



# THE MACA Reporter

A Publication of the Missouri Association for Court Administration

VOLUME XIII

SPRING 1991

## Conference

### Program Update

As of this date, there are 140 Clerks registered for the Annual Court Conference.

Make sure you signed in your registration form before May 1st to avoid the \$ 25.00 late fee. If you need another, it is enclosed.

The list on the backside should also be filled out and returned. We need this **CHECK LIST** to have a count on the number of meals to order each day

#### AWARD OF MERIT ....

The deadline for the Award of Merit Recommendations has been extended til ... **MAY 1st.**

**HOSPITALITY ROOM** will be held on Thursday night and it is a Mexican Theme. Don't forget to join us!

**DRESS CODE** is informal.

**NO SMOKING** will be allowed in the meeting rooms. There will be breaks. Wear **COMFORTABLE SHOES** and bring a **JACKET OR SWEATER** for your comfort.

Don't forget about our **ANNUAL VOLLEYBALL GAME!** We've got to get that trophy some year!!!!!!!!!!!!!! Why not 1991.

**REGISTRATION** is on Tuesday night **ONLY** from 5 P.M. to 7 P.M. as we leave for Jefferson City at 7:30 A.M. on Wednesday morning.

#### ANSWERS TO SOME QUESTIONS ASKED?????

#### WEDNESDAY'S BREAKFAST.....

Breakfast will be served on the bus enroute to Jefferson City. Only coffee/water will be available in the lobby and we will have containers for the beverage.

#### TRIP TO JEFFERSON CITY.....

The all day trip to Jefferson City is a **TRAINING SESSION**. In previous years, the Department of Revenue and Missouri State Highway Patrol came to the Conference with their information. This year, we are going to them so they can show us **IN PERSON**, how your Traffic Tickets are processed and to answer questions too.(Certification points given.) **THE BUS LEAVES AT 7:15 A.M.**

#### PROSECUTOR/CLERK PANEL.....

Questions will be asked of either a Prosecutor or clerk how to handle particular situations or whatever???? Bring your questions you want answered. (Points given)

#### BREAK-OUT SESSIONS.....

Some good topics have been sent in, but we need more. We plan to have a Judge, Prosecutor and a "seasoned" clerk at all sessions. (Points given)

#### LOBBY REGISTRATION ....

If arriving after 7 P.M. on Tuesday we will be in the LOBBY again from **9:30 to 10:00 P.M.** for the late arrivals.

There will be **NO REGISTRATION ON WEDNESDAY.**

Conference Packets will be available- Thursday morning at 8:30 A.M.

DEADLINE FOR REGISTRATION MAY 1st

**PROPOSED AGENDA  
1991 MACA ANNUAL COURT CONFERENCE**

**TUESDAY, MAY 21ST, 1991**

- 5:00 p.m. - 7:00 p.m. Conference Registration (Lobby)  
6:00 p.m. - 8:30 p.m. Buffet Dinner (Lookout Room)  
9:30 p.m. - 10:30 p.m. Conference Registration (Lobby)

**WEDNESDAY, MAY 22ND, 1991**

- 7:00 a.m. Buses leave Lodge (coffee, water in lobby;  
rolls provided on buses)  
9:00 a.m. - 11:00 a.m. Tour of Highway Patrol  
11:30 a.m. - 1:00 p.m. Lunch at Nick's Homestead  
1:30 p.m. - 4:00 p.m. Tours of Capitol Complex (Capitol Building,  
Supreme Court, D.O.R.)  
4:00 p.m. - 5:00 p.m. City Hall - Question Session

