



2024 STANDING RULES POLICY COMMITTEE PALMETTO PARALEGAL ASSOCIATION

PPA BYLAWS — Amended July 2023

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.

- 1.0 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.
- 2.0 The Chairperson, with the assistance of the committee, will prepare Standing Rules for submission to the PPA President.
- 3.0 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.
- 4.0 This committee shall work with local and state Bar Associations and monitor any activity which may impact paralegal/legal assistant practice.
- 5.0 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.
- 6.0 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.
- 7.0 This committee shall research and develop or assist in the research and development of policy papers as requested by the Board.
- 8.0 This committee shall be responsible for disseminating policies and collecting signed policies from all board members.
- 9.0 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.
- 10.0 At the end of the Chairperson's term of office, all files shall be turned over to the incoming Policy Committee Chairperson.