



LINCOLN LEGAL PROFESSIONALS
ASSOCIATION

STANDING RULES

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STANDING RULE NO. 1.

LLPA Standing Rules

Section 1: Distribution: A copy of the Standing Rules shall be furnished to each member of the Board of Directors and to each standing and special committee chair. The Standing Rules are to be a part of the permanent files of such officers or chairs, to be kept current and to be passed to each successor upon completion of the term.

Section 2: Adoption, Amending, Rescinding, and Suspension:

- A. Adoption: Standing Rules shall be adopted by the Board of Directors at any meeting of the Board of Directors. Adoption requires one-third vote.
- B. Amendment or Rescission: These Standing Rules may be amended or rescinded by the Board of Directors by one-third vote and shall take affect immediately.
- C. Suspension: Any standing rule may be suspended for the duration of a single meeting by one-third vote. Such suspension may be for a longer period if specifically ordered by the Board.

STANDING RULE NO. 2

Eligibility for Membership

Members shall be those persons engaged as a legal secretary, law office administrator, legal assistant, paralegal, stenographer, typist, or clerk in any law office, any person employed in the court; any person employed in a law enforcement agency, such as police department, sheriff department, state patrol; any person employed in the trust department of banks or trust companies, in real estate offices, abstract and title companies, or in any public or private institution or office directly engaged in work of a legal nature, including the public offices of the United States government, state, counties, cities, or municipalities; and any person engaged in and/or others interested in work of a legal nature not previously defined herein.

Members may retain their membership though not employed as above set forth, provided they have been members of this Association for at least one year and shall continue to pay such dues as may be required. They shall have all the rights and privileges of the general membership, including the right to hold office.

All members must be a member of both this Association and the State Association.

STANDING RULE NO. 3

Duties of Officers and Chair, General

An officer or chair's first duty shall be to review the Bylaws and Standing Rules as to duties described herein.

Duties of officers and chairs shall be such as are implied by their respective titles or as defined in these Standing Rules and the Bylaws of this Association.

Each officer and chair shall transfer a complete and accurate file to their successor (or to the President, if no successor is present or none has been appointed).

STANDING RULE NO. 4

Duties of the President

The President shall:

- A. preside at all the meetings of this Association and its Board of Directors and shall be an ex-officio member of all committees except the nominating committee;
- B. appoint the Parliamentarian and such other officers as may be necessary to carry on the business of this Association;
- C. in the event of a tie vote on any matter pending before the Board of Directors, may cast the deciding vote;
- D. fill any vacancy in an office or chair of a committee created by resignation, absence, or nonperformance of duties;
- E. supervise work of officers and committee chairs (i.e. remind them of deadlines, reporting responsibilities, etc);
+ distribute?
- F. prepare an agenda for each membership meeting and Board of Directors;
- G. in the absence or inability of the Treasurer, sign checks for authorized disbursements on behalf of the Association, or when the check is made payable to the Treasurer;
- H. sign membership cards as required.

STANDING RULE NO. 5

Duties of Vice President

The Vice President shall:

- A. assume the duties of the President in the absence of the President;
- B. serve as Chair of the Membership Committee;
- C. perform such other duties as may be assigned by the President or Board of Directors;
- D. purchase an appropriate gift for the outgoing President from the Association to be presented at Bosses Night Banquet.

↳ bd. approval (\$) ?

→ Membership Directory ?

STANDING RULE NO. 6

Duties of Secretary

The Secretary shall:

- A. keep an accurate register of the officers and chairs of this Association;
- B. record the minutes of the meetings of this Association and its Board of Directors;
- C. provide copies of minutes of the meetings of this Association to the Association's newsletter for publication;
- D. inform the President immediately if unable to take the minutes at any scheduled meeting;
- E. maintain a permanent file of the minutes of all meetings;
- F. perform such other duties as may be assigned by the President or Board of Directors.

