

## FALSS STANDING COMMITTEES AND DUTIES

[Refer to complete set of FALSS Standing Rules for more information]

<u>COMMITTEE NAME</u>	<u>COMMITTEE MAKEUP AND DUTIES</u>
<b>Annual Meeting</b>	Consists of Chair plus committee members of hosting chapter
1.	<ul style="list-style-type: none"> <li>a. Obtain Board approval for date of Annual Membership Meeting ("AMM").</li> <li>b. Submit all plans for the AMM including a proposed budget to the Director of Education for review at least six months prior to the AMM.</li> <li>c. Submit the proposed budget to the Board for approval.</li> <li>d. Obtain approval of the Board for room rates, fees for scrip tickets (meals) and all other fees or charges.</li> <li>e. Plan the banquet and arrange for entertainment if desired.</li> <li>f. Assist the Director of Education in arranging for speakers, round table discussions and workshops.</li> <li>g. Arrange for judges for each competition.</li> <li>h. Furnish literature regarding the location of the AMM, transportation to the AMM city, amount of all fees, including registration and script ticket, room rates and instructions for making reservations to the Director of Education for distribution to the members.</li> <li>i. Be responsible for registration including the collection of registration fees, scrip tickets and all other charges.</li> <li>j. Furnish identification badges to those attending the AMM indicating name, office held and chapter affiliation.</li> <li>k. Inform Director or Education at all times regarding AMM plans.</li> <li>l. Coordinate the preparation of an AMM program.</li> </ul>
2.	The AMM Chair shall keep a complete record of all monies received and disbursed in connection with the AMM and shall transmit to the FALSS Treasurer, not later than ninety (90) days after the AMM, FALSS' portion of the AMM profits, together with a complete financial report. Any profit from the AMM shall be divided equally between FALSS and the host chapter; and any loss resulting from the AMM shall be paid one half by FALSS and one half by the host chapter. A financial report shall be presented to the members at the Quarterly Membership Meeting ("QMM") subsequent to the AMM.
3.	The AMM Chair shall transfer at the AMM all files from any previous years to the AMM Chair for the ensuing year. Within ninety (90) days after the AMM, the AMM Chair shall deliver all files to the chair of the next AMM.

<b>Audit</b>	Consists of Chair plus two other members, one of which is the Treasurer of the year for which the books are being audited.
1.	The committee shall audit all financial records of the FALSS treasurer within forty-five (45) days after the close of the fiscal year (unless a professional audit is ordered) and submit its report at the next QMM.
2.	This committee shall also audit all special accounts for any committee of FALSS and submit a written report to the Board at its next QMM/AMM after receiving the financial reports from said committee(s).
<b>Continuing Legal Education</b>	Consists of a Chair and not less than two other members, one of whom shall be the current Director of Education.
1.	<ul style="list-style-type: none"> <li>a. Instruct membership on application procedure.</li> <li>b. Update application form, and rules and regulations, as needed. Application form, and rules and regulations, shall be approved by the Board, and submitted to the Website chair.</li> <li>c. Award certificates at the QMM/AMM immediately following approval of the award application</li> <li>d. Prepare and submit an article on the CLE recipient(s) after each QMM/AMM to the Publication Chair.</li> </ul>
<b>Finance</b>	Consists of a Chair and the FALSS Treasurer.
1.	<ul style="list-style-type: none"> <li>a. The FALSS Treasurer shall furnish to the Finance Chair no later than December 1 a comparison of all expenditures to date with all amounts budgeted.</li> <li>b. The Chair shall prepare a proposed budget for review by the Board. The budget shall be furnished to each member thirty (30) days in advance of the AMM for review and shall be presented to the members for adoption at the Incoming Membership Meeting immediately following the AMM.</li> </ul>
<b>Fiscal Projects</b>	Consists of a Chair and at least one other member.
1.	This committee shall devise means of raising funds for the Corporation.
2.	Within thirty (30) days following each QMM/AMM, the Chair shall remit to the FALSS Treasurer all funds collected during the preceding quarter, together with a complete accounting and current inventory.
	The Chair shall also furnish to the Audit Committee a copy of the accounting and current inventory.