**THURSDAY, MAY 23RD, 1991 - Cinema**

- 8:00 a.m. - 9:00 a.m. Continental Breakfast (members only)  
9:00 a.m. - 10:00 a.m. Business Meeting  
10:00 a.m. - 10:30 a.m. Opening Remarks, Deborah Ground Buckner  
Assistant Attorney General "Sunshine Law"  
10:30 a.m. - 10:45 a.m. Break  
10:45 a.m. - Noon Panel Discussion "Ask Your Prosecutor"  
Noon - 1:15 p.m. Lunch (Marbella Room)  
1:30 p.m. - 3:00 p.m. Break-Out Sessions  
3:00 p.m. - 3:15 p.m. Break  
3:15 p.m. - 4:30 p.m. Reports on Sessions, Closing Remarks  
4:30 p.m. - 5:00 p.m. Questions/Answers for New Clerks

**FRIDAY, MAY 24TH, 1991**

- 8:30 a.m. - 9:00 a.m. Coffee/Tea (outside Cinema)  
9:00 a.m. - 10:00 a.m. Business Meeting, Election of Officers  
Presentation of Awards  
10:00 a.m. - 10:15 a.m. Break  
10:15 a.m. - 11:00 a.m. Swearing in Ceremony, Remarks  
11:15 a.m. - Noon Joint Session Judges (Granada A and B)

MISSOURI ASSOCIATION FOR COURT ADMINISTRATION  
SIXTH ANNUAL CONFERENCE  
May 22nd thru 24th 1991

MEMBERSHIP FORM: (Each clerk to fill out a separate form)

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

NAME OF COURT \_\_\_\_\_ YRS. AS CLK. \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY & ZIP \_\_\_\_\_

COURT: MUNI \_\_\_\_\_ ASSOC \_\_\_\_\_ COUNTY \_\_\_\_\_ POP. \_\_\_\_\_

PHONE # (\_\_\_\_) \_\_\_\_\_ BIRTHDAY \_\_\_\_\_ MONTH \_\_\_\_\_ REGION \_\_\_\_\_

MEMBERSHIP: NEW \_\_\_\_\_ RENEWAL \_\_\_\_\_

I WILL \_\_\_\_\_ WILL NOT \_\_\_\_\_ be attending the 1991 Conference.

I WILL ARRIVE TUESDAY (May 21st) \_\_\_\_\_ WEDNESDAY (May 22nd) \_\_\_\_\_

MEMBERSHIP DUES ARE \$ 35.00 each member \$ \_\_\_\_\_

CONFERENCE REGISTRATION FEE \$ 50.00 each \$ \_\_\_\_\_

NON-MEMBERS REGISTRATION FEE \$ 100.00 each \$ \_\_\_\_\_

MAINSTREET OPRY BUS TRIP \$ 12.00 each \$ \_\_\_\_\_

TUESDAY GUEST DINNER \$ 15.00 each \$ \_\_\_\_\_

WEDNESDAY GUEST LUNCH (Jefferson City) \$ 15.00 ea. \$ \_\_\_\_\_

THURSDAY GUEST LUNCH \$ 15.00 each \$ \_\_\_\_\_

THURSDAY GUEST DINNER \$ 15.00 each \$ \_\_\_\_\_

LAPEL PIN \$ 10.00 \$ \_\_\_\_\_

LATE FEE (if registration is received after  
May 1st \$ 25.00) \$ \_\_\_\_\_

NO REFUNDS

TOTAL REMITTED \$ \_\_\_\_\_

MAKE CHECKS PAYABLE TO M.A.C.A. and send along with this form.

SEND TO: Rita C. Bovinett  
MACA Treasurer  
1415 Chambers Rd.  
Dellwood, Mo. 63135  
1-314-521-4352

\*\*\*\*\*

AMOUNT RECEIVED \$ \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

**CONFERENCE CHECK LIST**

**NAME** \_\_\_\_\_

Please fill out this form and return it with your Membership application.

I WILL \_\_\_\_\_ WILL NOT \_\_\_\_\_ be taking the bus trip to Jefferson City.

The \$ 50.00 REGISTRATION FEE covers the conference fee, the Tuesday Buffet dinner, Wednesday breakfast, Wednesday lunch in Jefferson City, Thursday's Continental Breakfast, Thursday's lunch, sponsored by the Department of Highway Safety, and Thursday's Dinner buffet. To have a count of how many persons will attend each, we ask that you check the meals below that you and/or guest will attend.

