



# The **WHOLE** is **GREATER**...

By Jennifer Kissic • President-Alabama Court Reporters Association

**A**ristotle was right. “The whole is greater than the sum of its parts.” This is the most important lesson that being on the board of the Alabama Court Reporters Association has taught me. Each person who is a part of the ACRA board and its members are valuable, but when we unify, we create a mighty force to be reckoned with. The ACRA board is a wonderful collaboration between talented reporters throughout the state who put their passion for our wonderful profession to work to make sure we maintain high standards as keepers of the record.



Jennifer Kissic  
ACRA President

Finally, after two years, we were able to have an in-person conference and I believe that ACRA’s 2022 “All Access” Conference was a success. I hope that everyone found the sessions informative and interesting. It was great to be with our friends who we hadn’t seen in two years and make new friends as well. Conferences are always a great time to network and exchange ideas and advice. I am always hyped up and inspired to improve my skills and be a better reporter after a conference. I hope this year’s conference did that for you!

If you missed the Backstage Pass Opening Reception, then you missed the opportunity to celebrate our own Mr. Lawrence Alan Peacock, RMR, RDR, CRC, CRR, who was NCRA’s 2021 Distinguished Service Award recipient. We surprised Alan by revealing that he was our VIP guest for the opening reception after the last session on Friday. We even had the Peacock Martini in his honor. The Peacock Martini and the food at the reception were all delicious. Mr. Peacock himself graced us with his presence as we all mingled and danced the night away. During our Annual Business Meeting on Saturday, we played the video of heartfelt messages from friends and colleagues that NCRA played in Las Vegas for his awards ceremony. I cried again! Alan, we are blessed to be in the trenches with you. We know that you will continue to be an advocate for our profession and make Alabama reporters proud!

Planning the conference while working full time and having a family was a challenge, but I want to give credit to the ones who helped pull it off. All the planning in the world doesn’t make for a successful conference. A successful conference happens when both the board and our members volunteer their time and energy to get the job done. With that said, I want to give a big shout-out and say “thank you” to

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# ACRA COMMITTEES

## 2022 - 2023

### STANDING COMMITTEE CHAIRS

#### AUDITING

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## ALABAMA COURT REPORTERS ASSOCIATION

### 2022 - 2023 BOARD OF DIRECTORS

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ASSOCIATION

**2022 MEMBERSHIP APPLICATION (FILL OUT ALL INFORMATION COMPLETELY)**

Name:

Address:

E-mail:

City:

State:

ZIP Code:

District or County Choose an item.

Phone #:

**PROFESSIONAL INFORMATION**

ABCR License #:

NCRA License #:

Freelance Reporter

State Official Reporter

Federal Official Reporter

CART/Captioner

Instructor

Student (list school)

Retired **Must not be actively reporting**

Other Click or tap here to enter text.

Click or tap here to enter text.

Professional dues: \$100

Student dues: \$15

Legislative Fund Contribution:  \$25  \$50  \$100  Other:\$ \_\_\_\_\_

ACRA Legislative Fund contributions are spent on legislative efforts and funds the support of our legislative and special-need initiatives to protect and preserve the court reporting and captioning profession in Alabama. ACRA depends on the support of each member to participate in this fund!

**PLEASE REVIEW**

I am interested in being a student mentor.  Yes  No

I am interested in being on a committee.  Yes  No

List my contact info on the ACRA website.  Yes  No

Share my contact info with event sponsors and affinity partners.  Yes  No

**SIGNATURE**

I do hereby certify that the information I provided is true and correct to the best of my knowledge and belief.

X

Signature of Applicant

*Make checks payable to "ACRA Membership Dues"*

Mail or E-mail to:

Tatelyn Noda, Treasurer ACRA

P.O. Box 804

Jackson, Alabama 36545

[theacratreasurer@gmail.com](mailto:theacratreasurer@gmail.com)

## *The Whole is Greater*

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my friends and colleagues who helped with the planning and also with carrying out the many duties before and during the conference. I couldn't have done it without you!

It's over, and yet, it's just the beginning. It was such a relief when the conference was over and done, yet all the duties and responsibilities of being president of ACRA are just beginning. Although I am anxious about my new role with ACRA, I know that I am just a part of an awesome board that will step up and fill the holes of any shortcomings I have. Being ACRA's president is a huge responsibility that I will not take lightly. My predecessors have set the bar high. This year, I hope to continue the great relationship we have with Alabama Judicial College and other governmental agencies and entities in our state. These relationships have played a vital role in ACRA being involved in decisions that affect our

profession. These relationships have been developed over time and it is critical to our vitality that we maintain them.

I am excited for what 2022 has in store for our profession and our association! We have stepped up and showed out the last two years. We took on the challenge of not being able to have an in-person conference last year and had our first virtual conference. Well, we have now decided to take that experience and provide our members with yet another opportunity to obtain the CEUs they may need in order to renew their license with ABCR. If you were unable to attend our annual conference in January, we will be hosting a virtual webinar in the summer. Stay tuned to Facebook, Instagram, and the ACRA website for more details. I know Sabrina will have an awesome lineup of speakers with interesting topics for you all!

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## Continuing Education Units (Best known as CEUs)

Your earned CEUs from ACRA's January 2022 **ALL-ACCESS** conference have been uploaded to ACRA's and NCRA's website for your review and printing capability.

