

STANDING RULES
OF THE
MISSISSIPPI LEGAL PROFESSIONALS ASSOCIATION



Revised 202~~6~~¹

**MISSISSIPPI LEGAL PROFESSIONALS ASSOCIATION
STANDING RULES**

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**STANDING RULES
OF THE
MISSISSIPPI LEGAL PROFESSIONALS ASSOCIATION**

RULE NO. 1. DISTRIBUTION

A copy of the Bylaws and Standing Rules of the Mississippi Legal Professionals Association, shall be furnished to each member, upon request.

RULE NO. 2. MEMBERSHIP DUES

The dues of the membership shall be:

1)	Individual	\$10/year
2)	Member at Large	\$10/year
3)	Honorary Life ¹	\$10/year
4)	Retired	\$5/year
5)	Secondary	\$5/Year
6)	Student	\$5/Year
7)	Associate	\$5/Year
8)	Honorary	No Dues

RULE NO. 3. CALENDAR OF EVENTS AND DEADLINES

A. BOARD MEETINGS

At least three (3) board meetings shall be held each fiscal year.

- 1.The first board meeting will be held on the Sunday immediately following the annual meeting.
- 2.It is suggested that the second board meeting be held in August at a date as may be selected by the host chapter and approved by the voting body.
- 3.It is suggested that the third board meeting be held in February at a date as may be selected by the host chapter and approved by the voting body.

¹Honorary life members who are retired will pay only the retired dues of \$5.

In the event of any natural disaster or unusually harsh weather, the Board of Directors shall have the authority to postpone any meeting, subject to the approval of the host local association.

B. MEMBERSHIP MEETINGS

The First Membership meeting shall be held on a date(s) selected by the host local association, subject to the approval of the voting body. It is suggested that this membership meeting be held in November.

The Annual Membership Meeting shall be held on a date(s) selected by the host local association, subject to the approval of the voting body. It is suggested that the Annual Membership Meeting be held in April or May.

C. NOMINATION OF OFFICERS

The Nominations and Elections Committee shall prepare and distribute the official call for nominations for all elective officers to all members of the Association no later than September 15. The Nominations and Elections Chair shall prepare and distribute notification of nomination and acceptance form to all nominated persons and prepare a sample ballot for publication in the state publication at least thirty (30) days prior to the First membership meeting. The Nominations and Elections chair shall appoint tellers prior to the meeting and shall conduct the elections. The results of each office shall be presented to the President in writing to announce the outcome.

The Nominations and Elections chair shall present a final report at the annual meeting.

See Bylaws, Article VII, § 3.0 and Article VIII, § 2.0, and Standing Rules, Rule 4. [There is an exception for when not to elect a Vice President and appoint an Executive Officer, see “Bylaws Article VII. Officers, Section 3. Election.]

D. AWARD OF EXCELLENCE DEADLINE

Deadline for submitting entries to the Mississippi Legal Professionals Association Award of Excellence Chair shall be no later than April 1 of each year.

E. PUBLICATION

Two (2) issues of the State publication shall be published each fiscal year and shall be distributed by email or print as follows:

First Issue: At least thirty (30) days prior to the First Membership Meeting

Second Issue: At least thirty (30) days prior to the Annual Membership Meeting

F. CHERYL CRAYDEN, PLS, MEMORIAL SCHOLARSHIP AWARD

Scholarship applications, on forms supplied, are to be submitted to the Chair of the Scholarship Committee no later than April 1 of each year.

The Scholarship Chair shall follow the procedures set out in the Manual of Policy and Procedures.

RULE NO. 4. ELECTION AND DESTRUCTION OF BALLOTS

All balloting for the election of officers shall be by secret ballot in writing. Votes shall be cast on sheets of paper provided for such purpose. In the event there is only one nominee for each office, votes may be cast by a show of hands or orally, or the nominee may be elected by acclamation.

Tellers shall be appointed by the chair of Nominations & Elections Committee to distribute, collect and count the ballots.

The results of the counting by the tellers shall be written on a plain sheet of paper, giving the total number of votes received by each nominee, and delivered immediately to the President. The results of the balloting shall be announced by the President.

All ballots shall be destroyed immediately following the conclusion of the balloting and announcement of winners.

RULE NO. 5. DUTIES OF DIRECTORS

To attend, when practical, all meetings of the State Association.

To vote on behalf of the local association at any Board of Directors' meetings and/or when matters are presented via email.

