soon as the speakers and topics have been approved, reach out to each speaker to request a brief bio and photograph to be submitted with the *Uniform Application for Approval of Continuing Legal Education*. (Always provide a one- or two-week deadline with your requests.)

NOTE: You may be able to obtain this information from the speaker's law firm website.

2. No later than mid-March each year, complete the *Uniform Application for Approval of Continuing Legal Education* and submit it, along with the approved Registration Form (with full schedule of the CLE sessions) and all speaker bios either via email to Alicia Blanchard (Alicia.blanchard@courts.ms.gov) or via U.S. Mail to:

Mississippi Commission on CLE
P. O. Box 369
Jackson, MS 39205

3. There is no fee to obtain the CLE accreditation in Mississippi. The only fees are for the hours attending and hours of preparation by speakers. Currently they are:
 - a. Attendees -- \$2.00 per hour attended;
 - b. Speakers - \$2.00 per hour (whether speaking or attending); with speaking hours based on:
 - i. 6 CLE credits per course hour with substantive materials provided (outlines do not qualify as sufficient material);
 - ii. 3 CLE credits per course hour without materials;
 - iii. ½ of first presentation per course hour for “repeat” presentations.
 - c. Speakers who are judges – their speaker hours are reported with the same criteria listed above. However, their speaker hours are reported via email to: rameys@olemiss.edu.
4. Currently there is a \$50 application fee to obtain CLE accreditation in Alabama, but there are no fees required to report the attorney's hours. (this is just a note)

CLE HANDOUT MATERIALS FOR ATTENDEES:

1. Request that each speaker provide a photo and bio and handout materials for the event attendees. Request the handout materials to be provided to you in electronic form no later than July 1, so that you can make copies of all materials in booklet form for distribution to all attendees on the day of the event. (NOTE: This is also

an example of an in-kind sponsorship – a local copy service could provide the necessary number of copies of the materials in booklets for the event).

2. Be sure to keep one copy of these handout materials for your permanent file.

EXHIBITORS & SPONSORS:

1. You are encouraged to get exhibitors and sponsors for the event(s) to help offset expenses. In this regard, make necessary arrangements with the site and determine your capacity for Exhibitor space. Sponsors could be Exhibitors or provide in-kind donations in the form of gift certificates to be used as speaker gifts, or sponsor a coffee break, etc.
2. As soon as the event Registration Form is finalized and approved, distribute by U.S. Mail or email a call for exhibitors and sponsors and include the approved contract. Sponsor/Exhibitor information should be listed on all promotional materials distributed in advance of the seminar, i.e., registration forms which will be distributed to all attorneys. A deadline between May 15 and May 30 is suggested in order to ensure all sponsors and exhibitors can be included on the attorney registration form. Note: The cost is separate for exhibitors and sponsors and there is no price break for being both.

Be sure sponsor/exhibitor information is provided by email to all chapter directors, requesting that they distribute to their chapter members; ask the members to suggest any potential exhibitors and sponsors, or to forward the information to them.

3. Once contracts and monies are received for Exhibitors, contact the site to make the necessary arrangements for the number of tables and chairs that you need to have set up on the day of the event.
4. Be sure to have a THANK YOU display on the day of the event that recognizes all exhibitors and sponsors; especially if they are sponsors of a specific coffee break, etc.
5. Be sure to send a thank you note or letter to each exhibitor and sponsor no later than two weeks following the event(s).

BUDGET:

1. Always keep in mind that this is the primary fund-raising event of this association. Each year there will be a line item for anticipated revenue for this event and you should strive to achieve or exceed that goal annually in the form of profit from your event(s). *See Appendices of this Manual and the committee folder for additional information.*

2. All expenses incurred shall be the responsibility of the state association; and, likewise, any profits realized from the event(s) shall belong to the state association.

DISTRIBUTION OF REGISTRATION FORMS:

1. If your committee can secure all speakers & topics for your event(s) such that the Registration Form will be finalized by the deadline for the spring *Profile*, you should timely provide a copy of the Schedule/Registration Form (and the Sponsor Thank You Page(s)) to the *Profile* Editor for the annual spring edition. The deadline for this is typically March 1 to April 1, as the *Profile* must be distributed to all members at least 30 days prior to the Annual Meeting.
2. Your committee should make every effort to secure all speakers so you can finalize the Registration Form by June 1 of each year. Send the Registration form and/or website link with the usual “blurb” (short paragraph which provides pertinent details) to the USDC Clerk’s office with a formal request that they distribute the information via ECF Blast to all attorneys registered to practice in the USDC SD of MS. The Early Bird Deadline is typically June 30; and the fees increase slightly after that date.
3. No later than June 1 of each year, email a copy of the Schedule/ Registration Form to all chapter directors, asking them to distribute to their members. Be sure to point out the Early Bird Deadline.
4. If your Early Bird registration numbers are low, consider doing a second distribution USDC ECF Blast to all attorneys between July 5-10 of each year, using the same distribution information that was previously to the Court.

REFRESHMENTS:

1. In June (or earlier) you can plan what you would like to offer in the way of refreshments. Refreshments will need to be coordinated with the site coordinator to ensure whether special catering arrangements need to be made. At a minimum, you should offer coffee, water, and soft drinks (with ice). *See Appendices of this Manual and committee folder for additional information.*
2. If space permits, set up refreshments at the back of the seminar room no later than 8:00 a.m. (or the stated time for registration to open). Otherwise, this will have to be set up in the registration/exhibitors area.
3. Be sure that you (or the caterer/site) provide beverage dispensers (hot and cold), ice for icing down the water and ice for dispensing in cups, beverage cups, snack plates, snack napkins; and utensils if you have not selected finger/snack foods.

DAY OF THE EVENT:

1. Invite the State President, in advance, to provide a short welcome at the beginning of the day's event and to also introduce the first speaker. If the President is not able to attend, ask that a welcome letter be provided that can be included in the booklet of handout materials prepared for distribution to all attendees.
2. Distribute Seminar Evaluation Forms, Schedule at a Glance forms, and any marketing materials at each seat before the first seminar begins – the Evaluation Forms should be completed by the attendees and collected at the end of the day as they exit (or they can leave on the table – just be sure to collect them separate from the items to be discarded).
3. Set up for registration with at least two (2) 6 to 8-foot tables. The volunteers helping with registration will each need to be provided a copy of various registration lists (one for pre-paid, one for pre-registered but not yet paid, and a blank registration list for walk-ins.) Provide blank receipt forms in the event someone paying on site requests a receipt. If a receipt form is not available, then make a note to email the receipt later. *See Appendices of this Manual and committee folder for additional information.*
4. Assign at least one or two volunteers to introduce the speaker(s) (name and topic only) and at the end of the session, thank the speaker(s) and present the speaker gift(s), along with a written thank you note. These volunteers will also be responsible for getting a completed and signed *CLE Teaching Credit Form*. These forms will need to be turned in to the MS Commission on CLE when you submit your report and payment of fees for the event.
5. Assign volunteers to assist with coordinating refreshments and cleaning up the refreshment area at the end of the day.

AFTER THE EVENT:

1. Work with the state Treasurer to submit a CLE report (with each attendee's name, bar number, and hours attended) along with a check for the total fees to MS Commission on CLE.
2. Compile a list of:
 - a. volunteers for speakers at future events;
 - b. requests for future topics; and
 - c. the results of the CLE evaluations.
3. Submit final committee report (profit/loss and headcounts) at the August Board of Directors' Meeting, as well as present any recommendations for sites/cities to be considered for future events.
4. Be sure to turn all of your file and information over to your successor.

SAMPLE FORMS:

LC-01	CLE Certificate of Attendance
LC-02	CLE Seminar Evaluation Form
LC-03	Event Schedule & Registration Form
LC-04	Exhibitor and Sponsor Contract
LC-05	MS Commission on CLE's <i>Request for CLE Teaching Credit</i>
LC-06	MS Commission on CLE's <i>Uniform Application for Approval of Continuing Legal Education</i>
LC-07	Sponsor Thank You Page
LC-08	Final Committee Report (with summary of evaluations and feedback from the event)
LC-09	Report to MS Commission on CLE
LC-10	Registration List

S. STATE PUBLICATION CHAIR (Profile Editor)

See Standing Rule No. 3.E. and No. 6 C; see General Instructions of this Manual.

The State Publications Chair shall:

1. Edit the *Profile* and see that at least two (2) issues of the state publication are published each year. Each issue shall be delivered on the dates as outlined under Rule No. 3.E. of the Standing Rules.
2. Appoint a staff consisting of such assistants as deemed necessary to assist in the publication and distribution of the state publication. Suggested assistants are: Assistant Editor, Feature Editor (for legal education article); and Mailing and Distribution Editor. The Feature Editor may be the Continuing Legal Education Chair.
3. Distribute to each member in good standing an electronic copy of the *Profile* by the dates specified in Rule No. 3.E. of the Standing Rules to the email address shown on the roster of members or such other email address as may be thereafter furnished in writing to the Editor. See Standing Rule No. 10 for restrictions on divulging content of rosters.
4. Notify each officer, committee chair, and local director of the deadline for receiving articles and information for inclusion in the *Profile*;
5. Include, in their entirety, all notices of state meetings, alternate director forms, all registration forms, scrip ticket information and activity information submitted by the host chapter and Seminar Chair prior to any state meeting;
6. Include all notices of deadlines, requests for information, and addresses for mailing purposes, submitted by any officer or committee chair;
7. Prior to publication of each issue, obtain from the Membership Chair a current roster to verify the distribution list is accurate.
8. Provide electronic format of each issue to webmaster for posting on the “members only” section of the website.
9. The Editor's files shall contain one copy of each issue for permanent record, which may be in electronic format.
10. Each issue of the *Profile* shall include change of address notice forms. If state publication chair is notified of a change of address, the Chair shall notify the President, Executive Secretary, and Treasurer of same.

