

**CALIFORNIA COURT ASSOCIATION, INC.**  
**STANDING RULES**

*(As approved by the Board of Directors at the Board of Directors meeting in Sacramento on 8/19/06)*

**Standing Rule I**  
**PROCEDURAL GUIDELINES FOR**  
**BUDGET PROCESS**

***SECTION A. FISCAL YEAR***

The Association's fiscal year shall be July 1<sup>st</sup> through June 30<sup>th</sup> of the following year.

***SECTION B. SUBMISSION OF FUNDING REQUESTS***

The officers, Committee Chairs, and Business Manager shall submit funding requests to the Treasurer within three (3) weeks following the annual planning meeting.

***SECTION C. PREPARATION OF PROPOSED BUDGET***

From requests received, the Treasurer shall prepare a proposed budget and present it to the Executive Board for review at least 45 days prior to the Board of Directors meeting where the proposed budget is to be adopted.

***SECTION D. DISTRIBUTION OF PROPOSED BUDGET***

A copy of the proposed budget and proposed Bylaws changes are to be distributed ten (10) days prior to the Board of Directors meeting at which the budget is to be adopted.

***SECTION E. AUTHORIZATION FOR EXPENDITURE***

All items adopted by the Board of Directors are authorized to be paid, up to the amount allocated, without further direction by the Board of Directors.

***SECTION F. EXPENDITURES PRIOR TO BUDGET APPROVAL***

During the period from July 1<sup>st</sup> until the budget is approved, the Treasurer may authorize the payment of new items subject to notification of the Board of Directors at its next meeting.

***SECTION G. BUDGET VOTE***

The proposed budget shall be presented to and voted on by the Board of Directors at its first meeting of the fiscal year.

***SECTION H. WAIVER OR DEFERRAL OF FUNDING***

Only the Board of Directors may waive or defer funding for any mandates and only for compelling budgetary reasons as certified by the Treasurer.

**Standing Rule II**  
**REIMBURSEMENT AND**  
**COMPENSATION**

***SECTION A. SALARIES***

No salary or other remuneration shall be allowed except as provided in the Bylaws, Standing Rules or as authorized by the Board of Directors.

***SECTION B. REIMBURSEMENT***

Reimbursement from the Association is contingent upon the member actually having paid the expenses claimed, actually attending the authorized meeting or event, or performing the service for which the reimbursement was intended; and will not recover or seek to recover said expense from another source.

***SECTION C. COSTS KEPT TO A MINIMUM***

Those seeking reimbursement are expected to use every reasonable effort to keep costs at a minimum, especially in the area of transportation where savings are frequently possible, such as by early booking or comparing rates.

## **STANDING RULE II – Continued**

### ***SECTION D. EXCEPTIONAL EXPENDITURES***

The Treasurer is authorized, upon written request, to allow, deny or allow in part claims that exceed the schedule set out in these rules resulting from extraordinary or unpreventable circumstances. The request must be an expenditure that is within the unit's budget allocation.

### ***SECTION E. AUTHORITY TO REDUCE***

The Treasurer is authorized to question claims that appear to be unnecessarily or unusually excessive and may reduce the reimbursement if not satisfied with the claimant's explanation that the expenditure was justified.

### ***SECTION F. RIGHT OF APPEAL***

A right of appeal to the Executive Board is reserved.

### ***SECTION G. ALLOWED EXPENSES***

The officers of the Association, the Business Manager and the Editor of The Minute Book shall be allowed necessary and reasonable expenses incurred in the discharge of their duties.

### ***SECTION H. REIMBURSEMENT OF DIRECTORS***

The Association will reimburse members of the Board of Directors who attend Board meetings as follows:

1. Lodging: An amount equal to the minimum single room rate for one night at the designated hotel for attending Board of Directors meetings, except the board meeting at the Annual Convention for which two nights will be reimbursed if the director is registered for the Convention or attended an authorized meeting of a committee of which the director is a member and which met on a day different from the board meeting. The original room receipt or a copy shall be attached to the claim filed with the Treasurer.

