

United States Court Reporters Association®



Policies and Procedures Manual

Adopted by Resolution of the Board of Directors
October 8, 2021

INDEX

Confidentiality Policy	3
Conflict of Interest Policy	4
Election Procedures.	8
Expense Reimbursement.	10
Facebook	12
Lifetime Member.	13
Nominating Committee.	15

CONFIDENTIALITY POLICY

Members of the USCRA Board of Directors will be required to sign the confidentiality policy below each year. The signed policies will be provided to the Secretary, who shall archive them in Dropbox.

SAMPLE FORM

UNITED STATES COURT REPORTERS ASSOCIATION®



CONFIDENTIALITY POLICY

I (print name) hereby affirm that I will not discuss or in any manner communicate confidential information that I may encounter while transacting business on behalf of the United States Court Reporters Association (USCRA) to persons not on the USCRA Board of Directors unless they are specifically engaged by USCRA to assist with such matters.

Name

Date

USCRA Position

CONFLICT OF INTEREST POLICY

Each year members of the USCRA Board of Directors will be required to sign the Conflict of Interest Disclosure Form below certifying the existence or nonexistence of possible conflicts of interest. The signed policies will be provided to the Secretary, who shall archive them in Dropbox.

UNITED STATES COURT REPORTERS ASSOCIATION®



CONFLICT OF INTEREST POLICY

United States Court Reporters Association (USCRA) directors, officers, committee members, staff, and other volunteers face both a legal and an ethical obligation to base their actions and decisions solely on what is in the best interests of USCRA, in accordance with applicable state and federal laws and regulations, and in keeping with best governance practices encouraged by the IRS. Actions should not be influenced by personal considerations. Even the appearance of a conflict of interest must be avoided.

Individuals often have fully legitimate responsibilities to more than one board or organization. Such duality of interests does not necessarily create actual or even perceived conflicts. It is generally only when some specific issue arises in which both organizations have a direct interest that an actual conflict exists.

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of such actual or possible conflict of interest and be given the opportunity to disclose all material facts to the Board of Directors.

After disclosure of the actual or possible conflict of interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board of Directors meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

If such a situation develops, a range of actions can be taken to remove the conflict. Simple disclosure of the potential conflict, allowing the Board to act in a fully informed and aware manner, may be sufficient. The board or committee member may be asked to recuse themselves, or not participate in any discussions or actions on the issue for which the conflict exists. If the conflict is serious enough in nature, the board or committee member must be prepared to resign or otherwise remove themselves from the position of decision-making authority with the conflicting interest if the USCRA Board of Directors should determine it is necessary for them to do so.

The determination of whether a conflict of interest exists lies with the Board of Directors. For the Board to make such an assessment and exercise its corporate responsibility to avoid conflicts of interest, all of its members must disclose any dualities of interest. This is done annually through the individual's completion of the attached disclosure form.

Any new member of the Board of Directors shall be given this policy at the time of their election onto the Board of Directors, and the policy will be reviewed by the Board of Directors annually.

SAMPLE FORM

Disclosure Form – No Conflict

I have read the United States Court Reporters (USCRA) Conflict of Interest Policy, and I support its intent.

I hereby certify that, to the best of my knowledge, I do not have any financial or other interest that raises an actual or potential conflict of interest with my activities on behalf of USCRA. If an actual or potential conflict of interest subsequently develops, I will promptly notify the President.

I understand that it is the prerogative of the Board of Directors to decide how serious and immediate any conflict is and to determine what steps are necessary to cure the conflict. I agree to abide by the decision of the Board of Directors in any such matter that may arise.

Name

Date

USCRA Position

SAMPLE FORM

Disclosure Form – Possible Conflict

I have read the United States Court Reporters (USCRA) Conflict of Interest Policy, and I support its intent.

I hereby notify the President of a potential conflict of interest with my activities on behalf of USCRA. The material facts regarding the potential conflict of interest are contained in the attached document.

I understand that it is the prerogative of the Board of Directors to decide how serious and immediate any conflict is and to determine what steps are necessary to cure the conflict. I agree to abide by the decision of the Board of Directors in any such matter that may arise.

Name

Date

USCRA Position

ELECTION PROCEDURES

Executive Committee Election

A slate of nominees for each of the members of the Executive Committee of the Association, excluding the Treasurer, shall be formulated by the Nominating Committee. Not later than one hundred-twenty (120) days before the convening of the next annual meeting of the members, the Nominating Committee Chairperson shall send a notice to the membership informing them that the Nominating Committee is now accepting nominations for offices to be filled at the next meeting of the members.

