

NALS OF LANSING

Formed in 1950

In 1959 chartered by and affiliated with:
National Association of Legal Secretaries
NALS

In 1961 affiliated with
Michigan Association of Legal Secretaries
NALS of Michigan

Standing Rules

Amended May 2, 1987, October 10, 1990,
April 11, 2001, December 5, 2001,
May 10, 2006, and March 3, 2010

Standing Rules are adopted to implement provisions of the Bylaws and to set forth procedures for officers and Committees in the performance of their respective duties and activities.

Standing Rules may not be adopted that in any way conflict with NALS' Articles of Incorporation, Bylaws or Standing Rules.

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No. 1 DISTRIBUTION.

A copy of the Standing Rules shall be furnished to each member of the Board of Directors and to any other member upon request.

No. 2 CALENDAR OF EVENTS AND DEADLINES.

* denotes no specific date

MAY

- 1 NALS of Lansing, NALS of Michigan, and NALS' fiscal year begins
- 1st Wed. NALS of Lansing Board of Directors meeting (generally includes approval regarding Treasurer's bond, approval of budget)
- 2nd Wed. NALS of Lansing membership meeting (generally includes report of delegates to the NALS of Michigan Annual Meeting)

* NALS of Lansing Law Day observance program

* NALS of Lansing Special Board of Directors meeting

JUNE

- 1st Wed. NALS of Lansing Board of Directors meeting (generally includes report of financial review chairperson)
- 2nd Wed. NALS of Lansing membership meeting
- * NALS of Michigan Summer Board of Directors Meeting & Seminar

JULY

- 1 Certification applications must be received by NALS Resource Center for September examination
- 1st Wed. NALS of Lansing Board of Directors meeting
- 2nd Wed. NALS of Lansing membership meeting

AUGUST

- 1st Wed. NALS of Lansing Board of Directors meeting
- 2nd Wed. NALS of Lansing membership meeting
- * NALS of Lansing summer social activity

SEPTEMBER

- 1st Wed. NALS of Lansing Board of Directors meeting (generally includes approval of court observance program, report of financial review chairperson)
- 2nd Wed. NALS of Lansing membership meeting
- 15 IRS Form 990 to be filed by Treasurer prior to this date with Internal Revenue Service if receipts for fiscal year are \$25,000 or more
- * State Bar of Michigan Annual Meeting (dates determined by the State Bar of Michigan)
- Last Sat. Certification Examinations

OCTOBER

- 1st Wed. NALS of Lansing Board of Directors meeting (generally includes approval regarding holiday party)
- 2nd Wed. NALS of Lansing membership meeting
- * NALS of Lansing court observance program
- * NALS of Michigan Board of Directors' Meeting & Seminar
- * NALS Annual Forum and Educational Conference

NOVEMBER

- 1st Wed. NALS of Lansing Board of Directors meeting (generally includes approval of expenses for an officer to attend NALS' Professional Development Conference)
- 2nd Wed. NALS of Lansing membership meeting

DECEMBER

- 1 Certification applications must be received by NALS Resource Center for March examination
- 1st Wed. NALS of Lansing Board of Directors meeting (generally includes report of Budget Committee, and report of financial review chairperson)
- 2nd Wed. NALS of Lansing membership meeting (generally includes nominations for NALS of Michigan officers, and NALS of Michigan Legal Professional of the Year)
- * NALS of Lansing holiday party

JANUARY

- 1st Wed. NALS of Lansing Board of Directors meeting (generally includes approval of President's appointment of Nominations and Elections Committee, approval of expenses of delegates and alternate delegates to NALS of Michigan Annual Meeting, and expenses for Director to attend Region 3 Conference if applicable)

- 2nd Wed. NALS of Lansing membership meeting
- * NALS of Michigan scholarship application to be received by NALS of Michigan chairperson

FEBRUARY

- 1st Wed. NALS of Lansing Board of Directors meeting (generally includes approval regarding Awards Night and Installation of Officers, and NALS of Lansing Legal Professional of the Year)
- 2nd Wed. NALS of Lansing membership meeting (generally includes nomination of members for NALS' Award of Excellence, report of the Nominations and Elections Committee)
- * NALS of Michigan Legal Professional of the Year application to be received by NALS of Michigan chairperson
- * NALS of Michigan Winter Board of Directors' Meeting and Seminar

MARCH

- 1st Wed. NALS of Lansing Board of Directors meeting (generally includes approval regarding installation, Law Day observance, and report of financial review chairperson)
- 1st Sat. Certification Examinations
- 2nd Wed. NALS of Lansing Annual Meeting (includes election of officers, delegates and alternate delegates to NALS of Michigan Annual Meeting, reports of all officers and chairpersons, (and includes approval of President's appointment of Budget and financial review Committees)
- * NALS of Lansing membership drive
- * NALS Professional Development & Educational Conference
- 31 Deadline to elect three delegates and three alternate delegates to NALS of Michigan Annual Meeting, with certification to NALS of Michigan parliamentarian within ten days thereafter by Secretary

APRIL

- 1st Wed. NALS of Lansing Board of Directors meeting (generally includes instruction of delegates to NALS of Michigan Annual Meeting)
- 2nd Wed. NALS of Lansing membership meeting (generally includes installation of officers and presentation of special awards (i.e. scholarship, Legal Professional of the Year, and Boss of the Year)
- 15 NALS Award of Excellence application must be postmarked by this date and received by NALS' chairperson on or before April 25

- * NALS of Michigan Annual Meeting and Educational Conference
- 30 NALS of Lansing, NALS of Michigan, and NALS fiscal year ends

No. 3 MEETINGS.

A. Membership

1. The schedule of membership meetings will be at the discretion of the NALS of Lansing President.
2. Locations for meetings are determined by the Meetings Committee. Lunch meetings begin at 12:10 p.m. Dinner meetings begin at 6 p.m. preceded by a 30-minute social period.
3. If a reservation must be canceled, notice of the cancellation must be made to the meetings chairperson at least 48 hours prior to the meeting; otherwise, the person making the reservation will be responsible for the reservation fee.
4. Meetings shall include a legal education program whenever possible.

5. Nonmembers may attend. The privilege of the floor is granted to all persons and any person may offer or second a motion and enter into discussion. However, only members may vote.

B. Board of Directors

1. Locations and times for meetings are determined by the President.
2. All members may attend. The privilege of the floor is granted to all persons and any person may offer or second a motion and enter into discussion. However, only members of the Board of Directors may vote.

C. Executive Committee

1. Called by the President or Acting President.
2. Only members of the Executive Committee may attend. However, the President has the right to request the attendance of any person or persons at any meeting.
3. Operation may be by meetings, email, mail, or telephone.

No. 4 GENERAL DUTIES OF OFFICERS AND CHAIRPERSONS.

A. Refer to NALS of Lansing Bylaws.

B. Consult Standing Rule No. 2 for events and deadlines and all other Standing Rules pertaining to specific duties and assignments.

C. Reports.

1. Be prepared to report at every meeting of the membership and Board of Directors should the President request.

2. Distribute written reports as follows:
 - a. Original to Secretary.
 - b. Copy to President.
 - c. Copy to Newsletter Chairperson.
 - d. Copy for file.
 - e. Copy to Public Relations Chairperson, if appropriate.
3. Prepare a report for the Annual Meeting of NALS of Lansing, if recommendations are appropriate, include them at the end of the report.

