

GUIDELINES FOR OFFICERS AND COMMITTEE CHAIRS
of
AALS – the Association for Arkansas Legal Support Professionals
(AALS)

This Handbook is a compilation of practices, procedures and forms which have been published for the use and benefit of AALS officers and chairs. Please read, question and understand the detailed information to enhance your leadership experience with AALS.

(April, 2016)

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GENERAL INFORMATION

Each AALS officer and chair should:

1. Carefully read and become familiar with AALS and NALS bylaws and standing rules, attachments to AALS standing rules, and AALS Guidelines.
2. Obtain file from predecessor.
3. Establish goals for the year.
4. Work closely with the chapter and NALS officers and chairs.
5. Attend all AALS business and social functions.
6. Make timely reports as required.
7. Appoint committee members as necessary to assist in carrying out the duties of the committee.
8. Obtain approval of the Membership on projects as required.
9. Transfer files to your successor immediately upon completion of your term or no later than at the AALS Professional Enhancement Retreat.

NOTE: The President is an ex-officio member of all committees and should be kept fully informed of the activities of all committees.

Now that you are an AALS officer or chair . . .

Obtain your predecessor's files and review them as soon as possible. Discard anything that is five years old or older unless it is pertinent to the policies of AALS. NOTE: Minutes of AALS meetings are to be kept permanently.

Notify all AALS Executive Committee (EC) members and the NALS Resource Center as soon as practicable of your contact information.

NALS marketing information may be obtained at www.nals.org or by contacting NALS at 8159 East 41st Street, Tulsa, OK 74145, phone 918-582-5188.

Ascertain deadlines and mark your calendar. Send copies of all correspondence to the President and President-elect. Answer inquiries immediately.

General responsibilities and duties of committee chairs include:

1. Plan and consider AALS goals and goals to be adopted by the committee.
2. Conduct meetings with committee members as necessary.
3. Maintain accurate records and informational files.
4. Initiate action.
5. Evaluate results.
6. Timely submit reports and recommendations.
7. Promptly transfer your file to your successor.

REPORTING PROCEDURES

Reports may propose specific action, summarize work, or contain recommendations. Submit recommendations to the EC in a concise manner at least five (5) days before an EC meeting. Recommendations should be placed at the end of the report and a separate motion to approve made for each

recommendation. If a report is made on a matter to be considered, the motion should be made, discussion had, and the matter put to a vote, **only after** approval of the EC.

Reports should include:

1. Identification of committee and date.
2. Concise information.
3. Findings and conclusions, if appropriate.
4. Recommendation(s) and motion(s), if appropriate.
5. Your signature.

All AALS officers and chairs shall:

1. Furnish an updated report to the Publications Director for each issue of *The Informer*.
2. Correspond with chapter counterparts as appropriate.
3. Submit the expense reporting form and receipts to the Treasurer with a copy to the President five (5) days prior to the next EC meeting.

Your responsibility may require cooperating with another officer or chair and/or providing information to the Publications Director and/or Marketing Director.

PRESIDENT

The incoming President should ensure that a financial review has been conducted before assuming the responsibility of the office or transacting any financial business on behalf of AALS.

The President serves as an ex-officio member of all committees and shall be authorized to sign checks on all bank accounts.

The effective President knows everything taking place in AALS, assumes nothing, and takes nothing for granted. All official notifications to the Membership should be approved and coordinated by the President. At the President's discretion and depending upon the circumstances, this notification may be disseminated via (i) email to all members; (ii) email to all chapter presidents and members-at-large, directing the chapter presidents to distribute the notices to their chapter's members; (iii) instruction to the Marketing Director to put the notices on the website; and/or (iv) instruction to the Publications Director to publish the notice in *The Informer*.

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. Select appointees for Parliamentarian, Historian, Publications Director, Membership Director, Marketing Director, two CLEC members, and all committee chairs. Prior to selection, review with each candidate the specific responsibilities and appropriate timeline of responsibilities. Seek approval of each candidate during the spring EC meeting and introduce them during the spring membership meeting. Supervise the work of officers and committee chairs. In the event that an appointed office is vacated prior to the time the year's

duties are fulfilled, the President should appoint an interim chair, subject to the approval of the EC.