<b>Florida Bar Liaison</b>	Consists of a chair and at least two other members, one of whom shall be the current Director of Marketing, and shall promote FALSS to the members of The Florida Bar.
1.	This committee shall perform all the duties and responsibilities to properly represent FALSS at The Florida Bar convention. The duties and responsibilities shall include the following: <ol style="list-style-type: none"> <li>a. Coordinate and set up a booth each year at the annual meeting of The Florida Bar.</li> <li>b. Greet attorneys and legal support professionals attending The Florida Bar convention to explain the purposes and objectives of FALSS.</li> <li>c. Submit an expense voucher, with receipts, to the FALSS Treasurer so that it can be considered for payment before the next QMM/AMM.</li> </ol>
2.	This committee shall obtain approval from the FALSS Board at last 45 days prior to a FALSS QMM or AMM for any fundraising activities to be held at that AMM or AMM.
<b>Historian</b>	The Historian is appointed by the President
1.	The Historian shall keep a record and history of FALSS for presentation to FALSS retiring President at the AMM.
2.	The Historian may conduct chapter history book competition and display and present such awards at the AMM.
3.	Prepare and submit an article describing the Historian Competition to the Publication Chair for publication in the Summer issue of the <i>Legal Support Journal</i> .
<b>Legal Support Specialist of the Year ("LSSY")</b>	Consists of Chair and at least two additional members, none of whom shall be members of the same chapter.
1.	The Chair is responsible for FALSS annual competition for the LSSY award for which a plaque shall be given at the AMM.
2.	The outgoing LSSY Chair shall submit an article regarding the winner of the LSSY award to the FALSS Editor for publication in the Summer issue of the <i>Legal Support Journal</i> .
<b>Long Range Plan</b>	Consists of a chair and not less than two members.
1.	Develop and maintain a written plan outlining the goals, objectives and strategies of FALSS over a projected period of time of not less than three years.
2.	The propose Long Range plan, and any amendments thereto, shall be presented to the Board for review during the Third QMM (usually in January), published in Spring issue of the <i>Legal Support Journal</i> , and voted upon by the members present at the AMM.
3.	The Chair shall submit the approved Long Range Plan to the Website Chair, and shall report to the membership at each QMM as to the current status of the approved Long Range Plan.

Nominations and Elections	
<b>Nominations and Elections</b>	Consists of at least four members. Nominations for members of the Nominating Committee shall be made from the floor at the AMM. The Chair shall be the Nominating Committee member who receives the largest number of votes on the first ballot on which at least one candidate receives a majority vote.
1.	<p>Nominating Procedure.</p> <ol style="list-style-type: none"> <li>a. Any member or chapter may make a nomination for any or all of the offices of FALSS.</li> <li>b. Each nominee must be a member in good standing and must fulfill any requirement for office set forth in the Bylaws.</li> <li>c. A nomination and consent form shall be published in the Fall issue of the state publication for the benefit of all members.</li> <li>d. The written consent of the nominee must accompany the nomination form.</li> <li>e. The forms must be hand delivered or mailed to the Nominations and Elections Chair and postmarked no later than January 5.</li> <li>f. Additional nominations for elected office may be made from the floor at the Third QMM (usually in January), following the report for the nominations and Elections Committee. No name shall be placed in nomination without written consent of the nominee.</li> <li>g. Each nominee will provide a statement of qualifications (biography) to the Chair no later than February 5.</li> <li>h. In the event that only one candidate has been nominated for each office after nominations have been closed at the Third QMM, the Chair shall submit the biographies to the Publication Chair for publication in the Spring issue of the state publication, and the FALSS President shall, at the Annual Meeting, declare the candidates elected by general consent.</li> </ol>
2.	<p>Duties</p> <ol style="list-style-type: none"> <li>a. The committee shall determine that all candidates proposed by any FALSS member or chapter for elected offices are members in good standing and fulfill any requirements for office set forth in the Bylaws.</li> <li>b. The committee will give a report listing all nominees at the Third QMM (usually in January)</li> </ol>
3.	<p>Preparation of Ballots.</p> <ol style="list-style-type: none"> <li>a. Following the Third QMM, the committee shall: <ol style="list-style-type: none"> <li>1. Instruct ballot procedure;</li> <li>2. Prepare the ballots;</li> <li>3. Mail the ballots (except as noted in the Bylaws, Article VI, Section 3) including the biographies submitted by each candidate, and a separate envelope stamped "ballot" to each FALSS member no later than March 1. Ballots must be returned to the committee chair no later than March 16. Postmark shall determine the date;</li> </ol> </li> </ol>

