

**STANDING RULES  
OF  
LEGAL PROFESSIONALS  
INCORPORATED**

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# **STANDING RULES OF LEGAL PROFESSIONALS INCORPORATED**

## **1. BULLETIN CONTEST**

- 1.1 LPI shall conduct a Local Association Bulletin Contest at each Annual Conference, the rules of which shall be established by the Editor of *The Legal Professional* and approved by the Executive Committee. Monetary prizes awarded in each class of membership shall be: 1st Place, \$100; 2nd Place, \$75; 3rd Place, \$50.

## **2. QUARTERLY CONFERENCES**

- 2.1 Before bidding for an August, November or February Conference (“Quarterly Conferences”), a prospective host association shall review *Guidelines for Hosting LPI Conferences*.
- 2.2 LPI may advance a maximum of \$1000 to a Quarterly Conference host association, to be refunded to LPI by the host association within 60 days after the close of such Conference. Any sum advanced shall be paid, upon request to the LPI President, to the host association one year preceding the Quarterly Conference to be hosted.
- 2.3 Notice of intention to bid for November, February and August Quarterly Conferences, with proper certification on forms provided by the LPI Executive Secretary, shall be submitted to the LPI President by the February Conference, or later, at the discretion of the Executive Committee, for presentation to the Governors at the Post Annual Conference Board of Governors meeting two years in advance of such Conferences.
- 2.4 The notice of intention to bid shall include: (a) tentative Conference dates, which shall be after the first weekend of the respective months of the Quarterly Conferences; (b) intended Conference site; (c) projected room rates, including taxes and fees; (d) location of nearest major airport; (e) distance and modes of transportation available from nearest major airport to intended Conference site; (f) parking fees at intended Conference site; and, (g) projected scrip ticket price.
- 2.5 If more than three Local Associations bid for the same Quarterly Conference, the Executive Committee may request an Association who has hosted a Quarterly or Annual Conference within the previous three years to withdraw its present bid.
- 2.6 A flyer shall be prepared by the host association for publication in *The Legal Professional* and timely delivered to the Editor. The cost of publishing the flyer shall be borne by LPI.
- 2.7 The registration fee for a Quarterly Conference shall be \$40; or \$30 if payment is received by the host association 30 days before the Conference commences.

- 2.8 The charge for the Friday night reception shall not exceed \$35 per person.
- 2.9 The host association may add a charge not to exceed \$5 for each individual banquet and brunch ticket purchased.
- 2.10 The Executive Committee shall approve the scrip ticket price six months prior to the Quarterly Conferences, based on itemization of actual costs.
- 2.11 Quarterly Conferences shall not be scheduled on California, national and/or religious holiday weekends.
- 2.12 Plurality vote of the Governors shall select Quarterly Conference sites.
- 2.13 Local Associations bidding for Quarterly Conferences may distribute promotional favors donated or provided by the bidding association's chamber of commerce, visitors bureau or local businesses or by the Local Association.
- 2.14 A Governors luncheon or round table discussion shall be scheduled at each Quarterly Conference.
- 2.15 Oral reports of LPI Officers and Committee Chairs shall be limited to two minutes each.
  - 2.15.1 The due dates of written reports of LPI Officers, Appointed Officers, and Chairs are listed in the Summary of Due Dates and Deadlines for each LPI Quarterly Conference. Written reports that are not timely submitted to the LPI Administrator by the deadline listed in the Summary of Due Dates and Deadlines must be printed and submitted in paper format. The LPI Officer, Appointed Officer or Chair submitting an untimely written report may not be eligible for reimbursement of copies under LPI Standing Rule 17.5.3.
- 2.16 The general Chair of each Quarterly Conference Committee shall prepare and transmit to the LPI President and the LPI Administrator, not later than 45 days after the Quarterly Conference, a report containing registration and financial information, in the form provided in *Guidelines for Hosting LPI Conferences*, which information shall be reported to the Board of Governors at the immediately following Quarterly Conference. The Chair shall prepare and deliver to the Chair for the ensuing Quarterly Conference a file containing documents and information of assistance to the next Chair.
- 2.17 In the event LPI receives no acceptable bid from a Local Association for a scheduled Quarterly Conference, LPI shall host such Conference, the President shall appoint a Special LPI Quarterly Conference Committee ("Committee"), subject to the approval of the Elected Officers. The Committee shall select the site of and execute the Quarterly Conference in the best interests of LPI. The Committee shall comply with applicable Standing Rules and Bylaws pertaining to