T. TECHNOLOGY CHAIR

See Bylaws Article VIII; see General Instructions of this Manual.

The Technology Chair shall:

1. Maintain the website;
2. Keep the Treasurer updated as to when automatic payments (and amount of said payments) will be charged for renewal of domain names for each web page, and verify with the Treasurer that each payment was made.
3. Verify that email addresses and other links used on the website are accurate and working in order to ensure all information is current.
4. Oversee and assist with delivering technological education and communications to all members, including offering mini-seminars on navigating through the features of the website.
5. Work with other committees to select technology topics and speakers for local and state meetings; and
6. Provide technology tips/instructions to members.
7. Post documents to website as authorized and/or requested by the Board.
8. Maintain the Association's Facebook page to ensure it is current by adding news and other posts which would be of interest to the membership. Although posts can be made on the Facebook page by members, the Technology Chair should take a leadership role to ensure that the Facebook page is providing accurate information regarding Association activities.

V. MEETINGS

A. ANNUAL MEETING CHAIR

See Standing Rules No. 3.B., 5.F, and. 9; see also General Instructions of this Manual.

The Annual Meeting Chair is a standing committee chair of the state association. At the annual meeting each year, the voting body determines which local chapter will host the Annual Meeting for the following fiscal year. The local chapter who has successfully bid to host the meeting will appoint a local chapter member to serve as Annual Meeting Chair. The Annual Meeting Chair will serve as the liaison between the state association and the local chapter in connection with the planning and hosting of the Annual Meeting.

Note: The host chapter can request from the Treasurer an advance of \$1,000.00 to assist in meeting planning costs, such as deposits on facilities. Said advance must be repaid prior to calculating the meeting profits.

1. Remember first and foremost, you are planning a state Annual Meeting, although your local chapter serves as host.
2. Keep the President and President-Elect advised of all plans for Annual Meeting, concerning meetings, meeting rooms, workshops, and meals.
3. The Chair and host chapter shall determine the amount of the scrip ticket, which shall include the registration fee as set forth in Standing Rule 8.A.(2) and the cost of any planned meals (actual or approximate cost, plus tax and gratuity, rounded up to the next dollar amount). The scrip ticket shall be presented to the Board or Membership for approval. *Note: The host chapter may, at its discretion, impose a late registration fee not to exceed \$5.*
4. In accordance with the Bylaws, the President has the right to make changes in the time schedule for the Annual Meeting weekend. Consult the President prior to finalizing the meeting itinerary to help plan time schedules insofar as meetings are concerned. The President will be conducting the meeting and knows the amount of time required for the meeting.
5. Protocol for an Annual Meeting can be a hazard. If you are planning for the officers to be seated at the head table for any function, keep in mind that you should either seat only the state President, or all the officers, including the Parliamentarian; never seat only two or three of the officers.
6. At the installation function, allow time on the program for the immediate Past-President to present the gift from the state association to the outgoing President. This should be done after the installation, and after the gavel has been passed to the new President. Usually the immediate Past-President will correspond with you about this item. Verify with local chapters to determine if

their chapter plans to present a gift to the outgoing President at the installation function. This will help ensure that adequate time is set aside on the program.

7. It is suggested that the following Annual Meeting Committee Chairs be appointed by the Annual Meeting Chair:
 - a. Finance
 - b. Registration
 - c. Advertising
 - d. Printed Programs
 - e. Workshops
 - f. Door Prizes
 - g. Souvenirs & Favors
 - h. Press & Publicity
 - i. Decorations Coordinator
 - j. Friday Night Social
 - k. Saturday Breakfast
 - l. Saturday Luncheon
 - m. Saturday Night Banquet
 - n. Sunday Breakfast
 - o. Coffee Break
8. The Annual Meeting Chair should not only work very closely with the state President and President-Elect, but also with the Seminar Chair and Director of Public Relations, if any. The Director of Public Relations should assist the Annual Meeting Chair in the preparation of news releases concerning the Annual Meeting to ensure the correct names and titles of state officers are included therein.
9. The state President should be advised that room reservations have been made for him/her and that his/her scrip ticket has been paid. (Costs for accommodations and scrip ticket will be borne by the state association.) The President should also be advised that adequate meeting space has been secured for the Executive Committee Meeting, the Presidents' Roundtable or officer workshops, and the seminar(s).
10. In selecting a meeting location, the Annual Meeting Chair should make sure that the proposed location will accommodate the number of people anticipated to attend, and that there are adequate facilities for meeting rooms and meal functions.
11. Always remember that you must have meeting rooms to accommodate a head table for all state officers; it is preferred that the rooms be arranged in classroom style.
12. Ensure that for the meetings, the head table is provided with pitchers of water and glasses, and that adequate sound equipment, if necessary, is available.

13. Coordinate with the Seminar Chair and hotel site coordinator, adequate meeting and registration facilities for the seminar(s) to be held in conjunction with Annual Meeting. Ensure that the meeting room is arranged with a head table, podium, and microphone or other A/V needs, if required.
14. Timely submit, by the *Profile* deadline, an article to the *Profile* concerning plans for Annual Meeting weekend in an effort to reach as many members as possible. The article shall include lodging reservation information, name, address, and telephone number of same; amount of scrip ticket; deadline date for registration; to whom the registrations must be submitted and provide the option for registering for individual events or a full scrip ticket.
15. Secure a written agreement concerning meal prices from the meeting facility since the amount of the scrip ticket includes the cost of the meal plus tax and gratuity. The scrip ticket amount should be approved by the Board of Directors or membership no later than the November meeting.
16. Name badges and ribbons can be ordered from NALS Headquarters or locally (in most instances these supplies are easier to obtain than from a local supplier).
17. At the close of the Annual Meeting, request written reports from all your chairs for inclusion in the permanent file to be passed to your successor. You will be expected to give a report at the close of the Annual Meeting regarding the total number of registrants, by chapter. At the next state meeting, the host chapter will need to provide a final meeting report which include the total number of registrants, by chapter, as well as a recap of receipts, expenses and profits (or loss). Profits are to be shared equally by the state and host chapter; any loss is borne by the host chapter. The state's share of the profit can either be submitted to the Treasurer in advance of the meeting at which the report is given, or presented at the meeting when the final report is given.

B. MEMBERSHIP MEETINGS CHAIR

See Bylaws Article V; Standing Rule No. 3.B. and 8; and, General Instructions of this Manual.

The Meeting Chair is appointed by the local chapter hosting said meeting, after the local chapter's bid has been accepted by the state association. All responsibility for planning and hosting said meeting rests with the local chapter and the Meeting Chair; however, it should be remembered that said meeting will be a state membership meeting and planning of the meeting is to be coordinated with the state President and also the Seminar Chair.

Some of the duties of the Meeting Chair are as follows:

1. To select an alternative date for the meeting, if the date provided for by the Standing Rules is not feasible.

2. To select meeting accommodations. The selection of the site should be made on the basis of what can best serve the needs of the state association for such meeting, i.e., space large enough to accommodate the anticipated number of members at meal functions, meeting functions, etc., and where you can obtain the most reasonable prices for meals and room. The Chair should also consider the interest of the site manager in assisting him/her with each and every facet of the meeting.
3. Obtain approval of the meeting date and location by the voting body (membership or Board of Directors if presented at a meeting, or Executive Committee and Directors if presented electronically).
4. The Chair and host chapter shall determine the amount of the scrip ticket, which shall include the registration fee as set forth in Standing Rule 8.A.(2) and the cost of any planned meals (actual or approximate cost, plus tax and gratuity, rounded up to the next dollar amount). *Note: The host chapter may, at its discretion, impose a late registration fee not to exceed \$5.*
5. It is suggested that the Chair secure a written agreement from the site manager concerning the cost of the meals, since the amount of the scrip ticket will be approved by the voting body and you must be able to depend on the figure given to you rather than having it increased after you have your amount approved.
6. Communicate with the state President to keep him/her apprised of meeting plans. Confer with the state President in planning time schedules, particularly as to the time allotted for the meeting.
7. If a seminar is planned in conjunction with the meeting, coordinate with the Seminar Chair and meeting site coordinator to ensure adequate space is available to accommodate the seminar. Ensure that the meeting room is arranged with a head table, podium, and microphone, if needed. Arrangements for the A/V needs should be made in advance of the meeting.
8. It is suggested that the Meeting Chair timely submit, by the Profile deadline, an article to the *Profile* Editor for inclusion in the issue which is published 30 days prior to the Meeting you are hosting. The article shall include a registration form which contains the amount of the scrip ticket, the name of the person to whom the registration form must be mailed, the deadline date for registration without penalty, instructions for making reservations with the hotel or motel, if applicable, including its name, address, and telephone number.
9. If you are planning for the officers to be seated at the head table for any function, keep in mind that you should either seat only the state President, or all the officers, including the Parliamentarian; never seat only two or three of the officers.

