

## **TACA Board Policies & Procedures**

**I. Operating Policies & Procedures**

**II. Education Policies & Procedures**

**III. Schedule of Fees**

## **I. Operating Policies & Procedures**

The Texas Association for Court Administration (“TACA”) was formed in 1976. Education and professional development are the primary purposes of TACA. Each June TACA assists in providing the faculty for the Professional Development Program sponsored by The Texas Center for the Judiciary. The original curriculum and program was developed by TACA members. These three one-week courses are Trial Court Coordination, Management and Administration and lead to certification for those who attend and complete all requirements.

Each year TACA holds an Annual Education Conference and Business Meeting. This conference provides 16 hours of continuing education for court personnel. Certificates are awarded for participation in the training. During this Conference, the Justice Barrow Award of excellence is given to an outstanding contributor to court administration in Texas.

The Board of Directors is composed of five people. Two are elected in even numbered years and three are elected in odd numbered years. One of the five serving Directors is elected Chair of the organization by the membership. The Immediate Past Chair is appointed the Secretary of the association. The Secretary records the minutes for the association and is the custodian of the business records. The Immediate Past Chair and committee chairs are ex officio members of the Board. The Board of Directors selects a member in good standing to serve as Treasurer of the association. The Treasurer is a non-voting member of the Board and is responsible for overseeing the financial matters of the association.

The TACA Journal is published three times annually (April, August & January). The Journal is comprised of substantive articles and columns of interest to judges, court managers and staff. Advertisements are solicited to help with the publication costs.

### **I. PURPOSE OF THE ORGANIZATION**

The primary purpose for which TACA is organized is to encourage and promote continuing education, maintain professional standards for court administration, and to aid in identifying the individual needs of the courts and their administrative personnel in improving the administration of justice.

A compilation of the history of TACA can be found in the appendix section.

### **II. BOARD OF DIRECTORS**

The Board of Directors is responsible for providing direction and leadership to the members of the organization. The TACA Chair presides over meetings and makes day-to-day decisions about operations. All decisions regarding substantive costs are made by a consensus of the entire Board of Directors. The Immediate Past Chair and Committee Chairs serve as ex officio members of the Board.

A complete outline of administrative duties of the Chair and Immediate Past Chair is found in the appendix.

III. **PROFESSIONAL DEVELOPMENT FACULTY**

The professional development faculty works with the Texas Center for the Judiciary to administer the Professional Development Program (PDP) for court personnel employed in trial courts in the State of Texas.. The PDP faculty is comprised of current TACA members approved by the Executive Director of the Texas Center for the Judiciary and the Chair of PDP. A full description of the Program is found in the appendix.

IV. **TRAVEL POLICY**

The Texas Association of Court Administration will reimburse pre-approved travel on behalf of the organization in accordance with the Travel Policy.

## **DUTIES OF CHAIR**

### **I. GENERAL DESCRIPTION OF DUTIES**

The TACA Chair is the representative leader of the organization. The Chair's primary purpose is to assure that the organization runs smoothly and keeps other board members informed of important events and activities. Each member of the Board of Directors and each Committee Chair are valued for the efforts he/she makes to help the organization run efficiently and smoothly. The TACA Chair is responsible for helping articulate the vision for the organization, public relations, fund raising, the handling of day-to-day operations and management tasks. Board members are polled on any expenditure that has not been approved at a regular board meeting. Board members are also polled when important policy issues must be addressed. The TACA Chair should maintain contact with the TACA Board, the Judicial Advisory Board, the Texas Center for the Judiciary, and the membership.

### **II. LIAISON DUTIES**

#### **1. PROFESSIONAL DEVELOPMENT PROGRAM**

The TACA Chair stays in contact and consults with the PDP Coordinator and Faculty Manager. The Chair is informed of all developmental projects and seeks board approval when appropriate.

#### **2. COMMITTEE CHAIRS**

The TACA Chair relies on the board members overseeing committees for reports. When appropriate, the Chair seeks board approval on projects recommended by a committee chair or board member. **It is vital that committee chairs and board members copy the TACA Chair on all correspondence pertaining to TACA business.**

#### **3. JUDICIAL ADVISORY BOARD (JAB)**

The TACA Chair stays in contact with the JAB. The TACA Chair sends letters to JAB members to solicit support and recommendations immediately after the Action Plan meeting. Letters of invitation are sent to the JAB members to attend the Annual Awards Reception at the Annual Education Conference. The TACA Chair and other board members determine when to meet with the JAB members, and the TACA Chair makes arrangements through the Texas Center for the meetings.

#### **4. TEXAS CENTER FOR THE JUDICIARY**

The TACA Chair maintains a close working relationship with the Texas Center for the Judiciary. Because PDP is funded through the Texas Center, the PDP Manager and Coordinator handle some of the arrangements for PDP functions directly with the Texas Center.

### **III. SPECIFIC DUTIES**

1. The TACA Chair writes a "Letter from the Chair" for each edition of the TACA Journal.

2. The TACA Chair becomes familiar with and follows the procedures in the Conference Manual. The procedures include writing letters of invitation to various guests; frequent consultation with committee chair and board member; writing letter of invitation to court personnel; writing thank you letters to members of the judiciary who attend the conference, etc. Final approval of contracts, room assignments, Annual Banquet arrangements and many other decisions are handled by the TACA Chair.
3. The TACA Chair works with the Treasurer to monitor the financial condition of the organization.
4. The TACA Chair calls meetings of the Board of Directors. Typically, a meeting is held directly following the Annual Business Meeting, to orient new board members. An Action Plan meeting is called in December or January. A meeting may be held during PDP in June. Other meetings may be called as required. Teleconference meetings may be held when necessary. The TACA Chair provides an agenda for each meeting.
5. The TACA Chair presides over all meetings of the Board of Directors and over the Annual Business Meeting.
6. The TACA Chair hosts the Awards Reception/Banquet at the Annual Conference.
7. The TACA Chair speaks during the opening remarks of PDP in June and during the Annual Conference.
8. The TACA Chair works with the PDP Manager and Coordinator to promote liaison activities with the Judiciary, the Legislature and the State Bar.
9. The TACA Chair will promote the organization in any and all public relations campaigns. The Chair will submit any and all grant applications. Travel may be required in conjunction with these activities.
10. The TACA Chair and other members of the Board of Directors have a fiduciary duty to the membership to ensure sound financial decisions are made, based on the mission of our organization, as stated in the bylaws.
11. The TACA Chair is responsible for update of the Board of Directors Operations Manual - on a yearly basis.
12. The TACA Chair works closely with the Treasurer to oversee any fundraising efforts.