EVENT	Member Will attend	Member Will not Attend	# of Guest Attending
TUESDAY BUFFET DINNER	_____	_____	_____
WEDNESDAY BREAKFAST	_____	_____	_____
WEDNESDAY LUNCH in Jeff City	_____	_____	_____
THURSDAY CONTINENTAL BREAK.	_____	_____	N/A
THURSDAY LUNCH	_____	_____	_____
THURSDAY BUFFET DINNER	_____	_____	_____
MAINSTREET OPRY BUS TRIP	_____	_____	_____

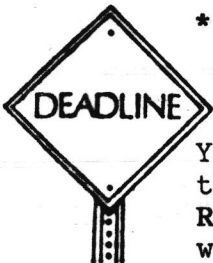
**BREAKOUT SESSIONS:** Check below one session that you prefer to attend.

- LAY/JUDGE COURT..... \_\_\_\_\_
- MULTI JOB (Police/Court/other) \_\_\_\_\_
- LARGE COURT (Pop. over 12,000) \_\_\_\_\_
- SMALL COURT (Pop. under 12,000) \_\_\_\_\_

\*\*\*\*\*

**HOTEL REGISTRATION**

Your room reservation is to forwarded directly to the Lodge of the Four Seasons at \$ 61.00 per room per night. **DEADLINE FOR ROOM RESERVATIONS IS APRIL 5th, 1991.** Send your City's tax letter with your reservation to avoid paying room tax, along with your deposit. Make your deposit payable to the LODGE OF THE FOUR SEASONS. To find out about rates for two-bedroom condos or for further information call the Lodge 1-800-THE-LAKE. **MAKE YOUR RESERVATIONS IMMEDIATELY.**



Section 7. Treasurer.

Treasurer and the President and on the unavailability of the President, the President Elect. No check shall be written for more than \$150.00 without approval of the majority of the Executive Board.

Section 8. Immediate Past President. It shall be the duty of the Immediate Past President to assist the President during the transition period and to serve as an advisor throughout the term of the President. The Immediate Past President shall also chair the Nomination Committee and the Past Presidents Committee.

ARTICLE V: EXECUTIVE BOARD

Section 1. Management

a. The Executive Board supervises the affairs of the Association and shall take measures for its growth and to carryout its purposes. The Executive Board , also known as the Board of Directors, shall transact all business of the Association between annual meetings and shall report thereon at the annual meeting of members.

b. Unless otherwise directed by the membership, items inwhich the Board has full authority to act on behalf of the Association include:

- Program plans and budgets;
- Position statements
- Resolutions
- Applications for grants and contracts.

c. Prior the each annual meeting, the Executive Board shall adopt a budget for the forthcoming fiscal year. The Board shall present this budget to the membership at the annual meeting, for approval, along with amendments made by the Executive Board to the previous year's budget.

Section 2. Number. The Executive Board shall consist of twelve active members; Six Officers and Six representatives. The Board will be constituted as follows:

a. The Six Officers (Defined in Article IV of these ByLaws)

b. The Six Representatives, as defined as a representative of Region I, II, III, IV, and V and Representative at Large.

Section 3. Terms. After the first term of office after adoption of this section, Representatives shall serve two year terms.

a. One-half of Representatives shall be elcted at each annual meeting.

b. Representatives shall take office immediately after the conclusion of the annual meeting at which they are elected.

c. No member of the Executive Board may serve consecutive terms of office in the same position except when he/she has been appointed to complete the unexpired term of a vacated position.

ARTICLE V: MEETINGS. Article V will be changed to Article VI: MEETINGS.

Dear MACA Member:

Below are amendments to the By-Laws to be voted on at the Annual Conference. This is an updated version of the amendments you were mailed in February 1991.

