

PROPOSED AMENDMENTS TO MSLPA GOVERNING DOCUMENTS:

BYLAWS

ARTICLE VII. OFFICERS

Section 3. Election.

All of the officers shall be elected by the voting by majority ballot of voting members present. If there is but one candidate for any office, the vote may be by voice. A nominee must consent to serve before his/her name will be placed on the ballot.

When the state association membership number totals 40 or less members, as of the adjournment of the First Board Meeting, there shall not be any candidates for Vice President listed among the slate of officers for the coming year, and the President shall not appoint an Executive Advisor for the coming year, thus reducing the EC from seven members to five members.

Section 6. Duties.

President-elect. The President-Elect shall assume the duties of president in the absence of the president, may serve as a signer on all bank accounts and shall perform such other duties as are assigned by the president or the board. In years where there is no Vice President elected, the President-Elect shall also serve as chair of the membership committee.

Vice President. The Vice President shall perform all duties as assigned by the president of the board and shall serve as chair of the membership committee. [There is an exception for when not to elect a Vice President, see "Section 3. Election" above.]

ARTICLE VIII. STANDING AND SPECIAL COMMITTEES

Section 4. Executive Advisor.

An executive advisor may be appointed by the president, subject to approval of the Executive Committee. The Executive Advisor is an appointed officer and a voting member of the board. [There is an exception for when not to appoint an Executive Advisor, see "Section 3. Election" above.]

Section 5. Financial Review Committee.

A committee consisting of ~~three~~ at least two members shall be appointed by the president to review the treasurer's accounts at the close of the fiscal year and to report to the membership at the first membership meeting of the year. It is preferred that, when possible, members of this committee shall have previously served as a past treasurer of this Association or a local chapter.

STANDING RULES

RULE NO. 3. CALENDAR OF EVENTS AND DEADLINE

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.]

RULE NO. 8. PROCEDURES FOR MEETINGS

A. MEMBERSHIP

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

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

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.

RULE NO. 11. SEMINARS *[adding a new sub-section]*

- 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).

MANUAL OF POLICIES AND PROCEDURES

II. OFFICERS

B. PRESIDENT-ELECT *[adding all new language at the end of this sub-section]*

In the event of an absence and/or vacancy in the office of Vice President, the President-Elect shall:

- a. serve as the 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.
- b. 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.

- c. NOTE: There is an exception for when not to elect a Vice President, see "Bylaws Article VII. Officers, Section 3. Election."

C. VICE PRESIDENT (State Membership Chair)

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

[There is an exception for when not to elect a Vice President, see "Bylaws Article VII. Officers, Section 3. Election.]"

III. APPOINTED OFFICERS

B. EXECUTIVE ADVISOR

See Bylaws Article VII, Section 1 and Article VIII, Section 4, and General Instructions of this Manual. [There is an exception for when not to appoint an Executive Advisor, see "Bylaws Article VII. Officers, Section 3. Election.]"

IV. COMMITTEE CHAIRS

D. CONTINUING LEGAL EDUCATION CHAIR (CLE)

4. Assist local associations in preparing for seminars and workshops, advising of procedures and supplies needed;
 - a. 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).

Q. SEMINAR CHAIR--GENERAL

The Seminar Chair shall:

1. Be responsible for all arrangements necessary and incidental to conducting seminars in conjunction with state meetings.
 - a. 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).

R. SPECIAL SEMINARS CHAIR – LAST CHANCE CLE

CLE ACCREDITATION:

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](mailto:Alicia.Blanchard@courts.ms.gov) [Megan Newbaker](mailto:Megan.Newbaker@courts.ms.gov) (Alicia.blanchard@courts.ms.gov Megan.Newbaker@courts.ms.gov) or via U.S. Mail to:
Mississippi Commission on CLE
P. O. Box 369
Jackson, MS 39205
3. There is ~~no~~ a \$50 fee (per program) to obtain the CLE accreditation in Mississippi, ~~plus. The only fees are~~ for the hours attending and hours of preparation by speakers. Currently they are:
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, as we advise that we DO NOT report CLE attendance to any other state, that is the responsibility of each attendee)