10. The state officers should be introduced to the assembly at all planned meal functions. If you are not familiar with their names and the office they hold, be sure to consult with the state President.
11. The President of your local chapter should also be introduced at the first seated function of the assembly.
12. If you plan for the state President to make any introductions, respond to your official welcome, or make any other remarks to the assembly, you should make sure the President is aware that he/she will be expected to perform this function.
13. The Meeting Chair should be prepared to give a report on number of registrants by chapter at the meeting which you are hosting.
14. The registration fees from this meeting are to be shared equally between the host chapter and the state association. Said funds should be transmitted to the state Treasurer as soon as feasible, but no later than the next state meeting.

C. BOARD OF DIRECTORS MEETING CHAIR

See Bylaws Article VI; Standing Rule No. 3.A. and 9.B; and, General Instructions of this Manual.

The Board of Directors Meeting Chair is appointed by the local chapter hosting said meeting, after the local chapter's bid has been accepted by the state association. All responsibility for planning and hosting said meeting rests with the local chapter and the Board Meeting Chair; however, it should be remembered that said meeting will be a state Board of Directors' meeting.

Some of the duties of the Board Meeting Chair are as follows:

1. To select alternative dates for the board meeting, if the dates provided for by the Standing Rules are not feasible.
2. To select meeting accommodations. The selection of the site should be made on the basis of what can best serve the needs of the state association for such meeting, i.e., sufficient space to accommodate the anticipated number of members at meal functions, meeting functions, etc., and where you can obtain the most reasonable prices for meals and room. The Chair should also consider the interest of the site manager in assisting with meeting planning.
3. The Chair and host chapter shall determine the amount of the scrip ticket, which shall include the registration fee as set forth in Standing Rule 8.B.(2) and the cost of any planned meals (actual or approximate cost, plus tax and gratuity, rounded up to the next dollar amount). *Note: The host chapter may, at its discretion, impose a late registration fee not to exceed \$5.*
4. Obtain approval of the meeting date, location and scrip ticket by the voting body (membership or Board of Directors, if presented at a meeting, or Executive Committee and Directors, if presented electronically).
5. It is suggested that the Chair secure a written agreement from the site manager concerning the cost of the meals, since the amount of the scrip ticket will be approved by the voting body and you must be able to depend on the figure given to you rather than having it increased after you have your amount approved.
6. The Board Meeting Chair should correspond with the state President and keep him/her apprised of all details in connection with board meeting plans. Consult with the state President regarding time schedules, particularly as to the time allotted for the meeting.
7. Coordinate with the Seminar Chair and meeting site, adequate meeting and registration facilities for the seminar, if any, to be held in conjunction with the meeting. Ensure that the meeting room is arranged with a head table, podium, and microphone in working order.

8. If you are planning for the officers to be seated at the head table for any function, keep in mind that you should either seat only the state President, or all the officers, including the Parliamentarian; never seat only two or three of the officers.
9. The state officers should be introduced to the assembly at all planned meal functions. If you are not familiar with their names and the office they hold, be sure to consult with the state President.
10. The President of your local chapter should also be introduced at the first seated function of the assembly.
11. If you plan for the state President to make any introductions, respond to your official welcome, or make any other remarks to the assembly, you should make sure the President is aware that he/she will be expected to perform this function.
12. You should be prepared to give a report on number of registrants by chapter at the meeting which you are hosting.
13. The registration fees from this meeting are to be shared equally between the host chapter and the state association. Said funds should be transmitted to the state Treasurer as soon as feasible, but no later than the next state meeting.

D. NON-HOSTED MEETINGS

See Bylaws, Article V; Standing Rule No. 8 and 9; and General Instructions of this Manual.

In the event no chapter elects to host either a board or membership meeting of the state association, said meeting shall be held at a site to be determined by the President on the dates provided by the Standing Rules, if feasible. If necessary, the President has discretion, in the best interest of the state association, to choose an alternative date for said meeting.

The President may appoint a coordinator for any such non-hosted meeting. The coordinator shall comply with the applicable provisions of Sections A, B and C contained in this section relative to the duties of meeting chairs.

VI. APPENDICES

A. President forms

1. Sample Agenda

B. President Elect forms

1. Committee Preference sheet

C. Executive Secretary forms

1. Form ES-1 – Notice of Meeting
2. Form ES-2 – Certification of Election of Alternate Director
3. Form ES-3 – Non-Certification of Election of Alternate Director
4. Form ES-4 – Election of Directors for FY 20__ - 20__
5. Form ES-5 – Certification of Election of Director

D. Parliamentary forms

1. Rules of Board Meeting and Instructions as to Voting
2. Rules of Membership Meeting and Instructions as to Voting
3. Sample of Certificate of Adoption (to send to NALS)

E. Award of Excellence

1. MSLPA Award of Excellence Nomination form
2. MSLPA Award of Excellence Personal Data Form (PDF)

F. Finance Committee

3. Finance Committee Project Report Form

G. Financial Review Committee

1. MSLPA Annual Financial Review Guidelines
2. Sample of Financial Review Report

H. Scholarship Committee

1. Form S-1 – MSLPA Cheryl Crayden, PLS Memorial Legal Education Scholarship Award

I. Seminars

1. Form LE-1 – Legal Education Survey

J. Seminars – Last Chance CLE

1. Form LC-1 - CLE Certificate of Attendance
2. Form LC-2 - CLE Seminar Evaluation Form
3. Form LC-3 - Event Schedule & Registration Form
4. Form LC-4 - Exhibitor and Sponsor Contract
5. Form LC-5 - MS Commission on CLE's Request for CLE Teaching Credit
6. Form LC-6 - MS Commission on CLE's Uniform Application for Approval of Continuing Legal Education
7. Form LC-7 - Sponsor Thank You Page

8. Form LC-8 - Final Committee Report (with summary of evaluations and feedback from the event)
9. Form LC-9 - Report to MS Commission on CLE
10. Form LC-10 - Registration List

APPENDIX A

MISSISSIPPI LEGAL PROFESSIONALS ASSOCIATION BOARD OF DIRECTORS/MEMBERSHIP MEETING

(Date)

1. CALL TO ORDER
2. INVOCATION by _____
3. CODE OF ETHICS by _____
4. INTRODUCTIONS AND OPENING REMARKS BY PRESIDENT
5. ROLL CALL OF DIRECTORS by Executive Secretary (for Board of Directors meetings only)
6. INSTRUCTIONS AS TO VOTING by Parliamentarian
7. MINUTES OF LAST MEETING by Executive Secretary
8. RECOMMENDATIONS (presented by Executive Secretary)*
9. TREASURER'S REPORT
10. OFFICER AND COMMITTEE REPORTS (as appropriate)
11. UNFINISHED BUSINESS*
12. NEW BUSINESS*
13. REPORT ON ATTENDANCE by meeting chair
14. ANNOUNCEMENTS*
 - (a) Date and place of next Meeting
 - (b) Deadlines
15. ADJOURNMENT

***List under these items the matters that you know will be included in the business of the particular meeting.**

APPENDIX B

APPOINTED OFFICER/COMMITTEE PREFERENCE SHEET

NAME: _____ CHAPTER: _____
ADDRESS: _____
FIRM: _____ TELEPHONE: _____
E-mail address: _____

Chairs for the following committees will be needed for the fiscal year 20__ to 20 __, which will begin May 1, 20 _____. If you are willing to serve your state association during the coming year, please indicate your preferences opposite those chairmanships listed below. Refer to the Bylaws, Standing Rules and Manual of Policy and Procedures for the duties and responsibilities of each chairmanship.

- _____ EXECUTIVE ADVISOR
- _____ PARLIAMENTARIAN
- _____ AWARD OF EXCELLENCE (conduct competition)
- _____ BAR LIAISON (maintain contact with attorneys and bar associations)
- _____ CERTIFICATION (promote the ALS/ALP, PLS/CLP, and PP certification programs)
- _____ CONTINUING LEGAL EDUCATION (assist state association and local chapters with legal education; submits legal education articles to *Profile* for publication)
- _____ CORRESPONDING SECRETARY
- _____ COURT OBSERVANCE (promote Court Observance activities with local chapters)
- _____ DIRECTOR OF PUBLIC RELATIONS (publicity and press releases for state association)
- _____ FINANCE (coordinates fund-raising projects)
- _____ HISTORIAN (compiles history book)
- _____ HUMANITARIAN
- _____ MANUAL OF POLICY & PROCEDURES (requires two years' service on Executive Committee; coordinate preparation and/or modification of the written operational policy in accordance with Bylaws and Standing Rules)
- _____ NOMINATIONS AND ELECTIONS (conducts elections of officers)
- _____ SCHOLARSHIP (coordinates program to provide scholarship(s) to qualified applicants)
- _____ SEMINAR--GENERAL (organize and promote association-sponsored seminars)
- _____ SEMINARS-- LAST CHANCE CLE (organize and promote Last Chance CLE seminar(s) in Biloxi and other locations as may be designated from year to year)
- _____ STATE PUBLICATION (editor of *Profile*)
- _____ TECHNOLOGY (receive and disseminate information regarding technological advances; serves as Association webmaster)

REMARKS: _____

PLEASE RETURN AS SOON AS POSSIBLE TO PRESIDENT-ELECT _____,
at _____.

