

***Colorado Association of  
Legal Support Staff***

***Guidelines***

**COLORADO ASSOCIATION OF LEGAL SUPPORT STAFF  
GUIDELINES**

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## **PREFACE**

### **COLORADO ASSOCIATION OF LEGAL SUPPORT STAFF**

The COLORADO ASSOCIATION OF LEGAL SUPPORT STAFF (CALSS) was organized on September 21, 1996.

CALSS functions through its Board of Directors, which is composed of five elected officers, one appointed officer and a representative from each local chapter, as well as one representative elected by the members-at-large. An Alternate State Representative may be designated for each local chapter and the members-at-large for purposes of voting at any meeting of the Board of Directors in the absence of the elected State Representative.

CALSS is a nonprofit, nonpartisan, nonpolitical, nonunion organization.

#### History of Guidelines:

Adopted: September 21, 1996

Amended: September 19, 2009, May 8, 2011

## **GENERAL INFORMATION**

### **PURPOSE**

THIS HANDBOOK IS ONLY A GUIDELINE AND IS TO BE USED IN CONJUNCTION WITH THE CALSS BYLAWS AND CALSS STANDING RULES. It is offered for the assistance of members of the CALSS Board of Directors, Committee Chairs, Chapter Presidents and all members of CALSS. Comments and suggestions in making this a better manual will be appreciated.

### **INTERPRETATION**

Any matter which is unclear should not be assumed to be a certain way. Contact the President for assistance. Nothing herein is meant to conflict with CALSS Bylaws or Standing Rules.

### **FILES/TRANSFER OF FILES**

Completely review the files of your predecessor. Maintain a complete and accurate file, keeping it up-to date with current copies of the following:

- CALSS Bylaws and Standing Rules.
- CALSS Guidelines.
- Roster.
- List of deadlines.
- Expense claim forms.
- Sample of CALSS logo (electronic and/or hard version)
- Current minutes of all meetings.

Immediately upon conclusion of your term, deliver your file, along with any suggestions and if time allows, it may be helpful to meet with your successor. Check the Standing Rules regarding file retention.

### **CORRESPONDENCE**

Copy the CALSS President on all correspondence. Answer all correspondence promptly.

### **FORMS/APPLICATIONS**

Any changes in forms, applications or other documents by an officer, committee chair or members of a committee should first be approved by the CALSS Executive Committee.

Update as needed, provide Web Site Chair with any forms or information.

### **EXPENSE CLAIMS AND BUDGET**

File itemized expense statements, with available receipts attached, with the Treasurer. Make budget recommendations in accordance with the Standing Rules.

## MEETINGS AND VOTING

Attend all CALSS Board Meetings and the CALSS Annual Meeting. The voting body of the Board of Directors is the CALSS Elected and Appointed Officers, one representative from each local chapter and one representative elected by the members-at-large.

## STATE REPRESENTATIVES

In addition to those items listed in the General Information section of these Guidelines, the file for this office should contain the following:

- Local chapter's current Bylaws and Standing Rules.

The State Representatives are members of the CALSS Board of Directors, the governing body of this Association. The State Representatives have been elected by the local chapters to represent them, and they have the responsibility of voting on behalf of the members of their respective local chapters at all CALSS Board Meetings.

State Representatives shall perform such duties as are set forth in their chapter Bylaws and Standing Rules, as well as other duties and responsibilities specified by their respective chapters. The State Representative is the local chapter's liaison officer with CALSS, and his or her most important duty (besides attending CALSS Board Meetings) is to make a full report to the local chapter following each CALSS Board Meeting. It is also very important that the State Representative report to the local chapter on all correspondence received from CALSS Officers and Chairs or pass the information along to the appropriate local chapter committee chair.

The CALSS President-Elect is the liaison officer for CALSS members, including State Representatives. All members are encouraged to keep the lines of communication open by directing any questions, problems, comments or suggestions to the President-Elect.

As a member of the CALSS Board of Directors, the State Representative receives minutes of meetings and reports of CALSS Officers, Committees and the other State Representatives, which he or she shall make available to the local officers and membership.

Amendments to CALSS Standing Rules and Bylaws should be extracted from the minutes of meetings and noted on file copies of the Standing Rules and Bylaws to keep them up to date. These updated copies shall remain with the State Representative's file and shall be passed on to his or her successor.

Along with the other members of the CALSS Board of Directors, a State Representative submits reports at all Board Meetings, in accordance with the directions provided in the Notice to the Board received from the CALSS Secretary. Each State Representative also submits a final report to the Annual Meeting in accordance with the directive in the Call to the Annual Meeting.

The State Representative is also responsible for submitting articles, reports or other materials regarding the activities of her or his chapter to the President Elect for inclusion in the *State of the Association*.

Any correspondence sent by the State Representative should always be copied to the local chapter president and, if applicable, to the CALSS President.

## ANNUAL MEETING

The Bylaws of the Colorado Association of Legal Support Staff state: This committee shall plan and promote the Annual Meeting of this Association.

The CALSS Annual Meeting Committee shall consist of the person or person who is selected at the previous annual meeting to host the following annual meeting. This may consist of members of a hosting chapter or group. Because this Committee carries many duties and responsibilities, the Committee might wish to select two members to act as Co-Chairs. Based upon this selection, the CALSS President shall recommend a Chair or Co-Chairs for approval by the CALSS Executive Committee. (For ease of reading, the term *Chair* throughout this section shall replace the term *Chair* or *Co-Chairs*. All responsibilities of the Chair shall apply to both Co-Chairs, when applicable.)

The Chair shall have direct responsibility for all aspects of the CALSS Annual Meeting, which shall be held during the first month of each fiscal year. Subcommittees may be established to handle many of the individual duties and/or events. (See *Subcommittees* below.)

General Guidelines: The Chair shall:

1. Perform duties in accordance with CALSS Bylaws and Standing Rules.
2. Review these Guidelines and the CALSS Bylaws and Standing Rules regarding Annual Meetings.
3. Prepare a calendar of deadlines.
4. Appoint a Site Coordinator to locate a meeting site and coordinate all site requirements on behalf of the Committee. Although the Chair need not be the Site Coordinator, it is recommended that the Chair sign any required contracts on behalf of CALSS and the Committee. (See *Site Selection* below for items to take into consideration in selecting a meeting site.)
5. Prepare a proposed budget for the Annual Meeting. (See *Budget* below for items to take into consideration in preparing the budget.)
6. Based on the figures set forth in the budget, prepare and submit a proposal for registration fee/scrip ticket to the CALSS Executive Committee for approval at the CALSS Third Board Meeting. The budget and proposed registration fees should be designed to create a cost-neutral event.
7. A bank account under the name *CALSS Annual Meeting Fund* is an established account, with signatories changed every year to members of the hosting entity. The CALSS Treasurer is responsible for the CALSS Annual Meeting Fund, and it is audited by the CALSS Audit Committee. Accordingly, all expenditures should be authorized by the Chair. It is recommended that the Annual Meeting Chair and CALSS Treasurer be signatories on the account. At no time shall funds of the Annual Meeting Fund and the hosting entity be commingled.
8. It is suggested that the Annual Meeting Committee coordinate the seminars and speakers with the approval of the CLE Committee. In addition, the Annual Meeting Committee shall be responsible for coordinating the space and equipment requirements in connection with the seminars.

9. Prepare a schedule of events for the Annual Meeting, consulting both the current year's President and President-Elect to determine any special events or other scheduling requirements. Prepare and submit to the CALSS Executive Committee a proposed registration form for approval. Upon approval, send the registration form to all CALSS members through the CALSS Secretary. (Note: This registration form is separate and distinct from the official Call to Meeting.)
10. Prepare a report or article for the *State of the Association* when applicable.
11. Following the Annual Meeting, when all expenses have been paid and all income received, the signatories of the CALSS Annual Meeting Fund shall be changed to members of the next year's hosting entity. Any remaining money in the CALSS Annual Meeting Fund should be transferred to CALSS, and the Executive Committee will determine the amount of seed money to be retained in the Annual Meeting Fund Account. An accounting of all income and expenses for the event should then be submitted to CALSS for the Audit Committee's review.

Subcommittees: In addition to the Site Coordinator and Treasurer, subcommittees may include, but are not limited to, the following:

1. *Contributions* - primarily responsible for acquiring outside funding (advertising, sponsorships, cash contributions or grants, donations in kind, etc.) for Annual Meeting expenses.
2. *Education* - will work with the CALSS CLE Chair to coordinate the Annual Meeting seminars.
3. *Events* - where appropriate, separate subcommittees may be appointed to plan each event; i.e., Friday night function, breakfast, luncheon and Saturday evening banquet, including any decorations, entertainment and/or other programs offered in connection with the event.
4. *Exhibitors/Vendors* - if exhibitors or vendors will be present, a subcommittee should be appointed to coordinate this event.
5. *Program* - responsible for preparing the Annual Meeting Program.
6. *Registration* - responsible for preparing and distributing the registration form for the Annual Meeting, processing registrations, staffing the registration table obtaining and providing designations for delegate and alternate delegate and preparing placards for seating of delegates by chapter at the Annual Meeting.

Budget: The following, information may be helpful in preparing a budget.

1. Income:
  - a. Registration fee.
  - b. Fees received from exhibitors and vendors.
  - c. Contributions/grants.
  - d. Advertising in Annual Meeting Program.
  - e. Miscellaneous.

2. Expenses:

a. Meeting site.

- (1) Rental for meeting rooms.
- (2) Catering charges for meals and breaks.
- (3) Special charges for audio/visual equipment, etc.

b. Photocopying/printing.

- (1) Registration form.
- (2) Annual Meeting Program.
- (3) Annual Meeting handouts, if applicable (copying Annual Meeting reports is a CALSS expense).
- (4) Handouts for seminars, if any.

c. Postage.

- (1) Solicitation letters to prospective contributors/advertisers/exhibitors.
- (2) Registration form.
- (3) Miscellaneous.

d. Miscellaneous.

- (1) Awards, if applicable (Outstanding Member award is an expense of that committee).
- (2) Gifts for speakers and/or judges.

Site Selection: When selecting an appropriate site for the Annual Meeting, the following should be taken into consideration:

1. Availability, size and number of meeting rooms.
2. Availability and size of exhibitor/vendor area.
3. Cost of meals, rooms and incidentals.
4. Cost of guest rooms.
5. Flexibility of site personnel.
6. Accessibility.