2. Prepare the agenda for each EC and membership meeting, providing sufficient copies for each participant, respectively. A consent agenda may be used during the membership meetings and annual conference general assembly.
3. Preside at each meeting according to parliamentary procedure.
4. Before the end of the fiscal year, select a Financial Review Committee to review the financial records for the closing year, and a committee to review the annual conference records. One committee may be charged with both financial reviews except in an instance when the committee appointed to review the fiscal year records are members of the host committee for the annual conference.

The President's first responsibility is to the Membership. The President must remain neutral on all matters, permit full discussion, and be certain the final determination in all matters is made by the Membership, except in an instance where the EC is directed to act, in which instance, the EC action is reported to the Membership at the next membership meeting.

Keep communications open with committee chairs. Write a note to each committee chair at the beginning of the year, thanking them for accepting the responsibility and encouraging questions and suggestions. Ask each to prepare a statement of their goals for their respective office or committee for the upcoming year. Review with each chair the committee's responsibility for the upcoming year. Discuss time and budget constraints. Encourage each officer or chair to make an oral report at each membership meeting.

A President's Award may be presented during the annual conference award/installation banquet. The recipient of this award is determined in the sole discretion of the President, based upon the following: (Twenty-five percent may be earned in each category.) When a chapter has received the award three (3) times, the chapter will retain the award and a new award will be prepared.

1. Chapter president's communication and cooperation with AALS President.
2. Legal education activities sponsored by chapter during the fiscal year.
3. Participation in AALS programs, projects, and meetings.
4. Participation in other special activities which recognize the judicial system and/or outstanding legal professionals, or contribute to community projects.

If the President wishes to express an opinion on any subject, the President should relinquish the chair by handing the gavel to the President-elect, stepping down from the chair and requesting the floor. After expressing an opinion, the President should return to the chair. The President may explain matters to the assembly, or ask the Parliamentarian to do so, to clarify a motion. The President should never allow any member to chair a meeting except in his or her absence, in which event the President-elect shall preside. In the absence of the President and President-elect, the next officer in line shall preside over the meeting, i.e., Executive Secretary, Treasurer, and Immediate Past President.

EC meetings are vital to the successful functioning of AALS and should be handled in a business-like manner. It is the President's responsibility to conduct an EC meeting prior to each meeting. Ample time should be allotted to effectively handle all business. At the first EC meeting of the year, remind the members that the meetings are for frank and open discussion of the problems and needs of AALS and that personality should be left out of such discussions if at all possible. **Remind each member that all discussions are confidential and are not to be discussed with others.** All matters are brought before the EC with an open mind and with the good of AALS of utmost concern. No resolution or motion to commit AALS on any matter should be considered at a meeting without first being discussed at an EC meeting. Any motions made at a meeting requiring discussion by the EC should be deferred to the next EC meeting for consideration.

After fully discussing a motion, the EC should move to make its recommendation to the Membership. All required motions must be voted on by the Membership. Expenditures not to exceed \$100 or those already budgeted may be approved for payment by the EC, and thereafter such action shall be reported to the Membership.

Any EC recommendation must be presented for approval at the next following membership meeting or annual conference, respectively. Recommendations of the EC cannot be forced upon the members. If a member votes “no,” the Executive Secretary should so note in the minutes. Remind the members that once a vote has been taken, it becomes a majority position of the Membership.

For each meeting, prepare an agenda and calendar of upcoming events. Specific matters for each AALS meeting are set out below:

At the spring membership meeting held immediately following the AALS annual conference:

1. Introduce the newly installed EC and committee chairs.
2. If not obtained prior to the meeting, obtain contact information for each officer and chair.
3. Select sites for membership meetings for following year.
4. Announce site for seminar(s) (as applicable).
5. Approve dates, registration costs, site, and educational topics for fall membership meeting.
6. Approve the Report of Financial Review Committee for previous year.
7. Approve drawing a name from among all members for a free registration for the fall membership meeting.