Thank you to our newly elected president, Jennifer Kissic, for all your hard work in putting together our first in-person conference since January 2020. It was such an amazing conference this year in Hoover, Alabama. We had a great turnout and it was exciting seeing everyone again. Thanks to everyone who came and participated. And the open reception in Honor of Alan Peacock was the BEST!! It was so much fun mingling with the people we have so much in common with. Your support in YOUR association is what makes it work for all of us. Power in Numbers!

If you have any questions about your CEUs, please do not hesitate to contact me.

Karen Strickland Planz • [karenstricklandccr@gmail.com](mailto:karenstricklandccr@gmail.com)



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ALABAMA COURT REPORTERS  
ASSOCIATION  
**ALL ACCESS**  
2022 Annual Conference

P H O T O   A L B U M



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**JANUARY  
21 & 22, 2022**





**ACRA sends a special  
Thank You  
to our Conference Sponsors:**



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**ALL-ACCESS**  
*2022 Annual Conference*

# Thank You to our Student Sponsors

## The Future of Court Reporting!

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Alan Peacock  
Cindy Greene  
Micky Turner  
Travis Atkins  
LouAnn Schell  
Margaret Turner  
Cyndi Tumlin  
Tammy Hastings  
Ashley Dickey  
Shannon Ball  
Sabrina Lewis  
Parian Tidwell  
Caroline Wilson  
Tracye Blackwell



# A Big “Thank You” to all the Rock Star Reporters!

By Cindi Richey • ACRA Ways & Means Committee

Once again at conference this year the Ways & Means committee held our annual fundraiser – the “Red Carpet” BAAAASKETTT AUUUNCTIONN!! And once again this year it was a success. Thank you so much to all the rock star court reporters (and vendors) who donated baskets, helped us put them together, and spent hard-earned money bidding to win them. I hope everyone enjoyed cruising the tables, checking out the coveted items, and participating in the auction. But most of all, I hope each participant enjoyed jumping in there and getting involved. It just makes it turn out better. And it helps our organization.

As we know, it’s tons more fun to actually participate in events than it is to just watch; right? And this year it was especially fun to watch as all the court reporters (and vendors) contemplated their strategies for winning. I hope everybody made it home with a little something extra and with fun memories of the conference activities. Look for pictures of our winners with their baskets on the red carpet elsewhere in this edition of the FTR. And we hope you’ll be collecting cool items to donate next year. Thanks again for everything, and we’ll see you at conference in 2023!!

<b>DONOR</b>	<b>PRIZE</b>	<b>WINNER</b>
Kelly Heaton	Wine and baking items	Leah Elkins
Cindi Richey	Dog carrier/dog items	Alan Peacock
Margaret Castleberry	Jane Marie bag/other items	Nancy Pannell
Shelagh Dunckley	Cash/\$50	Alan Peacock
Cindi Richey	Outdoor party basket	Felicia Blake
Cyndi Tumlin	Oneida Bowl	Sabrina Lewis
Cindi Richey	Dog items/doormat	Candace Abel
Cyndi Tumlin	Oneida Tray	Vicki Clark
StenoSwag	Goodie box	Felicia Blake
Montgomery County CRs	Bogg bag/Goodr sunglasses	Dautel
Montgomery County CRs	Blanket/picnic items	Donna Winters
Cindi Richey	Picnic basket/picnic items	Karen Strickland
StenoSwag	Goodie box	Felicia Blake
Cyndi Tumlin	Arthur Court Salad bowl/tongs	Travis Atkins
Debbie Isbell	McKlein rolling bag	Cyndi Tumlin
Cindi Richey	Pig in a poke/Air pods	Phyllis Schiver
Live Life Loud Gifts	Door hanger	Cindi Richey
North Alabama Reporting Service	Sign/bag/trail mix/various	Sheree Cater
Alan Peacock/Lou Ann Schell	Coach bag/Burberry scarf	Pat Higgins
Searchmaster/Lynda Barker	Subscription	Alan Peacock
MyRealtimeCoach/M Everhart	3-month subscription	Karen Strickland
Advantage Software	2 Eclipse Webinars	Heidi Thomas
NCRA	1-year membership	Lou Ann Schell
Mobile County CRs	Mardi Gras basket/cash/cake	Vicki Clark
Cyndi Tumlin	Patricia Nash bag/cash	Sheree Cater
Cyndi Tumlin	Starbucks cup/cash	Mary King
Gadsden State	Stenograph rolling bag	Vicki Clark
ACRA	1-year membership	Sheree Cater
Pat Higgins	Pampered Chef items	Cindi Richey
6th Judicial Circuit CRs	Pampered Chef items	Paula Price

## News from ABCR

By Victor Biebighauser

**A**BCR issued a memorandum to all licensed court reporters in Alabama regarding digital recording. Please be sure to read this as it is very important.

It has come to the attention of the Board of Court Reporting that commercial vendors are promoting digital recording and/or remote digital recording services and opportunities to an audience including Alabama licensed reporters. The board wishes to convey a general notification to the Alabama licensed reporters that such services are not permitted in the state of Alabama pursuant to the applicable sections of the Code of Alabama and the Rules & Regulations of the board. Digital recording and/or remote digital recording of a deposition, which is defined as a verbatim record, are not methods that depositions can be taken down or transcribed. Depositions can only be taken by Alabama licensed reporters. Alabama licensed reporters may not certify a deposition that they did not personally take down themselves.