To act as liaison between the State Association and the local association.

To furnish the State Technology Chair with information and updates regarding the local association.

To furnish local publicity chair and editor of local newsletter with facts about State meetings.

To keep local association informed as to all business conducted at State meetings and to furnish copies of State minutes and reports to appropriate members of local association.

To keep local association informed of amendments to State Bylaws and Standing Rules, and present all such proposed amendments for appropriate action.

RULE NO. 6. EXPENSES ALLOWABLE

The following approved expenses incurred by officers and committee chairs will be reimbursed and/or paid, upon receipt of an itemized statement thereof, not to exceed the amounts set forth for such expenses in the budget unless an overage is approved by the voting body.

- A. Gift for outgoing State President, which shall be selected and purchased by the immediate past president and presented at the annual membership meeting banquet by the immediate past president.
- B. Cost of plaque to be presented to Award of Excellence recipient, as set forth in these Standing Rules, including engraving.
- C. Cost of publishing and mailing the state publication (charges for having same printed or reproduced and mailed).
- D. If funds are available, the following expenses shall be allowed for the President or another officer to attend the NALS Educational Conference, said officer to be approved by the voting body:
 - a) Transportation allowance will be the amount of round trip tourist airfare to meeting place or ground transportation at the actual cost of gas, subject to submission of fuel receipt.
 - b) Registration Fee, to include special events.
 - c) Per diem of \$30.00 and up to the minimum double room rate for attendance at meetings, as published by NALS.

Said funds may be advanced to the officer(s) selected upon submission of an itemized statement of anticipated expenses. In the event the officer(s) does not attend the Meeting for which funds have been advanced, all of said funds must be returned to the State Association within fifteen (15) days after said meeting.

- E. Annual membership meeting expenses shall be limited to the cost of the president's scrip ticket and room, name badges, director and officer ribbons, award ribbons, flowers or such other symbol or gift used in the installation of officers and award certificates.
- F. Expenses of reproducing (by print or by electronic media) the Bylaws and Standing Rules, as approved by the voting body.
- G. Costs incurred by the Executive Secretary in reproducing and distributing (by print or electronic media) minutes of the meetings of the State Association.
- H. Per diem of \$30.00, as well as hotel accommodations and transportation costs (actual cost of the gas, subject to submission of receipt) incurred by the Association's designated officer(s) in attending organizational meetings of new local associations and/or installation of officers of new local associations, and other necessary and reasonable expenses incurred by said officer in connection with **new local association organization** including, but not limited to, chapter charter and gavel to be presented to new local association.

RULE NO. 7. RECOMMENDATIONS, MOTIONS, PROPOSALS AND RESOLUTIONS

Any member presenting a recommendation, motion, proposal, or resolution for adoption by the Board of Directors or membership shall first present adequate background information and/or explanation of recommendations, etc., prior to moving that the Board of Directors or membership adopt the recommendations, motion, proposal or resolution being made.

RULE NO. 8. PROCEDURES FOR MEETINGS

A. MEMBERSHIP

1. BIDS

Bids for hosting membership meetings for the upcoming year shall be made at the annual meeting (orally) by local associations desiring to host said membership meetings with notice of intent to bid being sent to the President by April 1. In the event there are no bids, the voting body may recommend a non-hosted meeting. *See Bylaws, Article V, §1.0 and the regulations of the Manual of Policy and Procedures for additional Meeting procedures.*

2. LOCAL ASSOCIATION RESPONSIBILITY

The Membership Meeting Chairman and all committees necessary for planning and hosting a membership meeting shall be appointed by the host local association and the host local association shall be responsible for making all arrangements necessary and incidental thereto.

The host local association shall select meeting site accommodations and shall make arrangements for such meeting room(s) as may be required.

The dates of membership meetings shall be selected by the host local association, subject to the provisions of Standing Rule 3 (B), and subject to the approval of the voting body.

All money required for membership meeting activities shall be the responsibility of the host local association, except as stated below.

The scrip ticket for membership meetings shall include a registration fee of \$10.00 to help defray expenses of the host local association and may include the actual or approximate cost of any planned meals plus tax and gratuity, rounded up to the next dollar amount. Each item included on the scrip ticket and the total amount thereof shall be submitted to the voting body for approval.

The host local association is authorized at its discretion to charge a late registration fee of \$5.00 for all registrations not postmarked ten (10) days prior to said meeting. Late registration fees shall be retained by the local chapter.

