



**BOARD MEETING
STATE BAR OF NEW MEXICO
SATURDAY, JUNE 27, 2020**

AGENDA

Meeting called to order at: _____

- I. Approval of minutes of Board of Directors meeting held on April 18, 2020**
(Amended Minutes approved 10-29-20 via e-mail)
- II. Officer Reports**
- | | | |
|----------------------|-------------------|--------------------|
| Chair | Yolanda Hernandez | Report Attached |
| Chair-Elect | Angela Minefee | Report Attached |
| Immediate Past Chair | Lynette Rocheleau | No Report |
| Secretary | Brandi Nastacio | Minutes of Meeting |
| Treasurer | Kay L. Homan, CP | Report Attached |
- III. Standing Committee Reports**
- | | | |
|-------------------------------------|--|-----------------|
| Budget and Finance | Kay L. Homan, CP | Report Attached |
| Bylaws and Rules | Kay L. Homan, CP | Report Attached |
| ENews/Web Page | Debbie Tope, CP, RP
Amy Meilander | Report Attached |
| Social Media Sub-Committee | Emmalee Atencio, ACP | Report Attached |
| CLE-Coordination | Linda Sanders | Report Attached |
| CLE-Provider Approvals | Kay L. Homan, CP | Report Attached |
| CLE Tracking | Emmalee Atencio, ACP | Report Attached |
| Nominating & Elections | Ruby Silva | No Report |
| Events Coordination | Dawne Roberto | No Report (New) |
| Membership | Kathleen Campbell, ACP
Angela Minefee | Report Attached |
| Pro Bono/Community | Linda Sanders | Report Attached |
| Professional Development | Emmalee Atencio, ACP
Ruby Silva | No Report |
| Scholarship Committee | Nettie Condit | No Report |
| Special Committee: | | |
| Ad-Hoc 25 th Anniversary | Emmalee Atencio, ACP | Report Attached |

IV. Old Business:

- Debbie Tope requested discussion regarding the PDWG project interest in continuing this project. If yes, how?
- Proclamation Paralegal Day – August 26, 2020. Kay reported she sent request to Governor Michelle Lujan-Grisham on May 2020.

V. New Business:

- A shout out to Bernice Roberto who has accepted via FB to be the Division’s Event Coordinator.
- **Discussion:** Location for Paralegal Day Anniversary Celebration scheduled for August 22, 2020 due to Pappadeaux Seafood Kitchen not available for “banquet” events due to Covid-19 restrictions. We can either wait for the restriction to be lifted or locate another venue for this event.
- **Discussion:** Extension of deadline for Division members to submit their CLE compliance to the CLE Tracking Committee due to Covid-19. This would be a **benefit** item to the member.
- **Discussion:** Division offer the September CLE for free to our Division members. This would be a **benefit** item to the member.
- **Discussion:** The projected budget 2020/2021 whether or not impacted due to the possibility of Covid-19.
- **Discussion:** Hold social “Happy Hour” Zoom meetings with Division members to connect with the members regarding how they are doing during the pandemic. This would a **benefit** item to the member.
- **Discussion:** Co-Sponsorship with D. McBryde Esq re NM Workforce Solution
- **Discussion:** SDC Digest – Paralegal Day (Edition, ENewsletter (7/9/20)
- **Discussion:** PD upcoming events and going forward:

VI. Adjournment at _____.

PARALEGAL DIVISION
Board Meeting
June 27, 2020

CHAIR: Yolanda Hernandez

DATE OF REPORT June 27, 2020

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- I attended remotely via Go to Meeting the Annual Awards Committee meeting on June 9, 2020. The Committee did not receive any nominations for the Justice Pamela B. Minzner Professionalism Award but received nominations for the following awards:

Judge Sarah M. Singleton Distinguished Service Award – **Deborah Dungan**
Distinguished Bar Service-Non-Lawyer Award – **Renee Valdez**
Outstanding Legal Organization of Program Award – **NM Immigrant Law Ctr**
Outstanding Young Lawyer of the Year Award – **Veronica Gonzales-Zamora**
Robert H. La Follette Pro Bono Award – **Julia Barnes**
Seth D. Montgomery Distinguished Judicial Service Award – **Judge Alvin Jones**

- I attended remotely via Go to Meeting the **Board of Bar Commissioners (BBC)** Two-Day Board Meetings held on June 18 and 19, 2020: (1) Finance Committee; (2) Bar Foundation; and (2) Strategic Planning Sessions. The following are highlights of these meetings:
 - The Bar exam extended to September 2020 subject to change. Students to work with the supervision of a licensed attorney and must be registered for Bar exam. The LLLT may be reconsidered due to Covid-19 pandemic.
 - The SBNM's Annual September meeting to be held virtually, and four (4) CLE credit hours to be offered at no cost to its members
 - The BBC moved and passed to create the Family Law Legal Specialization Commission.
 - Overall the consensus is to: (1) Enjoy service to the State Bar; (2) offer benefits to members of the State Bar, (3) work with the Division's Board of Directors throughout the year is encouraged; (4) and service to the public.
 -

ISSUES REQUIRING BOARD ACTION:

- Co-Sponsorship with Deian McBryde Esq. re NM Workforce Solutions (**Attachment**)
- SDC Digest – Paralegal Day (7/9/20 Edition, ENewsletter) (**Attachment**)
- Paralegal Day/Anniversary Celebration: August 22, 2020
- Board Meeting: September 19, 2020
- The Institute CLE December 4, 2020
- Holiday Dinner December 4, 2020 (TBD)

Hernandez, Yolanda K.

From: Deian McBryde <deian@mcbrydelaw.com>
Sent: Friday, June 26, 2020 10:50 AM
To: Hernandez, Yolanda K.; Allison Block-Chavez Esq.; Kate Rubi Esq.
Cc: Isaac S. Emmanuel, Esq.; Cindy Silva Esq.; Morgan Pettit
Subject: Opportunity for SLD/YLD/SSF/Paralegal collaboration

Dear Kate, Allison, and Yolanda

I'm writing to ask for your support for a potential event that might happen NEXT WEEK. I've talked with Andrea Cristman from NM Department of Workforce solutions and she's willing to answer questions from Bar members about their rights to apply for unemployment benefits, especially with the COVID-19 additional benefit, for self-employed folks, like solo/small practitioners, contract attorneys, and contract paralegals and other staff. We might even get the department secretary involved.

The Solo and Small Firm Section (Interaction Committee) is on board with doing this and so I'm going ahead with organizing the video chat for live attendance or streaming through the Bar. But, rather than do it alone, we're hoping to get the word out as far as possible and so we're asking your divisions to co-sponsor this with us.

There are no costs. We'll either record it on the Bar's GoToWebinar or my Zoom account. All we're asking is to 1) include your division in promoting the event, 2) send a email inviting your division members to participate, and 3) your enthusiasm for this collaboration!

Please reply to ASAP. It would be GREAT to hear from you by Monday or sooner so we can e-blast membership about the chat.

Call me (505-340-6052) or drop me a note if you have questions.

Best,

Deian

Deian McBryde, Esq.
McBryde Law LLC
(505) 465-9086
deian@mcbrydelaw.com
www.mcbrydelaw.com

Hernandez, Yolanda K.

From: Morgan Pettit <mpettit@nmbar.org>
Sent: Thursday, June 25, 2020 10:38 AM
To: Hernandez, Yolanda K.
Subject: Paralegal Highlight in Newsletter
Attachments: SCD Digest Template (1).pdf

Hello Yolanda,

Hope all is well! I am planning on doing a July 9th edition of the relatively new eNewsletter, the SCD Digest.

What would you like to include for the Paralegal Division? I have attached the page that includes the meeting dates and a Division highlight. Looks like you have a few things coming up so just let me know what you'd like to share! I'd need event details and a brief description, around 150 words.

If I can get this by July 2nd, that would be awesome.

Thank you!

Best,

Morgan Pettit

(she/her/hers/Ms.)

Member Services Coordinator, State Bar of New Mexico

5121 Masthead NE, ABQ, NM 87109 | PO Box 92860, Albuquerque, NM 87199

(505) 797-6039 | Fax: 866-767-7281 | mpettit@nmbar.org | www.nmbar.org



MEETING DATES

Paralegal Division - Date, Day, Time

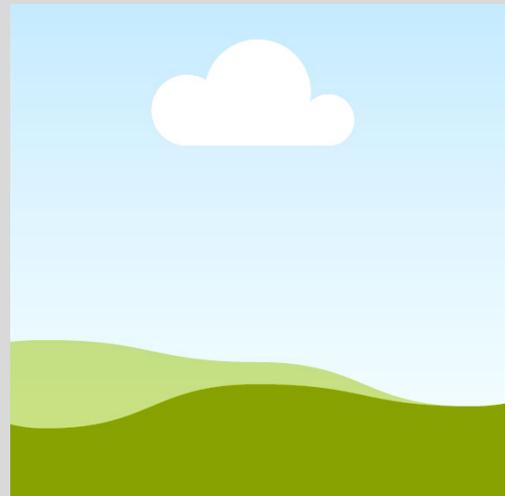
Senior Lawyers Division - Date, Day, Time

Young Lawyers Division - Date, Day, Time

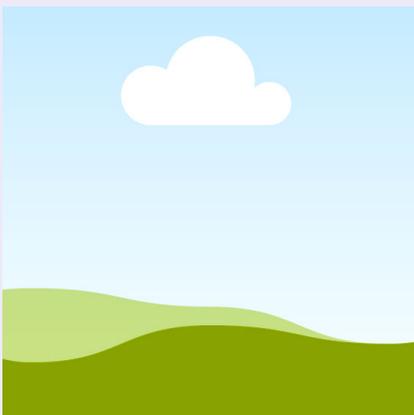
SENIOR LAWYERS

Upcoming Event

Ea per graecis singulis, ei iisque blandit delicata nec. Viris philosophia ei eum, audiam equidem consequat et est. Sit labores eloquentiam ea, dicat officiis et has, ex nonumy possit persequeris cum. Te reque clita labore vix, cu zril epicuri petentium quo. Populo fierent accumsan ei quo, est no esse legimus. Errem aliquip posidonium usu no, te est prompta suavitate.



PARALEGALS DIVISION



Upcoming Event

Ea per graecis singulis, ei iisque blandit delicata nec. Viris philosophia ei eum, audiam equidem consequat et est. Sit labores eloquentiam ea, dicat officiis et has, ex nonumy possit persequeris cum. Te reque clita labore vix, cu zril epicuri petentium quo. Populo fierent accumsan ei quo, est no esse legimus. Errem aliquip posidonium usu no, te est prompta suavitate.

**PARALEGAL DIVISION
BOARD MEETING
JUNE 27, 2020**

CHAIR-ELECT REPORT

CHAIR-ELECT Angela Minefee

ACTIVITIES UNDERTAKEN

Since my last report, I have continued to learn and ask more questions about membership qualifications and trends. It is my goal during my term as Chair-Elect to make myself available to new members and continue to develop insights and objectives for a successful term as Chair.

Recently, I have offered to assist the CLE Tracking Committee to develop improved and efficient methods for members to request CLE and *pro bono* credits. Together, we are working to create a JotForm submission that will streamline the submission process and reduce the work involved in tracking the information.

Unfortunately, the current pandemic has derailed my plans to host monthly lunches around town. Sadly for my waistline, I am left with a drawer full of chocolates.

Respectfully submitted,

Angela Minefee

**PARALEGAL DIVISION
BOARD MEETING**

JUNE 27, 2020

SECRETARY: Brandi Trujillo (c/o Chair)
DATE OF REPORT: June 27, 2020

ISSUES REQUIRING BOARD ACTION:

Approval of minutes of Board of Directors' meeting held on April 18, 2020.

COMMENTS:

Per the Standing Rules, the resolution of the minutes of the April 18, 2020 meeting shall be conducted by electronic media vote. The Secretary, Brandi Trujillo, shall canvass the Board members at the next BOD meeting to ratify the results of the electronic media vote and the results of such canvass shall be recorded in the minutes,

**Paralegal Division
Budget & Finance Committee
Treasurer's Report
Board Meeting Report**

Committee Title: Budget & Finance Committee

Committee Chair: Kay L. Homan, CP

Date of Report: June 27, 2020

RE: Treasurer's Report

Budget vs. Actual as of 5/31/20 is attached.

Respectfully submitted,

Kay L. Homan, CP
Treasurer

State Bar of New Mexico, Paralegal Division

2020 Budget vs. Actual

	Starting Balance	Ending Balance
1000 Checking 403-8	\$52,767.44	\$59,824.67

Income	Budget	Actual	%
4805 CLE Provider Approvals	\$ 6,000.00	\$ 5,175.00	86%
4500 CLE Seminars	\$ 1,000.00	\$ -	0%
4300 Earned Interest	\$ 100.00	\$ 39.90	40%
4000 Membership Dues	\$ 9,000.00	\$ 8,530.25	95%
Total Income	\$ 16,100.00	\$ 13,745.15	85%

Expenses	Budget	Actual	%
6741 CLE Expenses	\$ 1,000.00	\$ 2,447.49	245%
5250 Contract Labor	\$ 5,200.00	\$ 2,581.50	50%
6110 State Bar Administrative Fees	\$ 1,500.00	\$ 689.31	46%
6140 Donations/Contributions	\$ 6,000.00	\$ -	0%
6310 Mileage/Travel Reimbursements	\$ 500.00	\$ 56.11	11%
6995 Miscellaneous Expenses	\$ 200.00	\$ -	0%
6210 Postage	\$ 100.00	\$ 7.50	8%
6230 Office Supplies	\$ 150.00	\$ 46.34	31%
6230 Commemorative Gifts	\$ 3,000.00	\$ 169.07	6%
### Member Benefits	\$ 4,000.00	\$ -	0%
6210 Printing and Reproduction	\$ 150.00	\$ 99.79	67%
6160 Receptions & Meetings	\$ 6,000.00	\$ 1,350.69	23%
6751 Scholarships	\$ 1,000.00	\$ -	0%
Total Expenses	\$ 28,800.00	\$ 7,447.80	26%

Note: CLE Expenses includes	SB Admin Fees of	\$1,975.00
and	Zoom Purchase	\$161.70

**STATE BAR OF NEW MEXICO PARALEGAL DIVISION
BYLAWS COMMITTEE REPORT**

COMMITTEE CHAIR: Kay L. Homan, CP

COMMITTEE MEMBERS: Nettie Condit, Ruby Silva, Kathy Campbell

DATE OF MEETING: June 27, 2020

ACTIVITIES UNDERTAKEN: Finalizing and Posting Revised Standing Rules

ONGOING ACTIVITIES:

The revisions to the Standing Rules were approved by the Board on April 14, 2020. The Standing Rules have been finalized and posted on the Webpage. Thank you to the members who work on this project.

The Bylaws Committee is available to the Division Chair for assistance with any parliamentary procedures as needed pursuant to the provisions of the Standing Rules.

ISSUES REQUIRING ACTION:

ATTACHEMENTS:

PARALEGAL DIVISION

COMMITTEE TITLE: Web Page Committee/ENews Committee

COMMITTEE COCHAIRS: Deborah R. Tope, Amy Meilander

DATE OF REPORT: June 27, 2020

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

During this last quarter, the committee has posted updated CLE Credit & CLE Totals tables and the 2020 membership directory and inactives lists. The Division's Standing Rules have also been updated and posted along with the committee sign-up form as revised to conform to the updated Standing Rules. The committee description and chair list was also updated and revised to conform to the updated Standing Rules and posted.

The calendar of events has been updated regularly to reflect the changes in BOD meetings as needed due to the ongoing COVID-19 pandemic.

We have continued to post welcome to new members in addition to sending them information for access to the web page.

The Pro Bono Opportunities page will be updated when events resume.

The web page committee will continue to maintain the Division's web page with activities, CLE programs, Pro Bono Opportunities & updated membership directory & CLE credit tables.

ISSUES REQUIRING BOARD ACTION: None

PARALEGAL DIVISION

JUNE 27, 2020 BOARD MEETING

COMMITTEE TITLE: SOCIAL MEDIA SUB-COMMITTEE

COMMITTEE CO-CHAIRS: EMMALEE ATENCIO
YOLANDA HERNANDEZ

COMMITTEE MEMBER: N/A

DATE OF MEETING: JUNE 27, 2020

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Facebook
 - Moderated activity in Facebook page
 - Approved new members
 - Maintained event calendar
- Twitter
 - Began protected account
 - Posted link to June 27 meeting
- Other
 - Reviewing possibility of other social media accounts for division including Instagram and LinkedIn

**PARALEGAL DIVISION
BOARD MEETING
June 27, 2020**

CLE COORDINATION SUB-COMMITTEE REPORT

COMMITTEE CHAIR: Linda Sanders

COMMITTEE MEMEBR: Angela Minefee

DATE OF REPORT: June 27, 2020

ACTIVITIES SINCE LAST REPORT:

Barbara Lucero resigned as Co-Chair of the Committee.

May 30, 2020: Family Law CLE: The CLE was conducted exclusively in video conference format utilizing the Zoom license purchased by the Division. Twenty-four (24) members attended the event. Angela Minefee served as host/moderator. Topics were: Cannabis and Child Custody, presented by Carlos Martinez; Kinship Guardianship, presented by Jensen Wallace; and Parenting Plans, presented by Martha Kaser. Use of the Zoom format was well received by the participants and the presenters and the event was a success.

UPCOMING EVENTS:

September 26, 2020: The State Bar is reserved for this event, however, given the uncertainty of the current health crisis and the success of the Zoom format for the May CLE, the Committee is prepared to offer the CLE exclusively via Zoom. A decision will be made closer to the event. Based on a short survey conducted at the conclusion of the Family Law CLE, the anticipated topics for this CLE are Trial Preparation and Electronic Discovery. The Committee is working to secure presenters for the event.

December 4, 2020: The Institute CLE: The State Bar is reserved for this event, however given the uncertainty of the current health crisis, this event may need to be re-evaluated. No plans have been started. The Committee will provide an update/request input from the Board as necessary at a time closer to the event.

ISSUES REQUIRING BOAR ACTION: None.

**Paralegal Division
CLE Provider(s) Approval Committee
Board Meeting Report**

Committee Title: CLE Provider(s) Approvals Committee

Committee Chair: Kay L. Homan, CP

Date of Report: June 27, 2020

RE: CLE approvals

Continue approvals of NBI-IPE CLE's. Budget shows income received from NBI.

Approved	Provider	Date	Course #	Credits
01/02/20	IPE	04/15/20	85212	5 General, 1 Ethics
01/31/20	IPE	04/14/20	85217	1 General
01/31/20	IPE	05/19/20	85806	3 General
01/31/20	IPE	06/17/20	85025	5 General, 1 Ethics
01/31/20	IPE	05/12/20	85819	5 General, 1 Ethics
01/31/20	IPE	05/13/20	85815	3 General
01/31/20	IPE	04/02/20	85216	1 General
01/31/20	IPE	04/30/20	85202	5 General, 1 Ethics
01/31/20	IPE	03/23/20	85207	1 General
01/31/20	IPE	04/23/20	85206	3 General
01/31/20	IPE	04/22/20	85204	5 General, 1 Ethics
02/05/20	IPE	04/21/20	85220	1 Ethics
02/06/20	IPE	05/27/20	85802	5 General, 1 Ethics
01/14/20	IPE	05/06/20	85808	5 General, 1 Ethics
02/18/20	IPE	04/23/20	85818	2 Ethics
02/18/20	IPE	06/10/20	85803	5 General, 1 Ethics
02/24/20	IPE	06/16/20	85817	3 General
02/24/20	IPE	06/17/20	85809	5 General, 1 Ethics
02/25/20	IPE	05/05/20	85804	1 Ethics
02/25/20	IPE	06/23/20	85807	3 General
02/26/20	IPE	06/24/20	85810	5 General, 1 Ethics
03/03/20	IPE	05/14/20	85811	1 General
03/05/20	IPE	05/21/20	85812	1 General
03/12/20	IPE	06/30/20	85821	6 General
03/18/20	IPE	07/08/20	86100	6 General
03/19/20	IPE	07/15/20	86133	5 General, 1 Ethics
03/21/20	IPE	06/18/20	85813	1 General
03/25/20	IPE	07/28/20	86104	2 Ethics
04/01/20	IPE	07/21/20	86105	5 General, 1 Ethics
04/02/20	IPE	07/23/20	86112	3 General
04/08/20	IPE	06/29/20	85814	1 General
04/08/20	IPE	08/06/20	86497	3 General
04/09/20	IPE	08/27/20	86493	1 Ethics
04/09/20	IPE	08/11/20	86569	3 General
04/09/20	IPE	08/13/20	86543	3 General
04/15/20	IPE	07/29/20	86138	5 General, 1 Ethics
04/16/20	IPE	07/14/20	86101	1 General
04/17/20	IPE	07/22/20	86102	1 General
04/17/20	IPE	09/09/20	86570	3 General
04/23/20	IPE	08/05/20	86572	5 General, 1 Ethics
04/27/20	IPE	09/02/20	86422	5 General, 1 Ethics
04/30/20	IPE	09/17/20	86552	3 General
04/30/20	IPE	10/06/20	87782	1 Ethics
05/01/20	IPE	10/07/20	87769	1 General
05/01/20	IPE	08/12/20	86495	6 General
05/01/20	IPE	10/08/20	87784	3 General

05/07/20 IPE	10/15/20	87770 3 General
05/07/20 IPE	09/11/20	86566 1 General
05/14/20 IPE	08/26/20	86573 5 General, 1 Ethics
05/29/20 IPE	08/04/20	86562 1 General
06/03/20 IPE	08/18/20	86568 1 General
06/03/20 IPE	09/16/20	86574 5 General, 1 Ethics
06/05/20 IPE	09/23/20	86575 5 General, 1 Ethics
06/11/20 IPE	09/29/20	86571 2 Ethics
06/12/20 IPE	09/30/20	86496 5 General, 1 Ethics
IPE	10/14/20	87783 3 General
IPE	09/15/20	86567 1 General
IPE	10/22/20	87765 5 General, 1 Ethics

Seminar Title

What Family Law Paralegal's Need to Know About Smartphone, Text and Social Media Evidence

Liens in Auto Injury for Paralegals

Strategies for the Personal Injury Paralegal: Plaintiff & Defense Perspectives

Litigation Boot Camp for Paralegals

Workers' Compensation Cas Manaagment: Top Challenges for Paralegals

Divorce Process, Forms and Checklists: What Every Paralegal Needs to Know

The Litigation Paralegals' Guide to Drafting Discovery Requests and Responses

Trust and Estate Administration for Paralegals

Social Media Evidence: A Paralegal's Guide

Medical Record Analysis for Paralegals: Chronologies, Summaries and Expense Itemizations

A Paralegal's Guide to Pleadings, Motions, Discovery Requests and Briefs

Administrative Mistakes Paralegals Need to Know to Avoid Ethics Nightmares

Top Mistakes in Estate Administration Accounting and Distributions: A Paralegal's Guide

Discovery Responses and Document Production: A Paralegal's Ultimate Guide

Ethics for Paralegals: Solutions to the Toughest Client Problems

Litigation for Paralegals: Top Challenges to Overcome

Essential Skills for the Corporate Paralegal

Advanced Family Law for Paralegals

Ethics of Email for Paralegals

Preparing for Trial: What Paralegals Need to Know

Wills and Trusts for Paralegals

LLC Formation in a Nutshell: What Paralegals Need to Know

Conducting the Title Search: A Paralegal's Toolkit

Legal Writing, Case Document Organization, and MS Word Guide for Paralegals

Handling the Divorce Case from Start to Finish: A Paralegal's Guide

Medicare Liens, Set-Asides, the Portal and Medicaid Liens: Everything Paralegals Need to Know

Paralegal How-To's: Smartphone and Text Evidence in Auto Injury

Paralegal Ethics: Avoiding Administrative Errors

Advanced Probate Administration for Paralegals

Efficient Discovery for Paralegals: Legal Hold, Document Production and More

A Paralegal's Playbook: Obtaining Evidence from Social Media and Other Internet Resources

The Paralegal's Guide to Medicaid, Medicare and Social Security

Ethical Implications of Technology: A Paralegals Guide

The Worker's Compensation Paralegal's Guide to Medical Records and Evidence

Litigation and Discovery Documents: Top Paralegal Mistakes

Medical Records for Paralegals: Advanced Issues and Answers

Discovery in Employment Litigation for Paralegals

M&A Closing Checklists and Documentation for Paralegals (with Samples)

A Paralegal's Guide to Personal Injury: Working with Medical Providers and Insurance

Motor Vehicle Accidents: A Crash Course for Paralegals

Paralegal's Guide to Family Law

A Paralegal's Guide to Aging Medical Chronologies

How to Avoid Unauthorized Practice of Law: A Paralegal's Guide

Medicare and Medicaid Liens: Changes Paralegals Need to Know

Mastering the Intangibles for Paralegals

Organizing SSDI Claims for Paralegals

Criminal Law - Best Practices for Paralegals

Federal Court: E-Filing, Discovery and Other Case Management Tips for Paralegals

Land Use and Zoning for Paralegals

Secrets of Highly Successful Paralegals

Probate for Paralegals: Reading and Organizing Financial and Tax documents

An Investigator's Guide for Paralegals: How to Get the Info You Need

Probate and Estate Administration for Paralegals

Top 6 Ethical Mistakes Paralegals Make

Real Estate Boot Camp for Paralegals

Paralegal Skills: Finding Debtors and Their Assets

Paralegal's Guide to Bankruptcy - 2020 Update

Litigation Boot Camp for Paralegals

Amount	Check Number	Deposited	Deposit Amt
\$ 75.00	16335046	02/18/20	
\$ 75.00	1636104	02/18/20	
\$ 75.00	1636077	02/18/20	
\$ 75.00	1636076	02/18/20	Cancelled
\$ 75.00	1635855	02/18/20	
\$ 75.00	1635801	02/18/20	
\$ 75.00	1635800	02/18/20	
\$ 75.00	1635691	02/18/20	
\$ 75.00	1635573	02/18/20	
\$ 75.00	1635478	02/18/20	
\$ 75.00	1635304	02/18/20	
\$ 75.00	1636425	02/18/20	
\$ 75.00	1636426	02/18/20	
\$ 75.00	1635692	02/18/20	
\$ 75.00	1636840	03/03/20	
\$ 75.00	1636879	03/03/20	
\$ 75.00	1637280	03/03/20	
\$ 75.00	1639279	03/03/20	
\$ 75.00	163728	03/03/20	
\$ 75.00	1637328	03/03/20	
\$ 75.00	1636635	03/17/20	
\$ 75.00	1637674	03/17/20	
\$ 75.00	1637823	03/17/20	
\$ 75.00	1638083	03/17/20	
\$ 75.00	rebroadcast		86325
\$ 75.00	1638275	04/14/20	
\$ 75.00	1638388	04/14/20	
\$ 75.00	1636389	04/14/20	
\$ 75.00	1638492	04/14/20	
\$ 75.00	1638567	04/14/20	
\$ 75.00	1638568	04/14/20	
\$ 75.00	1638694	05/04/20	
\$ 75.00	1638696	05/04/20	
\$ 75.00	1638695	05/04/20	
\$ 75.00	1638697	05/04/20	
\$ 75.00	1638657	05/04/20	
\$ 75.00	1638754	05/04/20	
\$ 75.00	1638752	05/04/20	
\$ 75.00	1638755	05/04/20	
\$ 75.00	1638827 rebroadcast		84390
\$ 75.00	1638828	05/12/20	
\$ 75.00	1638910	05/12/20	
\$ 75.00	1638911	05/12/20	
\$ 75.00	1638912	05/12/20	
\$ 75.00	1638913	05/12/20	
\$ 75.00	1638914	05/12/20	