STANDING RULE NO. 7

Duties of Treasurer

The Treasurer shall:

- A. have charge of the funds of the Association and the disbursement thereof, under the supervision of the Board of Directors;
- B. sign all checks of the Association except checks payable to the Treasurer, which checks shall be signed by the President;
- C. file account signature cards with appropriate financial institutions reflecting signatures of Treasurer and President;
- D. prepare periodic financial reports for presentation at each meeting of the Board of Directors; *→ monthly?*
- E. shall give notice to the membership when dues are payable;
- F. submit to Chair of newsletter for publication, information regarding due date for dues and late payment penalty information;
- G. submit all dues payable to the State Association;
- H. submit current books and records of the Association to a committee for annual auditing;
- I. pay all bill promptly in accordance with the budget, pay nonbudgeted items only after approval of Board of Directors;
- J. maintain current count of members, together with complete roster;
- K. shall perform such duties as assigned by the Board of Directors.

Budget?

STANDING RULE NO. 8

Duties of Chapter Representative

The Chapter Representative shall:

- A. serve as a member of the Board of Directors of this Association;
- B. represent the LLPA chapter and vote on behalf LLPA membership on the state level;
- C. serve as a liaison between the State Association and this Association, making full report of this Association's business and activities;
- D. distribute correspondence and information received from the State Association;
- E. assist this Association by publicizing local activities such as seminars and meetings;
- F. prepare reports of chapter activities for publication in the State Newsletter;
- G. attend, when possible, all meetings of the Board of Directors of the State Association and, when unable to attend, appoint an alternate chapter representative;
- H. expenses for attendance at State meetings shall be paid in the amount allowed by budget.

The Chapter Representative must be a member of both LLPA and NLPA.

form?

what?

by State @ set amount

STANDING RULE NO. 9

Duties of Parliamentarian

The Parliamentarian shall:

- A. serve as Chair of the Bylaws and Standing Rules committee;
- B. interpret Bylaws, Standings Rules, and the adopted parliamentary authority when requested;
- C. assist the President and other officers and members on request regarding parliamentary procedures;
- D. supervise processing of amendments and the giving of notice as required in the Bylaws and Standing Rules;
- E. upon adoption of any amendment to the Bylaws or Standing Rules, certify to the Association's Secretary that such amendments do not conflict with the Association's Bylaws or Standing Rules;
- F. maintain a current file of the Bylaws and Standing Rules of the Association and have them available at all meetings.

Seperate timeline?

STANDING RULE NO. 10.

Audit

The Audit Committee may:

- A. consist of one or two persons, outside of this Association;
- B. shall receive and examine the financial records of this Association at the end of the designated fiscal year;
- C. prepare an auditor's report.

Motion to approve 3.

STANDING RULE NO. 11

Legal Professional of the Year

The Legal Professional of the Year Chair shall:

- A. send a letter to bosses who have members in this Association with no less than three years experience in the legal profession requesting the following:
 1. that a letter of nomination be written which is no longer than one typewritten page (8 1/2 x 11); *compare* →
 2. the letter of nomination should include years of experience, length of employment, education, association activities/professional achievements, exceptional abilities, responsibilities, loyalty, personal qualities, and any other information which makes the nominee an outstanding recipient of the award. If aware of any civic, charitable or religious organizations the nominee may be affiliated with, include this information in letter of nomination;
 3. the name of the nominee shall NOT be mentioned in the letter of nomination, however, a cover letter indicating the name of the nominee shall accompany the letter of nomination.
- B. select three disinterested qualified people to judge the entries using the following guidelines and determine the winner:
 1. Years of experience in legal profession (no less than three years)
 2. Education
 3. Association Activities/ Professional Achievements
 4. Other/i.e. Community Service/Civic/Charitable Activities, Affiliations
- C. the chair shall not disclose the name of the winning candidate in advance of the Bosses Night Banquet in order to preserve the confidentiality and surprise;
- D. announce the name of the winner at the Bosses Night Banquet, with the presentation of an appropriate gift;
- E. submit the winner's letter of nomination to the State Association according to State rule.