**COMMITTEES – OPERATION & FUNCTION**

To address the strategic goals of the association and the needs of the membership, TACA shall operate on a zero based committee concept. Three areas of operations have been identified for the organization. All functioning committees shall be aligned with these three areas of operations and shall be reviewed by the Board of Directors. The committee shall operate until its duties are fulfilled or as otherwise determined by the Board of Directors after the annual review.

The Board of Directors shall appoint a chairperson for each committee, annually or immediately after each annual meeting, to serve until the next annual meeting, or, until their respective successors are appointed. During their tenure, all committee chairpersons shall serve as ex-officio members of the Board of Directors.

<b>OPERATION:</b>	<b>FUNCTIONING COMMITTEE:</b>
<b>Budget Finance &amp; Operations</b>	Immediate Past Chair & Treasurer Administrative Costs <ul style="list-style-type: none"> <li>• Action Plan Meeting</li> <li>• JAB Meeting</li> <li>• Leadership Training</li> <li>• Curriculum Meeting</li> <li>• Site Selection Meetings</li> </ul>
<b>Outreach &amp; Communication</b>	Journal Website Membership Nominations
<b>Professional Development</b>	Professional Development Program Education Conference Scholarships/Awards

**DESCRIPTION OF OPERATION & PURPOSE WITH DUTIES OF FUNCTIONING COMMITTEES**

**I. BUDGET FINANCE & OPERATIONS**

Budget and Finance is the responsibility of the Board of Directors, assisted by the Immediate Past Chair and Treasurer. These shall include:

- A review of the financial status of the organization quarterly;
- Develop plans and programs to maintain or improve financial stability of the organization;
- Decisions on fund raising;
- Budget preparation; and,
- An analysis of membership dues and financial projections.

The Board of Directors shall monitor the progress of any defined financial goals for the organization. The Board shall adopt a budget for the organization by January 31.

### **1. TREASURER**

The Treasurer shall be appointed by the Board of Directors, and shall be a regular member in good standing. The Treasurer shall serve as an ex-officio Board member and perform the following duties:

- Work with the named Secretariat, in the collecting and receiving of funds for the organization;
- Shall have custody of all funds for the organization;
- Deposit such funds in a depository approved by the Board of Directors;
- Advise on and provide for the expenditures of such funds
- Maintain pre-approval of all expenditures from the operating budget of amounts over \$100 from the Finance Committee, composed of the Chair, Treasurer & one board member.
- Present financial reports to the Board of Directors at each board meeting; balance sheet, actual vs. budgeted and a 3 year financial history;
- Provide quarterly updates to Board of Directors of actual budget vs. expenditures for the quarter.
- Present an annual financial report to the membership at the annual meeting.
- Assist and advise the Board of Directors regarding the availability and securing of funds through grants, endowments or cooperative programs with related entities.

### **2. IMMEDIATE PAST CHAIR**

The Immediate Past Chair shall serve as the Secretary for the organization. The Immediate Past Chair shall be a regular member in good standing, serve as an ex-officio Board member and perform the following duties:

- Prepare the minutes of all meetings of the organization;
- Provides a copy of the minutes to the Board via email within 2 weeks of the meeting;
- Develop a plan for the preservation and retention of all correspondence for the organization;
- Work with the named Secretariat in maintaining a current roster of the membership;

The Immediate Past Chair and Treasurer shall further assist the Board of Directors in researching and identifying administrative costs for meetings with the Judicial Advisory Board; the Action Plan Meeting; any leadership training, or any other meetings as deemed necessary. The Immediate Past Chair and Treasurer shall serve, at the direction of the Board of Directors, as chairperson for any ad hoc committee,

designated to fund, research or enhance the profession of court administration, as outlined in the organization's mission statement.

### **3. OPERATIONS**

The Board of Directors and ex-officio board members shall annually research and identify all costs associated with the operation of the organization and the fostering of leadership from among the membership. These operational costs shall be funded from the collection of association dues, grants, endowments or cooperative programs with related entities. The following shall be considered as vital to accomplishing the organization's mission statement of promoting continuing education and maintaining professional standards for court administration in the State of Texas.

### **4. JUDICIAL ADVISORY BOARD (JAB) MEETING**

Members of the Board of Directors should meet annually with those members of the Judicial Advisory Board to establish rapport with the State's judiciary; seek advice and support in the direction of the organization and accomplishment of goals; seek direction in the promotion of court administration; and, establish credibility and network with related entities.

The Judicial Advisory Board may total 10 to 12 members and shall include the following:

- The designated member of the Supreme Court;
- The Chair of the Judicial Section, State Bar of Texas;
- An Appellate Court Judge;
- A Regional Presiding Judge;
- A judge of the Court of Criminal Appeals;
- A designated member of the Curriculum Committee of the Texas Center for the Judiciary, Inc.

Other members should include members of the judiciary who:

- Share a genuine interest in court administration;
- Represent a geographical region; or,
- One who would come to the aid of the association.

Members of the Judicial Advisory Board should be considered as speakers at the annual education conference and may be appointed as members of committees whose primary purpose is promoting continuing education.

### **5. ACTION PLAN MEETING**

The Board of Directors shall hold an annual Action Plan Meeting, in December or January, following the Annual Education Conference. The purpose of the meeting shall be to:

- Reaffirm the vision and assess the current goals of the organization;
- Identify and determine future goals of the organization;
- Research and identify current trends in court administration;
- Evaluate the needs of the membership; and,
- Identify and solicit partnerships with related entities to promote court administration and coordinate educational programs.

The Action Plan Meeting will include the 5 Board Members, Treasurer, Immediate Past Chair, and Secretariat.

## **6. LEADERSHIP TRAINING**

The Board of Directors, Judicial Advisory Board members and all functioning committees shall, promote, encourage and support the membership to aspire and achieve a leadership role within the organization and their professional career.

Leadership Training shall be a coordinated effort and should include training sessions, speakers and media material that will develop and enhance leadership skills for members seeking or recommended for a leadership role. Curriculum and funding for these training programs shall be at the discretion of the Board of Directors through its functioning committees in curriculum and administrative costs.

## **7. CURRICULUM COMMITTEE**

The Curriculum Committee shall be comprised of the following:

- The Members of the Board of Directors (6)
- The Chair of the Professional Development Program (PDP) (1)
- A Judicial Curriculum Committee Member (1)
- A member of the Judicial Advisory Board (1)
- The chairperson(s) of the Education Committee (2)
- The Vendor Coordinator/Liaison
- A member of the Education Committee identified as future Chair Person(1)

If not represented through the Board of Directors, then include –

- A coordinator from a multi-county (1)
- A Trial Court Administrator (1)
- A faculty member of PDP (1)

The Curriculum Committee shall meet immediately following the Action Plan Meeting to set the curriculum for the annual education conference. The committee will:

- Review the evaluations of the previous education conference;
- Assess the educational needs of the membership with consideration of 16 hours of continuing education;

- Research and identify current trends in court administration;
- Offer input and recommendation of site selection for the annual education conference;
- Implement a 2 year planning cycle for educational program content;
- Seek the advice and guidance of the Judicial Advisory Board and Board of Directors;
- Review and recommend the funds available for the hosting of the annual education conference; and,
- Consider the advancement of the Core Competencies Curriculum Guidelines, as identified by the National Association for Court Management (NACM).