D. Expenses:

1. Confine expenses to the limits of the budget. Submit a request to the Board of Directors for prior approval of expenses that would exceed the budget or that are not included in the budget.
2. Submit bills to the Treasurer for payment of budgeted expenses. If an advance toward budgeted expenses is necessary, submit a written request to the Treasurer. Observe the following restrictions:
 - a. Submit an expense voucher.
 - b. Expenses must be accompanied by a store receipt, when available.
 - c. Charges for copying done by a law firm must be submitted on law firm letterhead, reimbursement will be made directly to the law firm.

E. Send copies of all correspondence and other mailings to the President.

F. Files of officers, except Treasurer (see Standing Rule No. 8.O.), and Committee chairpersons shall consist of files for the current year plus the two preceding years, except permanent records described in Standing Rule No. 43, and shall be maintained by the current officers and chairpersons.

G. Transfer a complete and accurate file to successor or to the President if no successor has been appointed. Transfer of files shall take place on or about May 1 or at the Special Board meeting.

No. 5 PRESIDENT.

- A. Contact members regarding appointment to positions as appointed officers and chairpersons, request approval of appointments from Executive Committee.
- B. Supervise work of officers and Committee chairpersons (i.e., remind them of deadlines, reporting responsibilities, meetings of the Board of Directors, etc.), advise them of actions taken by the Board of Directors or the membership which may affect their duties.
- C. Fill any vacancy in an office or Committee created by resignation, absence, or nonperformance of duties.

- D. Attend, when possible, all meetings of the membership, Board of Directors, Executive Committee, Standing Committees, and Special Committees.
- E. Appoint a Secretary pro tem, with the approval of the Executive Committee, in the event the Secretary is unable to take the minutes of a meeting.
- F. Prepare an agenda for all meetings to distribute to all in attendance (See **Exhibit A**, Sample Agendas)
- G. The President, with the approval of the Board of Directors, has the authority to create new committees when deemed necessary.
- H. Prepare calendar for newsletter chairperson to publish in newsletter.
- I. Keep an accurate register of the officers of NALS of Lansing and the Standing and Special Committees and chairpersons thereof.
- J. Submit information regarding officers and chairpersons to be included in NALS' official roster.
- K. Send report of local activities to the NALS Region 3 Director.
- L. Attend NALS of Michigan and NALS' meetings and functions when practical.
- M. Attend the NALS Professional Development Conference and report to the membership, when deemed appropriate and financially advisable by recommendation of the Board of Directors.

No. 6 VICE PRESIDENT.

- A. Assume the duties of the President in the absence of the President.
- B. Assist the President and perform duties as may be designated by the President or the Board of Directors.
- C. Serve as chairperson of Membership Committee.
- D. Serve as chairperson of Ethics Committee.

No. 7 SECRETARY.

- A. Submit roster of elected officers to NALS and NALS of Michigan executive Secretary immediately upon election of officers for the ensuing year.
- B. Attend and prepare minutes of all meetings (annual, Board of Directors, Executive Committee, membership, special) for review and approval by the President and final approval by the Board of Directors and/or the Membership. Distribute to members attending meeting and submit for publication in the newsletter. See **Exhibit B** for sample minutes.
- C. Inform the President immediately if unable to take the minutes of any meeting of the membership, Board of Directors, or Executive Committee.
- D. Maintain permanent file for minutes of all meetings.

- E. Record all voting members present at the Annual Meeting, at all Board of Directors meetings, and at any membership meeting where there will be a vote by ballot.
- F. Serve as corresponding Secretary for the President when called upon to do so. Read all correspondence of general interest to NALS of Lansing at the first membership meeting following the receipt of such correspondence.
- G. Receive the originals of all reports of officers and Committee chairpersons at membership meetings and the Annual Meeting of NALS of Lansing. Attach all reports to the minutes.
- H. Sign any and all official documents on behalf of NALS of Lansing as required, including certifications of delegates and alternate delegates to the NALS of Michigan Annual Meeting.

Below are some basic points to remember when doing minutes:

1. Write the minutes in a businesslike, report style as a record of what was done, keep the tone of the minutes objective.
2. Include at the beginning:
 - a. Kind of meeting.
 - b. Association name.
 - c. Date, time, and place of meeting.
 - d. If a special meeting, purpose and description of notice given.
 - e. Whether quorum present.
 - f. Name and title of person presiding.
 - g. Name and title of person recording minutes if other than the elected Secretary.
 - h. Name of educational speaker and topic.
3. Enter reports of officers and chairpersons in the minutes in one of the following ways, depending upon the importance of the subject or the wish of NALS of Lansing:
 - a. Summary of the report with name of chairperson.
 - b. Copy of the entire report attached.
 - c. Entire report spelled out in minutes.
4. Record motions including (See **Exhibit C** for sample motions):
 - a. Name of maker.
 - b. The fact the motion was seconded (do not record name of person seconding).
 - c. Verbatim language.

- d. Result (i.e., carried or defeated, if appealed, sustained or defeated, referred to a Committee, or tabled).
5. If a vote on a motion is by ballot or roll call, state the total number voting, the number for the affirmative, and the number for the negative.
6. Do not record motions that have been withdrawn.
7. Use side headings giving the subject of each paragraph.
8. Report election of officers, giving name and office to which elected. Although reports or other business may be transacted during the election of several officers, the minutes may contain a report of the election in its entirety without interruption.
9. Anyone other than the Secretary taking the minutes shall sign the minutes and include the words "Secretary Pro Tem" beneath the signature. To the left of the Secretary's signature on minutes of membership meetings and the Annual Meeting, provide a line for the signature of the President.

After minutes of the Board of Directors are approved by the Board of Directors, enter the date and the word "approved" on the signature page.
10. Make authorized additions or corrections to the minutes with red ink by marking through portions to be deleted and inserting correct material just above the deleted portion or in the margin, then initial and date.

No. 8 TREASURER.

- A. Purchase or renew Treasurer's bond in an amount to be determined by the Board of Directors as needed.
- B. Maintain current roster of all members.
- C. Distribute roster to the Board of Directors as updated.
- D. Provide certificate of transfer form to transferring member upon request.
- E. File required IRS tax forms, if necessary.
- F. Serve as chairperson of Budget Committee.
- G. Prepare monthly financial report in acceptable account form and distribute copies at each meeting of the Board of Directors. The financial report should include previous balances, itemized receipts, itemized disbursements, and current balances.
- H. File account signature cards with appropriate financial institutions reflecting signatures of Treasurer and President.
- I. Maintain two separate savings accounts (general and scholarship) and one checking account.

- J. Maintain a cash journal and ledger for all receipts and expenditures for the period May 1 through April 30.
- K. Make scholarship award check(s) payable to educational institution, either in lump sum or by semester.
- L. Pay all bills promptly in accordance with the budget. Pay non-budgeted items only after approval of the Board of Directors. Observe the following restrictions:
 - 1. Receive an expense voucher.
 - 2. Expenses must be accompanied by a store receipt.
 - 3. Charges for copying done by a law firm must be submitted on law firm letterhead, reimbursement will be made directly to the law firm.
- M. Include in annual report the following:
 - 1. Summary of receipts and expenditures for the fiscal year.
 - 2. Six-month status report of the budget.
- N. Distribute expense vouchers to officers and chairpersons at the special Board meeting.
- O. Files of the Treasurer shall consist of the current year plus the six preceding years, except permanent records described in Standing Rule No. 43, and shall be maintained by the Treasurer.

No. 9 NALS OF MICHIGAN DIRECTOR.