APPENDIX C

NOTICE OF MEETING

TO: EXECUTIVE COMMITTEE, COMMITTEE CHAIRS, LOCAL
CHAPTERDIRECTORS, AND MEMBERS-AT-LARGE

The _____ Meeting of the Mississippi Legal Professionals Association, for the fiscal year 20____ - 20____, will be held at _____ in _____, Mississippi, on _____, 20____. The Meeting will commence at _____m.

The Executive Committee Meeting will be held at _____ at _____m., on the _____ day of _____, 20____.

REPORTS

OFFICERS AND COMMITTEE CHAIRS: You are requested to prepare brief, single-spaced, typed reports, formatted for 8 1/2' by 11' paper. Reports should be submitted electronically to the President, with a copy to the Executive Secretary and to the Technology Committee Chair. The deadline for receipt of reports to be presented at this meeting is _____, 20____.

DIRECTORS

DIRECTORS: In the event the duly elected Director is unable to attend this meeting, your chapter shall elect an Alternate Director from its membership. The Alternate Director shall act only in the absence of the elected and certified Director. In the event the duly elected Director is unable to attend this Board Meeting and an Alternate Director is elected to attend this meeting, certification of the election of an Alternate Director shall be furnished to the Executive Secretary at least twenty (20) days prior to the date of this Board Meeting. Such certification of election of an Alternate Director shall be upon the form prescribed by the Executive Committee, and approved by the Board of Directors. A certification form is attached.

EXECUTIVE SECRETARY

Address: _____

DATE: _____

Cc: President: _____

Address: _____

Email: _____

CERTIFICATION OF ELECTION OF ALTERNATE DIRECTOR

THIS IS TO CERTIFY THAT:

(name)

(mailing address)

a member of _____
(local chapter)

has been duly elected Alternate Director of said local chapter to serve only in the absence of the elected Director at the Board of Directors Meeting of the Mississippi Legal Professionals Association, to be held on the _____ day of _____, 20____. Said Alternate Director shall act only in the absence of the elected Director.

LOCAL CHAPTER RECORDING SECRETARY

DATED: _____

INSTRUCTIONS: **Submit the certification form at least 20 days prior to the meeting at which the Alternate Director will vote, as follows:**

(1) ORIGINAL to the Executive Secretary:

Email: _____

(2) COPY to the President:

Email: _____

**FAILURE TO ELECT AND CERTIFY AN ALTERNATE DIRECTOR
AT LEAST 20 DAYS PRIOR TO THE MEETING AT WHICH SAID
ALTERNATE DIRECTOR WILL BE VOTING RESULTS IN THE LOSS
OF YOUR CHAPTER'S VOTE AT SAID MEETING, IF THE DULY
ELECTED AND CERTIFIED DIRECTOR IS NOT PRESENT.**

FORM ES-2

TO: LOCAL CHAPTER PRESIDENTS

FROM: EXECUTIVE SECRETARY

RE: NON-CERTIFICATION OF ELECTION OF ALTERNATE DIRECTOR

Your chapter has not filed its Certification of Election of Alternate Director for the next meeting of the Board of Directors of the Mississippi Legal Professionals Association, to be held in _____, Mississippi, on _____, 20____.

Please check with your chapter Director to ensure that he/she is planning to attend the meeting in person. Failure to elect and certify an Alternate Director at least twenty (20) days prior to the meeting at which said Alternate Director will be voting will result in the loss of your chapter's vote at said meeting if your duly elected and certified Director is not present.

The form for Certification of Election of Alternate Director has been forwarded to your chapter Director; however, another copy is attached.

Your immediate attention to this matter will be greatly appreciated.

EXECUTIVE SECRETARY

Address: _____

DATE: _____

FORM ES-3

March 1, 20_____

TO: CHAPTER DIRECTORS

FROM: EXECUTIVE SECRETARY

RE: ELECTION OF DIRECTORS FOR FISCAL YEAR 20_____ - 20_____

Article VI. of the Bylaws of the Mississippi Legal Professionals Association provides as follows:

(a) Section 1. Composition. The board of directors shall be composed of the elected and appointed officers one director from each chapter. A member of the board, including chapter directors, can serve in only one elected position.

(b) Section 4. Election. The chapter directors shall be elected by their respective chapter. In the event of a vacancy in the position of chapter director, such vacancy shall be filled by the local chapter. In the event a chapter director is unable to attend a board meeting, the chapter may select an alternate director from its membership. The alternate chapter director shall act only in the absence of the elected director.

It will be appreciated if each of you will see that your successor is properly certified by your chapter Secretary and that such certificate is furnished promptly to the state Executive Secretary no later than April 20, 20_____.

Form to be used for Certification of Director (Form ES-5) is enclosed.

Although your successor is elected and installed prior to the Annual Meeting, he/she will be designated "Director-Elect" until he/she assumes the official duties of Director at the first meeting of the INCOMING Board of Directors.

EXECUTIVE SECRETARY

Address: _____

Enclosure: Form ES-5

cc: State President
Chapter Presidents

FORM ES-4

CERTIFICATION OF ELECTION OF DIRECTOR

THIS IS TO CERTIFY THAT:

(Name)

(Mailing Address)

a member of _____ has been duly elected Director of
(Local Chapter)

said local chapter to hold office for a term of one year, said term to commence at the close of the Annual Meeting and to end at the close of the following Annual Meeting. Said Director officially takes office at the first meeting of the Board of Directors for fiscal year 20____ to 20____.

CHAPTER RECORDING SECRETARY

DATED: _____, 20____

INSTRUCTIONS:

(1) Submit original to incoming Executive Secretary at:
_____, Executive Secretary

Email: _____

(2) Submit copy to incoming State President at:
_____, President

Email: _____

cc: Current year President
Current year Executive Secretary

**DIRECTORS MUST BE CERTIFIED BY APRIL 20;
CERTIFICATION TO BE SUBMITTED TO INCOMING EXECUTIVE SECRETARY**

FORM ES-5

APPENDIX D

RULES OF BOARD MEETING

See Standing Rule No. 9

BOARD MEMBERS:

DIRECTORS: Directors (or duly certified alternate Director in the absence of Director) shall be seated together during all meetings of the Board. A Director or officer shall not hold more than one position on the Board.

OFFICERS: The elected and appointed officers shall be seated at the rostrum during all meetings of the Board.

1. A Board member may leave the assembly room only upon permission of the Presiding Officer and shall report to the Executive Secretary upon re-entering the assembly room.
2. **QUORUM:** A majority of the Board of Directors shall constitute a quorum for the transaction of business. (Bylaws Article VI, Section 5)
3. **CAUCUS:** Board members may confer with other members at any time if they desire counsel in casting votes. In this event, such Board member shall rise and request an intermission not to exceed five (5) minutes.
4. **PRIVILEGE OF THE FLOOR:** Privilege of the floor is granted to all members and any member may offer a motion or resolution or second motions. When requesting the floor and upon recognition of the presiding officer, the name and local chapter of said member shall be given first.
5. **LIMITATION ON SPEAKERS:** No speaker shall be permitted to speak more than twice on any one subject and not more than three (3) minutes each time, except on order or request of the Presiding Officer. No member may speak the second time on the pending question as long as any member who has not spoken on that question claims the floor.
6. **DEBATE:** The Presiding Officer may limit time for debate on any subject and this rule takes precedence over Rule 5 above.
7. **MOTIONS:** The Presiding Officer has the right to require any motion or resolution to be in writing.

INSTRUCTIONS TO DIRECTORS AS TO VOTING

Only duly certified members of the Board of Directors who are members in good standing with the local chapter by which said Director (or Alternate Director) is certified shall have the right to vote on any matter pending before the Board.

In accordance with the Mississippi LPA Bylaws, Article VI, Section 8, each director shall have only one vote, which vote must be cast in person.

RULES OF MEMBERSHIP MEETING

See Standing Rule No. 9

1. The elected and appointed officers shall be seated at the rostrum during the membership meetings.
2. VOTING: Only members in good standing of this association in attendance shall vote at any membership meeting of this association.
3. QUORUM: A majority of the voting members present shall constitute a quorum for the transaction of business at the membership meeting. [Bylaws, Article V, Section 5]
4. CAUCUS: Members may confer with other members at any time if they desire counsel in casting votes. In that event, the member shall rise and request an intermission not to exceed five (5) minutes
5. PRIVILEGE OF THE FLOOR: Privilege of the floor is granted to all members and any member may offer a motion, resolution or nomination, or second motions. When requesting the floor and upon recognition by the presiding officer, the name and local chapter of said member shall be given first.
6. LIMITATION OF SPEAKERS: No speaker shall be permitted to speak more than twice on any one subject and not more than three minutes each time, except on order or request of the Presiding Officer.
7. DEBATE: The Presiding Officer may limit time for debate on any subject and this rule takes precedence over Rule 5 above.
8. MOTIONS: The Presiding Officer has the right to require any main motion, amendment or instructions to a committee to be in writing.

