



**STANDING RULES**

**OF**

**THE PARALEGAL DIVISION OF THE UTAH**

**STATE BAR**

TABLE OF CONTENTS

Section 1. Officers and Appointed Positions..... 1

    Chair..... 1

    Chair-Elect ..... 1

    Secretary ..... 2

    Finance Officer ..... 2

    Immediate Past Chair ..... 3

    Parliamentarian ..... 3

Section 2. Committees..... 4

    Executive Committee..... 4

    Education ..... 4

    Marketing and Publications ..... 5

    Membership ..... 5

    Ethics Committee..... 6

    Professional Standards Committee ..... 6

    Community Service Committee..... 6

    Communication Committee (Social Media) ..... 7

Section 3. Directors and Geographic Regions..... 7

Section 4. Reports..... 7

Section 5. Records and Files ..... 7

Section 6. Amendments to the Standing Rules ..... 8

*These Standing Rules contain additional details of the administration of the Paralegal Division of the Utah State Bar, and are adopted to supplement and help interpret the division Bylaws. In the event of a conflict between the Bylaws and the Standing Rules, the Bylaws govern. Terms used herein are defined in the Bylaws*

## **SECTION 1. OFFICERS AND APPOINTED POSITIONS**

### **CHAIR**

1. The Chair's first responsibility is to the Members of the Paralegal Division of the Utah State Bar (the "Division").
2. The Chair presides at all meetings of the Division and its Board of Directors.
3. The Chair represents the Division at official functions.
4. The Chair oversees the work of other elected and appointed officers, directors, and committee chairs, and delegates assignments as required.
5. The Chair makes appointments for approval by the Board.
6. The Chair directs the Secretary to prepare meeting agendas and furnishes a copy of the agenda to all officers, directors, and committee chairs prior to the meeting.
7. Prior to Division Members meetings, the Chair advises the Members of the pertinent business expected at such meeting. This may be accomplished by publication of a detailed agenda in the official notice of the meeting.
8. The Chair prepares the Annual Report of the Board for the annual meeting. The report may include a summary of Division goals, accomplishments and milestones, appointments, and budget projections.

### **CHAIR-ELECT**

1. The Chair-Elect automatically succeeds to the office of the Chair.
2. The Chair-Elect is the Division's delegate to the Bar's Governmental Relations Committee, and will attend all meetings of the Governmental Relations Committee, and report thereon to the Board.
3. In the event of the Chair's absence, incapacity or disqualification, the Chair-Elect performs the duties of the Chair.
4. The Chair-Elect should be familiar with the bylaws and be prepared to assist the Chair at any time requested.

## **SECRETARY**

1. The Secretary maintains the permanent files and records of all Division meetings and correspondence.
2. The Secretary, at the direction of the Chair, prepares meeting agendas.
3. The Secretary records the minutes of all Division meetings and submits a draft to the Board for approval at the next regularly scheduled meeting.

## **FINANCE OFFICER**

1. The Finance Officer receives and reviews all requests for disbursements and reimbursements, obtains the approval of two members of the Executive Committee, and submits the approved requests for payment to the Bar's accounts payable department.
2. The Finance Officer reviews and reconciles financial reports provided by the Bar and submits written financial reports to the Board upon request, and reports to the Members at the Division Annual Meeting.
3. The Finance Officer prepares an annual budget for approval by the Board.
4. At the Board's discretion, Directors and others may be reimbursed for mileage and other expenses for:
  5. Attendance at the first meeting of the Board;
  6. Attendance at the Board annual retreat;
  7. Attendance at the Bar's annual and mid-year meetings;
  8. Attendance at the Division annual meeting; and
  9. Attendance at other meetings at which, in the sole discretion of the Board, is required.
10. Reimbursement will be at the rate allowed by the Internal Revenue Service for charitable activities, or such lesser amount, as approved by the Board.