2. Transportation: Directors may be reimbursed for mileage or airfare expenses (whichever is less as determined by the Treasurer) as follows:
  - (a) Mileage: Reimbursement for mileage when driving one's personal vehicle shall be at the current I.R.S. rate per mile, both ways;
  - (b) Airfare: Reimbursement for actual airfare at the single passenger rate between the closest home airport and the closest event site airport, receipt required; changes to an existing ticket will NOT be reimbursed unless prior approval by the Treasurer; and actual round trip transportation costs from residence or place of business to home site airport, receipt(s) required; or round trip mileage from residence or place of business to home site airport at the current I.R.S. rate per mile; and actual round trip transportation costs between event site airport and event site, limited to a maximum of \$20.00 each way, unless waived by Executive Board in advance of, or during, a particular event;
  - (c) Rental Vehicles: Prior approval from the Treasurer is required for reimbursement.
3. Airport Parking: Reimbursement for actual cost of airport parking up to a maximum of \$20.00 per day of approved Association travel upon submission of appropriate receipt(s).
4. Hotel Parking: Hotel parking (other than valet) will be reimbursed for one night for attending the Board of Directors meetings, except the Board of Directors meeting at the annual Convention for which two nights will be reimbursed upon submission of the appropriate receipt.
5. Food Stipend: Upon direction of the Executive Board, directors may be given a food stipend.

## **STANDING RULE II – Continued**

### ***SECTION I. REIMBURSEMENT OF COMMITTEE CHAIRS***

1. Lodging: Same as section H.1.
2. Mileage: Same as section H.2.(a).
3. Airfare: Same as section H.2.(b).
4. Rental Vehicles: Same as section H.2.(c).
5. Airport Parking: Same as section H.3.
6. Transportation To and From Airport: Same as section H.2.(b).
7. Hotel Parking: Same as section H.4.
8. Meals: The actual cost up to a maximum of \$10.00 for breakfast, \$15.00 for lunch, and \$25.00 for dinner. The cost for alcohol will not be reimbursed.
9. The rates as stated above will be for Committee Chairs attending approved committee meetings or performing duties authorized by the President or Executive Board and Executive Board meetings to which they are invited.

### ***SECTION J. REIMBURSEMENT OF COMMITTEE MEMBERS***

No committee member shall receive reimbursement for attending a committee meeting unless the meeting was authorized by the President or the assigned Vice-President, and the Treasurer was notified in writing by the Committee Chair.

1. The Committee Chair must verify attendance of all committee members by submitting the required verification form to the Treasurer.
2. It is the committee member's responsibility to send the original claim form to the Treasurer and a copy to their Committee Chair.
3. Reimbursement for committee meetings held in conjunction with Board of Director's meetings, Annual Convention or Training Workshops shall be as follows:
  - (a) Lodging: Same as section H.1. except one night only;

- (b) Mileage: Same as section H.2.(a);
  - (c) Airfare: Same as section H.2.(b);
  - (d) Rental Vehicles: Same as section H.2.(c);
  - (e) Airport Parking: Same as section H.3.;
  - (f) Transportation To and From Airport: Same as section H.2.(b);
  - (g) Hotel Parking: Same as section H.4. except one night only;
  - (h) Food Stipend: Upon direction of the Executive Board, committee members may be given a food stipend.
4. Reimbursement for any other necessary meeting authorized by the President shall be as follows:
- (a) Lodging: Same as section H.1.;
  - (b) Mileage: Same as section H.2.(a);
  - (c) Airfare: Same as section H.2.(b);
  - (d) Rental Vehicles: Same as section H.2.(c);
  - (e) Airport Parking: Same as section H.3.;
  - (f) Transportation To and From Airport: Same as section H.2.(b).;
  - (g) Hotel Parking: Same as section H.4.
  - (h) Other Expenses: Expenses actually incurred which are reasonable to achieve the purposes of the committee.

### ***SECTION K. LEGISLATIVE APPEARANCES***

When a member, authorized by the President of the Association, appears before the state Legislature, a state legislative committee or meets with a member of the state Legislature, all reasonable and necessary expenses actually incurred shall be reimbursed from the budget of the Association's Legislation Committee.