INSTRUCTIONS TO MEMBERS AS TO VOTING

In accordance with Mississippi LPA Bylaws, Article V, the voting members of this Association are members in good standing of the state and local chapter or members-at-large.

Each member shall be entitled to one (1) vote on each question submitted to the meeting. There shall be no voting other than by members in good standing.

Mississippi Legal Professionals Association

CERTIFICATE OF ADOPTION

In accordance with NALS Bylaws, Article X, Section 2. State Association and Chapter Bylaws, we hereby certify adoption on _____ of the Bylaws of the Mississippi Legal Professionals Association, Revised _____. A copy of said Bylaws are attached.

Dated this _____ day of _____, 20_____.

Parliamentarian

APPENDIX E

Mississippi LPA Award of Excellence Nomination Form

Eligibility Requirements:

- Must actively participate in meetings of the state association.
- Must be a member of NALS with at least three years of legal experience.
- Must be engaged in work of a legal nature, in accordance with NALS Bylaws.
- Must have a minimum of three years' service to a local chartered chapter, state association, or NALS.
- Cannot be the current AOE chair or Mississippi LPA AOE recipient within the past five years.

Nominee:

Address:

Chapter:

I believe the above-named person should be considered for the Mississippi LPA Award of Excellence for the following reasons (250-word limit):

Nominated by:

Address:

City:

State:

Zip Code:

Deadline for Submission: March 15, 20__

Submit nomination form to:

Mississippi LPA Award of Excellence Chair

c/o Name

Address

City:

State:

Zip Code:

Fax:

Email:

**Mississippi LPA Award of Excellence
Personal Data Form (PDF)**

This form must be completed by the Nominee for consideration.

(Attachment of continuation pages to detail information requested is permitted; however no other attachments are permitted except maximum of three letters of recommendation.)

Forms received after April 1 will be disqualified.

Name:	Title:
Employer:	
Years of Membership in NALS:	

I. Years of Experience in Legal Profession

A. Years with Current Employer

B. Total Years of Experience in Legal Profession

C. Detail your experience in the legal profession, including names of your employers, positions held, and length of tenure.

Employer (include city/state)	Position(s) held	Years of Service

II. Association Achievements (State Association and Local Chapter)

- A. List all elected or appointed positions you hold or have held in a local chartered chapter in the past five years (include committees)

Position Held:	Dates:

- B. List all elected or appointed positions you hold or have held in the state association in the past five years (include committees)

Position Held:	Dates:

- C. Describe your active participation in the state association (meetings attended, participation in seminars and programs, etc.)

--

III. Professional Achievements

Professional Designations/Certifications

Name of Designations/Certification (include recertification)	Dates:

IV. Education

A. Formal Studies

School	Course of Study	Degree (if any)	Year attained

B. List CLE Seminars attended or taught at state or local levels during the past five years

Seminar Title	Event/Meeting or Sponsoring Organization	Date

- C. List all Professional Development/Leadership seminars or Legal Training Courses attended or taught at state or local level during the past five years.

Seminar Title	Event/Meeting or Sponsoring Organization	Date

V. Other

- A. List any community and/or civic activities in which you are or have been active during the past five years.

	Date(s):

- B. List other information or achievements you feel should be considered by the judges when making the selection for this award.

--

Submit three (3) copies of completed form with no more than three (3) optional letters of recommendation to be received by the Mississippi LPA AOE Chair not-later-than April 1.

Mississippi LPA Award of Excellence Chair
c/o Name
Address
City, State Zip Code
Fax:
Email:

APPENDIX F

**MISSISSIPPI LEGAL PROFESSIONALS ASSOCIATION
FINANCE COMMITTEE REPORT**

PROJECT NAME: _____ DATE OF REPORT: _____

- Was this project presented for approval by the Executive Committee, Board of Directors, or Membership? ☐ YES ☐ NO
- If yes, please note date of approval: _____

RECEIPTS:

Date	Amount

TOTAL RECEIPTS \$ _____

LESS EXPENSES:

Description	Amount

LESS TOTAL EXPENSES \$ _____

NET PROFIT \$ _____

Signature of Committee Chair

APPENDIX G

MSLPA Annual Financial Review Guidelines

What are the Steps for Completing an Annual Financial Review?

Nonprofit organizations should conduct a financial review of the organization's financial practices each year. This review is intended to ensure that appropriate financial policies are in place, and that the organization is following these policies and that the financial documents are accurate.

Step #1: Gather financial documents for your review - including:

- Copy of the Financial Review Report from the prior year
 - use the prior ending balance as the beginning balance for the year you are to review
- Copies of all written financial policies, including:
 - MSLPA Approved Budget for the fiscal year being reviewed
 - all minutes from meetings held during the fiscal year being reviewed
 - MSLPA Bylaws (showing duties of Treasurer)
 - MSLPA Manual of Policies and Procedures (showing duties of Treasurer)
 - Documentation of any restrictions on the use of any particular funds
- Copies of the check register/stubs (with supporting documentation)
 - You will need a list of payments which are automatically debited from our account (so you can verify/match what each expense/debit is for) (Wix, Yola, Zoom)
 - You will need copies of the monthly reports received from NALS (so you can verify/match the monthly deposits received for dues payments from the prior month)
- Check Request Forms
 - With included Invoices, receipts, and any other supporting documents for expenditure
- Copies of the deposit slips (with supporting documentation)
- Copies of general ledger sheets (recording all income and expenses) and subsidiary ledger sheets (recording income and expenses to budgeted categories, or otherwise, in order to determine how much was spent [or overspent] in each budgeted category)
- Copies of treasurer's reports (should be at least four reports)
- Copies of all bank statements

Step #2: Review financial documents and processes

- Check all bank statement reconciliations to determine that the beginning balance of one month is the same as the ending balance of the previous month. Also note whether the balance listed on financial statements is the same as the balance listed on the treasurer's reports presented to the organization.

- Pick one month and perform your own bank reconciliation using the original records. If you find a discrepancy between your reconciliation and the reconciliation provided by the person who performed the original reconciliation, research the discrepancy to find the error or explanation for the discrepancy. (You may need to then review all bank statements and reconciliations)

Step #3: Review income and receipts

- Determine if the deposits listed on the financial reports match deposits listed on bank statements.
 - Check addition and subtraction on random selection of deposit slips
- Check to see if cash reported as received from an event on event financial reports (if available) matches the cash listed on deposit slip

Step #4: Review disbursements

- Check to be sure that payments made were properly authorized –
 - by a line item in the approved budget, or
 - an approved amendment to the budget, or
 - an appropriate vote authorizing the expenditure (check the minutes for these)
- Double check all check requests and make sure the check was written and recorded for the correct amount (check stub/register) and was correctly reported on the Treasurer's Report.
 - Review records to ensure that there is an invoice, receipt or other appropriate written documentation for each disbursement, and that the amount(s) on the document(s) match the amount on the check request and the check written.
- Make sure all checks have been recorded (in both the check register and on Treasurer's Report(s), and that there are no missing checks
 - Also, verify that all checks written and deposits made are entered into a general ledger and, then, on the appropriate subsidiary ledger

Step #5: Determine if overages to budget have been approved or not

- Using the subsidiary ledgers, determine if there were any overages in any budgeted category
 - Were the overages, if any, approved (as may be shown in the minutes)
 - If overages not found to be approved at the time of the financial review, you need to note in your report any overages that need to be approved to close out the fiscal year.

Step #6: Write your Financial Review Report

The financial review report should document, at a minimum:

- Steps taken in the financial review
- Current fund(s) balance (state the "as of" date and check number [date] where that amount is recorded in the check register/stubs)
- Provide an itemized list (with details of each such event) for any discrepancies found

- After the review is complete, the Treasurer is responsible for making any necessary corrections to the ledger(s) and/or check register/stubs.
- Comments, if any, on any concerns or discrepancies found, and the review committee's recommendations to correct/prevent these discrepancies going forward

Step #7: Submit a copy of the Financial Review Report

- to the current President, and
- to the immediate past president [that appointed the review team]

The association's Treasurer and board are responsible for acting upon the recommendations made by the reviewer(s).

MS LEGAL PROFESSIONALS ASSOCIATION
FINANCIAL REVIEW FOR 2020 - 2021

This financial review was conducted by Barry Pickreign, CLP, ALP and Henrietta Caranna, and covers the 2020-2021 fiscal year of the association.