## **IMMEDIATE PAST CHAIR**

1. The Immediate Past Chair of the Division will sit as an ex-officio member of the Division's Board of Directors.
2. The Immediate Past Chair will serve as the Bar Commission Liaison for contact between the Division and the Board of Bar Commissioners. The Immediate Past Chair will, under the direction of the Board, communicate the Division's goals, objectives and philosophies to the Bar Commission and keep it apprised of the various activities in which the Division is involved and which may be of interest to the Bar Commission and Bar members. The Bar Commission Liaison will also keep the Division's Board advised of Bar activities which are of interest to Paralegals.
3. As the Bar Commission Liaison the Immediate Past Chair will attend and participate in the Bar's mid-year and annual meetings.
4. The Immediate Past Chair will sit as an ex officio member of the Board of Bar Commissioners, representing the Division by attending and participating in all Bar Commission meetings and functions.

## **PARLIAMENTARIAN**

1. The Parliamentarian supervises parliamentary procedure at all Division meetings, counseling the Board as appropriate.
2. The Parliamentarian updates the Division Bylaws and Standing Rules, as necessary.
3. The Parliamentarian drafts notices of Member meetings for approval by the Chair and oversees distribution of the same to all Members.
4. The Parliamentarian is the Elections Chair of the Division and as such conducts all elections of the Division and the Board of Directors.
5. By March 15 of each year, the Parliamentarian issues a call for nominations and declaration of candidacy for Directors of the Division, in the form attached hereto as Appendix A.
6. "At large" Directors must be nominated by at least one active Division Member.
7. Regional Directors may be nominated by at least one active Member whose address is in the respective geographic region, or by any member of the Board of Directors.
8. Each nominee may be nominated for a single position in any given election.
9. The Parliamentarian presents a slate of candidates to the membership 30 days

prior to the date on which ballots will be counted.

10. The Parliamentarian obtains the consent of nominees for office as no candidate's name may be listed on the slate without the consent of the candidate.

11. The Parliamentarian makes sure that nominees for office are qualified.

## **SECTION 2. COMMITTEES**

### **EXECUTIVE COMMITTEE**

1. The Executive Committee handles emergency matters when the Board cannot be convened or the necessary quorum met.

2. The Executive Committee reviews the affairs of the Division and makes recommendations to the Board.

3. The Executive Committee handles routine business of the Division which transpires between Board meetings.

4. The Executive Committee approves expense reimbursements and check requests.

5. The Executive Committee approves all mailings to members and articles for publication.

### **EDUCATION**

1. The Education Committee plans and presents seminars with the approval of the Board.

2. The Education Committee coordinates seminars with the Bar's CLE Department, including preparation of materials and announcements to be published or disseminated.

3. A member of the Education Committee serves as the Division's appointee to the Bar's Spring Forum, Spring Convention, and Annual Convention committees.

4. The Education Committee plans, develops and coordinates speakers and the agenda for the CLE presentations given in conjunction with the Division Annual Meeting.

5. The Education Committee plans and facilitates the Paralegal Day CLE event (3<sup>rd</sup> Thursday in May as decreed by Governor). The Paralegal of the Year award is traditionally presented at this event.

## **MARKETING AND PUBLICATIONS**

1. A member of the Board of Directors of the Division serves as the Marketing and Publications Chair and oversee all activities of the Marketing and Publications Committee.

2. The Marketing and Publications Committee develops content to promote the purpose and activities of the Division. The content may include articles, brochures, posters, or any other media or materials that serve to promote the Paralegal Division and the paralegal profession.

3. The Marketing and Publications Committee establishes contacts and acts as liaison to other community and professional publication organizations.

4. One member of the Marketing and Publications Committee serves as the liaison to the Bar Journal Committee. This member is responsible to attend the monthly Bar Journal meetings and ensure the Division has created appropriate content for Bar Journal issues.

5. The Marketing and Publications Committee coordinates the petition, editing, and submission of articles from the paralegal community to the Bar Journal Committee.

6. The Marketing and Publications Committee develops, edits, and disseminates for publication any and all material and content pertaining to the Division and submits the same to the Chair for approval by the Executive Committee.

## **MEMBERSHIP**

1. The Membership Committee reviews and approves new applications and membership renewal submissions and coordinates with the Bar office in mailing membership cards to approved members.

2. The Membership Committee maintains a current roster of membership and provides all officers and Directors with a copy at least annually or as requested.