At the meeting, the host local association shall provide a report of the total number of registrants and the number of members and guests attending from each local association.

In any fiscal year where Last Chance CLE is being held and appearing as a budget item, the \$10 registration fee charged on the scrip ticket for each meeting shall be retained 100% to the hosting chapter – and, for any unhosted meetings, there shall not be any registration fee charged. The State Association and the host local association shall share in all registration fees on a 50/50 basis, with said funds to be disbursed and a final report shall be submitted within thirty (30) days following such meeting. Any loss shall be borne by the host local association.

B. BOARD

1. BIDS

Bids for hosting a Board of Directors meeting for the upcoming year shall be made at the Annual meeting (orally) by local associations desiring to host said board meeting with notice of intent to bid being sent to the President by April 1. In the event there are no bids, the voting body may recommend a non-hosted meeting. *See Bylaws, Article V, §1.0 and the regulations of the Manual of Policy and Procedures for additional Meeting procedures.*

2. LOCAL ASSOCIATION RESPONSIBILITY

The Chairman and all committees necessary to planning and hosting a Board of Directors meeting shall be appointed by the host local association and the host local association shall be responsible for making all arrangements necessary and incidental thereto.

The host local association shall select meeting site accommodations and shall make arrangements for such meeting room(s) as may be required.

The dates of the board meetings shall be selected by the host local association, subject to the provisions of Standing Rule 3 (A), and subject to the approval of the voting body.

All money required for board meeting activities shall be the responsibility of the host local association.

The scrip ticket for board meetings shall include a registration fee of \$10.00 to help defray expenses of the host local association and may include the actual or approximate cost of any planned meals plus tax and gratuity rounded up to the next dollar. Each item included on the scrip

ticket and the total amount thereof shall be submitted to the body for approval.

The host local association is authorized at its discretion to charge a late registration fee of \$5.00 for all registrations not postmarked ten (10) days prior to said meeting. Late registration fees shall be retained by the local chapter.

At the meeting the host local association shall provide a report of the total number of registrants and the number of members and guests attending from each local association.

In any fiscal year where Last Chance CLE is being held and appearing as a budget item, the \$10 registration fee charged on the scrip ticket for each meeting shall be retained 100% to the hosting chapter – and, for any unhosted meetings, there shall not be any registration fee charged. The State Association and the host local association shall share in all registration fees on a 50/50 basis, with said funds to be disbursed and A final report shall be submitted within thirty (30) days following such meeting. Any loss shall be borne by the host local association.

C. ANNUAL MEETING

1. BIDS

Bids for hosting the Annual meeting for the upcoming year shall be made orally at the current year's Annual meeting by local associations desiring to host said meeting. It is suggested that notice of intent to bid should be provided to the President in advance. In the event there are no bids, the voting body may recommend a non-hosted meeting. *See Bylaws, Article V, §1.0 and the regulations of the Manual of Policy and Procedures for additional Meeting procedures.*

2. ANNUAL MEETING CHAIR

The Annual Meeting Chair shall keep the President and President-Elect informed at all times regarding meeting plans.

The Annual Meeting Chair shall keep a complete record of all monies received and disbursed in connection with the meeting, and shall, **not later than sixty (60) days after the meeting**, prepare and transmit to the Treasurer and President of this association a complete financial report, complete registration data and the disbursement of funds.

The Annual Meeting Chair shall prepare and pass on to the successor meetings chair for the ensuing year a file containing items of information that might be of assistance in arranging for the next annual meeting.

3. LOCAL ASSOCIATION RESPONSIBILITY

The Annual Meeting Chair shall appoint all committees necessary and incidental to planning and hosting the annual meeting.

The President shall be kept advised at all times of plans for all meetings and shall have discretionary authority to make decisions regarding meetings, workshops, speakers and any general planning for the annual meeting.

Officer Workshops may be held in conjunction with the annual meeting. Said workshops may be conducted by the officers but all arrangements such as meeting room, time, etc., shall be made by the host local association, subject to the approval of the President.

The President shall be provided a scrip ticket and a room at the annual meeting hotel, with costs to be borne by the state association. It is the responsibility of the host local association to arrange for the President's room and to notify the President when such arrangements have been made.

In any fiscal year where Last Chance CLE is being held and appearing as a budget item, the \$10 registration fee charged on the scrip ticket for each meeting shall be retained 100% to the hosting chapter – and, for any unhosted meetings, there shall not be any registration fee charged. A final report shall be submitted by the August Board of Directors' Meeting.