The slate of nominees shall be transmitted to the Secretary not later than sixty (60) days prior to the date of the next annual meeting of the members with instructions to the Secretary to cause the same to be transmitted to each voting member of the Association not later than forty-five (45) days prior to the next annual meeting of the members.

Notice of additional nominations for each office to be filled at the annual meeting of the members shall be made in writing and transmitted to the Secretary not later than thirty (30) days prior to the annual meeting of the members, with instructions to the Secretary to cause the same to be transmitted to each voting member of the Association within five (5) days of receipt of the nomination. There shall be no nominations from the floor except as provided for in the Policies and Procedures Manual.

Circuit Representative and Associate Member Representative Elections

For the purpose of the election of Circuit Representatives and Associate Member Representative, the Secretary shall, between July 15 and August 1 of each year, send to each member eligible to vote, as provided in Section 3.3 of the Bylaws, a ballot listing those willing to serve as a representative in their circuit or at large as to Associate members. Each member receiving such ballot shall vote for one person and return the ballot, which, to be counted, must be received no later than August 15 of said year.

The term of office of Circuit Representatives and Associate Member Representative shall commence on October 1, prior to the convening of the annual meeting of the members of the Association, and shall continue for two years.

If the member declines to serve the position for which they were elected prior to taking office, the position shall be filled according to Section 5.8 of the USCRA Bylaws.

If no candidate for Circuit Representative or Associate Member Representative receives a plurality because of a tie vote, the Secretary shall notify the members in that circuit, or the associate membership at large, and shall enclose a second ballot containing the names of only those candidates who participated in the tie vote, which second ballot, to be counted, must be returned to and received by the Secretary not later than August 31 of the current year. If the second vote results in a tie, the Circuit Representative for that circuit, or the Associate Member Representative, may be elected by the Board of Directors.

EXPENSE REIMBURSEMENT

Requests for reimbursement of expenses by members other than the President and Treasurer shall be submitted to the USCRA President at **uscrapresident@gmail.com** using the Expense Reimbursement Request Form along with receipts or other documentation supporting the request. See sample Expense Reimbursement Request Form on the following page.

The request and supporting documentation will be reviewed by the USCRA President and then submitted to the Executive Committee for review. Upon approval by the Executive Committee, the Treasurer will pay the reimbursement.

Requests for expense reimbursement submitted on behalf of the President will be submitted to the Senior Vice President for review and distribution to the Executive Committee for review and approval prior to payment by the Treasurer.

Requests for expense reimbursement submitted on behalf of the Treasurer will be submitted to the President for review and distribution to the Executive Committee. Reimbursements are paid by the President following review and approval by the Executive Committee.

SAMPLE FORM

USCRA EXPENSE REIMBURSEMENT REQUEST FORM

Name _____

Address _____

City, State, ZIP _____

Phone Number _____ USCRA Position _____

DATE	DESCRIPTION	AMOUNT

USCRA Member Signature

Date Submitted

Attach a copy of receipts or other backup documentation with this form. Submit this form to the USCRA President at uscrapresident@gmail.com.

Authorized By: _____

Date: _____

FACEBOOK

USCRA's Facebook page is a closed group for Federal Official Court Reporters. Pursuant to resolution passed by the USCRA Board of Directors on October 5, 2018: Regular Members, Job-Share Members, and Lifetime Members have access to the Facebook page; Associate Members, Supporting Members, and Student Members do not have access to the Facebook page.

Pursuant to resolution passed by the USCRA Board of Directors on October 5, 2018, only those documents available in the public domain will be allowed to be uploaded on the closed USCRA Facebook page.

Access to the page is granted after membership status is verified by the Facebook page administrators. The name on the Facebook account must match the name in the USCRA membership database and contain a first and last name. Name on the account should also adhere to Facebook policy found at <https://www.facebook.com/help/112146705538576>.

Advertising, promotions, and links to software vendors, hardware vendors, and education providers are not allowed in the group and will be removed. Responses to recommendation requests for personal services, such as a scopist or proofreader, should be given through private messaging. Specific recommendations posted on the page will be deleted.

Members posting on USCRA's private Facebook page are expected to treat everyone with respect. Healthy debates are natural, but kindness is required. Bullying of any kind is not allowed, and comments about race, religion, politics, culture, sexual orientation, gender or identity will not be tolerated. Being part of the group requires mutual trust. Authentic, expressive discussions make groups great, but may also be sensitive and private. What is shared in the group should stay in the group.