Additional Notes:

1. Although there may be no immediate expenses for this Committee, fund-raising should nevertheless be started as soon as possible after the hosting entity is selected. It is suggested that the Contributions Subcommittee be responsible for making the initial contact for all fund-raising efforts, including exhibitors, donations and program advertisers. Interested parties may then be referred to the Program and Exhibitors Subcommittees for follow-up work.

2. It may be beneficial to prepare a separate nonmember registration form for the seminars offered in connection with the Annual Meeting. This may be mailed to all law firms in the area, as well as to courts, government offices and any other offices that may generate interest in the Association and/or the seminars being offered.
3. All net proceeds of the Annual Meeting will remain in the annual meeting fund. Funds in excess of \$2,000 may be transferred to the CALSS general fund or the scholarship account at the discretion of the current Executive Committee.
4. To assist the hosting entity in preparing for the next succeeding Annual Meeting, copies of all pertinent documents should be placed in a file and forwarded to the successor Chair as soon as possible following the Annual Meeting. Such documents should include at a minimum: current Guidelines, the Annual Meeting Program and registration forms and final accounting. Also include any helpful notes, all subcommittee files and diskettes containing any useful forms.
5. Provide an extra program for the History Book Chair.

## **AUDIT COMMITTEE**

The Bylaws of the Colorado Association of Legal Support Staff state: This committee shall audit the books of this Association two times per fiscal year and report the results of the audits at the Second Board Meeting and at the Annual Meeting.

This committee consists of three members who are appointed by the President, as set forth in the CALSS Standing Rules. An audit of the Treasurer's accounts is for the protection of the Treasurer, as well as that of the organization. It is the only means of assuring everyone that the accounts are accurate and thereby relieves the Treasurer of responsibility for the periods covered by the report, except in the case of fraud.

When the committee receives the books and materials from the Treasurer, the Treasurer should have all books balanced for audit and financial report prepared covering his or her term of office.

The Audit Committee should have the following available to it:

- Checkbook and canceled checks
- All bank statements from all accounts
- Treasurer's journal of receipts and reimbursements
- Itemized statements of bills paid with proper vouchers
- Financial reports as presented at meetings
- Treasurer's annual financial report

The Audit Committee shall:

1. Perform duties in accordance with CALSS Bylaws and Standing Rules.
2. Review these Guidelines and the CALSS Bylaws and Standing Rules regarding AUDIT COMMITTEE.
3. Audit the Treasurer's books in accordance with the Bylaws.
4. Audit the Annual Meeting fund in accordance with the Bylaws and current accounting practices.
5. Draw a double line in red under the last item listed in the ledger, insert the date and place each of their initials by this entry. This should be done in the check register as well. This notifies the incoming Treasurer and the next Audit Committee of their starting point.
6. Sign the audit report (sample attached). All members of the committee shall sign the report.
7. Furnish a copy of the report to the President and the Treasurer. The original report shall be given to the Secretary, to be attached to the minutes of the meeting at which the report is adopted.
8. Audit the Treasurer's books if there is a change in persons holding the office of Treasurer during the fiscal year to protect all parties.
9. Prepare a report or article for the *State of the Association* when applicable.

If the committee has suggestions for the Treasurer or comments concerning entries, these should be noted. If the suggestions are recommendations, these should be included in the report of the Audit Committee to be approved by the membership.

There is rarely a file for this committee, but if so, it should contain a copy of the CALSS Bylaws and Standing Rules and a form of the audit report.

**SAMPLE**

**REPORT OF THE AUDIT COMMITTEE**

The undersigned have audited the financial reports, bank statements (including the deposit receipts and canceled checks) and the checkbook of the Colorado Association of Legal Support Staff and find the financial records of the Treasurer to be correct. (Or instead, state any problems that were found.)

Dated: \_\_\_\_\_

\_\_\_\_\_  
(name)

\_\_\_\_\_  
(name)

\_\_\_\_\_  
(name)

Recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **BULLETIN**

The Bylaws of the Colorado Association of Legal Support Staff state: This committee shall prepare and publish the bulletin of this Association, including all publicity releases therein. All publicity releases shall be approved by the Vice President.

This Chair prepares and publishes the CALSS bulletin, *de Novo*.

Responsibilities of and Guidelines for this Chair:

1. Perform duties in accordance with CALSS Bylaws and Standing Rules.
2. Review these Guidelines and the CALSS Bylaws and Standing Rules regarding the BULLETIN.
3. Publish issues every two months (odd-numbered months).
4. Distribute *de Novo* to the CALSS Secretary for distribution via e-mail in a timely fashion, offering members the option of receiving it via U.S. mail.
5. Assist local chapter editors when requested.
6. Set a deadline for receipt of material for each issue.
7. Solicit timely articles of educational content.
8. Obtain permission from the author when reproducing any article.

Suggestions and Helpful Hints:

1. Keep the file organized as to categories.
2. Clean out outdated materials.
3. Keep a copy of all articles, etc., published.
4. Keep extra copies of *de Novo* for future use.
5. Retain copies for the History Book.
6. Solicit suggestions from CALSS members regarding articles they have read they would like shared, to broaden our sources of professional information

## CONTINUING LEGAL EDUCATION

The Bylaws of the Colorado Association of Legal Support Staff state: This committee shall plan and promote educational seminars sponsored by the Association; apply for grants and other funding to support educational programs; and assist chapters, upon request, with seminars and classes, and other continuing legal education information.

The CALSS Vice President shall assist the CLE Committee. In addition, each local affiliated chapter may, at its discretion, designate a member to serve on the CLE Committee. Typically, this individual would be the local chapter CLE Chair or State Representative. The Chair shall have ultimate responsibility for all Committee activities.

The Committee shall have direct responsibility for all aspects of each CALSS-sponsored seminar. In addition, the Committee shall stand ready to assist any local affiliated chapter, upon request, with any chapter-sponsored seminar or educational program, including specifically any educational program offered in connection with any CALSS Board Meeting or Annual Meeting hosted by the local chapter.

General Guidelines: The Chair shall:

1. Perform duties in accordance with CALSS Bylaws and Standing Rules.
2. Review these Guidelines and the CALSS Bylaws and Standing Rules regarding CONTINUING LEGAL EDUCATION.
3. Prepare a proposed schedule of events, including CALSS Board Meetings, the CALSS Annual Meeting and any interim seminars or educational programs.
4. Prepare a calendar of deadlines, including at a minimum any events scheduled pursuant to Item 3 above, plus publication deadlines for *de Novo* and *State of the Association*.
5. Based on Item 3 above, prepare a proposed budget. (See helpful information regarding preparing a budget below.)
6. Prepare a report or article for the *State of the Association* when applicable

Specific Duties: This Committee shall:

1. Coordinate seminars throughout the year, scheduled approximately midway between CALSS Meetings. Ideally, a different area of the State should be targeted for each seminar. The CLE Committee may coordinate efforts with the Membership Committee and Marketing/Professional Liaison Committee to combine resources to offer and publicize combination educational and membership events in targeted areas. (See helpful information regarding site selection below.)
2. Oversee administration of the CALSS CLE Award Program. The CLE Committee shall review each application submitted to verify that all criteria have been met before issuing a CALSS CLE Award to any applicant. The Rules and Regulations governing the CALSS CLE Program, including all related forms, shall be reviewed annually and updated as necessary by the CLE Committee.
3. Coordinate with local affiliated chapters or other CALSS entities to plan seminars to be offered in connection with CALSS Board Meetings and Annual Meetings. Although individual circumstances will dictate the division of duties, generally it is suggested that the Committee provide input regarding the seminars and speakers, with the hosting

entity being primarily responsible for coordinating the speakers, seminars, space and equipment requirements in connection with the seminars.

4. Coordinate accreditation by the Colorado Supreme Court Board of Continuing Legal Education of all CALSS-sponsored educational programs, and all educational programs hosted by local affiliated chapters or other CALSS entities in connection with CALSS Board Meetings and Annual Meetings. The CLE Committee shall also assist local affiliated chapters, upon request, in obtaining CLE accreditation for chapter-sponsored educational programs.
5. Assist in preparing or locating educational articles for *de Novo* and prepare articles regarding upcoming educational programs for the *State of the Association*.

Budget: The following information may be helpful in preparing a budget.

1. Income:
  - a. Registration fees.
  - b. Contributions/grants.
  - c. Sponsorships.
2. Expenses:
  - a. Program site.
    - (1) Rental for meeting rooms.
    - (2) Catering charges for meals and breaks.
    - (3) Special charges for audio/visual equipment, etc.
  - b. Photocopying/printing.
    - (1) Seminar notice/registration forms.
    - (2) Handouts
  - c. Postage.
    - (1) Seminar notice/registration form.
  - d. Miscellaneous.
    - (1) Speaker gifts.
3. To cut down on costs and keep registration fees as low as possible, consider seeking grants, sponsorships or other financial assistance from local vendors or bar associations. Also consider seeking donations of copies, audio/video equipment, meeting rooms and catering needs.

Site Selection: When selecting a site for a seminar, the following should be taken into consideration:

1. Availability of a suitable facility.
2. Costs associated with use of facility.

3. Accessibility by prospective participants.
4. Availability of local contact (member or other individual).

Additional Notes:

1. Evaluation forms for each seminar may be helpful in coordinating subsequent seminars. Include on the form an area where participants can list topics they would like to hear about.
2. Plan seminars far enough in advance to allow sufficient time for publicity in *The Colorado Lawyer*, local bar association publications, local newspapers and other media.

## CREDENTIALS

The Bylaws of the Colorado Association of Legal Support Staff state: This committee is responsible for verifying the certification of delegates at the Annual Meeting and maintaining a record of all delegates and alternates in attendance at the Annual Meeting for purposes of confirming voting eligibility.

The Credentials Chair works with the Secretary and the Annual Meeting Chair as to the certification, registration and seating of delegates and alternates at the Annual Meeting. According to *Robert's Rules of Order Newly Revised*, the Credentials Committee is directly connected with the formal organization of the convention, and its duties are exacting and require expertise.

