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- Official Call for Declaration of Candidacy for Directors
- Official Notice of Annual Meeting of the Membership of NALA
- Form for Designation of Proxy and Alternate Proxy

Your Vote is Vital

It takes committed voters to empower the kind of leadership that has made NALA the nation's premier professional association for paralegals. Your vote is crucial in this process. Only active members present at the annual meeting, or represented by proxy, may vote.

The procedure is straightforward once you understand the details. Please review this information regarding NALA election procedures so that you can make your voice heard at the annual membership meeting on July 27, 2012, Omaha, Nebraska. Members are the lifeblood of a professional association, and your participation ensures that NALA's programs remain strong and continue to meet the needs of members.

Candidate Qualifications

All candidates for NALA officer and director positions must be:

- Legally competent to enter into contracts
- A citizen of the United States
- An active member of NALA
- Actively employed as a paralegal
- A current Certified Paralegal

Election of Officers

Officers elected at the annual membership meeting are:

- First Vice President
- Second Vice President
- Secretary
- Treasurer

These officers are elected for one-year terms, and may serve a maximum of two consecutive terms. Candidates are profiled in the May/June issue of *Facts & Findings* and on the NALA Website.

The President of NALA is elected for a one-year term by the Board of Directors from among its members during the Board's March meeting. The President-elect takes office in July with the other new officers and Board members.

Election of Directors

During the 2008 annual meeting of NALA, the membership amended the *NALA Bylaws* to provide for a new procedure for the election of directors. As of July 2009, directors are elected in the same way as officers. The directors are elected by all NALA voting members present, and members represented by proxy.

In addition to the qualifications previously listed, director candidates must either be residents of the regions in which they are seeking election, or they must be employed within those regions.

Directors may serve a maximum of two consecutive two-year terms. Directors for Regions 1, 5, 6, 7, and 9 will be elected at the 2012 meeting. The directors will be elected in the same fashion as NALA officers. Elected officers and directors will begin their terms immediately after the conclusion of the 2012 annual meeting.

Voting

Active members of NALA for at least 45 days prior to the election, and who are present at the annual meeting, or represented by proxy, will elect the officers and region directors.

Proxy Voting

If you cannot attend the annual membership meeting in July, you may designate another active member and an alternate to represent you. You must file a *Designation of Proxy* form (in this material) with the NALA Credentials Chairman by June 27, 2012 with a copy to the NALA Secretary.

It is prudent to file this form even if you plan to attend the meeting. Should unforeseen circumstances keep you from attending the election, then a designated proxy could step in for you. Be sure that your designated proxy and alternate are active members, and that they plan to attend the meeting. It is wise to send copies of your *Designation of Proxy* form to your proxy and alternate for their information.

Instructions to Proxy Holders

For your convenience, NALA will prepare and post on the Web site an *Instructions to Proxy Holder* form. This form will list matters that will be voted upon. Members designating

a proxy holder may use the form to instruct the proxy holder how to cast the vote. It is not required that the form is used, but members may find it handy.

Please do not misdirect the *Instructions to Proxy Holder* form to NALA Headquarters, the Credentials Chair or the NALA Secretary. The form is only for communications between members and designated proxy and alternate proxy holders.

The form will be posted on the NALA web site in May 2012.

Deadlines

March 1

- Proposed amendments to *NALA Bylaws*. Submit to the NALA Secretary in care of NALA Headquarters.

March 15

- Declaration of candidacy for NALA officers and directors.

June 27

- *Designation of Proxy* forms due to NALA Secretary.
- Resolutions due from NALA members and NALA affiliated associations for consideration during the annual membership meeting of NALA.

Official Notice Call for Declaration of Candidacy for Directors

— December 31, 2011—
To Active Members of
Regions 1, 5, 6, 7, 9

Directors of this corporation will be elected for a two-year term at the annual meeting in Omaha, Nebraska on July 27, 2012.

In 2012, the following directors will be elected for two-year terms:

REGION I: New York, Connecticut, Rhode Island, Massachusetts, New Hampshire, Vermont, Maine, New Jersey, Delaware, Pennsylvania, Brazil, England, Ontario

REGION V: Indiana, Michigan, Wisconsin, Illinois, Kentucky, Ohio

REGION VI: North Dakota, South Dakota, Minnesota, Nebraska, Kansas, Iowa, Missouri

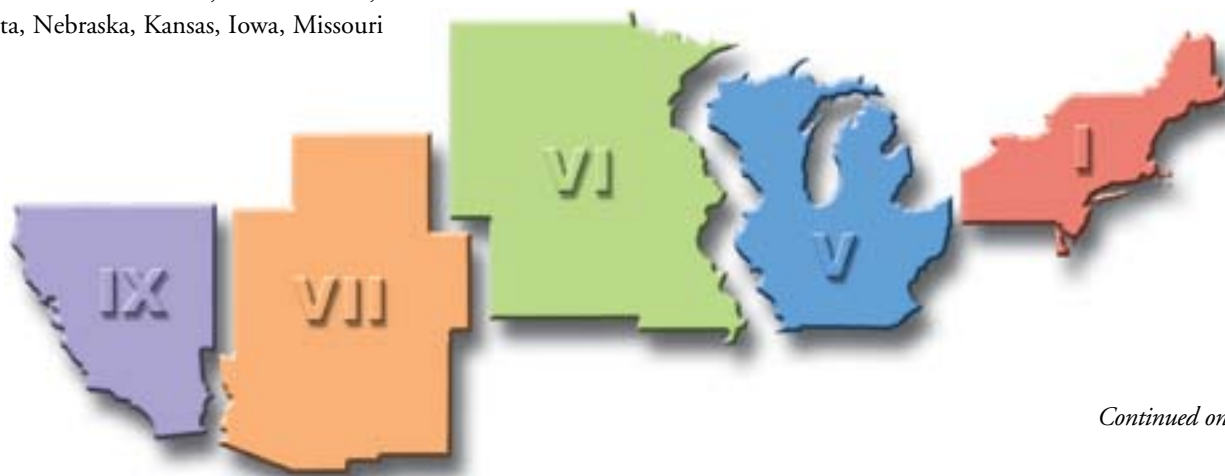
REGION VII: Arizona, New Mexico, Utah, Colorado, Wyoming