Approved	Provider	Date	Course #	Credits
01/02/20	IPE	04/15/20	85212	5 General, 1 Ethics
01/31/20	IPE	04/14/20	85217	1 General
01/31/20	IPE	05/19/20	85806	3 General
01/31/20	IPE	06/17/20	85025	5 General, 1 Ethics
01/31/20	IPE	05/12/20	85819	5 General, 1 Ethics
01/31/20	IPE	05/13/20	85815	3 General
01/31/20	IPE	04/02/20	85216	1 General
01/31/20	IPE	04/30/20	85202	5 General, 1 Ethics
01/31/20	IPE	03/23/20	85207	1 General
01/31/20	IPE	04/23/20	85206	3 General
01/31/20	IPE	04/22/20	85204	5 General, 1 Ethics
02/05/20	IPE	04/21/20	85220	1 Ethics
02/06/20	IPE	05/27/20	85802	5 General, 1 Ethics
01/14/20	IPE	05/06/20	85808	5 General, 1 Ethics
02/18/20	IPE	04/23/20	85818	2 Ethics
02/18/20	IPE	06/10/20	85803	5 General, 1 Ethics
02/24/20	IPE	06/16/20	85817	3 General
02/24/20	IPE	06/17/20	85809	5 General, 1 Ethics
02/25/20	IPE	05/05/20	85804	1 Ethics
02/25/20	IPE	06/23/20	85807	3 General
02/26/20	IPE	06/24/20	85810	5 General, 1 Ethics
03/03/20	IPE	05/14/20	85811	1 General
03/05/20	IPE	05/21/20	85812	1 General
03/12/20	IPE	06/30/20	85821	6 General
03/18/20	IPE	07/08/20	86100	6 General
03/19/20	IPE	07/15/20	86133	5 General, 1 Ethics
03/21/20	IPE	06/18/20	85813	1 General
03/25/20	IPE	07/28/20	86104	2 Ethics
04/01/20	IPE	07/21/20	86105	5 General, 1 Ethics
04/02/20	IPE	07/23/20	86112	3 General
04/08/20	IPE	06/29/20	85814	1 General
04/08/20	IPE	08/06/20	86497	3 General
04/09/20	IPE	08/27/20	86493	1 Ethics
04/09/20	IPE	08/11/20	86569	3 General
04/09/20	IPE	08/13/20	86543	3 General
04/15/20	IPE	07/29/20	86138	5 General, 1 Ethics
04/16/20	IPE	07/14/20	86101	1 General
04/17/20	IPE	07/22/20	86102	1 General
04/17/20	IPE	09/09/20	86570	3 General
04/23/20	IPE	08/05/20	86572	5 General, 1 Ethics
04/27/20	IPE	09/02/20	86422	5 General, 1 Ethics
04/30/20	IPE	09/17/20	86552	3 General
04/30/20	IPE	10/06/20	87782	1 Ethics
05/01/20	IPE	10/07/20	87769	1 General
05/01/20	IPE	08/12/20	86495	6 General
05/01/20	IPE	10/08/20	87784	3 General

05/07/20 IPE	10/15/20	87770 3 General
05/07/20 IPE	09/11/20	86566 1 General
05/14/20 IPE	08/26/20	86573 5 General, 1 Ethics
05/29/20 IPE	08/04/20	86562 1 General
06/03/20 IPE	08/18/20	86568 1 General
06/03/20 IPE	09/16/20	86574 5 General, 1 Ethics
06/05/20 IPE	09/23/20	86575 5 General, 1 Ethics
06/11/20 IPE	09/29/20	86571 2 Ethics
06/12/20 IPE	09/30/20	86496 5 General, 1 Ethics
IPE	10/14/20	87783 3 General
IPE	09/15/20	86567 1 General
IPE	10/22/20	87765 5 General, 1 Ethics

Seminar Title

What Family Law Paralegal's Need to Know About Smartphone, Text and Social Media Evidence

Liens in Auto Injury for Paralegals

Strategies for the Personal Injury Paralegal: Plaintiff & Defense Perspectives

Litigation Boot Camp for Paralegals

Workers' Compensation Cas Manaagment: Top Challenges for Paralegals

Divorce Process, Forms and Checklists: What Every Paralegal Needs to Know

The Litigation Paralegals' Guide to Drafting Discovery Requests and Responses

Trust and Estate Administration for Paralegals

Social Media Evidence: A Paralegal's Guide

Medical Record Analysis for Paralegals: Chronologies, Summaries and Expense Itemizations

A Paralegal's Guide to Pleadings, Motions, Discovery Requests and Briefs

Administrative Mistakes Paralegals Need to Know to Avoid Ethics Nightmares

Top Mistakes in Estate Administration Accounting and Distributions: A Paralegal's Guide

Discovery Responses and Document Production: A Paralegal's Ultimate Guide

Ethics for Paralegals: Solutions to the Toughest Client Problems

Litigation for Paralegals: Top Challenges to Overcome

Essential Skills for the Corporate Paralegal

Advanced Family Law for Paralegals

Ethics of Email for Paralegals

Preparing for Trial: What Paralegals Need to Know

Wills and Trusts for Paralegals

LLC Formation in a Nutshell: What Paralegals Need to Know

Conducting the Title Search: A Paralegal's Toolkit

Legal Writing, Case Document Organization, and MS Word Guide for Paralegals

Handling the Divorce Case from Start to Finish: A Paralegal's Guide

Medicare Liens, Set-Asides, the Portal and Medicaid Liens: Everything Paralegals Need to Know

Paralegal How-To's: Smartphone and Text Evidence in Auto Injury

Paralegal Ethics: Avoiding Administrative Errors

Advanced Probate Administration for Paralegals

Efficient Discovery for Paralegals: Legal Hold, Document Production and More

A Paralegal's Playbook: Obtaining Evidence from Social Media and Other Internet Resources

The Paralegal's Guide to Medicaid, Medicare and Social Security

Ethical Implications of Technology: A Paralegals Guide

The Worker's Compensation Paralegal's Guide to Medical Records and Evidence

Litigation and Discovery Documents: Top Paralegal Mistakes

Medical Records for Paralegals: Advanced Issues and Answers

Discovery in Employment Litigation for Paralegals

M&A Closing Checklists and Documentation for Paralegals (with Samples)

A Paralegal's Guide to Personal Injury: Working with Medical Providers and Insurance

Motor Vehicle Accidents: A Crash Course for Paralegals

Paralegal's Guide to Family Law

A Paralegal's Guide to Aging Medical Chronologies

How to Avoid Unauthorized Practice of Law: A Paralegal's Guide

Medicare and Medicaid Liens: Changes Paralegals Need to Know

Mastering the Intangibles for Paralegals

Organizing SSDI Claims for Paralegals

Criminal Law - Best Practices for Paralegals

Federal Court: E-Filing, Discovery and Other Case Management Tips for Paralegals

Land Use and Zoning for Paralegals

Secrets of Highly Successful Paralegals

Probate for Paralegals: Reading and Organizing Financial and Tax documents

An Investigator's Guide for Paralegals: How to Get the Info You Need

Probate and Estate Administration for Paralegals

Top 6 Ethical Mistakes Paralegals Make

Real Estate Boot Camp for Paralegals

Paralegal Skills: Finding Debtors and Their Assets

Paralegal's Guide to Bankruptcy - 2020 Update

Litigation Boot Camp for Paralegals

Amount	Check Number	Deposited	Deposit Amt
\$ 75.00	16335046	02/18/20	
\$ 75.00	1636104	02/18/20	
\$ 75.00	1636077	02/18/20	
\$ 75.00	1636076	02/18/20	Cancelled
\$ 75.00	1635855	02/18/20	
\$ 75.00	1635801	02/18/20	
\$ 75.00	1635800	02/18/20	
\$ 75.00	1635691	02/18/20	
\$ 75.00	1635573	02/18/20	
\$ 75.00	1635478	02/18/20	
\$ 75.00	1635304	02/18/20	
\$ 75.00	1636425	02/18/20	
\$ 75.00	1636426	02/18/20	
\$ 75.00	1635692	02/18/20	
\$ 75.00	1636840	03/03/20	
\$ 75.00	1636879	03/03/20	
\$ 75.00	1637280	03/03/20	
\$ 75.00	1639279	03/03/20	
\$ 75.00	163728	03/03/20	
\$ 75.00	1637328	03/03/20	
\$ 75.00	1636635	03/17/20	
\$ 75.00	1637674	03/17/20	
\$ 75.00	1637823	03/17/20	
\$ 75.00	1638083	03/17/20	
\$ 75.00	rebroadcast		86325
\$ 75.00	1638275	04/14/20	
\$ 75.00	1638388	04/14/20	
\$ 75.00	1636389	04/14/20	
\$ 75.00	1638492	04/14/20	
\$ 75.00	1638567	04/14/20	
\$ 75.00	1638568	04/14/20	
\$ 75.00	1638694	05/04/20	
\$ 75.00	1638696	05/04/20	
\$ 75.00	1638695	05/04/20	
\$ 75.00	1638697	05/04/20	
\$ 75.00	1638657	05/04/20	
\$ 75.00	1638754	05/04/20	
\$ 75.00	1638752	05/04/20	
\$ 75.00	1638755	05/04/20	
\$ 75.00	1638827 rebroadcast		84390
\$ 75.00	1638828	05/12/20	
\$ 75.00	1638910	05/12/20	
\$ 75.00	1638911	05/12/20	
\$ 75.00	1638912	05/12/20	
\$ 75.00	1638913	05/12/20	
\$ 75.00	1638914	05/12/20	

\$	75.00	1638995	05/27/20
\$	75.00	1638996	05/27/20
\$	75.00	1639060	05/27/20
\$	75.00	1639210	06/12/20
\$	75.00	1639212	06/12/20
\$	75.00	1639211	06/12/20
\$	75.00	1639324	06/23/20
\$	75.00	1639432	06/23/20
\$	75.00	1639431	06/23/20
\$	75.00		
\$	75.00		
\$	75.00		
\$	4,350.00		

PARALEGAL DIVISION

JUNE 27, 2020 BOARD MEETING

COMMITTEE TITLE: CLE TRACKING
COMMITTEE CHAIR: EMMALEE ATENCIO
COMMITTEE MEMBER: KAY HOMAN
DATE OF MEETING: JUNE, 2020

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Communicated with PD members regarding recording 2020 CLE hours
- Communicated with division administrative assistant regarding tracking 2020 CLE hours for division members
- Moved for easing restriction on self-study credits for 2020 in light of ongoing cancellations of CLEs caused by COVID-19 and contacted the membership to notify of the change for 2020

PARALEGAL DIVISION

COMMITTEE TITLE: **Membership**

COMMITTEE: **Angela Minefee and Kathy Campbell (Co-Chairs)**
Kay Homan (Member)

DATE OF REPORT: **June 27, 2020**

2020 Membership Activity Since March Report:

- 7 members have been approved to date in 2020 (see below)
- 1 member (Freya Tschantz) was disenrolled on March 31 for 2019 MCLE noncompliance.

The following members have been approved thus far in 2020:

Sarah Archuleta, Taos – approved February 11
Lorraine Chavez, Albuquerque – approved January 8
Vanessa Griego, Albuquerque – approved March 20
Ariel Murray, Las Cruces – approved June 2
Pamela Stuchly, Albuquerque – approved January 8
Devany Whipple, Las Cruces – approved January 6
Desiree Maynard, Lovington – approved March 13

We currently have 124 active members and 11 inactives.

The membership roster was submitted to the State Bar on April 22 for publication in the 2020-2021 *Bench & Bar Directory*.

**PARALEGAL DIVISION
BOARD MEETING
June 27, 2020**

COMMITTEE: Pro-Bono/ Community Service Committee Report

COMMITTEE CHAIR: Linda Sanders

DATE OF MEETING: June 27, 2020

ONGOING ACTIVITIES:

Unfortunately, due to the current health crisis, all events are cancelled for the foreseeable future. The Chair of the Committee continues communication with sponsors of the various pro bono events in an effort to be prepared to support events and inform our membership when events resume.

ISSUES REQUIRING BOARD ACTION: None.

PARALEGAL DIVISION

JUNE 27, 2020 BOARD MEETING

COMMITTEE TITLE: AD-HOC 25th ANNIVERSARY COMMITTEE

COMMITTEE CHAIR: EMMALEE ATENCIO

COMMITTEE MEMBER: DEBBIE TOPE, LINDA SANDERS, DAWNE ROBERTO, ANGELA MINEFEE

DATE OF MEETING: JUNE 27, 2020

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Commemorative Gift for Charter members and members who have been enrolled for at least 20 years ordered and delivered
- Gift for membership ordered, in process of mock-up review
- Discussed possibility of having Zoom Happy Hours in lieu of in person events due to COVID-19

MINUTES AS APPROVED FROM PRIOR PD MEETING
WITH REPORTS AS AVAILABLE

**NEW MEXICO STATE BAR
PARALEGAL DIVISION BOARD MEETING
AMENDED MINUTES OF APRIL 18, 2020**

A virtual meeting of the Board of Bar Directors of the State Bar of New Mexico Paralegal Division was held on Saturday, April 18, 2020, on Zoom.

CALL TO ORDER: The meeting was called to order by Chair, Yolanda Hernandez at 11: am.

Attendees:

Yolanda Hernandez, Chair	Kay Homan, Treasurer
Angela Minefee, Chair-Elect	Dawne Roberto, Director
Lynette Rocheleau, Immediate Past Chair	Ruby Silva, Committee Chair
Brandi Nastacio, Secretary	Linda Sanders, Director
Debbie Tope, Director	Emmalee Atencio, Director
Nancy Torres, Director	
Kathy Campbell, Member	
Devany Whipple, Member	

I. Approval of Minutes – Approval of minutes of January 4, 2020 have been tabled pending revisions.

II. Officer Reports

Chair – Report Attached.

Chair-Elect – Report Attached.

Immediate Past Chair – No Report.

Secretary – Minutes prepared by Brandi Nastacio.

Treasurer – Report Attached.

III. Standing Committee Reports

Budget & Finance – Report attached.

Standing Rules – Changes were made to the Standing Rules. Duties were added to Chair-Elect. Updated Standing Rules will be sent out. Motion made by Kay Homan to amend Standing Rules and were seconded by Linda Sanders. Report attached.

ENews/Web Page – Report attached.

CLE Coordination – There were no objections to change the CLE to May 30th. The CLE will be through zoom. Kay Homan motioned to ratify and Angela Minefee. Report attached.

CLE Provider Approvals – Report attached.

CLE Tracking – Everyone is being tracked and the information is up to date. Report attached.

Nominations & Elections – No report.

Events Coordination – No report.

Membership – 6 new members and 2 not in good standing. Report attached.

Pro Bono/ Community Service – No plans due to COVID. Report attached.

Professional Development – Emmalee reached out to NALA to help the division. She was reaching out to as many people as possible. Report attached.

Scholarship Committee – No report.

Ad Hoc – Gifts will go out. Planned lunch in a location other than Albuquerque. It was decided to wait to display the plaque till a later date. Report attached.

IV. Old Business

Debbie Tope discussed the Paralegal Division Working Group project. Proclamation Paralegal Day August 26, 2020.

V. New Business

Board of Directors meeting moved to June 27th at 11:00 am. Yolanda Hernandez will reach out to Marty in Las Cruces. The State Bar Center is expected to be closed until Mary 1 Emmalee Atencio made a motion to move the meeting to the 27th and seconded by Kay Homan. Motion passed. New business carried and passed. Board meeting was adjourned at 1:25pm.

Respectfully submitted,
/s/ Brandi Nastacio
Secretary

**PARALEGAL DIVISION
Board Meeting
April 18, 2020**

CHAIR: Yolanda Hernandez

DATE OF REPORT April 18, 2020

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Duties as Chair commenced on January 4, 2020
- Review and respond to incoming electronic mail messages and forward messages to the appropriate committee(s)
- Coordinate with State Bar Center regarding Division's activities
- Volunteered for the YLD's Wills for Heroes with Bernalillo County Fire Department event on February 29, 2020
- Attended BBC orientation, as liaison of the Division, with Richard Spinello, Kris Becker, Dan Behles and Tim Griego at Slate Street Café
- Attended first BBC regular meeting and sworn in by Justice Barbara Vigil
- Volunteered to serve on the BBC Awards Committee
- Attended special Zoom test meeting in preparation of the BOD April 18 meeting
- Confirmed with Miller Stratvert law firm the BOD May 16 meeting will not be held at their firm due to closure as result of Governor Michelle Lujan Grisham's "Stay-at-Home" emergency order

ISSUES REQUIRING BOARD ACTION:

None.

COMMENTS:

None

**PARALEGAL DIVISION
BOARD MEETING
APRIL 18, 2020**

CHAIR-ELECT REPORT

CHAIR-ELECT Angela Minefee

ACTIVITIES UNDERTAKEN

Over the last few months, I have taken the opportunity to better familiarize myself with the Standing Rules and Bylaws in preparation of my upcoming term as Chair in 2021. I want to take a moment to thank Debbie Tope, Kathy Campbell, Lynette Rocheleau, and Kay Homan who have been very gracious to answer my (many) questions and offer assistance. Additionally, as the Co-Chair of the Membership Committee, I have learned considerably more about membership qualifications and the approval process.

As we transition and adapt during the pandemic, I have worked to implement the Zoom software for this and future Board Meetings and CLEs. Nancy Torres held our inaugural test meeting and I have hosted an additional two sessions with success. Kay Homan and I worked together to purchase an annual license for the Division.

One last note, in February, I attempted to host a group lunch for downtown paralegal at the new Monroe's. Unfortunately, the event fell flat and no one was able to attend. Not being deterred, I plan to revisit a monthly lunch meet-up around the Albuquerque area later this year. Please let me know if you have suggestions for good places to meet or ideas for incentivizing participation.

Respectfully submitted,

Angela Minefee

**Paralegal Division
Budget & Finance Committee
Treasurer's Report
Board Meeting Report**

Committee Title: Budget & Finance Committee

Committee Chair: Kay L. Homan, CP

Date of Report: April 18, 2020

RE: Treasurer's Report Q1

Budget vs. Actual as of 3/31/20 is attached.

Respectfully submitted,

Kay L. Homan, CP
Treasurer

State Bar of New Mexico, Paralegal Division

2020 Budget vs. Actual

	Starting Balance	Ending Balance
1000 Checking 403-8	\$53,533.32	\$53,612.13

Income	Budget	Actual	% to Budget
4805 CLE Provider Approvals	\$ 6,000.00	\$ 3,375.00	56%
4500 CLE Seminars	\$ 1,000.00	\$ -	0%
4300 Earned Interest	\$ 100.00	\$ 26.26	26%
4000 Membership Dues	\$ 9,000.00	\$ 2,480.25	28%
Total Income	\$ 16,100.00	\$ 5,881.51	37%

Expenses	Budget	Actual	% to Budget
6741 CLE Expenses	\$ 1,000.00	\$ 2,285.79	229%
5250 Contract Labor	\$ 5,200.00	\$ 1,293.75	25%
6110 State Bar Administrative Fees	\$ 1,500.00	\$ 501.16	33%
6140 Donations/Contributions	\$ 6,000.00	\$ -	0%
6310 Mileage/Travel Reimbursements	\$ 500.00	\$ 56.11	11%
6995 Miscellaneous Expenses	\$ 200.00	\$ -	0%
6210 Postage	\$ 100.00	\$ -	0%
6230 Office Supplies	\$ 150.00	\$ 46.34	31%
6230 Commemorative Gifts	\$ 3,000.00	\$ 169.07	6%
### Member Benefits	\$ 4,000.00	\$ -	0%
6210 Printing and Reproduction	\$ 150.00	\$ 99.79	67%
6160 Receptions & Meetings	\$ 6,000.00	\$ 1,350.69	23%
6751 Scholarships	\$ 1,000.00	\$ -	0%
Total Expenses	\$ 28,800.00	\$ 5,802.70	20%

Note: SB Admin fees includes \$1,9,975 for October-December

State Bar of New Mexico, Paralegal Division

2020 Budget vs. Actual

	Starting Balance	Ending Balance
1000 Checking 403-8	\$53,533.32	\$53,612.13

Income	Budget	Actual	% to Budget
4805 CLE Provider Approvals	\$ 6,000.00	\$ 3,375.00	56%
4500 CLE Seminars	\$ 1,000.00	\$ -	0%
4300 Earned Interest	\$ 100.00	\$ 26.26	26%
4000 Membership Dues	\$ 9,000.00	\$ 2,480.25	28%
Total Income	\$ 16,100.00	\$ 5,881.51	37%

Expenses	Budget	Actual	% to Budget
6741 CLE Expenses	\$ 1,000.00	\$ 2,285.79	229%
5250 Contract Labor	\$ 5,200.00	\$ 1,293.75	25%
6110 State Bar Administrative Fees	\$ 1,500.00	\$ 501.16	33%
6140 Donations/Contributions	\$ 6,000.00	\$ -	0%
6310 Mileage/Travel Reimbursements	\$ 500.00	\$ 56.11	11%
6995 Miscellaneous Expenses	\$ 200.00	\$ -	0%
6210 Postage	\$ 100.00	\$ -	0%
6230 Office Supplies	\$ 150.00	\$ 46.34	31%
6230 Commemorative Gifts	\$ 3,000.00	\$ 169.07	6%
### Member Benefits	\$ 4,000.00	\$ -	0%
6210 Printing and Reproduction	\$ 150.00	\$ 99.79	67%
6160 Receptions & Meetings	\$ 6,000.00	\$ 1,350.69	23%
6751 Scholarships	\$ 1,000.00	\$ -	0%
Total Expenses	\$ 28,800.00	\$ 5,802.70	20%

Note: SB Admin fees includes \$1,9,975 for October-December

**STATE BAR OF NEW MEXICO PARALEGAL DIVISION
BYLAWS COMMITTEE REPORT**

COMMITTEE CHAIR: Kay L. Homan, CP

COMMITTEE MEMBERS: Nettie Condit, Ruby Silva. Kathy Campbell

DATE OF MEETING: April 18, 2020

ACTIVITIES UNDERTAKEN: **Revision of the Standing Rules**

ONGOING ACTIVITIES:

I'm sending out the redline and final draft of the revised Standing Rules again. I hope everyone has had time to review them from when they were sent out for the March 21st meeting.

The Committee, with the assistance other members and committee chairs of the Division including recent comments and suggestions, has reviewed the Standing Rules and submits the proposed changes in redline format together with a redline accepted document for easier reading.

Some recommended changes include: (1) clarification of duties of officers to conform to current practices; (2) clarification and simplification of duties of committees (including adding "Social Media" as a subcommittee of the Communications Committee); and (3) clarification of election guidelines. Also recommend eliminating attachment of forms as they are fluid and are posted on the website. However, the Canons are attached as an Appendix.

The Bylaws Committee is available to the Division Chair for assistance with any parliamentary procedures as needed pursuant to the provisions of the Standing Rules.

ISSUES REQUIRING ACTION: The Chair of the Bylaws Committee makes a motion to approve the Revised Standing Rules as submitted. In the event there is not a quorum at the Board Meeting, the Chair of the Bylaws Committee requests approval of an email vote on the revised Bylaws.

ATTACHEMENTS: Standing Rules 9/19/19 – redline; Standing Rules redline accepted

**STANDING RULES
PARALEGAL DIVISION
STATE BAR OF NEW MEXICO**

Revised and Restated Effective February 15, 2014
_____ , 2020~~198~~

TABLE OF CONTENTS

		<u>PAGE</u>
RULE I.	MEMBERSHIP	
	A. General Criteria	1
	B. Membership Dues	2
	C. Processing of Membership Applications.	2
	D. Membership Renewal; Delinquency.	3
	E. Reinstatement	3
	F. MCLE Requirements	4
	G. Inactive Paralegal.	4
 RULE II.	 RESPONSIBILITIES OF OFFICER AND DIRECTOR POSITIONS	
	A. Chair	5
	B. Chair-Elect	6
	C. Secretary	7
	D. Treasurer	7
	E. Immediate Past Chair	7
	F. Directors	8
 RULE III.	 FUNCTIONS AND RESPONSIBILITIES OF COMMITTEES	
	A. General	8
	B. Standing Committees	9
	C. Special Committees	11
 RULE IV.	 ELECTION OF OFFICERS AND DIRECTORS	
	A. Eligibility of Candidates	11
	B. Election Campaign Guidelines	11
	C. Election Process	12
	D. Special Elections	13
	E. Runoff Elections for Officers and Directors	13
	F. Certification of Elections	14

RULE V.	RULES OF ORDER FOR MEETINGS OF THE BOARD OF DIRECTORS	
	A. Open Meetings	14
	B. Planning Session	14
	C. Parliamentary Procedure	14
	D. Voting	14
	E. Electronic Media Correspondence	15
	F. Minutes and Action Items	15
	G. Reports	16

RULE VI.	RULES OF ORDER FOR ANNUAL MEMBERSHIP MEETINGS	
	A. Notice	16
	B. Authority	17
	C. General Rules of Order	17
	D. Agenda	17

RULE VII.	RULES FOR AMENDING DIVISION BYLAWS AND STANDING RULES	
	A. Presenting Proposed Amendments to Bylaws	19
	B. Presenting Proposed Revisions to the Standing Rules	20

RULE VIII.	PROFESSIONAL MISCONDUCT	20
-------------------	--------------------------------	-----------

APPENDIX **PARALEGAL DIVISION CODE OF ETHICS AND RESPONSIBILITY**

ATTACHMENTS

- ~~A~~ ~~ADMINISTRATIVE FORMS~~
 - ~~Parliamentary Procedure~~
 - ~~Meeting Agenda~~
 - ~~Minutes Format~~
 - ~~Committee Report Format~~
 - ~~Deadlines~~
- ~~B~~ ~~POLICIES & PROCEDURES~~
 - ~~Canons From The Code Of Ethics~~
 - ~~MCLE Guidelines~~

AUTHORITY AND PURPOSE

The Paralegal Division of the State Bar of New Mexico (“Division”) adopted Bylaws as the fundamental instrument establishing the organization, which defines the primary characteristics of the Division, the limitations on the powers of the organization, and the rights of its members. Article VIII of the *Bylaws* provides that the Board of Directors (“Board”) adopt or amend the *Standing Rules* as deemed necessary to carry out the *Bylaws* and to serve the purpose of the Division. The *Standing Rules* may be suspended, amended, rescinded, or expanded from time to time by a majority vote of the Board present and voting at a duly noticed meeting at which a quorum is present.