In addition to those items listed in the General Information section of these Guidelines, the file for this Chair should contain the following:

- Updated CALSS roster from Treasurer

Responsibilities of and Guidelines for this Chair:

1. Perform duties in accordance with CALSS Bylaws and Standing Rules.
2. Review these Guidelines and the CALSS Bylaws and Standing Rules regarding CREDENTIALS.
3. Secure a roster of current members from the Treasurer and request updates as they occur.
4. Work with the Secretary, whose duty it is to see that the certification forms are prepared and sent to the State Representatives, together with a letter setting forth instructions, in accordance with CALSS Bylaws and Standing Rules. The letter of explanation needs to set forth the number of delegates and alternates to be elected and the fact that they must be paid-up members, as well as include a deadline for certifying delegates and alternates. The certification forms shall be returned to the Secretary, with a copy to the Credentials Chair.
5. Check each certification form when received from a chapter: Does it bear a signature (chapter secretary or treasurer)? Is each delegate and alternate a paid-up member of CALSS? Notify any local chapter who has elected a Delegate who is not a paid-up member and who is therefore ineligible. An elected alternate named on the certification form can take the place of the ineligible delegate.
6. Check with local chapters if certification has not been received. This is not mandatory, but is something a considerate Chair should do. Mail sometimes gets lost, and chapter officers are being changed at this crucial time. All who are entitled to vote should be given the opportunity to do so. All chapters existing at the start of the fiscal year have the opportunity to certify delegates to the Annual Meeting..
7. Check with the Annual Meeting Chair regarding a credentials table. Preferably, it should be separate and apart from the registration table, as credentials are only necessary when delegates are being checked into the business meeting. This speeds up both credentials and registration. The table should be inside the meeting room and should be designated by a sign stating *Credentials Check-In*.

8. Prepare a certifications list (sample format follows this section), with three duplicates, of all certified delegates and alternates and have it available at the Annual Meeting. One of the copies should be attached to the Credentials Report.
9. Open the Credentials table at the time prescribed by the President or the Annual Meeting Committee.
10. Check to see that each delegate or alternate is properly registered by looking at the registration badge (name tag), checking off the name on the registration and attendance list (sample format follows this section), and confirming that the delegate or alternate has the proper ribbon.
11. Make the initial Credentials Report (which is the first item of business necessary in order to form the voting body). A sample Report of Credentials Chair follows this section. This report must be given and must be adopted at the Annual Meeting according to parliamentary procedure and the rules of the Annual Meeting.
12. Give a copy of the list showing the qualified delegates registered and in attendance to the President and Chair of the Tellers so the list can be consulted whenever there is a counted or ballot vote. This list contains the names of all delegates and alternates who are properly certified and registered and attending the Annual Meeting.
13. Record changes in the registration (attendance at meeting) of delegates and make supplementary reports.
14. Prepare a report or article for the *State of the Association* when applicable.

**SAMPLE**

**REPORT OF CREDENTIALS CHAIR**

This is to certify that there are \_\_\_\_\_ Delegates properly certified, registered and seated at this time, \_\_\_\_\_ a.m., \_\_\_\_\_, 20\_\_\_\_, and entitled to vote on matters to come before the Annual Meeting of the Colorado Association of Legal Support Staff.

There are \_\_\_\_\_ Alternate Delegates properly certified and registered who may take the place of a Delegate if necessary.

DATED at \_\_\_\_\_, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_(Type Name)  
 Credentials Chair

\_\_\_\_\_ a.m. Delegates/Alternate Delegates seated: \_\_\_\_\_

\_\_\_\_\_ .m. Delegates/Alternate Delegates seated: \_\_\_\_\_

## **DELEGATES**

The voting body at the CALSS Annual Meeting consists of three duly certified delegates from each chapter, and only such certified delegates may vote at the Annual Meeting.

### Election of Delegates:

Three delegates and three alternates shall be elected by each chapter, and the Secretary or Treasurer of the chapter shall certify to the CALSS Credentials Chair within the time period designated by the certification form. The secretary of the chapter must return the certification form upon completion thereof with the names of the delegates and alternates duly elected by the chapter.

If present, up to three delegates and three alternates may be elected by the Members at Large at the annual meeting. The CALSS Credentials Chairman will certify the delegates and alternates by the completion of a certification form by one of the Members at Large elected delegates at the annual meeting.

### Voting:

Delegates are seated together at the Annual Meeting in a section apart from the others in attendance for the convenience of the President while counting votes on issues brought before the Annual Meeting. The delegates and alternates are instructed to check in with the Credentials Chair at a specified hour at the beginning of the Annual Meeting, and thereafter only the delegates (or their alternates) must check in or out when entering or leaving the assembly room.

Each delegate is entitled to one vote on each question brought before the assembly. A majority of the number of delegates who have been registered as attending constitutes a quorum.

Uninstructed delegates may confer with members of their chapter present at the meeting if they desire guidance in casting a vote. For this purpose, any member may make a motion requesting a caucus or recess.

### Report:

It is recommended that delegates collaborate on the written or oral report to the members of their chapter following the Annual Meeting. The report may be either written by one delegate or prepared jointly or by separate reports. The report should include all business that came before the Annual Meeting and could touch on social activities which might be of interest to the membership.

**SAMPLE**

**DELEGATE/ALTERNATE CERTIFICATION FORM**

RETURN ORIGINAL TO:

RETURN DUPLICATE TO:

\_\_\_\_\_  
CALSS Secretary  
(Street Address)  
(City, State, Zip)

\_\_\_\_\_  
CALSS Credentials Chair  
(Street Address)  
(City, State, Zip)

I hereby certify that the following members were duly elected as DELEGATES and ALTERNATE DELEGATES to the Annual Meeting of the Colorado Association of Legal Support Staff to be held \_\_\_\_\_, 20\_\_\_\_, and that they are active members in good standing with their dues paid for the fiscal year September 20\_\_\_\_ through August 20\_\_\_\_.

**DELEGATES**

Name

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ALTERNATE DELEGATES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Election: \_\_\_\_\_

Chapter: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Secretary or Treasurer

**INSTRUCTIONS:** This Certification Form must be submitted to the CALSS Secretary, with a copy to the Credentials Chair, within ten (10) days after election of the Delegates and Alternate Delegates, but postmarked no later than August 20, 20\_\_\_\_ (or an appropriate date depending on the date of the Annual Meeting).

**SAMPLE**

**COLORADO ASSOCIATION OF LEGAL SUPPORT STAFF ANNUAL MEETING**

**FISCAL YEAR 20\_\_ — 20\_\_**

Annual Meeting Date: \_\_\_\_\_

Certification Deadline: \_\_\_\_\_

**CERTIFICATIONS**

<b>Chapter</b>	<b>Name</b>	<b>Address</b>
<b>Larimer/Weld</b>	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
<b>Insert Names of New Chapters</b>	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
<b>Members-at-Large</b>	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
<b>Mile High</b>	1.	
	2.	
	3.	
	4.	
	5.	
	6.	

1, 2, 3 = Delegates

4, 5, 6 = Alternates

## GUIDELINES

The Bylaws of the Colorado Association of Legal Support Staff state: This committee shall keep current the Guidelines to assist officers and committees through the experience of those who have served as officers and committee chairs. The Association's Guidelines are not binding.

Pursuant to the Bylaws, this Chair keeps current the CALSS Guidelines, which are merely guidelines to assist officers and committees through the experience of those who have served as officers and committee chairs.

The Guidelines cannot be in conflict with the Bylaws and Standing Rules. The Guidelines should not duplicate the duties of officers and committee chairs as set forth in the Bylaws and Standing Rules. The Guidelines should reflect the views, aims and purposes of the Association.

Responsibilities of and Guidelines for this Chair:

1. Perform duties in accordance with CALSS Bylaws and Standing Rules.
2. Review these Guidelines and the CALSS Bylaws and Standing Rules regarding GUIDELINES.
3. Keep in close contact with the Parliamentarian in order to make timely and accurate revisions to the Guidelines when necessary after Bylaws or Standing Rules are amended. The committee should also review the minutes of CALSS meetings for the purpose of updating the Guidelines.
4. When amendments are proposed, provide a copy to the Executive Committee for review and approval prior to the next Board Meeting or Annual Meeting.
5. Provide copies of the Guidelines to the Executive Committee prior to the Annual Meeting.
6. Prepare a report or article for the *State of the Association* when applicable.

A current copy of the Guidelines shall be retained in the files of CALSS elected and appointed officers, State Representatives and committee Chairs.

### Sources Used in Preparing and Updating the Guidelines:

1. Information submitted by current officers and chairs (or those officers and committee chairs just completing their terms).
2. Bylaws and Standing Rules.
3. Amendments to the Bylaws and Standing Rules extracted from the minutes of CALSS Board Meetings and the Annual Meeting.
4. Notes from committee meetings of the Guidelines Committee.

## HISTORY

The Bylaws of the Colorado Association of Legal Support Staff state: This committee is in charge of preserving the present fiscal year's history of this Association.

This Chair may have other members assist with this project.

Responsibilities of and Guidelines for this Chair:

1. Perform duties in accordance with CALSS Bylaws and Standing Rules.
2. Review these Guidelines and the CALSS Bylaws and Standing Rules regarding HISTORY.
3. Contact all officers and committee chairs for pictures; contact chapter historians for activities and news releases.
4. Take pictures at Board Meetings and the Annual Meeting (or arrange to have them taken) for entry in the President's book.
5. Assemble all material in chronological order, allowing separate sections for each chapter and members-at-large.
6. Report to the Board of Directors in a timely fashion.
7. Arrange for time on the agenda at the Annual Meeting or banquet to present the book to the President.
8. Prepare a report or article for the *State of the Association* when applicable.
9. Include copies of *State of the Association* and *de Novo* created during the year.

Suggestions and Helpful Hints:

1. Start early to compile the history book for the President.
2. Remind all members several times to submit material for their chapter.
3. Select a theme early; do not leave it all until the last minute.

## MARKETING/PROFESSIONAL ASSOCIATION LIAISON

The Bylaws of the Colorado Association of Legal Support Staff state: This committee shall coordinate public relations for the Association with the assistance of the Vice President; and shall cooperate with and assist the various state and local bar associations and other related professional associations, when possible.

In addition to those items listed in the General Information section of these Guidelines, the file for this Chair should contain the following:

- CALSS stationery for brochures
- CALSS display booth
- Diskette containing brochure form, etc.