The Curriculum Committee shall consider the following topics as essential to the continuing education needs of the membership based on the Core Competency Curriculum Guidelines:

- Purposes and Responsibilities of Courts
- Case flow Management
- Leadership
- Visioning and Strategic Planning
- Essential Components
- Court Community Communication
- Resources, Budget and Finance
- Human Resource Management
- Education, Training and Development
- Information Technology Management
- Special topics as identified by researching current trends of court administration.

#### **8. SITE PLANNING COMMITTEE**

The site planning committee consists of the Chair, Secretariat, Board Liaison for Education and the Chair of the Education Committee. The committee is responsible for scouting hotels and negotiating contracts for upcoming conferences. The committee shall receive proposals from the hotels and present the proposals to the entire Board for a vote. All site visits must be board approved prior to the visit.

## II. OUTREACH & COMMUNICATIONS

The goal of Outreach and Communications is to educate the judiciary, the membership and the public of the vision and purpose of court administration. Four functioning committees will be responsible for relaying organizational goals and accomplishments in a positive, progressive and professional manner, in accordance with the By-Laws of the organization and the Code of Judicial Conduct. Publications, Website, Membership and Nominations and any additional ad hoc committees as designated by the Board of Directors.

### 1. PUBLICATIONS

The Publications Committee is responsible for the publication of the TACA Journal, by soliciting, assembling and submitting written material to the designated Secretariat or named publisher.

In addition, the Publications Committee may seek underwriters, sell advertisements or seek financial support from related entities to help defray the cost of publishing the TACA Journal. Fundraising efforts should be conducted in accordance with the provisions of the Code of Judicial Conduct.

The written material is intended to:

- Promote the organization's vision;
- Promote the organization's positive efforts in promoting court administration;
- Inform the membership of the organization's goals;
- Inform the membership of future education opportunities;
- Inform the membership of scholarship opportunities;
- Inform the membership of current legislative issues;
- Inform the membership of current issues on ethics, professionalism and court management;
- Educate the membership and the public of current trends in court administration;
- Recognize members and the courts they serve; and,
- Foster unity and professionalism among the membership.

The Publications Committee shall strive to publish 3 annual issues, as follows:

Publication Dates:	January, April, August
Deadline:	Six weeks prior to date of publication.
Format:	Hard copy w/disk or electronic format Minimal formatting
Submitted to:	Publication Chair for editing and submission to the Secretariat (SHSU) or editor

#### Recommended Material and Issue:

- Letter from Chair (all issues)
- List of Board of Directors (all issues)
- List of JAB Members (all issues)
- Membership Classes and Application Form (all issues)
- Candidate Bios (August Journal)
- Committee Sign Up Request (January/April)
- Committee Chair Contact Information (all issues)
- Scholarship Recipient Information (January)
- Legislative Bills Passed, if legislative year (January)
- Legislative Bills Pending, if Legislative Year (April)
- Candidate's Thank you Letters (January)
- Post Conference Information (January)
- Action Plan Article (April)
- Curriculum Meeting Article (April)
- Current Trends in Court Administration (all issues)
- Member Highlight (all issues)
- Meet the JAB Article or Meet the Judge (all issues)
- New Board Members Highlights (January)
- Summary of one Court Tools from National Center
- Summary of Core Competency Guideline (one guideline yearly)
- Calendar of related conferences (all issues)
- First Published Notice of Annual Conference (January)
- Scholarship Guidelines and Application (April, August)
- Barrow Nomination and Application Form (April, August)
- Election Guidelines, and Proxy Ballot (Aug)
- Declaration of Candidacy (April)
- Post PDP (August)
- Conference Information & Registration (April, August)

## **2. WEBSITE**

The website is responsible for immediate spotlight of the organization's activities to promote court administration. The website is intended to provide a means of communication with the membership in addition to the publication of the TACA Journal. Its goal is to link between court related entities by soliciting information from those entities that can be viewed by the membership and others in the profession of court administration. Information posted on the website is solicited from the Board of Directors, functioning committee chairpersons, the named Secretariat or related entities which have asked to be notified as interested contributors. The website is to be the electronic archives custodian for the organization.

Information to be posted on the website is submitted to the Secretariat in Word, exact format desired. Instructions regarding posting, location and hyperlinks requested are submitted electronically to the Secretariat and reviewed prior to posting.

The TACA website is a registered domain under [www.mytaca.org](http://www.mytaca.org) and is listed on numerous search engines that capture internet users searching for key words related to the profession of court coordination, court administration and courts, in Texas and across the Nation.

Pages on the website should include:

- Homepage
- Welcome Letter from Chair
- Membership Classes and Application Form
- TACA By-Laws
- Scholarship Guidelines and Application Form
- Election Information, Declaration Form and Proxy Ballot
- PDP Information
- Calendar of Significant Events in Courts and Court Administration
- Links Page with links to related agencies and organizations
- Conference Outline, Registration Form
- Archives
- Board Policies & Procedures Manual
- News Page for Current Events

### **3. MEMBERSHIP**

The Membership Committee should work to achieve continual growth of the association and public awareness of the profession of court administration. The committee shall work closely with the Board of Directors and the named Secretariat in recruiting and maintaining an active roster of membership for the organization.

In these efforts, the committee should strive to:

- Promote the profession of Court Administration in a positive manner;
- Identify and inform all court personnel in the State of Texas about the organization and benefits in membership;
- Assist the named Secretariat in identifying and maintaining accurate records of a member's tenure in the organization;
- Identify and promote opportunities for involvement and input from the membership regarding services provided by the organization;
- Assess members' needs through surveys, analysis and review of current trends in the profession of court administration;
- Maintain a membership, representative of the State's regional and geographical areas;

- Research and identify a member's contributions to the organization for proper recognition;
- Research and identify the professional accomplishments of a member for proper recognition by the organization;
- Identify, promote and involve the senior membership, in mentoring and training programs; and,
- Report quarterly on committee's goal attainment.

#### **4. NOMINATIONS**

The Nominations Committee is responsible for the continuous fostering of interest in a leadership role among the membership. As a recognized leader, the Immediate Past Chair serves as the committee chairperson.