~~ROBERT’S RULES OF ORDER, NEWLY REVISED, state: “Except in the simplest and smallest local societies, or those holding very frequent regular meetings, it is generally found advisable to provide in the bylaws for a board to be empowered to act for the society when necessary between regular meetings.”~~

~~*Standing Rules*, as defined by ROBERT’S RULES OF ORDER, NEWLY REVISED, “are rules (1) which are related to the details of the administration of a society rather than to parliamentary procedure, and (2) which can be adopted or changed upon the same conditions as any ordinary act of the society.”~~

Due to the size and geographical distribution of the Division membership, it is impractical to hold a general membership meeting more often than annually. However, the business of the Division must be conducted on a continuous basis, and these *Standing Rules* are intended to provide the necessary guidance to the Board, the Committees, and the general membership in the day-to-day activities of the Division. The Board encourages the general membership to contact the Board with comments, questions, and suggestions with respect to these *Standing Rules*.

I. MEMBERSHIP

A. GENERAL CRITERIA

1. Qualifications for membership

A person may become a member of the Division if the person:

- a. Contracts with or is employed by an attorney, law firm, corporation, governmental agency or other entity;
- b. Performs substantive legal work as defined in Rule 20-102 NMRA; and,
- c. Meets one or more of the qualifications described in Rule 24-101 NMRA.

2. A person is not eligible for membership or renewal of membership if ~~there is evidence of past they have a history of~~ professional misconduct. For purposes of the procedures set forth herein, the following shall constitute professional misconduct: ~~[SHOULDN'T THIS LANGUAGE MIRROR THE LANGUAGE IN THE APPLICATION changed?]~~

a. Willful misrepresentation of a material fact in a paralegal's Application for membership or renewal thereof in the Division; or

b. Violation of any Canon contained in the Division's Code of Ethics and Professional Responsibility ~~(see Appendix) or any provision of -adopted by the Division as amended from time to time~~ the New Mexico Supreme Court Rules Governing Paralegal Services or the New Mexico Supreme Court Rules of Professional Conduct; or

c. Conviction in any state or federal court ~~f-competent jurisdiction~~ of any felony or of any crime involving or related to a charge of moral turpitude; misdemeanor involving the theft, embezzlement or fraudulent misappropriation of money or other property; or;

d. Reprimand or censure in any disciplinary or other similar proceeding involving business affairs or other conduct involving the public; or

e. Revocation or suspension of a professional business license granted by the State of New Mexico, any other state, the federal government, or an agency of any of the foregoing for breach of ethics or a charge relating to character or personal fitness; or

f. Conduct otherwise exhibiting mental or moral unfitness to participate in the State Bar of New Mexico.

~~Has engaged in conduct that constitutes the unauthorized practice of law.~~

3. Application

- a. A prospective member may download the Application from the Division website.

b. Each Application for membership shall contain:

(1) Applicant's consent for the Division to contact present and/or former supervising attorney(s) for verification or clarification of membership qualifications;

(2) A statement that the applicant has read the *Definition of a Paralegal*, as set forth in Rule 20-102 NMRA; has read and agrees to be bound by the Code of Ethics and Professional Responsibility; and agrees to be bound by, and subject to Section VIII. PROFESSIONAL MISCONDUCT as hereinafter set forth in these Standing Rules;

(3) Written verification that the applicant works under the direct supervision of a duly-licensed attorney; and,

(4) Certification by the applicant that he/she meets one of the criteria for membership as set forth in Rule 24-101A NMRA (2004) in the Application and Division Bylaws.

B. MEMBERSHIP DUES

1. The membership dues, as determined by the Division's Board, shall be paid on an annual basis and, when paid, shall entitle the member to all the privileges and prerogatives of membership. Dues shall not be prorated or refundable.

2. The fiscal year of the Division shall be the same as that of the State Bar of New Mexico and annual dues shall become due and payable the first day of January of each calendar year.

C. PROCESSING OF MEMBERSHIP APPLICATIONS

The following procedure shall be followed in processing Applications for membership:

1. Upon completion of the Application, the prospective member shall forward the Application for membership to the State Bar of New Mexico P.O. Box listed on the application. The State Bar will forward the application to the Membership Committee Chair or his/her designee together with confirmation of payment of the annual dues. The Membership Committee Chair or his/her designee shall scan and send by electronic media the Application to the Membership Committee.

2. The Membership Committee Chair shall acknowledge by electronic media, whenever possible, receipt of the Application.

3. The Membership Committee shall review all initial Applications for Division membership, clarify or verify information contained in the Applications, and approve or recommend denial of membership for the applicants.

4. If approved, the Membership Committee Chair shall inform the applicant of his/her approval within 30 daystwo weeks of acceptance and process the Application for enrollment.

5. Question of Eligibility

a. The Membership Committee shall take the following steps if a question arises regarding the applicant's eligibility for membership that the Committee cannot resolve:

(1) Contact the applicant to clarify or verify information contained in the Application; or,

(2) Contact the applicant's supervising attorney and/or professional references to clarify or verify information contained in the Application; or

(3) Forward the Application to the Board for review and interpretation.

b. After the final determination is made, the Membership Committee Chair shall send an explanatory message, by electronic media whenever possible, regarding the reasons for the disapproval with possible solutions to qualify for membership at a later date to the applicant with copies of the message forwarded to the Membership Committee and the Chair of the Division.

c. Payment for dues submitted by any ineligible applicant shall be returned to the applicant.

D. MEMBERSHIP RENEWAL; DELINQUENCY

The following procedure shall be followed in processing renewal Applications for membership:~~1- Applications for renewal may be downloaded from the Division's website and mailed to the Division with the appropriate dues as established from time to time by the Board of Directors or the Application may be submitted on the website with the appropriate dues charged on the applicant's credit card. The applicant shall verify that the applicant has fulfilled his/her MCLE requirements. The MCLE Tracking Chair shall notify the Membership Committee and the members who have not fulfilled their MCLE requirements. Members shall check their MCLE report on the Division's website for accuracy.~~

21. Memberships expire on the last day of the calendar year, and membership renewals shall require filing the renewal Application and paying the appropriate dues as established from time to time by the Board. The Membership Committee shall notify members electronically of their renewal deadline. Any member who has not filed a renewal Application and paid the appropriate membership dues prior to January 15 of each year shall be considered delinquent and not in good standing and, therefore not entitled to membership privileges. Dues paid after January 15 are subject to a late charge as established by the Board. However, a member whose membership commences on or after September 1st has until the end of the following year to renew his/her membership.

2. Members may renew their memberships electronically on the Division's website using a credit card or they may download a renewal application and mail it to the Division with a check for the appropriate dues and or late fees, as applicable, as established from time to time by the Board of Directors. Renewing members shall verify that they have met their MCLE requirements. The CLE Tracking Chair together with the administrative assistant shall notify the Membership Committee and the members who have not met their MCLE requirement. Failure to comply by March 31 will result in disenrollment.

3. Any membership renewal Application received without payment of dues will not be processed.

4. Any member who has not filed a renewal Application and paid the appropriate dues and late charge (if any) within thirty (30) days after the expiration of membership shall be deleted from the Division membership rolls. Such member shall be notified of nonrenewal by letter or electronic media no later than February 15.

E. REINSTATEMENT

1. A member who has been disenrolled for nonrenewal or for noncompliance with MCLE requirements shall submit the following by March 31 of the year of disenrollment, to be considered for reinstatement:

- a. A membership renewal Application (if not previously submitted);
- b. Evidence that the required MCLE credits have, or will be, earned by March 31;
- c. Payment of current membership dues and the current penalty fee.

2. If a disenrolled member fails to come into compliance by March 31, that member will remain disenrolled for a period of one year from the date of disenrollment. After one year or more from the date of disenrollment, a former member may reapply for membership in the Division as a new member, as outlined in Rule I, paragraph A, above.

3. A member who either fails to timely comply with the MCLE guidelines, or fails to timely renew his/her membership, for two (2) consecutive years will be permanently disenrolled, except at the discretion of the Board.

F. MINIMUM CONTINUING LEGAL EDUCATION (MCLE) REQUIREMENTS

1. Members must comply with MCLE Guidelines established by the Board. The MCLE Guidelines shall be published on the Division's website and provided to the members upon approval of his/her membership.

2. At the time of membership renewal, the member shall ~~verify in submit~~ his/her renewal Application that he/she has met the MCLE and membership dues to fulfill membership requirements. Members shall check their MCLE report on the Division's website for accuracy and report any discrepancies to the CLE Tracking Committee.

3. For new members, the initial compliance year to fulfill his/her MCLE requirements shall be the first full year following the date the member was approved.

G. INACTIVE PARALEGAL STATUS

1. General

a. For the purpose of determining eligibility for "inactive" paralegal status, an applicant in good standing for this category must certify that he/she will be retired or that he/she will no longer be employed as a paralegal in New Mexico.

b. "Active" paralegals who wish to apply for "Inactive" status must apply during the membership renewal period in which they no longer qualify for active status. Applications submitted after March 31 of the applicable renewal period will not be considered.

c. The "Inactive" paralegal fee, as established by the Board, shall be on an annual basis; the fee shall not be pro-rated or refundable.

d. "Inactive" paralegal status expires on the last day of the calendar year, and renewal of this status shall require filing the *Inactive Paralegal Status Renewal Form* and paying the annual fee, both as established from time to time by the Board.

(1) Any Inactive paralegal ~~that who~~ has not filed a renewal form and paid the annual fee prior to February 1 of each year shall be considered ineligible for continued "Inactive" paralegal status. Any fee paid after February 1 is subject to a late charge as established by the Board of Directors.

(2) Any Inactive paralegal who has not filed a renewal form and paid the annual fee within ninety (90) days after the expiration of Inactive paralegal status will be deleted from the Division's rolls with ~~There is~~ no provision for reinstatement.

e. The Membership Committee shall:

(1) Review all initial and renewal Applications for inactive paralegal status and clarify or verify information contained in the Application;

(2) Verify that the inactive paralegal is not currently employed under the supervision of a licensed New Mexico attorney; and,

(3) Approve or recommend denial of inactive paralegal status for the applicant. If approved, the Membership Committee shall inform the applicant of the approval of the Inactive status and process the Application.

f. Inactive paralegals who wish to change status to "active" paralegal shall:

(1) Apply at the time of annual membership renewal;

(2) Include payment for annual dues in the amount established by the Board of Directors;

(3) Fulfill any membership and MCLE requirements for Active paralegal members as stated in Bylaws and MCLE Guidelines in effect at the time of reinstatement to Active paralegal status.

2. Privileges

a. Inactive paralegals may:

(1) Receive notices of Division events;

(2) Attend meetings;

(3) Serve ~~as a member~~ on Committees;

(4) Serve as Historian;

(5) Participate in volunteer activities;

- b. Inactive paralegals may not:
 - (1) Serve ~~on as a member of~~ the Board;
 - (2) Serve as Chair of a Committee with the exception of the administrative assistant, if applicable, who may serve as co-chair of a committee or committees as needed;
 - (3) Have voting privileges;
 - (4) Make Motions at meetings.
- c. Inactive paralegals are not required to obtain MCLE credit while serving in this category.

II. RESPONSIBILITIES OF OFFICER AND DIRECTOR POSITIONS

The following responsibilities and acts are in addition to those set forth in the Bylaws relating to these positions or as directed by the Board.

A. CHAIR

1. The Chair shall preside over all Division Board meetings. In the absence of the Chair, the Chair-elect shall preside over the meeting. In advance of the meeting, the Chair ~~The Chair shall request reports from officers, directors and committee chairs and proposed discussion topics or items of business in advance of a Board meeting. The Chair.~~ In advance of the meeting, the Chair shall distribute a meeting packet that includes an agenda, reports, draft minutes and action items identified by the ~~minutes~~ Secretary from the last meeting, if any, to the Board and committee chairs.
2. The Chair or the Chair's designee shall sit as a non-voting liaison member on the Board of Bar Commissioners. The Chair may serve as the Division Liaison to:
 - a. ~~T the Board of Bar Commissioners for purposes of being sworn in and attending all Board of Bar Commissioners meetings or may appoint a Division Past Chair to serve in the role of Division Liaison.~~
 - (1) ~~As an alternative, the Division Liaison may appoint another Past Chair to serve in this role to attend the Board of Bar Commissioners meetings (without being sworn in) if the Division Liaison is unable to attend.~~
 - (2) ~~Shall submit the Division budget to the Board of Bar Commissioners.~~
32. The Chair or the Chair's designee may serve as representative to any Bar-related entity.
3. ~~Preside over all Division Board meetings.~~
34. The Chair may Attend Committee meetings as needed if desired or as requested.
45. The Chair shall request assistance from ~~Coordinate with the~~ Bylaws Committee as necessary regarding matters relating to Division policies and procedures as needed.
56. The Chair or Chair's designee shall monitor Division electronic media and respond or forward the correspondence to the appropriate Officer, Board member, Committee Chair or the Administrative Assistant for response with a copy of the response. If correspondence requiring a response has been delegated, a copy of the

~~response shall be forwarded to the Division Chair and Administrative Assistant. A copy of the response shall be forwarded to the Division Chair and Administrative Assistant.~~

~~67.~~ The Chair may Appoint a member in good standing to serve as the Division *Historian*.

~~78.~~ The Chair may Evaluate and revise ~~job~~the description for the position as needed. ~~**~~

~~8.~~ Provide a status report of activities at each Board meeting.

B. CHAIR-ELECT

The Chair Elect shall:

~~1. Coordinate membership activities in conjunction with the Membership Committee and MCLE Tracking Committee. The Chair Elect shall Shall serve as a Co-Chair with the active Membership Committee Co-Chair of the Membership Committee as set forth in Rule III.B.~~

~~2. Request assistance from the Coordinate with Bylaws Committee as necessary regarding matters relating to Division policies and procedures as needed.~~

~~13.~~ Attend all Board meetings, and

~~a.~~ Preside ~~preside~~ over those meetings ~~at~~in which the Chair is unable to attend.

~~24.~~ Preside over the Planning Session to present for the subsequent year:

~~a.~~ Preside over meeting to present:

~~1a.~~ Goals and proposed activities ~~for the next term;~~

~~2b.~~ A-P proposed Budget in conjunction with input from Committee Chairs and Treasurer for Board approval; and

~~3c.~~ A Division Calendar of activities ~~for following year.~~

~~3.~~ Serve as Membership Committee Co-Chair as set forth in Rule III.B.

~~4.~~ Request assistance from the Bylaws Committee regarding matters relating to Division policies and procedures as needed.

~~5.~~ Provide a status report of activities at each Board meeting.

~~65-~~ Evaluate and revise ~~job~~the description for the position as needed.

C. SECRETARY

1. Attend all Board meetings and take minutes or appoint a designee to do so. The Secretary shall circulate an initial draft of minutes to the Board for review within two weeks after the meeting for which the minutes apply. Draft minutes including amendments, if any, shall be circulated to the Board in advance of the next Board meeting for approval by the Board at that meeting.

2. Identify action items and corresponding deadlines based on discussions and motions approved at the Board meeting ~~corresponding deadlines~~ and circulate those to the appropriate responsible party and to as well as all Board members. ~~Serve as liaison to Communications Committee and Web Page Committee for communication of actions and/or policies and procedures approved at the Board meetings;~~

3. Maintain records for the Division, according to the Division Retention Policy.

4. Evaluate and revise the ~~job~~ description for the position as needed.

D. TREASURER

1. Attend all Board meetings.

2. Keep an itemized account of all monies received and disbursed, as well as accounts payable.

3. In conjunction with Chair-Elect, prepare Annual Budget with input from Committee Chairs and Board.

4. Monitor Division budget and advise Board of special considerations.

5. Serve as liaison with State Bar of New Mexico Accounting Department.

6. Maintain accounting files according to the Division Retention Policy or as established by the State Bar of New Mexico.

7. Process all member reimbursements and invoices within thirty (30) days of receipt.

a. Members who do not submit expenses within 30 days of incurring the expense will not be reimbursed.

b. Expenses incurred in December of the fiscal year shall be processed no later than January 15 of the following year.

8. Provide a status report of activities at each Board meeting.

~~98.~~ Evaluate and revise ~~job~~ description for the position as needed.

E. IMMEDIATE PAST CHAIR

1. Attend all Board meetings and Planning Session.

2. Provide support and guidance to Chair in order to fulfill responsibilities.

3. Serve in the capacity of Committee Chair Coordinator or appoint a member in good standing to serve in such role. This Coordinator shall:

a. Provide orientation for new Board members and Committee chairs no later than the last day of February of each term;

- b. Ensure that all Committee notebooks or electronic media records are transferred to the incoming Committee Chairs no later than Board orientation;
- c. Prepare Board notebooks for new members and update as necessary;
- d. Serve as a liaison between the Board and Committees;
- e. Assist Committee Chairs, as needed, in filling Committee vacancies;
- f. Monitor Committee activities and provide assistance as necessary in fulfilling Committee responsibilities;
- g. Attend Committee meetings as needed to provide assistance, support and guidance to fulfill Committee responsibilities; and,
- h. Provide a status report of activities at each Board meeting. [SHOULD THIS BE ADDED TO EACH OFFICER DESCRIPTION WITH THE EXCEPTION OF SECRETARY?]

- 4. Evaluate and revise ~~job~~ description for position as needed.

F. DIRECTORS

- 1. Are encouraged to Chair a Committee.
- 2. Attend all Board meetings.

III. FUNCTIONS AND RESPONSIBILITIES OF COMMITTEES

A. GENERAL

Membership on Committees shall include representation from as broad a geographical area as is possible, and Committees should be comprised of members from a diversity of law practices, when practical. In addition, a balance should be maintained between members who have previously served on a particular Committee and those who have not. The terms of service shall expire at the close of the calendar year.

- 1. The Chair shall designate the Chairs of such Committees.
- 2. Responsibilities of Committee Chairs shall include:
 - a. Appointing their respective Committee members from:
 - (1) Those members in good standing who have requested appointment to a Committee; and
 - (2) Other members as the Committee Chair shall deem appropriate to appoint and who consent to serve on such Committee.
 - b. Providing a written report to the Board on a regular basis summarizing the status of their respective Committee's activities;
 - c. Presenting the Committee's proposed activities, policies, or procedures to the Board for approval before implementation, along with proposed expenditures for such activities, in conjunction with input from the Treasurer.

(1) Any expenditure exceeding expenses previously budgeted and authorized will be presented to the Board for approval;

(2) Any proposed activity shall be in accordance with the Bylaws and Standing Rules, as appropriate;

(3) An article of such related activity, policy or procedure, may be submitted pursuant to the Division E News Policy for dissemination to the membership.

d. Maintain notebook of Committee activities, i.e., correspondence, reports, notes from meetings, etc.;

e. Forward Committee notebook to next Committee Chair no later than Board orientation;

f. Evaluate and revise job description for the role of their respective Committee.

B. STANDING COMMITTEES

The Standing Committees listed in these Standing Rules are authorized in Article IX, Section 9.1 of the Bylaws.

1. BUDGET AND FINANCE COMMITTEE

~~This Committee will be chaired by the Treasurer and will be responsible for:~~

~~a. Analyzing financial information of the Division;~~

~~b. Providing regular reports to the Board;~~

~~c. Consider requests by Committees for budget increases;~~

~~d. Make recommendations to the Board, the Committees, or the membership for funding projects;~~

~~e. Propose amendments to the current year's budget when deemed necessary;~~

~~f. Assist the Chair Elect in preparing the Annual Budget for presentation to the Board and the Board of Bar Commissioners; and~~

~~g. Retain financial records pursuant to the Division Retention Policy.~~

This committee is chaired by the Treasurer and is responsible for providing analysis of financial information for the Division, making recommendations for funding projects and assisting in preparation of the annual budget.

2. BYLAWS AND STANDING RULES COMMITTEE

~~This Committee may include representation from the Membership Committee and MCLE Committee and shall:~~

~~a. Receive all written proposed amendments to the Bylaws and Standing Rules;~~

~~b. Study such proposed amendments and make recommendations to the Board;~~

~~c. Initiate proposed amendments to the Bylaws and Standing Rules;~~

~~_____ d. _____ Work with Standing and Special Committees as appropriate to develop and/or change Division policies and procedures when necessary; and,~~

~~_____ e. _____ Monitor and update Division deadlines ensuring compliance with Bylaws and Standing Rules.~~

~~This committee receives, studies and initiates suggested amendments to the Bylaws and Standing Rules and works with standing and special committees to develop and/or change Division policies and procedures.~~

~~3. _____ COMMUNICATIONS COMMITTEE~~

~~_____ This Committee shall consist of ~~threefour~~ (34) subcommittees which shall create and provide information regarding Division activities:~~

~~a. _____ Web Page and State Bar E-News. This subcommittee designs and maintains the Division's website at <http://www.nmbar.org>. and creates and provides relevant articles and information regarding paralegals and the Division for publication in the State Bar ENews.~~

~~b. _____ Division Newsletter. This subcommittee creates and publishes a newsletter on a periodic basis to be determined by the Board and/or subcommittee.~~

~~c. _____ Social Media. The Division Chair shall serve as co-chair of the Social Media sub-committee, and shall, along with the co-chair, serve as the administrator of any social media accounts created by and for the Paralegal Division for the purpose of approving members to join any closed social media pages or groups and facilitating the continued use and operation of any social media accounts. [1]~~

~~d. _____ Web Page. This Subcommittee shall design and maintain the Division Web Page in conjunction with the New Mexico State Bar, incorporating Division activities on a monthly basis when necessary.~~

~~This Committee shall create and provide information regarding Division activities for inclusion in the following:~~

~~_____ a. _____ State Bar ENews~~

~~_____ b. _____ Division Newsletter~~

~~4. _____ WEB PAGE COMMITTEE~~

~~_____ This Committee shall design and maintain the Division Web Page, in conjunction with the State Bar of New Mexico, incorporating Division activities on a monthly basis when necessary.~~

~~5.4. _____ MINIMUM CONTINUING LEGAL EDUCATION COMMITTEE~~

~~_____ This Committee shall perform activities relating to the processing of member MCLE credits and coordination of MCLE programs and shall consist of three (3) subcommittees as follows, each having a co-chair: This committee shall consist of three (3) subcommittees as follows, each having a co-chair: is in charge of processing member CLE credits and the coordination of CLE programs.~~

a. ~~MCLE Coordination Subcommittee.~~ This subcommittee develops and presents programs, seminars and materials relating to continuing legal education for the legal profession ~~The duties for this subcommittee include the annual December MCLE program; the Spring MCLE for the State Bar sponsored by the Paralegal Division; a speaker for the State Bar Annual Meeting yearly; 11 monthly brown bag MCLE topics and presenters; and if needed an annual Ethics MCLE. Area MCLE Coordinators assist in the running of the 11 brown bag MCLE's at their locations, including coordinating web casting, collecting dues for attendees, and submitting attendees' names and bar numbers for credits.~~

b. CLE Provider(s) Approvals Subcommittee.

This subcommittee, chaired by the Treasurer, reviews and approves applications for Division MCLE -credit by outside providers for CLE that has not been approved by the State Bar MCLE Board.~~The Committee reviews CLE provider submissions for approval by the Division.~~

~~bc. MCLE Tracking Subcommittee.~~ This subcommittee is responsible for processing members' CLE approval requests to ensure compliance with Division Bylaws and MCLE Guidelines including approving, tracking, reporting and monitoring, and notifying members of MCLE non-compliance.

This committee monitors members' adherence to the minimum CLE requirements and reports CLE credits to the Membership Committee.~~This Subcommittee shall be responsible for processing MCLE approval requests of members to ensure compliance with Division Bylaws and MCLE Guidelines as follows:~~

- ~~_____ (1) _____ Ensure that members' MCLE credits are updated on the State Bar's website;~~
- ~~_____ (2) _____ Monitor and notify members of MCLE non-compliance in conjunction with the Membership Committee and Administrative Assistant;~~
- ~~_____ (3) _____ Make recommendations to Board for revisions to MCLE Guidelines as needed to ensure the best interests of members and the Division;~~
- ~~_____ (4) _____ Provide the Membership Committee, no later than January 31 of each year, a list setting forth the total of each member's MCLE credits earned during the previous calendar year; and~~
- ~~_____ (5) _____ Any and all duties as summarized in the MCLE Duties and Deadlines and applicable Division deadlines, incorporated herein.~~

~~_____ c. MCLE Provider Approval Subcommittee~~

~~_____ This subcommittee shall review and approve applications for MCLE credit for all outside providers and/or the Division which have not been approved by the State Bar MCLE Board.~~

~~6.~~ 5. EVENTS COORDINATION COMMITTEE

This committee works with the CLE Coordination Subcommittee, as necessary, and shall be the liaison with the State Bar for the planning of events including, but not limited to, the Division Annual Meeting, State Bar Annual Meeting, CLE and/or other events in conjunction with the State Bar and the Division's December

~~holiday dinnera. The Division Annual Meeting; This Committee provides lunches for the Division meetings and coordinates Division special events such as the Division Anniversary Luncheon and Holiday Party. This Committee works with the MCLE Coordination Subcommittee as necessary and is the liaison with the State Bar of New Mexico for the planning of events including, but not limited to:~~

~~b. ——— MCLE and/or other events in conjunction with the State Bar of New Mexico, such as the “Meet and Greet.”~~

~~This committee has an Awards Subcommittee responsible for receiving recommendations for deserving award recipients and preparing making the Ccertificates of aAppreciation and obtaining getting the award plaques, if any, to be awarded to recipients at made for the Division’s Annual Meeting.~~

~~76. MEMBERSHIP COMMITTEE~~

~~a. This Committee shall consist of three (3) members of the Division, two of whom shall serve as co-chairs.~~

~~ab. The Chair-Elect, hereafter referred to as “Membership Liaison” Chair, shall serve as Co-Chair of this Committee. The Administrative Assistant or a person designated by the Chair-Elect in the absence of an Administrative Assistant, hereafter referred to as “Administrative Co-Chair,” shall also serve as Co-Chair. Duties shall be divided between the two Co-Chairs as follows:~~

~~(1) The Membership Liaison Chair shall promote membership and growth within the Division by:~~

~~i. responding to requests from potential members;~~

~~ii. contacting all new Division members to answer questions and provide guidance, as necessary, and to encourage their active Division participation.~~

~~iii. establishingThe Membership Liaison Chair may establish a mentorship program consisting of experienced Division members to assist with the above duties, but in no event shall he/she relinquish primary responsibility for the initial contact of new members after they have been notified of membership approval.~~

~~(2) The Administrative Co-Chair shall perform all administrative duties (i.e., paperwork, database entry, correspondence, etc.) related to approving new members, renewing members or disenrolling delinquent members as set forth in Rule 41.~~

~~There shall be an active Co-Chair working with Committee members to approve new Division members and then preparing the necessary paperwork, and the Chair-Elect of the Division functioning as the Committee co chair and the “official head” of the committee and being involved in the approval or denial of all new Applications.~~

~~b. ——— This Committee shall consist of five (5) members of the Division.~~

~~c. This Committee shall fulfill the responsibilities as set forth in these Standing Rules, including any and all duties as summarized in the applicable Division deadlines incorporated herein.~~

~~d. This Committee shall promote membership and growth within the Division.~~

~~e. May establish a mentoring program for new members where a senior member is paired with a new member to answer questions and provide encouragement for involvement in Division activities.~~

~~8-7. *NOMINATING AND ELECTIONS COMMITTEE*~~

~~This committee is responsible for all duties in connection with: (1) the nomination and annual election of officers and directors; and (2) the preparation and submission of ballots to membership for approval of bylaws amendments. This Committee shall consist of at least two (2) members who are not seeking an office or Board position and shall report directly to the Chair.~~

~~a. This Committee carries out the election process for the Officers and Board members and conducts the balloting process for any proposed amendments to the Bylaws.~~

~~98. *PRO BONO/COMMUNITY SERVICE COMMITTEE*~~

~~The Chair of this Committee shall:~~

~~This committee works with the State Bar of New Mexico to offer opportunities through which Division members may volunteer their time to assist with established programs to provide paralegal services to the community and the disadvantaged in New Mexico. Evaluate with the Division Chair opportunities for Division members to participate in community service projects in conjunction with the State Bar of New Mexico and its respective Divisions and Sections to provide paralegal services to the disadvantaged in New Mexico; Track participation in pro bono activities by its members and report to the Board accordingly.~~

~~10-9. *PROFESSIONAL DEVELOPMENT COMMITTEE*~~

~~This committee collects, studies, develops, and implements: (1) various means to better inform and educate the legal community and general public about the use of paralegals in the legal profession; (2) information regarding the education standards of paralegal education and training programs with regard to the training, certification, or~~

licensing of paralegals; and (3) information and developments regarding changes in the legal profession that would have significant impact on the paralegal community.