Proper review of the Treasurer's account records require:

1. Review each entry made in the checkbook, making sure all entries are computed correctly and that all deposits listed in the deposit book are entered in the check register.
2. Cross-reference every entry – deposits and written checks – with entries made onto the monthly treasurer's report to be sure all have been accounted for and reported to the association appropriately.
3. In complying with the above reconciliations, notes are made to be sure each entry is entered properly as a budgeted item and reported accordingly and properly into the checkbook as well as the treasurer's report.
4. All entries made into the checkbook, including deposits and written checks, are cross-referenced with the proper budget ledger and any discrepancies and incorrect entries are noted, as well as making sure each entry is budget allocated and approved.
5. Finally, all discrepancies, corrections and/or suggestions and recommendations are then made; an audited balance is noted in the checkbook; and a final report of those matters is reported to the association.

The Financial Review Committee performed all these functions and found the following:

No General or Subsidiary Ledger sheets were kept, so this committee found it necessary to create these in order to do a proper financial review. We strongly encourage the Treasurer to keep the association's records in this manner to enable a proper financial review.

All deposits and checks were correctly entered in the check register, with all deposits noted in the register. Many of the deposit receipts were not dated. Several deposit receipts were not detailed, frequently listing only a general description of multiple budget categories, with no itemization of the amount to be posted to each budget category. There was a \$14.95 deposit noted on the bank statement dated 5/26/20, but not found on the Treasurer's report.

Every entry – deposits and written checks – was cross-referenced with the Treasurer's Reports. All funds have been accounted for.

The Treasurer is commended for reconciling the bank statements monthly.

The Treasurer's report of 8/15/20 incorrectly lists check #8324 as \$63.75, when the correct amount was \$63.85.

The Treasurer's report of 11/14/20 does not reflect a \$90.00 deposit for NALS membership dues on 9/16/20. Also, on that report a deposit of \$25.00 for raffle proceeds was listed as \$20.00.

The Treasurer's report of 2/20/21 does not reflect a \$100.00 deposit for NALS membership dues on 11/18/20. It is noted that two of the deposit dates under expenses were listed incorrectly: 12-20-20 should have been 12-27-20 and 2-121 should have been 2-1-21.

On the Treasurer's report of 5/22/21, the deposit of 2-17-21 should be 3-17-21; and there were two deposits listed as 3-22-21 which should be 3-30-21. Not listed on this report is a debit transaction of 4/12/21 to YOLA in the amount of \$20.95.

We reviewed all check requests submitted in support of checks written. Most check requests were substantiated with supporting documentation; however, several were not supported by a proper receipt, or approved Minutes when not a budgeted item. A printout of an item ordered or purchased is not the same as a receipt for that item.

We found no budgeted amounts which needed to be approved.

We did not have a check request for check #8340, in the amount of \$74.79, to Karen Kuhn as reimbursement for the Award of Excellence. This check was dated May 21, 2021. We did not have a check request for check #8341, in the amount of \$80.09, to Christopher Pickreign as reimbursement for gifts to the Executive Committee members.

We have reviewed the documents supplied to us by the Treasurer through check number 8343 on May 22, 2021 and note that MS LPA remains financially sound with a verified ending balance of \$18,932.73.

This 16th day of October 2021.


Barry Pickreign, CLP, ALP


Henrietta Caranna

APPENDIX H

MISSISSIPPI LEGAL PROFESSIONALS ASSOCIATION CHERYL CRAYDEN, PLS, MEMORIAL LEGAL EDUCATION SCHOLARSHIP SCHOLARSHIP APPLICATION

PROCEDURE FOR SUBMITTING APPLICATION: Applicant must be sponsored by a local chapter of Mississippi Legal Professionals Association.

Amount of Scholarship to be awarded: \$ _____

NOTE: THIS FORM AND ALL ATTACHMENTS MUST BE SUBMITTED IN TRIPLICATE. Copies may be machine reproduced.

1. Sponsoring Chapter Name:

2. Local Chapter Scholarship Chair, Name, Address, and Phone Number:

3. Local Chapter President, Name, Address, and Phone Number:

4. State reason IN FULL why your applicant desires to receive scholarship aid in furthering his/her legal education: (Restricted to space provided. Do not attach riders.)

5. Grade Point Average of Applicant: (Must be 3.0 or above) _____

6. Attach one-page letter of recommendation (prepared by non-relative), addressed to Mississippi Legal Professionals Association, setting forth the following: (letter must be signed and writer's capacity stated.)

- a. Applicant's activity and leadership record in school and/or community;
 - b. Description of applicant's personal traits, character, personality, drive;
 - c. Why applicant wants the scholarship award.
7. A transcript of the applicant's grades.
8. A statement (PREPARED AND TYPED BY THE APPLICANT) showing schools attended, employment, school activities (honors, clubs, etc.), career goals, and need for financial aid. Such statement should not exceed one page, 8 1/2" x 11" and should not be signed. Use of one-inch margins and a 12 point font is preferred.
9. Assemble attachments to this application as follows:
 - a. Transcript of grades.
 - b. Letter of recommendation from non-relative.
 - c. Autobiographical statement of applicant.

State Scholarship Chair will clip here and remove lower portion

(Please print or type)

Identifying No. (to be assigned by State Scholarship Chair)		
Name of applicant _____		Phone: _____
Address _____ City _____ Zip _____		
School _____ Administrator's Name _____		
Address _____ City _____ Zip _____		
Expected date of graduation _____		
Signature of Applicant _____		Date: _____

FORM S-1

APPENDIX I

LEGAL EDUCATION SURVEY

SEMINAR TOPIC:	DATE:	
SPEAKER:		
1. Do you feel you received sufficient benefits from this Seminar for your time and money invested?	YES	NO
2. Did this Seminar meet your expectations?	YES	NO
3. What suggestions do you have for future topics of Seminars?		
4. What suggestions do you have for future organization of Seminars? (e.g. time allotted, time scheduled, fees, etc)?		
5. List ways you feel this Seminar could be improved.		
6. How do you think this association could increase attendance at Seminars?		

(sign only if you wish)

FORM LE-1

APPENDIX J

CERTIFICATE OF ATTENDANCE

HOSTED BY: MISSISSIPPI LEGAL PROFESSIONALS ASSOCIATION

LOCATION: Mississippi Gulf Coast Community College
HRM Center | Jefferson Davis Campus
420 Debuys Road, Biloxi, MS 39531



This is to certify that

***attended the Continuing Legal Education Program
held on July 31, 2018***

8:30am – 10:00am	WORKERS' COMPENSATION – AS SEEN FROM BOTH SIDES OF THE AISLE James K Wetzel, Esq. (Wetzel Law Firm Gulfport, MS) Jeffrey S. Moffett, Esq. (Markow Walker PA Ocean Springs, MS)
10:15am – 11:45am	WINNING MOTIONS, INCLUDING SUMMARY JUDGMENT! Jennifer F. Nicaud, Esq. (Copeland Cook Taylor & Bush Gulfport, MS)
1:00pm – 2:30pm	IDENTIFYING IMMIGRATION MATTERS IN EVERYDAY PRACTICE Jeremy D. Litton, Esq. (Elmore & Peterson Law Firm PA Jackson, MS)
2:45pm – 3:45pm	COURTROOM DECORUM, CONDUCT OF ATTORNEYS, TIPS FROM THE JUDICIARY, ETC. Constance Jordan, Esq. (Staff Attorney for Circuit Court Judge Lisa Dodson) (Second Circuit Court District: Hancock, Harrison, and Stone Counties)
4:00pm – 5:00pm	ETHICS W. Lawrence Deas, Esq. (Liston & Deas PLLC Jackson, MS) MS Bar Ethics Committee (2014-2017, Chair 2016-2017)

***This program was approved for 6.5 hours of CLE (including 1.0 hour of ETHICS)
by the Mississippi Commission on Continuing Legal Education / Board of Certified Court Reporters***

Stephanie A. Floyd, PP, PLS
2018 Event Chair and Executive Secretary 2017-19
Mississippi Legal Professionals Association

Karen Shearer
President 2018-19
Mississippi Legal Professionals Association

FORM LC-1

Last Chance CLE

July 31, 2018

Mississippi Gulf Coast Community College
Biloxi, Mississippi

CLE SEMINAR EVALUATION FORM

Rating Scale:

1 – excellent 2 - very good 3 – average 4 – fair 5 – poor

Please rate the seminar insofar as subject matter is concerned.

1st Session - _____
2nd Session - _____
3rd Session - _____
4th Session - _____
5th Session - _____

COMMENTS:

Please rate the presenters insofar as knowledge of the material is concerned.

1st Session - _____
2nd Session - _____
3rd Session - _____
4th Session - _____
5th Session - _____

COMMENTS:

Did the materials covered meet your expectations?