At the fall membership meeting:

1. Determine and approve amount of scholarship(s)/grant(s) for the following fiscal year.
2. Approve dates, registration costs, site, and educational topics/speakers for winter membership meeting.
3. Approve site, dates, advertising and registration costs, and CLE topics and speakers for the upcoming AALS annual conference.
4. Approve payment of AALS annual conference registration fees for the elected officers, as funds are available.
5. Approve drawing a name from among all members for a free registration for the winter membership meeting.

At the winter membership meeting:

1. Finalize and approve schedule for AALS annual conference.
2. Approve judges for scholarship/grant awards and Award of Excellence competition.
3. Approve proposed budget for next fiscal year.
4. Approve dates, registration costs, site, and educational topics for annual Professional Enhancement Retreat.
5. Approve drawing a name from among all members for a free registration for the annual conference/spring membership meeting.

At the annual conference general assembly:

1. Determine the site of annual conference in two years.
2. Approve distribution of budgeted funds for incoming President and/or President-elect to attend NALS Education Conference and National Forum, if any.
3. Distribute certificates of appreciation to committee chairs who served during the past year.

PRESIDENT-ELECT STRATEGIC PLANNING CHAIR

The President-elect, by virtue of office is a member of the EC and shall be authorized to sign checks on all bank accounts. It is imperative that the President-elect attend all meetings and functions of AALS, and become familiar with the NALS and AALS governing documents in preparation for the presidency. The President-elect should become familiar with the responsibilities of the office of president, particularly, selection of officers and committee chairs, parliamentary procedure, and meeting protocol. The President-elect will assume the duties of the President in the President's absence.

By virtue of office, the President-elect is also the Chair of the AALS Strategic Planning Committee (SPC). The members of the SPC by virtue of office include the members of the EC. As chair, the President-elect may appoint additional members in her/his discretion and may invite any member to attend the committee's meeting(s), depending upon the topics to be discussed. The purpose of the SPC is to develop and maintain, on behalf of and in consultation/collaboration with the Membership, a strategic plan for the association. In doing so, the SPC should revise AALS' mission and vision statements as necessary, as well as identify key strategic goals and actions that AALS should focus on, at a membership-wide level.

SPC members will be expected to:

- Champion the strategic planning process;
- Be objective and take an association-wide view of issues being discussed;
- Be effective communicators;
- Read meeting material before attending SPC meetings to ensure that the committee can have full and informed discussion of agenda items;
- Comment on draft documents via email outside of the meetings; and
- Participate in consultation regarding events/activities, drafts of the strategic plan, mission statement, and vision statement.

The chair of the SPC will:

- Be impartial and support an equal and fair consideration of all items and opposing views;
- Distribute discussion items to the SPC in a timely manner for review prior to SPC meetings;
- Be flexible in leading the committee through its meeting agendas;
- Summarize discussion of items and clearly articulate actions that need to be taken; and
- Act as the committee's lead spokesperson or lead presenter for AALS' events/activities.

If the committee votes on any issue, the chair will have the casting vote.

EXECUTIVE SECRETARY

The Executive Secretary is the recording officer of AALS and custodian of its records and, by virtue of office, a member of AALS EC and SPC. In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. Have a working knowledge of the NALS and AALS governing documents.
2. Work closely with the President.
3. Take minutes during each meeting of the EC and the Membership.
4. Prepare minutes and provide a copy to the President and EC for approval as soon as possible after the meeting. After approval, submit a copy of the membership meeting minutes to the Publications Director for the next issue of *The Informer*. Only EC members receive a copy of the EC minutes. The minutes of the previous annual conference general assembly are to be published in the issue of *The Informer* immediately preceding the annual conference.
5. Read the minutes of the previous meeting at each meeting, or, under the direction of the President, move for approval as published in *The Informer*. (If published in *The Informer*, this approval may be a part of the consent agenda, if utilized.)
6. Send the Notice and Call at least 30 days prior to meetings or cause same to be printed in *The Informer*, depending upon the publication date.
7. Submit proposed amendments to bylaws and/or standing rules at least 30 days prior to the meeting where the proposed amendment will be voted on and may be adopted, or cause same to be published on the AALS website with notice to all members or printed in *The Informer*, depending upon the publication date.
8. Maintain all official records of AALS and deliver same promptly to the successor in office. Minutes are to be transferred to CDs and shall be kept permanently.
9. Send correspondence as directed by the President and/or the EC.