If there are any questions or need for further information on this subject, please contact the board office. Thank you for your attention to this notice.

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*Alabama Court Reporters Association*

*Visit our website at: [www.alcra.com](http://www.alcra.com)*



## CONSTITUTION & BYLAWS

### Article I – Name

The name of this organization shall be the Alabama Court Reporters Association.

### Article II – Purposes

The purposes of this Association shall be:

1. To assume responsibility for leadership and enlightenment of verbatim shorthand reporters and of the public regarding the special competency, importance, and value of verbatim shorthand reporters and to promote verbatim shorthand reporting technologies over alternative reporting methods.
2. To promote a broader understanding and acceptance of the verbatim shorthand reporter as an integral part of the judicial process.
3. To apply the knowledge and experience of verbatim shorthand reporters working in cooperation with the bench and bar toward the upgrading and improvement of the criminal and civil justice system in order that the public good may be served and to promote a broader understanding within the profession of the responsibility of a verbatim shorthand reporter to actively participate in the achievement of this objective.
4. To encourage, establish, and maintain high standards of professional education, competence, and performance of verbatim shorthand reporters.
5. To conduct and promote lawful and proper technical and business research to enhance the services of verbatim shorthand reporters.
6. To promote lawful and proper professional ethics, as well as compliance with all applicable laws, including the antitrust laws, for verbatim shorthand reporters.
7. To stimulate and encourage the establishment and maintenance of appropriate training and educational facilities and programs for persons interested in the profession of verbatim shorthand reporting and to promote verbatim shorthand reporting as a successful career.
8. To cooperate with federal, state, and local governments, their agencies, and other organized groups for the benefit of the public and the verbatim shorthand reporting profession.
9. To conduct educational seminars and conferences relating to verbatim shorthand reporting.
10. To further the exchange of professional knowledge and to disseminate by all appropriate means, to the extent permitted by law, accurate knowledge, and information with respect to the verbatim shorthand reporting profession.
11. To advance the interests and general welfare of the verbatim shorthand reporting profession.
12. To promote and encourage development of realtime reporting skills and ethics to provide communication access pursuant to the Americans with Disabilities Act.
13. To do any and all things that are lawful and appropriate in the furtherance of these purposes.

### Article III – Membership

#### Section 1 – Definition

Membership in the Association shall be open to individuals who subscribe to and support the purposes of the Association and who meet the requirements for one of the classes of membership as hereinafter provided.

#### Section 2 – Classes of Members

The membership shall consist of six (6) classes.

- a) Professional Members
- b) Student Members
- c) Honorary Members
- d) Associate Members
- e) Retired Lifetime Members

#### Section 3 – Professional Members

- a) Any person who is a bona fide resident of the State of Alabama and who is skilled and primarily engaged in the verbatim reporting of proceedings by the use of shorthand symbols, manually or by stenographic machine, as an official court or legislative reporter, freelance reporter, captioner, or CART provider shall be eligible to become a Professional Member.
- b) Any full-time director and/or teacher of an NCRA-approved school or college who has had a minimum of three (3) years of experience engaged in the active practice of shorthand reporting shall be eligible to become a Professional Member.
- c) All Professional Member applicants shall be required to be endorsed in writing by a voting member as defined herein.

#### Section 4 – Student Members

## ***Constitution & Bylaws***

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- a) Any student of verbatim shorthand reporting who is currently enrolled and certified by a verbatim shorthand reporter training program instructor or director shall be eligible to become a Student Member. A Student Member shall be eligible to renew such membership four (4) times.
- b) Student Members shall not vote or hold elective office.

### *Section 5 – Honorary Members*

- a) Any person who has attained high rank in the reporting profession as a practitioner in the art of verbatim shorthand reporting, as an author of shorthand literature, or as a benefactor of the profession, but not in the active practice of verbatim shorthand reporting, upon recommendation of the Board of Directors, may be elected an Honorary Member, provided two-thirds (2/3) of the voting members present at an Annual Business Meeting confirm such membership.
- b) Honorary Members shall not vote or hold elective office.
- c) Honorary Members shall not pay dues.

### *Section 6 – Associate Members*

- a) Any teacher of verbatim shorthand reporting or anyone connected in an official capacity with a school or college conducting a verbatim shorthand reporting course shall be eligible to become an Associate Member. Such persons need not meet the requirements for skill in the art of verbatim reporting of proceedings by the use of shorthand symbols.
- b) Any person interested in the preservation, support, and advancement of the field of verbatim shorthand reporting and who supports the purposes of the Association who is not otherwise eligible for membership, upon application to the Vice President and approval of the Board of Directors, shall be eligible to become an Associate Member.
- c) Any person who qualifies to be a Professional Member, excepting the residency requirements, shall be eligible to become an Associate Member.
- d) Associate Members shall not vote or hold elective office.

### *Section 7 – Retired Lifetime Members*

- a) Any Professional Member of this Association in good standing who has paid Membership dues for a period of twenty (20) consecutive years and who is no longer actively engaged in the practice of verbatim shorthand reporting shall be eligible to become a Retired Lifetime Member with all the rights and privileges of Professional Members.
- b) Retired Lifetime Members shall not pay annual dues.