Responsibilities and Guidelines for Marketing/Professional Association Liaison Chair:

1. Perform duties in accordance with CALSS Bylaws and Standing Rules.
2. Review these Guidelines and the CALSS Bylaws and Standing Rules regarding MARKETING/PROFESSIONAL ASSOCIATION LIAISON.
3. Review these Guidelines and the CALSS Bylaws and Standing Rules regarding Marketing and Professional Association Liaison.
4. Prepare articles regarding upcoming educational programs and CALSS events for the *State of the Association*, *The Colorado Lawyer* and other publications (bar newsletters, local newspapers, etc.).
5. Maintain, update and distribute CALSS brochures.
6. Maintain the CALSS display booth with current association information, CALSS brochures and chapter information.
7. Assist chapters in developing and updating brochures and with marketing suggestions.
8. If requested, assist the CALSS Web Site Chair in maintaining the CALSS web page.
9. Coordinate efforts with the CLE Committee, Marketing/Professional Liaison Committee, and Membership Committee and combine resources to offer and publicize legal education and membership events in targeted areas.
10. Correspond with local chapter bar liaisons, Presidents or State Representatives to assist them. (See Proposed Letter to be sent by Chapter to Local Bar Association attached.)
11. Prepare a report or article for the *State of the Association* when applicable.
12. Write a letter of introduction to the President of the Colorado Bar Association (CBA) and the local associations, containing basic information. Enclose a roster of CALSS officers and several CALSS brochures. (Sample letter attached.)
13. Propose specific programs to the CBA, such as:
  - a. Requesting that the CBA appoint someone to work as liaison with CALSS. Keep that liaison or the President of the bar informed.

- b. Co-sponsoring a seminar.
  - c. Participating with bar members in mock trials.
  - d. Creating display table or booth at the bar meetings or convention to distribute information about CALSS, and accepting responsibility for setting up and staffing the table or booth and have available a list of local chapter presidents or bar liaisons to assist local bar associations.
  - e. Making a presentation at a bar meeting. This presentation could be made jointly with one of the CALSS officers.
  - f. Asking bar members to judge or support the CALSS scholarship program.
  - g. Obtaining qualified speakers from the CBA for CALSS seminars or programs.
14. Work on contacting the CBA and other associations for possible publication of CALSS seminars, board meetings, annual meetings, etc., in *The Colorado Lawyer* or other bar- or law-related publications.
15. Offer assistance to the CBA and other bar associations (Women's, Young Lawyers, etc.). This could involve helping at seminars, bar meetings or other bar functions; staffing booths; or helping with registration at the bar convention or other bar association activities.
16. Contact the Chair of the CBA Law Day Committee and offer assistance in planning and organizing Law Day activities.
17. Above all, once your offer to help is accepted, follow through.
18. Keep in contact with the CBA; keep them informed:
- a. Visit bar headquarters.
  - b. Stress legal education.
  - c. Bestow honorary membership, if approved by CALSS membership, upon those who do assist CALSS.

Suggestions and Helpful Hints:

1. Keep a calendar for deadlines for submitting information to *The Colorado Lawyer* and other publications.
2. Keep files organized and up to date.
3. Submit to the CALSS Secretary a list of current contacts to be available for other committees, as needed.

**PROPOSED LETTER TO BE SENT BY CHAPTER TO  
PRESIDENT OF LOCAL BAR ASSOCIATION**

(with enclosures)

Dear \_\_\_\_\_:

As Bar Liaison Chair/President of the \_\_\_\_\_ [Chapter] Association of Legal Support Staff, I would like to introduce our Association to you. Our local chapter is a member of the Colorado Association of Legal Support Staff (CALSS). We were chartered in 1996, and our primary focus is education. The bi-level association continually strives to upgrade the knowledge and efficiency of its members through legal educational training programs. Another goal of our Association is to cooperate with the bar associations by assisting in their functions. We offer to all legal support staff the benefits of our bi-level association, welcoming members from the court system, law offices, trust departments of banks, governmental offices and other law-related fields.

In order to make the members of the Bar more aware of our goals and purposes, we would appreciate an opportunity to send a representative to speak at one of your meetings. The enclosed brochure describes our Association and some of its programs.

We believe that we have a common cause in the continuing education of employees in the legal field. Our organization supports and promotes education by way of seminars, workshops and other programs at the local and state levels.

We emphasize that our Association is nonpartisan, nonpolitical, nonprofit and nonunion and invite the personnel of your members' offices to attend one of our meetings.

I look forward to hearing from you in the near future. If you would like additional information concerning the Colorado Association of Legal Support Staff or if our local members can be of assistance in one of your programs, please call me at \_\_\_\_\_. Thank you for your anticipated interest in our organization. We look forward to working with you.

(Reference their participation in seminars, either past or future.)

Very truly yours,

**PROPOSED LETTER TO BE SENT BY CALSS BAR LIAISON TO  
PRESIDENT OF COLORADO BAR ASSOCIATION**

(with enclosures)

Dear \_\_\_\_\_:

Congratulations on your new office as President of the Colorado Bar Association.

As Bar Liaison Chair for the Colorado Association of Legal Support Staff (CALSS), one of my main responsibilities is to make contact with the Colorado Bar Association in order to let them know what our organization is all about.

CALSS is comprised of the members of local associations throughout the State and is a professional association dedicated to serving legal support staff, attorneys, courts and the general public. Our primary focus is education. The bi-level association continually strives to upgrade the knowledge and efficiency of members through legal education training programs and promotes a high standard of ethics among its members. Enclosed are brochures which further describe our associations on the local and state levels.

One of CALSS' main goals is to cooperate with the Bar Association by offering assistance with seminars, Law Day activities or bar meetings, or staffing booths and helping with registration at conventions. CALSS and the local associations also offer seminars to their members and attorneys. Most seminars are CLE-accredited.

If you should like additional information concerning the Colorado Association of Legal Support Staff or if our local members can be of assistance in one of your programs, please call me at \_\_\_\_\_.

Thank you for your anticipated interest in our organization. We look forward to working with you in the near future.

Very truly yours,

\_\_\_\_\_

## MEMBERSHIP

The Bylaws of the Colorado Association of Legal Support Staff state: This committee shall work with the President Elect to organize chapters in the state, and shall assist chapters in membership retention and obtaining new members.

In addition to those items listed in the General Information section of these Guidelines, the file for this Chair should contain the following:

- Roster of local membership chairs.
- Supply of current membership applications.
- Brochures.

Responsibilities of and Guidelines for this Chair:

1. Perform duties in accordance with CALSS Bylaws and Standing Rules.
2. Review these Guidelines and the CALSS Bylaws and Standing Rules regarding MEMBERSHIP.
3. Answer all membership inquiries promptly.
4. Process applications for members-at-large and associate members and forward that new membership information immediately to the Secretary and Treasurer.
5. Communicate regularly with local membership chairs.
6. Prepare a report or article for the *State of the Association* when applicable.
7. Coordinate efforts with the CLE Committee, Marketing/Professional Liaison Committee and Membership Committee to combine resources to offer and publicize combination educational and membership events in targeted areas.

## **NOMINATING COMMITTEE**

The Bylaws of the Colorado Association of Legal Support Staff set forth the duties of this committee in Article V, Section 6.

This committee consists of three members and is elected at the Annual Meeting by the delegates. The Chair of this committee may be the first person nominated who is elected or the person receiving the most votes.

The file for this committee should contain the following:

- Pertinent information concerning previous nominations
- Copies of previous committee reports

Duties of this committee:

1. Perform duties in accordance with CALSS Bylaws and Standing Rules.
2. Review these Guidelines and the CALSS Bylaws and Standing Rules regarding NOMINATING COMMITTEE.
3. Contact all local chapters for suggested nominations for CALSS officers.
4. Contact persons who were nominated the previous year who may want to be nominated again.
5. Obtain qualifications from each nominee.
6. Determine eligibility of each nominee according to the Bylaws and Standing Rules.
7. Prepare list of nominations, their qualifications and thumbnail sketches to the Annual Meeting Chair for inclusion with the meeting notice and the Annual Meeting program.

**SAMPLE**

**REPORT OF NOMINATING COMMITTEE**

The Nominating Committee of the Colorado Association of Legal Support Staff presents the following report:

The following individuals have been nominated and have accepted the nomination for the office of:

President Elect: \_\_\_\_\_

\_\_\_\_\_

Vice President: \_\_\_\_\_

\_\_\_\_\_

Secretary: \_\_\_\_\_

\_\_\_\_\_

Treasurer: \_\_\_\_\_

\_\_\_\_\_

(Should be signed and dated by all members of the committee, the Chair signing first.)

\_\_\_\_\_  
Chair

\_\_\_\_\_

\_\_\_\_\_

## OUTSTANDING MEMBER

The Bylaws of the Colorado Association of Legal Support Staff state: This committee shall be in charge of the state recognition of a member exhibiting outstanding service and professionalism, and shall assist chapters in the competition.

In addition to those items listed in the General Information section of these Guidelines, the file for this committee should contain:

- Current copy of the application and rules for the Outstanding Member competition
- Prior nomination forms

Responsibilities of and Guidelines for Outstanding Member Chair:

1. Perform duties in accordance with CALSS Bylaws and Standing Rules.
2. Review these Guidelines and the CALSS Bylaws and Standing Rules regarding OUTSTANDING MEMBER COMMITTEE.
3. Around the middle of April, prepare the Outstanding Member nomination form.
4. Correspond with the President regarding the format and accuracy of nomination form
5. Make arrangements for distribution of the Nomination Form; i.e.:
  - a. Ask the CALSS Secretary to e-mail it to CALSS members on his or her e-mail distribution list.
  - b. Send out via U.S. mail to members without e-mail access (list comes from the CALSS Secretary).
  - c. Have the Web Site Chair post it on the web site.
  - d. Have the President-Elect place it in the *State of the Association*.
6. As requested by the CALSS Secretary, prepare an Outstanding Member report for the Third Board Meeting and include copies of the nomination form.
7. Prepare the Ballot. If more than one person is nominated, the nominations are identified on the ballot as Nominee A, Nominee B, etc., rather than by name. If only one person has been nominated, the ballot is not necessary.
8. Distribute the ballot (see No. 3) above.
9. If there is more than one nominee, meet with a committee of officers of your choice regarding the counting of ballots.
10. Select the award. AND Make the decision regarding the style of the award, but you may also request input from other members and officers.
11. As requested by the CALSS Secretary, prepare the Outstanding Member report for the Annual Meeting and submit it to the CALSS Secretary.
12. In accordance with the agenda determined by the CALSS President, present the award to the Outstanding Member during the banquet at the Annual Meeting.

## PRO BONO

The Bylaws of the Colorado Association of Legal Support Staff state: This committee shall coordinate pro bono activities for the Association.

In addition to those items listed in the General Information section of these Guidelines, the file for this committee should contain:

- Pertinent information concerning pro bono opportunities throughout the State.
- Copies of previous committee chair reports.