Conference events, files and reports. The Committee Chair shall be reimbursed for expenses in accordance with these Standing Rules.<sup>1</sup>

- 2.18 At February Quarterly conferences one potential Governor in Training from a Local Association may be allowed to attend the Governor's Luncheon with his/her Local Association's current Governor.

### **3. ANNUAL CONFERENCE**

- 3.1 Before bidding for an Annual Conference, a prospective host association shall review *Guidelines for Hosting LPI Conferences*.
- 3.2 LPI may advance a maximum of \$1000 to an Annual Conference host association, to be refunded to LPI by the host association within 60 days after the close of such Conference. Any sum advanced shall be paid, upon request to the LPI President, to the host association one year preceding the Annual Conference to be hosted.
- 3.3 Notice of intention to bid for an Annual Conference, with proper certification on forms provided by the LPI Executive Secretary, shall be submitted to the LPI President by the February Conference; or later, at the discretion of the Executive Committee, for presentation to the delegates at the Annual Conference two years in advance of such Conference.
- 3.4 The notice of intention to bid shall include: (a) tentative dates, which shall be after May 10; (b) intended Conference site; (c) projected room rates, including taxes and fees; (d) location of nearest major airport; (e) distance and modes of transportation available from nearest major airport to intended Conference site; (f) parking fees at intended Conference site; and, (g) projected scrip ticket price.
- 3.5 No promotional campaign favors other than qualification sketches may be distributed by candidates for LPI offices.
- 3.6 A flyer shall be prepared by the host association for publication in *The Legal Professional* and timely delivered to the Editor. The cost of publishing the flyer shall be borne by LPI.
- 3.7 The registration fee for an Annual Conference shall be \$40; or \$30 if payment is received by the host association 30 days before the Conference commences.
- 3.8 The charge for the Friday night reception shall not exceed \$35 per person.
- 3.9 The host association may add a charge not to exceed \$5 for each individual banquet and brunch ticket purchased.

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<sup>1</sup> To create an LPI Committee to conduct LPI Conferences as necessary and provide for payment of the Committee Chair's expenses.

- 3.10 The Executive Committee shall approve the scrip ticket price six months prior to the Annual Conference, based on itemization of actual costs.
- 3.11 Annual Conferences shall not be scheduled on California, national and/or religious holiday weekends.
- 3.12 The Annual Conference Standing Rules and Election Rules shall be printed in the Annual Conference Program.
- 3.13 A Governors luncheon or round table discussion shall be scheduled at each Annual Conference.
- 3.14 Oral reports of LPI Officers and Committee Chairs shall be limited to three minutes each, except those of the Nominations and Elections Committee and Treasurer.
  - 3.14.1 The due date of the written reports of LPI Officers, Appointed Officers, and Chairs is listed in the Summary of Due Dates and Deadlines for each LPI Annual Conference. Written reports that are not timely submitted to the LPI Administrator by the deadline listed in the Summary of Due Dates and Deadlines must be printed and submitted in paper format. The LPI Officer, Appointed Officer or Chair submitting an untimely written report may not be eligible for reimbursement of copies under LPI Standing Rule 17.5.3.
- 3.15 The expenses of gifts presented to the officers at the installation ceremony shall not exceed \$160, the cost of which shall be borne by LPI.

#### **4. LPI OFFICER VISITATION PROGRAM**

- 4.1 At the beginning of each fiscal year, members of the Executive Committee shall be assigned a reasonable area within which visits to Local Associations shall be made. The Executive Committee member attending a Local Association's event must provide the LPI President with a written report stating the date of the event and the purpose of the event (i.e., installation of officer, regular meeting, special event, etc.). An Executive Committee member attending a Local Associations' event, must prepare an expense report with his/her listed expenses incurred and provide the original to the LPI Treasurer and a copy to the LPI President for review and approval.