### *Section 8 – Privileges*

- a) All classes of members shall enjoy the privileges of the Association except where certain privileges are specifically restricted to a specific class of member in this Constitution and Bylaws.
- b) Only Professional and Retired Lifetime Members shall be eligible to vote.
- c) Only Professional Members shall be eligible to hold elective office.

### *Section 9 – Membership Application Procedures*

- a) The class of membership to which an individual is entitled shall be determined by the Board of Directors, consistent with this Constitution and Bylaws.
- b) Each application for membership must be accompanied by the appropriate dues for such class of members, as set forth herein.
- c) All applications for membership shall be made to the Vice President of the Association and shall be approved by the Board of Directors.

### *Section 10 – Suspension*

- a) The membership of any person whose dues are thirty (30) days past due shall be suspended and all privileges of membership shall be terminated. Any member suspended for nonpayment of dues may be reinstated at any time prior to the close of that membership year upon full payment of the current year's dues.
- b) Any Professional Member suspended by the ABCR shall lose their Professional Member association privileges and status and be reclassified as Associate Member status until such time as they are reinstated by the ABCR. Proof of ABCR reinstatement shall be submitted to the Membership Chairperson.

### *Section 11 – Termination of Membership*

The membership of any person who is under suspension for nonpayment of dues at the close of a membership year shall be terminated automatically.

## **Article IV – Dues**

- a) The annual dues for Professional and Associate membership in the Association shall be \$100 effective July 1, 2005. The annual dues for Student membership in the Association shall be \$15. Such annual dues shall become due and payable to the Treasurer on the 1<sup>st</sup> day of July of each year.
- b) The Board of Directors may, at their discretion, raise the annual dues for Association membership no more than \$25 during any three (3) year period.

## **Article V – Officers, Board of Directors, and Duties**

## *Constitution & Bylaws*

*continued from page 16.*

### *Section 1 – Composition*

- a) The Officers of this Association shall consist of a President, President-elect, Vice President, Secretary, and Treasurer, who shall be elected by the members at an Annual Business Meeting and whose term shall begin at the close of the Annual Convention at which they were elected and whose duties shall be set forth herein.
- b) Officers of this Association shall be current ACRA members and current NCRA members.
- c) No member may be elected to the office of President, President-elect, or Vice President unless that member has previously served as an Officer of the Association.
- d) The Board of Directors of the Association shall consist of the President, President-elect, Vice President, Secretary, Treasurer, the Immediate Past President, four (4) Directors, and a Parliamentarian.
- e) The four (4) members elected as Directors shall serve for a term of two (2) years or until their successors have been elected. The term of the Directors shall begin at the close of the Annual Convention at which they were elected and whose duties shall be set forth herein.
- f) There shall be four (4) Directors, one (1) from each district of the state. The four (4) Directors shall be divided into two (2) classes of two (2) Directors each, determined by the expiration of their terms of office, one (1) class of Directors to be elected each year, with Districts 1 and 3 to be elected in odd years and Districts 2 and 4 to be elected in even years.
- g) The member elected as Parliamentarian shall serve for a term of three (3) years or until their successor has been elected. The term of the Parliamentarian shall begin at the close of the Annual Convention at which they were elected and whose duties shall be set forth herein.

### *Section 2 – Compliance Statement by Officers and Directors*

Every member of the Board of Directors shall be given a written explanation of the requirements of antitrust and other laws insofar as they apply to the activities of the Association and shall sign a written statement in which such Board member undertakes to promote full compliance by the Association and all its members with such laws.

### *Section 3 – Duties*

- a) **President.** The President shall preside at all meetings of the Association and perform all duties incident to the office of President. The President shall make all appointments to committees, except the Nominating Committee as provided under other sections of this Constitution and Bylaws; fill the vacancies occurring in any committee for the remainder of the time for which such committee member(s) may have been appointed or elected; and promote the objectives of the Association. The President shall render a report of his acts and functions during the preceding year at the next Annual Business Meeting.
- b) **President-elect.** The President-elect shall perform the duties of the President in the President's absence or in the event of the President's inability or unwillingness to act. The President-elect, when thus acting, shall have the powers of and be subject to all restrictions placed upon the President. The President-elect shall automatically become the President of the Association at the time of the election at the next succeeding Annual Convention, and his duties shall begin at the close of that Annual Convention. The President-elect shall be in charge of convention arrangements and shall appoint the Nominating Committee. The President-elect shall perform such other duties as from time to time shall be assigned by the President or the Board of Directors.
- c) **Vice President.** The Vice President shall perform the duties of the President or the President-elect in the President's or President-elect's absence or in the event of the President's or President-elect's inability or unwillingness to act. The Vice President, when thus acting, shall have the powers of and be subject to all restrictions placed upon the President or President-elect. The Vice President shall be chairperson of the Committee on Membership. The Vice President shall perform such other duties as from time to time shall be assigned by the President or the Board of Directors.
- d) **Secretary.** The Secretary shall keep minutes of the meetings of the Association, shall compile a list of the members in attendance at the Annual Business Meeting, shall provide a list of the officers elected for the ensuing year, shall keep a perpetual register of all elective officers of the Association, and shall see that all notices are duly given in accordance with the provisions of this Constitution and Bylaws. The secretary shall perform such other duties as from time to time shall be assigned by the President or the Board of Directors.
- e) **Treasurer.** The Treasurer shall receive all monies from any source paid into the Association and pay all bills allowed and approved in such manner as the Board of Directors shall determine. The Treasurer shall, at each Annual Business Meeting, submit a report of the finances of the Association to the Committee on Auditing for inspection and audit as herein provided. The Treasurer shall perform such other duties as from time to time shall be assigned by the President or the Board of Directors.
- f) **Director.** A Director shall represent all ACRA members of his district, shall familiarize himself with the needs and concerns of the district members, shall invite suggestions and/or complaints which district members may have, and shall promote membership within the Association. Directors shall attend all scheduled Board meetings unless prior notice is given to the President or Secretary. A Director shall perform such other duties as from time to time shall be assigned by the President or the Board of Directors.
- g) **Parliamentarian.** The Parliamentarian shall represent all ACRA members, shall be familiar with the Constitution and Bylaws of the Association, and shall be skilled in parliamentary procedures, rules, practices, and debate. The Parliamentarian shall attend all scheduled Board meetings, each Annual Business Meeting, and all Special Business Meetings of the Association. The Parliamentarian shall ensure that the rules contained in *Robert's Rules of Order Revised* shall govern meetings of this Association in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Bylaws.