~~_____his Committee's goals include the following, in addition to any assignments directed by the Board:~~

~~_____a. _____The study, development, and implementation of various means to better inform and educate the legal professional and the general public about the paralegal profession.~~

~~b. _____Interpret and make recommendations for amendments to the *Code of Ethics and Professional Responsibility*.~~

~~_____c. _____The study and collection of information with respect to standards for schools offering paralegal education and training programs and with respect to the certification or licensing of paralegals. This includes interaction with instructors and students of paralegal programs.~~

~~_____d. _____Assist in various projects for enhancing the professional development of paralegals.~~

~~_____e. _____Nurture positive relationships with local and national paralegal associations and other associations throughout the country.~~

~~11~~ 10. **SCHOLARSHIP COMMITTEE**

~~_____The Scholarship Committee supervises the award of scholarships to paralegal studies students at junior colleges and community colleges in New Mexico based on the budgetary allocation by the Board of Directors of the Paralegal Division. seeks out candidates for scholarships from the New Mexico community colleges, universities, or trade schools that have ABA-qualified programs or those that offer an Associate's degree in paralegal studies. The students seeking scholarships are required to provide certain information and an essay in order to be considered for a scholarship no later than November 1. The applications will be reviewed for completeness and qualifications, and the Committee will make a determination of the most deserving award recipients. The scholarships may be awarded annually.~~

EC. **SPECIAL COMMITTEES (ad hoc)**

1. Special Committees may be established from time-to-time by a two-thirds vote of the Board members present and voting at a Board meeting.

2. The tenure of a Special Committee shall not extend beyond the calendar year following the creation of the Committee, unless such extension is approved by the new Board.

IV. ELECTION OF OFFICERS AND DIRECTORS

A. **ELIGIBILITY OF CANDIDATES**

The candidate for Chair-Elect shall have served as a Committee Chair or on the Board for at least one year prior to nomination or declaration of candidacy.

B. **ELECTION CAMPAIGN GUIDELINES**

1. A resume pertaining to each candidate for an officeroffice or Board Memberdirector position may be submitted by the candidate to the Nominating and Elections Committee outlining his/her qualifications for the

~~position may [with his/her declaration of candidacy form?] and may be enclosed with the ballots and shall be prepared and furnished to the Nominating and Elections Committee at each candidate's own expense ballots subject to the approval of the Chair of the Nominating and Elections Committee Chair. The Nominating and Elections Committee Chair shall receive such brochure or resume with the Declaration of Candidacy Form. Such brochure or resume shall not exceed one 8 1/2" x 11" page. Any brochure or resume longer than one page will not be accepted by the Committee Chair.~~

~~2. A nomination or declaration of candidacy is an expression of confidence and trust in the candidates by their peers. Each candidate and their supporters should make a reasonable effort to present their candidacy in a dignified manner.~~

~~3.2. The Nominating and Elections Committee shall supervise all elections to assure compliance with these Rules.~~

C. ELECTION PROCESS

The following procedure shall be followed by the Nominating and Elections Committee in the election process ~~each~~ every year:

1. ~~Prior to September 15, 1~~the Committee Chair shall obtain from the Administrative Assistant the electronic media addresses of members in good standing in the Division. The Committee Chair shall then send by electronic media to each such Division member the following materials:

- a. A Declaration of Candidacy form;
- b. A copy of the "Election Campaign Guidelines".
- c. A copy of the "Duties of Officers and Directors"; and,
- d. A statement that the Declaration of Candidacy form must be received by the Committee

no later than October 15.

2. On or before November 1, the Committee shall obtain from the Administrative Assistant the updated electronic media addresses of all active Division members in good standing.

3. The Committee shall prepare the ballot containing the following information:

- a. The names of the eligible candidates next to the position for which that individual seeks election, along with each candidate's full name and address of employment; and
- b. The statement "The Deadline for voting is 5:00 pm 20 days after the ballot link is sent by electronic media to the members." Members will not be able to cast a ballot after 5:00 pm on that date.

4. The Committee shall send by electronic media the cover letter, ballot, Declaration of Candidacy Forms, ~~and resumes~~ resumes, ~~(if provided), and to~~ the electronic media addresses of all members eligible to vote to the State Bar no later than October 25. The ballot shall be in Word format and the Declaration of Candidacy Forms shall be in pdf format. No later than November 5, the State Bar shall send by electronic media the above documents to the electronic media addresses provided to them by the Committee.

5. Voting conducted by electronic ballot shall allow at least twenty (20) days from the time the electronic link to the ballots are sent by electronic media until the ballots will be counted. The return of forty percent (40%) of ballots of Division members entitled to vote will constitute a quorum where balloting is conducted in accordance with the Bylaws.

6. The Committee shall tally the votes and certify the results of the election no later than December 1. However, if forty percent (40%) of ballots of Division members entitled to vote are not received, the time period for voting and certification of the results may be extended by the Committee for a reasonable period of time, if necessary, to reach a quorum. If after the extension for the election, a quorum is not reached, the Board is authorized to ratify the election. Should a runoff election be necessary, the Nominating and Elections Committee shall follow the procedures as set forth in Section E. of this Standing Rule. [However, in the event that there is no declared candidate for a position on the Board, the member who receives the majority of the write-in votes cast shall be appointed by the Chair to serve in that position.](#)

D. SPECIAL ELECTIONS

A special election held for a vacancy in the Chair-Elect position shall follow the same procedure as the general election as stated in paragraph B above.

E. RUNOFF ELECTIONS FOR OFFICERS AND BOARD POSITIONS

1. Necessity

a. A majority of all votes cast in the Division is required to elect a candidate to an office or Board position.

b. If no candidate receives a majority of the vote cast for a particular office in the general election, a runoff election shall be held, and only the names of the two candidates who receive the highest number of votes for such office shall be placed on the runoff ballot.

c. If no candidate receives a majority of the votes cast and there is a tie for the highest number of votes received, a runoff election shall be held, and the names of all candidates in a tie position shall be placed on the runoff ballot.

d. If no candidate receives a majority of the votes cast and there is a tie for the second highest number of votes received, a runoff election shall be held and the name of the candidate receiving the highest number of votes and the names of all candidates in the tie position shall be placed on the runoff ballot.

e. In the event of a vacancy of any Board position after the election, the candidate with the next highest number of votes in the prior election shall be appointed to fill such vacancy. Such appointment shall be ratified by the Board of Directors.

2. Procedure

a. The Nominating and Elections Committee Chair shall cause the ballot for the runoff elections to be prepared. The ballot shall have the following information:

(1) The names of the eligible candidates with each such candidate's full name and address of employment;

(2) The statement "The deadline for voting in this runoff election is (date). Only ballots cast by 5:00 p.m. on (date) shall be tallied." The deadline for voting to be stated on the runoff ballot will be seven (7) days from the date of sending by electronic media of the ballot or the next following business day if that day falls on a weekend or legal holiday.

b. The Election Committee shall send by electronic media a cover letter for the runoff election and the runoff ballot to the State Bar for the runoff election. The Committee will inform the State Bar when the runoff election will start and end.

F. CERTIFICATION OF ELECTIONS

The Nominating and Elections Committee shall tally the votes for the election(s), and the Committee Chair shall certify as to the results of such tally no later than December 1. If one or more runoff elections are required, the Chair shall order such runoff election(s) to be held as soon as possible, but no later than December 15.

V. RULES OF ORDER FOR MEETINGS OF THE BOARD

A. OPEN MEETINGS

All meetings of the Board of Directors shall be open to Division Members and to visitors, but only the Board members shall be entitled to vote.

1. Reports

a. All Committee Chairs shall submit written reports at each meeting of the Board. The Committee Chairs shall submit the written report to the Board members and other Committee Chairs no later than the Friday prior to such meeting (via electronic media). Copies of such reports shall be maintained in each respective committee notebook and maintained by the Secretary with the minutes for that meeting.

b. The Committee Chair or his/her designee may shall give oral reports at the Board meeting. If action by the Board is to be recommended by the Committee, the Committee Chair may make the motion to the Board.

c. All Committee Chairs shall submit a written annual report to the Secretary no later than twenty (20) days prior to the Annual Meeting. These annual reports shall be made available to the general membership at the Annual Meeting and maintained by the Secretary with the minutes for that meeting.

B. PLANNING SESSION

The purpose of the Planning Session is to present ideas for events/activities for the next term for discussion.

1. This meeting is chaired by the Chair-elect.

2. A Budget shall be prepared with input from the Treasurer, Board members, and Committee Chairs and shall be presented to the Board for approval at that time.

3. A calendar of events for the following year will be presented for approval by the Board.

C. PARLIAMENTARY PROCEDURE

All meetings of the Board shall be conducted in accordance with the Bylaws and these Standing Rules.
~~Except as otherwise provided in the Bylaws or these Standing Rules, all meetings of the Board shall be conducted in accordance with the most recent edition of ROBERT'S RULES OF ORDER, NEWLY REVISED and in particular the chapter therein concerning Boards and Committees.~~

D. VOTING

1. Motions and seconds to Motions may be made only by voting members of the Board, except that Chairs of committees may make Motions only in relation to their respective Committee business. At the Chair's discretion, any Motion or amendments shall be presented to the Secretary in writing before action is taken.

2. Board members should limit discussion to a "reasonable" length of time and to the Motion or discussion on the floor. The Chair may call for a vote on the Motion, limiting the time for discussion, unless by majority vote of the Board the time is extended.

3. Unless otherwise required by the Bylaws or these Standing Rules, a majority vote of the Directors present and voting shall be required to approve items of business brought before the Board. ~~In case of a tie vote, the Chair will vote to break the tie.~~ A tie vote means that the required majority has not been achieved and the motion therefore fails. Voting on any Motion may be by a show of hands; however, upon request by any Board member or at the discretion of the Chair, voting will be by written ballot.

4. If a matter requires resolution prior to the next regularly-scheduled Board meeting, the voting shall be conducted by electronic media. The Chair, Committee Chair or Board member requesting resolution shall contact each Board member to explain the issue to be voted on and request a vote, subject to the following:

a. A majority vote of the entire Board of Directors is obtained to approve or resolve the issue or subject being voted on.

b. The Chair, Committee Chair, or other Board member conducting the electronic media vote shall record each Board member's vote for submission to the Secretary for inclusion in the minutes of the next Board meeting.

c. The Chair or Secretary shall immediately inform each Board member in writing of the results of the electronic media vote.

d. The Secretary shall canvass the Board members at the next regularly-scheduled Board meeting to ratify the results of the electronic media vote and the results of such canvass shall be recorded in the minutes.

E. ELECTRONIC MEDIA CORRESPONDENCE

1. Any Board member who will be unavailable for any reason shall circulate an electronic media message to the Board advising of such unavailability and for what time period.

2. Discussion of Division business is permitted between meetings as appropriate.

a. Board issues to be addressed to a specific Officer/Committee Chair may be circulated to such Officer/Committee Chair.

b. Such electronic media correspondence does not need to be routed to the Chair until such business is resolved at the Committee level and is ready to come before the Board or if the Committee is unable to reach a resolution.

c. Electronic media correspondence to a member or person outside of the Division shall be generated by the Chair or the appropriate Officer, Board member, or Committee Chair, dealing with specific Committee issues. If such correspondence is not generated by the Chair, input may be requested as needed. Electronic media correspondence to a member or person outside of the Division regarding other issues outside of committee shall be generated by the Chair. If appropriate, a draft of such correspondence may be forwarded via electronic media to the appropriate Officer, Board Member or Committee Chair for input. Such electronic media correspondence shall be finalized by the Chair in written form on Division letterhead. Responses should be made within three (3) working days of receiving the request for input.

4. Voting via electronic media

Electronic media voting should only be used when action is required before the next Board meeting. A majority vote of the entire Board is required to approve the issue or subject being voted on.

a. Any Board member or Committee Chair who initiates a vote shall inform the Chair accordingly in advance of the vote. If the Chair is unavailable, the Chair-elect shall be notified.

b. Such request for an electronic media vote shall be identified in the Subject line as *"PD – vote needed."*

c. Any responses shall be indicated as *"Reply to All"* so that everyone involved in the voting may have access to everyone else's comments.

d. A Board member shall be given until the end of the next business day to cast a vote.

e. The person initiating the vote shall be responsible for tallying the votes and circulating the results to those voting and the Secretary.

f. The Board of Directors shall ratify any electronic media votes at the next Board Meeting and the results shall be recorded in the minutes.

F. MINUTES AND ACTION ITEMS

The only official minutes of Board meetings are those taken by the Secretary or person designated by the Chair. Other verbatim recordings, electronic or otherwise, will be allowed only upon majority approval of the Board.

1. The form of minutes shall be in compliance with Robert's Rules of Order.

2. The Secretary shall circulate an initial draft of minutes to the Board for review within two weeks after the meeting for which the minutes apply. Draft minutes including amendments, if any, shall be circulated to the Board in advance of the next Board meeting for approval by the Board at that meeting.

~~1.~~ 3. The Secretary shall also identify action items and corresponding deadlines based on discussions and motions approved at the Board meeting ~~with corresponding deadlines and e and c~~ and circulate those to the responsible party and to as well as all Board members. ~~to the Chair for approval before distribution to the Board.~~

G. REPORTS

1. A Committee report shall be prepared in writing and submitted to the Secretary for inclusion as attachments in the minutes of the meeting. ~~The reports shall or be~~ presented orally by each Committee chair, or his/her designee at the meeting. ~~Committee reports shall be submitted in writing to the Secretary for inclusion as attachments in the minutes of the meeting.~~

2. No Motion is required for acceptance of Committee reports, but any recommendation of a Committee for Board action shall be put in the form of a Motion by a Board member or Committee Chair.

VI. RULES OF ORDER FOR ANNUAL MEMBERSHIP MEETINGS

A. NOTICE

At the direction of the Chair, the Secretary shall give notice of the Annual Meeting in accordance with Article VII, Section 74 of the Division Bylaws.

B. AUTHORITY

All meetings of the general membership of the Division shall be conducted in accordance with the Bylaws or these Standing Rules. ~~Except as otherwise provided in the Bylaws or these Standing Rules, all meetings of the general membership of the Division shall be conducted in accordance with the most recent edition of ROBERT'S RULES OF ORDER, NEWLY REVISED.~~

C. GENERAL RULES OF ORDER

1. All Motions shall require a simple majority vote of the members present in person or by proxy in order to pass.

2. Any active member of the Division in good standing may introduce business and make Motions and seconds to Motions. Any member wishing to be recognized must address the Chair or other person chairing the meeting, state his/her name, and the matter to which the member wishes to speak. If the subject to be addressed is a Motion before the assembly, the member shall also inform the Chair of the speaker's intent to speak for or against the Motion.

3. The Chair may limit time for debate on any subject, and no speaker shall be permitted to speak more than twice on any one subject and not more than three (3) minutes each time, except by permission of the Chair; provided, however, that no member shall be permitted to speak a second time on the same subject as long as any member who has not spoken on the subject desires to do so. Two (2) timekeepers shall be appointed by the Chair to assist in enforcing this rule, if necessary.

4. Debate or discussion on a Motion may be limited to six (6) speakers, three (3) for the Motion, including the member who made the Motion if that member wishes to speak, and three (3) against the Motion. The Chair shall let the floor alternate, as far as possible, between those favoring the Motion and those opposing the Motion.

5. At the close of debate as declared by the Chair, the Motion shall be put to a vote. Voice vote shall be determined by the Chair unless more than a simple majority vote is required on a matter on the floor, in which event the vote shall be taken by a show of hands, division of the assembly (standing vote), or written ballot. The Chair shall appoint a judge and four (4) tellers to supervise and tally all votes cast in this manner, and the judge shall certify the results to the Chair, who shall announce the results to the assembly.

D. AGENDA

Unless otherwise deemed necessary and announced by the Chair or other person chairing the meeting, the business of the assembly shall be conducted in the following order:

1. *Call to Order*

When the appointed time of the meeting has arrived, the Chair shall determine that a quorum is present and call the meeting to order.

2. *Welcome Address*

The Chair, or other designated Board Member, may give brief welcoming remarks.

3. *Introduction of Outgoing Officers, Directors, and Special Guests*

The Chair shall introduce the outgoing Officers and Directors and may recognize any special guests who are in Attendance.

4. *Introduction of Incoming Officers and Directors*

The Chair shall introduce to the general membership the current Officers and Directors of the Division and shall pass the gavel to the incoming Chair who shall conduct the meeting from this point forward.

5. *Appointment of Special Officers*

The Chair may appoint one or more Board members to act as a special officer or officers if so deemed necessary ~~if so deemed necessary~~ for the orderly conduct of the business of the assembly.

6. *Special Rules of Order*

In the event Special Rules of Order for the meeting are proposed, the Secretary shall read the proposed rules and move for their adoption.

7. *Minutes of the Previous Annual Meeting*

The Chair may recognize the Secretary to read the minutes of the Annual Meeting of the previous year or direct the membership to the written minutes provided to the assembly in the Annual Meeting packet and shall entertain a motion to approve those minutes.

8. *Report of the Board*

The Chair shall report to the assembly any action taken by the Board not previously reported to the general membership. If the Board has by minority vote requested ratification by the general membership of any action taken by the Board, a member of the Board other than the Chair shall move for its ratification.

9. *Annual Report for Preceding Fiscal Year*

The Chair shall recognize the Treasurer to give the annual report or direct the membership to the written report provided to the assembly in the Annual Meeting packet.

10. *Reports of Standing Committees*

The Chair shall recognize each Committee Chair or his/her designee to give an oral annual report of their respective Standing Committee. If a Committee is recommending action by the assembly, the Chair shall entertain a motion pertaining to such recommendation at the conclusion of the report.

11. *Reports of Special Committees*

If there is a report from any Special Committee, the Chair shall recognize the Committee Chair or his/her designee to give an oral report. If the Committee is recommending action by the assembly, the Chair shall entertain a Motion pertaining to such recommendation at the conclusion of the report.

12. *Unfinished Business*

If the minutes of the previous Annual Meeting or a previous session of the current Annual Meeting show that there is some unfinished business to be brought before the assembly, the Chair shall call for Unfinished Business; otherwise, this item shall not be called.

13. *New Business*

The Chair shall call for New Business, and members may introduce new items of business to the assembly.

14. *Activities of the Division*

Time permitting; the Chair may recognize any members who may offer informal observations regarding the work of the Division. Any member desiring to do so, should consult with the Chair sufficiently ahead of the time when this item may be called in order to determine the propriety of the matter and any time constraints.

15. *Announcements*

The Chair may make, or call upon other members to make, any necessary announcements. The placing of general announcements at this point in the order of business does not prevent the Chair from making an urgent announcement at any time.

16. *Program*

If there is to be a program of an educational nature other than the regularly-scheduled MCLE, or a guest speaker, the program or talk will be presented before the Annual Meeting is adjourned. If, in courtesy to a guest speaker who is present, the Chair wishes the talk to be presented at an unscheduled point within the business portion of the meeting, the Chair may call for a vote of the assembly to hear the speaker's address out of order. The Chair may then entertain a Motion to suspend the rules for the purpose of hearing the speaker's address out of order.

17. *Adjourn*

The Chair shall entertain a Motion to adjourn the Annual Meeting, and upon second and simple majority vote, the meeting shall be adjourned until the next Annual Meeting of the Division.

VII. RULES FOR AMENDING DIVISION BYLAWS & REVISING STANDING RULES

A. PRESENTING PROPOSED AMENDMENTS TO BYLAWS

1. Pursuant to Article XI, Section 11.1 of the Bylaws, any proposed amendment(s) shall be submitted in writing to the Board for review and consideration by:

- a. The initiative of the Bylaws and Standing Rules Committee;

- b. The Board; or
- c. A petition signed by at least ten (10) members of the Division, with their names clearly printed and indicating their member number.

(1) The name and address of one of the individuals shall be designated by petitioner(s) to receive on behalf of all petitioners the notice of the action of the Board.

(2) The Bylaws and Standing Rules Committee may contact any person whose signature appears on the Petition to verify personal execution of the Petition.

(3) The Petition may be ruled as invalid under any of the following circumstances:

- (a) Non-compliance with format requirements;
- (b) Invalid signatures;
- (c) Non-compliance with procedural requirements; or,
- (d) Proposed amendment(s) already exist.

2. The proposed Bylaws amendment(s) shall be submitted in a format containing:

- a. The exact article number, section number and wording of the existing Bylaws provision;
- b. The proposed amendment either underlined or redlined so the amendment, addition or deletion is clearly identifiable;
- c. A new article or section shall be identified in a clear manner that it is new and where it shall be inserted;
- d. A statement in support and explanation of the proposed amendment; and,
- e. A statement of all other affected Bylaws which will require revision in order to avoid conflicts or confusion.

3. Upon receipt of a Petition for proposed amendment(s) to the Bylaws, the Board may, at its discretion, refer the Petition to the Bylaws and Standing Rules Committee for verification of format and procedural compliance as indicated above. Upon verification of compliance, the Board may refer the proposed amendments to the Bylaws and Rules Committee or any other Committee Chairs, as in the Board's discretion, are appropriate for study and advice for recommendation of approval or rejection.

4. Upon consideration by the Board of the recommendation from the Bylaws and Standing Rules Committee, such decision shall be forwarded to the person designated in the Petition to receive notice.

5. The Board shall publish the proposed amendments(s) with the Board's recommendations to the membership concerning the adoption or rejection of the amendment(s) as follows:

- a. By electronic media at least thirty (30) days prior to the Division's Annual Meeting at which the amendment(s) are to be voted on; or

b. By electronic media ballot attaching a “redlined” version of the Bylaws showing the proposed amendment(s), along with the Board’s written recommendation concerning adoption or rejection of the proposed amendment(s).

B. PRESENTING PROPOSED REVISIONS TO THE STANDING RULES

These Standing Rules may be revised pursuant to paragraph A.1. of this Section. Any proposed revisions to the Standing Rules must be in compliance with the Bylaws and require approval by the Board of Directors.

VIII. PROFESSIONAL MISCONDUCT

~~Under the Rules Governing the Unauthorized Practice of Law (Section 17B-101 Supreme Court Rules), if any member of the Division is accused of willful misrepresentation or violation of any ethical Canon, such member shall be referred by the Board to the New Mexico Disciplinary Board for investigation and their membership status shall be suspended until a formal determination has been made. Should the member be found to have been involved in professional misconduct, their membership shall be terminated accordingly with no provision for reinstatement. The decision by the Disciplinary Board will be ratified by the Division and not subject to an appeal. Paralegal Division members are bound by the Division’s Code of Ethics and Professional Responsibility (see Appendix), the New Mexico Supreme Court Rules Governing Paralegal Services and the New Mexico Supreme Court Rules of Professional Conduct. A verified report of a member violating any of the above rules shall be grounds for suspension of membership and referral by the Division’s Board of Directors to the New Mexico Disciplinary Board for investigation. Upon a final determination by the Disciplinary Board that violation by a member of any of the above rules has occurred, the Division shall ratify the decision of the Disciplinary Board and the member shall be permanently disenrolled without right of reinstatement or appeal.~~

* * *

APPENDIX

Paralegal Division Code of Ethics and Professional Responsibility

It is the responsibility of every member of the Paralegal Division of the State Bar of New Mexico (hereinafter referred to as "Paralegal") to adhere strictly to the accepted standards of legal ethics. The Canons of Ethics set forth hereafter are adopted by the Paralegal Division of the State Bar of New Mexico as a general guide.

CANON 1. A Paralegal must not perform any of the duties that only attorneys may perform nor take any actions that attorneys may not take.

CANON 2. A Paralegal may perform any task which is properly delegated and supervised by an attorney, as long as the attorney is ultimately responsible to the client, maintains a direct relationship with the client, and assumes professional responsibility for the work product.

CANON 3. A Paralegal must not: (a) engage in, encourage, or contribute to any act which could constitute the unauthorized practice of law; and (b) establish attorney-client relationships, set fees, give legal opinions or advice or represent a client before a court or agency unless so authorized by that court or agency; and (c) engage in conduct or take any action which would assist or involve the attorney in a violation of professional ethics or give the appearance of professional impropriety.

CANON 4. A Paralegal must use discretion and professional judgment commensurate with knowledge and experience but must not render independent legal judgment in place of an attorney. The services of an attorney are essential in the public interest whenever such legal judgment is required.

CANON 5. A Paralegal must disclose his or her status as a Paralegal at the outset of any professional relationship with a client, attorney, a court or administrative agency or personnel thereof, or a member of the general public. A Paralegal must act prudently in determining the extent to which a client may be assisted without the presence of an attorney.

CANON 6. A Paralegal must strive to maintain integrity and a high degree of competency through education and training with respect to professional responsibility, local rules and practice, and through continuing education in substantive areas of law to better assist the legal profession in fulfilling its duty to provide legal service.

CANON 7. A Paralegal must protect the confidences of a client and must not violate any rule or statute now in effect or hereafter enacted controlling the doctrine of privileged communications between a client and an attorney.

CANON 8. A Paralegal must do all other things incidental, necessary, or expedient for the attainment of the ethics and responsibilities as defined by statute or rule of court.

