RULES OF PROCEDURE
of the
HOUSE OF DELEGATES
of the
INDIANA STATE BAR ASSOCIATION

Amended October 6, 2006

RULE I. Meetings of the House

A. Unless otherwise ordered by the House, the times and places selected for sessions of the House of Delegates shall be determined and announced by the Board of Managers. Notification thereof shall be sent by the Secretary not less than 60 days before the time fixed for the first session to each member of the House. When a meeting is called, other than the Annual or other Regular Meetings of the Association, the purposes of the meeting shall be stated and shall be included by the Secretary in the notice of such call, which shall be mailed not less than ten days before the time fixed for the meeting.

B. Notice of any meeting of the House shall be deemed to be sufficient if written communication of the time and place thereof is mailed as required in paragraph A above, postage paid, by the Secretary, to each member of the House, according to the roster of its members maintained by the Secretary at the address given for such members according to the Association's records.

C. The Secretary shall include with the notice of any meeting a calendar of the business of the meeting, if it has been furnished by the Committee on Rules and Calendar. If such calendar is not available when the notice of the meeting is sent, the Secretary shall send same to the members of the House as soon as it is made available.

D. Meetings of the House shall be open to attendance by other members of the Association, subject to the right of the House by vote to go into closed session at any time or to determine that particular sessions shall be closed to all but Association members.

E. At all meetings of the House, members of the House shall be seated by Counties or Indiana State Bar Association Districts. Other members of the legal profession who are not members of the House shall be seated separately from the members of the House, but shall have the privileges of the floor by consent of the Chair, subject to appeal to the House. Any such appeals shall be decided by majority vote of the members present. Representatives of the public and press may attend sessions of the House which are not closed.

RULE II. Presiding Officer

A. The Chair of the House of Delegates shall preside at meetings of the House. In the absence of the Chair, the Chair-Elect of the House of Delegates shall preside. In the absence of both, the President of the Association or a designee of the President shall preside.

B. The presiding officer shall preserve order and shall have the power to designate members of the House to aid him in so doing, shall require observance of the Rules of the House, and shall decide questions of order and procedure, subject to majority vote of the members present. On an appeal by a member from a ruling by the presiding officer, no member shall speak more than once except by unanimous consent.

C. The Chair of the House (or other presiding officer) shall, at the opening of each meeting of the House, make a brief statement of the principal business which the House is scheduled to consider at that meeting.

D. Proceedings of the House shall be governed by the Articles of Association and the Bylaws of the Association, the rules of this House and, where not in conflict therewith, Roberts Rules of Order.

RULE III. Credentials and Admissions

A. The credentials of each member of the House, or other evidence of right to membership, shall be filed promptly with the Chair of the Committee on Credentials and Admissions at the office of the Association. The forms and contents of such credentials shall be as determined by such Committee. The Secretary shall maintain a roster of the membership of the House. Such roster shall be open to examination by any member of the House.

B. An application by an organization applying for representation in the House as a professional legal organization, pursuant to the provisions of the Bylaws of the Association, shall be filed with the Chair of the Committee on Credentials and Admissions at the office of the Association. The forms and contents of such applications, and the supporting data, shall be as determined by such Commit-tee. The credentials of the proposed Delegate of such organization applying for admission may accompany such application. The Committee shall report its findings and recommendations respecting such application to the Secretary and to the House. When the application of the organization and the credentials of its Delegate have been approved by the House, such organization and its Delegate shall be placed by the Secretary upon the roster of the House.

C. No individual shall have more than one vote in the house even though entitled to

membership under more than one category.

D. Membership in the House shall cease immediately upon death, resignation, termination of membership in good standing in the Association, or termination of title, designation or elected term of office which gave rise to such House membership.

RULE IV. House Record

A. The proceedings of the House shall be recorded by a court reporter and verified by the Secretary. After the adjournment of a meeting, a transcript of the proceedings shall be kept on file in the principal office of the Association.