1st Session - _____
2nd Session - _____
3rd Session - _____
4th Session - _____
5th Session - _____

COMMENTS:

Suggested topics for future seminars - _____

Suggested speakers for future seminars - _____

Additional Comments - _____

Sponsored by: Mississippi Legal Professionals Association

FORM LC-2

MAKE PLANS NOW TO ATTEND THIS EVENT

HOSTED BY: MISSISSIPPI LEGAL PROFESSIONALS ASSOCIATION

LOCATION: Mississippi Gulf Coast Community College
HRM Center | Jefferson Davis Campus
420 Debuys Road, Biloxi, MS 39531



- 8:00am – 3:00pm Registration open
- 8:30am – 10:00am **WORKERS' COMPENSATION – AS SEEN FROM BOTH SIDES OF THE AISLE**
James K Wetzel, Esq. (Wetzel Law Firm | Gulfport, MS)
Jeffrey S. Moffett, Esq. (Markow Walker PA | Ocean Springs, MS)
- 10:00am – 10:15am Break
- 10:15am – 11:45am **WINNING MOTIONS, INCLUDING SUMMARY JUDGMENT!**
Jennifer F. Nicaud, Esq. (Copeland Cook Taylor & Bush | Gulfport, MS)
- 11:45am – 1:00pm Lunch Break
- 1:00pm – 2:30pm **IDENTIFYING IMMIGRATION MATTERS IN EVERYDAY PRACTICE**
Jeremy D. Litton, Esq. (Elmore & Peterson Law Firm PA | Jackson, MS)
- 2:30pm – 2:45pm Break
- 2:45pm – 3:45pm **COURTROOM DECORUM, CONDUCT OF ATTORNEYS, TIPS FROM THE JUDICIARY, ETC.**
Constance Jordan, Esq. (Staff Attorney for Circuit Court Judge Lisa Dodson)
(Second Circuit Court District: Hancock, Harrison, and Stone Counties)
- 3:45pm – 4:00pm Break
- 4:00pm – 5:00pm **ETHICS**
W. Lawrence Deas, Esq. (Liston & Deas PLLC | Jackson, MS)
MS Bar Ethics Committee (2014-2017, Chair 2016-2017)

*This program has been approved for 6.5 hours of CLE (including 1.0 hour of ETHICS)
by the Mississippi Commission on Continuing Legal Education / Board of Certified Court Reporters*

REGISTRATION FEES	CHECK ONE	Postmarked by June 30	Postmarked after June 30 or at event site
Attorneys, Paralegals & Other Paraprofessionals		\$125	\$150
Members of Mississippi Legal Professionals Ass'n		\$60	\$75

NAME: _____
FIRM NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ FAX: _____
EMAIL: _____ MS BAR #: _____

Please make checks payable to **MISSISSIPPI LEGAL PROFESSIONALS ASSOCIATION** and send with this form to:

ATTN: Stephanie A. Floyd, Chair
LAST CHANCE CLE (MS LPA)
121 Colony Crossing, Suite D
Madison, MS 39110

FOR QUESTIONS OR MORE INFORMATION
601-790-1505 work (M-F 9-5)
601-953-5072 cell w/text & voicemail
LastChanceCLE@gmail.com

FORM LC-3

*Calling all businesses servicing
attorneys and the legal industry on
the Mississippi Gulf Coast*

**MAKE PLANS TO BE AN
EXHIBITOR and/or
SPONSOR FOR THIS EVENT**



HOSTED BY: MISSISSIPPI LEGAL PROFESSIONALS ASSOCIATION

LOCATION: Mississippi Gulf Coast Community College
HRM Center | Jefferson Davis Campus
420 Debuys Road, Biloxi, MS 39531

EXHIBITOR AND SPONSOR CONTRACT

\$100.00 **Exhibitor** (table and two chairs in hallway outside seminar room)
\$150.00 **Sponsor** (coffee breaks*** - coffee, tea, water and pastries inside seminar room)
***there will be two of these – one in the morning & one in afternoon

EXHIBITORS & SPONSORS WILL BE LISTED ON ALL PROMOTIONAL MATERIALS IN ADVANCE AND ON DAY OF EVENT

COMPANY: _____
CONTACT NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ FAX: _____
EMAIL: _____

Please make checks payable to Mississippi Legal Professionals Association

Send this contract and your check to:

ATTN: Stephanie A. Floyd, Chair
LAST CHANCE CLE (MS LPA)
121 Colony Crossing, Suite D
Madison, MS 39110
601-790-1505 work
601-953-5072 cell w/text & voicemail
sf@barrettlawms.com

FORM LC-4

MISSISSIPPI COMMISSION ON CONTINUING LEGAL EDUCATION

REQUEST FOR CONTINUING LEGAL EDUCATION TEACHING CREDIT

- Complete one application for each activity; photocopies of this form are acceptable.
- Mail to: Mississippi Commission on Continuing Legal Education
P.O. Box 369
Jackson, MS 39205-0369
(601)576-4622 or (800)441-8724

Part A

TEACHING CREDIT - ACCREDITED MCLE PROGRAMS

Rule 3/Regulation 3.9

Credit may be earned through teaching in an approved continuing legal education activity. Presentations accompanied by thorough, high quality, readable, and carefully prepared written materials will qualify for CLE credit on the basis of six (6) hours of credit for each instructional hour of presentation. Presentations accompanied by one or two page outlines or not accompanied by written materials will qualify for CLE credit on the basis of three (3) hours of credit per hour of presentation. Repeat presentations qualify for one half of the credits available for the initial presentation. A maximum of twelve (12) hours of CLE credit shall be earned from teaching pursuant to these regulations in any CLE year.

Ethics

Last Chance CLE

July 31, 2018

Title of CLE Activity

Date(s) of Activity

Mississippi Legal Professionals Association

Biloxi

MS

Name of CLE Sponsor

City (where activity was held)

State

A. To determine CLE credit, check below:

☒ Presentation with materials - 6 CLE credits per course hour
(outlines do not qualify as sufficient material)

☐ Presentation without materials - 3 CLE credits per course
hour

☐ Repeat Presentation - ½ of first presentation.

B. Based on Part A, list CLE credit hours earned:

Length of presentation: 1.0 Hour(s)

CLE teaching credit claimed 6.0 Hour(s) (Maximum of
12 credits per year)

☒ Check if you taught an ethics or professionalism session

If you also attended CLE sessions, please list your attendance
credit for those sessions only: _____ Hour(s)

☐ Check if you attended an ethics or professionalism session

Part B

TEACHING CREDIT - ACADEMIC COURSES

Rule 3/Regulation 3.18

Credit may also be earned through teaching a course in an ABA or AALS approved law school. The Commission will award six (6) hours of CLE credit for each hour of academic credit awarded by the law school for the course.

Course Name

School

Semester Date

Academic Credit Hours

Awarded by School _____ CLE Credit Hours Claimed _____

☐ Check if your course contained a structured ethics or professionalism
component

Part C

MEMBER INFORMATION

W Lawrence Deas

100227

Name of Member

Mississippi Bar Number

Street Address or P.O. Box

Email Address

City

State

Zip

Telephone

FAX

Member Signature

FORM LC-5

APPLICATION TO THE STATE OF: Mississippi Commission on CLE, P.O. Box 369, Jackson, MS 39205		MCLE STATE NOTIFICATION OF ACCREDITATION To be completed by the MCLE State regulatory agency and returned to applicant. Course Number: _____ Date: _____ The following action has been taken on this application: <input type="checkbox"/> APPROVED for a total of _____ CLE credits Including _____ Ethics Credits Other Credit Breakdown: _____ (if applicable) <input type="checkbox"/> NOT APPROVED (See comments below or additional information attached.) <input type="checkbox"/> RETURNED for the request of additional information. Please complete each item on the form as indicated by the numbers circled below. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 <input type="checkbox"/> OTHER Regulator Comments:	
1 SPONSORING ORGANIZATION INFORMATION NAME Mississippi Legal Professionals Association ADDRESS 121 Colony Crossing, Suite D CITY Madison STATE MS ZIP 39110 TELEPHONE 601-790-1505 FAX 769-300-0922 EMAIL sf@barrettlawms.com			
2 TITLE OF EDUCATIONAL ACTIVITY LAST CHANCE CLE			
3 DATE(S) July 31, 2017 LOCATION(S) MGCCC (Gulfport, MS campus)			
4 REGISTRATION FEE: attached \$150 adv 5 WRITING SURFACE AVAILABLE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 6 METHODS OF PRESENTATION: <input checked="" type="checkbox"/> Faculty in Room with Participants <input type="checkbox"/> Telephone to Broadcast Site <input type="checkbox"/> Live Web Cast <input type="checkbox"/> Interactive Video <input type="checkbox"/> Satellite <input type="checkbox"/> Other: <input type="checkbox"/> Audio Presentation <input type="checkbox"/> Videotape Presentation <input type="checkbox"/> Internet On-Demand (Interactive) <input type="checkbox"/> Discussion Leader present			
7 TYPE OF LAW CODE(S): (Available for review: https://www.clerereg.org/lawClassifications.asp) 1. ETH Additional Codes Optional: 2 CRM 3. TRL 4. OTH DEGREE OF DIFFICULTY: <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> All Levels			
8 ADVERTISED TO: <input checked="" type="checkbox"/> Lawyers <input type="checkbox"/> Clients <input type="checkbox"/> Others (Specify/Indicate %)			
9 LIST ANY ADMISSION RESTRICTIONS:			
10 IN-HOUSE ACTIVITY INFORMATION (See Local Rules for Applicability) Open/Publicized to Outside Lawyers <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Outsiders are _____ % of Faculty & Clients are _____ % of audience If not open, please specify reason: information not circulated outside coastal counties - we will send to approx 1500-2000 MS attorneys			
11 METHOD OF EVALUATION: <input checked="" type="checkbox"/> Participant Critique <input type="checkbox"/> Independent Evaluator <input type="checkbox"/> None <input type="checkbox"/> Other:			
12 MATERIALS DESCRIPTION Total Pages: _____ <input type="checkbox"/> Loose leaf <input type="checkbox"/> Bound <input type="checkbox"/> No materials supplied Distributed: _____ <input type="checkbox"/> Before Program <input checked="" type="checkbox"/> At Program <input checked="" type="checkbox"/> Other: we will share what speakers provided			
13 REQUIRED ATTACHEMENTS TO THIS APPLICATION: a. Time Schedule/Agenda (Brochure, Outline, Description) b. Table of Contents c. Faculty Description d. Complete Set of Materials and Fees (Only in states where required)		APPLICANT IN FORMATION (please print) Sponsor Representative Name: Stephanie A Floyd, PP, PLS (event chair) Title: MS LPA Executive Secretary 2017-2018	
14 CREDITS REQUESTED: Indicate minutes of instruction not including breaks, meals or introductions: General/Substantive: 5.5 Ethics: 1.0 Substance Abuse: _____ Other: _____ Total: 6.5		Complete the following if filed by individual attorney: Attorney Name: Address: City: _____ State: _____ Zip: _____ Contact Number: Email:	
15 ACCREDITATION BY OTHER STATES: GRANTED: DENIED:		SIGN HERE Date: 06-05-17	
16 SUBMITTED BY: <input checked="" type="checkbox"/> Course Sponsor <input type="checkbox"/> Individual Lawyer Please Complete and sign Applicant Information →			