CANON 9. A Paralegal's conduct is governed by the codes of professional responsibility and rules of professional conduct of the State Bar of New Mexico and the New Mexico Supreme Court. A member of the Paralegal Division

of the State Bar of New Mexico shall be governed by the Rules Governing Paralegal Services (Rules 20-101 et seq. NMRA, as the same may be amended).

**STANDING RULES
PARALEGAL DIVISION
STATE BAR OF NEW MEXICO
Revised and Restated Effective
_____, 2020**

TABLE OF CONTENTS

		<u>PAGE</u>
RULE I.	MEMBERSHIP	
	A. General Criteria	1
	B. Membership Dues	2
	C. Processing of Membership Applications.	2
	D. Membership Renewal; Delinquency.	3
	E. Reinstatement	3
	F. MCLE Requirements	4
	G. Inactive Paralegal.	4
 RULE II.	 RESPONSIBILITIES OF OFFICER AND DIRECTOR POSITIONS	
	A. Chair	5
	B. Chair-Elect	6
	C. Secretary	7
	D. Treasurer	7
	E. Immediate Past Chair	7
	F. Directors	8
 RULE III.	 FUNCTIONS AND RESPONSIBILITIES OF COMMITTEES	
	A. General	8
	B. Standing Committees	9
	C. Special Committees	11
 RULE IV.	 ELECTION OF OFFICERS AND DIRECTORS	
	A. Eligibility of Candidates	11
	B. Election Campaign Guidelines	11
	C. Election Process	12
	D. Special Elections	13
	E. Runoff Elections for Officers and Directors	13
	F. Certification of Elections	14

RULE V.	RULES OF ORDER FOR MEETINGS OF THE BOARD OF DIRECTORS	
	A. Open Meetings	14
	B. Planning Session	14
	C. Parliamentary Procedure	14
	D. Voting	14
	E. Electronic Media Correspondence	15
	F. Minutes and Action Items	15
	G. Reports	16
RULE VI.	RULES OF ORDER FOR ANNUAL MEMBERSHIP MEETINGS	
	A. Notice	16
	B. Authority	17
	C. General Rules of Order	17
	D. Agenda	17
RULE VII.	RULES FOR AMENDING DIVISION BYLAWS AND STANDING RULES	
	A. Presenting Proposed Amendments to Bylaws	19
	B. Presenting Proposed Revisions to the Standing Rules	20
RULE VIII.	PROFESSIONAL MISCONDUCT	20
APPENDIX	PARALEGAL DIVISION CODE OF ETHICS AND RESPONSIBILITY	

AUTHORITY AND PURPOSE

The Paralegal Division of the State Bar of New Mexico (“Division”) adopted Bylaws as the fundamental instrument establishing the organization, which defines the primary characteristics of the Division, the limitations on the powers of the organization, and the rights of its members. Article VIII of the *Bylaws* provides that the Board of Directors (“Board”) adopt or amend the *Standing Rules* as deemed necessary to carry out the *Bylaws* and to serve the purpose of the Division. The *Standing Rules* may be suspended, amended, rescinded, or expanded from time to time by a majority vote of the Board present and voting at a duly noticed meeting at which a quorum is present.

Due to the size and geographical distribution of the Division membership, it is impractical to hold a general membership meeting more often than annually. However, the business of the Division must be conducted on a continuous basis, and these *Standing Rules* are intended to provide the necessary guidance to the Board, the Committees, and the general membership in the day-to-day activities of the Division. The Board encourages the general membership to contact the Board with comments, questions, and suggestions with respect to these *Standing Rules*.

I. MEMBERSHIP

A. GENERAL CRITERIA

1. Qualifications for membership

A person may become a member of the Division if the person:

- a. Contracts with or is employed by an attorney, law firm, corporation, governmental agency or other entity;
- b. Performs substantive legal work as defined in Rule 20-102 NMRA; and,
- c. Meets one or more of the qualifications described in Rule 24-101 NMRA.

2. A person is not eligible for membership or renewal of membership if there is evidence of past professional misconduct. For purposes of the procedures set forth herein, the following shall constitute professional misconduct:

- a. Willful misrepresentation of a material fact in a paralegal's Application for membership or renewal thereof in the Division; or
- b. Violation of any Canon contained in the Division's Code of Ethics and Professional Responsibility (see Appendix) or any provision of the New Mexico Supreme Court Rules Governing Paralegal Services or the New Mexico Supreme Court Rules of Professional Conduct; or
- c. Conviction in any state or federal court of any felony or of any crime involving or related to a charge of moral turpitude; or
- d. Reprimand or censure in any disciplinary or other similar proceeding involving business affairs or other conduct involving the public; or
- e. Revocation or suspension of a professional business license granted by the State of New Mexico, any other state, the federal government, or an agency of any of the foregoing for breach of ethics or a charge relating to character or personal fitness; or
- f. Conduct otherwise exhibiting mental or moral unfitness to participate in the State Bar of New Mexico.

3. Application

- a. A prospective member may download the Application from the Division website.
- b. Each Application for membership shall contain:
 - (1) Applicant's consent for the Division to contact present and/or former supervising attorney(s) for verification or clarification of membership qualifications;
 - (2) A statement that the applicant has read the *Definition of a Paralegal*, as set forth in Rule 20-102 NMRA; has read and agrees to be bound by the Code of Ethics and Professional Responsibility; and

agrees to be bound by, and subject to Section VIII. PROFESSIONAL MISCONDUCT as hereinafter set forth in these Standing Rules;

(3) Written verification that the applicant works under the direct supervision of a duly-licensed attorney; and,

(4) Certification by the applicant that he/she meets one of the criteria for membership as set forth in Rule 24-101A NMRA (2004) in the Application and Division Bylaws.

B. MEMBERSHIP DUES

1. The membership dues, as determined by the Division's Board, shall be paid on an annual basis and, when paid, shall entitle the member to all the privileges and prerogatives of membership. Dues shall not be prorated or refundable.

2. The fiscal year of the Division shall be the same as that of the State Bar of New Mexico and annual dues shall become due and payable the first day of January of each calendar year.

C. PROCESSING OF MEMBERSHIP APPLICATIONS

The following procedure shall be followed in processing Applications for membership:

1. Upon completion of the Application, the prospective member shall forward the Application for membership to the State Bar of New Mexico P.O. Box listed on the application. The State Bar will forward the application to the Membership Committee Chair or his/her designee together with confirmation of payment of the annual dues. The Membership Committee Chair or his/her designee shall scan and send by electronic media the Application to the Membership Committee.

2. The Membership Committee Chair shall acknowledge by electronic media, whenever possible, receipt of the Application.

3. The Membership Committee shall review all initial Applications for Division membership, clarify or verify information contained in the Applications, and approve or recommend denial of membership for the applicants.

4. If approved, the Membership Committee Chair shall inform the applicant of his/her approval within two weeks of acceptance and process the Application for enrollment.

5. Question of Eligibility

a. The Membership Committee shall take the following steps if a question arises regarding the applicant's eligibility for membership that the Committee cannot resolve:

(1) Contact the applicant to clarify or verify information contained in the Application; or,

(2) Contact the applicant's supervising attorney and/or professional references to clarify or verify information contained in the Application; or

(3) Forward the Application to the Board for review and interpretation.

b. After the final determination is made, the Membership Committee Chair shall send an explanatory message, by electronic media whenever possible, regarding the reasons for the disapproval with possible solutions to qualify for membership at a later date to the applicant with copies of the message forwarded to the Membership Committee and the Chair of the Division.

c. Payment for dues submitted by any ineligible applicant shall be returned to the applicant.

D. MEMBERSHIP RENEWAL; DELINQUENCY

The following procedure shall be followed in processing renewal Applications for membership:

1. Memberships expire on the last day of the calendar year, and membership renewals shall require filing the renewal Application and paying the appropriate dues as established from time to time by the Board. The Membership Committee shall notify members electronically of their renewal deadline. Any member who has not filed a renewal Application and paid the appropriate membership dues prior to January 15 of each year shall be considered delinquent and not in good standing and therefore not entitled to membership privileges. Dues paid after January 15 are subject to a late charge as established by the Board. However, a member whose membership commences on or after September 1st has until the end of the following year to renew his/her membership.

2. Members may renew their memberships electronically on the Division's website using a credit card or they may download a renewal application and mail it to the Division with a check for the appropriate dues and or late fees, as applicable, as established from time to time by the Board of Directors. Renewing members shall verify that they have met their MCLE requirements. The CLE Tracking Chair together with the administrative assistant shall notify the Membership Committee and the members who have not met their MCLE requirement. Failure to comply by March 31 will result in disenrollment.

3. Any membership renewal Application received without payment of dues will not be processed.

4. Any member who has not filed a renewal Application and paid the appropriate dues and late charge (if any) within thirty (30) days after the expiration of membership shall be deleted from the Division membership rolls. Such member shall be notified of nonrenewal by letter or electronic media no later than February 15.

E. REINSTATEMENT

1. A member who has been disenrolled for nonrenewal or for noncompliance with MCLE requirements shall submit the following by March 31 of the year of disenrollment, to be considered for reinstatement:

- a. A membership renewal Application (if not previously submitted);
- b. Evidence that the required MCLE credits have, or will be, earned by March 31;
- c. Payment of current membership dues and the current penalty fee.

2. If a disenrolled member fails to come into compliance by March 31, that member will remain disenrolled for a period of one year from the date of disenrollment. After one year or more from the date of

disenrollment, a former member may reapply for membership in the Division as a new member, as outlined in Rule I, paragraph A, above.

3. A member who either fails to timely comply with the MCLE guidelines, or fails to timely renew his/her membership, for two (2) consecutive years will be permanently disenrolled, except at the discretion of the Board.

F. MINIMUM CONTINUING LEGAL EDUCATION (MCLE) REQUIREMENTS

1. Members must comply with MCLE Guidelines established by the Board. The MCLE Guidelines shall be published on the Division's website and provided to the members upon approval of his/her membership.

2. At the time of membership renewal, the member shall verify in his/her renewal Application that he/she has met the MCLE requirements. Members shall check their MCLE report on the Division's website for accuracy and report any discrepancies to the CLE Tracking Committee.

3. For new members, the initial compliance year to fulfill his/her MCLE requirements shall be the first full year following the date the member was approved.

G. INACTIVE PARALEGAL STATUS

1. General

a. For the purpose of determining eligibility for "inactive" paralegal status, an applicant in good standing for this category must certify that he/she will be retired or that he/she will no longer be employed as a paralegal in New Mexico.

b. "Active" paralegals who wish to apply for "Inactive" status must apply during the membership renewal period in which they no longer qualify for active status. Applications submitted after March 31 of the applicable renewal period will not be considered.

c. The "Inactive" paralegal fee, as established by the Board, shall be on an annual basis; the fee shall not be pro-rated or refundable.

d. "Inactive" paralegal status expires on the last day of the calendar year, and renewal of this status shall require filing the *Inactive Paralegal Status Renewal Form* and paying the annual fee, both as established from time to time by the Board.

(1) Any Inactive paralegal who has not filed a renewal form and paid the annual fee prior to February 1 of each year shall be considered ineligible for continued "Inactive" paralegal status. Any fee paid after February 1 is subject to a late charge as established by the Board of Directors.

(2) Any Inactive paralegal who has not filed a renewal form and paid the annual fee within ninety (90) days after the expiration of Inactive paralegal status will be deleted from the Division's rolls with no provision for reinstatement.

e. The Membership Committee shall:

(1) Review all initial and renewal Applications for inactive paralegal status and clarify or verify information contained in the Application;

(2) Verify that the inactive paralegal is not currently employed under the supervision of a licensed New Mexico attorney; and,

(3) Approve or recommend denial of inactive paralegal status for the applicant. If approved, the Membership Committee shall inform the applicant of the approval of the Inactive status and process the Application.

f. Inactive paralegals who wish to change status to “active” paralegal shall:

(1) Apply at the time of annual membership renewal;

(2) Include payment for annual dues in the amount established by the Board of Directors;

(3) Fulfill any membership and MCLE requirements for Active paralegal members as stated in Bylaws and MCLE Guidelines in effect at the time of reinstatement to Active paralegal status.

2. Privileges

a. Inactive paralegals may:

(1) Receive notices of Division events;

(2) Attend meetings;

(3) Serve on Committees;

(4) Serve as Historian;

(5) Participate in volunteer activities;

b. Inactive paralegals may not:

(1) Serve on the Board;

(2) Serve as Chair of a Committee with the exception of the administrative assistant, if applicable, who may serve as co-chair of a committee or committees as needed;

(3) Have voting privileges;

(4) Make Motions at meetings.

c. Inactive paralegals are not required to obtain MCLE credit while serving in this category.

II. RESPONSIBILITIES OF OFFICER AND DIRECTOR POSITIONS

The following responsibilities and acts are in addition to those set forth in the Bylaws relating to these positions or as directed by the Board.

A. CHAIR

1. The Chair shall preside over all Division Board meetings. In the absence of the Chair, the Chair-elect shall preside over the meeting. In advance of the meeting, the Chair shall request reports from officers, directors and committee chairs and proposed discussion topics or items of business. In advance of the meeting, the

Chair shall distribute a meeting packet that includes an agenda, reports, draft minutes and action items identified by the Secretary from the last meeting, if any, to the Board and committee chairs.

2. The Chair or the Chair's designee shall sit as a non-voting liaison member on the Board of Bar Commissioners.

3. The Chair or the Chair's designee may serve as representative to any Bar-related entity.

3. The Chair may attend Committee meetings if desired or as requested.

4. The Chair shall request assistance from the Bylaws Committee regarding matters relating to Division policies and procedures as needed.

5. The Chair or Chair's designee shall monitor Division electronic media and respond or forward the correspondence to the appropriate Officer, Board member, Committee Chair or the Administrative Assistant for response with a copy of the response. If correspondence requiring a response has been delegated, a copy of the response shall be forwarded to the Division Chair and Administrative Assistant.

6. The Chair may appoint a member in good standing to serve as the Division *Historian*.

7. The Chair may evaluate and revise the description for the position as needed.

8. Provide a status report of activities at each Board meeting.

B. CHAIR-ELECT

The Chair Elect shall:

1. Attend all Board meetings and preside over those meetings at which the Chair is unable to attend.

2. Preside over the Planning Session to present for the subsequent year:

a. Goals and proposed activities;

b. A proposed budget in conjunction with input from Committee Chairs and Treasurer for Board approval; and

c. A Division calendar of activities.

3. Serve as Membership Committee Co-Chair as set forth in Rule III.B.

4. Request assistance from the Bylaws Committee regarding matters relating to Division policies and procedures as needed.

5. Provide a status report of activities at each Board meeting.

6. Evaluate and revise the description for the position as needed.

C. SECRETARY

1. Attend all Board meetings and take minutes or appoint a designee to do so. The Secretary shall circulate an initial draft of minutes to the Board for review within two weeks after the meeting for which the minutes apply. Draft minutes including amendments, if any, shall be circulated to the Board in advance of the next Board meeting for approval by the Board at that meeting.

2. Identify action items and corresponding deadlines based on discussions and motions approved at the Board meeting and circulate those to the appropriate responsible party and to all Board members.

3. Maintain records for the Division, according to the Division Retention Policy.

4. Evaluate and revise the description for the position as needed.

D. TREASURER

1. Attend all Board meetings.

2. Keep an itemized account of all monies received and disbursed, as well as accounts payable.

3. In conjunction with Chair-Elect, prepare Annual Budget with input from Committee Chairs and Board.

4. Monitor Division budget and advise Board of special considerations.

5. Serve as liaison with State Bar of New Mexico Accounting Department.

6. Maintain accounting files according to the Division Retention Policy or as established by the State Bar of New Mexico.

7. Process all member reimbursements and invoices within thirty (30) days of receipt.

a. Members who do not submit expenses within 30 days of incurring the expense will not be reimbursed.

b. Expenses incurred in December of the fiscal year shall be processed no later than January 15 of the following year.

8. Provide a status report of activities at each Board meeting.

9. Evaluate and revise description for the position as needed.

E. IMMEDIATE PAST CHAIR

1. Attend all Board meetings and Planning Session.

2. Provide support and guidance to Chair in order to fulfill responsibilities.

3. Serve in the capacity of Committee Chair Coordinator or appoint a member in good standing to serve in such role. This Coordinator shall:

a. Provide orientation for new Board members and Committee chairs no later than the last day of February of each term;

b. Ensure that all Committee notebooks or electronic media records are transferred to the incoming Committee Chairs no later than Board orientation;

- c. Prepare Board notebooks for new members and update as necessary;
 - d. Serve as a liaison between the Board and Committees;
 - e. Assist Committee Chairs, as needed, in filling Committee vacancies;
 - f. Monitor Committee activities and provide assistance as necessary in fulfilling Committee responsibilities;
 - g. Attend Committee meetings as needed to provide assistance, support and guidance to fulfill Committee responsibilities; and,
 - h. Provide a status report of activities at each Board meeting. [
4. Evaluate and revise description for position as needed.

F. DIRECTORS

- 1. Are encouraged to Chair a Committee.
- 2. Attend all Board meetings.

III. FUNCTIONS AND RESPONSIBILITIES OF COMMITTEES

A. GENERAL

Membership on Committees shall include representation from as broad a geographical area as is possible, and Committees should be comprised of members from a diversity of law practices, when practical. In addition, a balance should be maintained between members who have previously served on a particular Committee and those who have not. The terms of service shall expire at the close of the calendar year.

- 1. The Chair shall designate the Chairs of such Committees.
- 2. Responsibilities of Committee Chairs shall include:
 - a. Appointing their respective Committee members from:
 - (1) Those members in good standing who have requested appointment to a Committee; and
 - (2) Other members as the Committee Chair shall deem appropriate to appoint and who consent to serve on such Committee.
 - b. Providing a written report to the Board on a regular basis summarizing the status of their respective Committee's activities;
 - c. Presenting the Committee's proposed activities, policies, or procedures to the Board for approval before implementation, along with proposed expenditures for such activities, in conjunction with input from the Treasurer.
 - (1) Any expenditure exceeding expenses previously budgeted and authorized will be presented to the Board for approval;
 - (2) Any proposed activity shall be in accordance with the Bylaws and Standing Rules, as appropriate;

(3) An article of such related activity, policy or procedure, may be submitted pursuant to the Division E-News Policy for dissemination to the membership.

d. Maintain notebook of Committee activities, i.e., correspondence, reports, notes from meetings, etc.;

e. Forward Committee notebook to next Committee Chair no later than Board orientation;

f. Evaluate and revise job description for the role of their respective Committee.

B. STANDING COMMITTEES

The Standing Committees listed in these Standing Rules are authorized in Article IX, Section 9.1 of the Bylaws.

1. *BUDGET AND FINANCE COMMITTEE*

This committee is chaired by the Treasurer and is responsible for providing analysis of financial information for the Division, making recommendations for funding projects and assisting in preparation of the annual budget.

2. *BYLAWS AND STANDING RULES COMMITTEE*

This committee receives, studies and initiates suggested amendments to the Bylaws and Standing Rules and works with standing and special committees to develop and/or change Division policies and procedures.

3. *COMMUNICATIONS COMMITTEE*

This Committee shall consist of three (3) subcommittees which shall create and provide information regarding Division activities:

a. Web Page and ENews. This subcommittee designs and maintains the Division's website at <http://www.nmbar.org>. and creates and provides relevant articles and information regarding paralegals and the Division for publication in the State Bar ENews.

b. Division Newsletter. This subcommittee creates and publishes a newsletter on a periodic basis to be determined by the Board and/or subcommittee.

c. Social Media. The Division Chair shall serve as co-chair of the Social Media subcommittee, and shall, along with the co-chair, serve as the administrator of any social media accounts created by and for the Paralegal Division for the purpose of approving members to join any closed social media pages or groups and facilitating the continued use and operation of any social media accounts.

4. *CONTINUING LEGAL EDUCATION COMMITTEE*

This committee shall consist of three (3) subcommittees as follows, each having a co-chair:

a. *CLE Coordination Subcommittee.* This subcommittee develops and presents programs, seminars and materials relating to continuing legal education for the legal profession .

b. *CLE Provider(s) Approvals Subcommittee.* This subcommittee, chaired by the Treasurer, reviews and approves applications for Division MCLE credit by outside providers for CLE that has not been approved by the State Bar MCLE Board.

c. *CLE Tracking Subcommittee.* This subcommittee is responsible for processing members' CLE approval requests to ensure compliance with Division Bylaws and MCLE Guidelines including approving, tracking, reporting and monitoring, and notifying members of MCLE non-compliance.

5. *EVENTS COORDINATION COMMITTEE*

This committee works with the CLE Coordination Subcommittee, as necessary, and shall be the liaison with the State Bar for the planning of events including, but not limited to, the Division Annual Meeting, State Bar Annual Meeting, CLE and/or other events in conjunction with the State Bar and the Division's December holiday dinner. This committee has an Awards Subcommittee responsible for receiving recommendations for deserving award recipients and preparing certificates of appreciation and obtaining award plaques, if any, to be awarded to recipients at the Division's Annual Meeting.

6. *MEMBERSHIP COMMITTEE*

a. This Committee shall consist of three (3) members of the Division, two of whom shall serve as co-chairs.

b. The Chair-Elect, hereafter referred to as "Membership Liaison" Chair, shall serve as Co-Chair of this Committee. The Administrative Assistant or a person designated by the Chair-Elect in the absence of an Administrative Assistant, hereafter referred to as "Administrative Co-Chair," shall also serve as Co-Chair. Duties shall be divided between the two Co-Chairs as follows:

(1) The Membership Liaison Chair shall promote membership and growth within the Division by:

- i. responding to requests from potential members;
- ii. contacting all new Division members to answer questions and provide guidance, as necessary, and to encourage active Division participation.
- iii. establishing a mentorship program consisting of experienced Division members to assist with the above duties, but in no event shall he/she relinquish primary responsibility for the initial contact of new members after they have been notified of membership approval.

(2) The Administrative Co-Chair shall perform all administrative duties (i.e., paperwork, database entry, correspondence, etc.) related to approving new members, renewing members or disenrolling delinquent members as set forth in Rule I. This Committee shall fulfill the responsibilities as set forth in these

Standing Rules, including any and all duties as summarized in the applicable Division deadlines incorporated herein.

7. *NOMINATING AND ELECTIONS COMMITTEE*

This committee is responsible for all duties in connection with: (1) the nomination and annual election of officers and directors; and (2) the preparation and submission of ballots to membership for approval of bylaws amendments.

8. *PRO BONO/COMMUNITY SERVICE COMMITTEE*

This committee works with the State Bar of New Mexico to offer opportunities through which Division members may volunteer their time to assist with established programs to provide paralegal services to the community and the disadvantaged in New Mexico.

9. *PROFESSIONAL DEVELOPMENT COMMITTEE*

This committee collects, studies, develops, and implements: (1) various means to better inform and educate the legal community and general public about the use of paralegals in the legal profession; (2) information regarding the education standards of paralegal education and training programs with regard to the training, certification, or licensing of paralegals; and (3) information and developments regarding changes in the legal profession that would have significant impact on the paralegal community.

10. *SCHOLARSHIP COMMITTEE*

The Scholarship Committee supervises the award of scholarships to paralegal studies students at junior colleges and community colleges in New Mexico based on the budgetary allocation by the Board.

C. SPECIAL COMMITTEES (ad hoc)

1. Special Committees may be established from time-to-time by a two-thirds vote of the Board members present and voting at a Board meeting.

2. The tenure of a Special Committee shall not extend beyond the calendar year following the creation of the Committee, unless such extension is approved by the new Board.

IV. ELECTION OF OFFICERS AND DIRECTORS

A. ELIGIBILITY OF CANDIDATES

The candidate for Chair-Elect shall have served as a Committee Chair or on the Board for at least one year prior to nomination or declaration of candidacy.

B. ELECTION CAMPAIGN GUIDELINES

1. A resume pertaining to each candidate for an officer or director position may be submitted by the candidate to the Nominating and Elections Committee and may be enclosed with the ballots subject to the approval of the Nominating and Elections Committee Chair.

2. The Nominating and Elections Committee shall supervise all elections to assure compliance with these Rules.

C. ELECTION PROCESS

The following procedure shall be followed by the Nominating and Elections Committee in the election process each year:

1. The Committee Chair shall obtain from the Administrative Assistant the electronic media addresses of members in good standing in the Division. The Committee Chair shall then send by electronic media to each such Division member the following materials:

- a. A Declaration of Candidacy form;
- b. A copy of the "Election Campaign Guidelines".
- c. A copy of the "Duties of Officers and Directors"; and,
- d. A statement that the Declaration of Candidacy form must be received by the Committee

no later than October 15.

2. On or before November 1, the Committee shall obtain from the Administrative Assistant the updated electronic media addresses of all active Division members in good standing.

3. The Committee shall prepare the ballot containing the following information:

- a. The names of the eligible candidates next to the position for which that individual seeks election, along with each candidate's full name and address of employment; and
- b. The statement "The Deadline for voting is 5:00 pm 20 days after the ballot link is sent by electronic media to the members." Members will not be able to cast a ballot after 5:00 pm on that date.

4. The Committee shall send by electronic media the cover letter, ballot, Declaration of Candidacy Forms, and resumes, if provided, to the electronic media addresses of all members eligible to vote to the State Bar no later than October 25. The ballot shall be in Word format and the Declaration of Candidacy Forms shall be in *pdf* format. No later than November 5, the State Bar shall send by electronic media the above documents to the electronic media addresses provided to them by the Committee.

5. Voting conducted by electronic ballot shall allow at least twenty (20) days from the time the electronic link to the ballots are sent by electronic media until the ballots will be counted. The return of forty percent (40%) of ballots of Division members entitled to vote will constitute a quorum where balloting is conducted in accordance with the Bylaws.

6. The Committee shall tally the votes and certify the results of the election no later than December 1. However, if forty percent (40%) of ballots of Division members entitled to vote are not received, the time period for voting and certification of the results may be extended by the Committee for a reasonable period of time, if necessary, to reach a quorum. If after the extension for the election, a quorum is not reached, the Board is authorized to ratify the election. Should a runoff election be necessary, the Nominating and Elections Committee shall follow the procedures as set forth in Section E. of this Standing Rule. However, in the event that

there is no declared candidate for a position on the Board, the member who receives the majority of the write-in votes cast shall be appointed by the Chair to serve in that position.

D. SPECIAL ELECTIONS

A special election held for a vacancy in the Chair-Elect position shall follow the same procedure as the general election as stated in paragraph B above.

E. RUNOFF ELECTIONS FOR OFFICERS AND BOARD POSITIONS

1. Necessity

a. A majority of all votes cast in the Division is required to elect a candidate to an office or Board position.

b. If no candidate receives a majority of the vote cast for a particular office in the general election, a runoff election shall be held, and only the names of the two candidates who receive the highest number of votes for such office shall be placed on the runoff ballot.

c. If no candidate receives a majority of the votes cast and there is a tie for the highest number of votes received, a runoff election shall be held, and the names of all candidates in a tie position shall be placed on the runoff ballot.

d. If no candidate receives a majority of the votes cast and there is a tie for the second highest number of votes received, a runoff election shall be held and the name of the candidate receiving the highest number of votes and the names of all candidates in the tie position shall be placed on the runoff ballot.

e. In the event of a vacancy of any Board position after the election, the candidate with the next highest number of votes in the prior election shall be appointed to fill such vacancy. Such appointment shall be ratified by the Board of Directors.