- A. Become familiar with NALS of Michigan Bylaws and Standing Rules and revisions thereto, maintain an updated copy by noting amendments.
- B. Represent and vote on behalf of the members of NALS of Lansing at NALS of Michigan Board of Directors' meetings, request a caucus if necessary.
- C. Prepare a report of NALS of Lansing activities for presentation at each NALS of Michigan Board of Directors meeting, submit to NALS of Lansing President for prior approval. Check the NALS of Michigan Bylaws, Standing Rules and Rules and Procedures Manual for the format.
- D. Report at all membership meetings regarding the activities of the NALS of Michigan, e.g.:
 - 1. Notice of upcoming meetings and events.
 - 2. News from other chapters.
 - 3. Actions taken and issues being considered by the NALS of Michigan Board of Directors. (Notify NALS of Lansing President prior to meeting of items to be considered.)
- E. Prepare report of any NALS of Michigan Board of Directors meeting attended as the representative of NALS of Lansing; present report at the next membership meeting of NALS of Lansing.

- F. Inform NALS of Lansing President and First and Second Alternate Directors if unable to represent NALS of Lansing at the NALS of Michigan Board of Directors meeting.
- G. Distribute correspondence and information received from the NALS of Michigan officers and chairpersons to the appropriate NALS of Lansing officers and chairpersons.
- H. Make periodic inquiries as to whether members are receiving the NALS of Michigan official publication, if not, offer assistance as appropriate.

No. 10 PARLIAMENTARIAN.

- A. Become familiar with NALS of Lansing, the NALS, and the NALS of Michigan Bylaws and Standing Rules and revisions thereto; maintain updated copies by noting amendments and bring to all meetings.
- B. Become familiar with Robert's Rules of Order, Newly Revised and bring to all meetings.
- C. Assist the President and other officers and members on request regarding parliamentary procedure.
- D. Serve as chairperson of Bylaws and Standing Rules Committee.

No. 11 EXECUTIVE ADVISOR.

- A. Offer advice and counsel to the President when requested.
- B. Send appropriate gifts according to Standing Rule 42.K. When appropriate on other occasions, send greeting cards or letters.
- C. Inform Newsletter Committee of news about members.

No. 12 FIRST ALTERNATE DIRECTOR.

- A. Represent and vote on behalf of the members of NALS of Lansing at the NALS of Michigan Board of Directors meetings in the absence of the Director; request a caucus if necessary.
- B. Prepare report of any NALS of Michigan Board of Directors meeting attended as the representative of NALS of Lansing; present report at the next membership meeting of NALS of Lansing.

No. 13 SECOND ALTERNATE DIRECTOR.

- A. Represent and vote on behalf of the members of NALS of Lansing at the NALS of Michigan Board of Directors meetings in the absence of the First Alternate Director and the Director, request a caucus if necessary.
- B. Prepare a report of any NALS of Michigan Board of Directors meeting attended as the representative of NALS of Lansing, present report at the next membership meeting of NALS of Lansing.

No. 14 AWARDS NIGHT AND INSTALLATION OF OFFICERS.

- A. Coordinate an annual function to be held during the month of April.
- B. Determine location and menu.
- C. Coordinate with the LPY Committee, Boss of the Year Committee, and the Scholarship Committee.
- D. Determine from the incoming President who shall serve as the installing officer and/or other speaker.
- E. Coordinate with the LPY Committee, Boss of the Year Committee, and the Scholarship Committee to arrange for individuals to present program (e.g., master of ceremonies, person to give invocation, person to make appropriate introductions of installing officer, persons to present awards, other speaker, and other guests (incoming President to make gift presentation to outgoing President)).
- F. Prepare budget and submit to the Board of Directors for approval, including reservation prices (i.e., member and nonmember rates) and the entertainment arrangements.
- G. Send letters to special guests (i.e., installing officer, Ingham County Bar President, State Bar Executive Director, immediate past Boss of the Year, and immediate past Legal Professional of the Year) inviting each of them and a guest to attend as guests of NALS of Lansing.
- H. Send letters to former Bosses of the Year and former Legal Professionals of the Year inviting each of them and a guest to attend at the member rate.
- I. Work with the Public Relations Committee for advance publicity.
- J. Prepare reservation form which includes a statement pertaining to cancellation policy and refunds, distribute forms to membership.
- K. Determine contents of program (e.g., outline of event, list of current officers and officers elect, past LPYs, past Bosses of the Year, ALS's, PLS's and PP's, Code of Ethics, etc.).
- L. Prepare printed program and distribute to those in attendance.
- M. Obtain and present appropriate gift to the installing officer and to the other speaker, if applicable (Standing Rule No. 42.I.) and extend appreciation from NALS of Lansing.
- N. Obtain and present appropriate gift for guest speaker if applicable (Standing Rule 42.I.).
- O. Recognize certified members, past Bosses of the Year, past LPYs, and past Presidents.
- P. Provide information to the Public Relations Committee regarding newly installed officers, Boss of the Year, LPY, and Scholarship recipient.
- Q. Send thank you letters as appropriate (e.g., speaker, special guests).

No. 15 BAR LIAISON/LAW DAY.

- A. Serve as the liaison between NALS of Lansing and bar associations.
 - 1. Advise local bar association of appointment and offer assistance of NALS of Lansing when feasible.
 - 2. Send congratulatory letters to newly elected officers of the local bar association.
 - 3. Work with the NALS of Michigan State Bar liaison (e. g., Law Day observance, State Bar Annual Meeting).

- B. Coordinate an annual Law Day observance program.
 - 1. Obtain information regarding ABA theme, date of statewide celebration, and bar-sponsored activities.
 - 2. Select date, time, location, menu (if applicable), speaker, registration fees (i.e., members, nonmembers, students), and registration deadline; submit to the Board of Directors for approval.
 - 3. Prepare budget and submit to the Board of Directors for approval.
 - 4. Confirm speaker and advise of ABA theme.
 - a. Offer assistance of the Committee.
 - b. Make appropriate introduction of speaker at the program.
 - c. Present a gift to the speaker and extend appreciation of NALS of Lansing.
 - 5. Determine whether program should include invocation, pledge of allegiance to the flag, reading of the Code of Ethics, remarks from the President, and introduction of special guests.
 - 6. Work with Public Relations Committee for publicizing program.
 - 7. Prepare registration form.
 - a. Distribute to members either directly or in the newsletter.
 - b. Include statement pertaining to cancellation policy and refunds.
 - c. Determine distribution to legal community.
 - 8. Prepare continuing legal education (CLE) certificates and present to members in attendance, if applicable.

No. 16 BOSS OF THE YEAR.

- A. Prepare the rules and regulations of the Boss of the Year contest for distribution to members together with an application form.

Rules and regulations:

RULES AND REGULATIONS
NALS of Lansing
"Boss of the Year" CONTEST

1. Only a member of the NALS of Lansing may submit an application, and each member is limited to one application in the contest.
2. Deadline for applications to be received by the Boss of the Year chairperson is [insert date].
3. A member may not submit an application for a boss who has been previously honored by the NALS of Lansing as "Boss of the Year." The former Bosses of the Year are: [list honorees].
4. The application shall be submitted on the attached form and shall be submitted in quadruplicate by mail to: [list name and mailing address of Boss of the Year chairperson. If more space is required to complete any section of the application form, use the back of the page. An application shall be disqualified if any word limit is exceeded. No testimonial letters or other supporting documents will be considered.
5. Any member whose application has been disqualified will be so notified by the Boss of the Year chairperson and given the reason(s) for disqualification.
6. Three judges who shall be selected by the Boss of the Year Committee and approved by the Board of Directors at a regular Board of Directors meeting. The judges cannot be an attorney or practicing in the legal profession. Civic leaders and educators are recommended.