### *Section 4 – Removal*

Any Officer or Director of the Association may be removed by a three-fourths (3/4) vote of the Board of Directors at any called meeting whenever, in its judgment, the best interests of the Association would be served thereby.

## *Constitution & Bylaws*

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### *Section 5 – Vacancies*

- a) If there is a vacancy for any reason in the office of the President, the President-elect shall succeed to the office immediately and shall have all the powers and perform all the duties of the office. If the President-elect serves as President for a term of six (6) months or less, such person shall have the opportunity to serve a full term as President.
- b) If there is a vacancy for any reason in the office of the President-elect, the Vice President shall succeed to the office immediately and shall have all the powers and perform all the duties of the office. At the completion of the term of office of the Vice President as President-elect, the offices of President, President-elect, and Vice President shall be filled by the voting members at the Annual Business Meeting.
- c) If there is a vacancy for any reason in any office which cannot be filled by these provisions by succession to office, the President shall appoint from its own membership an Officer or Director pro tempore to perform the duties of the vacated office until the office is filled by the voting members at the Annual Business Meeting.
- d) If the Immediate Past President is deceased, physically incapacitated, or unwilling to serve in that capacity, then the most recent Past President of the Association shall serve in the position of Immediate Past President.

### *Section 6 – Powers*

The Board of Directors shall have full power to act upon all matters of business requiring attention during the intervals between Annual Business Meetings, including the approval or rejection of any application for membership. It shall fix the place and time of the Annual Business Meeting and any other meetings of the general membership, and notice shall be given to all members of the Association at least ten (10) days prior to such meeting.

### *Section 7 – Meetings of the Board of Directors*

The Board of Directors shall hold at least four (4) meetings annually. Additional meetings of the Board of Directors may be called by the President or any two (2) members thereof. The time and place of all meetings shall be approved by the Board of Directors. Regular business meetings may be conducted utilizing electronic means provided a quorum of board members is present.

The Annual Business Meeting may be conducted utilizing electronic means when necessary due to matters related to *force majeure*, such as an adverse weather phenomenon, pandemic, or other reasons related to the health and well-being of the public. The decision to hold an Annual Business Meeting by electronic means must be one made by a majority of the Board of Directors and shall be considered only when conducting an Annual Business Meeting in person cannot be accomplished.

### *Section 8 – Quorum and Voting*

- a) A quorum shall consist of one-half (1/2) of the full voting membership of the Board of Directors.
- b) Unless otherwise specifically provided by the Constitution and Bylaws, a majority vote at a meeting at which a quorum of the Board of Directors is present shall govern. No member shall vote by proxy.
- c) The members of the Board of Directors may participate in any regular business meeting by conference call and/or videoconference, and such participation shall constitute personal presence at such meeting.
- d) A quorum for purposes of election of officers at an annual business meeting shall consist of one-half (1/2) of the voting members present at the annual business meeting. All other business conducted at the Annual Business Meeting may be conducted so long as a quorum of the Board of Directors is present in person or by electronic means when in-person presence has been declared not viable.

## **Article VI – Committees**

### *Section 1 – Standing Committees*

The following standing committees shall be appointed by the President to serve the Association during the term of office or as may be hereinafter provided, with the exception of the Nominating Committee, which is appointed by the President-elect:

- a) **Committee on Auditing.** This committee shall be composed of two (2) members of the Association, neither of whom shall be an officer thereof. It shall be the duties of this committee to audit all the accounts of the Association for the preceding year and to report upon the same at the Annual Business Meeting.
- b) **Committee on Membership.** This committee shall be composed of three (3) members of the Association; the Vice President shall serve as chairperson. It shall be the duty of this committee to solicit eligible new members of the Association. They are to receive applications, investigate applicants, and submit applications and recommendations to the Board of Directors. It shall be the duty of this Committee to implement and administer membership drives annually or as directed by the Board of Directors. It shall be the duty of this committee to publish ACRA's Annual Roster no later than September 30 of each year, including the solicitation of advertising and securing of printing services for the Roster.
- c) **Committee on Database Management.** This committee shall be composed of three (3) members of the Association. The chairperson of this committee shall agree to remain in position for not less than three (3) years and shall be appointed by the current president of the Association every three (3) years. It shall be the duty of this committee to maintain ACRA membership records, to send dues renewal notices, to contact members who may be in jeopardy of losing membership for nonpayment of dues, to maintain an accurate count of ACRA membership.
- d) **Committee on Nominations.** This committee shall be composed of three (3) members of the Association, none of whom shall be an officer thereof. It shall be the duty of this committee to nominate Officers and Directors of the Board of Directors for the following