### ***SECTION L. BUDGET ACCOUNT***

All expenses incurred pursuant to this standing rule shall be charged against the appropriate fund established in the approved budget of the Association.

### **Standing Rule III THE MINUTE BOOK**

#### ***SECTION A. COPIES***

The Business Manager shall keep five (5) copies of each issue of the Minute Book, starting with Number 1 of Volume 6, for historical purposes.

#### ***SECTION B. EDITOR'S AUTHORITY***

The Editor of the Minute Book shall print and edit the Minute Book in the number of pages necessary, so long as the Editor remains within the approved Minute Book publication budget.

#### ***SECTION C. HISTORY BOOK***

The Editor of the Minute Book shall maintain a permanent Association history book consisting of photographs of Association events.

#### ***SECTION D. PHOTOGRAPHER***

A member of the Minute Book Committee shall be designated by the Editor to be the official photographer of the Association. The official photographer shall take photographs of Association meetings and events as directed by the President and/or the Editor of the Minute Book. Photographs shall be included in the Minute Book as needed.

#### ***SECTION E. COMMITTEE GOALS***

Goals for each standing committee, regular committee and ad hoc committee shall be printed in the Association year's initial issue of the Minute Book.

#### ***SECTION F. NOTICE OF ANNUAL MEETING***

Notice of the Annual Meeting shall be published in an issue of the Minute Book distributed prior to the date of the Convention.

#### ***SECTION G. SUBSCRIPTION PRICE***

The "subscription price" of the Minute Book for non-members is \$16.00 per Association year. The price for a single issue of the Minute Book is \$4.00.

### ***SECTION H. GUIDELINES***

Guidelines for distribution of the Minute Book are set forth in Standing Rule IV, Section C.

### **Standing Rule IV DUTIES AND RESPONSIBILITIES OF BUSINESS MANAGER**

#### ***INTRODUCTION***

In addition to specific duties assigned to the Business Manager by the Board of Directors, President or by the contract between the Association and Business Manager, the Business Manager shall be responsible for the following:

#### ***SECTION A. SERVING AS CIRCULATION MANAGER***

The Business Manager shall serve as the circulation and advertising manager of the Minute Book, Courts Directory and Fee Schedule and all other official publications and manuals of the Association. The Business Manager shall not advertise any manual for sale unless that manual is ready for printing. This does not apply to the California Courts Directory and Fee Schedule.

#### ***SECTION B. MAINTAINING PROPERTY CONTROL***

The Business Manager shall maintain control of the properties of the Association.

#### ***SECTION C. MAILING THE MINUTE BOOK***

The Business Manager shall ensure the mailing of the Minute Book to all members no later than ten (10) days after printing and forwarding a complimentary copy of each issue and each manual produced by the Association to the Administrative Office of the Courts and to the National Center for State Courts.

#### ***SECTION D. PROVIDING MISCELLANEOUS ITEMS***

The Business Manager shall provide on a timely basis to all committee chairs, officers and

## **STANDING RULE IV - Continued**

officials items as requested including, but not limited to, pre-addressed envelopes or labels, mailing lists or rosters.

### ***SECTION E. MAINTAINING MEMBERSHIP ROSTER***

The Business Manager shall maintain a complete roster, as revised from time to time, of the membership including retired members and Board of Directors and promptly supply a copy to the officers, Committee Chairs and the Membership Committee.

### ***SECTION F. SEEKING COMPETITIVE PRICES***

The Business Manager shall seek competitive prices on the printing of manuals.

### ***SECTION G. SUBMITTING WRITTEN FINANCIAL REPORTS***

The Business Manager shall submit a written report each month to the Treasurer on receipts and expenses of the Business Manager.

### ***SECTION H. ATTENDING FUNCTIONS***

The Business Manager shall attend all functions of the Association and other related activities assigned by the President.

### ***SECTION I. PROVIDING ASSOCIATION ITEMS FOR SALE***

The Business Manager shall provide for the sale of Association manuals and other approved Association items at all Association functions.

### ***SECTION J. MAINTAINING RECORDS***

The Business Manager shall maintain appropriate records as determined by the Executive Board.

