



# Santa Clara County Legal Professionals Association

## STANDING RULES

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**STANDING RULES  
OF  
SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION**

Pursuant to Section 20 of ARTICLE IX of the Bylaws of Santa Clara County Legal Professionals Association (also known as SCCoLPA), the following Standing Rules shall apply to the activities of said Association until revised or repealed by the members of said Association.

**Rule 1      ADOPTION OF ANNUAL BUDGET**

The Executive Board shall act as the Budget Committee. All officers and chairmen shall submit proposed budgetary items to the Executive Board prior to the April Board meeting. The proposed budget shall be distributed to the membership prior to the June membership meeting and voted on by the membership at the June membership meeting.

**Rule 2      PAYMENTS OF BILLS**

No officer, chairman, or member shall engage in any activity or make any commitment, financial or otherwise, on behalf of the Association without approval of the Executive Board.

Other than those items of expenses set forth in the Standing Rules, the Executive Board may authorize the payment of bills or requests for payment up to Four Hundred Dollars (\$400). All bills shall be substantiated by voucher and the Treasurer's Report shall be ratified by the membership.

Reimbursement of all expenses incurred by the Governor, Delegates or Alternates and Officers shall be submitted with appropriate documentation and processed by the Treasurer within thirty (30) days from the date incurred. Any exceptions to this 30-day rule shall be granted by the Executive Board.

**Rule 3      GUIDELINES FOR COMMITTEE CHAIRMEN**

All committee chairmen shall observe the Association's guidelines for such chairmanship, a copy of which, together with a copy of BRASS TACKS, shall be provided each chairman at the first Executive Board meeting at which the new president presides. The Rules Committee shall compose the guidelines and make revisions, as necessary.

**Rule 4      CANDIDATES FOR STATE OFFICE**

Expenses to be incurred by the Association in support of a candidate for a State office shall be subject to approval by the Executive Board and vote of the membership.

**Rule 5      GOVERNOR**

The Governor's paid expenses for the quarterly Governors' meetings for August, November, and February of each year shall consist of the following:

- a) Scrip ticket;
- b) Transportation--air travel (air coach rate), including expenses from airport to location of meeting; or car at the current amount allowed by the IRS for business mileage, not to exceed actual round trip air fare to the same destination; by bus or by train;
- c) Per Diem of Twenty-Five Dollars (\$25) for days in attendance, not to exceed three (3) days; and
- d) Lodging, one-half (1/2) double occupancy rate. Every effort will be made to find a roommate to share the cost of the room, but the Association will otherwise bear the cost of the entire room; and
- e) Governors' luncheon ticket.

**Rule 6      ELECTED DELEGATES (OR ALTERNATES) TO STATE CONFERENCE**

The proposed delegates should be the outgoing Governor, the incoming Governor, and the incoming President. The alternates should be selected from those members desirous of attending the LPI Conference. The three (3) elected delegates' or their alternates' paid expenses to the annual state conference shall consist of:

- a) Scrip ticket;
- b) Transportation-air travel (air coach rate), including expenses from airport to location of meeting; or car at the current amount allowed by the IRS for business mileage, not to exceed the actual round trip air fare to the same destination; by bus or by train;
- c) Per Diem of Twenty-Five Dollars (\$25) per day for days in attendance, not to exceed three (3) days;
- d) Lodging, one-half (1/2) double occupancy rate; and

- e) Governors' luncheon tickets for both Governors, and Presidents' luncheon ticket for President, if they are the delegates representing this Association.

**Rule 7      PRESIDENT**

Inasmuch as the President of this Association is the Association's host at many functions, attends many committee meetings, and gives much time to the successful work of the organization, the Association shall provide the President with the cost of dinner for all monthly meetings. In the absence of the President, the above shall apply to the Vice President or officer who presides.

**Rule 8      DELEGATES (IN GENERAL)**

Whether or not to send delegates to meetings, with expenses paid as set forth in these Standing Rules, shall at all times be at the recommendation of the Executive Board, and after vote of the membership, taking into consideration the balance of funds in the treasury at the time.