3. The Membership Committee assists the Bar staff with communication with Division Members regarding membership renewal and payment of fees.

4. The Membership Committee works with Bar staff to keep up to date the online applications, forms, and the renewal process.

5. The Membership Committee is responsible for drafting and revising applications and forms for membership in accordance with the requirements of the Bar and the Standards for Membership.

6. The Membership Committee, in cooperation with the Marketing and Education Committees, develops programs to encourage membership in the Division.

## **ETHICS COMMITTEE**

1. The Ethics Committee provides guidance to Division Members in the area of legal and professional ethics in accordance with the Canons of Ethics for Paralegals attached hereto as Appendix B.
2. The Ethics Committee refers complaints of suspected ethical violations to the Office of Bar Counsel for consideration.
3. The Ethics Committee in cooperation with the Education Committee, with the guidance of the Office of Professional Conduct develops programs to educate Division members, attorneys and others on the ethical utilization of paralegals.

## **PROFESSIONAL STANDARDS COMMITTEE**

1. The Professional Standards Committee researches compensation, benefits, working hours and conditions, education requirements, type of functions Paralegals perform, etc.
2. The Professional Standards Committee tracks legislative agenda items of licensing, regulation or any statute, rule or ordinance pertaining to the Paralegal Profession.
3. The Professional Standards Committee tracks educational programs offered by training schools in the state.
4. The Professional Standards Committee provides assistance to the Education Committee in promoting utilization of Paralegals.

## **COMMUNITY SERVICE COMMITTEE**

1. A member of the Board of Directors serves as the Community Service Chair and oversee all activities of the Community Service Committee.
2. The Community Service Committee provides services to the community by volunteering time and resources to legal-related community projects.
3. The Community Service Committee establishes contacts and acts as Paralegal Division liaison to the Young Lawyers Division of the Utah State Bar for Service Projects, such as Wills for Heroes and Serving Our Seniors, and to Rocky Mountain Innocence Project.



## **COMMUNICATION COMMITTEE (SOCIAL MEDIA)**

1. A member of the Board of Directors of the Division serves as the Chair of the Communications Committee.
2. The Communications Committee coordinates the information posted to the Division website, as directed by the Board of Directors.
3. The Communications Committee creates content, approved by the Executive Committee, for social media sites.
4. The Communications Committee publishes on social media information about all events sponsored by the Division, and other information and events pertinent to the paralegal profession.
5. The Communications Committee keeps the Division calendar up to date.

## **SECTION 3. DIRECTORS AND GEOGRAPHIC REGIONS**

1. In accordance with the Bylaws, the Board will periodically evaluate the distribution of Division membership and determine geographic regions for the purposes of electing directors. A map of the current geographic regions is attached hereto as Appendix C.
2. The total number of Directors may not exceed 13, including one Director from each of the geographic regions.

## **SECTION 4. REPORTS**

Each Director and Committee Chair will make a written report to the Division Membership at the Division Annual Meeting. The reports shall be submitted to the Chair at least 30 days prior to the Annual Meeting.

## **SECTION 5. RECORDS AND FILES**

1. All files of Directors and Committee Chairs should be delivered to the incoming Officers, Committee Chairs, and Directors immediately following installation. If no successor has been appointed, files should be given to the Chair.

2. The following permanent files will be maintained:
  - Finance Officer: Books and financial records
  - Parliamentarian: Bylaws and Standing Rules, election records
  - Secretary: Minutes and correspondence

3. With the exception of the permanent files listed above, files of the Officers, Directors, and Committee Chairs should consist of necessary permanent files and informative files for the current year plus the preceding two years with a list of the duties, procedures and deadline dates. Officers, Directors, and Committee Chairs are responsible for destruction of obsolete and miscellaneous material and correspondence.

### **SECTION 6. AMENDMENTS TO THE STANDING RULES**

1. A majority vote of the Board is required to adopt, amend, or suspend a Standing Rule.
2. The Standing Rules will automatically reflect any Bylaw amendments insofar as they affect said Rules.

(Adopted December 2019)

**APPENDIX A**  
**Nomination Form**

**APPENDIX B**

**Canon of Ethics for Paralegals**

**APPENDIX C**  
**Geographic Regions**