B. Each Delegate shall see that the substance of the proceedings at each meeting of the House is reported to the organization, County or Indiana State Bar Association District which the Delegate represents.

RULE V. The Order of Business

A. The order of business of the House each day shall include the following:

1. The roll call, by the Secretary, of the membership of the House, except that such call may be waived when there is a registration immediately before a session to as-certain members present;
2. Approval of the Calendar as Order of the Day;
3. Offering resolutions for reference to the Committee on Draft;
4. Unfinished business from the preceding day or session;
5. The special orders of business for the day;
6. The next item on the published calendar for that meeting of the House; and
7. New business.

Any subject may, by a vote of two-thirds of the members present, **be** made a special order of business.

B. The calendar for each meeting of the House shall include:

1. Presentation of any matters which any Section or Standing or Special Committee of the Association is re-

quired, or wishes, to bring before the House. Committee and Section reports shall be submitted to the principal office of the Association in the manner provided in Bylaws XIII and XIV of the Association, respectively.

2. Presentation of any matters which any local bar association, or any professional legal organization wishes to bring before the House.

3. Any such matter to be so presented by the afore-mentioned entities shall be submitted in written form to the Chair not less than ten days prior to the date of such meeting.

C. Questions relating to the priority of business shall be decided by the presiding officer, subject to appeal to the House. Any such appeals shall be decided by majority vote of the members present.

RULE VI. Quorum

A. A Quorum of the House shall consist of a majority of the Delegates who have registered for the session. When the Secretary determines that a quorum is present, the Chair shall be notified.

B. If at any time during a session of the House, any member shall question the presence of a quorum, the Chair shall resolve said question by a call of the roll or otherwise. If it shall thus be determined that a quorum is not present, the Chair may direct the Secretary to request the attendance of absent members. During the time when it has been determined that a quorum is not present, no debate or motion, except to recess or to adjourn, shall be in order.

RULE VII. Debate and Reports

A. When a member of the House desires to speak, such member shall rise and address the presiding officer. Upon being recognized, the member's name and representative capacity shall be stated. No member shall speak more than once at the same session upon any one question, unless with the unanimous consent of the House. The member who made the motion under discussion shall have the right to close the debate upon it.

B. No person shall speak more than five minutes at one time without the consent of the Chair. The Chair of a Special Committee of the Association may have the privileges of the floor, without vote, and may speak, or make a motion, only concerning any report of that Special Committee or any matter within the jurisdiction of that Special Committee. When a minority report has been filed in con-

nection with a Committee or Section report, one representative of the minority, selected by the minority for that purpose, shall have the privileges of the floor, without vote, to speak once, not to exceed five minutes, upon the question.

C. If any matter comes before the House relative to which non-members of the House desire to submit their views or recommendations, the House may, by vote, refer such matter to its Committee on Hearings, which shall give an audience to such non-members and report thereon to the House. No non-member of the House (except Chairs of Special Committees or persons presenting minority reports of Committees or Sections) shall be heard by the House, unless with the consent of the Chair, subject to appeal to the House. Any such appeals shall be decided by majority vote of the members present.

D. At the request of the presiding officer or of any member, any resolution or motion shall be reduced to writing. Such a resolution or motion shall be read before it may be debated. Any pending resolution or motion may be referred, by the House or by the presiding officer, to the Committee on Draft, for consideration and report as to phraseology, scope or substance. The House or presiding officer may require that copies of any resolution shall be made avail-able to members of the House, before a vote is taken thereon.

E. Whenever practicable, copies of each report by a Committee of the Association or of the House shall be made available to each member of the House before or at the time of the presentation of such report. Unless otherwise ordered by the vote of the House or directed by the presiding officer, reports of Sections and Committees of the Association that are distributed in advance, or of which copies are available at the meeting, shall not be read orally in presentation, but shall be stated to the House in substance only. When the reading is called for and objected to, the reading shall be determined by a vote of the House, with-out debate.

