



**2013 STANDING RULES  
POLICY COMMITTEE  
PALMETTO PARALEGAL ASSOCIATION**

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**PPA BYLAWS — June 2011**

**Section 12.7. Policy Committee.** This Committee shall be responsible for researching and reporting matters of policy affecting paralegal practice (i.e. ethics, regulation, unauthorized practice of law, exempt/non-exempt status, etc.) in South Carolina as well as nationally. Specifically, these matters shall include: (1) monitoring activity in the South Carolina legislature which would impact paralegal practice in South Carolina and other jurisdictions; (2) educating and advising the membership on policy issues affecting the paralegal profession; and (3) developing PPA positions on policy matters as needed, with input from the membership and Executive Board.

The Policy Committee Chairperson shall serve as Parliamentarian when this officer is absent.

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- 1.0 The Policy Committee Chairperson shall attend all monthly Palmetto Paralegal Association (PPA) Board meetings and report back to committee members any information related to the activities of the committee.
- 2.0 In the event the Chairperson cannot attend a Board meeting, the Assistant Chairperson shall attend in his/her place.
- 3.0 This committee shall hold meetings as necessary to conduct the business of the committee and appoint a Secretary to take the minutes for each meeting.
- 4.0 The Chairperson, with the assistance of the committee, will prepare Standing Rules for submission to the PPA President.
- 5.0 This committee shall monitor, or arrange for an association member to monitor, and report to the committee any State and Federal court decisions which impact paralegal/legal assistant practice in South Carolina and other jurisdictions.
- 6.0 This committee shall work with local and state Bar Associations and monitor any activity which may impact paralegal/legal assistant practice.
- 7.0 This committee shall monitor, or arrange for an association member to monitor, and report to the committee any activity in the State Legislature which may impact the paralegal/legal assistant profession throughout the state.
- 8.0 This committee shall work with the South Carolina Alliance of Legal Assistant Associations (SCALAA) in the development of any policy which may impact the paralegal/legal assistant profession throughout the state.
- 9.0 This committee shall work with the Board to develop PPA positions on policy matters as well as work with other PPA committees, as requested, to assist with the development of policy for any committee.

- 10.0 This committee shall research and develop or assist in the research and development of policy papers as requested by the Board, SCALAA, or the National Federation of Paralegal Associations (NFPA). This committee also shall work with the Board to prepare material for presentation and be ready to appear at any hearing which may impact the paralegal profession.
- 11.0 This committee shall prepare and provide updates to the PPA Policy Manual as necessary. This committee shall maintain all copies of the policy manual.
- 12.0 This committee shall be responsible for disseminating policies and collecting signed policies from all board members.
- 13.0 The Chairperson of this committee shall maintain a file, which includes minutes of committee meetings, archival copies of all PPA policy manuals, pertinent case laws, policy papers/letters and any other material which is necessary to accomplish the goals stated herein.  
At the end of the Chairperson's term of office, all files shall be turned over to the incoming Policy Committee Chairperson.