FORM LC-6

Mississippi Legal Professionals Association would like to give our sincere thanks to our exhibitors & sponsors for helping us make this event possible.

Please consider them for your future needs.



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Court document filing—Notary	Skip Tracing - Background Checks



THE REEF
BILOXI

1749 Beach Blvd, Biloxi MS 39531



Bacchus
BILOXI
BEACH

228-207-5185 1775 Beach Boulevard



Bacchus
ON THE
Beach

228-222-4852 111 W Scenic Drive
Pass Christian, MS 39571

HOSTED BY: MISSISSIPPI LEGAL PROFESSIONALS ASSOCIATION

LOCATION: Mississippi Gulf Coast Community College
HRM Center | Jefferson Davis Campus
420 Debuys Road, Biloxi, MS 39531

2018 EVENT REPORT



DISTRIBUTION OF EVENT SCHEDULE/LINEUP & REGISTRATION FORM:

1375 attorneys received the first email (color) (10 southern most counties of MS)

100 members of MS LPA received the first email (color)

1475 TOTAL email distributions -- our Sponsors & Exhibitors were listed on the materials distributed three times

5wks prior

800 attorneys received the second email (B&W) (only ACTIVE in Harrison, Hancock & Jackson Counties)

100 members of MS LPA received the second email (B&W)

2wks prior

800 attorneys received the third email (B&W) (only ACTIVE in Harrison, Hancock & Jackson Counties)

100 members of MS LPA received the third email (B&W)

1wk prior

all attorneys practicing in USDC So Dist of MS received email blast from court

ATTENDANCE:

34 attorneys

7 members

6 seminar speakers

7 event volunteers

54 TOTAL

INCOME:

\$790.00 Sponsors & Exhibitors

restaurant gift cards for speakers (6x\$40)

\$5,360.00 Registration Fees Collected

\$6,150.00 TOTAL deposits

EXPENSES:

\$1,799.75 TOTAL expenses

PROFIT:

\$4,350.25 Profit to MS LPA

RECOMMENDATIONS:

I recommend that the association make the "coast" event a permanent annual event at the same location every year
AND that we also conduct the same type event at a second site (in Pearl) with same basic format & details (costs, etc)

Hold all future events on the last working day of July, utilizing same details as in 2017 & 2018

2019: Wed July 31

2021: Friday July 30

2023: Monday July 31

2025: Thursday July 31

2020: Friday July 31

2022: Friday July 29

2024: Wednesday July 31

2026: Friday July 31

GULF COAST EVENT:

Hall C at MGCCC (same site) (\$420 this room holds up to 75 seated classroom style -1 screen for PowerPoint)

Exhibitors & Sponsors -- use same pricing contract as for 2017 & 2018 events (\$150/sponsor/\$100/exhibitor)

Scheduling Sessions -- 6.0 or 6.5 hrs CLE w/mid-morning and mid-afternoon breaks and 1.25-1.50hrs for lunch

RECOMMENDED E-MAIL DISTRIBUTION SCHEDULE

March 1 send "Save the Date" teaser email to distribution list (so they'll put date on calendar)

May 15 send 1st email with Schedule & Registration Form to distribution list

June 15 send 2nd email with info to distribution list (two weeks before June 30 "Early" price deadline)

July 17 send 3rd email with info to distribution list (two weeks before event)

FORM LC-8

EVALUATION & FEEDBACK FROM 2018 ATTENDEES:

The attendees and event staff were asked to rate the day's session and provide comments regarding the event as a whole. They were also provided room to give feedback that would be helpful for planning future events. We received evaluations from 50% of the attendees

RATING SCALE: 1 = excellent 2 = very good 3 = average 4 = fair 5 = poor

Please rate the seminar insofar as subject matter is concerned

1.41	average for	Workers' Compensation
1.88	average for	Winning Motions, Including Summary Judgment
1.71	average for	Identifying Immigration Matters in Everyday Practice
1.35	average for	Courtroom Decorum, Tips from the Judiciary
1.53	average for	Ethics

Please rate the presenters insofar as knowledge of the material is concerned

1.18	average for	James Wetzel & Jeffrey Moffett
1.59	average for	Jennifer Nicaud
1.47	average for	Jeremy Litton
1.29	average for	Constance Jordan
1.35	average for	Lawrence Deas

Did the materials covered meet your expectations?

1.35	average for	Workers' Compensation
1.88	average for	Winning Motions, Including Summary Judgment
1.53	average for	Identifying Immigration Matters in Everyday Practice
1.59	average for	Courtroom Decorum, Tips from the Judiciary
1.53	average for	Ethics

OVERALL EVENT RATING 1.51

Suggested Topics for Future Seminars:

- 4th Amendment
- Chancery (general matters)
- Construction Law
- Continued presentations on Court Requirements / Decorum, Etc.
- Corporate Law (basis including entity formation etc)
- Creditor's Rights
- Criminal - DUI
- Daubert Motions & Hearings
- Depositions (including preparing your client for their deposition)
- Expert Witness (selection, retention, depositions, exclusion thereof, overcoming potential Daubert Challenges)
- HIPAA - redacting DOB & SSN / Storage of Records
- Litigation
- Medical Malpractice
- Trusts & Estates (basics)

Suggested Speakers for Future Seminars:

- Scott Cumbest (personal Injury)
- William McDonough
- Robert Sheppard (Chancery / Ethics)
- Bill Whitfield

General Comments:

- Excellent Event
- Good Program
- Great Event!
- Great Venue
- Great Work Done by Y'all!
- I liked this & will be back again.
- See y'all next year
- Thank you for an excellent presentation
- This location is very convenient.
- Well done by everyone

REGISTRATION LIST FOR PRE-PAID RESERVATIONS

FIRST NAME	LAST NAME	PAID	CHECK #	MS BAR #	EMAIL ADDRESS
Dee	Aultman, Jr.	\$125.00	23471	1661	
Benigno X.	Barrero	\$125.00	3653	104148	
Joel	Blackledge	\$150.00	5058	10606	
Austin	Clark	\$150.00	9368	104323	
Donald C.	Dornan, Jr.	\$150.00	6099	6161	
Ronald M.	Feder	\$150.00	7469	5166	
Laura	Green, PP, PLS	\$60.00	221755	N/A	
David	Harris	\$150.00	1128	100790	
Mitchell	Hasenkampf	\$150.00	3968	104794	
June	Hobson, PLS	\$75.00	224383	N/A	
Charles E.	Lawrence, Jr.	\$150.00	13068	1105	
Kaara	Lind	\$125.00	223434	10604	
William	McDonough, Jr.	\$125.00	4133	2414	
Irina	Osborne	\$60.00	2154	N/A	
Pepper	Pearson	\$150.00	1284	101389	
Kelly Michael	Rayburn	\$150.00	8798	8604	
Jonathan M.	Rettig	\$150.00	2121	104006	
K. Brooke	Shoultz	\$125.00	1282	101227	
Sandra	Sinclair	\$60.00	196	N/A	
Roslynn	Solis-Champion, PLS	\$60.00	1051	N/A	
Francis	Springer	\$125.00	1636	103974	
Frankie	Springer	\$60.00	1636	N/A	
Latricia "Tricia"	Tisdale	\$150.00	14440	9446	
James E.	Welch, Jr.	\$125.00	223766	7090	
Janine	Williams, PP, PLS	\$60.00	221754	N/A	
Audrey	Wilson	\$60.00	233014	N/A	
Rachel Perniciaro	Yarborough	\$150.00	198	102081	

FORM LC-10

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