**Rule 9      DECLARING VACANCIES IN OFFICE**

The Executive Board of this Association shall have the power to declare a vacancy in any office of this Association if any officer or chairman does not satisfactorily perform the duties of the office.

**Rule 10      AUDIT COMMITTEE**

An annual audit of the Association's financial records shall be conducted by an accredited auditor. In lieu of appointing an Audit Committee, the incoming and outgoing President shall agree on an accredited auditor to review the books at the close of the year (April 30) and prepare such a summary as necessary for presentation to the Association and LPI by the June membership meeting. The Outgoing Treasurer shall deliver the books to the accredited auditor and be available to answer questions.

**Rule 11      REINSTATEMENT FEE**

The reinstatement fee for membership shall be Five Dollars (\$5).

**Rule 12      CORRESPONDENCE**

Copies of all correspondence and reports shall be submitted to the President and the Governor.

**Rule 13      INSTALLATION COMMITTEE**

This committee shall consist of, but not be limited to, one past President and a member in good standing selected by the incoming President. It shall take into consideration the President-elect's wishes in all matters concerning the ceremony. The cost of the installation meal shall be paid by the Association only for the officiating officers, i.e., Master of Ceremonies, Installing Officer, Installing Marshal, and Guest Speaker, if not members of this Association. Consideration shall be made and must be approved by the Board of any other expenditures relating to the Installation over \$150.00 and must be submitted with a receipt.

**Rule 14      MARILYN OTT MEMORIAL SCHOLARSHIP**

In any one year the Association shall award not more than \$1,500 in scholarships to qualified recipients selected by the Scholarship Committee, and payment of said scholarships will be awarded in accordance with the guidelines of LPI's Eula Mae Jett Scholarship Program or the guidelines set forth by the Scholarship Committee for local association educational programs. The \$1,500 shall be paid from the income produced by any educational classes conducted by the Association or such other source as may be approved by the membership for that year.

**Rule 15      SPECIFIC ALLOWANCES AND/OR GIFTS**

- a) A gift of Twenty-Five Dollars (\$25) to the LPI President shall be made annually.
- b) The Treasurer shall pay the annual Association membership dues, as required, to the Bay Area Legal Forum.
- c) The President's pin shall be purchased from LPI headquarters to be presented by the Outgoing President to the President-elect at the installation and shall be ordered by the Treasurer and paid out of the Association's treasury.
- d) Flowers and/or cards shall be ordered and sent by the Executive Secretary, when appropriate after discussion, with flowers and/or an appropriate gift to

be sent to ill or hospitalized members only, at a cost not to exceed One Hundred Dollars (\$100).

- (e) Memorial contributions on behalf of immediate family of members of SCCoLPA who have held an office the past five years or who are honorary members of SCCoLPA may be made upon recommendation of the Executive Board in an amount not to exceed One Hundred Dollars (\$100).
- (f) The gift for the outgoing President shall be arranged for by the Installation Committee.

### **Rule 16      INSUFFICIENT FUNDS**

Checks issued to SCCoLPA which are non-negotiable because of insufficient funds, or other reasons, shall be replaced immediately by cash, a certified check, or money order, for the amount of the original check, plus a \$10 penalty may be considered, plus the actual cost charged SCCoLPA by the financial institution for processing the original check.

### **Rule 17      LIABILITIES INSURANCE AND BOND**

The necessity for and the amount of liability insurance shall be determined by the Executive Board.

SCCoLPA shall carry insurance, in an amount and from a source determined by the Executive Board, bonding the conduct of persons who were, now are or shall be directors, trustees, officers, employees, committee members or volunteers of SCCoLPA including their estates, heirs, legal representatives or assigns in the events of their deaths, incapacities or bankruptcies.

### **Rule 18      SCCoLPA *ADVANCE SHEET* WEBSITE**

Material for *THE ADVANCE SHEET* shall be submitted to the Bulletin Editor no later than ten (10) days after the regular meeting or as specified by the Editor. The Editor shall recommend to the board an assistant to work with the website coordinator, and who will have full access to the website and shall be called upon if the website coordinator is unavailable. This person shall be kept apprised of the website status monthly and shall be known as the website assistant.