2. Procedure

a. The Nominating and Elections Committee Chair shall cause the ballot for the runoff elections to be prepared. The ballot shall have the following information:

(1) The names of the eligible candidates with each such candidate's full name and address of employment;

(2) The statement "The deadline for voting in this runoff election is (date). Only ballots cast by 5:00 p.m. on (date) shall be tallied." The deadline for voting to be stated on the runoff ballot will be seven (7) days from the date of sending by electronic media of the ballot or the next following business day if that day falls on a weekend or legal holiday.

b. The Election Committee shall send by electronic media a cover letter for the runoff election and the runoff ballot to the State Bar for the runoff election. The Committee will inform the State Bar when the runoff election will start and end.

F. CERTIFICATION OF ELECTIONS

The Nominating and Elections Committee shall tally the votes for the election(s), and the Committee Chair shall certify as to the results of such tally no later than December 1. If one or more runoff elections are required, the Chair shall order such runoff election(s) to be held as soon as possible, but no later than December 15.

V. RULES OF ORDER FOR MEETINGS OF THE BOARD

A. OPEN MEETINGS

All meetings of the Board of Directors shall be open to Division Members and to visitors, but only the Board members shall be entitled to vote.

1. Reports

a. All Committee Chairs shall submit written reports at each meeting of the Board. The Committee Chairs shall submit the written report to the Board members and other Committee Chairs no later than the Friday prior to such meeting (via electronic media). Copies of such reports shall be maintained in each respective committee notebook and maintained by the Secretary with the minutes for that meeting.

b. The Committee Chair or his/her designee shall give oral reports at the Board meeting. If action by the Board is to be recommended by the Committee, the Committee Chair may make the motion to the Board.

c. All Committee Chairs shall submit a written annual report to the Secretary no later than twenty (20) days prior to the Annual Meeting. These annual reports shall be made available to the general membership at the Annual Meeting and maintained by the Secretary with the minutes for that meeting.

B. PLANNING SESSION

The purpose of the Planning Session is to present ideas for events/activities for the next term for discussion.

1. This meeting is chaired by the Chair-elect.

2. A Budget shall be prepared with input from the Treasurer, Board members, and Committee Chairs and shall be presented to the Board for approval at that time.

3. A calendar of events for the following year will be presented for approval by the Board.

C. PARLIAMENTARY PROCEDURE

All meetings of the Board shall be conducted in accordance with the Bylaws and these Standing Rules.

D. VOTING

1. Motions and seconds to Motions may be made only by voting members of the Board, except that Chairs of committees may make Motions only in relation to their respective Committee business. At the Chair's discretion, any Motion or amendments shall be presented to the Secretary in writing before action is taken.

2. Board members should limit discussion to a "reasonable" length of time and to the Motion or discussion on the floor. The Chair may call for a vote on the Motion, limiting the time for discussion, unless by majority vote of the Board the time is extended.

3. Unless otherwise required by the Bylaws or these Standing Rules, a majority vote of the Directors present and voting shall be required to approve items of business brought before the Board. A tie vote means that the required majority has not been achieved and the motion therefore fails. Voting on any Motion may be by a show of hands; however, upon request by any Board member or at the discretion of the Chair, voting will be by written ballot.

4. If a matter requires resolution prior to the next regularly-scheduled Board meeting, the voting shall be conducted by electronic media. The Chair, Committee Chair or Board member requesting resolution shall contact each Board member to explain the issue to be voted on and request a vote, subject to the following:

a. A majority vote of the entire Board of Directors is obtained to approve or resolve the issue or subject being voted on.

b. The Chair, Committee Chair, or other Board member conducting the electronic media vote shall record each Board member's vote for submission to the Secretary for inclusion in the minutes of the next Board meeting.

c. The Chair or Secretary shall immediately inform each Board member in writing of the results of the electronic media vote.

d. The Secretary shall canvass the Board members at the next regularly-scheduled Board meeting to ratify the results of the electronic media vote and the results of such canvass shall be recorded in the minutes.

E. ELECTRONIC MEDIA CORRESPONDENCE

1. Any Board member who will be unavailable for any reason shall circulate an electronic media message to the Board advising of such unavailability and for what time period.

2. Discussion of Division business is permitted between meetings as appropriate.

a. Board issues to be addressed to a specific Officer/Committee Chair may be circulated to such Officer/Committee Chair.

b. Such electronic media correspondence does not need to be routed to the Chair until such business is resolved at the Committee level and is ready to come before the Board or if the Committee is unable to reach a resolution.

c. Electronic media correspondence to a member or person outside of the Division shall be generated by the Chair or the appropriate Officer, Board member, or Committee Chair, dealing with specific Committee issues. If such correspondence is not generated by the Chair, input may be requested as needed. Electronic media correspondence to a member or person outside of the Division regarding other issues outside of committee shall be generated by the Chair. If appropriate, a draft of such correspondence may be forwarded via electronic media to the appropriate Officer, Board Member or Committee Chair for input. Such electronic media

correspondence shall be finalized by the Chair in written form on Division letterhead. Responses should be made within three (3) working days of receiving the request for input.

4. Voting via electronic media

Electronic media voting should only be used when action is required before the next Board meeting. A majority vote of the entire Board is required to approve the issue or subject being voted on.

a. Any Board member or Committee Chair who initiates a vote shall inform the Chair accordingly in advance of the vote. If the Chair is unavailable, the Chair-elect shall be notified.

b. Such request for an electronic media vote shall be identified in the Subject line as *"PD – vote needed."*

c. Any responses shall be indicated as *"Reply to All"* so that everyone involved in the voting may have access to everyone else's comments.

d. A Board member shall be given until the end of the next business day to cast a vote.

e. The person initiating the vote shall be responsible for tallying the votes and circulating the results to those voting and the Secretary.

f. The Board of Directors shall ratify any electronic media votes at the next Board Meeting and the results shall be recorded in the minutes.

F. MINUTES AND ACTION ITEMS

The only official minutes of Board meetings are those taken by the Secretary or person designated by the Chair. Other verbatim recordings, electronic or otherwise, will be allowed only upon majority approval of the Board.

1. The form of minutes shall be in compliance with Robert's Rules of Order.

2. The Secretary shall circulate an initial draft of minutes to the Board for review within two weeks after the meeting for which the minutes apply. Draft minutes including amendments, if any, shall be circulated to the Board in advance of the next Board meeting for approval by the Board at that meeting.

3. The Secretary shall also identify action items and corresponding deadlines based on discussions and motions approved at the Board meeting and circulate those to the responsible party and to all Board members.

G. REPORTS

1. A Committee report shall be prepared in writing and submitted to the Secretary for inclusion as attachments in the minutes of the meeting. The reports shall be presented orally by each Committee chair, or his/her designee at the meeting.

2. No Motion is required for acceptance of Committee reports, but any recommendation of a Committee for Board action shall be put in the form of a Motion by a Board member or Committee Chair.

VI. RULES OF ORDER FOR ANNUAL MEMBERSHIP MEETINGS

A. NOTICE

At the direction of the Chair, the Secretary shall give notice of the Annual Meeting in accordance with Article VII, Section 74 of the Division Bylaws.

B. AUTHORITY

All meetings of the general membership of the Division shall be conducted in accordance with the Bylaws or these Standing Rules.

C. GENERAL RULES OF ORDER

1. All Motions shall require a simple majority vote of the members present in person or by proxy in order to pass.

2. Any active member of the Division in good standing may introduce business and make Motions and seconds to Motions. Any member wishing to be recognized must address the Chair or other person chairing the meeting, state his/her name, and the matter to which the member wishes to speak. If the subject to be addressed is a Motion before the assembly, the member shall also inform the Chair of the speaker's intent to speak for or against the Motion.

3. The Chair may limit time for debate on any subject, and no speaker shall be permitted to speak more than twice on any one subject and not more than three (3) minutes each time, except by permission of the Chair; provided, however, that no member shall be permitted to speak a second time on the same subject as long as any member who has not spoken on the subject desires to do so. Two (2) timekeepers shall be appointed by the Chair to assist in enforcing this rule, if necessary.

4. Debate or discussion on a Motion may be limited to six (6) speakers, three (3) for the Motion, including the member who made the Motion if that member wishes to speak, and three (3) against the Motion. The Chair shall let the floor alternate, as far as possible, between those favoring the Motion and those opposing the Motion.

5. At the close of debate as declared by the Chair, the Motion shall be put to a vote. Voice vote shall be determined by the Chair unless more than a simple majority vote is required on a matter on the floor, in which event the vote shall be taken by a show of hands, division of the assembly (standing vote), or written ballot. The Chair shall appoint a judge and four (4) tellers to supervise and tally all votes cast in this manner, and the judge shall certify the results to the Chair, who shall announce the results to the assembly.

D. AGENDA

Unless otherwise deemed necessary and announced by the Chair or other person chairing the meeting, the business of the assembly shall be conducted in the following order:

1. *Call to Order*

When the appointed time of the meeting has arrived, the Chair shall determine that a quorum is present and call the meeting to order.

2. *Welcome Address*

The Chair, or other designated Board Member, may give brief welcoming remarks.

3. *Introduction of Outgoing Officers, Directors, and Special Guests*

The Chair shall introduce the outgoing Officers and Directors and may recognize any special guests who are in Attendance.

4. *Introduction of Incoming Officers and Directors*

The Chair shall introduce to the general membership the current Officers and Directors of the Division and shall pass the gavel to the incoming Chair who shall conduct the meeting from this point forward.

5. *Appointment of Special Officers*

The Chair may appoint one or more Board members to act as a special officer or officers if so deemed necessary for the orderly conduct of the business of the assembly.

6. *Special Rules of Order*

In the event Special Rules of Order for the meeting are proposed, the Secretary shall read the proposed rules and move for their adoption.

7. *Minutes of the Previous Annual Meeting*

The Chair may recognize the Secretary to read the minutes of the Annual Meeting of the previous year or direct the membership to the written minutes provided to the assembly in the Annual Meeting packet and shall entertain a motion to approve those minutes.

8. *Report of the Board*

The Chair shall report to the assembly any action taken by the Board not previously reported to the general membership. If the Board has by minority vote requested ratification by the general membership of any action taken by the Board, a member of the Board other than the Chair shall move for its ratification.

9. *Annual Report for Preceding Fiscal Year*

The Chair shall recognize the Treasurer to give the annual report or direct the membership to the written report provided to the assembly in the Annual Meeting packet.

10. *Reports of Standing Committees*

The Chair shall recognize each Committee Chair or his/her designee to give an oral annual report of their respective Standing Committee. If a Committee is recommending action by the assembly, the Chair shall entertain a motion pertaining to such recommendation at the conclusion of the report.

11. *Reports of Special Committees*

If there is a report from any Special Committee, the Chair shall recognize the Committee Chair or his/her designee to give an oral report. If the Committee is recommending action by the assembly, the Chair shall entertain a Motion pertaining to such recommendation at the conclusion of the report.

12. *Unfinished Business*

If the minutes of the previous Annual Meeting or a previous session of the current Annual Meeting show that there is some unfinished business to be brought before the assembly, the Chair shall call for Unfinished Business; otherwise, this item shall not be called.

13. *New Business*

The Chair shall call for New Business, and members may introduce new items of business to the assembly.

14. *Activities of the Division*

Time permitting; the Chair may recognize any members who may offer informal observations regarding the work of the Division. Any member desiring to do so, should consult with the Chair sufficiently ahead of the time when this item may be called in order to determine the propriety of the matter and any time constraints.

15. *Announcements*

The Chair may make, or call upon other members to make, any necessary announcements. The placing of general announcements at this point in the order of business does not prevent the Chair from making an urgent announcement at any time.

16. *Program*

If there is to be a program of an educational nature other than the regularly-scheduled MCLE, or a guest speaker, the program or talk will be presented before the Annual Meeting is adjourned. If, in courtesy to a guest speaker who is present, the Chair wishes the talk to be presented at an unscheduled point within the business portion of the meeting, the Chair may call for a vote of the assembly to hear the speaker's address out of order. The Chair may then entertain a Motion to suspend the rules for the purpose of hearing the speaker's address out of order.

17. *Adjourn*

The Chair shall entertain a Motion to adjourn the Annual Meeting, and upon second and simple majority vote, the meeting shall be adjourned until the next Annual Meeting of the Division.

VII. RULES FOR AMENDING DIVISION BYLAWS & REVISING STANDING RULES

A. PRESENTING PROPOSED AMENDMENTS TO BYLAWS

1. Pursuant to Article XI, Section 11.1 of the Bylaws, any proposed amendment(s) shall be submitted in writing to the Board for review and consideration by:

- a. The initiative of the Bylaws and Standing Rules Committee;

- b. The Board; or
- c. A petition signed by at least ten (10) members of the Division, with their names clearly printed and indicating their member number.

(1) The name and address of one of the individuals shall be designated by petitioner(s) to receive on behalf of all petitioners the notice of the action of the Board.

(2) The Bylaws and Standing Rules Committee may contact any person whose signature appears on the Petition to verify personal execution of the Petition.

(3) The Petition may be ruled as invalid under any of the following circumstances:

- (a) Non-compliance with format requirements;
- (b) Invalid signatures;
- (c) Non-compliance with procedural requirements; or,
- (d) Proposed amendment(s) already exist.

2. The proposed Bylaws amendment(s) shall be submitted in a format containing:

- a. The exact article number, section number and wording of the existing Bylaws provision;
- b. The proposed amendment either underlined or redlined so the amendment, addition or deletion is clearly identifiable;
- c. A new article or section shall be identified in a clear manner that it is new and where it shall be inserted;
- d. A statement in support and explanation of the proposed amendment; and,
- e. A statement of all other affected Bylaws which will require revision in order to avoid conflicts or confusion.

3. Upon receipt of a Petition for proposed amendment(s) to the Bylaws, the Board may, at its discretion, refer the Petition to the Bylaws and Standing Rules Committee for verification of format and procedural compliance as indicated above. Upon verification of compliance, the Board may refer the proposed amendments to the Bylaws and Rules Committee or any other Committee Chairs, as in the Board's discretion, are appropriate for study and advice for recommendation of approval or rejection.

4. Upon consideration by the Board of the recommendation from the Bylaws and Standing Rules Committee, such decision shall be forwarded to the person designated in the Petition to receive notice.

5. The Board shall publish the proposed amendments(s) with the Board's recommendations to the membership concerning the adoption or rejection of the amendment(s) as follows:

- a. By electronic media at least thirty (30) days prior to the Division's Annual Meeting at which the amendment(s) are to be voted on; or

b. By electronic media ballot attaching a “redlined” version of the Bylaws showing the proposed amendment(s), along with the Board’s written recommendation concerning adoption or rejection of the proposed amendment(s).

B. PRESENTING PROPOSED REVISIONS TO THE STANDING RULES

These Standing Rules may be revised pursuant to paragraph A.1. of this Section. Any proposed revisions to the Standing Rules must be in compliance with the Bylaws and require approval by the Board of Directors.

VIII. PROFESSIONAL MISCONDUCT

Paralegal Division members are bound by the Division’s Code of Ethics and Professional Responsibility (see Appendix), the New Mexico Supreme Court Rules Governing Paralegal Services and the New Mexico Supreme Court Rules of Professional Conduct. A verified report of a member violating any of the above rules shall be grounds for suspension of membership and referral by the Division’s Board of Directors to the New Mexico Disciplinary Board for investigation. Upon a final determination by the Disciplinary Board that violation by a member of any of the above rules has occurred, the Division shall ratify the decision of the Disciplinary Board and the member shall be permanently disenrolled without right of reinstatement or appeal.

* * *

APPENDIX

Paralegal Division Code of Ethics and Professional Responsibility

It is the responsibility of every member of the Paralegal Division of the State Bar of New Mexico (hereinafter referred to as "Paralegal") to adhere strictly to the accepted standards of legal ethics. The Canons of Ethics set forth hereafter are adopted by the Paralegal Division of the State Bar of New Mexico as a general guide.

CANON 1. A Paralegal must not perform any of the duties that only attorneys may perform nor take any actions that attorneys may not take.

CANON 2. A Paralegal may perform any task which is properly delegated and supervised by an attorney, as long as the attorney is ultimately responsible to the client, maintains a direct relationship with the client, and assumes professional responsibility for the work product.

CANON 3. A Paralegal must not: (a) engage in, encourage, or contribute to any act which could constitute the unauthorized practice of law; and (b) establish attorney-client relationships, set fees, give legal opinions or advice or represent a client before a court or agency unless so authorized by that court or agency; and (c) engage in conduct or take any action which would assist or involve the attorney in a violation of professional ethics or give the appearance of professional impropriety.

CANON 4. A Paralegal must use discretion and professional judgment commensurate with knowledge and experience but must not render independent legal judgment in place of an attorney. The services of an attorney are essential in the public interest whenever such legal judgment is required.

CANON 5. A Paralegal must disclose his or her status as a Paralegal at the outset of any professional relationship with a client, attorney, a court or administrative agency or personnel thereof, or a member of the general public. A Paralegal must act prudently in determining the extent to which a client may be assisted without the presence of an attorney.

CANON 6. A Paralegal must strive to maintain integrity and a high degree of competency through education and training with respect to professional responsibility, local rules and practice, and through continuing education in substantive areas of law to better assist the legal profession in fulfilling its duty to provide legal service.

CANON 7. A Paralegal must protect the confidences of a client and must not violate any rule or statute now in effect or hereafter enacted controlling the doctrine of privileged communications between a client and an attorney.

CANON 8. A Paralegal must do all other things incidental, necessary, or expedient for the attainment of the ethics and responsibilities as defined by statute or rule of court.

CANON 9. A Paralegal's conduct is governed by the codes of professional responsibility and rules of professional conduct of the State Bar of New Mexico and the New Mexico Supreme Court. A member of the Paralegal Division of the State Bar of New Mexico shall be governed by the Rules Governing Paralegal Services (Rules 20-101 et seq. NMRA, as the same may be amended).

PARALEGAL DIVISION

COMMITTEE TITLE: Web Page Committee/ENews Committee

COMMITTEE COCHAIRS: Deborah R. Tope, Amy Meilander

DATE OF REPORT: April 18, 2020

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

Following the Division's Annual Meeting on January 4th, the committee posted the names of the Officers and Directors for 2020 and updated the calendar of events with the dates for 2020 and the room locations for the BOD meetings.

The CLE Credits Tables for 2019 as updated by the CLE Credits Tracking subcommittee were posted through the renewal period and in March the tables for 2020 were posted. At the conclusion of the 2019-2020 membership renewal period, the link to the renewal form was removed from the web page.

The calendar of events was subsequently updated to reflect the change of dates for the March BOD meeting and the April CLE due to COVID-19 restrictions enacted in March of 2020 and the cancellation of the SBNM Annual Meeting and the PD luncheon. Additionally, the calendar of events will be updated going forward to provide links to access the rescheduled meeting and CLE to be held remotely.

We have continued to post welcome to new members in addition to sending them information for access to the web page. At the chair's request, we have revised the committee sign-up form and will have that posted and linked to the revised Committee Chairs list once we have received that. Updates have been made to the Pro Bono Opportunities page based on the direction from the committee chair.

The web page committee will continue to maintain the Division's web page with activities, CLE programs, Pro Bono Opportunities & updated membership directory & CLE credit tables.

ISSUES REQUIRING BOARD ACTION: None

**PARALEGAL DIVISION
BOARD MEETING
April 18, 2020**

CLE COORDINATION COMMITTEE REPORT

COMMITTEE CO-CHAIRS: Linda Sanders and Barbara Lucero

COMMITTEE MEMBERS: Angela Minefee

DATE OF REPORT: April 18, 2020

January 4, 2019: - Ethics CLE: A new format, “Ethics Jeopardy”, was used for this CLE, to mixed reviews. The criticism of the event was that it was too basic and did not provide an in-depth ethics discussion. The Committee will consider this feed back in planning next year’s event.

UPCOMING CLES:

May 30, 2020: Due to the current health crisis, the Board voted to move the April 25, 2020 CLE to May 30, 2020 and to conduct the CLE exclusively in video conference format. We are confirming our speaker’s availability regarding the date change and presentation method. The anticipated topic of the CLE is “Cannabis and Child Custody.” Given this change in format, the Committee is discussing whether to seek MCLE approval to allow attorneys to participate in the event.

ISSUES REQUIRING BOARD ACTION: None.

**Paralegal Division
CLE Provider(s) Approval Committee
Board Meeting Report**

Committee Title: CLE Provider(s) Approvals Committee

Committee Chair: Kay L. Homan, CP

Date of Report: April 18, 2020

RE: Quarter 1 Report

We have received and deposited \$3,375.00 for CLE Approvals. I have an additional \$300.00 to deposit. I am waiting for checks for an additional seven approvals. Through 4-9-2020.

Approved	Provider	Date	Course #	Credits
01/02/20	IPE	04/15/20	85212	5 General, 1 Ethics
01/31/20	IPE	04/14/20	85217	1 General
01/31/20	IPE	05/19/20	85806	3 General
01/31/20	IPE	06/17/20	85025	5 General, 1 Ethics
01/31/20	IPE	05/12/20	85819	5 General, 1 Ethics
01/31/20	IPE	05/13/20	85815	3 General
01/31/20	IPE	04/02/20	85216	1 General
01/31/20	IPE	04/30/20	85202	5 General, 1 Ethics
01/31/20	IPE	03/23/20	85207	1 General
01/31/20	IPE	04/23/20	85206	3 General
01/31/20	IPE	04/22/20	85204	5 General, 1 Ethics
02/05/20	IPE	04/21/20	85220	1 Ethics
02/06/20	IPE	05/27/20	85802	5 General, 1 Ethics
01/14/20	IPE	05/06/20	85808	5 General, 1 Ethics
02/18/20	IPE	04/23/20	85818	2 Ethics
02/18/20	IPE	06/10/20	85803	5 General, 1 Ethics
02/24/20	IPE	06/16/20	85817	3 General
02/24/20	IPE	06/17/20	85809	5 General, 1 Ethics
02/25/20	IPE	05/05/20	85804	1 Ethics
02/25/20	IPE	06/23/20	85807	3 General
02/26/20	IPE	06/24/20	85810	5 General, 1 Ethics
03/03/20	IPE	05/14/20	85811	1 General
03/05/20	IPE	05/21/20	85812	1 General
03/12/20	IPE	06/30/20	85821	6 General
03/18/20	IPE	07/08/20	86100	6 General
03/19/20	IPE	07/15/20	86133	5 General, 1 Ethics
03/21/20	IPE	06/18/20	85813	1 General
03/25/20	IPE	07/28/20	86104	2 Ethics
04/01/20	IPE	07/21/20	86105	5 General, 1 Ethics
04/02/20	IPE	07/23/20	86112	3 General
04/08/20	IPE	06/29/20	85814	1 General
04/08/20	IPE	08/06/20	86497	3 General
04/09/20	IPE	08/27/20	86493	1 Ethics
04/09/20	IPE	08/11/20	86569	3 General
04/09/20	IPE	08/13/20	86543	3 General

Seminar Title

What Family Law Paralegal's Need to Know About Smartphone, Text and Social Media Evidence

Liens in Auto Injury for Paralegals

Strategies for the Personal Injury Paralegal: Plaintiff & Defense Perspectives

Litigation Boot Camp for Paralegals

Workers' Compensation Case Management: Top Challenges for Paralegals

Divorce Process, Forms and Checklists: What Every Paralegal Needs to Know

The Litigation Paralegals' Guide to Drafting Discovery Requests and Responses

Trust and Estate Administration for Paralegals

Social Media Evidence: A Paralegal's Guide

Medical Record Analysis for Paralegals: Chronologies, Summaries and Expense Itemizations

A Paralegal's Guide to Pleadings, Motions, Discovery Requests and Briefs

Administrative Mistakes Paralegals Need to Know to Avoid Ethics Nightmares

Top Mistakes in Estate Administration Accounting and Distributions: A Paralegal's Guide

Discovery Responses and Document Production: A Paralegal's Ultimate Guide

Ethics for Paralegals: Solutions to the Toughest Client Problems

Litigation for Paralegals: Top Challenges to Overcome

Essential Skills for the Corporate Paralegal

Advanced Family Law for Paralegals

Ethics of Email for Paralegals

Preparing for Trial: What Paralegals Need to Know

Wills and Trusts for Paralegals

LLC Formation in a Nutshell: What Paralegals Need to Know

Conducting the Title Search: A Paralegal's Toolkit

Legal Writing, Case Document Organization, and MS Word Guide for Paralegals

Handling the Divorce Case from Start to Finish: A Paralegal's Guide

Medicare Liens, Set-Asides, the Portal and Medicaid Liens: Everything Paralegals Need to Know

Paralegal How-To's: Smartphone and Text Evidence in Auto Injury

Paralegal Ethics: Avoiding Administrative Errors

Advanced Probate Administration for Paralegals

Efficient Discovery for Paralegals: Legal Hold, Document Production and More

A Paralegal's Playbook: Obtaining Evidence from Social Media and Other Internet Resources

The Paralegal's Guide to Medicaid, Medicare and Social Security

Ethical Implications of Technology: A Paralegals Guide

The Worker's Compensation Paralegal's Guide to Medical Records and Evidence

Litigation and Discovery Documents: Top Paralegal Mistakes

Approved	Provider	Date	Course #	Credits
01/02/20	IPE	04/15/20	85212	5 General, 1 Ethics
01/31/20	IPE	04/14/20	85217	1 General
01/31/20	IPE	05/19/20	85806	3 General
01/31/20	IPE	06/17/20	85025	5 General, 1 Ethics
01/31/20	IPE	05/12/20	85819	5 General, 1 Ethics
01/31/20	IPE	05/13/20	85815	3 General
01/31/20	IPE	04/02/20	85216	1 General
01/31/20	IPE	04/30/20	85202	5 General, 1 Ethics
01/31/20	IPE	03/23/20	85207	1 General
01/31/20	IPE	04/23/20	85206	3 General
01/31/20	IPE	04/22/20	85204	5 General, 1 Ethics
02/05/20	IPE	04/21/20	85220	1 Ethics
02/06/20	IPE	05/27/20	85802	5 General, 1 Ethics
01/14/20	IPE	05/06/20	85808	5 General, 1 Ethics
02/18/20	IPE	04/23/20	85818	2 Ethics
02/18/20	IPE	06/10/20	85803	5 General, 1 Ethics
02/24/20	IPE	06/16/20	85817	3 General
02/24/20	IPE	06/17/20	85809	5 General, 1 Ethics
02/25/20	IPE	05/05/20	85804	1 Ethics
02/25/20	IPE	06/23/20	85807	3 General
02/26/20	IPE	06/24/20	85810	5 General, 1 Ethics
03/03/20	IPE	05/14/20	85811	1 General
03/05/20	IPE	05/21/20	85812	1 General
03/12/20	IPE	06/30/20	85821	6 General
03/18/20	IPE	07/08/20	86100	6 General
03/19/20	IPE	07/15/20	86133	5 General, 1 Ethics
03/21/20	IPE	06/18/20	85813	1 General
03/25/20	IPE	07/28/20	86104	2 Ethics
04/01/20	IPE	07/21/20	86105	5 General, 1 Ethics
04/02/20	IPE	07/23/20	86112	3 General
04/08/20	IPE	06/29/20	85814	1 General
04/08/20	IPE	08/06/20	86497	3 General
04/09/20	IPE	08/27/20	86493	1 Ethics
04/09/20	IPE	08/11/20	86569	3 General
04/09/20	IPE	08/13/20	86543	3 General