F. All reports containing recommendations for action shall set out the recommendations separately.

G. When any report to the House proposes action or a project requiring expenditure of funds, the report shall contain an estimate of the amount required, which shall be reviewed by the Board of Managers before action is taken by the House.

RULE VIII. Messages From and To the Assembly

A. The presiding officer may place before the House, or a member may move to place before the House, any resolution, report, message, or information of action, from the Association Assembly, at any time except while the House is voting, while the Record is being read, or while a question of order is pending. Any motion to lay such a resolution, report, message, or other information before the House shall be determined without debate, and, if carried, shall become a special order of business.

B. Resolutions, reports of action taken, or other messages from the House, shall be delivered to the Association Assembly by the Chair of the House.

RULE IX. Voting

A. Except where a written ballot is ordered, voting shall be by voice, unless the presiding officer is in doubt of the result or a count is requested.

B. When a question has been decided by the House, any member with the prevailing side, may, on the same day, move a reconsideration. If the House shall refuse to reconsider or shall affirm its first decision, no further motion to reconsider shall be in order unless by unanimous consent.

RULE X. Committees of the House

A. The House shall have the following committees:

1. The Board of Managers, elected and composed as provided in Article VIII of the Articles of Association, shall be the administrative agency of the House between meetings of the House.

2. The Committee on Rules and Calendar, which shall consist of five members, shall have jurisdiction to consider and report to the House as to proposals to amend the Articles of Association, the Bylaws of the Association, and the Rules of Procedure of the House. This Committee shall also have the duty of preparing a calendar and order of business for each meeting of the House. This Committee shall furnish to the Secretary, for distribution to the members of the House, at least 30 days before the date set for the Annual or other Regular Meeting of the House, or ten days before the date set for a Special Meeting of the House, a calendar of business proposed for such meeting.

3. The Committee on Credentials and Admissions, which shall consist of five members, shall have jurisdiction to consider and report on all questions which arise as to the roster of members of the House, the qualifications, selection and credentials of Delegates, and the compliance of an applying organization with the requirements entitling it to be represented in the House. At the opening of each meeting, this Committee shall present to the House its recommendations as to the roster of

members entitled to participate in such meeting of the House.

4. The Committee on Hearings, which shall consist of five members, shall have the duty, upon reference by the House or the Chair thereof, of holding hearings upon any matter on which non-members of the House ask an opportunity to present their views. The Committee shall promptly designate the time and place (which may be at any time during the year) at which the Committee will hold a requested hearing and shall give notice reasonably in advance thereof to the person, or persons, requesting that hearing. The Committee, upon its own initiative, may invite any person to attend any hearing conducted by the Committee. The Committee shall promptly file its report and recommendations on any hearing with the Chair of the House. If the House is in session, or is about to meet, when such report is made, the report shall be placed on the calendar for prompt consideration by the House. If the House is not in session, or about to meet, when the Committee's report is filed, the Chair of the House may cause copies of such report to be distributed to the members of the House for consideration at its next meeting.

5. The Committee on Draft, which shall consist of five members, shall have the duty of considering. and reporting to the House concerning, any resolutions, reports, recommendations, or other matters referred to it by the House, or by its presiding officer, for revision as to phraseology, scope or substance.

B. The House may from time to time create and have such other Committees as it may deem desirable for the furtherance of its business.

C. For the purpose of furthering the consideration of a subject at any meeting of the House, the Chair of the House may, in advance of such meeting, appoint a Special Committee of not more than five members, to consider such subject and report to the House concerning it. Unless otherwise voted by the House, any Committee so appointed shall not continue beyond the adjournment of that meeting of the House.

D. Unless otherwise directed by the House, the Chair of the House shall appoint the Committees of the House and shall fill vacancies arising in any Committee of the House. The Chair of the House shall be an ex-officio member of all Committees of the House.