### ***SECTION K. ACTING AS VENDOR LIAISON***

The Business Manager shall act as the Association's vendor liaison and, in that capacity, encourage participation by firms

through exhibits, demonstrations, supporting program activities, and sponsoring Association events. Activities by outside firms will be subject to the approval of the Vice-President for the area who will approve locations, dates and times of operation to avoid conflict with other planned activities.

### ***SECTION L. RECEIVING DUES***

The Business Manager shall receive and record payment and deposit of dues.

## **Standing Rule V VICE PRESIDENT(S)**

### ***SECTION A. DUTIES***

Each Vice-President shall carry out such duties as are assigned or delegated by the President, Board of Directors or as may be set out in the Bylaws or Standing Rules.

### ***SECTION B. JURISDICTION***

The Vice-President North shall be responsible for all counties from the northern border of the state to Inyo, Tulare, Kings and Monterey. The Vice-President South shall be responsible for the remaining counties of the state.

### ***SECTION C. CONVENTION, TRAINING WORKSHOPS***

Under direction of the President, the Vice-Presidents shall assume responsibility for all association-sponsored events held within their territorial jurisdiction, including conventions, training workshops and regional meetings.

### ***SECTION D. COMMITTEES***

Each Vice-President shall, under direction of the President, assist the functioning of such committees as the President shall designate, and work with the committee chairs, especially in the area of budget management.

### ***SECTION E. DIRECTOR ORIENTATION***

The Vice-Presidents shall jointly conduct orientation sessions at the first Board of Directors meeting of each Association year.

## **Standing Rule VI SECRETARY**

### ***SECTION A. MINUTES***

Upon written request, the Secretary shall provide a copy of the minutes of the meetings of the Board of Directors to any Association member requesting them.

### ***SECTION B. PUBLICATION OF MINUTES***

The Secretary shall transmit a copy of the minutes of the Board of Directors' meetings to the Minute Book Editor who shall publish them in the next edition following the Association meeting. The Secretary shall also submit a copy of the minutes of the Board of Directors' meetings to the webmaster for inclusion on the Association's website.

### ***SECTION C. HIGHLIGHT MEASURES***

The Secretary shall keep a separate copy of all minutes for the purpose of highlighting all measures passed by the Board of Directors or rulings of the Executive Board or President as well as Bylaws and Standing Rules. The Secretary shall compile these once a year and place them in a file, loose-leaf binder or maintain on any other media for that purpose.

### ***SECTION D. NEWLY-ELECTED SECRETARY***

When a newly-elected Secretary takes office, the outgoing Secretary may be retained in an advisory capacity not to exceed six (6) months. All reasonable and necessary expenses actually incurred by the outgoing Secretary shall be reimbursed from the budget of the Secretary.

## **Standing Rule VII TREASURER**

### ***SECTION A. FORMS REQUIRED BY IRS/FTB***

The Treasurer shall be responsible for preparing and timely filing tax returns, other forms or documents as may be required by the Internal Revenue Service and the Franchise Tax Board.

### ***SECTION B. CASH RESERVE***

The Treasurer shall maintain a minimum cash reserve of \$10,000.00 deposited in an interest-bearing account, which shall not be reduced except by two-thirds vote of the Board of Directors. In the event of an emergency occurring more than two weeks prior to a meeting of the Board of Directors, the account may be reduced below the minimum requirement by an affirmative vote of the President, Treasurer and at least two of the four remaining officers with ratification by the Board of Directors at its next meeting.

### ***SECTION C. BUDGET AND FINANCE COMMITTEE***

The Treasurer may convene a meeting of the Budget and Finance Committee to hear any officers, officials, committee chairs or others who may wish to testify concerning the proposed budget. This meeting may be by means of a conference telephone call or other electronic means.

### ***SECTION D. ASSOCIATION CHECKS***

All Association checks shall be signed by any two Association officers.

### ***SECTION E. FUND ALLOCATION***

Funds coming into the hands of the Treasurer shall be allocated to the activities of the Association as directed by the Board of Directors.