	<p>4. Serve as tellers (only 3 necessary to count, tabulate and report the ballots). In the even a member of the N&amp;E Committee should accept a nomination for office, that member should request to be relieved of the duty of serving as a teller. If additional tellers are needed, the President shall appoint the teller(s). In the event the Chair of the N&amp;E Committee should accept a nomination for office, the President shall appoint another member of the N &amp; Committee to perform the duties of the Chair.</p> <p>5. <u>Counting of ballots</u>. Ballots received by the Chair shall remain unopened until the AMM. Ballots will then be opened and counted by the tellers prior to the AMM and results presented to the FALSS President for announcement.</p>
<b>Past Presidents</b>	Consists of a chair who shall prepare and update the history of FALSS in book form.
1.	The Chair shall also coordinate an annual luncheon for the past presidents of FALS and FALSS to be held at the AMM of FALSS.
2.	The Chair shall act as an advisory when requested by the FALSS President or Board.
<b>Publication</b>	Consists of a chair (Editor)
1.	The editor shall have the discretion to appoint additional committee members to assist with preparation of the publication as needed.
2.	The <i>Legal Support Journal</i> shall be published quarterly.
3.	Deadlines for submitting reports, articles, and ads to the editor shall be: Spring Issue: February 1 Summer Issue: May 1 Fall Issue: August 1 Winter Issue: November 1
4.	Prepare and publish an article describing the Publication Competition in the Summer issue of the <i>Legal Support Journal</i> .
<b>Rules and Regulations</b>	The FALSS Parliamentarian is the Chair for this committee and responsible for the following: <ol style="list-style-type: none"> <li>Assist local chapters, when requested, in the preparation of Bylaws.</li> <li>Review each chapter's Bylaws to make sure they are not in conflict with FALSS Bylaws.</li> <li>Prepare proposed amendments to the Bylaws and Standing Rules and submit to the Publication Chair for publishing in the <i>Legal Support Journal</i> no fewer than 30 days before the QMM/AMM at which the proposed amendments will be presented to the membership for approval.</li> <li>Answer all questions of chapters or members relative to interpretation of FALSS Bylaws and Standing Rules.</li> </ol>

<b>Scholarship</b>	Consists of chair and three additional members who shall be chosen by the chair.
1.	The Chair shall be responsible for the following <ul style="list-style-type: none"> <li>a. Instruct application procedure.</li> <li>b. Prepare application form and rules and regulations.</li> <li>c. Mail/publish the application form and the rules and regulations in the Summer issue of the <i>Legal Support Journal</i>. The rules shall state that the application and supporting material must be returned to the Chair no later than March 1. Postmark shall determine the date.</li> </ul>
2.	The committee shall make its scholarship awards at the AMM. The outgoing Scholarship Chair shall notify the winner in writing of all requirements to obtain such scholarship by May 15.
<b>Technology</b>	Consists of chair and at least one other member.
1.	This committee shall be responsible for the following: <ul style="list-style-type: none"> <li>a. Maintaining and setting up the FALSS sound system and projection screen for audio and visual needs at FALSS meetings.</li> <li>b. Introducing new computer software and hardware tools and other electronics to FLASS members.</li> <li>c. Communicating information to the editor of the <i>Legal Support Journal</i> and to the FALSS Website chair regarding new technology affecting the legal profession; e.g. scanning and e-filing.</li> <li>d. Determining new technology needs for FALSS and the expense involved, and advising the FALSS Board of such needs and the cost of same.</li> <li>e. Determining whether outside technology sources are necessary for unfamiliar areas and, if so, advising the FALSS Board of such needs and the cost of same.</li> </ul>
<b>Website</b>	Consists of chair and at least one other member who shall promote FALSS on the internet through the association's website ( <a href="http://www.falss.org">www.falss.org</a> ).
1.	This committee shall be responsible for the following: <ul style="list-style-type: none"> <li>a. Coordinate the placement of items on the website submitted by the officers and committee.</li> <li>b. Coordinate the placement of items on the website submitted by the chapters of FALSS.</li> <li>c. Provide instruction and assistance to the designated officers and committee chairs to complete the tasks assigned that utilize the membership database maintained on the website.</li> </ul>