TREASURER

By virtue of office, the Treasurer is a member of the AALS EC, SPC, and the Ways and Means Committee, and shall be authorized to sign checks on all bank accounts.

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. Ensure that a financial review has been conducted before assuming the responsibility of the office or transacting any financial business on behalf of AALS.
2. A current roster for AALS members may be obtained at any time from the NALS website.
3. Receive and disburse all AALS funds under the direction of the EC and in accordance with AALS governing documents. Proceeds from AALS meetings are divided equally between the host and AALS; silent auction proceeds are divided equally between the Scholarship Fund and Retreat expenses; proceeds from Ways and Means projects are applied to the Scholarship Fund; and proceeds from Lighten Your Load are earmarked for the Retreat.
4. Collect monies from all functions and projects, excluding the annual conference when monies are received and disbursed in a separate accounting, and deposit funds in an approved bank. The Treasurer shall immediately at the close of meetings report to the EC the actual cash and checks on hand.
5. Keep a journal of transactions in conjunction with the checkbook.
6. Prepare a financial statement for distribution to the Membership for review prior to each meeting. The statement should include all accounts of AALS.

7. Disburse funds as authorized, and retain copies of all bills and statements paid, indicating date paid and check number.
8. Prepare proposed budget for ensuing year and, upon approval by the EC, distribute copies to the Membership for review prior to the winter membership meeting.
9. Before the end of each fiscal year, the President will select a Financial Review Committee to review the financial records for the closing year. The Treasurer shall provide all financial records to the Financial Review Committee no later than two weeks before the EC meeting which is held immediately prior to the annual conference.
10. In the absence of an appointed Ways and Means Committee, the Treasurer shall oversee all fundraising projects and carry out the duties as outlined for such committee below.
11. As dues are received from NALS, forward new member information to the President, President-elect, and Membership Director so that they may send personal welcome letters to the new member.
12. Each chapter should obtain an employer's identification number (EIN) and submit same to the Treasurer. The EIN should subsequently be forwarded to NALS for its permanent records. The number may be obtained by filing Form SS-4 with the local IRS office or electronically via the Internet. **The Treasurer should see that all new chapters comply with this rule.**
13. New chapters should be informed that each non-profit organization with annual gross receipts less than \$25,000 annually is required to file an annual e-postcard return (Form 990-N) electronically by the 15th day of the fifth month following the end of its fiscal year. For those chapters whose fiscal year ends April 30, the filing is due by September 15. Each chapter Treasurer is required to file Form 990-N on behalf of their chapter. A copy of the confirmation of filing must be sent to NALS Member Services Director as quickly as possible so that the chapter will be a part of the NALS list of included chapters.
14. The AALS Treasurer is required to file Form 990-N on behalf of AALS electronically by September 15 and provide proof of filing to the NALS Member Services Director by January 14 each year. **The Tax ID Number for AALS is 23-7049828.**

IMMEDIATE PAST PRESIDENT

The Immediate Past President is a member of the AALS EC and the SPC. The Immediate Past President works with the Membership Director in the formation of new chapters and should be readily available to assist in chapter visitation and all membership programs.

PARLIAMENTARIAN

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

The Parliamentarian is appointed by the President and approved by the EC and, by virtue of office is a member of AALS EC and the SPC.

Directives:

1. Become familiar with the most current edition of *Robert's Rules of Order Newly Revised*. Have a copy on hand at every AALS meeting.
2. It is the Parliamentarian's responsibility to see that the meetings are conducted in a businesslike manner, following proper parliamentary procedures, and to advise the President as necessary to interpret bylaws or standing rules.
3. At the beginning of the term, send a letter to each chapter parliamentarian, setting out the rules for processing bylaw amendments and inviting questions.