Duties of this committee:

1. Perform duties in accordance with CALSS Bylaws and Standing Rules.
2. Review these Guidelines and the CALSS Bylaws and Standing Rules regarding PRO BONO.
3. Coordinate pro bono activities for CALSS.
4. Maintain a current list of all Colorado bar associations and other law-related professional associations.
5. Coordinate volunteer activities and assistance by CALSS on behalf of bar associations and other law-related professional associations.
6. Prepare a report or article for the *State of the Association* when applicable.

## PROFESSIONAL CERTIFICATION

The Bylaws of the Colorado Association of Legal Support Staff state: This committee shall keep members informed of application dates, eligibility requirements and testing centers in the state; assist chapters in establishing study groups; work with the Continuing Legal Education Committee to provide certification program education; and handle all inquiries regarding certification programs available to support staff.

This Chair is charged with promoting professional certification, including the Certified Professional Legal Secretary program, the Accredited Legal Secretary program and the Certified Legal Assistant program, as well as other professional certification programs.

In addition to those items listed in the General Information section of these Guidelines, the file for this Chair should contain the following:

- Roster of all CALSS members with professional certification
- Current applications for examinations and listing of testing sites
- Sample mock exams and names and addresses of those chapters and states who have such exams available for purchase
- Current Resource Manuals

Responsibilities of and Guidelines for this Chair:

1. Perform duties in accordance with CALSS Bylaws and Standing Rules.
2. Coordinate study groups and retreats for candidates.
3. Write letters of congratulations to all newly certified members.
4. Arrange for publicity in state publications promoting the certification programs.
5. Arrange for recognition on the state level for newly certified members.
6. Prepare a report or article for the *State of the Association* when applicable.

## SCHOLARSHIP

The Bylaws of the Colorado Association of Legal Support Staff state: This committee shall be responsible for the scholarship program adopted by the Association, including distributing scholarship applications, and awarding one or more scholarships each year at the Annual Meeting, the number and amounts of which shall be determined each year at the First Board Meeting.

This Chair is responsible for awarding one or more scholarships to qualified applicants in Colorado. When financial conditions permit, a scholarship or scholarships shall be awarded annually to members of this Association for the purpose of enhancing their legal careers, and/or to a high school senior, college student, business college student or vocational student pursuing a career in the legal field. The amount of said scholarships shall be determined annually by the Association. The following criteria shall be taken into consideration regarding the granting of the scholarships:

In addition to those items listed in the General Information section of these Guidelines, the file for this Chair should contain the following:

- Sample letters
- The current application form used by CALSS

Guidelines for this Chair:

1. Perform duties in accordance with CALSS Bylaws and Standing Rules.
2. Review these Guidelines and the CALSS Bylaws and Standing Rules regarding SCHOLARSHIP COMMITTEE.
3. Finances available will govern the amount and number of scholarships to be awarded.
4. The amount of the scholarship shall be determined at the First Board Meeting.
5. The scholarship monies shall be utilized for the purpose of pursuing or enhancing the recipient's legal career. Permissible educational programs shall consist of (but not be limited to) college courses and seminars or institutes sponsored by a local or state legal support staff organization. The Executive Committee shall make the final decision regarding the appropriateness of a requested educational activity, and each request shall be considered individually. For this purpose, tuition, books and study guides of the recipient shall be considered relevant expenses and will be included as part of an award.
6. The awarded scholarships shall be utilized within a twelve-month period from the time they are awarded. If the monies are not claimed within this twelve-month period, the amounts shall revert to the scholarship fund.
7. The Treasurer shall be notified ten days prior to the time that the funds need to be disbursed and shall be furnished with proper documentation supporting the request for disbursement. A copy of said request and supporting documentation shall be sent to the President and to the Scholarship Chair.
8. The sums awarded may be divided in whatever manner is desired by the recipient. For instance, the entire amount could be used to attend four seminars within the twelve-month period; or the entire amount could be requested to pay part of tuition.
9. Articles or reports should be submitted to the *State of the Association*.

10. The Chair is generally responsible for holding fundraising projects throughout the year to raise the funds awarded for scholarships. The Chair also contacts all CALSS chapters for contributions to the scholarship fund.

If, for whatever reason, the recipient must disburse funds from his or her own personal accounts, he or she must submit proper documentation to the Treasurer in order to be reimbursed, with a copy to the President and to the Scholarship Chair.

## WAYS AND MEANS

The Bylaws of the Colorado Association of Legal Support Staff state: This committee shall arrange and administer all fundraising projects and shall allocate 25% of the annual profits from all Ways and Means fundraising projects for contribution to the Scholarship Fund.

In addition to those items listed in the General Information section of these Guidelines, the file for this Chair should contain the following:

- Sources of vendors for items sold.

This Chair's job is to raise funds to assist budget needs. Responsibilities of and Guidelines for this Chair:

1. Perform duties in accordance with CALSS Bylaws and Standing Rules.
2. Review these Guidelines and the CALSS Bylaws and Standing Rules regarding WAYS AND MEANS.
3. Select fundraising projects and present them for approval as set forth in the Standing Rules.
4. Coordinate the deposit of funds with the Treasurer.
5. Use drawings rather than raffles to avoid the problems associated with raffle license regulations.
6. Run the CAL\$\$ Store as applicable, including ordering logo items, keeping inventory and setting up the Store at CALSS meetings.
7. Submit articles to the *State of the Association*.

## **WEB SITE**

The Bylaws of the Colorado Association of Legal Support Staff state: This committee is in charge of developing and maintaining the Association's web site.

Currently, CALSS information being maintained on the web page includes:

1. Current officers, chairs and chapters.
2. On-line membership roster.
3. Upcoming seminars/CALSS meetings.
4. CALSS guidelines and forms.

Responsibilities and Guidelines for this Chair:

1. Perform duties in accordance with CALSS Bylaws and Standing Rules.
2. Review these Guidelines and the CALSS Bylaws and Standing Rules regarding WEB SITE.
3. Maintain the web site with current CALSS information, including updates to the roster.
4. Coordinate with the Internet service provider to keep web site addresses current.
5. Submit invoices to the CALSS Treasurer for the Internet service provider and domain name.
6. Prepare a report or article for the *State of the Association* when applicable.

## **CALSS SECOND AND THIRD BOARD MEETINGS**

Board meetings shall be hosted by chapters or other entities as set forth in the Standing Rules. The Executive Committee may host the Third Board Meeting.

It is suggested that the host entity appoint subcommittees to work with the Chair, with responsibilities divided as follows:

1. Seminars: The Chair of the host entity may coordinate with the CALSS CLE Chair in planning the educational seminars. The Chair will help with selecting the seminar topics, coordinating the rooms for the seminars and making arrangements for any special equipment and/or materials needed. The host entity shall determine the registration fee. CLE credits should be applied for. The host entity may contact the CLE Chair for assistance.
2. Board Meeting: The host entity shall arrange for registration, coffee breaks, luncheon, entertainment, hospitality room and door prizes, if any.

A minimum of three months should be allowed by the host entity for advance preparation for a Board Meeting. Things to be considered are:

1. Where the meeting is to be held and hotel accommodations available. It is ideal if both are in the same complex.
2. A registration form should be prepared and sent to each chapter and to each CALSS member through the CALSS Secretary. The registration form should contain all necessary information regarding the seminar and hotel accommodations; directions or a map; and the name, address and telephone number of the member taking reservations for the host entity, as well as the registration/reservation deadlines.
3. Coffee breaks and luncheon (or breakfast) menus will be decided by the host entity.

The host entity should consult with the President regarding meeting needs and scheduling.

While the host entity should not lose money hosting a Board Meeting, it should not be looked upon as a money-making, event. The purpose is to provide low-cost or free legal education to the members. This should be kept in mind when hosting a Board Meeting. The hosting entity will bear all costs and keep all profits resulting from a Board Meeting.

## PRESIDENT

The President is the top-ranking officer elected by the membership to lead them and direct the activities of the Association. This officer, in cooperation with the Board, is responsible for the general management and development of group efforts to achieve unity of purpose for CALSS. To ensure success for the term, the President establishes goals, and reaches them by organized group efforts. The President should have leadership ability, enthusiasm, motivation, persistence, imagination, dedication, diplomacy and courage. This officer serves for one term, being succeeded automatically by the President-Elect.

In addition to those items listed in the General Information section of these Guidelines, the file for this office should contain the following:

- List of deadline dates pertaining to this office
- Any other special rules or guidelines adopted by CALSS
- A sample agenda or order of business generally used by CALSS
- A current edition of the adopted parliamentary authority

The duties of this officer are to:

### Administrative:

1. Perform duties in accordance with CALSS Bylaws and Standing Rules.
2. Review these Guidelines and the CALSS Bylaws and Standing Rules regarding PRESIDENT.
3. Make necessary appointments as established in the Bylaws and Standing Rules and with the approval of the Executive Committee.
4. Be an ex officio member of all committees, with the exception of the History Book Committee and Nominating Committee (that is, have all of the rights but none of the obligations, such as attending meetings of the committee).
5. Secure all files from committees not included with the files delivered by a predecessor.
6. Try to visit each chapter during the term or, if unable to do so, arrange a visit by another officer.
7. Co-sign checks for authorized disbursements.
8. Designate a CALSS member to act as custodian of CALSS' post office box and its keys.
9. Submit articles to the *State of the Association*.

### Prior to Each Meeting

1. Prepare an agenda by reviewing the Bylaws, the Standing Rules and the previous meeting's minutes, showing all known matters that are to come up under each heading, and give copies to the Secretary and Parliamentarian. Totally scripted agendas help to make a smoother-running meeting. See the previous President's file.

2. Have an outline copy of the agenda for each member of the Board or for each delegate.
3. Coordinate all deadline dates for notices with the Secretary.

#### During the Meeting

1. Remain impartial at all times and call on the Parliamentarian whenever necessary.
2. At Board Meetings, vote only when the vote will affect the result (to make or break a tie) and always vote when a ballot vote is in order.
3. Remember that the President is in charge of the meeting at all times.
4. If a motion refers to only you in a capacity not shared with other members or involves a matter in which you are deeply concerned, turn the chair over to the President-Elect during the entire consideration of that motion.

#### Between Meetings

1. Hold regular Executive Committee meetings. Evaluate progress toward established goals with officers.
2. Keep informed about progress of the officers and Chairs.
3. Study and be knowledgeable of parliamentary procedure.
4. Be aware that you are a trouble-shooter and must be able to handle any disputes, no matter how insignificant they may seem.