E. Except where otherwise provided by the House, each

Committee of the House shall serve until the adjournment of the next meeting of the House after appointment and thereafter until its successor has been appointed.

RULE XI. Amendment and Suspension of Rules

A. No motion to amend any Rule or any part thereof shall be in order, unless notice of such motion shall have been filed with the Secretary, in writing, specifying the Rule or part thereof proposed to be amended and the purpose for such action, and unless 20 days

notice shall nave been given by the Secretary to each member of the House. A vote of two-thirds of those members present at any session and not less than a majority of those who have responded to any roll call at the meeting of the House for which notice of the amendment was given, shall be required to amend the Rules.

B. By a two-thirds vote of the members voting at a session of the House, Rules V or VII, or any part thereof, may be suspended during such session of the House, with-out advance notice.

Indiana State Bar Association Districts

Following are the eleven ISBA districts approved by the House of Delegates on Oct. 15, 1981.

First District
Lake County

Second District
The counties of DeKalb, Fulton, Kosciusko, LaGrange, LaPorte, Marshall, Noble, Porter, Pulaski, Starke, Steuben and Whitley.

Third District
The counties of Elkhart and St. Joseph.

Fourth District
Allen County

Fifth District
The counties of Benton, Boone, Carroll, Cass, Clinton, Fountain, Howard, Jasper, Montgomery, Newton, Tippecanoe, Warren and White.

Sixth District
The counties of Decatur, Fayette, Franklin, Hamilton, Hancock, Johnson, Rush, Shelby and Union.

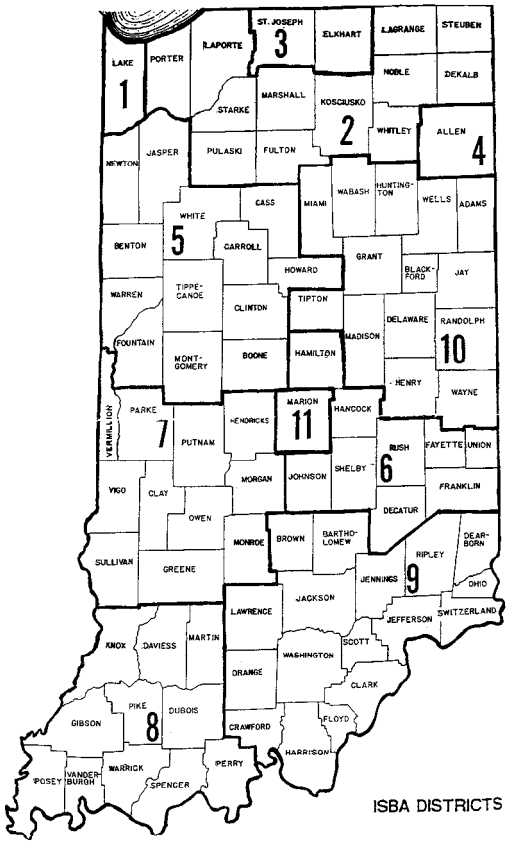
Seventh District
The counties of Clay, Greene, Hendricks, Monroe, Morgan, Owen, Parke, Putnam, Sullivan, Vermillion and Vigo.

Eighth District
The counties of Daviess, Dubois, Gibson, Knox, Martin, Perry, Pike, Posey, Spencer, Vanderburgh and Warrick.

Ninth District
The counties of Bartholomew, Brown, Clark, Crawford, Dearborn, Floyd, Harrison, Jackson, Jefferson, Jennings, Lawrence, Ohio, Orange, Ripley, Scott, Switzerland and Washington.

Tenth District
The counties of Adams, Blackford, Delaware, Grant, Henry, Huntington, Jay, Madison, Miami, Randolph, Tipton, Wabash, Wayne and Wells.

Eleventh District
Marion County



ISBA DISTRICTS