In the alternative to selecting three judges, another local chapter of the NALS of Michigan can be chosen to review the applications.

7. The three judges or the chosen local chapter shall judge all nominees based on information contained on pages 2 and 3 of the application forms as follows:
 - a. Nominee's attitude toward the NALS of Lansing member as an employee:45%
 - b. Nominee's professional conduct and nominee's relationship with others in a professional capacity: 30%
 - c. Nominee's participation in and support of member's professional activities:15%
 - d. Nominee's participation in professional, civic, and charitable activities:
10%
8. The identities of the nominees shall be kept confidential by the members submitting the applications.
9. The identities of the nominees and finalists shall be kept confidential by the Boss of the Year chairperson and further shall be kept confidential by the judges or chosen

local chapter if the judges or chosen local chapter are able to determine identities based on professional, civic, and charitable activities of nominees.

10. Obtain and present "Boss of the Year" plaque.
11. The "Boss of the Year" will be announced with appropriate ceremony at NALS of Lansing Awards Night and Installation of Officers. The name of the member who submitted the application for the "Boss of the Year" will also be announced. The identities of the other finalists in the contest will remain confidential.

See **Exhibit D** for example of Boss of the Year Application.

No. 17 BUDGET.

- A. Prepare and present a proposed budget of income and expenses for the fiscal year no later than the June Board of Directors meeting, and show a comparison with the prior fiscal year's budget. Also reflect proposed financial activity in the general savings account and the scholarship savings account and include the amount of the scholarship award for the fiscal year.
- B. Prepare for approval a six-month status report of the budget as of October 31 and submit the report to the Board of Directors at least one week before its December meeting.
 1. Report the status of each line item in the budget in the following columns:
 - a. Item
 - b. Actual receipts
 - c. Actual expenses
 - d. Net year to date
 - e. Budgeted amount
 - f. Budget or (Deficit)

See **Exhibit E** for sample **Budget and Comparison Budget.**

No. 18 BYLAWS AND STANDING RULES.

- A. Distribute current Bylaws and Standing Rules to all members of the Board of Directors who do not already have them. Distribute current Bylaws and Standing Rules to any other member who requests them.
- B. Review existing Bylaws and Standing Rules and draft proposed amendments when deemed appropriate or as instructed by the membership or the Board of Directors.
- C. Provide members at least a 15-day written notice of proposed amendments to Bylaws.
- D. Move for adoption of proposed amendments to Bylaws and/or Standing Rules and be prepared to participate in the discussion.

- E. Prepare in triplicate for signature of the Secretary a Certification of Adoption of Amendments Amendments to Bylaws certifying that at a meeting of NALS of Lansing on a certain day the attached amendments to Bylaws were adopted after proper notice duly given and further certifying that the amendments do not conflict with the Bylaws of either NALS or NALS of Michigan. Retain one copy of the certification and send two copies to the NALS of Michigan parliamentarian, who will review and approve the amendments and forward one copy of the certification to NALS, as required by the NALS' Standing Rules.

No. 19 CERTIFICATION.

- A. Promote interest in the ALS, PLS and PP certification programs. Announce at various membership meetings that the study group is open to all members, and announce other points of interest (e.g., what the study group is presently studying, eligibility requirements to take the ALS, PLS and PP exams, the next deadline for submitting an application to sit for the ALS, PLS and PP exams), submit promotional announcements to the Newsletter Committee, and answer inquiries from members and nonmembers.
- B. Coordinate a study group for members.
 - 1. Utilize as references the certification resource manuals and the references listed in them published by the NALS Resource Center.
 - 2. Maintain the certification library and order new books for the library as necessary, being mindful of the restrictions imposed by the Committee's budget.
 - 3. Utilize workbooks, quizzes, and mock examinations to the extent possible. Encourage the members of the study group to "look it up" if there is a question and assist in locating materials in the reference books.
 - 4. Pace the activities of the study group to cover all parts of the certification resource manuals.
 - 5. Be motivational, however, observe the lifetime pledge of confidentiality about the contents of the certification exams.
 - 6. Maintain a supply of current application forms and assist the members in completing and filing applications.
 - 7. To assist the members of the study group, the chairperson may order reference books from the NALS Resource Center or Westlaw in the name of NALS of Lansing, provided she get the payment up front from the members.
- D. Maximize recognition of a member who becomes certified.
 - 1. Coordinate recognition program to be part of the membership meeting immediately following the announcement of certification. Prepare remarks to recognize the newly certified members.
 - a. Notify the President to add a certification recognition program to the agenda, and inform the newly certified members that a recognition program is planned.

- b. Order an engraved gift to be presented as part of the recognition program (e.g. ALS, paperweight; PLS, engraved box; and PP, engraved pen and pencil set).
 - c. Arrange for invitation of the employer of the newly certified member to attend the meeting as a guest of NALS of Lansing.
 - 2. Obtain biographical sketches and photographs of the newly certified members and submit them to NALS of Lansing Newsletter Committee, the Public Relations Committee, and the NALS of Michigan official publication.
 - 3. Notify the Treasurer to add certification initials (e.g. ALS, PLS, and PP) after the member's name on the roster.
- E. If applicable, create and be responsible for the NALS of Lansing mock certification exam.
- F. Recognition of Professional Certification.
 - 1. The basic certification for legal professional (ALS) attained by members shall be recognized by NALS of Lansing and used at appropriate times (i.e., roll call, minutes, official roster, etc.).
 - 2. The advanced certification for legal professionals (PLS) attained by members shall be recognized by NALS of Lansing and used at appropriate times (i.e., roll call, minutes, official roster, etc.).
 - 3. The advanced certification for professional paralegals (PP) attained by members shall be recognized by NALS of Lansing and used at appropriate times (i.e., roll call, minutes, official roster, etc.).
 - 4. Other professional certifications obtained by members (e.g., CER, CLA, CPS) may be recognized by NALS of Lansing but are not required to be included in taking roll call or preparing minutes.

No. 20 COMMUNITY SERVICE.

- A. Investigate possible community service projects and make recommendations to the Board of Directors for approval.
- B. Coordinate community service activities.

No. 21 CONTINUING LEGAL EDUCATION (CLE).

- A. Arrange for 30-minute legal education program at membership meetings (Standing Rule No.3.A.4.).
 - 1. Confirm speaker and topic after obtaining approval from the Board of Directors, offer assistance if handout material will be used.
 - 2. Make appropriate introduction of speaker at the membership meeting.
 - 3. Present a gift to the speaker, if appropriate, and extend appreciation of NALS of Lansing.

4. Prepare continuing legal education (CLE) certificates and present to members in attendance, if applicable.
- B. Arrange for legal education seminar and a mini seminar series over the lunch hour (i.e. lunch and learn series) during each fiscal year.
1. Select date, time, location, topics, registration fees (i.e., members, nonmembers, students), and registration deadline, submit to the Board of Directors for approval.
 2. Prepare the budget and submit to the Board of Directors for approval.
 3. Confirm speakers and offer assistance if handout material will be used.
 - a. Make appropriate introductions of speakers at seminar.
 - b. Determine whether speakers require fees, present gift to speakers, if appropriate, extend appreciation of NALS of Lansing.
 4. Arrange for registration procedure at seminar.
 5. Arrange for luncheon, if necessary.
 6. Arrange for refreshment breaks, if necessary.
 7. Print seminar flyers with registration form.
 - a. Include statement pertaining to cancellation policy and refunds.
 - b. Distribute to members either directly or in the newsletter.
 - c. Determine distribution to legal community.
 - d. Provide adequate number to Director for distribution at the NALS of Michigan Board of Directors meeting.
 - e. Determine desirability of endorsements.
 - f. Provide a copy to the NALS of Michigan official publication editor if an advertisement is desired.
 8. Prepare continuing legal education (CLE) certificates and present to members in attendance at conclusion of seminar.
 9. Determine necessity for name tags, evaluation forms, and other supplies.
 10. Discuss with Membership Committee feasibility of providing membership materials (e.g., applications, brochures) or making a direct presentation.
- C. Furnish legal education material to the Newsletter Committee upon request.
- D. Promote interest in the NALS' continuing legal education recognition award program by announcing at various membership meetings the eligibility requirements and the application deadlines and submitting promotional announcements to the Newsletter Committee.