The Committee shall:

- Consist of five (5) members;
- Consist of members in good standing;
- Consist of members, 3 years or more in tenure;
- Be a cross-representation of the courts in the State; and, consist of
  - a representative of an urban court
  - a representative of a multi-county court
  - a representative of a county court at law
  - a representative of a rural court
  - a representative of a court of general jurisdiction

In its continuous efforts to foster leadership, the Nominations Committee shall consult with the Board of Directors and the functioning committees in education and membership and should strive to:

- Identify those members who have exhibited interest in the role of leadership and have sought leadership training or mentoring programs;
- Identify members who demonstrate potential leadership skills;
- Research, identify and recommend leadership training programs for implementation; and,
- Identify and recommend leadership topics consistent with the NACM Core Competencies Curriculum Guidelines;
- Provide the Board with a list of members interested in serving the association, within thirty days after the annual education conference.

### **III. PROFESSIONAL DEVELOPMENT**

#### **A. SCHOLARSHIPS**

**1. JUDGE PAUL FERGUSON SCHOLARSHIP**

The Judge Paul Ferguson is \$750.00, and it shall be used for ICM, NACM, JMI or similar workshop approved by the Board. This scholarship will be dispersed by submitting a reimbursement form to the Chair and Treasurer.

**2. THE JACK DILLARD SCHOLARSHIP**

The Jack Dillard Scholarships is \$750.00, and it shall be used for ICM, NACM, JMI or similar workshop approved by the Board. This scholarship will be dispersed by submitting a reimbursement form to the Chair and Treasurer.

**3. THE CHIEF JUSTICE SCHOLARSHIP**

The Chief Justice Scholarship is a \$2,000.00 award to be used solely for Phase Two of ICM's Court Executive Development Program. This scholarship will be dispersed by submitting a reimbursement form to the Chair and Treasurer.

**4. THE JUDGE LARRY J. GIST SCHOLARSHIP**

The Judge Larry J. Gist Scholarship is an award of \$1,500.00, to be used solely for the purpose of attending Phase Three and Phase Four of the Court Executive Development Program. This scholarship will be dispersed by submitting a reimbursement form to the Chair and Treasurer.

Generally, if no one applies or is qualified for the Chief Justice Scholarship or the Judge Larry J. Gist Scholarship, additional Ferguson and Dillard's may be awarded. This requires the approval of the Executive Director of the Texas Center for the Judiciary, who is responsible for the donation of the funds for these two scholarships.

**5. FOUNDERS SCHOLARSHIPS**

Three scholarships in honor of founding members Martin Allen, Bob Wessels and longtime TACA supporter Trisha Hall were established in 1996 to commemorate TACA's 20<sup>th</sup> anniversary. TACA will waive the TACA Annual Education Conference registration fee. The TACA Treasurer will reimburse the scholarship recipient for travel, meals and lodging associated with the conference according to the Travel Policy up to an amount not to exceed \$750. Reimbursement for this scholarship must be received by the TACA Treasurer within 90 days of the date the scholarship was presented to the recipient.

**6. GOODWILL SCHOLARSHIPS**

If additional money is collected by the Scholarship Committee, these TACA Goodwill Scholarships will be awarded and are granted based on need. TACA will waive the

TACA Annual Education Conference registration fee. The TACA Treasurer will reimburse the scholarship recipient for travel, meals and lodging associated with the conference according to the Travel Policy up to an amount not to exceed \$750. Reimbursement for this scholarship must be received by the TACA Treasurer within 90 days of the date the scholarship was presented to the recipient.

## **7. GENERAL SCHOLARSHIP INFORMATION**

Applications for the Judge Paul Ferguson, Jack Dillard, Chief Justice, Judge Larry J. Gist and Founders Scholarships shall be addressed to the TACA Chair and shall be received by the TACA Chair on or before August 15 of each year. The TACA Chair will present these applications to the Board so that the Board can vote on the scholarship recipients.

Applications for the Goodwill Scholarships shall be received by the Scholarship Committee Board Liaison on or before August 15 of each year. The Scholarship Committee will make recommendations to the Board as to who will receive the scholarships. The Scholarship Committee Board Liaison will send all applications to the Board who will vote on the scholarship recipients. Consideration should be given to those who have not received the scholarship previously.

In regards to the Founders and Goodwill Scholarships, if there are more scholarships to be awarded than there are scholarship recipients, Goodwill scholarships will be awarded first.

Applicants must sign a Commitment Contract for a two year personal commitment to serve on the Education Committee and/or any committee as set forth in the by-laws of the association. Each scholarship applicant will need to compose a 50 word essay on why they desire the scholarship and their career goals. This essay will help assess the applicant's interest and motivation for the scholarship. Each scholarship may only be awarded once to a member. The Scholarship Committee will keep records of recipients. Application for these scholarships follows the guidelines as set forth by the Board of Directors.

## **8. ELIGIBILITY**

- Scholarships established and funded by the Texas Association for Court Administration, or a court related entity, are available to members of TACA in good standing. "Good standing" is defined as a member who is current in the payment of annual membership dues and an employee of the judiciary as defined in the by-laws of the association. Additional eligibility requirements may be outlined in the individual scholarships.

- Only one scholarship per applicant shall be awarded annually. A recipient may only receive the individual scholarship once, with the exception of the Goodwill Scholarships.
- Representation of need shall be made on an annual basis and shall not be automatic consideration of subsequent annual scholarship awards.
- Phase completion of an approved education program (i.e. ICM), may be a deciding factor in the award of a subsequent annual scholarship award, in order to complete a program.
- Unless good cause is shown, once an applicant has fulfilled all of the required phases of an approved program, the applicant is ineligible for any further scholarships, with the exception of the Goodwill Scholarship.

## **B. AWARDS**

### **1. JUSTICE CHARLES W. BARROW AWARD**

This award was established in honor of the Honorable Charles W. Barrow, Senior Judge, Bexar County, who served as Justice on the Supreme Court of Texas 1977-1984. He also served as Chief Justice of the Fourth Court of Appeals, 1962- 1977; and as Judge of the 45th District Court, 1959-1962. Justice Barrow is one of TACA's biggest supporters since its inception and has lent support, advice and credibility to the association. The award recognizes one "for his/her extraordinary contributions in promoting court administration in Texas."

This award has no monetary value. However, it is considered one of the highest coveted awards given annually to a TACA member, in that it recognizes the "high standards of excellence" exhibited in all endeavors of the recipient.

The criteria for the award are as follows:

- Any TACA member, in good standing, who has contributed significantly in promoting Court Administration.
- Nominee must have provided outstanding assistance to the overall Court Administration effort;
- Nominee must exhibit sustained dedication to Court Administration activities, generally;
- Nominee should have participated actively in promoting Court Administration.

