

## MEMORANDUM

To: Representative Assembly Members  
From: Joseph P. McGill, Chair, Representative Assembly  
Date: March 21, 2018  
Re: **Representative Assembly Meeting – Saturday, April 21, 2018**

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In connection with our April 21, 2018 meeting, please note the following:

**Calendar** – Enclosed is the calendar for the Assembly meeting proposed for adoption by the Assembly Committee on Rules and Calendar, along with supporting materials.

**Location/Time** – The Assembly will meet at the Lansing Community College MTEC Center, West Campus, 5708 Cornerstone -- Seminar Rooms 1-4, Lansing, Michigan. A continental breakfast will be available beginning at 8:30 a.m. There will be a new member Orientation beginning at 8:45 a.m. The regular meeting will begin promptly at **9:30 a.m.**

**Map/Accommodations** – Enclosed are directions to the Lansing Community College MTEC Center. If needed, Assembly members should make room reservations at the Crowne Plaza Lansing West located at 925 Creyts Road by calling 877-322-5544. In order to receive the State Bar's special group rate, please *specifically* request the State Bar of Michigan (MRA) room rate when making your room reservations. **Room reservations must be made by Wednesday, March 21, 2018** in order to receive the discounted rate.

**Reimbursement Policy** – Members traveling more than 150 miles (one way) are entitled to reimbursement for overnight accommodations. All members are entitled to mileage reimbursement to/from the meeting. The mileage reimbursement rate is now .545 cents per mile. The reimbursement form is available online at: <http://www.michbar.org/generalinfo/pdfs/RAexp.pdf> and hard copies will be available at the meeting. Please complete the form and return it to Carrie Sharlow at the State Bar no later than **June 5, 2018**.

**Excused Absences** – Those who cannot be present and wish to have their absence excused should send an e-mail to [repassembly@mail.michbar.org](mailto:repassembly@mail.michbar.org) or submit an appropriate *written* request addressed to me, c/o State Bar of Michigan, 306 Townsend Street, Lansing, MI 48933-2083 **on or before April 13, 2018**. You may also submit written requests to Carrie Sharlow at the State Bar. The procedural rules are included at the end of the agenda book, for those with any questions on the policies regarding absences.

If you have any questions, please contact Carrie Sharlow, Administrative Assistant, Executive Office; phone: (517) 346-6317; e-mail: [repassembly@mail.michbar.org](mailto:repassembly@mail.michbar.org). You may also call the State Bar's toll free number at (877) 247-8233 and enter the extension number 6317.

cc: Janet Welch, Esq.  
Hon. John Chmura, Parliamentarian  
Connie Coon, Court Reporter  
Board of Commissioners  
Committee and Section Chairpersons