

BELL COUNTY BAR ASSOCIATION PARALEGAL DIVISION STANDING RULES

RULE 1 ADOPTION

Standing Rules may be adopted by the Board of Directors at any meeting of the Board. Adoption requires a majority vote.

AMENDMENT OR RESCISSION.

These Standing Rules may be amended or rescinded by a majority vote of the Board of Directors. Standing Rules are effective immediately.

SUSPENSION

A Standing Rule may be suspended for the duration of a single meeting by a majority vote. Such suspension may be for a longer period if specifically ordered by the Board.

DISTRIBUTION

A copy of Bylaws and Standing Rules will be available to members upon request.

RULE 2 PROCEDURES FOR AMENDING LOCAL BYLAWS. (see Robert's Rule)

RULE 3 DUTIES OF OFFICERS

President

- a. In the event of a tie vote on any matter pending before the Board of Directors, the President shall cast the deciding vote.
- b. Sign bank signature card in the event of the absence or inability of treasurer.
- c. The President can request funds up to \$100.00 without the consent of the general membership for any expenditure as long as it is a board approved expenditure.

Vice President

- a. **Shall perform such other duties as may be assigned by the President or Board of Directors.**

Secretary

a. Records minutes at the Board Meetings and General Membership Meetings.

Treasurer

a. The Treasurer's records will be audited at the end of each fiscal year, before the records are turned over to a new treasurer, or at the request of the President or the Board of Directors. The auditor(s) shall be appointed by the President or the Board of Directors.

Parliamentarian

- a. Shall advise on all questions of order and see that parliamentary procedure is followed based on Roberts Rules.
- b. Interpret the Bylaws and policies adopted by the Board of Directors.

Each officer shall serve a maximum of two (2) consecutive one (1) year term. If after two (2) years a Board member wishes to run again, he or she will be eligible to do so. The President will ask each board member if they are willing to move to another position within the Board. If there are no other candidates and an officer would like to continue in their position and if uncontested they will be permitted to do so.

Rule 4 Removal of Board Members

a. Officers- Any Board Officer shall be removed from office for failure to attend three (3) Board Meetings without good cause during their term.

Rule 5 Standing Committees

A. Membership Committee.

1. A membership committee may be appointed by the Board of Directors for the promotion of the Bell County Paralegal Association Division and the recruitment of new members. Our continuing legal education requirement is 6 CLE hours per term with at least one hour per quarter. In the event, a new member who joins our division late in a term is required to complete two (2) hours per quarter.
2. Duties of the membership committee:
 - a. Collection of new and renewal membership applications.
Examination and investigation, if necessary, of all

membership applications to determine if each applicant meets all requirements of the membership category marked on the application.

- b. Compile, prepare, and maintain up to date mailing list of all members.

B. Professional Development Committee

1. A Professional Development Committee may be appointed by the Board of Directors.
2. Duties of the Professional Development Committee shall maintain each members CLE credits, including meetings, seminars and self study.
3. Obtain speakers for all General Meetings *(revision added June 2009)*

C. Public Relations Committee

1. Develop ways to inform the legal profession and the general public about the Paralegal profession and our Division. *(Revision added our Division-June 2009)*
2. Notify all local newspapers of any special events and meetings of our Division. *(revision added June 2009)*

D. Special Events Committee

1. A special events committee may be appointed by the Board of Directors.
2. Duties of the Special Events Committee shall include:
 - a. organize special events for the Paralegal Association
 - b. schedule fund raising activities to benefit the Paralegal Association

E. Election Committee *(revision added June 2009)*

1. An Election Committee may be appointed by the Board of Directors.
2. Duties of the Election Committee shall include:
 - a. Handle all elections, prepare election ballots and prepare a list of eligible voters.
 - b. At the election the Election Committee will ensure that only qualified members are voting.

Rule 6. Nominations and Elections (See Bylaws)

A. Nominations of officers will be held by mail, fax, in person or by e-mail. *(Revision changed election to nominations amended June 2009)*

B. All voting members must be current in dues and have the required CLE credits.

Rule 7. Finances

The dues are outlined in the Bylaws and are due by the end of June with no late fee. *(revision amended June 2009)*

Rule 8 Meetings

Board meetings shall be held the second Thursday of each month.

General membership meetings shall be held the third Thursday of each month.

No general membership meeting will be held in December. *(revision deleted July-amended June 2009)*