### ***SECTION F. FINANCIAL IMPACT***

The Treasurer, before any vote on a fiscal issue by the Board of Directors, shall be called upon to render his or her opinions as to whether there will be a financial impact on the treasury, and if so, to what extent.

### ***SECTION G. NEWLY-ELECTED TREASURER***

When a newly-elected Treasurer takes office, the outgoing Treasurer may be retained in an advisory capacity not to exceed twelve (12) months. All reasonable and necessary expenses actually incurred by the outgoing Treasurer shall be reimbursed from the budget of the Treasurer.

**Standing Rule VIII**  
**AT-LARGE EXECUTIVE BOARD**  
**MEMBER(S)**

***SECTION A. DUTIES***

Each At-large Executive Board member shall carry out such duties as are assigned or delegated by the President, Board of Directors or as may be set out in the Bylaws or Standing Rules.

***SECTION B. JURISDICTION***

There may be two (2) At-large Executive Board members. One may be responsible for all counties from the Northern border of the state to Inyo, Tulare, Kings and Monterey. The other shall be responsible for the remaining counties of the state. The At-Large Executive Board member(s) shall act as liaison between the Executive Board and members of the Association.

***SECTION C. SERVE ON COMMITTEE(S)***

The at-large Executive Board member(s) may also serve as chair, co-chair or member of any Association committee.

***SECTION D. DEVELOP LEADERSHIP***

Because of the multiple contacts inherent in their duties, At-large Executive Board member(s) shall avail themselves of the opportunity to discover and develop future Association leaders.

***SECTION E. LIAISON WITH COURTS***

1. Each At-large Executive Board member shall function as the primary liaison between the courts under their jurisdiction and the Association. As such, the At-large Executive Board member shall make themselves accessible to the Executive Officers/Administrators.
2. Each At-Large Executive Board member shall ascertain the current level of court participation in such matters as attendance at training workshops, Board of Directors' meetings, member participation on committees and a court's willingness to

host the Association convention or training workshops.

**Standing Rule IX**  
**DUTIES OF STANDING**  
**COMMITTEES**

***SECTION A. BUDGET AND FINANCE COMMITTEE***

1. Composition: The Association Treasurer, as chair of the Budget and Finance Committee, may recommend to the President the composition of the committee. Consideration should be given to a potential member's expertise in accounting, budgeting or experience in Association operations. Advice may be sought from others including the Association's contract CPA.
2. Budget Development: The Budget and Finance Committee shall assist the Treasurer in finalizing a draft of the proposed annual budget.
3. Internal Audit: The Budget and Finance Committee shall conduct an annual internal audit of the position and activities of the Business Manager. The Treasurer shall set the time and place for the audit and report the committee's findings and recommendations at the first Board meeting following the audit. A further audit shall be conducted at the expiration of the Business Manager's contract and prior to any renewal or new contract. The Budget and Finance Committee may conduct a similar audit of any other contract position created by the Association, including but not limited to the Legislative Advocate and contract CPA.

***SECTION B. BYLAWS COMMITTEE***

1. Duties: The Bylaws Committee shall study and recommend to the Board of Directors, at any regular meeting, proposals to add, change, amend or repeal sections or portions of the Bylaws

## **STANDING RULE IX - Continued**

or Standing Rules. Proposals may be submitted by any member at any time or may be initiated by the Committee itself.

2. Bylaws and Standing Rules Distribution: Current Bylaws and Standing Rules shall be submitted by the Bylaws Committee to the Association's webmaster for inclusion in the Association's webpage.

### ***SECTION C. DIRECTORY AND FEE SCHEDULE COMMITTEE***

1. Duties: The Directory and Fee Schedule Committee is responsible for annually updating and publishing the Courts Directory and Fee Schedule.