## ***Constitution & Bylaws***

*continued from page 18.*

year. The chairperson of the Nominating Committee shall forward to the editor of the ACRA newsletter the prospective slate of nominees and an accompanying biographical sketch for publication in the newsletter at least thirty (30) days prior to the Annual Business Meeting. The Nominating Committee and nominees shall be present at the entire Annual Convention of the Association. This committee shall follow the guidelines mandated in the *Guidelines for Committees on Nominations, Distinguished Service Award, and Scholarship.*

e) **Committee on Constitution and Bylaws.** This committee shall be composed of three (3) members of the Association, one (1) of whom shall be a Past President of the Association. It shall be the duty of this committee to conduct a continuing review of the Constitution and Bylaws of the Association and to propose such amendments as, in their judgment, are deemed necessary to coordinate and simplify the Constitution and Bylaws and to eliminate conflicting and/or ambiguous provisions thereof.

f) **Committee on Legislation.** This committee shall be composed of not less than three (3) members of the Association. It shall be the duty of this committee to see that members are informed of matters involving legislation affecting reporters which are under consideration by the Alabama Legislature and to directly assist in the passage of legislation when requested by and with the approval of the Board of Directors. No legislation shall be pursued by this committee without prior approval of the Board of Directors.

g) **Committee on Publications.** It shall be the duty of this committee to publish the ACRA newsletter at least quarterly. The chairperson of this committee shall serve as the editor of the newsletter.

h) **Committee on Membership Services.** It shall be the duty of this committee to act as a liaison between the Alabama Board of Court Reporting (ABCR) and the Alabama Court Reporters Association (ACRA).

i) **Committee on Ways and Means.** It shall be the duty of this committee to investigate and evaluate methods of fundraising and, upon approval of the Board of Directors, implement fundraising projects.

j) **Committee on Distinguished Service Award.** This committee shall be composed of the President as chairperson, the Immediate Past President, and the immediate past recipient of this award. It shall be the duty of this committee to recommend to the Board of Directors a recipient for the ACRA Distinguished Service Award. This committee shall follow the guidelines mandated in the *Guidelines for Committees on Nominations and Distinguished Service Award.*

### *Section 2 – Special Committees*

Special Committees may be appointed by the President with the approval of the Board of Directors.

### **Article VII – Election Procedures**

a) The voting members shall elect the Board of Directors at the Annual Business Meeting.

b) If there shall be two (2) candidates for office, the person receiving a majority of votes cast at an Annual Business Meeting at which a quorum is present shall be elected for such office. In the event there are three (3) or more candidates for an office and if a majority vote of the voting members is not received by any candidate for such office, there shall be a runoff election during the Annual Convention between the two (2) candidates receiving the most votes.

c) In the case of an Annual Business Meeting held by electronic means, election of officers may be made by a show of hands on videocam with time given to accurately determine ayes and nays. Votes by attendees attending via teleconference, without video, may be made by texting the Secretary prior to the closing of voting, who shall tally the ayes and nays and report same to the President prior to the close of the voting. Time shall be given to receive texts and tally same. Only voting members in good standing may vote.

### **Article VIII -- Association Meetings**

#### *Section 1 – Annual Business Meeting*

a) The Annual Business Meeting of the Association shall be held at a time to coincide with the Circuit Judges Annual Conference or as otherwise directed by the Board of Directors.

b) Written notice of Annual Business Meetings of the Association shall be given to all voting members not less than ten (10) days prior to the date thereof.

c) Annual Business Meetings may be conducted by electronic means utilizing Zoom or other videoconference software as determined by the Board of Directors. Effort shall be made to make the video link available to all members present by videoconference and those who choose to attend by teleconference as well.

#### *Section 2 – Special Business Meetings*

a) Special meetings of the Association may be called by the Board of Directors at any time or shall be called by the President upon receipt of a written request by five percent (5%) of the voting membership, as determined at the time of the last Annual Business Meeting, specifying the purpose of such meeting. No business shall be transacted at such special meeting except as specified in a notice to voting members.

b) Written notice of such meeting shall be given to all voting members not less than ten (10) days prior to the date thereof.

#### *Section 3 – Quorum and Voting*

A majority of the voting members present shall constitute a quorum for the transaction of business at any meeting of the Association.

## ***Constitution & Bylaws***

*continued from page 19.*

### **Article IX – Parliamentary Authority**

The Rules contained in *Robert's Rules of Order Revised* shall govern meetings of this Association in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Bylaws.

### **Article X – President's Advisory Board**

The President's Advisory Board shall be composed of all Past Presidents of this Association. Each President, upon relinquishment of office, shall become the chairperson for the ensuing year.

### **Article XI – Code of Professional Ethics**

- a) ACRA adopts and adheres to NCRA's existing Code of Professional Ethics.
- b) Complaints for noncompliance with NCRA's Code of Professional Ethics shall be forwarded in writing to the ACRA Board of Directors for action.