#### After Each Meeting

1. Carry out the decisions made by the Association.
2. Evaluate the effectiveness of the meeting.

#### At the Close of the Term

1. A good leader finishes all tasks to aid his or her successor.

**SAMPLE**

**AGENDA**

**COLORADO ASSOCIATION OF LEGAL SUPPORT STAFF**

**[MONTHLY] [BOARD] MEETING**

**[Place of Meeting], [City], Colorado**

**[Date]**

Call to Order

Pledge of Allegiance

Appointment of Minutes Approval Committee

Statement of Purpose

Unfinished Business

New Business

Reports of Officers

Reports of Committee Chairs

Miscellaneous Matters

Announcements

Introduction of Officers

Adjournment

## PRESIDENT-ELECT

Pursuant to the Bylaws, the President-Elect presides in the President's absence and completes the President's term if the office of President becomes vacant between elections. The President-Elect automatically becomes President following his or her term as President-Elect.

This office has been assigned specific responsibilities by the Bylaws and Standing Rules, which include assisting State Representatives and assisting the Membership Chair in organizing new chapter affiliates in the State and processing applications for members-at-large.

In addition to those items listed in the General Information section of these Guidelines, the file for this office should contain the following:

- CALSS Membership Roster
- List of local membership chairs
- All information concerning honorary members

Responsibilities of and Guidelines for President-Elect:

1. Perform duties in accordance with CALSS Bylaws and Standing Rules.
2. Review these Guidelines and the CALSS Bylaws and Standing Rules regarding PRESIDENT-ELECT.
3. Assist the CALSS Membership Committee as outlined in the Bylaws and Standing Rules.
4. Have a working knowledge of parliamentary procedure.
5. In conjunction with the Membership Chair, maintain contact with members-at-large to find out their questions, concerns or suggestions.
6. Prepare and distribute through the Secretary the *State of the Association* newsletter (even-numbered months).
7. Work with the Annual Meeting Chair to schedule an Executive Committee meeting during the Annual Meeting and organize plans for installation of officers and the First Board Meeting.
8. Attend all CALSS Executive Committee, Board and Annual Meetings.
9. Prepare reports of activities for the CALSS Executive Committee and Board of Directors.
10. Investigate allegations of unethical conduct by members.

Suggestions and Helpful Hints:

1. Keep a calendar of all deadlines.

## VICE PRESIDENT

This officer assumes the duties of the President-Elect in such officer's absence and coordinates all public relations for the Association by assisting the Marketing Committee. The Vice President helps the CLE Committee with coordinating CALSS seminars and assisting chapters with seminars.

In addition to those items listed in the General Information section of these Guidelines, the file for this office should contain the following:

- List of chapter legal education chairs
- Roster of all chapter program/court observance chairs

Responsibilities of and Guidelines for Vice President:

1. Perform duties in accordance with CALSS Bylaws and Standing Rules.
2. Review these Guidelines and the CALSS Bylaws and Standing Rules regarding VICE PRESIDENT.
3. May read the Statement of Purpose at all Board and Annual Meetings.
4. Assist the CLE Committee and chapter affiliates as needed and as outlined in the CALSS Bylaws and Standing Rules. (See the *Continuing Legal Education* section in these Guidelines.)
5. Submit articles to the *State of the Association*.
6. Help the Bulletin Chair obtain legal education articles for *de Novo*.
7. Provide assistance to chapters in presenting seminars, presenting programs and furnishing Continuing Legal Education information, including preparing Certificates of Completion.
8. Promote and coordinate the Continuing Legal Education Award.
9. Attend all CALSS Executive Committee, Board and Annual Meetings.
10. Assist the Marketing Committee in maintaining current CALSS brochures and other information, as outlined in the Bylaws and Standing Rules. (See the *Marketing* section of these Guidelines.)
11. If requested, assist the Web Site Chair in maintaining the CALSS web page.

Suggestions and Helpful Hints:

1. Keep a calendar for all deadlines.

## SECRETARY

The Secretary makes a written record of what is done at the meetings of the Association and is the custodian of its records, except those specifically assigned to others, such as the Treasurer's books. The Secretary's files should contain all original legal documents, records and equipment, including minutes, financial reports, Bylaws, Standing Rules, rosters and other similar documents.

This officer should refer to and perform the duties of Secretary as set forth in the Bylaws and Standing Rules.

In addition to those items listed in the General Information section of these Guidelines, the file for this office should contain the following:

- All permanent records of this Association
- Roll Call forms
- Outline entitled *Minutes*
- Report of Minutes Approval Committee forms
- Outline entitled Minutes Approval Committee's Responsibilities
- List of deadlines as set by the President
- Notice forms for Board and Annual Meetings
- Current minutes of Executive Committee, Board and Annual Meetings

Responsibilities of and Guidelines for the Secretary:

1. Perform duties in accordance with CALSS Bylaws and Standing Rules.
2. Review these Guidelines and the CALSS Bylaws and Standing Rules regarding SECRETARY.
3. Take to each meeting: minute book, agenda, Bylaws, Standing Rules, list of committees and members, pens, paper and any records or supplies which may be needed.
4. Have current copies of the Bylaws and Standing Rules of CALSS available for reference at all meetings.
5. Keep accurate minutes of meetings. A helpful outline entitled *Minutes* is attached.
6. Call roll at the Board Meetings and record the roll. A sample Roll Call form is attached.
7. Ask the President to announce under his or her opening remarks at meetings that anyone wishing to make a motion shall submit it in writing. The Secretary may be called upon to read a motion back to the assembly on behalf of the President.
8. Distribute copies of the minutes as soon as possible after each meeting. Minutes of Executive Committee meetings go only to the Executive Committee and are approved at its next meeting.
9. Copy the minutes of the Board of Directors Meetings and the Annual Meeting and send copies to the Minutes Approval Committee, together with the Report of Minutes Approval

Committee form and a copy of the Minutes Approval Committee's Responsibilities. Samples of these items are attached. The Minutes Approval Committee consists of three persons appointed by the President at each of those meetings. Include the appropriate information on the Report of Minutes Approval Committee forms before sending them to the committee, including the names before the appropriate signature lines.

10. Make any valid corrections in ink on the original of the minutes in the margin, together with the date, if corrections are noted by the Minutes Approval Committee on their report forms. Distribute by e-mail or U.S. mail the corrected and approved minutes to each member of the Board of Directors within thirty days of the meeting. The report of the Minutes Approval Committee will be given at the next meeting by the President.
11. Report all actions taken by the Executive Committee to the Board of Directors at the next meeting of the Board and move for approval of the recommendations of the Executive Committee.
12. Pursuant to the Bylaws and Standing Rules, prepare and send to each State Representative the certification forms, certifying the delegates and alternates to the Annual Meeting, together with a letter of explanation. The certification forms are returned to the Secretary, with a copy to the Credentials Chair. Refer to the Credentials Chair section in these Guidelines and work with the Credentials Chair.
13. Call the meeting to order if the President and President-Elect are absent and preside until a temporary Chair is elected by the assembly.
14. Allow any member of CALSS who wishes to examine the minutes of the Association to do so.
15. Prepare a report or article for the *State of the Association* when applicable.
16. When requested, distribute correspondence from the Executive Committee and Board of Directors to all state members in electronic format or by mail.
17. Remind Committee Chairs to submit contact lists to be stored.

## MINUTES

- I. DEFINITION: Minutes are a legal record of proceedings of a deliberative assembly.
  - A. In legislative bodies are sometimes called journal.
  - B. Are never referred to as the secretary's report.
- II. BASIC RULES:
  - A. Should contain a record of what was done at a meeting, not what was said by the members.
  - B. Should never reflect the opinions of the secretary on anything said or done.
- III. CONTENTS:
  - A. The first paragraph should contain:
    1. Kind of meeting: regular, special, adjourned regular, adjourned special, annual.
    2. Name of the assembly.
    3. Date and time of meeting; place, if not always the same.
    4. Presence of the president and secretary or, in their absence, names of their substitutes.
    5. Take roll call and establish that a quorum is present. Announce that a quorum exists for the meeting.
    5. Whether the minutes of the previous meeting were read and approved (as read, or as corrected); the date of that meeting being given if it was other than a regular business meeting.
  - B. Separate paragraphs for each subject matter.
  - C. All main motions or motions to bring a main question before the assembly, except any that were withdrawn, giving:
    1. The wording in which each motion was adopted or otherwise disposed of. Facts as to debate or amendment before disposition are only parenthetical.
    2. The disposition of the motion, including, if temporarily disposed of, all adhering secondary motions then pending.
    3. In case of all important motions, the name of the mover, but not the name of the person who seconds the motion, unless there is a special rule.
  - D. All points of order and appeals, whether sustained or lost, together with the reasons given by the chair for the ruling.
  - E. Hour of adjournment.
  - F. Signature.
    1. Should be signed by Secretary; may be signed also by President.

2. The words *Respectfully Submitted* represent an older practice that is not essential in signing the minutes.

#### IV. ADDITIONAL RULES AND PRACTICE RELATING TO THE CONTENT OF MINUTES:

- A. When a count has been ordered or the vote is by ballot, the number of votes on each side should be recorded.
- B. When the voting is by roll call, the names of those voting on each side and those answering *Present* should be recorded. If members who are present fail to respond on a roll call vote, their names should be recorded as *present* to reflect that a quorum was present at the time of the vote.
- C. The proceedings of a committee of the whole, or a quasi-committee of the whole, should not be entered in the minutes, but the fact that the assembly went into committee of the whole, or into quasi-committee, and the committee report should be recorded.
- D. When a question is considered informally, the same information should be recorded as under the regular rules.
- E. When a committee report is of great importance or should be recorded to show the legislative history of a measure, the assembly can order it to be entered in the minutes, in which case the secretary shall copy it in full in the minutes.
- F. The name and subject of a guest speaker can be given, but no effort should be made to summarize his or her remarks.

#### V. READING AND APPROVAL OF MINUTES.

- A. The minutes are normally read and approved immediately after call to order and opening ceremonies of the next regular meeting.
- B. An adjourned meeting approves minutes of the meeting which set up the adjourned meeting.
- C. Minutes of the adjourned meeting, approved at the next adjourned or regular meeting.
- D. A special meeting does not approve minutes.
- E. Minutes of a special meeting are approved at the next regular meeting.
- F. Annual meeting minutes are approved at the next regular meeting or by an authorized committee.
- G. Corrections and approval, usually by general consent.
  1. Chair calls for any corrections.
  2. Chair declares minutes approved as read or as corrected.
- H. Reading may be dispensed with by majority vote – no debate.
  1. May be ordered read (by majority vote – no debate) later in the meeting when no business is pending.
  2. If not read before adjournment, must be read at the next meeting before reading of later minutes.