Applications for the Justice Charles W. Barrow Award shall be received by the Senior Recipient of the Charles Barrow Award. That individual and other prior award recipients shall select the award recipient based on the criteria above.

**2. MEMBER OF THE YEAR AWARD**

Member of the Year Award – recommendation consists of 3 nominees to the Board of Directors by the Membership Chair & Membership Liaison by August 15th of the year. The nominee must have provided outstanding assistance to the Association over the past year. The Board votes on the Member of the year and the plaque is presented at the Annual Conference at the luncheon.

## **ANNUAL BUSINESS MEETING AND NOMINATIONS OF OFFICERS**

The TACA Chair will provide the format of the annual business meeting to the education committee. At the nominations portion of the meeting, the TACA Chair introduces the Nomination Committee Chair.

Election Ballots are distributed by the Nominations Committee prior to the meeting, after verification of regular members in good standing is done.

### **I. BUSINESS MEETING**

The TACA Chair presides over the Annual Business Meeting according to the written agenda and Roberts Rules of Order. The TACA Chair may appoint a Sergeant at Arms to help with proper procedure.

### **II. NOMINATIONS PROCESS**

#### **1. NOMINATIONS FOR BOARD OF DIRECTORS**

The Nominations Chair introduces the other members of the Nominations committee and tells where they are from, summarizes the committee's work and announces that nominations are open for election to the board, introducing the committee's slate of candidates and telling where they are from.

#### **2. NOMINATIONS FROM THE FLOOR**

The Nominations Chair will accept nominations for the board from the floor and ask if there are any additional nominations for the board. As a candidate is nominated, the chair repeats the name of the person nominated. **A second is not required for a nomination from the floor. All persons nominated from the floor must provide an executed acknowledgment from their supervising judge, affirming their intent to declare candidacy.**

#### **3. NOMINATIONS ARE CLOSED**

When no other nominations are made, and it appears that no other nominations will be made, the **Nominations** Chair declares nominations closed. **A second is required.** Then, "It has been moved and seconded that nominations are closed. All in favor signify by saying aye; those opposed signify by saying no. Nominations are closed."

#### **4. INTRODUCTION OF NOMINEES**

The slate of nominees are introduced in the order in which they were nominated; those persons nominated by the committee are announced first, followed by those persons nominated from the floor.

Each nominee will be invited forward to the podium to state her/his qualifications and desire to serve on the board.

5. **ELECTION BY BALLOT**

The Nominations Chair announces that the vote will be accomplished by ballot and ask that those not having received a ballot ask for one at this time.

6. **VOTES TALLIED**

When all ballots have been returned to the Nominations Committee, they are counted and the results reported to the Nominations Chair.

7. **DECLARATION OF ELECTION**

The **Nominations** Chair announces the results of the election: “By majority vote, the newly elected board of directors for the term are:”

8. **NOMINATIONS FOR TACA CHAIR**

The Nominations Chair then announces that nominations are open for the TACA Chair and announces which board members are eligible as a candidate for the TACA chair. **Board members must have served a one year term prior to being eligible for Chair.** At this point in the process, those board members not wishing to be candidates should decline from participation at this juncture of the elections.

The current Chair, if a candidate for another term, is introduced as are those board members who have not declined. The Nominations Chair asks if there are further nominations (from the floor) and allows time for any and all nominations to be in. Then: “Are there any further nominations? There being no further nominations, the nomination for Chair is closed.” **A motion and a second are needed.** “It has been moved and seconded. All in favor signify by saying aye. Those opposed signify by saying no. Nominations are closed.”

9. **ELECTION BY BALLOT**

The **Nominations** Chair announces that the vote will be accomplished by ballot and ask that those not having received a ballot ask for one at this time.

10. **VOTES TALLIED**

When all ballots have been returned to the Nominations Committee; they are counted and the results are reported to the Nominations Chair.

11. **DECLARATION OF ELECTION**

“The TACA Chair, by majority vote is \_!”

12. **ANNUAL ELECTIONS ARE OVER**

Nominations and election are over. Resume the order of business.

## **TRAVEL POLICY**

### **TRAVEL JUSTIFICATION**

Travel and transportation at TACA's expense will be directed and reimbursed only when justified by the TACA Chair and Board of Directors as part of TACA business.

### **EQUITABLE EXPENSES ALLOWANCE**

TACA members will not be expected to perform any TACA travel at their own expense or at rates of allowances and amount of reimbursement inconsistent with the provisions contained herein.

### **EXPENSES INCURRED**

All expenses incurred shall be made in the name of TACA member only. ***All eligible expenses will be made by reimbursement only. Expenses must be submitted on a reimbursement form to the Treasurer.*** Expenses incurred for activities not connected with TACA business shall not be reimbursed. Activities not connected with TACA business shall include but not limited to, hotel movies, health club, phone bills not approved, etc.

### **EXERCISE OF PRUDENCE IN TRAVEL**

A traveler on TACA business will exercise the same care in incurring expenses and accomplishing TACA business that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of the business are not considered acceptable as exercising prudence.

## **I. MODES OF TRANSPORTATION**

### **1. ROUTING**

Routing must be by the most direct route, if a person travels by an indirect route or interrupts travel by a direct route, the extra expense will be incurred by the traveler, with reimbursement based only on such charges as would have been incurred by the direct route.

### **2. TRANSPORTATION AUTHORIZATION**

Transportation may be authorized by railroad, airline, bus, taxi, personal automobile or rental car.

### **3. TRAVEL VIA PRIVATELY OWNED VEHICLE**

Mileage will be paid in accordance with state mileage guide. No additional expense incident to operate such automobile shall be allowed.

### **4. TRAVEL VIA RENTAL CAR**

When a member is traveling to represent TACA in a business capacity, a member may chose to rent a car if rental of car is comparable to that of being paid mileage. Rental car

must be approved by the TACA Board of Directors before trip or any reservations are made. No additional monies will be paid toward the cost of rental car. i.e. mileage, gas, etc.

**5. TWO OR MORE TACA MEMBERS TRAVELING IN A SINGLE PRIVATE CONVEYANCE**

When two or more members travel in a single conveyance, only one shall receive mileage compensation.

**6. TRAVEL VIA COMMERCIAL AIRCRAFT**

Travel via commercial aircraft shall be based on the best available fare or current rate and shall be based on coach fare.

**7. OTHER MODES OF TRAVEL**

Reimbursement for other modes of travel from airport, i.e. taxi, airport limousine or shuttle to place of lodging or to meeting place shall be reimbursed. Receipts are required for any charge over \$2.50.