- E. Work with Public Relations Committee to publicize legal education programs.

No. 22 COURT OBSERVANCE.

- A. Plan court observance program during the month of October in conjunction with National Court Observance Week.
 - 1. Confirm speaker and topic after obtaining approval from the Board of Directors, offer assistance if handout material will be used.
 - 2. Make appropriate introduction of speaker.
 - 3. Present a gift to the speaker, if appropriate, and extend appreciation of NALS of Lansing.
 - 4. Prepare continuing legal education (CLE) certificates and present to members in attendance, if applicable.
- B. Work with the Public Relations Committee to publicize the program.

No. 23 EMPLOYMENT.

- A. Keep a record of members seeking employment and employers requesting employment services.
- B. Contact interested members when employment opportunities become known.
- C. Place notice in newsletter that employment information is available upon request.
- D. Restrict employment information to NALS' members only. Offer to forward the names of nonmembers to the Membership Committee.
- E. Do not provide information to or obtain information from employment agencies.
- F. Never discuss salaries or any other benefits with applicants or prospective employers.
- H. Restrict meeting announcements to general statements that employment information is available from the chairperson.

No. 24 ETHICS. (Refer to Bylaws.)

No. 25 FINANCE.

- A. Investigate possible fund-raising projects and make recommendations to the Board of Directors.
- B. Promote fund-raising projects and sale of items at membership and NALS of Michigan meetings, if appropriate, and arrange for proper display.
- C. Keep members fully informed of items available for sale and status of specific fund-raising projects.

No. 26 FINANCIAL REVIEW.

- A. Examine the financial records of NALS of Lansing quarterly (May, August, November, and February).
- B. Prepare a list of necessary adjusting entries; attach to financial review.
- C. Include in report a list of written recommendations, if appropriate, regarding financial and record keeping procedures.
- D. Offer advice and counsel to the Treasurer when deemed appropriate.

No. 27 LEGAL PROFESSIONAL OF THE YEAR (LPY).

- A. Coordinate the NALS of Lansing LPY award.
 - 1. Report at the January membership meeting the qualifications for nominees for NALS of Lansing LPY and ask for nominations.

Requirements are:
 - a. Three years' legal experience.
 - b. A member of NALS of Lansing for two years.
 - c. Participation in local activities.
 - d. A willingness to assist in projects.
 - 2. Announce previous LPY recipients who are not eligible for award.
 - 3. Provide each nominee with a questionnaire relating to experience and activities.
 - 4. Write to each nominee's employer requesting a letter of endorsement.
 - 5. Prepare numbered ballots in accordance with the preferential voting method (Standing Rule No. 44). Attach to the ballots photocopies of the questionnaires prepared by the nominees and letters of endorsement from their employers.
 - 6. Provide one ballot to each NALS of Lansing member in the March newsletter (coming out the end of February) with instructions to cast the ballot. Ballots must be received by the chairperson no later than March 31.
 - 7. Count the ballots according to preferential voting procedure and destroy the ballots immediately after the count. (Note: The chairperson of this Committee is the teller.)
 - 8. Withhold identity of winner until Awards Night and Installation of Officers.
 - 9. Obtain "Legal Professional of the Year"plaque and appropriate gift.
 - 10. Present plaque and appropriate gift to the LPY at Awards Night and Installation of Officers.

- B. Coordinate the submission of NALS of Lansing's nominee for the NALS of Michigan LPY award.
 - 1. Report the qualifications at the December membership meeting.
 - 2. Submit the application to the NALS of Michigan chairperson prior to the deadline.
- C. Coordinate the submission of NALS of Lansing's nominee for the NALS Award of Excellence.
 - 1. Report the qualifications at the February membership meeting.
 - 2. Submit the application to the NALS chairperson prior to the deadline.

No. 28 MARKETING.

Work with Public Relations Chairperson to coordinate the marketing activities of the association through ads and other marketing tools.

No. 29 MEETINGS.

- A. Notify members through the newsletter of membership meetings, include the following details:
 - 1. Location.
 - 2. Menu.
 - 3. Cost.
 - 4. Speaker and topic, if applicable.
 - 5. Cancellation policy (Standing Rule No.3.A.3.).
- B. Call or e-mail members to remind them of membership meetings and to take their reservations.
- C. Make all arrangements for membership meetings (i.e., location, menu, adequate seating, podium and microphone, head table, and any other special requirements).
- D. Notify the President and the Vice President, prior to meetings, of nonmembers expected to attend.
- F. Submit cost of speaker's meal to Treasurer for payment from meetings expense budget.
- I. If applicable, serve as collection agent of meal expenses from persons who made reservations but did not attend and did not timely cancel their reservations.

No. 30 MEMBERSHIP.

- A. Solicit new members and promote membership.
- B. Coordinate an annual membership drive.
- C. Receive membership applications and consider eligibility of prospective members.

- D. Receive written nominations for honorary members.
- E. Answer promptly all inquiries from individuals expressing an interest in NALS of Lansing, whether such inquiry is directed to membership chairperson personally or referred by any member, officer, or Committee chairperson of NALS of Lansing, NALS of Michigan, or NALS.
- F. Provide membership information to all nonmembers who attend a meeting or seminar.
- G. Follow up on inquiries in writing or by telephone.
- H. Introduce each new member at membership meetings.
- I. Prepare a bio of each new member for newsletter.
- J. Provide each new member with a copy of NALS of Lansing Bylaws and Standing Rules.
- K. Have available at meetings copies of NALS of Lansing, NALS of Michigan, and NALS' informational brochures.
- L. Contact individuals not renewing membership and attempt to learn reason(s) for not doing so.
- M. Contact members one month prior to their anniversary date to remind them to renew.
- N. If applicable, review the NALS of Lansing brochure and, if necessary, revise it with prior approval of the Board of Directors.

No. 31 NALS TRAINING COURSE.

- A. Obtain rules of procedure and course requirements for course from the NALS Resource Center.
- B. Ensure that the course sponsored by NALS of Lansing meets all requirements of the NALS Training Course.
- C. Obtain approval from the Board of Directors on whether to sponsor the basic or advanced version or both versions of the NALS Training Course.
- D. Obtain approval from the Board of Directors for the registration fees, dates, and location for the NALS Training Course.
- E. Prepare a budget of anticipated income and expenses for the course for approval by the Board of Directors.
- F. Obtain approval from the State Bar of Michigan or another appropriate facility to use its facilities and services to conduct the course.
- G. Obtain appropriate instructors for each session.
- H. Prepare registration flyers for distribution in the legal community advertising the course, include a statement regarding the cancellation and refund policy.
- I. Coordinate other advertising with the Public Relations Committee.