Seminar Title

What Family Law Paralegal's Need to Know About Smartphone, Text and Social Media Evidence

Liens in Auto Injury for Paralegals

Strategies for the Personal Injury Paralegal: Plaintiff & Defense Perspectives

Litigation Boot Camp for Paralegals

Workers' Compensation Case Management: Top Challenges for Paralegals

Divorce Process, Forms and Checklists: What Every Paralegal Needs to Know

The Litigation Paralegals' Guide to Drafting Discovery Requests and Responses

Trust and Estate Administration for Paralegals

Social Media Evidence: A Paralegal's Guide

Medical Record Analysis for Paralegals: Chronologies, Summaries and Expense Itemizations

A Paralegal's Guide to Pleadings, Motions, Discovery Requests and Briefs

Administrative Mistakes Paralegals Need to Know to Avoid Ethics Nightmares

Top Mistakes in Estate Administration Accounting and Distributions: A Paralegal's Guide

Discovery Responses and Document Production: A Paralegal's Ultimate Guide

Ethics for Paralegals: Solutions to the Toughest Client Problems

Litigation for Paralegals: Top Challenges to Overcome

Essential Skills for the Corporate Paralegal

Advanced Family Law for Paralegals

Ethics of Email for Paralegals

Preparing for Trial: What Paralegals Need to Know

Wills and Trusts for Paralegals

LLC Formation in a Nutshell: What Paralegals Need to Know

Conducting the Title Search: A Paralegal's Toolkit

Legal Writing, Case Document Organization, and MS Word Guide for Paralegals

Handling the Divorce Case from Start to Finish: A Paralegal's Guide

Medicare Liens, Set-Asides, the Portal and Medicaid Liens: Everything Paralegals Need to Know

Paralegal How-To's: Smartphone and Text Evidence in Auto Injury

Paralegal Ethics: Avoiding Administrative Errors

Advanced Probate Administration for Paralegals

Efficient Discovery for Paralegals: Legal Hold, Document Production and More

A Paralegal's Playbook: Obtaining Evidence from Social Media and Other Internet Resources

The Paralegal's Guide to Medicaid, Medicare and Social Security

Ethical Implications of Technology: A Paralegals Guide

The Worker's Compensation Paralegal's Guide to Medical Records and Evidence

Litigation and Discovery Documents: Top Paralegal Mistakes

PARALEGAL DIVISION

APRIL 18, 2020 BOARD MEETING

COMMITTEE TITLE: CLE TRACKING
COMMITTEE CHAIR: EMMALEE ATENCIO
COMMITTEE MEMBER: KAY HOMAN
DATE OF MEETING: APRIL 18, 2020

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Communicated with PD members regarding recording 2019 and 2020 CLE hours
- Communicated with division administrative assistant regarding tracking and reconciling 2019 and 2020 CLE hours for division members
- Communicated with members regarding deficiencies for 2019 CLE hours

PARALEGAL DIVISION

COMMITTEE TITLE: Membership

COMMITTEE: Angela Minefee and Kathy Campbell (Co-Chairs)
Kay Homan (Member)

DATE OF REPORT: April 10, 2020

2020 Membership Renewal Cycle Stats to Date:

- At the end of 2019, we had 142 active members
- Of those, 107 active members renewed (74 online and 33 by mail); (12 were approved after September 1st and did not need to renew)
- 3 members transferred to inactive status (Cochran, Ortiz and Wade)
- 19 active members did not renew
- 2 members were disenrolled for CLE noncompliance
- 3 inactives did not renew (Bryan, McHugh and Wieseman)
- 6 members have been approved to date in 2020
- We currently have 124 active members and 11 inactives
- 2 members (Nicole Roybal and Freya Tschantz) are MCLE non-compliant and have been given extensions. They are considered not in good standing and will be disenrolled if they have not met their 2019 requirement by April 30.

The following 21 active members were disenrolled for nonrenewal (disenrollment letters were mailed February 15) or CLE noncompliance*:

Jeanne Adams	Marty Ruiz-Garcia*
Susan Baker	Judith Glikas
Christy Bankston	Benito Gomez
Julie Barela	Sage Jones
Christine Beaubien	Catherine Lopez
Jose-Salvador Briones	William McGinnis
Dawn Cooksey	Debra Sand
Carmen Cortez	Sarah St. John
Uma Devi	Maria Van Gelder*
LeAnn Gallegos	Angelique Wall
	Sharla Yruegas

The following members have been approved thus far in 2020:

Sarah Archuleta, Taos
Lorraine Chavez, Albuquerque
Vanessa Griego, Albuquerque
Pamela Stuchly, Albuquerque
Devany Whipple, Las Cruces
Desiree Maynard, Lovington

Miscellaneous: AA/Co-Chair has responded to various requests regarding paralegal licensing and membership qualification. She is also updating the membership roster for submission to the State Bar for publication in the 2020-2021 *Bench & Bar Directory*.

**PARALEGAL DIVISION
BOARD MEETING
April 18, 2020**

COMMITTEE TITLE: Pro-Bono/ Community Service Committee Report

COMMITTEE: Linda Sanders

DATE OF MEETING: April 18, 2020

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

The Chair of the Committee reached out to various Pro bono event sponsors from the State Bar of New Mexico, Young Lawyers Division (Allison Block-Chavez) and New Mexico Legal Aid (Meryl Sutton), in an effort to continue the successful collaboration between the sponsors and the Paralegal Division. The sponsors are integral in providing flyers and/or links to their web pages which contain information on the events and contact information for our members to volunteer.

The Committee continues to work with the Web Page/ENews Committee in providing event information to be posted on the Pro Bono Opportunities web page in a continued effort to keep Division members apprised of pro bono events around the state. (see attached Pro Bono Opportunities page, as of March, 2020)

The Committee continues to send a monthly email to paralegal division members about the next month's pro bono events and respond to email messages from members. We continue to use Facebook as another avenue to announce pro bono events around the state.

In the monthly email messages, division members are pointed to the web page and are urged to post the announcements (that are in English and Spanish) to advertise the events, even if they do not plan to attend.

ONGOING ACTIVITIES:

Unfortunately, due to the current health crisis, all Pro bono events around the state have been cancelled for April.

The Committee continues to work with the Web Page/ENews Committee in providing event information to be posted on the Pro Bono Opportunities web page and the monthly announcement emails will be sent to members once events begin again.

ISSUES REQUIRING BOARD ACTION: None at the present.

ATTACHMENTS:

Pro Bono Opportunities page for March 2020

Date	Time	Event	Location	To Volunteer	More Information
Saturday, February 29	9:00 a.m. - 12 noon	Wills for Heroes Albuquerque	Bernalillo County Fire Department 6840 2nd St. SW Albuquerque	CLOSED Thank you to all who signed up!	Wills for Heroes flyer
Tuesday, March 3	10:00 a.m. - 12 noon	St. Elizabeth Shelter Homeless Legal Clinic	804 Alarid Street Santa Fe	Contact Joe Walsh to volunteer	Homeless Legal Clinic information
Wednesday, March 4	1:00 p.m. - 4:00 p.m.	Civil Legal Clinic (civil matters except family law)	2nd Judicial District Court 400 Lomas NW Albuquerque	To volunteer, contact the Volunteer Attorney Program (505) 814-5033	Civil Legal Clinic flyer
Tuesday, March 10	8:30 a.m. - 10:30 a.m.	Veterans Legal Clinic	New Mexico Veterans Memorial 1100 Louisiana Blvd SE	To volunteer, click here	Veterans Legal Clinic flyer
Tuesday, March 10	10:00 a.m. - 12 noon	St. Elizabeth Shelter Homeless Legal Clinic	804 Alarid Street Santa Fe	Contact Joe Walsh to volunteer	Homeless Legal Clinic information
Tuesday, March 17	10:00 a.m. - 12 noon	St. Elizabeth Shelter Homeless Legal Clinic	804 Alarid Street Santa Fe	Contact Joe Walsh to volunteer	Homeless Legal Clinic information
Wednesday, March 18	10:00 a.m. - 1:00 p.m.	Family Law Clinic	2nd Judicial District Court 400 Lomas NW Albuquerque	To volunteer, contact the Volunteer Attorney Program (505) 814-5033	Family Law Clinic flyer
Thursday, March 19	9:00 a.m. - 11:00 a.m.	Homeless Legal Clinic at Albuquerque Healthcare for the Homeless	1217 First St. NW Albuquerque	Contact Crystal Anson to volunteer	Homeless Legal Clinic information
Tuesday, March 24	10:00 a.m. - 12 noon	St. Elizabeth Shelter Homeless Legal Clinic	804 Alarid Street Santa Fe	Contact Joe Walsh to volunteer	Homeless Legal Clinic information
Saturday, March 28	9:00 a.m. - 12 noon	Wills for Heroes Carlsbad	Carlsbad Fire Department Carlsbad	To volunteer, click here	Wills for Heroes flyer

PARALEGAL DIVISION

APRIL 18, 2020 BOARD MEETING

COMMITTEE TITLE: PROFESSIONAL DEVELOPMENT
COMMITTEE CHAIR: EMMALEE ATENCIO, RUBY SILVA
COMMITTEE MEMBER: N/A
DATE OF MEETING: APRIL 18, 2020

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Contacted NALA regarding becoming a NALA Affiliated Association (response attached)
- Contacted CLE Committee, PD Working group, and NALA regarding materials for CP Exam CLEs (response attached)

From: [Emmalee Atencio](#)
To: [Atencio, Emmalee \(USANM\)](#)
Subject: FW: Affiliate Associations
Date: Friday, April 10, 2020 1:16:26 PM
Attachments: [Affiliation Instructions Forms SampleBylaws Voting Associations.pdf](#)

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Deanna Young <dyoung@nala.org>
Date: 2/13/20 9:35 AM (GMT-07:00)
To: Emmalee Atencio <e_atencio@live.com>
Cc: rubyfs13@gmail.com
Subject: RE: Affiliate Associations

Dear Ms. Atencio:

We were pleased to learn of your interest in NALA – The Association of Paralegals and its affiliation program.

To assist with forming an association, NALA's web site provides information on the Affiliated Associations program at <https://www.nala.org/affiliated-associations/become-affiliated-association>. The required forms, including the application form, petition, and sample bylaws are attached for your convenience and are also available from the NALA web site.

Perhaps the best way to describe the affiliate program is that through this affiliation NALA will do all it can to help an association reach its goals. Affiliated associations receive access to a protected area on the NALA web site with publications on such topics as how to conduct a seminar, membership growth and retention, and information on various associations offering CP Study Groups.

Affiliated associations receive:

- Waiver of the \$50 approval fee for sponsors requesting CLE credit approval
- Affiliate presidents and NALA Liaisons have access to publications which offer assistance with organizational matters such as; guidelines on how to conduct seminars;

bylaws and a description of this document. Affiliates are also entitled to receive free consultation from NALA's professional staff, representing many years of experience in association management

- Affiliate presidents and NALA Liaisons have access to publications which offer assistance to your members in analyzing and reviewing issues affecting our profession. This includes *Facts & Findings* and *Facts & Findings Digital*; and the bi-annual National Utilization and Compensation Survey Report
- Special reports sent by e-mail to affiliate officers so that your association may inform your members immediately of any urgent or special actions having an immediate effect or requiring immediate announcement
- Nala liaisons have access to a NALA collaboration site for networking and sharing information with other affiliated associations liaisons

In addition, the Affiliated Association Annual Meeting is held each year, in July, in connection with the NALA Conference & Expo. All associations, except student associations, have a vote in electing the Affiliated Associations Director, who serves on the NALA Board of Directors to serve as a voice for affiliated associations. The Affiliated Associations Secretary is also elected at the Annual Meeting and assists the Director with communications and reviewing programs for affiliates. The Annual Meeting also includes a special Affiliate Exchange presentation. Associations submit proposals for presentations, and the association selected presents a session on a topic of interest to affiliates such as membership retention, CP review courses, communications with members, etc.

The NALA Conference & Expo also includes the Affiliate Showcase, which provides an opportunity for each association to have a display of information about their association. The displays are staffed by affiliate association members who are eager to answer questions and offer suggestions. This also provides an opportunity to meet members of other affiliated associations on the first night of conference - a great networking opportunity.

NALA can assist affiliated associations with member drives by providing a list of NALA members in the state. This list maybe used to contact NALA members in the area, either by mail or e-mail providing information on the association and special upcoming events or CLE offerings. The list may only be used for these types of purposes but we are happy to provide the information.

We hope this information is helpful to you. Please do not hesitate to contact us if you have any other questions.

Deanna Young

Affiliate & Education Specialist

NALA – The Paralegal Association

7666 E. 61st Street, Suite 315

Tulsa, OK 74133

918.587.6828 ext. 412

www.nala.org



From: Emmalee Atencio <e_atencio@live.com>

Sent: Wednesday, February 12, 2020 10:17 PM

To: Deanna Young <dyoung@nala.org>

Cc: rubyfs13@gmail.com

Subject: Affiliate Associations

Good evening. I am writing on behalf of the Professional Development committee of the State Bar of New Mexico's Paralegal Division and as a Member of the SBNM Paralegal Division's Board of Directors. I am interested in learning more about the benefits and attributes of

becoming an NALA Affiliated Association. For instance, as an affiliate association would the Division have access to CP exam prep materials or CLEs? What if any benefits would our Division members have access to if the Division was an affiliate association. I appreciate any additional information you can provide.

Thank you.

Emmalee Atencio

State Bar of New Mexico Paralegal Division

Member - Board of Directors 2020-2021

From: [Emmalee Atencio](#)
To: [Atencio, Emmalee \(USANM\)](#)
Subject: FW: Affiliate Associations
Date: Friday, April 10, 2020 1:16:26 PM
Attachments: [Affiliation Instructions Forms SampleBylaws Voting Associations.pdf](#)

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Deanna Young <dyoung@nala.org>
Date: 2/13/20 9:35 AM (GMT-07:00)
To: Emmalee Atencio <e_atencio@live.com>
Cc: rubyfs13@gmail.com
Subject: RE: Affiliate Associations

Dear Ms. Atencio:

We were pleased to learn of your interest in NALA – The Association of Paralegals and its affiliation program.

To assist with forming an association, NALA's web site provides information on the Affiliated Associations program at <https://www.nala.org/affiliated-associations/become-affiliated-association>. The required forms, including the application form, petition, and sample bylaws are attached for your convenience and are also available from the NALA web site.

Perhaps the best way to describe the affiliate program is that through this affiliation NALA will do all it can to help an association reach its goals. Affiliated associations receive access to a protected area on the NALA web site with publications on such topics as how to conduct a seminar, membership growth and retention, and information on various associations offering CP Study Groups.

Affiliated associations receive:

- Waiver of the \$50 approval fee for sponsors requesting CLE credit approval
- Affiliate presidents and NALA Liaisons have access to publications which offer assistance with organizational matters such as; guidelines on how to conduct seminars;

bylaws and a description of this document. Affiliates are also entitled to receive free consultation from NALA's professional staff, representing many years of experience in association management

- Affiliate presidents and NALA Liaisons have access to publications which offer assistance to your members in analyzing and reviewing issues affecting our profession. This includes *Facts & Findings* and *Facts & Findings Digital*; and the bi-annual National Utilization and Compensation Survey Report
- Special reports sent by e-mail to affiliate officers so that your association may inform your members immediately of any urgent or special actions having an immediate effect or requiring immediate announcement
- Nala liaisons have access to a NALA collaboration site for networking and sharing information with other affiliated associations liaisons

In addition, the Affiliated Association Annual Meeting is held each year, in July, in connection with the NALA Conference & Expo. All associations, except student associations, have a vote in electing the Affiliated Associations Director, who serves on the NALA Board of Directors to serve as a voice for affiliated associations. The Affiliated Associations Secretary is also elected at the Annual Meeting and assists the Director with communications and reviewing programs for affiliates. The Annual Meeting also includes a special Affiliate Exchange presentation. Associations submit proposals for presentations, and the association selected presents a session on a topic of interest to affiliates such as membership retention, CP review courses, communications with members, etc.

The NALA Conference & Expo also includes the Affiliate Showcase, which provides an opportunity for each association to have a display of information about their association. The displays are staffed by affiliate association members who are eager to answer questions and offer suggestions. This also provides an opportunity to meet members of other affiliated associations on the first night of conference - a great networking opportunity.

NALA can assist affiliated associations with member drives by providing a list of NALA members in the state. This list maybe used to contact NALA members in the area, either by mail or e-mail providing information on the association and special upcoming events or CLE offerings. The list may only be used for these types of purposes but we are happy to provide the information.

We hope this information is helpful to you. Please do not hesitate to contact us if you have any other questions.

Deanna Young

Affiliate & Education Specialist

NALA – The Paralegal Association

7666 E. 61st Street, Suite 315

Tulsa, OK 74133

918.587.6828 ext. 412

www.nala.org



From: Emmalee Atencio <e_atencio@live.com>

Sent: Wednesday, February 12, 2020 10:17 PM

To: Deanna Young <dyoung@nala.org>

Cc: rubyfs13@gmail.com

Subject: Affiliate Associations

Good evening. I am writing on behalf of the Professional Development committee of the State Bar of New Mexico's Paralegal Division and as a Member of the SBNM Paralegal Division's Board of Directors. I am interested in learning more about the benefits and attributes of

becoming an NALA Affiliated Association. For instance, as an affiliate association would the Division have access to CP exam prep materials or CLEs? What if any benefits would our Division members have access to if the Division was an affiliate association. I appreciate any additional information you can provide.

Thank you.

Emmalee Atencio

State Bar of New Mexico Paralegal Division

Member - Board of Directors 2020-2021

Affiliated Associations



**NALA AFFILIATED ASSOCIATIONS
AFFILIATION INFORMATION AND FORMS
VOTING ASSOCIATIONS**

National Association of Legal Assistants, Inc.
7666 E. 61st, Suite 315
Tulsa, OK 74133
918-587-6828
FAX: 918-582-6772
www.nala.org
E-mail: nalanet@nala.org

Affiliated Associations



AFFILIATED ASSOCIATIONS PROGRAM INFORMATION & INSTRUCTIONS

1. Please submit one copy of all documents to NALA. This includes your association's bylaws, articles of incorporation (if any), membership roster with addresses and emails, the Affiliation Agreement signed by your association's principal officers, the Affiliation Application and a list of your association's officers (including NALA Liaison) with mailing addresses and emails.
2. The association should keep a duplicate original of the agreement. Upon execution by NALA, you will receive a complete copy, also.
3. The payment for the affiliation fee should be payable to NALA and sent to the NALA office along with copies of your documents.
4. The underlined portions in the sample bylaws are statements that must be included in your association's bylaws (although not necessarily in the same order as they appear in the sample bylaws). Please pay careful attention to that information. It would be helpful and greatly appreciated if you would underline those statements on the bylaws you submit to NALA. This would speed up the process of checking and granting provisional approval.
5. You may use NALA's address for all correspondence with NALA.
6. The NALA Affiliated Associations Director may only grant provisional approval contingent upon ratification by the Board of Directors at their next regular meeting. You will receive notification of provisional and final approval of the affiliation application.
7. After ratification of the approval, you will receive NALA supplies and information and your association will be placed on the mailing list for notices of NALA meetings, and FACTS & FINDINGS. Your association will also be included on any special mailings.
8. Please note that the renewal date for association affiliation is October 1. Affiliation fees are not prorated. For associations that affiliate after May 1, the association dues will not be due until October of the next year (18 months later.)

NALA
7666 E. 61st, Suite
315
Tulsa, Oklahoma 74133
918-587-6828 • FAX 918-582-6772
E-mail: nalanet@nala.org



**BACKGROUND INFORMATION
AFFILIATED ASSOCIATION SAMPLE BYLAWS**

The underlined information outlines those items NALA requires of an organization before affiliating -- just as a state or local organization has a "list of musts" before considering affiliation with a national legal assistant/paralegal organization.

The information which is not required is, however, advisable for an organization's bylaws and, in most cases is standard and/or acceptable practice for all professional organizations. This is an attempt to provide the thought behind or the basis of, particularly, the "nonrequired" information to add to the usefulness of the sample bylaws.

I. Definitions of Key Words

A. Bylaws

The bylaws of an organization function as member directives and record member adopted policies and rules. They serve as the foundation for organization activities. The basic philosophy of the organization; definitions of officers, board members and committee chairmen duties, procedures regarding voting and nominations and elections; and other basic information are the main ingredients of bylaws. If an organization is large or the membership is spread over a wide area, the organization may take the bylaws and from that document draft and agree on standing rules. The bylaws must be referred to often and particularly in considering any policy changes.

B. Standing Rules

As stated, standing rules are built on the rules and policies of the bylaws and are used to govern the day to day activities of the organization. No standing rule can conflict with provisions in the bylaws. This document should expand on the provisions of the bylaws. Standing rules are a particularly useful tool in that the membership is not usually needed to amend the standing rules -- the executive committee or board of directors may have this privilege. The difference is that standing rules are an operational tool and bylaws define policy. When an organization is just beginning, the group may find that procedures, which should be outlined in the standing rules, are not practical or workable. If the amendment of the document is part of the privileges of the executive committee or board, it may be done easily and without changing any of the policy or philosophy outlined in the bylaws.

For small associations, with membership located in a limited area, the membership may decide that standing rules are not needed and that the bylaws of the organization may be drafted in greater detail which would include the two basic ingredients of bylaws -- policy and philosophy coupled with procedures -- information on the means of achieving the policy and philosophy.

C. Affiliation

The use of this term in NALA's program means the affiliation of two separate and individual groups based on common goals, purposes and philosophy. Each group maintains its individuality but works together in a spirit of open communication and cooperation to achieve many common objectives and purposes.

D. Standing Committees

Committees which are perpetual rather than being defined by the accomplishment of one project.

E. Special Committees/Task Forces

Committees established for the purpose of working on only one (sometimes more) project. The committee is terminated at the end of the specific project(s).

The following is an item by item account per the numbered articles - Article I is self-explanatory.

II. Purposes (Article II)

The purposes outlined in this article, which are required by NALA, are those upon which affiliation rests. Of course, the association may add additional objectives and purposes, **not in conflict with NALA Articles of Incorporation or Bylaws**, based on the state or local organizations' defined goals. An example of this would be an organization's object and purpose based on the fact that the organization is a local or state group and the responsibilities or role the group plays in relation to the paralegal/legal assistant concept in the state (whereas NALA plays a role in national acceptance of paralegals/legal assistants).

III. Policy (Article III)

This, too, is a basis or foundation for affiliation and the required policies should be common for both national and/or state organizations.

IV. Membership (Article IV)

None of the information included is required of the affiliated organization. This follows the basic thought behind the affiliated organization program by allowing the affiliated association to determine its own membership requirements thereby retaining its status as a separate organization.

Here, additional information should be added to list the requirements for your organization's membership. If more than one class of membership is available, complete definitions of each class should be outlined. Also, if more than one class of membership is established, the association should determine which classes carry a vote, if not all of the classes. For example, NALA provides for active, student, associate and sustaining membership. It is in the NALA Bylaws that student, associate and sustaining members may not vote. If, however, your membership determines that all members may vote, that statement, too, should be added. The same provisions should be made regarding which members are eligible to hold office in your organization.

V. Application for Membership (Article V)

The reason NALA requests to see the required language for the membership application is because the form

should state that members of the organization are bound by the NALA Code of Ethics and Professional Responsibility, in addition to the organization's own code. Applicants should be aware of this requirement before joining the organization.

Here, you will note that we advised that membership requirements should be included in the organization's standing rules. If you do not have standing rules, the bylaws should outline membership requirements as stated in Article IV.

Under this article, a provision should be made that a membership application may be rejected if the qualifications of membership are not met. Also, your organization may fix a further qualification on membership. For example, in the NALA Bylaws, an application may be rejected if the applicant has been convicted of a felony.

You may wish to further expand this article, or Article IV, by adding the provisions for termination of membership -- for nonpayment of dues, violation of the code of ethics, etc. Whether this provision is made here or Article IV, it must be in the bylaws. In addition to the reasons for termination of membership, it is strongly urged that your organization provide a mechanism for the member's right to appeal removal of membership.

VI. Meetings (Article VI)

The frequency, definition of quorum at meetings, when 2/3 vote and majority votes are needed, call and notice of regular meetings, and call and notice of special meetings should all be included in this article. The information we included in the first paragraph of this article is standard policy. The definition of a quorum is low, however, advisable while the organization is still developing and an average number of members attending a meeting has not yet been established. This is very important for a young organization when, during its period of rapid growth, policy changes may be made without the burden of requiring a large percentage of your membership to be present. This is particularly necessary and helpful when bylaws and standing rules are combined in one document.

In the second paragraph, a shorter deadline for the call of a special meeting is advisable because a special meeting will probably only become necessary in the event of an emergency or urgent business. This is particularly important for relatively young organizations although the provision for special meetings should not be deleted as the organization becomes more established.

NALA requires that organizations affiliated with NALA must conduct a minimum of four educational programs or 10 hours of education during each fiscal year. This is based on the common purposes of both organizations of providing continuing education for members and/or nonmember legal assistants so that the profession may be served. It is not the intention of NALA to require that the educational programs be full and elaborate seminars or workshops. The requirement may be met by having a local attorney speak on a relevant topic, as part of a regular membership meeting. As you have probably already noted, the association shall report bi-annually to NALA regarding its educational programs and forms are provided to the association for this purpose.

The provision for the annual meeting of the association is congruent with NALA's dues renewal date for affiliated organizations on October 1. We suggest a fiscal year of October 1 through September 30. We suggest this because the NALA annual meeting of members must be held in July or August as required by the NALA Bylaws. If the association adopts the October 1 - September 30 fiscal year, the association leaders will be in office at the time of the NALA annual meeting (during which we hold a forum for affiliated associations' leadership, open to members and non NALA members alike). This provides continuity for your

organization's leadership. For example, if at the NALA annual meeting, business governing affiliated organizations is discussed and perhaps changes in the organization are made, the association's leadership (NALA Liaison and/or other association officers who are NALA members) will be in attendance during the discussion of any association business and will continue to be in office for a period of time after the NALA annual meeting to insure the carrying out of any amended procedure.