### ***SECTION D. LEGISLATION COMMITTEE***

1. Duties:
  - (a) The Legislation Committee shall carefully study all proposed legislation affecting the administrative functions of the offices of the courts and legislation affecting the personnel or members of this Association.
  - (b) The Legislation Committee shall cooperate with the legislative branch of the state government in research and in the development of a high standard of proficiency in the administrative duties and performance of services in the best interest of the people of this state.
  - (c) The Legislation Committee shall be authorized to attend sessions of the state Legislature or any committee or interim committees thereof, and shall act on behalf of the Association according to the general policy established by the Board of Directors and in the best interest of the membership of this Association.
  - (d) The Legislation Committee shall convey to the state Legislature positions taken by the Board of Directors.
  - (e) The Legislation Committee shall provide an annual summary of newly-enacted legislation affecting courts. To

accomplish this, the committee may sponsor seminars, disseminate written information and provide articles for The Minute Book.

2. Acting Without Board Approval: If it becomes imperative that the Legislation Committee act before Board of Directors approval can be obtained, the chair shall obtain the approval of either the Association President or one of the Vice-Presidents. Ratification should be obtained at the next Board of Directors' meeting.

### ***SECTION E. MEMBERSHIP COMMITTEE***

1. Composition: The Membership Committee shall include a retired member if possible. Each member of the committee shall render such assistance as the chair may request in securing renewals and additional membership in the Association.
2. Duties: The Membership Committee shall solicit new members, prepare orientation packets, promote maximum court membership, and staff the "Courtique".
3. Associate Member Application: The Membership Committee shall process written applications for associate membership and may approve on an interim basis subject to ratification by a two-thirds vote of the Board of Directors at its next meeting.

### ***SECTION F. NOMINATING COMMITTEE***

1. Composition: the Nominating Committee shall include the chair, who is the immediate past president, one committee chair, one elected director, and one representative from each of the training workshop host courts.
  - (a) If the Immediate Past President position is left unfilled, the chair of the Nominating Committee shall be appointed by the President in the same manner as other standing committees.

## **STANDING RULE IX – Continued**

2. Duties: The Nominating Committee shall nominate a candidate for each office to be filled by election at the Annual Meeting.

### **SECTION G. PUBLICATION COMMITTEE**

1. Duties: The Publication Committee is responsible for the writing, updating, reviewing and publishing of Association procedural manuals.

### **SECTION H. TRAINING AND CERTIFICATION COMMITTEE**

1. Duties: The Training and Certification Committee shall provide the training and certification programs for the Annual Convention and Training Workshops.
2. Training Program: The training program shall provide or arrange for workshops, educational panels and speakers.
3. Certification Program: The certification program shall utilize educational resources to afford members the opportunity to increase their knowledge and capabilities while being recognized for their achievement.
4. Budget Allocation: Money shall be allocated in the budget of the committee to cover reasonable compensation where appropriate.
5. Study Guide: The Training and Certification Committee shall review and update the Study Guide which shall be distributed with the Minute Book as set forth in the Bylaws.
6. Rewriting Study Guide: The Training and Certification Committee shall periodically rewrite the Study Guide to reflect questions now being asked of deputy clerks at various levels to include current law and procedures.

### **SECTION I. WEBSITE COMMITTEE**

1. Duties: The Website Committee shall maintain the website by updating information as needed (officers and chairs, study guides, etc.); adding items and

materials that will be beneficial to CCA members (events, links, etc.); and posting pertinent material submitted by Executive Board members and Committee Chairs (board minutes, legislative updates, etc.).

## **Standing Rule X DUTIES OF COMMITTEE CHAIRS**

### **SECTION A. QUALIFICATION**

Each Committee Chair must be a current member in good standing in the Association.

### **SECTION B. SUBMISSION OF BUDGET PROPOSAL AND MEMBERSHIP**

Chairs are to submit a proposed budget and a list of members to the assigned Vice-President and Treasurer within three (3) weeks following the annual planning meeting. After the President's approval, the Committee Chairs will send notice to members that their application for committee membership has been accepted.

### **SECTION C. MEETING NOTICE AND AGENDA**

The chairs shall provide timely notice of meetings to committee members and a written agenda.

### **SECTION D. BOARD MEETING REPORTS**

Committee Chairs, whether a Director or not, are expected to attend and make an oral report at Board of Directors and/or Executive Board meetings (when invited).

### **SECTION E. SUBMISSION OF GOALS**

Each committee will submit its goals for the ensuing Association year to be published in the next Association year's initial issue of the Minute Book.