- J. Order appropriate texts and workbooks from the NALS Resource Center or Westlaw.
- K. Follow procedures set out in the NALS Training Course outline.
- L. Arrange to have the NALS of Lansing Vice President provide membership information and applications at one session of the course.
- M. Record attendance at each session of the course.
- N. Prepare a thank you letter and/or gift as deemed appropriate to each person who serves as an instructor for the course.
- O. Obtain the final examination from the NALS Resource Center, give examination, grade examination, send results to the NALS Resource Center for certificates.
- P. Coordinate ALS examination for students wishing to take it.
 - 1. Notify students of examination date, deadline for application, and location.
- Q. Present a final report to the Board of Directors at the conclusion of the course, including number of registrations, number of students graduating, financial report, and inventory of books.
- R. The chairperson or co-chairpersons are not required to pay the registration fee and are therefore not entitled to keep the textbook and handout materials for personal use.

No. 32 NEWSLETTER.

- A. Prepare a monthly newsletter entitled the Capital Forum.
- B. Obtain approval of the Board of Directors for the size and basic design.
- C. Receive copies of reports from officers and committees.
- D. Include the following information in the monthly newsletter:
 - 1. Notice of membership meeting including the following details:
 - a. Location.
 - b. Menu.
 - c. Cost.
 - d. Speaker and topic, if applicable.
 - e. Cancellation policy (Standing Rule No.3.A.3.).
 - 2. Detailed calendar for the month.
 - 3. Dates of future events.
 - 4. Reservation forms for special programs (e.g., Law Day observance, Awards Night and Installation of Officers).

5. Names and preferred telephone numbers of officers and chairpersons.
 6. Name, address, and telephone number of newsletter chairperson.
 7. Reports of officers and chairpersons.
 8. Approved Minutes of the Membership Meeting with any references to financial status omitted.
 9. Additional items of interest to the members.
- E. Distribute the newsletter for the next month within fourteen days following the membership meeting (e.g., the newsletter distributed in March is designated the April newsletter).
- F. Distribute the newsletter to NALS of Lansing members, the NALS of Michigan President Elect, and other NALS of Michigan local chapters when appropriate.

No. 33 NOMINATIONS AND ELECTIONS.

- A. Contact each member via telephone or email and ask if the member wants to be placed on the ballot as a nominee for one or more of the positions to be elected at the Annual Meeting.
1. President.
 2. Vice President.
 3. Secretary.
 4. Treasurer.
 5. Director.
 6. Delegate to NALS of Michigan Annual Meeting.
 7. Delegate to NALS of Michigan Annual Meeting.
 8. Delegate to NALS of Michigan Annual Meeting.
 9. First alternate delegate to NALS of Michigan Annual Meeting.
 10. Second alternate delegate to NALS of Michigan Annual Meeting.
 11. Third alternate delegate to NALS of Michigan Annual Meeting.
- B. Do not place a member's name on a ballot unless the member has agreed to be nominated for the position.
- C. Prepare a ballot packet in the order the positions are listed in Standing Rule No. 33.A. containing:
1. One ballot for the delegates to the NALS of Michigan Annual Meeting.
 2. One ballot for the alternate delegates to the NALS of Michigan Annual Meeting.

3. One ballot for each of the other five elective positions.
4. Blank ballots to be used in the event additional voting is necessary to obtain a majority vote.

D. Include on each ballot:

1. The elective position.
2. The voting instruction, i.e.:
 - a. "Vote for one" on all ballots except the ballot for the delegates and alternate delegates to the NALS of Michigan Annual Meeting.
 - b. "Vote for three" on the ballot for the delegates and alternate delegates to the NALS of Michigan Annual Meeting.
3. Nominees in alphabetical order, including for each nominee:
 - a. Name of nominee plus initials designating any professional certification(s) earned by the nominee.
 - b. Number of years nominee has been a member of NALS of Lansing.
 - c. Present employment of nominee.
 - d. List of NALS of Lansing offices (elected and appointed) and chairpersonships held by nominee and the years the positions were held.
 - e. For each nominee for delegate or alternate delegate, the year(s) nominee previously served in that capacity.
4. Detachable portion for voting purposes, list names of nominees in alphabetical order plus blank lines for the purpose of inserting any nomination(s) from the floor.

E. Prepare two types of forms to be used by the tellers, and give the forms to the President prior to the election.

1. Tellers' Worksheet. Prepare a worksheet to correspond to each ballot. List on the left hand side the names of the nominees for the position plus blank lines for the purpose of inserting any nomination(s) from the floor. Leave space on the right-hand side for the tellers to make notations.
2. Tellers' Report to the President. Prepare a report form to correspond to each ballot containing the following information:

Position: _____
 Total votes counted: _____
 Amount required for majority: _____
 Is there a majority? Yes ___ No ___

Nominees: Votes:
 _____ _____

Total Votes _____

- F. When called upon to do so at the Annual Meeting, read the list of nominees for each position and distribute a ballot packet to each member.
- G. Do not conduct the election. (The President will appoint tellers and conduct the election.)
- H. After the elections for all positions have been completed, submit a motion that the ballots be destroyed together with the tellers' worksheets and the tellers' reports to the President.

No. 34 PUBLIC RELATIONS.

- A. Place proper notices in newspapers, in the local bar association publication, and with other media regarding meetings and activities of NALS of Lansing, Boss of the Year recipient, LPY recipient, newly-elected officers, and newly-certified ALSs, PLSs, and PPs; act as the liaison between news media and NALS of Lansing.
- B. Become familiar with NALS of Lansing's plans and goals; work with all committees whose duties or projects would benefit from publicity.
- C. Work with the NALS of Lansing Marketing Committee Chairperson, NALS of Michigan President-elect and the NALS Resource Center with regard to local publicity for NALS of Lansing, NALS of Michigan and NALS' activities.
- D. Assist Certification Chairperson with publicity, e.g., obtain biographical sketch and photograph and submit to NALS of Lansing Newsletter Committee, the NALS of Michigan official publication, local bar association publication, and the *Lansing State Journal*.

No. 35 SCHOLARSHIP.

- A. Refer to the budget for the amount(s) of the Mariann Farhat, PLS, Memorial Scholarship.
- B. Obtain rules and regulations and application forms for the NALS of Michigan and the NALS' scholarship from the respective chairperson.
- C. Notify members and area schools and colleges in writing of the Mariann Farhat, PLS Memorial Scholarship.
- D. Provide members and schools with information and application forms for completion and return to NALS of Lansing scholarship chairperson by January 31.
- E. Arrange for three impartial judges to review the applications and select three finalists if more than five qualified applications are received. If five or fewer qualified applications are received those nominees shall automatically become the finalists, and selection and approval by judges will not be required.
- F. Prepare a written ballot for the Mariann Farhat, PLS, Memorial Scholarship for vote by membership utilizing preferential voting method (Standing Rule No. 44) See **Exhibit F** for sample ballot.

1. Mail one ballot to each NALS of Lansing member by March 15, with instructions to cast the ballot. Ballots must be received by the chairperson no later than March 31.
 2. Count votes to determine winner and destroy the ballots immediately after the count. (Note: The chairperson of this Committee is the teller.)
- G. Submit timely applications of winner of the Mariann Farhat, PLS, Memorial scholarship for entry in NALS of Michigan scholarship contest.
- H. Contact the scholarship winner following his/her selection and inform him/her of his/her award.
- I. Extend invitations to the scholarship winner (and one guest each) to attend the NALS of Lansing Awards Night and Installation of Officers as guests of NALS of Lansing.
- J. Present a scholarship certificate to the winner at Awards Night and Installation of Officers.
- K. Present an appropriate gift to the winner at Awards Night and Installation of Officers.
- L. Transmit scholarship funds to the appropriate school upon enrollment by winner (Standing Rule No. 8.K.).
- M. If requested, attend winner's awards program at his/her school.
- N. Notify the scholarship winner of the two-year limitation on the use of the scholarship.