#### **5. HISTORY BOOKS**

- 5.1 LPI may conduct a Local Association History Book Contest at each Annual Conference, the rules of which shall be established by the LPI Historian and approved by the Executive Committee. If a contest is held, the total cost of each Local Association's History Book entered in the History Book Contest shall not exceed \$500. Monetary prizes of \$50 shall be awarded in each class of membership.

- 5.2 The History Book Contest shall also include a scrapbook category. Total cost of each scrapbook shall not exceed \$400. One award of \$35 shall be presented.
- 5.3 Expense of the LPI History Book shall not exceed \$600.
- 5.4 If the LPI Historian chooses to hold a Member's Choice competition, two monetary prizes of \$50 shall be awarded: one prize to the Local Association entering the winning History Book, and one prize to the Local Association entering the winning Scrapbook. Rules for the Member's Choice competition shall be established by the LPI Historian and approved by the Executive Committee.

**6. INSURANCE AND BOND**

- 6.1 LPI shall carry public liability insurance, from a source determined by the Executive Committee, with coverage for a combined single limit of \$1,000,000 for all claims for bodily injury and property damage arising out of a single occurrence.
- 6.2 LPI shall carry insurance, in an amount and from a source determined by the Executive Committee, bonding the conduct of persons who were, now are or shall be directors, trustees, officers, employees, committee members or volunteers of LPI, including their estates, heirs, legal representatives or assigns in the events of their deaths, incapacities or bankruptcies.

**7. SUBSIDY PROGRAM**

- 7.1 LPI shall budget each fiscal year for a subsidy program to fund the following subsidies or loans:

**7.1.1 Newly Chartered Associations**

Shall receive \$200 from LPI upon presentation of LPI charter; and shall receive the following payments for the first Quarterly Conference following organization: (a) scrip ticket for Governor; (b) two nights' lodging for Governor, not to exceed one-half the cost of double room at Conference site facility; and, (c) transportation expenses, as allowed LPI Officers, Committee Chairs and committee members by these Standing Rules.

**7.1.2 Loans to Local Associations**

Existing Local Associations may make written application to the LPI Executive Committee, attention of LPI President, for a \$1,000 non-interest bearing loan, to be granted at the Executive Committee's discretion, with preference given to one-year-old Local Associations and all others on a first-come, first-serve basis, if applicant's accompanying financial statements show need and if money is to be used for: (a) assisting with Governor's or delegates' expenses; (b) setting up a legal secretarial training program; and/or, (c) reproducing and circulating a bulletin. No more than two loans shall be granted within any five-year period.

Applicant's written request shall be signed by Local Association's president, governor, and/or treasurer and shall include: (a) financial statement for a 12-month period (showing receipts, disbursements, cash on hand, and other assets); (b) intended use of loan proceeds; and, (c) plans for fund-raising projects. Repayment of any such loan shall be made to LPI by the Local Association within three years of date of receipt.

**8. THE LEGAL PROFESSIONAL MAGAZINE**

8.1 **Advertising Rates.** The advertising rates shall be established by the Advertising Chair for print ads placed in *The Legal Professional* magazine and for web ads placed on the LPI website, subject to approval by the LPI Executive Committee, and the Governors. The Advertising Chair shall maintain a price sheet containing LPI's Advertising Rates.

**9. CHECKING ACCOUNT, BOOKKEEPING AND ACCOUNTING**

9.1 The Treasurer is authorized to establish for the benefit of LPI financial accounts in the name of Legal Professionals Incorporated, in financial institutions of the Treasurer's choosing for the Treasurer's convenience.

9.2 The Treasurer is authorized to retain an accounting firm selected by the Executive Committee to perform general bookkeeping services, accounting and management services, tax services and an annual audit. The cost for bookkeeping, accounting, management, tax services and preparation of annual budget shall be included in the annual budget of LPI.