Any loss shall be borne by the host local association.

D. MEETINGS HELD ELECTRONICALLY.

Except as otherwise provided in the Association bylaws, meetings of the Board and Membership may be conducted through the use of Internet meeting services as designated and determined. These electronic meetings of the Board and Membership shall be subject to all rules adopted by the Board and Membership, to govern them, which may include any reasonable limitations on, and requirements for, Board or members' participation.

The procedures for conducting said meetings shall be as consistent as possible with A, B and C above. The hosting chapter shall determine the method by which said meeting should be conducted and thereby coordinate all necessary approvals and information with the President and Executive Secretary for presentation to the members prior to said meeting. (Note: Also, see Rules for Electronic Board and Membership Meetings attached as Exhibit A and Exhibit B to these Standing Rules.)

RULE NO. 9. GOVERNING RULES (Authority)

The rules contained in the current edition of **Robert's Rules of Order, Newly Revised**, shall govern all meetings of this association in all cases which are applicable and in which they are not inconsistent with the Bylaws of this Association, these Standing Rules and the Bylaws and Standing Rules of NALS.

A. RULES OF BOARD MEETING

1. BOARD MEMBERS

- a. DIRECTORS: Directors (or 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.
- b. OFFICERS: The elected and appointed officers shall be seated at the rostrum during all meetings of the Board.

A Board member may leave the assembly room only upon permission of the President (or 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 of the Board of Directors. Bylaws, Article VI, § 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 by the president or 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 President (or 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 President (or presiding officer) may limit time for debate on any subject and this rule takes precedence over Rule 5 above.

7. MOTIONS

The President (or presiding officer) has the right to require any motion or resolution to be in writing.

B. RULES OF MEMBERSHIP MEETING

1. The elected and appointed officers shall be seated at the rostrum during the membership meetings.

2. QUORUM

A majority of the voting members present shall constitute a quorum for the transaction of business at the membership meeting. Bylaws, Article V, § 5.

3. CAUCUS

Members may confer at any time if they desire counsel in casting votes. In that event, the member shall rise and request an intermission not to exceed ten minutes.

4. 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. In so doing, the name and local chapter of said member shall first be given.

5. 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 President (or presiding officer).

6. DEBATE

The President (or presiding officer) may limit time for debate on any subject and this rule takes precedence over Rule 5 above.

7. MOTIONS

The President (or presiding officer) has the right to require any main motion, amendment or instructions to a committee to be in writing.

RULE NO. 10. ROSTERS

Rosters of membership shall not be distributed to anyone who is not a member of the state Association.

RULE NO. 11. SEMINARS

The seminar chair shall be responsible for coordinating seminars which are held in conjunction with state meetings.

A. Annual Meeting Seminar.

A seminar may be conducted in conjunction with the annual meeting.

B. Other Meetings Seminars.

A seminar may be held in conjunction with each state association meeting at the same place as said meeting.

C. Special Seminars.

At the discretion of the President, a special committee may be established to conduct other seminars which are not held in conjunction with a regular state meeting, including CLE for attorneys and regional seminars.

D. Procedures for Seminars.

Topics, speakers and registration fees for said seminars must be approved by the voting body. All arrangements necessary and incidental to conducting the seminars will be the responsibility of the applicable Seminar Chairman. Any expenses incurred shall be paid from the seminar proceeds.

No later than thirty (30) days after the seminar, the applicable Seminar Chairman is responsible for submitting to the Mississippi CLE Commission the required information and payment of CLE fees for the speaker(s).

E. Proceeds from all seminars are to be deposited in the Association's general fund to be used as determined by the membership.

- F. Fees: We shall charge \$25 per hour for seminar attendance by attorneys and \$12.50 per hour for seminar attendance by paralegals and non-attorneys who are not members of MSLPA (including NALS members from other states).

RULE NO. 12. CHERYL CRAYDEN, PLS, MEMORIAL SCHOLARSHIP AWARD

The scholarship established by the State Association shall be awarded annually in an amount to be determined by the voting body. Applicants must be sponsored by a local chapter of the Mississippi Legal Professionals Association or by a member-at-large. A local chapter or member-at-large may submit more than one applicant to be considered for the scholarship.