- I. There is no time limit on amending minutes: motion to amend something previously adopted (two-thirds vote) or majority with notice.
  - J. If business sessions are held less often than quarterly and last less than one day, the committee or Executive Board should be authorized to approve.
  - K. Members may request that excerpts be read from minutes, whether or not the assembly approves them.
  - L. In sessions longer than one day (conventions), minutes are read and approved by the assembly at the beginning of each day's business unless the Executive Board has approved them earlier.
  - M. When approved, the word *approved* with secretary's initials and date of approval are entered, written below minutes in record book.
- VI. Published minutes should include, in addition to items listed above:
- A. List of speakers on each side of every question.
  - B. Abstract or text of each address.
  - C. Reports of committees exactly as submitted or printed with additions in italics and parts struck out in brackets.
- VII. The Secretary need not address the chair when called upon to read minutes.
- VIII. See RRONR 391—392 for examples of minutes.

REMIND CHAIRS OF MARKETING/PROFESSIONAL ORGANIZATION, MEMBERSHIP, CLE AND PERIODICALLY TO GATHER THEIR LISTS OF CONTACT PERSONS AND SEE THAT THEY ARE POSTED TO THE CALSS WEBSITE, AND UPDATED, AS NECESSARY.

**SAMPLE**  
**ROLL CALL**

P = Present  
A = Absent

**COLORADO ASSOCIATION OF LEGAL SUPPORT STAFF  
MEETING OF THE BOARD OF DIRECTORS**

FISCAL YEAR: \_\_\_\_\_

**ROLL CALL**

(Board of Directors consists of the Elected Officers, the Appointed Officer and the State Representatives)

Total Possible Votes: \_\_\_\_\_

Majority = Quorum

<b>OFFICE/NAME</b>	<b>CHAPTER</b>	<b>VOTE</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>ANNUAL</b>
President		1				
President-Elect		1				
Vice President		1				
Secretary		1				
Treasurer		1				
Parliamentarian		1				
<b>STATE REPRESENTATIVES</b>	Larimer-Weld					
	Mile High	1				
	Members at Large	1				
<b>TOTAL VOTES</b>						

**SAMPLE**

**MINUTES**

**COLORADO ASSOCIATION OF LEGAL SUPPORT STAFF**

**[FIRST] [SECOND] [THIRD] BOARD MEETING**

**[Place of Meeting], [City, Colorado]**

**[Date]**

**CALL TO ORDER**

President \_\_\_\_\_ called the [First] [Second] [Third] Board Meeting of the Colorado Association of Legal Support Staff held at [place] to order at \_\_\_\_\_ .m. The secretary recorded the minutes. *[Or "In the absence of the Secretary, \_\_\_\_\_ was appointed to record the minutes."]*

**PLEDGE OF ALLEGIANCE**

The assembly recited the Pledge of Allegiance.

**APPOINTMENT OF MINUTES APPROVAL COMMITTEE**

The Chair appointed \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ as the Minutes Approval Committee for this meeting.

**STATEMENT OF PURPOSE**

\_\_\_\_\_ read the Statement of Purpose.

**INTRODUCTION OF OFFICERS**

The President introduced herself and the other officers for 20\_\_-20\_\_: President- elect \_\_\_\_\_; Vice President \_\_\_\_\_; Secretary \_\_\_\_\_; Treasurer \_\_\_\_\_; and Parliamentarian \_\_\_\_\_.

**ROLL CALL**

TAKE ROLL CALL OF THE CALSS REPRESENTATIVES AND VERIFY THAT A QUORUM IS PRESENT.

**UNFINISHED BUSINESS**

There was no unfinished business to come before the meeting.

**NEW BUSINESS**

The \_\_\_\_\_ committee reported on its work as directed by the Association. After discussion, it was moved, seconded and carried that \_\_\_\_\_.

**REPORT OF OFFICERS**

President \_\_\_\_\_ reported \_\_\_\_\_.

President-elect \_\_\_\_\_ reported \_\_\_\_\_.

Vice President \_\_\_\_\_ reported \_\_\_\_\_.

Secretary \_\_\_\_\_ reported \_\_\_\_\_.

Treasurer \_\_\_\_\_ reported \_\_\_\_\_.

Parliamentarian \_\_\_\_\_ reported \_\_\_\_\_.

## **REPORTS OF COMMITTEE CHAIRS**

### *Annual Meeting:*

\_\_\_\_\_ discussed \_\_\_\_\_

### *Audit Committee:*

\_\_\_\_\_ gave the Audit Report and reported that the Committee audited the financial reports, bank statements (including the deposit receipts and duplicate carbon checks) and the checkbook of the Association of Legal Support Staff and found the records of the Treasurer to be correct.

### *Bulletin:*

\_\_\_\_\_ discussed \_\_\_\_\_

### *CLE:*

\_\_\_\_\_ reported \_\_\_\_\_.

### *Credentials:*

\_\_\_\_\_ discussed \_\_\_\_\_

### *Guidelines:*

\_\_\_\_\_ discussed \_\_\_\_\_

### *History:*

\_\_\_\_\_ discussed \_\_\_\_\_

### *Marketing/Professional Association Liaison:*

\_\_\_\_\_ discussed \_\_\_\_\_

### *Membership:*

\_\_\_\_\_ discussed \_\_\_\_\_

### *Outstanding Member:*

\_\_\_\_\_ will be sending e-mails for nominations of outstanding members.

### *Pro Bono:*

\_\_\_\_\_ discussed \_\_\_\_\_

*Scholarship:*

\_\_\_\_\_ reported that there will be a nature walk at the Third Board Meeting.

*Ways and Means:*

\_\_\_\_\_ gave a list of the items for sale and encouraged the members to visit the store.

*Web Site:*

\_\_\_\_\_ discussed \_\_\_\_\_

**MISCELLANEOUS MATTERS**

\_\_\_\_\_

**ANNOUNCEMENTS**

The CALSS \_\_\_\_\_ Meeting will be held on \_\_\_\_\_ at \_\_\_\_\_. Details will be provided as they are available. Contact President-elect \_\_\_\_\_ for additional information.

The CALSS Annual Meeting and Educational Conference will be held on \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_. For additional information, contact Annual Meeting Chair \_\_\_\_\_.

Watch for more information on the upcoming CALSS events. Information will be provided to all members via e-mail or regular mail and posted on the Members Only section of the CALSS web site ([www.calss.org](http://www.calss.org)).

**ADJOURNMENT**

There being no further business to come before the meeting, the meeting was adjourned at \_\_\_\_\_ a.m.

\_\_\_\_\_  
\_\_\_\_\_, Secretary

**SAMPLE**

**NOTICE OF BOARD MEETING**

(Name and Address of Secretary)

(Date)

TO: ALL STATE OFFICERS, STANDING COMMITTEE CHAIRS, SPECIAL COMMITTEE CHAIRS AND STATE REPRESENTATIVES

The 20\_\_\_\_ [Second] [Third] Board Meeting of the Colorado Association of Legal Support Staff will be held on Saturday, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_m, at \_\_\_\_\_.

Reports are due from all state Officers, Committee Chairs and State Representatives. The REPORT will be provided to the Secretary for posting on the website. The Secretary will notify all CALSS Officers, State Representatives and Committee Chairs when all reports have been posted for printing and insertion into her/his committee notebook. (This will require \_\_\_\_ copies of your report.) Anyone wishing to read his or her report will please limit it to three minutes. To avoid confusion for distribution, please mail your report with the required copies to this officer no later than \_\_\_\_\_ (ten days prior to the meeting).

A tentative agenda for this meeting is attached hereto. Anyone wishing to be added to the agenda will please notify President \_\_\_\_\_ no later than \_\_\_\_\_. At the meeting, time limits on discussion may be set. All bills should be mailed to the CALSS Treasurer at least TWO WEEKS prior to the meeting.

CALSS Board Meetings are open for any member to attend. The seminars will be \_\_\_\_\_.

Friday night \_\_\_\_\_ [date], a Welcome Reception will be held for all members from \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m. in President \_\_\_\_\_'s room at \_\_\_\_\_ [name and address of hotel]. Please plan to attend.

(Signature of Secretary)

Attachment (Agenda)

**SAMPLE**  
**NOTICE OF ANNUAL MEETING**

(Name and Address of Secretary)

(Date)

TO: ALL STATE OFFICERS, COMMITTEE CHAIRS AND STATE REPRESENTATIVES:

The \_\_\_\_\_ Annual Meeting of the Colorado Association of Legal Support Staff will be held on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_. Details of the Annual Meeting will be sent to each CALSS member from \_\_\_\_\_ [Host Chapter] Association of Legal Support Staff.

Delegates are to meet for voting instructions on \_\_\_\_\_, at \_\_\_\_ .m. PLEASE BE PROMPT.

General Assembly will begin at \_\_\_\_\_ a.m. Please let President \_\_\_\_\_ know by \_\_\_\_\_ if you have special business or reports to bring before the General Assembly so that the same will be included on the agenda.

All state Officers, Committee Chairs and State Representatives shall submit an Annual Report to CALSS Secretary \_\_\_\_\_ no later than \_\_\_\_\_. These reports will be available to all CALSS members on the website prior to the Meeting. Reports are limited to one page, single spaced.

All bills should be presented to the Treasurer on or before \_\_\_\_\_, in order for his or her books to be ready for the Audit Committee.

The First Board Meeting of the new year will be held on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ a.m. Please make every effort to pass your file to your successor as soon as possible (preferably at the Annual Meeting). Inside the cover of your file, please make a list of all deadlines, any special duties of your office or committee and any other helpful information or suggestions.

Your 20\_\_\_\_ - 20\_\_\_\_ President will be \_\_\_\_\_. The following represents the slate of nominees for office for this term:

President Elect: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_ [in even-numbered years]

Nominations will be taken from the floor for these offices. Nominees must be members in good standing.

The following are enclosed:

1. Proposed agenda for General Assembly, \_\_\_\_\_, 20\_\_\_\_.
2. A form for each chapter to list the names and addresses of newly elected officers and chapter meeting dates. Please complete this form and return it to [the new Secretary or President] no later than \_\_\_\_\_, 20\_\_\_\_.

3. Notice of proposed Amendments to the Bylaws of our Association, which will be on the agenda for the General Assembly (if applicable).
4. A copy of the Nominating Committee's Report and Proposed Ballot

If you have any questions, please do not hesitate to contact me.