The amendments are as follows:

ARTICLE IV: OFFICERS

Section 1. Officers, Election and Term. The officers shall be: President, President-Elect, Vice President, Secretary, Treasurer, and Immediate Past President. All officers shall be elected at the annual meeting of members. They must be a Regular member of the Association. Their terms of office shall be two years, commencing at the close of the annual meeting at which they are elected and ending after two years at the close of the annual meeting.

Section 2. Vacancies. Should a vacancy occur in any office except that of the President, the Board of Directors, by majority vote, shall appoint a regular member to complete the unexpired term. Should a vacancy occur in the office of President, the President Elect shall succeed to the presidency, complete the unexpired term, and be eligible for election to his or her own term as President.

Section 3. President. It shall be the duty of the President to preside at annual or special meetings of the Association and of meetings of the Board of Directors; to appoint committees as set forth in Article VII; and to carry out the purposes of the Association. The President shall be ex-officio, a member of all committees, except the nominating committee. The President shall propose goals for the Association for his/her term of office and render an annual written report each year at the conclusion of his/her term of office, to be included in the minutes.

Section 4. President Elect. It shall be the duty of the President Elect to assist the President in the discharge of his/her duties and, in the President's absence, to assume the full responsibilities of that office.

Section 5. Vice President. It shall be the duty of the Vice President to assist the President Elect in the discharge of his or her duties and, in the absence of the President Elect, to assume his/her full responsibilities and duties, as well as those pertaining to the office of President should the necessity arise. The Vice President shall work with the chairman of the membership committee on the annual membership drive and shall be annual meeting chairman. The Vice President shall be designated Parliamentarian and shall govern all meetings of the Association consistent with these By-Laws.

Section 6. Secretary. (Duties shall be the same as in current By-Laws), changed from Sub-Section C, to Section 6.

Section 7. Treasurer. It shall be the duty of the Treasurer to receive, collect and have custody of all funds of the Association. He/she shall deposit funds in a bank convenient as designated by the Executive Board and such funds are to remain on deposit under the name of the Association unless directed by the Executive Board to place specified amounts in appropriate interest-bearing accounts under the Association's name, and all interest earned shall be entered and recorded as income for the Association. He/she shall submit a report to the members at each regular meeting designating to whom, date and purpose of expenditures, and to the Executive Board an annual financial report. He/She shall submit his records for audit as required by the President or by whomsoever the President has designated for the auditing. The outgoing Treasurer shall at the close of the annual meeting, deliver to the newly elected Treasurer all money, vouchers, books and papers of the Association in his custody. All checks shall have the signature of the

ARTICLE VI: EXECUTIVE BOARD This section shall be omitted, see ARTICLE V of proposed By-Law amendments for Executive Board.

ARTICLE VII: COMMITTEES Proposed By-Law amendment is in Section 2. Nominations. Nominations for office shall be made by this committee. They shall prepare a Slate of Officers to be submitted in writing to the membership at the annual meeting. Additional nominations may be made from the floor at the annual meeting

ARTICLE VII: COMMITTEES There is no change to this article.

ARTICLE VIII: FINANCES There is no change to this article.

ARTICLE IX: AMENDMENTS There is no change to this article.

ARTICLE X: EFFECTIVE DATE The By-Laws hereinbefore set forth shall become effective immediately upon approval of two-thirds of the members present and voting on the question May 23rd, 1991.

Lisa M. Thomson  
Vice-President  
Chairman, By-Laws Committee

**FOUR INTERESTING PEOPLE .....**

This is a story about four people names, **EVERYBODY, SOMEBODY ANYBODY** and **NOBODY**.

There was an important job to be done and **EVERYBODY** was asked to do it. **EVERYBODY** was sure that **SOMEBODY** would do it. **ANYBODY** could have done it, but **NOBODY** did it. **SOMEBODY** got very angry about that because it was **EVERYBODY'S** job. **EVERYBODY** thought **ANYBODY** could do it. It ended up that **EVERYBODY** blamed **SOMEBODY** when **NOBODY** did what **ANYBODY** could have done.