Eligibility for the scholarship shall be determined as follows:

1. Any student accepted to attend an accredited institution of higher learning with emphasis on legal education.
2. Any member of this Association accepted to attend an accredited institution of higher learning with emphasis on legal education.

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.**

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.

Previous recipients and applicants in prior years are eligible to apply again for another award.

RULE NO. 13. DISCIPLINARY ACTION.

- A. Proceedings for the expulsion, suspension, or termination of membership of any member can be initiated by the written complaint stating therein with specificity the alleged violation presented to the president or other elected officer of this Association of any of the following:
1. Violations of the NALS Code of Ethics.
 2. Conduct which has injured or can reasonably be deemed to be injurious to the good name of this Association.

3. Conduct which fails to maintain a high standard of personal and professional ethics.
 4. Violation of the articles, bylaws, or any rules and regulations governing this Association, its member, programs, or activities.
- B. The secretary shall send, by registered mail, to said member's last known address a notice of the pending action at least fifteen (15) days prior to any meeting in which said action shall come up for discussion and/or voting. Said notice shall contain the date, time, and place of the meeting at which such disciplinary action shall come before the membership along with a copy of the charges.
 - C. A majority vote of all members in good standing in attendance at the noticed meeting shall be required for any disciplinary action and shall be final and conclusive, subject to the right of appeal.
 - D. Upon written notice of such disciplinary action, the member shall have the right of appeal as provided by the bylaws of the state and national associations. Such appeal must be filed in writing within thirty (30) days of the effective date of the disciplinary action. The Association may suspend any disciplinary action pending the results of such an appeal.
 - E. In the event expulsion or termination of membership is upheld by the state and national associations, or in the event that appeal is not timely taken, such member's name shall be stricken from the roster.

RULE NO. 14. AMENDMENTS

- A. These standing rules may be amended by two-thirds vote of the members present at a membership meeting after a 30-day written notice of any proposed amendment has been given to the membership.
- B. Amendments to these standing rules shall take effect immediately upon adoption unless otherwise specified.
- C. Automatic grammatical and correlation changes in these standing rules or amendments thereto which in no way alter the intent of the respective standing rule or amendment thereto shall be effected subject to the approval of the president and/or parliamentarian.

EXHIBIT A

Rules for Electronic Board Meetings

1. **Login Information.** The Executive Secretary shall send by e-mail to each member of the Mississippi Legal Professional Association registered for said membership meeting, at least 24-48 hours before each membership meeting, the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate within aurally by telephone. The Executive Secretary shall also include a copy of, or a link to, these rules. In order to facilitate the email from the Executive Secretary to those registered for the board meeting, the hosting chapter shall provide to the Executive Secretary a list of the paid registrations no later than 5:00 p.m. on the Wednesday preceding the board meeting.
2. **Login time.** The Executive Secretary shall schedule Internet meeting service availability to begin at least 15 minutes before the start of each meeting.
3. **Signing in and out.** Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
4. **Arrival announcements.** Members who participate in the meeting by phone/internet shall announce themselves at the first opportunity after joining the telephone conference call, but may not interrupt a speaker to do that. This is accomplished by using the raise hand command.
5. **Departure announcements.** Members who leave the telephone conference call or the meeting room before adjournment shall announce their departure, but may not interrupt a speaker to do so. This is accomplished by using the raise hand command. [If a board meeting is called during a membership meeting, any board member must request permission from the President to exit the room and directors may be replaced by the alternate director in such absence, but may not interrupt a speaker to do so.]
6. **Quorum calls.** The presence of a quorum shall be established by audible roll call at the beginning of the board meeting (or at agenda designation). Thereafter, the continued presence of a quorum shall be determined by the online list of participating board members, unless any member demands a quorum count by audible roll call. Such a demand may be made following the departure of any board member or following the taking of any vote for which the announced totals add to less than a quorum.
7. **Technical requirements and malfunctions.** Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
8. **Forced disconnections.** The President may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be

announced during the meeting and recorded in the minutes.

9. **Obtaining the floor.** To seek recognition by the President, a member shall use the raise hand command. When acknowledged by the President, a member shall address the President and state his or her name, similar to an in-person meeting obtaining the floor.

10. **Assignment of the floor.** To seek recognition by the President, a member shall use the raise hand command. The recognition of a member during a virtual meeting shall be followed as designated in the Rules of the Board Meeting, including the assignment of the floor, to make a motion, for a discussion, pending questions, etc. to the extent feasible and/or currently before the meeting for action or information, and if possible, displayed for review, all in accordance with actions prior to any voting and access to having the floor during virtual meetings. However, motions may be submitted in writing, displayed and/or can be oral. Interruptions, discussions and handling of same should be as if an in-person meeting.