No. 36 SOCIAL.

- A. Coordinate a summer social event.
1. Choose a place and date for the summer social event (usually held in August; obtain approval from the Board of Directors.
 2. Provide sign-up sheets at membership meetings to determine attendance, guests, and any other pertinent information.
 4. Determine desirability of games or activities.
- B. Coordinate an annual holiday party.
1. Choose a place and date for the December holiday party; obtain approval from the Board of Directors.
 2. Provide sign-up sheets at membership meetings to determine attendance, and any other pertinent information.
 3. Determine desirability of games, activities, or door prizes.
- C. Coordinate an additional activity at regular membership meetings when appropriate.

No. 37 SPEAKERS BUREAU.

- A. Compile and maintain a list of NALS of Lansing members who are willing to speak at area high school and college career day programs and/or bar association functions.

- B. Notify area high schools and colleges of availability of NALS of Lansing members as speakers for career day programs.
- C. Notify the local bar association of availability of NALS of Lansing members as speakers for bar association meetings or functions.
- D. Contact NALS of Lansing members and President when speaking requests are received, and arrange to fill such requests.

No. 38 TECHNOLOGY.

- A. Update NALS of Lansing web page with current events and information on a monthly basis.

No. 39 NALS OF MICHIGAN ANNUAL MEETING DELEGATES.

- A. Inform the President and the Treasurer if unable to attend the NALS of Michigan Annual Meeting so that an alternate delegate can be properly funded in advance; cancel any reservations made and arrange for refunds.
- B. Decide in advance among the three delegates how the reporting responsibilities will be divided.
- C. Attend all business sessions, all social functions funded by NALS of Lansing, and as many of the other activities as possible.
- D. Be familiar with the slate of officers, any proposed bylaw amendments, scholarship nominees, and any other matters to be voted upon; vote on behalf of NALS of Lansing as informed; request a caucus if necessary.
- E. Maintain contact with the other NALS of Lansing delegates, alternate delegates, and other members attending the Annual Meeting.
- F. Gather materials distributed at the Annual Meeting and related activities.
- G. Prepare a written report for presentation at the May membership meeting including the business of the Annual Meeting and related activities.
- H. Submit to the Treasurer vouchers for approved expenses to be paid by NALS of Lansing.

No. 40 NALS OF MICHIGAN ANNUAL MEETING ALTERNATE DELEGATES.

- A. Attend all business sessions, and attend as many of the other activities as possible.
- B. Maintain contact with the delegates and other NALS of Lansing members attending the Annual Meeting.
- C. Be available to sit in a delegate's place and vote on behalf of NALS of Lansing if a delegate is unable to do so, if sitting part-time in the place of a delegate, submit a written report to the delegate for inclusion in the delegate's written report for presentation at the May membership meeting.
- D. Submit to the Treasurer a voucher for approved expenses to be paid by NALS of Lansing.

No. 41 ADOPTION, AMENDMENT, AND SUSPENSION OF STANDING RULES.

- A. Standing Rules may be adopted by a majority vote at any meeting of the Board of Directors.
- B. A standing rule may be amended or rescinded by a two-thirds vote without previous notice or by a majority vote after previous notice at any meeting of the Board of Directors.
- C. A standing rule may be suspended for the duration of a single meeting by a majority vote.

No. 42 GIFTS.

- A. A gift selected by the Vice President and charged to the miscellaneous budget shall be presented to the outgoing President at the installation program.
- B. A gift selected by the Scholarship Committee and charged to the scholarship budget shall be presented to the Mariann Farhat, PLS Memorial Scholarship winner, if appropriate.
- C. A gift selected by the Certification Committee and charged to the Certification Committee budget shall be presented to any member who becomes certified as a ALS, PLS or PP (e.g. ALS, paperweight; PLS engraved box; and PP, engraved pen and pencil set).
- D. A gift selected by the CLE Committee and charged to the CLE budget shall be presented to any member or nonmember who serves as a guest speaker at a meeting, if appropriate.
- E. A gift selected by the CLE Committee and charged to the CLE budget shall be presented to any member or nonmember who serves as a legal education speaker at a seminar, if appropriate.
- F. A gift selected by the NALS Training Course Committee and charged to the NALS Training Course budget shall be presented to any member or nonmember who serves as a legal education speaker at the NALS Training Course, if appropriate.
- G. A gift selected by the Bar Liaison/Law Day Committee and charged to the Bar Liaison/Law Day budget shall be presented to any member or nonmember who serves as a legal education speaker at a Law Day observance program, if appropriate.
- H. A gift selected by the Court Observance Committee and charged to the Court Observance budget shall be presented to any member or nonmember who serves as a legal education speaker at a Court Observance program, if appropriate.
- I. A gift selected by the Awards Night and Installation of Officers Committee and charged to the Awards Night and Installation of Officers budget shall be presented to any member or nonmember who serves as a guest speaker or installing officer at Awards Night and Installation of Officers, if appropriate.
- J. A gift selected by the LPY Committee and charged to the LPY budget shall be presented to the Legal Professional of the Year.
- K. A gift selected by the Executive Advisor and charged to the miscellaneous budget shall be presented to a member upon election to a NALS of Michigan or NALS office or selection as a NALS of Michigan LPY or NALS Award of Excellence finalist.

No. 43 PERMANENT RECORDS.

- A. Shall consist of Bylaws, Standing Rules, minutes, contracts, membership rosters, publications and newsletters, emblem artwork, and tax exemption file. See also Standing Rules No. 7.D. and 8.O.

No. 44 PREFERENTIAL VOTING.

The voting and counting procedure as outlined in Robert's Rules of Order, Newly Revised, shall be followed:

On the preferential ballot . . . the voter is asked to indicate the order in which he prefers all the candidates . . . , placing the numeral 1 beside his first preference, the numeral 2 beside his second preference, and so on for every possible choice. In counting the votes for a given office or question, the ballots are arranged in piles according to the indicated first preferences--one pile for each candidate The number of ballots in each pile is then recorded for the tellers' report. These piles remain identified with the names of the same candidates . . . throughout the counting procedure until all but one are eliminated as described below. If more than half of the ballots show one candidate . . . indicated as first choice, that choice has a majority in the ordinary sense and the candidate is elected But if there is no such majority, candidates . . . are eliminated one by one, beginning with the least popular, until one prevails, as follows: The ballots in the thinnest pile--that is, those containing the name designated as first choice by the fewest number of voters--are redistributed into the other piles according to the names marked as second choice on these ballots. The number of ballots in each remaining pile after this distribution is again recorded. If more than half of the ballots are now in one pile, that candidate . . . is elected If not, the next least popular candidate . . . is similarly eliminated, by taking the thinnest remaining pile and redistributing its ballots according to their second choices into the other piles, except that, if the name eliminated in the last distribution is indicated as second choice on a ballot, that ballot is placed according to its third choice. Again the number of ballots in each existing pile is recorded, and, if necessary, the process is repeated--by redistributing each time the ballots in the thinnest remaining pile, according to the marked second choice or most preferred choice among those not yet eliminated--until one pile contains more than half of the ballots, the result being thereby determined. The tellers' report consists of a table listing all candidates . . . , with the number of ballots that were in each pile after each successive distribution.

