

APA-3

**CERTIFICATION OF ADMINISTRATIVE RULES
FILED WITH THE LEGISLATIVE SERVICES AGENCY
OTHNI LATHRAM, DIRECTOR**

(Pursuant to Code of Alabama 1975, §41-22-6, as amended).

I certify that the attached is/are correct copy/copies of rule/s as promulgated and adopted on Thursday, January 23, 2025, and filed with the agency secretary on Monday, February 3, 2025.

AGENCY NAME: Alabama Board of Court Reporting

INTENDED ACTION: Amend

RULE NO.: 257-X-1-.01

(If amended rule, give specific paragraph, subparagraphs, etc., being amended) **257-X-1-.01 (6), (9)**

RULE TITLE: Meetings Of The Board

ACTION TAKEN: State whether the rule was adopted with or without changes from the proposal due to written or oral comments:

Adopted without changes. None received.

NOTICE OF INTENDED ACTION PUBLISHED IN VOLUME XLIII, ISSUE NO. 2, AAM,
DATED WEDNESDAY, NOVEMBER 27, 2024.

STATUTORY RULEMAKING AUTHORITY: 34-8B-7

(Date Filed)
(For LRS Use Only)

REC'D & FILED

FEB 3, 2025

LEGISLATIVE SVC AGENCY

Victor K. Biebighauser

Victor Biebighauser

Certifying Officer or his or her
Deputy

(NOTE: In accordance with §41-22-6(b), as amended, a proposed rule is required to be certified within 90 days after completion of the notice.)

257-X-1-.01 Meetings Of The Board.

(1) The Board shall comply with the Alabama Open Meetings Act.

(2) A minimum of two (2) regular meetings shall be held each year. The annual meeting shall be the first meeting of the calendar year.

(3) Four members shall constitute a quorum for the transaction of business.

(4) At its first meeting each calendar year, the board shall elect a Chair, a Vice Chair, and Secretary from its membership. No member shall be elected to serve more than two (2) consecutive years in the same office.

(5) The Chair shall, in accordance with these rules, rule upon all questions of procedure at meetings of the Board. The decision of the Chair shall be final.

(6) All proceedings of the Board shall be governed by Roberts Rules of Order, latest revised edition, except during disciplinary hearings and except where otherwise provided in these rules. A majority of those members on the Board present and voting on any matter shall decide that matter before the Board.

(7) Special meetings may be called by the Chair or by a quorum of the Board.

(8) Notice of a meeting shall be given to all Board members at least seven (7) days in advance of the meeting, unless all Board members agree to waive the seven (7)-day notice.

(9) Requests to address the Board during a Board meeting shall be in writing to the Executive Director at least fourteen (14) days prior to the meeting and shall include the subject matter involved. Such requests shall be subject to review and approval by the Chair, who may grant exceptions to the deadlines and time limitations in extraordinary circumstances. The usual time limitation for presentations will be five (5) minutes. Written requests should include:

(a) Contact information of the designated spokesperson; and
summary of information to be presented.

(10) The Executive Director or designee shall keep a record of all regular meetings. The minutes shall be transcribed and presented for approval or amendment at the next regular meeting of the Board. The minutes or a true copy thereof, approved by the Board, shall be open to public inspection.

(11) All regular meetings of the Board shall be open and public except for executive sessions as provided by the Alabama Open Meetings Act.

Author: Alabama Board of Court Reporting

Statutory Authority: Code of Ala. 1975, §§34-8B-1 thru 34-8B-18

History: New Rule: Filed April 19, 2007; effective May 24, 2007. **Amended:** Filed June 19, 2012; effective July 24, 2012.

Amended: Filed October 19, 2018; effective December 3, 2018.

Amended: Published February 28, 2025; effective April 14, 2025.