**II. LODGING**

**1. REIMBURSEMENT RATE**

TACA will pay established Government Conference rate incurred by member. Unnecessary lodging expense shall be borne by the traveler unless justification for such expense can be established.

**2. STAYING WITH FRIENDS OR RELATIVES**

If a TACA member stays with friends or relatives while on TACA business, no cost for lodging shall be allowed, whether or not any payment for lodging is made to the friend or relative.

**3. BOARD RETREAT/MEETING CLEANING COMPENSATION**

If the TACA Chair directs the Board to hold a retreat or meeting in order to conduct business for the year, should the retreat be held in a private home rather than a hotel type setting, the Board can direct payment of housekeeping for services rendered.

**III. MEALS**

**1. MEAL EXPENSES**

All TACA members shall be reimbursed for meal expenses due for meals. Guidelines are as follows: 1/2 day meeting \$18.00 or if you are at an all day meeting, reimbursement will be \$36.00 per day if no receipt is provided.

**2. MEALS PER DAY**

No TACA member shall be reimbursed for more than three (3) meals per day.

#### **IV. REGISTRATION FEES**

##### **1. PAYMENT OF REGISTRATION FEES**

Registration fees are to be paid or reimbursed for a TACA member to attend any class, conference, exhibit, etc. that has been approved by the TACA Board of Directors.

##### **2. ANNUAL CONFERENCE**

The Board of Directors may approve the membership committee to give a complimentary registration to the annual education conference as a reward for signing new members to the organization.

#### **V. ADDITIONAL CHARGES**

1. Additional charges must be submitted to chairperson and approved by the Board of Directors before being incurred.

#### **VI. DEBIT CARD POLICY**

1. The TACA debit card will only be accessed by the Treasurer and can only be used to secure airline reservations, or for direct billing purposes by hotels for conferences or meetings. All other expenses must be paid for individually by each Board Member and submitted via a reimbursement form. Exceptions may be made on a case by case basis per entire Board authorization.

## **II. Education Policies & Procedures**

Each year since 1977 the Texas Association for Court Administration has met annually for the purpose of bringing court administrators and court coordinators together from all corners of the state to share ideas and discuss the present and future of court administration. The format of the annual education conference has become more formalized over the years to meet the dictates of the participants' needs and to introduce professional management seminars.

### **THE ANNUAL EDUCATION CONFERENCE - WHY WE HAVE IT**

The annual education conference is both a stand-alone continuing education meeting as well as the only court administration conference in the state following completion of the professional development program.

Upon completion of one or more of the professional development program's core courses, continuing education is offered through the Annual Education Conference of the Texas Association for Court Administration. This conference, held in October of each year, provides at least sixteen hours of continuing education for participants. The primary goal of this conference program is to provide coordinators and administrators with the latest information on developments in their field and the application of new technologies in the trial court environment. Program speakers include nationally recognized experts as well as Texas trial court judges, administrators and other justice system personnel.

In addition to formal education, the social interactions of professionals with others of their profession are encouraged so that an exchange of ideas can take place regarding practical applications of their professional knowledge.

### **EDUCATION COMMITTEE**

The committee chairperson should be (ideally) one who has previously served on several committees, attended several annual conferences and is dependable. This person must work well with others and be able to delegate authority. The minimum number of committee members must be consistent with the by-laws; the members must reside in different areas of the state and be assigned individual, specific tasks. The committee members should include, among them, a person having the capability to succeed the current chairperson.

The committee must have continuity and imagination and remain abreast of relevant educational topics and techniques.

Copies of all education related correspondence should be sent to the T.A.C.A. Chair; T.A.C.A. Education Co-Chairs, T.A.C.A. Education Board Liaison, and any other person involved whose duties or position is relevant to the education effort.

## **CHRONOLOGY OF EVENTS IN PREPARATION OF ANNUAL CONFERENCE**

### **December – January: Action Plan**

Education program plans for the annual education conference is discussed. Potential speakers, types of workshops, task assignments for members, and deadlines for reporting on progress are decided. Members are encouraged to be constructively critical during this session as they share ideas. Certain details of the budget are discussed during this session.

### **February**

#### **1. Exhibitor Packets Mailed**

Exhibitor packets will be assembled based on the current year's conference information, approved by the TACA Chair, Education Liaison and Vendor Coordinator and mailed to all past exhibitors. A copy of the exhibitor packet will be put on the TACA Website.

#### **2. Initial Speaker Contact**

Each speaker will be contacted by an assigned person by telephone in order to secure commitment for the upcoming conference. Upon a verbal commitment, the Education Chair will mail a letter of confirmation and Speaker Requirements Form to the speaker. The letter must confirm dates and times for speech. The speaker's fee needs to be addressed in the confirmation if the arrangements for the fee have not been determined and finalized.

The Speaker Requirements Form will require the speaker to supply the title of the workshop as the speaker wishes it to be listed in the conference program, a brief summary of the contents of the presentation, a resume or bio-sketch to be used so that a proper introduction can be made, equipment needs, and any conference handouts to be reproduced.

### **March - Speaker Requirement Form Due**

The Speaker Requirement Forms are due to the Education Chair from each speaker. Upon receipt of the form, the Education Chair will call and verify the information on the speaker request form and the requested fee. Upon verification, the Education Chair will mail the speaker a contract. Travel needs are referred to the Treasurer at that time. TACA will be responsible for one night's lodging for each day the speaker is on the program.

Travel policies for speakers should fall under the same guidelines for members outlined in the Policies and Procedures, Operating Policies, Section 1.

### **April - Open Registration**

Registration for the conference will be opened online. A copy of the conference registration form will be printed in the April TACA *Journal*.

## **May**

1. **Speaker Contracts**  
All speaker contracts are due to the Education Chair and signed upon receipt.
2. **Speaker Summary**  
The Education Chair contacts the board member overseeing the education committee with a summary of the contracts and speaker requirements received.

## **June**

1. **Budget Figures**  
The conference budget should be presented reviewed and revised by the Board.
2. **Finalized Agenda and Program**  
At this time the conference agenda and program will be finalized by the Education Chairs, submitted to the TACA Secretariat and prepared for printing upon approval by the Board.

## **July**

1. **List of Tentative Speakers**  
Education chair will compile a list of speakers, including names, addresses and telephone numbers, title of the presentation and requests for overnight accommodations. A copy of this list and any amendments of it should be distributed to the T.A.C.A. chair, Education Board Liaison, and the Secretariat.
2. **Conference Brochures Mailed**  
At this time, the conference brochure including a registration form and agenda should be mailed to all TACA members.
3. **Declaration of Candidacy**  
On July 1, Declaration of Candidacy forms are due to the Nominations Chair.