STANDING RULE NO. 12

Boss of the Year

Boss of the Year Chair shall:

- A. prepare a notice of nomination and submit the notice to the editor of the newsletter for publishing in the necessary issues;
- B. the notice shall consist of the following instructions:
1. Only paid members of the Lincoln Legal Professionals Association may submit a letter of nomination.
 2. Nomination letter should be no more than one page on letter-sized paper.
 3. The nomination letter should include background, career, contributions to profession, civil and/or church activities, and generally why the boss is deserving of this prestigious award.
 4. Do not use the name of the boss or the name of the person submitting the nomination in the nomination letter. ~~Attached~~ a separate cover letter identifying the boss and the person nominating the boss.
 5. Submit an original and three copies of the nomination letter.
- C. select three disinterested qualified people to judge the entries and determine the winner based on the following criteria with winner to be recognized at the Annual Bosses Night banquet with an appropriate gift:
- (a) Education, accomplishment;
 - (b) Honesty, integrity;
 - (c) Respect for profession;
 - (d) Consideration of secretary and clients;
 - (e) Flexibility, punctuality, and courteousness;
 - (f) Generosity in paying good wages;
 - (g) Compassion; and
 - (h) Support of the Lincoln Legal Professionals Association.

break-up
C & D →

STANDING RULE NO. 13

Bylaws and Rules

The Parliamentarian shall be the Chair of the Bylaws and Rules Committee, which shall:

- A. assist in the preparation of Bylaws or Bylaw Amendments for this Association;
- B. assist the Parliamentarian in the performance of her duties in drafting Bylaw and Standing Rule Amendment;
- C. answer inquiries relative to interpretation of the Bylaws and Standing Rules of this Association.

STANDING RULE NO. 14

Ways and Means

(Dowe call it this?)

The Ways and Means Chair shall:

- A. develop fund raising projects for this Association, securing the approval of the Board of Directors;
- B. coordinate the efforts of this Association with the State Association by distributing appropriate information;
- C. make a final report of all income and disbursements of a project to the Board of Directors of this Association.

STANDING RULE NO. 15

~~History~~ Historian

The History Committee may consist of one or more person and shall:

- A. keep a history book of the progress of this Association for the current year which shall be in book form and shall be kept in the Association as a permanent record;
- B. prepare a scrapbook, which shall contain photographs and other appropriate mementos of the President's term, and make arrangements for presentation of same to the retiring President.

STANDING RULE NO. 16

Newsletter

LincolnNotes shall be printed monthly and distributed without charge to the members of the Lincoln Legal Professionals Association.

The publication shall include legal education articles, officer and chairmen reports, minutes, financial reports by Treasurer, and such other information as deemed desirable. The format and layout of the publication is left to the discretion of the editor.

All members are encouraged to submit to the editor any information, articles, etc. they think may be of interest to the membership for publication in *LincolnNotes*.

STANDING RULE NO. 17

Membership

The Membership Chair shall be the Vice President of this Association. The committee shall:

- A. consist of one or more members as the Chair deems necessary;
- B. prepare a mailing, at least once a year, contacting law firms, legal divisions in both the private and government sector, informing them of the benefits and activities of this Association, extending an invitation to attend as a guest.

STANDING RULE NO. 18

Nomination & Elections

Nominations & Elections Chair shall be appointed by the President, and said Chair shall ask for volunteers or appoint a committee of not fewer than two additional members.

Nominations:

- A. No later than January 1 of each year, the Nominations Committee shall call for nominations from the membership;
- B. No later than February 1 of each year, the Nominations Committee shall solicit by personal contact nominations from the membership;
- C. In absence of nominations, the Committee shall prepare a slate of officers chosen by the Committee, after acceptance is obtained from each individual candidate.

Elections:

The Committee shall:

- A. prepare ballots in proper form, containing the names of nominees for the offices for election, with additional lines for additional nominees;
- B. distribute ballots during the elections meeting in March of each year;
- C. after the Chair has called for any nominations from the floor three times and closes the nomination and the members cast their vote, all ballots will be collected, counted, and the winning candidate announced;
- D. destroy all written ballots after final adjournment of the meeting.

Standing Rules of the Lincoln Legal Professionals Association (LLPA)

Adopted:

September 1, 1998

Signed by:

Charlotte M. Costello
President

and

Polly Rowsey
Secretary