4. All new chapters must adopt the NALS uniform bylaws. A charter will not be granted to a new chapter until the application has been approved.
5. Grammatical and correlative changes in AALS bylaws and standing rules or amendments thereto, attachments to standing rules, and guidelines which in no way alter the intent of the respective governing document, shall be effected by the Parliamentarian subject to the approval of the EC. Proposed amendments to AALS governing documents, with the exception of grammatical and correlative changes, must be submitted in writing to the President and the Parliamentarian 30 days prior to the meeting at which they are to be presented for a vote. The Executive Secretary will give notice to the members as outlined in the bylaws and standing rules.
6. Review all amendments proposed by chapters to their bylaws for conformity to AALS and NALS uniform bylaws. An amendment must be furnished in duplicate to the Parliamentarian along with two Certificates of Adoption of Amendments executed by the chapter secretary stating that the amendments were adopted after proper notice, indicating the date, and that such amendments are not in conflict with AALS and NALS uniform bylaws. After receipt, indicate approval on the certificate, and send one signed certificate to NALS with a copy of the amendments. The burden of conformance is on the AALS Parliamentarian.
7. Assist with chartering new chapters. Instructions may be obtained at www.nals.org.

MEMBERSHIP DIRECTOR

The Membership Director is appointed by the President and approved by the EC and, by virtue of office is a member of the AALS SPC and a nonvoting member of the EC. The Membership Director is responsible for organizing new chapters and working with the chapter membership chairs in creating and maintaining a continuing program of membership activity in chapters.

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. Develop a membership competition and present for approval to the EC prior to the spring membership meeting and, upon approval, present the competition to the members during the spring membership meeting.
2. Assist in organizing member associations.
3. Assist in stabilizing existing member associations.
4. Respond to all membership inquiries.
5. Maintain a supply of membership and organizational materials.
6. Work closely with chapter membership chairs.
7. Send a letter of welcome to new members throughout the year.
8. Determine the recipient of the annual membership award to be presented to the chapter achieving the greatest percentage of increase in membership during the year. Request the monetary award from the Treasurer, and prepare and present a certificate to the recipient during the annual awards/installation banquet.

A membership survey can be helpful in determining what programs are of interest to the members. This tool can help to identify what members expect from AALS, and what you can do to help chapter membership chairs reach chapters' goals. Urge each chapter to sponsor an annual membership function and report on its success. Advise chapter membership chairs of the various membership materials available at www.nals.org. Offer a visitation program having you as a program speaker or as a visitor to the chapter.

MARKETING DIRECTOR

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

The Marketing Director is appointed by the President and approved by the EC, and by virtue of office is a member of the AALS SPC and the Ways and Means Committee, and a nonvoting member of the EC.

Directives:

1. Develop and maintain marketing procedures to publicize AALS and its programs, meetings, and legal education seminars.
2. Utilize the NALS Marketing Tool Kit available at www.nals.org.
3. Review proposed press releases prior to publication and retain copies of all published press releases.
4. Assist with all marketing procedures of chapters and committees and provide templates/forms for marketing resources.
5. Oversee any AALS designated charitable organization sponsorship.
6. Establish a good working relationship as the liaison between AALS and various state bar associations, i.e., the Arkansas Bar Association, Arkansas Trial Lawyers Association, etc. (collectively, the “state bar associations”).
7. Send letters of congratulations to new officers of the state bar associations and newly appointed and elected judges in Arkansas.
8. Offer assistance of AALS members with state bar association projects and annual conferences, oversee the AALS booth during the bar association annual conference, if applicable, and solicit needed assistance from AALS members with any state bar association projects and annual conferences.
9. Obtain and share information and legal educational opportunities with AALS members as relate to upcoming meetings of the state bar associations.
10. Receive items for the AALS website and, after review, forward to the website host for publication.
11. Solicit ads and sponsorships for the AALS website.