**Rule 19      ADVERTISING**

The Advertising Chairperson will be responsible for coordinating advertising copy and income for advertisements. The Advertising Chairperson shall submit all advertising order forms to the Board for review and approval.

The following is a schedule of advertising rates to be charged for advertising on the Association website:

**BANNER PLACEMENTS:**

HOME PAGE	\$750 per year
MEMBERSHIP PAGE	\$450 per year
EVENTS PAGE	\$350 per year
EMPLOYMENT PAGE	\$350 per year
VENDOR PAGE	\$250 per year

Advertising rates will begin on May 1, and end on April 30, of the following year. If a vendor purchases ad space after the beginning of the fiscal year, said rate will be pro rated as referenced in the vendor agreement.

**Rule 20      PROGRAM DETAILS**

All program details and announcements shall be published on the website. Information shall be sent to the website coordinator and copied to the website assistant and the President in a timely manner. Further, reminders will be emailed to all members in good standing on a regular basis.

**Rule 21      PRESIDENT'S EXPENSES FOR LPI CONFERENCES**

If the budget allows and the President wishes to attend, the same expenses of the President in attending LPI conferences shall be paid as are paid for the Governor.

If the President is unable or unwilling to attend an LPI conference, the Vice President or Executive Advisor, in the order listed, may attend as President Pro Tem. In the event the President, Vice President, and the Executive Advisor are unable or unwilling to attend, the President, with the consent of the Executive Committee, shall have the

power to appoint any board member to attend as President Pro Tem. The same expenses of the President Pro Tem shall be paid as are paid for the President and Governor.

**Rule 22      OFFICER AND CHAIRMAN REIMBURSEMENTS**

If an officer, committee chairman, or committee member is required to be a member of or attend an association-sponsored function (i.e. education workshop, fundraising event), the Association shall reimburse the amount of such activity. Further, claims for any expenses incurred by an officer or chairman as a result of fulfilling his/her duties shall meet the same 30-day reimbursement requirement as set out in third paragraph of Rule 2 above. This will be enforced.

**Rule 23      DINNER CANCELLATION**

Unless timely cancellation of a dinner meeting reservation is made, the member shall be liable for the cost of the reserved dinner. Enforcement of this rule shall be left up to the discretion of the President should there be extenuating circumstances.

**Rule 24      APPROVAL OF OFFICER AND CHAIRMEN REIMBURSEMENT REQUESTS**

All reimbursement requests by Officers and Chairmen shall be approved and authorized by the President, excluding the President's own expense reimbursement requests. All expense requests by the President shall be approved and authorized by the Governor.

**Rule 25      APPROVAL OF GUEST SPEAKER REIMBURSEMENT REQUESTS**

Reimbursable expenses of guest speakers shall include the following: mileage at the current IRS allowable rate; tolls; and taxi fare. All expense requests shall be subject to board approval.

**Rule 26      ROD CARDINALE, JR. PRESIDENT'S AWARD**

In 2010, Rod Cardinale, Jr., as President of SCCoLPA, instituted a tradition of giving a President's Award to a deserving SCCoLPA member who, during the course of the previous year, had made a significant contribution, in the President's opinion alone, to the President, to SCCoLPA, or both. The cost of the plaque is not to exceed \$150 and shall be known as the Rod Cardinale, Jr., President's Award.

**Rule 27      AMENDING THE STANDING RULES**

An amendment to the Standing Rules requires a majority vote of the votes cast after quorum has been met.

**Rule 28      EXECUTIVE BOARD DINNER REIMBURSEMENT**

The Executive Board shall have the cost of dinner reimbursed for all board meetings, not to exceed \$100 per meeting.