### **SECTION F. ADHERENCE TO BUDGET**

The Treasurer shall provide periodic budget status reports to Committee Chairs who shall, in turn, be responsible for taking appropriate action to stay within their committee's budget.

**Standing Rule XI  
DUTIES OF COMMITTEE  
MEMBERS**

**SECTION A. QUALIFICATION**

Each committee member must be a current member in good standing in the Association.

**SECTION B. GEOGRAPHIC REPRESENTATION**

It shall be the policy of the Association that committees be comprised of clerks from both north and south.

**SECTION C. ADDITIONAL MEMBERS**

Additional members of committees shall be appointed from the membership by the President, or may serve at the invitation of the chair thereof, with the approval of the President.

**Standing Rule XII  
DIRECTORS**

**SECTION A. DUTIES OF DIRECTORS**

The director(s) shall be responsible for working within their respective courts in promoting membership and stimulating interest in the Association. They shall attend all Board of Directors meetings, file a written report with the Clerk of the Court/Executive Officer and post a copy for the membership of the proceedings and coming events within ten (10) days of the meeting. A copy of said report shall be mailed to the Vice-President in their respective jurisdiction. They shall report news items to the editor and/or assistant editor of the Minute Book and keep the Secretary informed of any changes in director status of their court.

**SECTION B. NUMBER OF DIRECTORS**

The number of directors to which a court is entitled shall be determined by the number of members the court has, as shown by the records of the Business Manager, as of June 1<sup>st</sup> of the year in which the directors are elected. A reduction in the number of members that a court

has shall not affect the status of any duly-elected director during his or her term of office.

**SECTION C. ADDITIONAL / NEWLY-ELECTED DIRECTORS**

In the event of an increase in membership which would entitle a court to an additional director(s), the election to elect such director(s) shall be held on or before June 30<sup>th</sup>, and the newly-elected director(s) shall serve until the next regular election year. The newly-elected director(s) shall be installed at the first Board of Directors meeting following July 1<sup>st</sup> of each Association year.

**SECTION D. DIRECTOR VACANCIES**

In the event of a vacancy on the Board of Directors, an election shall be held immediately in the court for the unexpired term of the director. A vacancy in the Board of Directors shall exist in the case of:

1. death;
2. resignation;
3. removal;
4. failure of a board member or his or her proxy to attend the Board of Directors meetings without permission of the President in writing, or on the record in the minutes of the Board of Director meetings; or
5. termination of membership of any director.

A vacancy in the position of director shall be filled as specified in section C. above.

**SECTION E. PROCEDURE FOR ELECTING DIRECTORS**

1. Notice to Conduct Election: the Business Manager shall, at least two (2) months before the end of the Association year, mail to all directors notice to conduct a director's election. Together with this notice, the Business Manager shall mail the director the names of Association members in that court, and the name and current business address of the Association's secretary to whom the results should be conveyed.

## **STANDING RULE XII – Continued**

2. Current Director's Role: The existing director shall announce the election, accept nominations, post the slate of candidates and distribute ballots to all members.
3. Counting Ballots: The ballots shall be returned to and counted by a designated Association member in administration.
4. Announcing Results: The results will be given to the director for announcement and posting, and the prevailing candidate shall notify the Association Secretary of the results of the election.

### ***SECTION F. VOTING BY MAIL, E-MAIL OR OTHER ELECTRONIC MEANS***

1. Authorization: The Board of Directors may participate in voting on a measure by means of mail, e-mail or other electronic means if certain conditions are met.
2. Not Replacement for Meetings: This method is not intended to replace mandated Board of Directors meetings at the Convention and during the first quarter of each Association year, nor the power of the Executive Board to act between Board of Directors meetings but as an option available to resolve issues arising between regularly-scheduled meetings.
3. Procedure for Initiating Vote: Voting by mail, e-mail or other electronic means may be initiated by the President or a majority vote of the Executive Board. The Secretary shall mail, e-mail or send by other electronic means the issue to be voted upon, including arguments pro and con, together with a self-addressed envelope or fax number to each director at his or her court address.
4. Validity of Vote: To be valid, the response must be signed by the Director and received by the Secretary within twenty (20) days after the original mailing, e-mailing or sending by other electronic means.