**10. LPI LOGO**

10.1 Subject to approval of the Executive Committee, a Local Association, service provider or other entity wishing to use any LPI service mark must enter into a license agreement with LPI. A licensee using a service mark related to a ways and means or fund-raising project to which a service mark is affixed to an item offered for sale will be charged a \$25 fee.

**11. LPI UNIVERSITY/LPI TECHNOLOGY TRAINING/LPI CONTINUING EDUCATION**

11.1 **LPI University:** LPI University shall consist of all of LPI's multi-week educational courses, and any and all offerings from any LPI-approved educational program providers. There shall be member and non-member pricing, and the fees shall be set by the Education Council and approved by the Executive Committee, and the Governors. The Education Director shall maintain a price sheet containing the pricing for each course. The fees for all LPI University courses shall be in addition to per capita tax. Wherever "LPI University" appears on LPI's website or printed materials there will be a proviso that "LPI University" is not an accredited educational institution, and the reference to "LPI University" strictly refers to LPI's educational programs.



- 11.2 **LPI Technology Training:** LPI Technology Training shall consist of any and all courses offered from any LPI-approved educational program providers, and any additional technology training courses as set by the Education Director. There shall be member and non-member pricing, and the fees shall be set by the Education Council and approved by the Executive Committee, and the Governors. The Education Director shall maintain a price sheet containing the pricing for each course. The fees for all LPI Technology Training courses shall be in addition to per capita tax.
- 11.3 **LPI Continuing Education:** LPI Continuing Education shall consist of all LPI continuing educational courses and shall be free for all LPI members. Non-member pricing for the LPI continuing education courses shall be set by the Education Council and approved by the Executive Committee, and the Governors. The Education Director shall maintain a price sheet containing the pricing for each course.

## **12. CALIFORNIA CERTIFIED LEGAL SECRETARY CERTIFYING BOARD**

- 12.1 The Certifying Board for the California Certified Legal Secretary program shall consist of five LPI members who are certified as California Certified Legal Secretaries and two attorneys or educators.
- 12.2 The LPI President shall appoint the requisite number of LPI members to the CCLS Certifying Board in May of each year for terms of four years each. Should it become necessary to fill a vacancy created by the resignation, removal, or inability of an LPI member to serve in the previously appointed position on the CCLS Certifying Board, the LPI President shall appoint a new LPI member for a term of four years to fill the vacancy. Should such appointment occur mid-term, the start and end dates of the successor member's four-year term shall be determined at the discretion of the LPI President with input from the CCLS Certifying Board Chair. Terms of CCLS Certifying Board members are to be staggered to provide stability and continuity. The LPI President may extend the term of an agreeable CCLS Certifying Board member in an effort to avoid a turnover of more than two Certifying Board members at the same time.
- 12.3 The LPI President shall appoint the requisite number of attorneys or educators to the CCLS Certifying Board in May of each year for terms of two years each; or, as necessary to fill a vacancy created by the resignation, removal or inability to serve of an attorney or educator previously appointed to the CCLS Certifying Board.
- 12.4 In May of each year, the CCLS Certifying Board shall elect from among its members, a Chair, secretary and bookkeeper, to serve for term(s) of one year each. Their duties shall be determined by the CCLS Certifying Board.
- 12.5 The CCLS Certifying Board Chair shall submit a written report to the LPI Executive Committee, with a copy to the CCLS Committee Chair, within 30 days following each CCLS Certifying Board meeting. The CCLS Committee Chair shall

incorporate portions of such reports in that Chair’s quarterly report to the Governors.