### **Article XII – Amendments**

- a) This Constitution and Bylaws may be amended at any Annual Business Meeting by a two-thirds (2/3) vote of the members present and voting unless otherwise provided herein.
- b) All proposed amendments shall be submitted to the Secretary not less than thirty (30) days prior to the Annual Business Meeting at which the amendments are to be acted upon.
- c) Written notice of such proposed amendments shall be given to the membership not less than ten (10) days prior to the Annual Business Meeting at which the amendments are to be acted upon.

### **Article XIII – Miscellaneous**

#### *Section 1 – Interpretation of Constitution and Bylaws*

- a) The Board of Directors shall be the final authority on the interpretation of this Constitution and Bylaws.
- b) Nothing in any article of this Constitution and Bylaws or in any provision of the Code of Professional Ethics shall be construed to require or permit the Association or any of its committees or task forces to participate or advise in any way, formal or informal, in the setting of rates or charges for the profession, except for rates established by statute, rule, or order of court.

#### *Section 2 – Previous Constitution and Bylaws Superseded*

All provisions of the previous Constitution and Bylaws of this Association are hereby replaced by the provisions hereof.

*As Amended January 2022*



# Status: **Inactive**

By Sabrina Lewis, CCR, RDR, CCR • President-Elect, ACRA

**M**ost Alabama Certified Court Reporters (CCRs) were grandfathered in back around 2006. That's when the final legislation creating CCRs was passed. At that time, if you were a member of the Alabama Court Reporters Association (ACRA), you could apply to the Alabama Board of Court Reporting (ABCR) and become licensed as a court reporter without having to pass a written and/or skills test.

CCR licenses must be renewed every year. What happens when you decide to quit court reporting – you want to try your hand at something else – and you do not want to continue paying the annual license renewal fee? Pursuant to ABCR rules, you may apply to maintain your CCR license in inactive status for up to five years.

## How does this work?

Alabama Rules of Court Reporting Section 257-X-2-.05, Inactive Status

- (1) A person not actively engaged in the practice of court reporting may place his/her license on inactive status by filing an Application for Inactive Status, together with the required application fee of Ten Dollars (\$10.00).
- (2) Any transcripts provided by an inactive court reporter must include his/her license number and the date that the court reporter became inactive from the practice of court reporting.
- (3) Inactive court reporters who engage in the practice of court reporting may be subject to disciplinary action by the Board.
- (4) An inactive license must be renewed annually, as provided in Rule 257-X-3-.05.
- (5) The annual fee for an inactive license shall be Ten Dollars (\$10.00).

When you're ready to come back, apply for restoration of your license.

## How does this work?

Alabama Rules of Court Reporting, Section 257-X-2-.06, Restoration

- (1) A person seeking restoration of a license after it has been placed on inactive status for up to five (5) years shall file an application with the Board together with the required fees. After September 30, 2008, in order to restore a license, a person shall submit proof of fifteen (15) hours of continuing education completed within one (1) year before restoration. The applicant shall also submit either:
  - (a) Certification of current licensure from another jurisdiction completed by the appropriate board or licensure authority; or
  - (b) Affidavits from two (2) members of the bench or bar attesting to the applicant's active practice of court reporting in a state that does not require licensure for at least one (1) year immediately prior to the date of application; or

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### ***Status: Inactive***

*continued from page 21.*

- (c) An affidavit attesting to military service; or
- (d) Other proof acceptable to the Board of the applicant's fitness to have the license restored.

(2) The applicant must receive a renewal certificate reflecting active status prior to providing any court reporting services. Failure to comply with this requirement may constitute unprofessional conduct as provided in Rule 257-X-4-.01.

It's a bad idea. Don't merely decline to pay the renewal fee and, thereby, allow your license to lapse and then expire. Once that happens, you will need to reapply for a CCR license.

### **How does this work?**

Alabama Rules of Court Reporting, Section, 257-X-3-.02 Traditional Application for Licensure

(1) Applicants for licensure as court reporters must meet the following requirements in order to obtain a license:

- (a) Provide proof of graduation from court reporting program or its equivalent in the form of: Official Transcripts, Copy of Diploma, or Official Letter from the Court Reporting Program's Director;
- (b) Pass the Licensure Examination;
- (c) Complete the application and remit all appropriate fees.

If you are not going to be actively reporting, apply and pay the fee to put your license on inactive status. Not doing so may result in your having to pass a written and/or skills test before you can regain your ability to work.

Questions regarding your license? Don't rely on well-meaning but clueless colleagues. Visit the Alabama Board of Court Reporting website at: <https://www.abcr.alabama.gov>. There you will find the rules and the law governing court reporters. You may also contact ABCR by postal mail (Post Office Box 241565, Montgomery, AL 36124-1565), email: [board@abcr.alabama.gov](mailto:board@abcr.alabama.gov), and/or phone (334-328-7708).

## ***Have you visited the ACRA Website lately?***

**P**lease visit us at [www.alcra.org](http://www.alcra.org). We are working on adding lots of information for our members. Visit the ACRA store to purchase ACRA merchandise, buy or sell equipment, and advertise scoping or proofing services.

We welcome any suggestions you have for content on our website.

## MEMBER SPOTLIGHT: ROY ISBELL

By Tatelyn Noda, CCR, RPR • ACRA Treasurer

**R**oy Isbell, CCR(AL), CCR(LA), RPR, RMR, RDR, CRR, CRC, is a four-time medalist, winning competitions both locally and nationally. He is a recognized member of ACRA, NCRA, LSRCA, and USCRA.