5. Requirements for Passage of Action: No such action shall be effective until twenty (20) days after the original mailing and receipt of a minimum of forty-five responses. A majority or two-thirds vote of those responding using the same criteria as set out in the Bylaws is required for approval. The results shall be stated in the next issue of the Minute Book and announced at the next Board of Directors meeting. Proxy voting by mail is prohibited.

## **Standing Rule XIII CONVENTIONS, TRAINING WORKSHOPS AND OTHER MEETINGS**

### ***SECTION A. CONTROL AND SPONSORSHIP***

All planned activities in connection with the Convention, Training Workshops or other Association functions shall be controlled and sponsored by the Association itself. The Vice-President involved shall have full authority to accept any contributions made by individuals, firms or companies towards support of Association activities subject to the sole condition that the contribution in question will in no way be contrary to any of the Association's aims or policies. Those persons making such contributions may be recognized and given proper credit in the activity program or by other means agreeable to the host court.

### ***SECTION B. REFUND OF REGISTRATION FEES***

In the event that cancellation of registration becomes necessary, it shall be the Association policy to refund registration fees posted provided the following:

1. The host court(s) shall state the refund policy in the registration form and all announcements promoting the event.
2. All refund requests must be in writing to the Business Manager in compliance with the stated refund policy. Any extenuating

**STANDING RULE XIII – Continued**

circumstances, submitted in writing, will be decided on a case-by-case basis.

**SECTION C. REGISTRATION FEES FOR NON-MEMBERS**

Court employees who are not Association members shall pay \$15.00 over the registration fee for members at the Convention and Training Workshops. A spouse or one guest of the member may pay the member rate.

**SECTION D. SUBMISSION OF FINANCIAL STATEMENT**

The chair of each Convention and Training Workshop shall submit a financial statement to the Treasurer with copies to the President and each Vice-President. The Treasurer shall determine the information required and the format of the financial statement. This financial statement shall be submitted within sixty (60) working days after the conclusion of the event.

**Standing Rule XIV  
AWARDS**

The following awards may be given.

**SECTION A. PRESIDENT’S AWARD**

The President’s Award may be given to a member selected by the President for valuable contribution during his or her administration.

**SECTION B. DISTINGUISHED SERVICE AWARD**

The Distinguished Service Award may be given to a member selected by the Executive Board for valuable service rendered to the Association.

**SECTION C. VINCE ORDONEZ, JR. AWARD**

The Vince Ordonez, Jr. Award may be given to members selected at each of the regional training days. This cash award shall be used for Association training expenses.

**SECTION D. RICHARD BENAS AWARD**

The Richard Benas Award may be given to a director or immediate past director selected by the Executive Board for outstanding service.

**Standing Rule XV  
LEGISLATIVE ADVOCATE**

**SECTION A. PURPOSE AND APPOINTMENT**

On the recommendation of the Legislation Committee, the Board of Directors may appoint a Legislative Advocate to represent the Association before state legislative committees or other governmental or non-governmental agencies at the discretion of the chair of the Legislation Committee.

**SECTION B. COMPENSATION**

The Legislative Advocate shall be compensated, including expenses authorized by the Board of Directors, and shall at all times be under contract. The advocate shall submit to the Treasurer a monthly claim form for a stipend and reimbursable expenses.

**Standing Rule XVI  
CERTIFIED PUBLIC  
ACCOUNTANT**

**SECTION A. PURPOSE AND APPOINTMENT**

On the recommendation of the Budget and Finance Committee, the Board of Directors may contract with a Certified Public Accountant who will have fiduciary responsibility to the Association, and will represent the Association before the State Franchise Tax Board and/or the Internal Revenue Service or non-governmental agencies at the discretion of the Executive Board.

**SECTION B. COMPENSATION**

The accountant shall submit to the Treasurer a monthly claim form for any fees incurred and reimbursable expenses. All remuneration to the Certified Public Accountant shall appear as a line item(s) in the annual budget.