- 12.6 As an ex officio member, the LPI President may attend meetings of the CCLS Certifying Board. The President shall not participate in matters pertaining to composition of the examination, grading of the examination, review and approval of candidates’ applications or recertification requirements.
- 12.7 The CCLS Certifying Board shall meet with the LPI Executive Committee at the Annual Conference.
- 12.8 The operating rules, pertaining to: (a) composition of the examination; (b) grading of the examination; (c) examination site locations; (d) examination dates; (e) examination proctors; (f) review and approval of candidates’ applications; and, (g) recertification requirements, shall be independently developed and established by the CCLS Certifying Board.
- 12.9 The fee charged to applicants taking and re-taking the examination, the fee charged for CCLS recertification, and the fee charged for replacement of an original CCLS Certificate may be adjusted upon recommendation by the CCLS Certifying Board and approval of the Board of Governors.

<b>Current Exam Fees</b>		
	LPI Member	Non-Member
Registration	25	75
Exam Fee	100	100
<b>TOTALS:</b>	<b>125</b>	<b>175</b>
Retake fee	60	70
Deferral fee	45	
Late fee	45	
Recertification	25	
New Certificate	30	

- 12.10 The CCLS Chair shall serve as the liaison to the California Certified Legal Secretary Certifying Board.

**13. ITEMS AVAILABLE THROUGH CORPORATE OFFICE**

- 13.1 Items sold through Corporate Office and the LPI Online Store shall be listed on LPI’s website. The prices indicated shall include any applicable sales tax, plus the cost of shipping and handling. The costs for shipping and handling shall be waived for orders placed and prepaid at LPI Conferences. Individuals have thirty (30) days from the date the item(s) are delivered, based on the package tracking, to return items in a saleable condition. Original and return freight charges are the responsibility of the customer. Freight collect shipments will not be accepted. For your protection, we recommend using a traceable shipping method or insured

Parcel Post. Shipping costs are non-refundable. Items offered through the LPI Online Store may be separate from those available through Corporate Office.

- 13.2 The following items shall be available through Corporate Office at no charge: (a) Career Promotion Brochure; (b) CCLS Brochure; (c) *Law Office Procedures Manual* Flyer; (d) *LPI Legal Professional's Handbook* Flyer; (e) LPI Membership Application Form; (f) LPI Membership Brochure; (g) LPI Roster; (h) New Member Packet; and, (i) electronic version of the "Marketing LPI" PowerPoint presentation.
- 13.3 The following items may be ordered through Corporate Office for a nominal charge or downloaded for free from the LPI website: (a) Brass Tacks; (b) Guidelines for Preparation of a History Book; (c) Guidelines for Preparation for a Legal Education Program; (d) Guidelines for Hosting LPI Quarterly/Annual Conference; (e) LPI Bylaws and Standing Rules; (f) LPI History.

#### **14. COURTESIES TO LPI PAST PRESIDENTS**

- 14.1 At the end of an LPI President's last term(s) of office, that outgoing LPI President shall be presented with a pin, charm or other memento, the cost of which shall be included in the budget.
- 14.2 LPI Past Presidents who retain LPI membership shall receive copies of Official Notice of Conferences, copies of the Minutes thereof and copies of the LPI Roster when available. Those who do not retain LPI membership shall receive the above and/or a copy of *The Legal Professional*, upon request.

#### **15. SPECIAL COMMITTEES**

- 15.1 **Liaison to California Lawyers Association Law Practice Management and Technology Section.**

At the invitation of the California Lawyers Association ("CLA"), the LPI President shall appoint a member of LPI to serve as a liaison to the Executive Committee of the Law Practice Management and Technology Section of the CLA, for a term simultaneous with the CLA term. The Liaison shall attend Law Practice Management and Technology Section Executive Committee Meetings and assist with its educational programs and promotional activities, and report as requested by the President.

#### **16. ATTENDANCE AT MEETINGS**

- 16.1 Elected and Appointed Officers, Committee Chairs and committee members may be requested to attend scheduled Conferences, meetings or other functions at the discretion of the LPI President, subject to the approval of the Executive Committee.
- 16.2 The Executive Committee shall conduct its regular meetings, at the respective Conference sites, or via internet platforms, immediately preceding each Quarterly and Annual Conference.