PUBLICATIONS DIRECTOR

The Publications Director is appointed by the President and approved by the EC. In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. The Publications Director is the editor of *The Informer*, which shall be published and distributed to all members no less than three times during the fiscal year and no later than 30 days prior to meetings.
2. Each issue of *The Informer* shall contain
 - a. President’s message;
 - b. Membership articles;
 - c. Legal education articles;
 - d. Other articles of interest;
 - e. Highlights of chapter activities;

- f. Calendar of upcoming events and deadlines;
 - g. Notice and call to upcoming meetings (as applicable), including registration information;
 - h. Seminar information (as applicable), including registration and site information, agenda, topics, and speakers;
 - i. Information regarding activities and programs of NALS;
 - j. Advertising, if any, as approved by the Membership; and
 - k. List of state officers, including contact information.
3. The issue immediately following the annual conference shall also contain the names and contact information for committee chairs and chapter officers.
 4. The issue immediately prior to any meeting where proposed amendments to AALS governing documents will be offered for a vote shall contain notice of the proposed amendment(s).
 5. *The Informer* may be distributed via e-mail and/or placed on the AALS website. A hard copy must be mailed or faxed to all members who do not have Internet access.

HISTORIAN

The Historian is selected by the President and approved by the EC to prepare the President's history book. In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. Prepare the President's history book for the fiscal year.
2. Verify amount budgeted for preparing the President's history book. If proposed expenditure will exceed budgeted expenses, seek EC approval prior to the expenditure.
3. Attend all state functions obtaining photographs, souvenirs, and memorabilia. If you are unable to attend, arrange for someone else to act in your absence.
4. No later than the fall membership meeting, give each member-at-large and each chapter, pages for the President's history book. Insert the pages for each chapter and member-at-large into the President's history book and be prepared to present the history book to the President during the annual conference banquet.

FINANCIAL REVIEW COMMITTEE

The Financial Review Committee is appointed by the President and approved by the EC. The Treasurer shall provide all financial records to the Financial Review Committee no later than two weeks before the EC meeting which is held immediately prior to the annual conference. A report of the committee and any recommendations should be made to the EC as soon as possible but, at the latest, prior to the spring membership meeting held immediately after the annual conference, at which time the report will be presented to the Membership. The report should also be published in the next issue of *The Informer*.

A separate Financial Review Committee may be appointed by the President and approved by the EC to review the annual conference records, which review should be made and submitted to the EC as soon as possible following the spring meeting and no later than the fall EC meeting. A preliminary report may be offered by the annual conference host followed by a complete report by the Financial Review Committee no later than the fall membership meeting.

ANNUAL CONFERENCE HOST

The annual conference host is determined by the Membership two years in advance during the annual conference general assembly. In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are outlined on Attachment D to AALS Standing Rules.

WAYS AND MEANS COMMITTEE

The chair of the Ways and Means Committee is appointed by the President and approved by the EC. The Treasurer is an ex-officio member of the Ways and Means Committee to advise the committee on any specific needs of AALS. In the absence of an appointed Ways and Means Committee, the Treasurer shall oversee all fundraising projects and carry out the duties as outlined for such committee below.

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. Approval of the EC must be obtained and net proceeds designated on all fundraising projects prior to presentation to the Membership.
2. Check the previous files for the history of other projects.
3. Report income and disbursements on each project at each membership meeting. Proceeds from the Ways and Means fundraising efforts are applied to the scholarship fund.
4. Appoint committee members, as necessary.
5. Confer with the Marketing Director regarding publicity on projects.
6. Keep accurate records on all projects.
7. Maintain contact with each chapter and member-at-large regarding items they have sold.
8. Communicate with chapters regarding ideas on fundraising.

CONTINUING LEGAL EDUCATION COUNCIL (CLEC)

The CLEC shall consist of a chair and at least two and up to three members appointed by the President and approved by the EC. CLEC members shall serve staggered terms of two years each. In the event a member is unable to serve the entire term, an interim member may be named by the President with approval by the EC. The Certification Chair is a member of the CLEC by virtue of office.

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are outlined on Attachment F to AALS Standing Rules. Guidelines for the AALS Seminar under the direction of the CLEC are contained in Attachment E to AALS Standing Rules.