### **Q. What do you do when preparing for a realtime or speed competition?**

**A.** I really don't do much. I am a member of the 100-day challenge Facebook group, which is a group of court reporters that practice a minimum of 15 minutes a day. I practice random material, usually podcasts or YouTubes, and I'm frequently making unusual word entries into my dictionary. It surprises me when those words do come up in transcripts.

### **Q. What are habits that have helped you succeed?**

**A.** I am surrounded by reporters who strive to be the best and they drag me along with them. I'm a little bit of a perfectionist, and I hate for anybody to see my mistakes. I'm constantly watching my realtime and correcting a mistake when I see it.

### **Q. What is your favorite thing about our profession?**

**A.** That it is challenging.

### **Q. Who is your inspiration?**

**A.** I've said this before: My wife is an aggressive perfectionist, and I have to be at the top of my game if I can at least keep up with her. The best I can ever hope is to just keep up with her.

### **Q. What do you do when you fail at something?**

**A.** Nothing about our job is so serious that a mistake makes you feel like a failure, because we can always go back and correct it. I don't like it when reporters are habitually sloppy and let their transcripts go out with mistakes in it. You can take all the time in the world to correct anything, including your writing style.

### **Q. What would you tell someone who is thinking of competing?**

**A.** Go for it. The speed contests are fun, the comradery between reporters is great, and it challenges and makes me a little bit better each time I compete. The thing I would say about this career is the longer you're in it, the better you get. I write so much better than I did just 10 years ago. It only gets better, year after year, and it makes the job so enjoyable.

I have so many fewer mistakes to correct when I scope a transcript that when I think about retiring early, and it's just a shame because my skills and dictionaries have gotten so advanced. Not to mention, computer programs have become more intuitive and fun.

### **Q. Do you think it's important to be a member of professional associations?**

**A.** I think it's important to help support the organizations that watch out for our profession, and we do whatever we can to give back to the profession that has given so much to us.



ALABAMA IS LUCKY TO HAVE YOU, ROY!

# Here for You

By Mary Hicks Heinfeld • ACRA, Vice-President

I am both honored and excited to serve on the Board of Directors of Alabama Court Reporters Association! This association has always and will continue to be an integral part of the court reporting profession, so know that this board is working hard to carry out its duties with your best interests as well as the best interests of our profession in mind. Please feel free to take a moment and contact me by email at [maryhccr@gmail.com](mailto:maryhccr@gmail.com) or by phone for any assistance you may need.

My main responsibility as Vice President is membership, so the upcoming membership drive for the month of June is a top priority. At the time of composing this article, I am putting together an ACRA Membership Committee. Any suggestions for fresh ideas to build the membership of ACRA are certainly welcome!

Remember that most people set their dreams too low and goals too high. Let's begin to dream, set our smaller goals, and take even smaller steps to accomplish them. A very wise lady always told me that the only way to eat an elephant is one bite at a time.

We are so glad to have you as a part of ACRA, and I look forward to working with you and for you!



## Proclamation By the Governor of Alabama

WHEREAS, throughout history, individuals have wanted the spoken word translated into text, and to accomplish this task, they have relied on scribes; and

WHEREAS, scribes were present with our Nation's founding fathers as the Declaration of Independence and Bill of Rights were drafted; and

WHEREAS, President Lincoln entrusted scribes to record the Emancipation Proclamation; and

WHEREAS, since the advent of stenographic shorthand machines, these scribes have been known as court reporters and have played a permanent and invaluable role in courtrooms across our country; and

WHEREAS, stenographic court reporters are present in the United States Congress preserving members' words and actions; and

WHEREAS, stenographic court reporters and captioners are responsible for the closed captioning seen widely across television screens, at sporting stadiums and in other community and educational settings, bringing information to millions of deaf and hard-of-hearing Americans every day; and

WHEREAS, stenographic court reporters and captioners translate the spoken word into text and preserve our history; and

WHEREAS, scribes called the scribes of yesterday or the stenographic court reporters and captioners of today, the individuals who preserve our nation's history are truly the guardians of the record;

**NOW, THEREFORE, I, Kay Ivey, Governor of Alabama, do hereby proclaim February 29<sup>th</sup> through 12<sup>th</sup>, 2022, as**

## Court Reporting and Captioning Week

in the state of Alabama.



Given Under My Hand and the Great Seal of the Office of the Governor at the State Capitol in the City of Montgomery on the 12<sup>th</sup> day of January, 2022.

*Kay Ivey*  
Kay Ivey, Governor



## Reporting Proclamation





Amy Holland, CCR  
Seventh Floor, County Courthouse  
714 Greensboro Avenue  
Tuscaloosa, Alabama 35401



Address SERVICE Requested

For The Record is published by the Alabama Court Reporters Association on a regular basis each year.

**PUBLICATION SCHEDULE FOR 2022**

March 15, 2022  
June 15, 2022  
September 15, 2022  
December 15, 2022

Deadline for articles and ads is **30 days** immediately preceding the above publication dates. Please submit articles, ads, etc., in **DIGITAL FORMAT** attached to an email to:  
Amy Holland, [awholland22@outlook.com](mailto:awholland22@outlook.com)

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