The bylaws should also include provisions for noticing the members of the date of the annual meeting, the contents of the notice and those members eligible to vote.

VII. Dues and Assessments (Article VII)

The amount, date payable, and the delinquent date should be included in this article. Unless your association has a sophisticated billing system, we advise that dues should be payable at the beginning of each fiscal year. Prorating dues (charging only a portion of annual dues depending on when a person joins) presents difficult problems in budgeting dues income and may dilute the benefit of membership for those who pay full dues.

You must define here the provisions to fix and vary dues. What vote is needed, at what time during the year dues increases may be made, the amount of increases, etc., are items that should be included in the paragraph.

Here, you may wish to provide for a reinstatement procedure for those members who do not pay until after the delinquent date. There are several acceptable methods for this. One is by simply adding a late fee and, if the member is not a member for more than one fiscal year, you may require the member to make application as a new member.

VIII. Officers, Executive Committee and Chairmen (Article VIII)

This article outlines the major offices suggested for state and/or local legal assistant organizations; however, your organization may wish to add more offices. NALA requires that the NALA Liaison is a NALA member elected by the organization's membership because of the important role of this officer. Some affiliate organizations have designated their president as the NALA Liaison.

The role of the executive committee in serving as a long-range planning committee should be well defined in your bylaws. Often, the role of this body is not well understood by individual members. Other times, the executive committee acts in a manner not congruent with its purpose. Refer to the Leadership Manual for more information regarding the executive committee and the workings of officers.

It is important that the terms and number of terms be outlined in this article. Just as important is the fact that no officers or members shall be compensated for association duties. A provision for reimbursement of expenses is acceptable and should be defined in the bylaws.

IX. Election of Officers (Article IX)

This is acceptable procedure for nominations and election of officers. The nominations and elections committee should be limited by the time as we have outlined in the first paragraph. If the committee is in force for the entire fiscal year, the association may have problems since this often is a very powerful group. Also, a provision is needed to restrict the committee members to serving one or two terms on the committee, as you feel necessary. You may also wish to provide that the committee be composed of one or two past officers since the officers' experience and input can help determine the characteristics necessary for a particular office. The statement that no name shall be on the slate without consent of the candidate is quite

necessary.

In order to keep the NALA files current, we require that a list of the new officers be sent to the affiliated associations director and NALA headquarters within thirty (30) days after the election.

NALA requires that the NALA Liaison be a NALA active member because of the fact that the affiliates elect a representative to the NALA Board of Directors. A second reason NALA membership is required of this officer is that the primary responsibility of this officer is serving as the communication link between NALA and the affiliate. This officer, in carrying out this duty, must be well acquainted with both organizations.

Finally, the bylaws should have a provision for filling unexpired terms for officers in the event of a vacancy. The bylaws should also provide the procedure for an officer's resignation and a provision for removing one from office because of certain conduct -- violations of the code of ethics, irresponsible actions (conviction of a crime or misrepresentation of the association). We felt that the provision that an officer not attending three consecutive meetings, without cause, is important enough to include in the sample bylaws. How can the membership depend on an officer who is unable to serve?

X. Standing and Special Committee Chairmen (Article X)

We previously distinguished between standing and special committee chairmen. The standing committees listed are helpful to an organization in pursuing its goals. Committees and how to work with committees are topics fully discussed in the Leadership Manual. One word of caution, though, avoid designating too many committees. If two committees do the work of one, efficiency is lacking.

XI. Duties of Elected and Appointed Officers and Chairmen (Article XI)

This article outlines basic duties of the officers and chairmen. Only a few points will be highlighted here since little information is required by NALA and the officers' duties should be determined by the organization's specific needs.

A. President

We added the provision regarding files because of the importance of seeing that the files are passed to new officers and chairmen. This is imperative for the organization's continuity. Of equal importance is the suggestion that the president be an ex-officio member of all committees except nominations and elections. The president may be considered a generalist -- one who knows all phases of the organization. The president's participation and knowledge of committee work is necessary to ensure that the association policies and philosophy are congruent and committee members are working. For example, the necessity of the president on all committees is most apparent when a committee decides to undertake a project that may have already been tried or may have been undertaken by another committee. The president brings a wealth of information to committee work. If the president is aware of the history of a certain project, committee members should be made aware of that. Thus a great amount of time and volunteer effort will be saved and put to better use.

B. First Vice President or President-elect

This officer shall assist the president, particularly in regard to the president's role as being the pivot point of the organization. Often, this officer becomes president so the officer must also work in learning more about the means of achieving association goals. For this reason, we have suggested that the first vice president serve as chairman of the educational programs committee because of the importance of the committee's work in relation to association goals. The long-range planning committee is another on which the first vice president

serves an important function.

C. Second Vice President

This officer also may become the association's president in the future and often serves also as the association's first vice president. For this reason, the officer shall be primarily concerned with membership growth -- the core of the organization.

D. Secretary

The duties of the secretary are quite clear and the role of this officer is important with regard to minutes, notices, and keeping official records for the organization. No further information on this officer is necessary except that here, NALA does require that minutes be available to NALA, just as NALA minutes are available to NALA members. This is imperative in perpetuating our open communication.

E. Treasurer

Here the treasurer's duties are well defined and understood. The bylaws should require that disbursements be made in accordance with the association's budget (to protect the organization). Any over budgeted expenditure must be referred to the executive committee or membership prior to making payment or committing to pay.

F. NALA Liaison

This section is required in affiliated association bylaws. It can be best understood by keeping in mind that this officer serves as the pivot point for communication between NALA and the association. The NALA Liaison must be an active member of NALA as required in Article XI of the sample bylaws.

G. Parliamentarian

The parliamentarian is quite necessary for conducting business sessions and ensuring smooth proceedings by the parliamentarian's working with the president on agendas, etc. This officer must be familiar with NALA bylaws since the affiliate's passage of a bylaw amendment or policy incongruent with NALA Bylaws and/or Articles of Incorporation is prohibited. It is strongly advisable that the bylaws state the parliamentary authority for all meetings -- most commonly Robert's Rules of Order.

H. Audit Committee

In no instance should a treasurer audit his/her own books. However, it is of equal importance that a past treasurer serves on the committee because of this officer's experience with the association's books. An annual audit is strongly advised and should be required by the association's bylaws. Financial records must be monitored.

XII. Fiscal Year (Article XII)

Setting of the fiscal year was discussed earlier. The fiscal year should be clearly stated in the bylaws, and its establishment is necessary to the workings of the association.

XIII. Code of Ethics (Article XIII)

One of the bases of affiliation is the membership's agreement to be bound by the NALA Code of Ethics and Professional Responsibility.

Because this document is so important to the organization, the association must allow for governing violations of the code of ethics. One of the purposes of both organizations is encouraging a high order of ethical and professional attainment and both organizations must be self-governing. In outlining the procedure for discipline of violations of the code, the association is well advised to allow for a member's right to appeal. Violation of a code of ethics is of serious importance and could even lead to a member suing the organization, if a proper investigation, or procedure, is not outlined or if the member is not provided with a right to appeal.

XIV. Amendments to the Bylaws (Article XIV)

The information in this article has been discussed previously in relation to the parliamentarian's duties. NALA must be advised of the passage of a bylaw amendment(s) for our records.

XV. Dissolution (Article XV)

The required wording for this article is that required of all professional organizations. The balance of the wording should not cause any questions. The association may determine the vote required for dissolutionment; however, we suggest the wording "majority vote of remaining members" due to the fact that an association considering dissolutionment has probably suffered a decrease in membership.

XVI. Retention of Affiliation (Article XVI)

This article is based on the procedure outlined by the NALA Policy Manual for renewal of affiliation.

**SAMPLE BYLAWS
AFFILIATED PARALEGAL/LEGAL ASSISTANT ASSOCIATIONS**

NOTE: The underlined portions of this document must be included in the association bylaws to comply with the requirements for affiliation as adopted by the NALA Board of Directors. In most instances the required portions are minimal requirements and may be used as a basis for further requirements adopted by the affiliated association.

ARTICLE I. NAME

The name of this association shall be _____. This association shall be affiliated with the National Association of Legal Assistants, Inc.

ARTICLE II. PURPOSES

2.1 To establish good fellowship among association members, the National Association of Legal Assistants, Inc., and members of the legal community.

2.2 To encourage a high order of ethical and professional attainment.

2.3 To further education among members of the profession.

2.4 To cooperate with bar associations.

2.5 To support and carry out the programs, purposes, aims and goals of the National Association of Legal Assistants Inc.

ARTICLE III. POLICY

This association shall be nonsectarian, nonpartisan, nonprofit and nonunion. No actions or programs may be initiated or undertaken (now or in the future) in conflict with the bylaws of the National Association of Legal Assistants, Inc., or of the policies of that Association.

ARTICLE IV. MEMBERSHIP

Membership in this association shall be open to paralegals/legal assistants, students in paralegal programs and attorneys or paralegal educators, based on requirements approved by association members.

All members may vote and hold office in this association. [Exception of multiple classes of members.]

ARTICLE V. APPLICATION FOR MEMBERSHIP

Application for membership shall be submitted to the affiliated association on forms approved by the association's membership. The forms should clearly state that the association is an affiliated association of the National Association of Legal Assistants and that all members are bound by the NALA Code of Ethics and Professional Responsibility in addition to any code adopted by the association. Approval of membership shall

be noted on the forms in accordance with standing rules adopted by this association.

ARTICLE VI. MEETINGS

This association shall meet at not less than quarterly intervals which may include attendance at association sponsored seminars or workshops. One fourth of the membership of this association shall constitute a quorum. In the event of a vote of dissolutionment, a quorum shall consist of two-thirds (2/3) of the voting members of the association.

Special meetings may be called by the President upon fifteen (15) days written notice to all members of record.

It is required that this association hold a minimum of four educational events or a total of 10 hours of education during each fiscal year in order to maintain affiliation with the National Association of Legal Assistants, Inc. These programs may be held in connection with a regular meeting of the membership.

Annual meeting programs shall be held in August or September for the purpose of electing officers, hearing reports of officers and chairmen, electing a NALA Liaison and adopting a budget for the ensuing fiscal year. Notice of the annual meeting shall be in writing to all members of record at least thirty (30) days prior to the meeting. Notice will also contain the slate of officers.

ARTICLE VII. DUES AND ASSESSMENTS

The dues of this association shall be \$_____per year, due August 1 of each year, payable by October 1. Dues shall not be prorated.

ARTICLE VIII. OFFICERS, EXECUTIVE COMMITTEE AND CHAIRMEN

The elected officers shall be the President, First Vice President, Second Vice President, Treasurer, Secretary and NALA Liaison.

The appointed officer shall be the Parliamentarian.

The Executive Committee shall be composed of elected and appointed officers. The Executive Committee shall act as a planning committee bringing recommendations to the membership for a vote. This committee shall meet at least quarterly and at other times as called by the President.

Term of office shall be one year. Successive terms shall be limited to one year.

No officer or member shall be compensated for association duties. However, upon majority vote of the membership, persons may be reimbursed for out-of-pocket expenses in connection with association related activities, provided the expenses have been authorized expenditures.

ARTICLE IX. ELECTION OF OFFICERS

The President shall appoint a nominations and elections Chair at least sixty (60) days prior to the annual meeting of the association to present a slate of officers to the membership thirty (30) days prior to election. No name shall be on the slate without consent of candidate. Nominations from the floor shall be accepted and election shall be by majority vote of members present.

Names of appointed officers must be presented by the President by the first meeting of the new fiscal year.

Names of newly elected or appointed officers shall be submitted to NALA headquarters and the Affiliated Associations Director within (30) days after election and/or appointment.

In the event the association has more than one class of membership, only full voting members may hold office.

Unexpired terms of office shall be filled by appointment of the Executive Committee.

Any officer (elected or appointed) absent from three consecutive meetings without good cause, may be removed from office by the Executive Committee.

ARTICLE X. STANDING AND SPECIAL COMMITTEE CHAIRMEN

The President shall appoint the following standing committee chairs:

- Educational Programs (First Vice President)
- Membership (Second Vice President)
- Finance (Treasurer)
- Nominations & Election
- Audit Committee
- Public Relations

Special committee chair may be appointed by the President, as needed, with the approval of the membership.

ARTICLE XI. DUTIES OF ELECTED AND APPOINTED OFFICERS AND CHAIRS

President. The President shall preside over all executive committee, board of directors, and membership meetings. The President shall appoint a Parliamentarian, special and standing committee chairs as provided in these bylaws. The President shall pass files to successor immediately upon installation and shall cause all other officers and chairs files to be passed to respective successors. The president shall be ex-officio (non-voting) member of all committees except the committee on nominations and elections.

First Vice President. The First Vice President shall preside and shall assume all duties assigned to the president in the president's absence. This officer shall automatically be chair of the committee on education. These duties shall include planning seminars, workshops and working with NALA in the event of co-sponsorship of any programs. The First Vice President shall also be responsible for fulfilling the educational requirements under Article VI of these bylaws and shall report such educational meetings to the NALA Liaison.

Second Vice President. The Second Vice President shall automatically be chair of the membership committee and shall be charged with the responsibility of developing programs to encourage membership in the association. This officer shall receive applications for membership and present names of applicants to association members for acceptance or rejection. Upon approval of membership, application cards shall be signed by this officer and delivered to the treasurer with dues payment. The Second Vice President shall work with her national counterpart (NALA Second Vice President) to encourage membership in NALA.

Secretary. The Secretary shall be responsible for minutes for all meetings and keeping permanent minutes. This officer shall assist the president in any way including giving notice of meetings. Association minutes of any meeting shall be available to the NALA President upon request.

Treasurer. The Treasurer shall deposit all funds and make all disbursements, subject to approval of the Executive Committee and as provided in the budget. Any extraordinary expenses must be approved by the membership before obligation to pay. The Treasurer shall be chair of the finance committee which committee shall prepare a budget for the ensuing fiscal year which shall be adopted by the membership at the annual meeting. (Budget shall be submitted to the Executive Committee prior to presentation at annual meeting.) The Treasurer may be bonded (premium paid by association). All disbursements of association funds must be by association check, signed by the Treasurer. This officer shall submit a written financial report at each regular meeting to be attached to official minutes as part of permanent record. The Treasurer (or other affiliate officer) is also responsible for keeping a current roster of membership and reporting the membership annually to NALA with the renewal fee for continued affiliation with NALA.

NALA Liaison. This officer shall be a NALA active member, shall be familiar with the NALA Bylaws, and shall represent the association at the NALA annual meeting of affiliated associations. In the event the NALA Liaison is unable to attend the NALA annual meeting of affiliated associations, the association may designate another NALA active member to serve as its' representative. This officer shall report bi-annually on association activities to the NALA affiliated associations director on forms provided by NALA headquarters, and shall report all officers' names to NALA headquarters and the NALA affiliated associations director.

This officer may submit items the association wishes discussed to the NALA affiliated associations director and shall participate in discussion sessions at NALA annual meetings. A report to association members on the NALA annual meeting will be required.

This officer shall, within sixty days of passage, notify the NALA Affiliated Associations Director of any changes in the association's bylaws. This officer shall be the main contact between NALA and the association. This officer shall be a member of the governing body of this association.

Parliamentarian. The Parliamentarian shall attend all meetings and give opinions on parliamentary procedures upon request of the President. This officer shall be familiar with association bylaws and NALA bylaws, shall receive all proposed bylaw amendments, and shall prepare standing rules and amendments to standing rules and bylaws upon request of the Executive Committee. Robert's Rules of Order Newly Revised serves as parliamentary authority for items not covered by these bylaws or the association standing rules.

Audit Committee. The Audit Committee will be composed of a past treasurer and two members selected by the president whose purpose is to audit the treasurer's books at the close of the fiscal year prior to the transfer of accounts to the newly elected treasurer. In the event the incumbent treasurer is elected to a second term, the audit will be performed following the annual meeting and prior to the first regular meeting of the membership.

Nominations and Elections. See Article IX.

ARTICLE XII. FISCAL YEAR

The fiscal year of this association shall be from _____ to _____.

ARTICLE XIII. CODE OF ETHICS

Every member of this association shall subscribe to and be bound by the Code of Ethics and Professional Responsibility of the National Association of Legal Assistants Inc., and any other code so adopted by the membership of this association. Violations of the NALA Code shall be grounds for immediate dismissal from membership and/or removal from office.

** (Here the association should provide for a member's right to appeal ethical charges and/or dismissal of membership.)

ARTICLE XIV. AMENDMENTS TO BYLAWS

Bylaw amendments (**not in conflict with NALA bylaws**) may be adopted by two-thirds (2/3) of members present at any regular meeting. The NALA Affiliated Associations Director must be advised of any amendments within sixty days of passage.

ARTICLE XV. DISSOLUTION

In the event of dissolution of this association, all property and assets shall be distributed to a nonprofit charitable organization as defined by the Internal Revenue Code, to be selected by a majority vote of the remaining members of the association, notice having been given to members of the association and the NALA affiliated associations director at least fifteen (15) days prior to the meeting. In no event shall any of such property and assets be distributed to any member or private individual.

ARTICLE XVI. RETENTION OF AFFILIATION

Affiliation with the National Association of Legal Assistants, Inc., is renewable each year by payment of an affiliation fee and attached to a current membership roster. In the event of suspension of affiliation, this association may reaffiliate with NALA by submitting a new application with membership roster, bylaws, sample of educational programs, petition and current initial fee.

In addition to the renewal fee, this association must comply with the required reports and requested procedures as outlined in these bylaws.

The annual renewal fee is payable on October 1 and delinquent November 1. Payment received after due date must be accompanied by a late fee penalty established by NALA.

This affiliation agreement shall be reviewed periodically by the President and Affiliate Director of the National Association and the President and NALA Liaison of the Affiliate Association, at the request of either party. Each party agrees that this agreement may from time to time be amended by attachment executed by the President and Secretary of each party, subject to the approval of the Board of Directors of each of the parties hereto.

**APPLICATION FOR AFFILIATION BETWEEN
NALA – The Paralegal Association
AND**

COMPLETE AND RETURN TO NALA HEADQUARTERS:

Name of Association:
Address:
City/State:
Telephone number of principal officer:
Length of time association has been in existence:
Name of President:
(Address, if not the same as above):

We, the undersigned, hereby request affiliation with the National Association of Legal Assistants, Inc., and agree to be bound by the decision of the NALA Affiliated Associations Director and Board of Directors. Attached are samples of our educational programs (if any), two copies of our bylaws, current membership roster, affiliation agreement and initial nonrefundable fee of \$250 for the first year's affiliation. The signatures of ten (10) members of record of this organization are shown below as an endorsement of this petition as well as the sponsoring signature of one NALA active member. By adoption of the bylaws, members of

agree to be bound by the NALA Code of Ethics and Professional Responsibility.

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Sponsor: _____ Dated: _____
(NALA Active Member)

FOR OFFICE USE ONLY:

Received _____ By _____
Date NALA Affiliated Associations Director

Proposed Action: _____ Approve _____ Reject

For ratification at the _____ meeting of the NALA Board of Directors.
Date

Association Notified: _____
Date

Copy routed to: NALA President _____
Date

**AGREEMENT OF AFFILIATION BETWEEN
NALA – THE PARALEGAL ASSOCIATION
AND
STATE AND LOCAL PARALEGAL/LEGAL ASSISTANT ASSOCIATIONS**

THIS AGREEMENT, executed between NALA – The Paralegal Association, hereinafter referred to as the National Association, and

hereinafter referred to as the Affiliate Association, in consideration of the mutual benefits to be derived by each of the parties hereto through cooperation at both levels.

WITNESSETH:

WHEREAS, it is in furtherance of their common purpose to develop strong local, state and national paralegal/legal assistant associations to promote effective cooperation among paralegals/legal assistants and other members of the legal community, to conduct more effectively the mutual programs necessary for a united, well-informed membership; to provide for membership promotion and retention in the best interests of both parties; and to promote educational programs for all members of the profession; and

WHEREAS, the intent of this agreement is to preserve and protect the rights and obligations of each party;

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I. MEMBERSHIP. Membership may be open to all paralegals/legal assistants, students enrolled in a paralegal/legal assistant program and associates.

- A. Both parties agree to jointly maintain and/or increase their membership by:
 - 1. Active promotion of membership in both associations among eligible legal assistants (or students) who are, at present, members of neither group;
 - 2. Encouragement of eligible members of either association to apply for membership in the other association as well where dual membership is not required;
 - 3. Avoiding actions which are detrimental to maintenance of membership in either association.
- B. Each of the parties to this agreement reserves the right to change the categories of membership that it may offer from time to time where dual membership is not required.

ARTICLE II. MUTUAL PROGRAMS. In order to meet the aims and purposes of the National Association and to encourage a high order of ethical and professional attainment, each of the parties to this agreement recognizes that the following functions constitute the primary reasons for its existence and acknowledges that each party has a role in coordinating its activities.

- A. Education. Each party to this agreement acknowledges that education of paralegals/legal assistants is one of the primary reasons for its existence. The National Association will place major emphasis on educational programs most appropriately developed at the national level and of an innovative nature. The associations will communicate regularly for purposes of coordinating their educational efforts and for the purposes of preventing duplication and conflicts with one another's programming. While most national educational programs are essentially designed for national audiences and are located in major cities for the convenience of members travel, special assistance for Affiliate Associations may be arranged when feasible, at the request of the affiliate association.
- B. Communication. Each party to this agreement acknowledges that communication to its members, the legal

profession and the public at large is one of the reasons for its existence.

With respect to communication with members, the National Association agrees to provide its members and affiliates with timely and appropriate information on matters of national importance at NALA's discretion. The Affiliate Association has the responsibility to report to the National Association any items that may be of interest to the National Association or other affiliate associations. The National Association agrees to distribute appropriate items to other affiliate associations, at NALA's discretion.

Agreement. The Affiliate Association shall not use the name, initial or logo of the National Association without prior written approval of the NALA President.

With respect to communication with the legal profession and the public, the National Association has the prime responsibility for representing its members with the national news media and with information that is national in impact. The National Association shall inform the Affiliate Association of its activities whenever possible in order to avoid conflict and to gain local and state support. Recognizing that many programs for the public are most effective on a local or state level, both parties agree to cooperate in their efforts to assist the affiliates in maximizing the impact of such programs.

ARTICLE III. AMENDMENT TO CONTRACT. This affiliation agreement shall be reviewed periodically by the President and Affiliate Director of the National Association and the President and NALA Liaison of the Affiliate Association, at the request of either party. Each party agrees that this agreement may from time to time be amended by attachment executed by the President and Secretary of each party, subject to the approval of the Board of Directors of each of the parties hereto.

ARTICLE IV. TERMINATION. This agreement shall remain in full force and effect until cancelled. Cancellation by either party may be effected only upon sixty (60) days prior written notice to the other party. The agreement shall be cancelled automatically in the event the Affiliate Association fails to forward its annual fee, together with a listing of its members, within sixty (60) days after October 1 of each year. Failure to abide by the NALA Bylaws and Standing Rules governing affiliated associations shall be cause for termination.

ARTICLE V. FEES AND DUES. Each affiliate association shall pay an annual fee for affiliation at any time or from time to time according to the standard promulgated fee basis for all affiliated associations. Dues for individual members shall be billed and collected by each association and each association shall determine its own dues.

Dated this _____ day of _____, 20_____.

NALA - The Paralegal Association

BY _____
Its President

AND _____
Its Secretary

(Name of Affiliate Association)

BY _____
Its President

AND _____
Its Secretary

From: [Emmalee Atencio](#)
To: [Atencio, Emmalee \(USANM\)](#)
Subject: FW: CP Exam Prep for Paralegal Associations
Date: Friday, April 10, 2020 1:16:06 PM

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Vanessa Williamson <vwilliamson@nala.org>
Date: 2/14/20 4:13 PM (GMT-07:00)
To: e_atencio@live.com
Subject: RE: CP Exam Prep for Paralegal Associations

Thank you for your email. As a Division you would be able to purchase or access any of the NALA Exam Prep materials and then use those materials to present CLE courses to your members or to facilitate study sessions or groups. For instance, a Board Member can purchase a CP Exam Prep self-study/webinar/on-demand course and then present that to other members in preparing for the CP Exam? Or alternatively, a Division member interested in participating in a CP Exam Prep CLE purchase a NALA self-study course and then participate in a Division Sponsored event with those materials.

The only individual that can obtain CLE credit is the one that purchased the course not directly the Paralegal Divisions or Associations for division members.

If you have any questions please feel free to contact us.

Vanessa A. Williamson

Member Services Representative

NALA – The Paralegal Association

7666 E. 61st Street, Suite 315

Tulsa, OK 74133

918.587.6828 ext. 405

www.nala.org



2020Conference_SAVETHEDATE_EmailSignature



From: Emmalee Atencio <e_atencio@live.com>
Sent: Wednesday, February 12, 2020 10:30 PM
To: NalaNet <nalanet@nala.org>
Cc: lsanders@pbwslaw.com
Subject: CP Exam Prep for Paralegal Associations

Good evening. I am writing as a member of the State Bar of New Mexico Paralegal Division's Board of Directors. Based on the results of a recent survey to our members, the SBNM Paralegal Division is considering offering CLE courses or study groups for our members regarding preparing for the CP Exam. Based on a recent review of [nala.org](http://www.nala.org) it appears that there are some study materials available for purchase and that there are a few NALA Affiliated Associations which offer CP Exam Prep courses or study groups. I wish to inquire whether we as a Division would be able to purchase or access any of the NALA Exam Prep materials and then use those materials to present CLE courses to our members or to facilitate study sessions or groups. For instance, would a Board Member be able to purchase a CP Exam Prep self-study/webinar/on-demand course and then present that to other members in preparing for the CP Exam? Or alternatively, could and Division members interested in participating in a CP Exam Prep CLE purchase a NALA self-study course and then participate in a a Division Sponsored event with those materials?

We would also like to inquire as to whether NALA offers any CLEs direct to Paralegal Divisions or Associations that we could facilitate for division members?

Any guidance or information you can provide is appreciated.

Thank you.

Emmalee Atencio

State Bar of New Mexico Paralegal Division

Member – Board of Directors 2020-2021

PARALEGAL DIVISION

APRIL 18, 2020 BOARD MEETING

COMMITTEE TITLE: AD-HOC 25th ANNIVERSARY COMMITTEE

COMMITTEE CHAIR: EMMALEE ATENCIO

COMMITTEE MEMBER: DEBBIE TOPE, LINDA SANDERS, DAWNE
ROBERTO, ANGELA MINEFEE

DATE OF MEETING: APRIL 18, 2020

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Collaborative Dropbox page created for brainstorming ideas and gathering information about gifts and events
- Possible gifts identified as:
 - [Travel set with debossed passport holder, luggage tag, and key chain](#)
 - [Padfolio](#)
 - [Challenge coin](#)
 - [Enamel pin](#)
- Discussion of lunches outside of Albuquerque Annual meeting
- Possible plaque for display at SBNM
- Possible additional commemoration for charter members