- 16.3 The Executive Committee may conduct interim meetings during each fiscal year on dates and at locations or via internet platforms determined by the President.
- 16.4 In addition to attending scheduled meetings as requested by the President under the provisions of these Standing Rules, the committees of the Education Council may conduct interim meetings, either in-person or via internet platforms, during each fiscal year, subject to prior approval of the Executive Committee, on dates and locations determined by each committee's Chair.
- 16.5 In addition to attending scheduled meetings as requested by the President under the provisions of these Standing Rules, the Publications Revision Committee may conduct interim meetings, either in-person or via internet platforms, subject to prior approval of the Executive Committee, on dates and at locations determined by its Chair.
- 16.6 The CCLS Certifying Board may conduct four meetings during each fiscal year, on dates and at locations or via internet platforms determined by its Chair, and may conduct additional meetings, subject to prior approval of the Executive Committee, on dates and at locations or via internet platforms determined by its Chair.

## **17. REIMBURSEMENT OF EXPENSES**

### **17.1 Travel Expenses.**

Except as otherwise provided by the Bylaws and these Standing Rules, all Officers, Committee Chairs and committee members shall, while on official business of LPI (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 expenses as follows:

17.1.1 Actual cost of lodging, including taxes and fees, not to exceed one-half the cost of a double room at the Conference or meeting site or comparable facility, for each night such lodging is reasonable or necessary to facilitate attendance at a meeting; Reasonable or necessary is defined as committee members required to attend an a.m. meeting, the prior night's lodging will be reimbursed as indicated above. If committee members are required to attend a p.m. meeting, the prior night's lodging will not be reimbursed unless prior approval is obtained from the LPI President;

17.1.1.1 Elected and Appointed members of the Executive Committee may be reimbursed the actual full cost of lodging, including taxes and fees, for each night such lodging is reasonable or necessary to facilitate attendance at a meeting. All other rules stated in Standing Rule 17.1.1 shall apply.

17.1.2 Actual cost of Conference scrip ticket, if attendance is requested by the LPI President;

- 17.1.3 \$30 per diem for each day or part thereof travel or attendance is required;
- 17.1.4 Actual fare of round-trip coach airplane, bus or train;
- 17.1.5 Personal automobile mileage round trip from residence to the Conference or meeting site at the current allowable IRS rate of reimbursement per mile traveled, not to exceed the actual round trip air fare to the same destination;
- 17.1.6 Actual taxi or shuttle fare, or if convenient taxi or shuttle transportation is unavailable, actual cost of automobile rental charged, and actual cost of gas, reasonable or necessary for transportation to and from airport, bus station or train station;
- 17.1.7 Actual cost of tolls;
- 17.1.8 Actual cost of reasonable and necessary parking, not to exceed \$20 per day; and
- 17.1.9 Such additional expenses as are reasonable and necessary and approved by the Executive Committee.
- 17.1.10 Remote Location is defined as any conference location that requires an attendee to rent a car in addition to flying in order to reach the conference location because there are no airports close enough that offer a shuttle service.
- 17.1.11 If officially called to a hybrid conference meeting, Officers, Committee Chairs and committee members attending by internet meeting service or telephone conference call shall only be entitled to reimbursement for the cost of registration.
- 17.2 Notwithstanding provisions to the contrary herein:
  - 17.2.1 The Annual Conference Committee Chair shall be reimbursed, for expenses at the Conference chaired, only the actual cost of Conference scrip ticket (i.e., not lodging, per diem and transportation expenses).
  - 17.2.2 The Moderator(s) of the Presidents' Roundtable at Annual Conference shall be reimbursed, for expenses at that Conference, only one day's per diem and one night's actual cost of lodging, as defined above.
- 17.3 An Officer, Committee Chair or committee member serving simultaneously as Governor, delegate or alternate delegate of a Local Association shall be reimbursed one-half the expenses described above, unless otherwise approved by the LPI President.
- 17.4 A member of the Executive Committee attending the installation meeting of a newly-chartered Local Association shall be reimbursed actual expenses, not to

exceed one night's lodging, round-trip transportation and \$30 total per diem, as provided above.

