

2017 PUBLICATIONS

Alabama County Commission Handbook

PUBLICATIONS CURRENTLY UNDER REVISION

Alabama Election Handbook

RECENT PUBLICATIONS

Handbook for Alabama Sheriffs, 6th Ed., 2015

At the request of the Alabama Sheriffs Association, the Alabama Law Institute developed this Handbook for Alabama Sheriffs. The first edition was written in 1992 and this current edition in 2015.

There are 13 chapters in the Handbook. The first two chapters concern the history of the office and the legal background of the sheriff's office. They include information about the qualification and powers of office. The third chapter deals with the administrative duties of the sheriff, including Peace Officers Standards and Training, budget, record access, and incarceration of prisoners.

The fourth chapter discusses criminal law, including criminal procedure and an overview of the criminal code. The chapter also includes an extensive material on evidence, vehicular stops, domestic violence and arrest. The fifth chapter includes a very detailed outline of the sheriff's responsibilities for jails and prisoners. The sixth chapter covers the sheriff's duties involving juveniles and incompetents.

Civil process, including subpoenas, evictions and execution of judgments is the subject of chapter seven. Chapter eight outlines the duties of the sheriffs regarding elections. The rules of the road and health, environment and public safety are the topics covered by chapters nine and ten, respectively. Chapters eleven and twelve concern liability and ethics. The final chapter gives a brief overview of the state and federal agencies in which the sheriff's office interact.

Alabama Competitive Bid and Public Works Laws, 2014

At the request of the Examiners of Public Accounts, the Law Institute updated this book to reflect changes to the law since 2008, when the book was last revised. This handbook is written to assist those who must consult the Competitive Bid Law and Public Works Laws of Alabama.

The handbook is organized in two Parts: Part I – Contracts and Part II – Public Works. Each Part is organized: (1) a chapter of general introduction to the subject; (2) a chapter containing the applicable statutes; (3) a chapter summarizing the cases that have interpreted the statutes; and (4) a chapter containing brief summaries of the opinions issued by the Attorney General and the Department of the Examiners of Public Accounts. Part I also contains additional chapters concerning the competitive bidding laws governing boards of education.

Alabama Legislation, 8th Ed., 2014

This book is written to acquaint lawyers, law students and those involved in drafting, voting on and interpreting Alabama laws with the technical aspects of legislation.

The book is in six parts. The first part is to provide the reader or researcher with the historical background of the Alabama Legislature and the legislative services available to legislators. The second part is an orientation in the organization of the legislature, discussing the general requirements of candidates, their election to office, reapportionment law, legislative sessions, and finally, Senate and House Rules.

The third is a review of legislative procedure and covers legislative powers, oversight functions, local legislation, the non-law making functions of the legislature, and the passage of bills through both Houses of the legislature and the Governor's action on them. The fourth part deals with the mechanics of drafting, covering such subjects as resolutions, constitutional amendments, statute drafting, amendments, codification of acts, and repealing of laws.

The fifth part deals with interpretation of statutes, the rules of construction, legislative intent, legislative history and judicial meaning of words used within statutes. Finally, part six reviews the obligations of legislators, the ethics act, and rules for lobbyists.

Alabama Election Handbook, 16th Ed., 2013

The Election Handbook has assisted those who are involved in the election process for over fifty years. It is written to provide candidates for public office and election officials with one source in which to find applicable provisions of Alabama law relating to municipal, county or state elections.

The Alabama Election Handbook, first published by the Institute in 1977, was the successor to the 1952 Election Officer's Handbook by University of Alabama Professor Donald Strong. Beginning with the Sixth Edition, the Alabama Election Handbook also incorporated the Secretary of State's Election Official's Handbook produced first by Dr. Robert Montjoy of Auburn University in 1982. The Sixteenth Edition is the result of a cooperative effort between the Institute and the Office of the Secretary of State. This edition includes changes to the Fair Campaign Practice Act as well as a FCPA filing calendar.

The handbook is comprised of three parts: chapters one through ten set forth the election process; chapters eleven through eighteen delineate the duties of each official; and an extensive appendix of exemplary forms that are available on the Secretary of State's web site.

Voting officials can follow their duties during the election cycle. This book is written to assist candidates, voters, probate judges, circuit clerks, sheriffs, boards of registrars, municipal and county commissions and others who have a part in conducting elections. Also included is information for poll workers who assist in making the election process work. Furthermore, the handbook includes chapters relating to the duties of inspectors and clerks.

Handbook for Alabama Probate Judges, 9th Ed., 2013

Under its enabling statute, the Law Institute is charged with the responsibility of assisting in the training and education of public officials so that the laws of Alabama may be more uniformly implemented and followed.

This ninth edition of the handbook incorporates changes in Alabama law since the last edition, significantly expands the scope of forms included in the book, and, for the first time, includes a glossary of terms. Included are chapters on Probate Judges' administrative as well as their judicial functions.

The primary purpose of this Handbook is to serve as a quick reference for probate judges in finding legal sources of the duties with which they are entrusted by law. For newly elected probate judges especially, this Handbook can be an important tool in providing a general overview of the office and in helping to familiarize them with their many responsibilities.

Handbook for Alabama County Commissioners, 11th Ed., 2012

The Law Institute is charged by its enabling statute to assist in the training and education of public officials so that the laws of Alabama may be more uniformly implemented and followed. This publication is the most recent in a line of publications to assist county commissions dating back to the 1963 publication of A Manual for Alabama County Commissioners, written by James D. Thomas.

This eleventh edition is a substantial revision of the 2007, tenth edition bringing it current through the laws passed during the 2012 Legislative Session. Included are chapters on organization of county government, administration of highways, taxation and financial administration and election laws.

The primary purpose of this Handbook is to serve as a quick reference guide for county commissioners regarding the legal sources of the duties with which they are entrusted by law. For newly elected county commissioners, this Handbook can be an important tool in providing a general overview of the office and in helping to familiarize them with their many responsibilities.

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