(Closing and signature)

Enclosures

**SAMPLE**  
**CHAPTER CONTACT INFORMATION**  
**20\_\_-20\_\_ CHAPTER OFFICERS**

**CHAPTER:** \_\_\_\_\_

**CHAPTER MEETING DATE:** \_\_\_\_\_

**PRESIDENT: Name:**

Address:

Work Phone:

Home Phone:

Fax:

E-Mail Address:

**VICE PRESIDENT: Name:**

Address:

Work Phone:

Home Phone:

Fax:

E-Mail Address:

**SECRETARY: Name:**

Address:

Work Phone:

Home Phone:

Fax:

E-Mail Address:

**TREASURER: Name:**

Address:

Work Phone:

Home Phone:

Fax:

E-Mail Address:

**STATE REPRESENTATIVE: Name:**

Address:

Work Phone

Home Phone:

Fax:

E-Mail Address:

PLEASE \* YOUR PREFERRED MEANS TO BE CONTACTED.

## **MINUTES APPROVAL COMMITTEE'S RESPONSIBILITIES**

A member of this committee shall:

1. Record the transactions of the meeting in the same manner as the Secretary for the purpose of being able to verify the accuracy of the minutes.
2. As soon as possible after receiving the draft copy of the minutes:
  - a. Review the suggested Guidelines for minutes.
  - b. Read and compare the draft copy with notes taken.
  - c. Notify the Secretary of any changes.
  - d. Be aware that silence is considered consent if the corrections are not received by the assigned date.
3. Understand that, in the case of conflicting views on corrections to minutes, the majority vote adopts; in cases where only one member submits a correction, the Secretary will make the final decision. Any member of this committee has the right to offer an amendment to the minutes at a following meeting and should be prepared to do so if in disagreement with the final minutes.

**SAMPLE**

**REPORT OF MINUTES APPROVAL COMMITTEE**

We, the undersigned, appointed as the Minutes Approval Committee for the Colorado Association of Legal Support Staff \_\_\_\_\_ meeting held in \_\_\_\_\_, Colorado, on \_\_\_\_\_, hereby approve these Minutes with the following corrections, if any, listed below.

_____	Date: _____
_____	Date: _____
_____	Date: _____

**Corrections:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## TREASURER

This officer is custodian of all funds of this Association.

In addition to those items listed in the General Information section of these Guidelines, the file for this office should contain the following:

- Current and updated roster of members of CALSS
- Financial reports (audited and unaudited)
- Current budget
- Record of all receipts and disbursements pertaining to the general fund
- Record of all receipts and disbursements pertaining to the Scholarship Fund
- Bank statements for all accounts, including canceled checks
- Checkbook(s) for any and all accounts
- A list of all paid-up members in this Association by chapter, including the member's name, preferred mailing address, e-mail address, and telephone numbers; employer's name, address and telephone number
- Current and two years' prior roster lists

Responsibilities of and Guidelines for Treasurer:

Perform duties in accordance with CALSS Bylaws and Standing Rules.

1. Make all deposits and disbursements promptly.
2. Maintain a general ledger for all budgeted accounts with explanatory notes for miscellaneous accounts.
3. Reconcile accounts promptly on receipt of bank statements.
4. Maintain roster of all members of CALSS; furnish a copy for posting on the website as soon as possible after the annual meeting.
5. Prepare a report or article for the *State of the Association* when applicable.
6. Send notice of dues renewal to all members at least 20 days prior to the end of the fiscal year through the CALSS Secretary.
7. Assist local chapter treasurers, if requested.
8. Monitor budgeted amounts to make sure claims are allowable; any questionable claim should be discussed with President.
9. Maintain cash receipts and disbursements on the CALSS laptop computer, properly backed up at regular intervals.
10. Keep current on IRS requirements as to Form 990.
11. Attend all CALSS Executive Committee, Board and Annual Meetings.
12. Prepare proposed budget prior to the annual meeting.

Responsibilities and Guidelines regarding the Roster:

1. Secure copies of all rosters received from each chapter.
2. Secure from the President the Officer and Chair list.
3. Prepare the Roster in booklet form, including: title page; officer and chair pages showing members of committees; chapter presidents and State Representatives; membership by chapters listing chapters alphabetically, including members-at-large and secondary and honorary members, showing total membership in CALSS.
4. Update Roster on line through the Web Site Chair as needed, for use by members when needed.

Suggestions and Helpful Hints:

1. With regard to the Scholarship Fund, upon receipt of a letter from the Scholarship Chairman requesting funds for the recipient, be sure that the Scholarship Chairman sends the name of the college/school that will be attended, date of attendance, etc. Funds should be sent by the Treasurer or Scholarship Chairman directly to the school, fully identifying the recipient for whom they should be deposited.
2. In writing articles for *de Novo* or the *State of the Association*, give points for local treasurers to keep in mind.
3. Keep the membership roster on a permanent computer (CALSS laptop) and update when necessary to minimize set-up time each year.

## PARLIAMENTARIAN

This officer is appointed by the President. The Parliamentarian is a member of the Executive Committee and advises the President and members on procedure when requested and interprets the Bylaws, Standing Rules and adopted parliamentary authority.

In addition to those items listed in the General Information section of these Guidelines, the file for the Parliamentarian's should contain the following:

- The current edition of *Robert's Rules of Order, Newly Revised* (RRONR)
- CALSS membership roster
- Parliamentary Opinions file indexed as to matter researched (this should be kept as a permanent file)

Additional Responsibilities of and Guidelines for Parliamentarian:

1. Advise on the procedure and interpretation of Bylaws and Standing Rules when requested.
2. Attend all meetings of the Association.
3. Assist the presiding officer with agenda.
4. Process all Bylaws of new chapters so as to be in conformity with CALSS, amendments to Bylaws, and assist chapters on questions of proper rules and form when requested.
5. Answer all correspondence promptly. In this respect, when an application for a charter for a new chapter is received, expedite issuance of the charter by promptly replying to the request for approval or disapproval.
6. Conduct the orientation of delegates and alternates at the Annual Meeting.
7. Prepare ballots for election and notify the President that this has been done (a separate ballot for each office).
8. Have on hand extra blank ballots for additional balloting.

Suggestions and Helpful Hints:

1. Be familiar with RRONR and parliamentary procedure.
2. Develop a system of discreetly advising the presiding officer during meetings.
3. Communicate with chapter parliamentarians and offer assistance.
4. Write articles on parliamentary procedure for *de Novo*.

## TELLERS' RESPONSIBILITIES

In any vote that requires a ballot, the President appoints three tellers to distribute, collect and count the ballots and to report the vote. The tellers should be chosen for accuracy and dependability, should have the confidence of the membership and should not have a direct personal involvement in the question or in the result of the vote.

To ensure accuracy and to enable the tellers when unfolding the ballots to detect any error, each ballot should be folded in a manner announced in advance or stated on the ballot itself.

When the balloting is completed, the President directs the tellers to collect the ballots. Voters shall hand their ballots to a teller, who judges by the thickness and feel of the paper that only one ballot is being cast and deposits them in a central ballot box.

### Counting Ballots:

1. Only Tellers and the parliamentary advisor (if directed by the President) are permitted in the room where ballots are counted.
2. Ballots are counted first without looking at names and placed in stacks of convenient size.
  - (a) If the number of ballots exceeds the number eligible to vote, this fact must be reported to the President who announces this to the assembly. Another ballot shall be taken.
  - (b) If the number of ballots is less than the number eligible to vote, the matter is ignored. A delegate has the right not to vote.
3. Ballots are then counted and tallied.
4. If the name of the candidate is not printed on the ballot, it should be recorded on the tally sheet.
5. The number of votes cast for each candidate should be totaled and recorded at the extreme right.
6. Totals from the tally sheets should be entered on the tellers' report form.
  - (a) If the total exceeds number of ballots cast, the ballots must be recounted.
  - (b) If the total is less than number of ballots cast, the matter is ignored.
7. Tally sheets must be signed by the tellers and placed with the ballots for possible recount.

### Determining Validity of Votes:

1. Common sense must be exercised and an effort made to ascertain and to carry out the intention of the voter.
2. All blanks are ignored.
3. Acceptable as legal votes are:
  - (a) Those marked in complete accord with directions.

- (b) A marked ballot folded in with a blank ballot is counted as one vote.
  - (c) On a partially marked ballot: votes as marked are counted; blank portions are ignored.
  - (d) When only one name is printed or written under the title of an office and other names are written in, the vote should be credited to the name marked with an x.
4. Illegal votes cast by legal voters:
- (a) Unintelligible ballots are counted as illegal.
  - (b) Ballots with doubtful meaning are considered illegal if the result is not affected. If the result may be affected, it should be reported to the President to be submitted to the assembly for decision on how to record the ballot.
  - (c) Two or more filled out ballots folded together are counted as one illegal vote.
  - (d) A ballot with too many candidates marked for one office is illegal for that office; the rest of the ballot may be legal.

Determining Number of Votes Cast:

1. Count all votes, legal and illegal, cast by legal voters.
2. Exclude blanks.

**FORMS OF TELLERS' REPORT AND TALLY SHEETS ATTACHED.**

Presentation of Report by Chair or Reporting Teller:

1. Stands, addresses the chair.
2. Reads the report in its entirety.
3. Hands the report to the chair (President).

Declaration of Election:

1. The chair rereads tellers' report and separately declares the election of each officer (majority vote).
2. If no candidate has received a majority vote for a certain office, the chair announces that there is no election.

Disposition of Tellers' Report:

1. Entered in full in the minutes.
2. Ballots may be filed with the Secretary until a time set for being destroyed. In no event should the ballots be destroyed until the close of the meeting.
3. May be ordered destroyed by motion and majority vote.

**SAMPLE**  
**TELLERS' REPORT (MOTION)**

Date: \_\_\_\_\_

Number of votes cast \_\_\_\_\_

Necessary for adoption \_\_\_\_\_

Votes for motion \_\_\_\_\_

Votes against \_\_\_\_\_

Illegal votes: \_\_\_\_\_

Signed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SAMPLE**  
**TELLER'S REPORT**

**FOR \_\_\_\_\_ (OFFICER)**

Number of votes cast \_\_\_\_\_

Number of votes necessary for election (majority) \_\_\_\_\_

\_\_\_\_\_ has received a majority of the votes cast and have been elected to the office of \_\_\_\_\_.

**OR**

After counting the votes cast, no candidate received a majority of the votes cast.

TELLERS

\_\_\_\_\_

\_\_\_\_\_