11. **Voting.** Voting by the Board shall be oral and called for one by one by the President. Some virtual meetings have access to anonymous voting features of the Internet service and if this is necessary, shall be designated and conducted. Business may also be conducted by unanimous consent.

12. **Video Display.** If use of video of participants is too large to have all displayed simultaneously, the President or other designated officer shall be displayed throughout the meeting and shall also cause display of the video of the member currently recognized to speak or report.

13. **Amendments.** As more improved technology, methods and procedures are determined for handling business meetings, same may be automatically adjusted/amended and presented to the membership at the next scheduled business meeting.

EXHIBIT B

Rules for Electronic Membership Meetings

1. **Login Information.** The Executive Secretary shall send by e-mail to each member of the Mississippi Legal Professional Association registered for said membership meeting, at least 24-48 hours before each membership meeting, the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate within aurally by telephone. The Executive Secretary shall also include a copy of, or a link to, these rules. In order to facilitate the email from the Executive Secretary to those registered for the membership meeting, the hosting chapter shall provide to the Executive Secretary a list of the paid registrations no later than 5:00 p.m. on the Wednesday preceding the date of the scheduled membership meeting.
2. **Login time.** The Executive Secretary shall schedule Internet meeting service availability to begin at least 15 minutes before the start of each meeting.
3. **Signing in and out.** Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
4. **Arrival announcements.** Members who participate in the meeting by phone/internet shall announce themselves at the first opportunity after joining the telephone conference call, but may not interrupt a speaker to do that. This is accomplished by using the raise hand command.
5. **Departure announcements.** Members who leave the telephone conference call or the meeting room before adjournment shall announce their departure, but may not interrupt a speaker to do so. This is accomplished by using the raise hand command. [If a board meeting is called during a membership meeting, any board member must request permission from the President to exit the room and directors may be replaced by the alternate director in such absence, but may not interrupt a speaker to do so.]
6. **Quorum calls.** The presence of a quorum shall be established by the majority of members registered and participating in said membership meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following the departure of any member or following the taking of any vote for which the announced totals add to less than a quorum.
7. **Technical requirements and malfunctions.** Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
8. **Forced disconnections.** The President may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be

announced during the meeting and recorded in the minutes.

9. **Obtaining the floor.** To seek recognition by the President, a member shall use the raise hand command. When acknowledged by the President, a member shall address the President and state his or her name, similar to an in-person meeting obtaining the floor.

10. **Assignment of the floor.** To seek recognition by the President, a member shall use the raise hand command. The recognition of a member during a virtual meeting shall be followed as designated in the Rules of the Membership Meeting, including the assignment of the floor, to make a motion, for a discussion, pending questions, etc. to the extent feasible and/or currently before the meeting for action or information, and if possible, displayed for review, all in accordance with actions prior to any voting and access to having the floor during virtual meetings. However, motions may be submitted in writing, displayed and/or can be oral. Interruptions, discussions and handling of same should be as if an in-person meeting.

11. **Voting.** Voting by the Membership shall be by the anonymous voting features of the Internet service and if this is necessary, shall be designated and conducted. This may be accomplished by using the raising of the hand command accessible by the President. For election of officers, voting individually may be accomplished by individually texting said vote to the Nominations and Elections Chair or other designated person to a number so provided. [If another procedure for accomplishing the election of officers is determined, this method shall be provided to all members prior to the membership meeting to all those who have registered for the meeting (by a REPLY TO ALL to the email with the log-in formation distributed by the Executive Secretary) so that said method can be utilized if more appropriate and convenient.] In the event of a tie, the Nominations and Elections Chair will notify the President to utilize his/her vote. Election of officers may also be conducted by unanimous consent of a motion when no other candidate is nominated for said office. Business of the meeting may also be conducted by unanimous consent.

12. **Video Display.** If use of video of participants is too large to have all displayed simultaneously, the President or other designated officer shall be displayed throughout the meeting and shall also cause display of the video of the member currently recognized to speak or report.

13. **Amendments.** As more improved technology, methods and procedures are determined for handling business meetings, same may be automatically adjusted/amended and presented to the membership at the next scheduled business meeting.