If a ballot having one or more names not marked with any numeral comes up for placement *at* any stage of the counting and all of its marked names have been eliminated, it should not be placed in any pile, but should be set aside. If at any point two or more candidates . . . are tied for the least popular position, the ballots in their piles are redistributed in a single step, all of the tied names being treated as eliminated. In the event of a tie in the winning position--which would imply that the elimination process is continued until the ballots are reduced to two or more equal piles--the election should be resolved in favor of the candidate . . . that was strongest in terms of first choices (by referring to the record of the first distribution)

No. 45 PROPERTY AND EQUIPMENT.

- A. Robert's Rules of Order, Newly Revised--in possession of the Parliamentarian.
- B. Gavel--in possession of the President.
- C. Certification library--in possession of the Certification Chairperson.

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LIST OF EXHIBITS

EXHIBIT A	Sample Agenda
EXHIBIT B	Sample Minutes
EXHIBIT C	Sample Motions for use in Minutes
EXHIBIT D	Sample Boss of the Year Application
EXHIBIT E	Sample Budget and Budget Comparison
EXHIBIT F	Sample Ballot

EXHIBIT A

SAMPLE AGENDAS

**AGENDA
NALS OF LANSING
BOARD OF DIRECTORS MEETING
_____, 20__**

1. Call to Order
2. Roll call - _____ [Name of Secretary]
3. Announcement of Quorum, Attendance, and Voting Rights [if applicable Approval of appointments by Executive Committee]
4. Approval of Minutes of _____, 20__, Board Meeting
5. Financial report - _____ [Treasurer]
6. Roster Report - _____ [Treasurer]
7. Financial Matters:
 - a. Money to the Treasurer \$ _____
 - b. Bills to the Treasurer \$ _____
 - c. Approval of Bills \$ _____
8. Matters to Discuss
9. Unfinished business
10. New Business
11. Confirmation of Reports to be Given at Next Membership Meeting
12. Announcements
13. Dates to Remember:

[list all upcoming events here, including Board Meetings, Membership Meetings, etc.]
Example:

January 4	NALS of Lansing Board Meeting 12:10 p.m. - Johnson & Wyngaarden, P.C.
-----------	--
14. Adjourned. Time. _____

EXHIBIT B

SAMPLE MINUTES

NALS OF LANSING

Minutes of the Membership Meeting
_____, 20__

Call to Order

The meeting of the membership of NALS of Lansing was called to Order by President _____, on Wednesday, _____, 20__, at _____ p.m. at the State Bar Building in Lansing, Michigan.

Reading of the NALS Code of Ethics

The NALS Code of Ethics was read by _____

Introduction of Guests

[List guests]

Minutes

The minutes of the _____, 20__ membership meetings were approved as distributed.

Correspondence

[list correspondence]

Unfinished Business

New Business

Announcements.

Guest Speaker

Adjournment

There being no further business, the meeting adjourned at _____ p.m.

[Secretary]

[President]

EXHIBIT C

SAMPLE MOTIONS FOR USE IN MINUTES

Carried motion: "On motion of _____, duly seconded, it was voted to increase the seminar registration fee to \$10."

Defeated motion: "It was moved by _____, and duly seconded, to Increase the seminar registration fee to \$10. The motion was defeated."

Bylaw amendment: "On motion by _____, duly seconded, the following bylaw amendment was adopted by two-thirds vote: Section _____ of Article _____ was amended to read: _____."

New Bylaws: "_____, parliamentarian, moved to substitute the proposed Bylaws for the existing Bylaws. The motion was duly seconded. Each section and each article were read. The proposed revised Bylaws were adopted as the Bylaws of NALS of Lansing and read as follows: (COPY THE REVISED Bylaws IN THEIR ENTIRETY AS ADOPTED)."

EXHIBIT D
APPLICATION FORM
BOSS OF THE YEAR 2006
NALS OF LANSING

NAME OF BOSS: _____

SPOUSE:

CHILDREN (names and ages):

BUSINESS ADDRESS: _____

NAME OF FIRM: _____

EDUCATION (school, degree, year): _____

HOBBIES AND INTERESTS: _____

PROFESSIONAL, CIVIC AND CHARITABLE ACTIVITIES: _____

APPLICATION SUBMITTED BY: _____

ADDRESS AND PHONE: _____

- A. Nominee's attitude toward the NALS of Lansing member as a person and as an employee. (Do not exceed 100 words. Use "Nominee," not gender.)
- B. Nominee's professional conduct and nominee's relationship with others in a professional capacity. (Do not exceed 50 words. Use "Nominee," not gender.)
- C. Nominee's participation in and support of member's professional activities. (Do not exceed 75 words. Use "Nominee," not gender.)
- D. Nominee's participation in professional, civic, and charitable activities. (Please list, no word limit.)

EXHIBIT E

SAMPLE BUDGET AND COMPARISON

NALS OF LANSING
BUDGET COMPARISON FOR FISCAL YEAR

INCOME	20 <u> </u> -20 <u> </u> (BUDGET)	20 <u> </u> -20 <u> </u> (ACTUAL)	OVER/ SHORT
Interest - Scholarship & Savings	\$		
Dues	\$		
Finance	\$		
CLE	\$		
PP Mock	\$		
TOTAL INCOME	\$	\$	\$
EXPENSES			
Awards Night			
Law Day			
Boss of the Year			
Certification Library			
Certification Presentation			
Community Service			
CLE			
Court Observance			
Installation			
LPY			
Meetings			
NALS of Michigan Ad			
NALS of Michigan Delegates			
NALS Training Course			
Miscellaneous			
Officers: President			
Vice President			
Secretary			
Treasurer			
Governor			
National Ad			
Newsletter			
Nominations & Elections			
Photocopying & Postage			
Permanent History			
Scholarship Award			
Scholarshp Presentation			
Social			
Technology			
TOTAL EXPENSES	\$		

EXHIBIT E

SAMPLE BUDGET AND BUDGET COMPARISON

NALS OF LANSING BUDGET
20__ - 20__

Income Accounts:

Interest - Scholarship & Savings	\$
Dues	\$
Finance	\$
CLE	\$
PP Mock	\$
Total	\$

Expense Accounts:

Awards Night	\$
Law Day	\$
Boss of the Year	\$
Certification Library	\$
Certification Presentation	\$
Community Service	\$
CLE	\$
Court Observance	\$
Installation	\$
LPY	\$
Meetings	\$
NALS of Michigan Ad	\$
NALS of Michigan Delegates	\$
NALS Training Course	\$
Miscellaneous	\$
Officers: President	\$
Vice President	\$
Secretary	\$
Treasurer	\$
Governor	\$
National Ad	\$
Newsletter	\$
Nominations & Elections	\$
Photocopying & Postage	\$
Permanent History	\$
Scholarship Award	\$
Scholarship Presentation	\$
Social	\$
Technology	\$
Total	\$

EXHIBIT F
Sample Ballot

PRESIDENT:

CHECK ONE

Nomination from floor

VICE PRESIENT:

CHECK ONE

Nomination from floor

SECRETARY:

CHECK ONE

Nomination from floor

TREASURER:

CHECK ONE

Nomination from the floor

GOVERNOR:

CHECK ONE

Nomination from floor

NALS OF MICHIGAN DELEGATE

CHECK THREE

Nomination from floor

Nomination from floor

NALS OF MICHIGAN ALTERNATE DELEGATE

CHECK THREE

Nomination from floor

Nomination from floor

Nomination from floor