## **August**

1. **Final Speaker List**  
The Education Chairs will distribute the Final Speaker List to the TACA Board and Secretariat.
2. **Moderators Assigned**  
The Education Chairs will assign moderators to all conference sessions. The Education Chair will send a Moderator Duties Sheet, Speaker Biography and Speaker contact information to the moderator. The moderator is responsible for welcoming the speaker upon check in to the conference location and introducing the speaker at the beginning of his/her session. The list of moderators and corresponding speakers will be sent to the TACA Board and Secretariat.

**3. Audio-Visual Needs**

A list of conference audio-visual needs will be compiled by the Education Chairs and distributed to the Secretariat and TACA Member identified to assist with conference AV.

**4. Speaker Rooming List**

The Education Chair provides the hotel a room list for confirmation including speakers and Board members.

**5. Pre-Conference Meeting**

The TACA Chair, Education Chairs, Education Liaison, Vendor Coordinator and Secretariat will meet with the hotel staff. At this meeting, menu selections will be made and meeting room spaces will be assigned. Any information concerning hospitality or evening events will be discussed and finalized.

**6. August Journal**

The August TACA Journal will include the following concerning the conference:

- a. An article about the conference prepared by the Education Chairs;
- b. The conference program; and,
- c. A conference registration form.

**7. Scholarship Deadline**

On August 15, all scholarship applications are due to the TACA Chair, excluding the Goodwill scholarship applications which are due on August 15 to the Scholarship Committee Board Liaison.

**8. At least 60 days before the conference start, conference confirmation postcards will be mailed to each individual registered to attend the TACA conference. Included on the postcard will be a reference to the refund and cancellation policy.**

**September**

**1. Speaker Follow – Up**

The Education Chairs will contact all speakers by telephone to ensure that correct accommodations have been made and they are still confirmed for the engagement.

**2. Luncheon Programs**

A copy of the Luncheon Programs are due to the Secretariat from the Education Chairs. The Secretariat will print copies for the participants.

**3. Guarantee Date**

The hotel will have an assigned guarantee date (usually 3 weeks prior to the conference) on which all participant counts for meals are confirmed and set.

4. Participant Conference Packet (item/person responsible for sending to Secretariat)
  - a. Speaker Biographies/Course Descriptions/Participant Handouts – Education Chair
  - b. Course Credit Form – Education Chairs
  - c. Welcome – TACA Chair
  - d. Business Meeting Agenda – TACA Chair
  - e. Committee Reports – Committee Board Liaisons
  - f. Financial Report – Treasurer
  - g. Sponsors/Exhibitors – Vendor Coordinator
  - h. Past Business Meeting Minutes – Past TACA Chair
  - i. Bylaw Changes – TACA Chair
  - j. Longevity Membership Pins Flyer – Membership Chair
  - k. Conference Evaluations – Education Chairs
  - l. Nametags – Secretariat
  
5. Speaker Packet
  - a. Participant Packet Information Plus:
  - b. Reimbursement Form – Treasurer
  - c. Reimbursement Guidelines - Treasurer
  
6. Exhibitor Packet
  - a. Participant Packet Information Plus:
  - b. Letter of invitation to social – Vendor Coordinator
  - c. Participant Spreadsheet Disk – Secretariat
  - d. Sustaining Membership Flyer – Membership Chair
  - e. Letter / Flyer about Advertising in Journal – Publications Chair
  
7. Invitation to Special Guests
 

TACA chair sends letters of invitation to special guests.  
Invited guests include:

  - Members of Supreme Court
  - Members of court of criminal appeals
  - Judicial Advisory Board;
  - Honorary members
  - Special guests
  - Others, i.e. Director of Probation/Parole/TDCJ, etc.

## October

1. Pre-Conference Review
 

Day before the conference begins. TACA Board, Vendor Coordinator, Education Chairs and Secretariat meet with conference hotel staff to review and finalize all arrangements including the education program.

## 2. Conference Program

This is detailed in the next section.

### November: Post Conference

A follow-up letter of gratitude is to be mailed by the TACA chair to all speakers, facilitators, group leaders, committee members, the hotel, special guests, ,and others, as required by their position or exceptional contribution to the program, including chief justice, supreme court members, etc.

The Vendor Coordinator is responsible for mailing letters of gratitude to exhibitor participants.

## **ANNUAL EDUCATION CONFERENCE WEEK CHRONOLOGY**

The annual conference week is outlined below. The education chair and committee members are not bound by this format, and are in fact challenged to improve upon, even to the extent of offering a different approach.

Monday - Begins with an evening meeting among the TACA Board, Vendor Coordinator, Education Chairs, and Secretariat.

Tuesday - Registration table to be staffed by four persons to include the Secretariat and members from the Education Committee.

The Election Ballots will be distributed by members of the Nominations Committee.

The conference program begins at approximately 1:00 p.m. and continues until approximately 5:00 p.m. A welcome reception is scheduled for the evening.

Wednesday - The program is conducted from 8:30 a.m. to approximately noon and is followed by lunch. The program then continues until approximately 5:00 p.m.

During the lunch banquet, certificates are presented to those having completed professional development training. The TACA Chair will take nominations from the floor for TACA Directors. Candidates that have been nominated for the TACA Board are introduced and given time to speak to the TACA assembly.

Thursday - The program continues from 8:30 a.m. to approximately noon and is followed by lunch. The program then continues until approximately 5:00 p.m. After the program is completed for the day, the TACA Business Meeting will be continued and completed.

During the lunch banquet, the TACA Chair will introduce the newly elected/acclimated individuals on the Board of Directors. Individuals on the Board that are eligible for the position of TACA Chair and accept to run speak to the assembly. The TACA Chair then acknowledges and awards Honorary Membership, if applicable. Scholarship Awards are presented by the Scholarship Liaison. Membership Awards are presented by the Membership Liaison. The Vendor Coordinator will recognize the vendors, sustaining members and sponsors.

During the evening portion of the business meeting, the TACA Chair will present the new Board members. They will be sworn into office by the TACA Chair. The TACA Chair will then announce the newly elected TACA Chair. Afterwards, each Committee Board Liaison will give a brief report. The floor will be opened for unfinished business. Then the floor will be opened for new business.

Friday - The program continues from 8:30 a.m. until approximately 12:00 p.m. New and old boards of directors will meet.

## **PROGRAM FORMATS**

### **Workshop**

The emphasis of the workshop is on "doing." If the workshop is a personal computer training workshop, then, generally, each student has an opportunity to work hands-on with a personal computer. The concept of workshops grows out of the notion that while we learn by seeing, hearing and reading, we don't retain as much as we do when we learn by doing. Almost any topic can be delivered through the workshop format but classes must be kept manageable. Workshops are effective when several different topics must be presented, each to a group of about ten or fifteen.