**17.5 Operating Expenses.**

Officers, Committee Chairs and committee members shall be reimbursed for the following operating expenses reasonable or necessary to perform the duties assigned to them:

17.5.1 Actual cost of postage;

17.5.2 Actual cost of telephone or telecopy charges;

17.5.3 Actual cost of photocopying, not to exceed 15 cents per page;

17.5.3.1 Notwithstanding any other provision in these Rules, any LPI Officer, Appointed Officer or Chair who submits an untimely report to the LPI Administrator, and is therefore required to submit a report in paper format, may not qualify for reimbursement under Standing rule 17.5.3.

17.5.4 Actual cost of office supplies; and

17.5.5 Other expenses, as required and approved by the Executive Committee.

17.6 An Officer, Committee Chair or committee member unable to meet the limits of photocopying charges stated above may transmit documents to Corporate Office for processing. Such documents must be received, camera-ready, at Corporate Office no less than two weeks in advance of the date the photocopies are required.

**18. EXPENSE CLAIMS**

18.1 Expense claims shall be submitted to the Treasurer on forms provided, with receipts for expenses in excess of \$25 attached, at each Quarterly Conference, and paid on approval of designated members of the LPI Executive Committee.

18.2 Between Conferences expense claims in excess of \$100 may be submitted to the Treasurer, and paid on approval of the LPI President.

18.3 Expense claims submitted more than six months after the expense was incurred may be disallowed.

**19. LPI PRESIDENT'S EXPENSES**

19.1 The LPI President shall be paid a partial reimbursement for extraordinary expenses, in an amount not to exceed \$500 per quarter.

**20. MEMBERSHIP IN AFFILIATED ORGANIZATIONS, SUBSCRIPTIONS**

20.1 Officers and Committee Chairs required to maintain membership in affiliated organizations or subscribe to publications pertaining to their positions shall obtain prior approval of the Executive Committee before incurring expenses of dues and subscriptions.

**21. RELEASE OF LPI MEMBERSHIP INFORMATION**

21.1 The LPI President shall have authority to approve the furnishing of LPI members' names and addresses to approved law-related associations on request, the specific purpose of which shall be confirmed in writing to the association by the LPI President with a copy to the LPI Administrator.

21.2 The LPI President shall have authority to provide mailing labels of LPI members to the benefit providers of LPI on request, the specific purpose of which shall be confirmed in writing by the President to the provider, with a copy to the LPI Administrator.

21.3 The LPI President shall have authority to provide the LPI Roster to the State Bar of California for potential membership referrals.

**22. RETURNED CHECKS**

22.1 Checks issued to LPI which are non-negotiable because of insufficient funds or other reason shall be replaced immediately by cash, a certified check or money order for the amount of the original check, plus \$25 penalty, plus the actual cost charged LPI by the financial institution for processing the original check.

**23. MEMBERSHIP CONTEST**

23.1 LPI may conduct a Local Association Membership Contest each year, the rules of which shall be established under supervision of the LPI Vice President and Membership Committee Chair and approved by the Executive Committee. Monetary prizes of \$100 each shall be awarded to winning Local Associations in each class of membership.

**24. CHAPTER ACHIEVEMENT CONTEST**

24.1 LPI shall conduct a Local Association Chapter Achievement Contest each year, the rules and forms of which shall be established under supervision of the LPI Vice-President and Membership Committee Chair and approved by the Executive Committee.

24.2 LPI may provide a monetary award not to exceed \$100 for the winner of each category.

**25. WORLDWIDE WEB SITE**

**25.1 Webmaster.**

LPI shall engage the services of a qualified professional(s) to create, host, maintain, modify and improve its Worldwide Web site, at a cost to be included in each annual budget. The LPI President and LPI Executive Secretary shall be authorized to enter into appropriate contract(s) and amendments to retain such services.

**25.2 Advertising Rates.**

The advertising rates shall be established by the Advertising Chair for ads placed on the LPI website, subject to approval by the LPI Executive Committee, and the Governors. The Advertising Chair shall maintain a price sheet containing the LPI Advertising Rates.