AWARD OF EXCELLENCE CHAIR

The current Award of Excellence recipient is in charge of the following year's award of excellence competition. In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are outlined in Attachment J to the AALS Standing Rules.

NOMINATIONS AND ELECTIONS COMMITTEE CHAIR

The Nominations and Elections Committee shall consist of all chapter presidents, one member-at-large, and a chair that is appointed by AALS President and approved by the EC. In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. **Timeline.** Call for nominations shall be on or before November 1. All nominations shall cease on November 8. The Nominations and Elections Committee Chair shall determine whether the nominees are qualified candidates and notify all qualified nominees within five (5) days following the cease of nominations. Along with the notification to nominees, the chair shall request information as outlined in Directive 2 below to be returned to the chair along with their acceptance of the nomination. By November 15, the list of candidates and their information shall be distributed to all AALS members (10 days prior to the vote). The ballot shall be distributed to all members by December 1. All ballots shall be returned to the chair within five (5) days. The chair shall notify the AALS EC and the nominees of the election results within ten (10) days after the close of the election. Immediately after notifying the AALS EC and the nominees, the chair shall notify AALS members.
2. **Selection of Candidates and Voting Method.** Each candidate who has accepted the nomination for any office shall submit to the Nominations and Elections Chair a photo, along with answers to the following questions:
 - a. How long have you been a member of NALS?
 - b. What certifications do you hold?
 - c. In what capacities have you served on the local, AALS and NALS levels?
 - d. Why do you feel that you should be elected to the position of (insert position nominated here)?

This information shall be provided to the members ten (10) days prior to the start of elections. Members shall vote electronically and shall vote by preferential voting when there are two or more candidates for an office; a majority of the votes cast will be required to elect or ratify. Any ballot not submitted and marked for preferential voting shall be discarded and that member's vote shall not be counted. If necessary, an election may be held during a membership meeting or annual conference general assembly by written ballot or by voice vote of members in attendance.

3. Throughout the year, the Nominations and Elections Committee shall seek out nominees for each elected office.
4. If any office lacks a nomination at the close of the deadline, the Nominations and Elections Committee should seek out at least one nominee for each office.
5. Refer to the bylaws regarding the qualifications for each office and to the Guidelines for duties of the respective officers.
6. Confer with the Executive Secretary or Immediate Past President, if necessary, to determine that the nominees meet the requirements for office.
7. After installation of officers, make a motion to destroy the ballots.

CERTIFICATION CHAIR

The Certification Chair is appointed by the President and approved by the EC, and is an ex-officio member of the CLEC. In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. Contact chapters and encourage members to sit for the certification exams.
2. Be prepared to answer questions concerning the exam and assist chapters in scheduling study groups.
3. Write letters of encouragement to members sitting for the exams and congratulatory letters to members who pass the exams.
4. Oversee the Recognition Luncheon or, if combined with the Awards Banquet, assist in oversight of the banquet during the annual conference. Work with the annual conference host to prepare the program and obtain any necessary sound equipment or make other special arrangements.
5. Determine all members who have received certifications, special honors, and NALS Continuing Legal Education awards, including initial and renewals.
6. Obtain appropriate awards for newly certified members. If nonmembers have attained certification, i.e., sat for certification immediately following the completion of the NALS legal training course, they may also be recognized during the Recognition Luncheon. However, the chapter sponsoring the course shall be responsible for the expense of the awards given to nonmembers.
7. Obtain a speaker for the event and prepare a certificate of appreciation for the speaker, if applicable.
8. Present the awards, recognize NALS certified exam administrators and all certified members in attendance, and introduce the speaker during the luncheon, if applicable.
9. Remind all AALS members of upcoming study groups and exam registration dates during each AALS meeting.
10. AALS provides a complete set of certification exam study materials to be made available to AALS members or chapters for use from time to time. Cost expended to maintain the library of study materials is not to exceed \$750 in any one fiscal year. The AALS Certification Chair shall be responsible for maintaining and monitoring use of the materials.

SCHOLARSHIP/GRANT CHAIR

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are outlined in Attachment G to AALS Standing Rules.