### **Problem Solving Session**

A specific topic or issue is selected and the group devises a means of dealing with the issue. For example, a specific principal of case-flow management or court administration is the subject or focus, and its application in multiple types of courts or environments is discussed. The participants enter as many variables or problems as they desire into the session; or they may offer solutions. Playing the devil's advocate is sometimes appropriate to tax the resources at hand. Participants can attempt to apply what they have learned upon returning to their jurisdictions. Practical examples of topics would be: How can telephone conference calls be used to expedite matters pending before the courts? Let's implement a speedy trial act. How do we pre-assign the first setting date to all criminal cases at the time of the defendant's first appearance in the manual or automated systems?

### **Round-table Discussion**

This format typically is ancillary to the main program. Occurs early in morning, at lunch or during evening. Tables, typically round, are designated for the purpose of discussion for a particular topic or issue and a person is assigned to lead or facilitate that discussion. A list of topics is given to participants along with material so that they can join in whatever discussion interests them. In one such format, a number of tables are set up in a large room and the topic(s) are posted above the tables. The participants may select the table displaying topics of their interest and join in the conversation.

### **Presentation/application discussion**

A major topic divided into smaller areas of interest. The major topic is designated and the smaller areas of interest are categorized. Then, the group discusses the applications of the topic. An example may be ethics; then ethics for judges and coordinators; finally, ethics for coordinators and how they must be applied.

### **Panel Presentation**

This is a method of presenting a topic in which at least three but usually not more than five persons, preferably from different disciplines discuss a topic giving differing or opposing views. Discussion from the audience may or may not be invited, depending on the panel members. When members of the audience are involved in the discussion, it is generally to ask a question directed to a certain panel member. An example of an appropriate panel might be one formed

of an adult probation director, a law enforcement officer, a district clerk, a court administrator, and a district attorney to discuss a current legislative bill. The discussion would center around how each of them are affected and how their reaction to the bill, when complying, will affect the others. (Caution: this is a very difficult program format and requires a great deal of planning and coordinating. Additionally, such a format may call for a skilled mediator so that strongly opinionated or better informed speakers do not dominate the discussion.)

## **SPEAKERS FOR ANNUAL EDUCATION CONFERENCE**

In finally selecting a speaker for a particular topic, consider the experience level of the speaker as well as the speaker's subject matter. To be avoided is the speaker with a political agenda. The speaker should be one having a non-jurisdiction-specific approach to court administration problems. It is necessary to determine if the speaker will focus on an individual improvement or court administrator-related theme.

## **TOPICS FOR ANNUAL EDUCATION CONFERENCE**

Topics may be considered first, then speakers. The subject matter must prompt the participants to ponder what is presented to them. This may change their outlook, provide new avenues of thought to them, or break them away from firmly held beliefs about court management. Topics must be conceptual in nature; they must "paint with a broad brush", so to speak. Topics should not be dogmatic but open to discussion, argument, and scrutiny.

Chief among considerations in deciding on a topic is the audience. Are they new to court administration, veterans, professional managers? Is the topic court-administrator oriented or is it self-improvement in nature.

## **EXHIBITORS**

The TACA Vendor Coordinator is appointed (or reappointed) annually by the board of directors and is included in the annual planning session for the following year's conference. Additionally, the Vendor Coordinator is involved in the hotel site selection team.

The Vendor Coordinator, as a member of the hotel site selection process determines:

1. that adequate electrical power is available at each exhibitor booth location;
2. that hotel can provide telephone access to exhibitors requiring this service;
3. that adequate and proper space is available to accommodate exhibitors either in close proximity to conference meeting facilities or in a room dedicated to exhibitors which must also be close to other conference meeting facilities;
4. if exhibitor booth set-up fees are required by the hotel and the amount of such fees per booth;
5. whether security personnel will be required in the exhibitor location to protect equipment prior to and after regular conference hours.

Additionally, the Vendor Coordinator negotiates hourly costs and total costs for the conference.

A close working relationship is necessary between the Vendor Coordinator and the education committee as the Vendor Coordinator assists the education committee in the following areas:

1. providing exhibitor sponsors for evening conference activities
2. procuring exhibitor sponsors for hosting of conference luncheons & breaks

The Vendor Coordinator is included in all pre-conference meetings with the hotel staff. Prior to arrival of the exhibitors, the Vendor Coordinator insures that adequate tables, draperies, and electrical outlets are available for each exhibitor. During the arrival of the exhibitors, and while they are setting up their booths, the Vendor Coordinator remains with them to greet each one personally and insure that the hotel staff responds to their needs. During the conference the Vendor Coordinator's time is spent with the exhibitors.

In addition, the Vendor Coordinator is responsible for communicating the advantages of sustaining membership in TACA to exhibitors as well as advertising in the TACA Journal.

The Vendor Coordinator also should be allotted a portion of the Business Luncheon in which to remind the membership to thank the exhibitors and especially thank sponsors of events/meals.

Further, the Vendor Coordinator is responsible for inviting the exhibitors to the social function if the Board determines that exhibitors are permitted.

### III. Schedule of Fees

<b>Membership</b>	
Regular (new & renew)	\$75 / year
Associate (new & renew)	\$35 / year
Judicial (new & renew)	\$35 / year
Sustaining	\$200 / year
<b>Conference Registration</b>	
Early	
Member Registration	\$250
Non-Member Registration	\$325
Late	
Member Registration	\$275
Non-Member Registration	\$350
Exhibitor Booth Fee	\$750 (\$1000 if within 90 days of conference)
Exhibitor Sponsor Fee	Varies
Guest Luncheon	\$25 per lunch
Cancellation	Refer to the cancellation policy
<b>Advertising</b>	
Quarter Page	
Per Issue	\$200
3 Issues	\$450
Half Page	
Per Issue	\$300
3 Issues	\$750
Full Page	
Per Issue	\$500
3 Issues	\$1200

## **REFUND & CANCELLATION POLICY**

- I. A full refund of fees paid will be authorized when a written request for cancellation of conference or program is received by the TACA Secretariat at least 31 days prior to the scheduled start of the program.
- II. A refund of 70% of the fees paid will be authorized when a written request for cancellation of conference or program is received by the TACA Secretariat more than five days but less than 31 days prior to the scheduled start of the program.
- III. A refund of 30% of the fees paid will be authorized when a written request for cancellation of conference or program is received by the TACA Secretariat less than 5 days prior to the scheduled start of the program.
- IV. No refund will be given for participants that do not attend the program and no advance notice of cancellation is received.
- V. Substitutions may be made for persons that are unable to attend. Advance notice is requested.
- VI. The TACA Board may make exceptions to the refund policy in the event of an emergency that prevents the participant from attending as scheduled.