**25.3 Advertising Plus Plan Rates.**

Advertisers who purchase advertising space in both *The Legal Professional* and on LPI's website shall have discounted rates as listed in Standing Rule 8.2.

**25.4 Recorded Webinars.**

Legal Professionals, Incorporated may make available recorded webinars through the LPI website at a cost to be determined by the appropriate LPI chairperson.

**26. MOTIONS PRESENTED FROM THE FLOOR**

26.1 Main motions and amendments presented from the floor at Annual Conferences and Board of Governors Meetings shall be submitted using the online form on the LPI website, and emailed to the President, Executive Secretary and Parliamentarian before the motion or amendment is presented to the assembly. Any motions made from the floor during a hybrid or virtual meeting shall be presented via email to the President, Executive Secretary, and Parliamentarian before the motion or amendment is presented to the assembly. The presenter of the motion or amendment shall be prepared to report to the assembly the benefit(s) of the motion or amendment.

26.2 Debate is limited to a maximum of three (3) minutes, per speaker, per motion, per day. Each speaker may speak twice on the same motion. A person cannot speak a second time, if others who have not spoken at least once have not yet been given an opportunity to do so.

**27. STATE BAR OF CALIFORNIA MINIMUM CONTINUING LEGAL EDUCATION**

27.1 LPI shall comply with the State Bar of California Minimum Continuing Legal Education Rules and Regulations to sponsor MCLE-approved programs. Local Associations wishing to sponsor MCLE-approved programs may do so under the supervision of the LPI Continuing Education Coordinator.



**28. COMMITTEE GUIDELINES, RULES AND PROTOCOL**

- 28.1 All LPI committee guidelines, rules and other protocol are incorporated in these Standing Rules as though fully set forth herein.
- 28.2 Committee guidelines, rules and other protocol, and amendments thereto, shall be approved by the Executive Committee prior to implementation.

**29. NOTIFICATION OF SERIOUS ILLNESS OR DEATH**

- 29.1 At the direction of the President, the LPI Administrator shall notify each Officer, Committee Chair and Governor of the serious illness or death of an LSI/LPI Past-President; current Officer, Committee Chair or Governor; or, of the death of a member of such person's immediate family.

**30. LPI ADMINISTRATOR**

- 30.1 In the event of a vacancy for the position of LPI Administrator, applications for the position shall be submitted to the LPI President no later than a date set by the Executive Committee when the vacancy is announced.
- 30.2 At least every two years, a performance evaluation of the LPI Administrator shall be conducted by the Executive Committee.

**31. LPI TAG LINE**

- 31.1 LPI shall use as a tagline to assist with marketing, "Educating California's Legal Support Professionals."

**32. AMENDING THE STANDING RULES**

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

**33. ELECTRONIC MEETINGS.**

**33.1 Log-in information.**

The LPI Executive Secretary shall send by e-mail to every member, at least one (1) week 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 LPI 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 Chair.**

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. Governors 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.**

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 Governors and the online list of Governors 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 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 LPI President, the LPI Parliamentarian and the LPI 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 LPI 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 LPI 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.

*Amended: 11/13/99, 2/12/00 (effective 5/1/00), 8/12/00, 2/17/01, 11/17/01, 2/9/02, 8/16/03, 11/23/03, 8/21/04, 2/12/05, 2/11-12/06, 5/13/06, 11/11/06, 2/10/07, 5/20/07, 11/20/08, 05/16/09, 08/15/09, 2/27/10, 5/22/10, 8/20/11, 5/19/12, 11/17/12, 2/23/13, 5/19/13, 8/10/13; 11/16/13; 2/22/14; 8/16/14; 11/7/14; 2/21/15; 5/16/15; 8/23/15; 2/27/16; 8/20/16; 5/21/17; 11/11/17; 2/24/18; 5/19/18; 8/18/18; 11/10/18; 5/18/19; 11/23/19; 2/22/2020 (effective 5/1/2020); 8/22/2020; 5/22/2021, 2/26/2022, 5/22/2-22; 8/13/2022; 5/1/2023; 9/1/2023.*