USCRA Facebook page administrators will delete any post or comment that violates any of the above rules.

Facebook Messenger may be used to post notices to members by the administrators.

LIFETIME MEMBER

According to USCRA Bylaws Section 301(c), a Lifetime Member shall be defined as any court reporter who:

- (i) held an appointment as an official court reporter under 28 USC Section 753 for at least ten (10) years;
- (ii) has separated from such appointment;
- (iii) has been a dues-paying member of USCRA for at least ten (10) years;
- (iv) has given distinguished service to this Association as determined by the Board of Directors;
- (v) has been elected as a Lifetime Member by majority vote of the voting members present at the annual meeting of the members; and
- (vi) shall not be required to pay dues.

If someone wants to nominate themselves or someone else for Lifetime Membership in USCRA, they will complete the fillable pdf nomination form and submit it to the President at [**uscrapresident@gmail.com**](mailto:uscrapresident@gmail.com) no later than September 30. See sample Lifetime Member Nomination Form on the following page.

Nominations will be included in the Board binder. The Board of Directors will vote on the eligibility of the nominee at the Board meeting in October. Any nominees who are approved by the Board will have their nomination presented for vote to the membership during the annual meeting of the members.

SAMPLE FORM

UNITED STATES COURT REPORTERS ASSOCIATION®



Lifetime Member

According to Section 3.1(c) of the USCRA Bylaws, “A ‘Lifetime Member’ shall be defined as any court reporter who: (i) held an appointment as an official court reporter under 28 USC Section 753 for at least ten (10) years; (ii) has separated from such appointment; (iii) has been a dues-paying member of USCRA for at least ten (10) years; (iv) has given distinguished service to this Association as determined by the Board of Directors; (v) has been elected as a Lifetime Member by majority vote of the voting members present at the annual meeting of the members; and (vi) shall not be required to pay dues.”

If you would like to nominate yourself or someone else as a Lifetime Member of the United States Court Reporters Association, please submit the following supporting information for the nominee to uscrapresident@gmail.com.

Name of nominee: _____

Dates of appointment as an official reporter: _____

Dates as a dues-paying member of USCRA: _____

Date of separation from appointment: _____

Examples of distinguished service provided to USCRA:

Nominating Committee

The Nominating Committee is tasked with formulating a slate consisting of nominees for the officer positions in the Association which is presented to the membership for election. Committee members prepare questions for use during the interviews of candidates.

Committee Composition: The Nominating Committee shall be composed of five voting Regular Members and two non-voting Regular Members. The voting members shall be: The Immediate Past President one year out of office, the Immediate Past President, and three Regular Members. No other current Board member shall serve on the Nominating Committee. The voting Regular Members will serve three-year terms, with one Regular Member elected every year by the Board of Directors at the annual board meeting. The two non-voting Regular Members will be elected as Alternate 1 and Alternate 2 every year by the Board of Directors at the annual board meeting and will participate in the nomination process, but will only be permitted to vote in the event that a voting Regular Member cannot vote.

In the event of unavailability or resignation of a voting Regular Member, Alternate 1 will be invited to fill the first vacancy/unavailability which may occur. In the event Alternate 1 is unable to participate, Alternate 2 will be invited to fill the vacancy/unavailability, and Alternate 1 will be invited to fill any subsequent vacancy/unavailability.

When Alternate 1 or Alternate 2 fills a vacancy due to resignation of a voting Regular Member, that alternate assumes all of the rights, duties, and responsibilities of the remainder of the term to which the resigning Regular Member was elected. The alternate position will remain unfilled for the remainder of the one-year term.

If at any time the Nominating Committee has a vacant position with voting rights that cannot be filled through the process herein described, the Executive Committee will appoint a Regular Member to fill the position for the remainder of the year and the Board of Directors will elect a Regular

Member at the next annual board meeting to complete the vacant term of office.

The Chair of the committee will be elected yearly by all members of the Nominating Committee at their first meeting following the annual convention.

The entire Board of Directors will be responsible for nominating Regular Members for election to the Nominating Committee. Any person nominated for a position on the Nominating Committee must first have been vetted for willingness to serve by the person making the nomination. Geographical representation should be given consideration when electing Regular Members to the Nominating Committee.

Voting Regular Members of the Nominating Committee whose terms have expired or who resign from the committee will not be re-elected to the Nominating Committee for a period of at least one year. Alternates may be re-elected to the Nominating Committee. Consideration should be given to previous alternate committee members to fill the three-year term being voted upon.