**Rule 29      GENERAL MEETING FEE SCHEDULE**

The fee schedule for SCCoLPA General Meeting attendance shall be as follows: 1) Members of SCCoLPA/LPI: \$30 for dinner with MCLE/CCLS credit; 2) Members of SCCoLPA/LPI: \$20 – no dinner, with MCLE/CCLS credit; and 3) Any member of SCCoLPA/LPI: Free – no dinner/and no MCLE/CCLS credit.

**Rule 30      ATTENDANCE AT LOCAL ASSOCIATION ANNUAL INSTALLATION MEETINGS**

If the budget allows, and any appointed or elected officer wishes to attend a local association's annual installation meeting, the expenses to attend the meeting shall be reimbursed by the Association.

**Rule 31      MEMBER IN THE SPOTLIGHT**

A Member of the Month shall be chosen by a vote of the Executive Board. That member will be spotlighted in The Advance Sheet, recognized at the general meeting, and the Association will pay for that member's general dinner meeting dues for that month.

**Rule 32      REIMBURSEMENT OF MILEAGE**

Except as otherwise provided by the Bylaws and these Standing Rules, all Officers, Committee Chairmen and committee members shall, while on official business of SCCoLPA (defined as traveling to and from or attending a conference, meeting or other function as required or authorized by the Bylaws and these Standing Rules), be reimbursed for personal automobile mileage round trip from residence, or work, to Conference or meeting site at the rate of .40 cents per mile traveled.

## **Rule 33      ELECTRONIC MEETINGS**

- 33.1 Log-in information.** The Executive Secretary shall send by e-mail to every member, at least 24 hours before each meeting, the time of the meeting and the URL and codes necessary to connect to the internet meeting service, and, as an alternative and backup to the audio connection included within the internet service, the phone number and access code(s) the member needs to participate aurally by telephone. The Executive Secretary shall also include a copy of, or a link to, these rules.
- 33.2 Log-in time.** The Executive Secretary shall schedule the internet meeting to begin 15 minutes before the start of each meeting.
- 33.3 Location of chairman.** For a hybrid meeting the chair of the meeting must be present in the meeting room.
- 33.4 Signing in and out.** Members shall identify themselves as required to sign in to the Internet meeting service. SCCoLPA members shall be identified as such in the online participant list and maintain internet and audio access throughout the meeting whenever present but shall sign out upon any departure before adjournment.
- 33.5 Video display and Audio service.** For a hybrid meeting screens and audio services shall be provided in the meeting room so that in-person participants and online participants may hear and see one another. When the number of participants is too large for all to be displayed simultaneously, the chair shall cause a video of the chair to be displayed throughout the meeting, and shall also cause display of the video of the online member currently recognized to speak or report.
- 33.6 Quorum calls.** The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the physical presence of the in-person SCCoLPA members and the online list of SCCoLPA members participating by internet, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
- 33.7 Obtaining the floor.** To seek recognition by the chair, an online member shall follow the method appropriate to the internet meeting service being used. Upon assigning the floor to a member, the chair, or person designated by the chair, shall clear the online queue of members who had been seeking recognition. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.
- 33.8 Interrupting a member.** An online member who intends to make a request that under the rules may interrupt a speaker shall use the designated feature of the internet meeting service for so indicating, and shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice.
- 33.9 Motions submitted in writing.** Members shall submit motions in writing by sending them at least one (1) week before the meeting to the President, the Parliamentarian, and the Executive Secretary, who shall send any such pre-

submitted motions by e-mail to all members in advance of the meeting and shall provide copies to the members present in person at the meeting.

**33.10 Display of motions.** The Executive Secretary shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the Executive Secretary, or any assistants appointed by him or her for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.

**33.11 Voting methods.** All votes shall be taken by roll call, unless a different method offered by the internet meeting service is approved by the Board. The chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.

**33.12 Loss of meeting-room connection.** Any business transacted while the meeting-room internet or speakerphone is disconnected is null and void, except that the members present in the meeting room at such a time may take those actions that are in order in the absence of a quorum.

**33.13 Other technical malfunctions and requirements.** Each member is responsible for his or her audio and connection to the internet; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

**33.14 Forced disconnections.** The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the internet meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

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