REGION IX: California, Nevada, Hawaii, Bahrain, Guam, Singapore, Taiwan, New Zealand

Active members who wish to declare themselves as candidates for a directorship must complete and submit the special *Declaration of Candidacy* form. A sample ballot of the candidates will be prepared and furnished to all active members with the annual meeting information in May. Voting will be by active members present on July 26 and 27, 2012, and active members registered to vote by proxy at the annual meeting.

If you are interested in a directorship, you are urged to read Article IV of the *Bylaws* pertaining to the duties of a director. *Declaration of Candidacy* forms for directors are available upon written request to NALA Headquarters. The completed form must be received no later than March 15, 2012 to qualify. Declarations received after that date will not be accepted.

Declarations must be sent to NALA Headquarters, 1516 S. Boston, #200, Tulsa, OK 74119 Fax: (918) 582-6772; e-mail: nalanet@nala.org.



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**Official Notice
Call for Declaration of Candidacy
for
Officers**

— December 31, 2011—

To Active Members of the
National Association of Legal Assistants, Inc.

Officers of this corporation will be elected for a one-year term at the annual meeting in Omaha, Nebraska, July 27, 2012.

This is the official call for declaration of candidacy for the offices of First Vice President, Second Vice President, Secretary, and Treasurer. Active members who wish to declare themselves candidates for office must complete and submit the special

Declaration of Candidacy form. A sample ballot of the candidates will be prepared and furnished to all active members with the annual meeting information in May.

Voting will be by active members present and active members registered to vote by proxy at the annual meeting on July 26 and 27, 2012. If you are interested in candidacy for office, you are urged to read Article VI of the *Bylaws* pertaining to the duties of an officer.

Declaration of Candidacy forms are available upon written request to NALA Headquarters. In order to qualify, the completed form must be received no later than March 15, 2012. Declarations received after that date will not be accepted.

The declaration must be sent to NALA Headquarters, 1516 S. Boston, #200, Tulsa, OK 74119, Fax: 918-582-6772; e-mail: nalanet@nala.org.

All interested active members are invited to write NALA Headquarters with any questions.

**Official Notice of
Annual Meeting**

To Active Members of the
National Association of Legal Assistants, Inc.

Notice is hereby given that the annual meeting of the membership of the National Association of Legal Assistants, Inc., will be held and will commence at 1:30 p.m., Friday, July 27, 2012 and will continue from day to day thereafter until completed at the Hilton Omaha, Omaha, Nebraska, to tally ballots for and announce the election of NALA officers (except president) for the 2012–13 fiscal year, and directors for regions 1, 5, 6, 7 and 9; to hear annual reports of officers and committee chairmen; and such other business as may come before this meeting and proper continuance thereof.

This notice is published in accordance with the *NALA Bylaws*. This meeting is called pursuant to the order of the President and the Board of Directors.

Cassandra Oliver, *ACP*
Secretary

National Association of Legal Assistants, Inc.
1516 S. Boston, #200
Tulsa, OK 74119
918-587-6828

**Annual Meeting Resolutions and
Proposed Bylaw Amendments**

Business may come before the NALA membership at the Annual Meeting either through resolutions for the membership's consideration or through proposed amendments to the *NALA Bylaws*. With reference to the *Bylaws*, a member may submit a proposed amendment by delivering the proposed amendment in written form to the Secretary of the Association no later than March 1, 2012. These amendments will be considered by the Board of Directors that shall recommend for or against the adoption thereof.

Members and affiliated associations may also submit resolutions for consideration during the annual meeting. Resolutions to be considered must be filed at NALA Headquarters by July 27, 2012, and may be proposed by individual members or affiliated associations. Resolutions are reviewed by the Board of Directors or a committee appointed by the Board. No resolution shall be offered for adoption without approval of the committee written thereon. If a question arises as to whether a resolution is within the scope and purpose of NALA, the committee shall advise its opinion. Resolutions shall not exceed 300 words.

Designation of Proxy

National Association of Legal Assistants, Inc.
Annual Meeting, July 27, 2012

Instructions and General Information

1. If you cannot attend the NALA Annual Membership Meeting on July 27, 2012, you may designate two NALA active members to cast your proxy vote during the meeting. One NALA member will serve as your proxy holder and the second member will serve as your alternate proxy holder. The alternate is a back up to protect your vote in the event your primary proxy must cancel at the last minute or leave the meeting early. Any active member may

hold your proxy **with the exception of the NALA President**.
2. Be sure your named proxy holder and alternate proxy holder plan to attend the annual meeting. If your proxy holder and/or alternate proxy holder have to leave the annual meeting before its conclusion, another member cannot hold your proxy. No proxy or alternate proxy holder may be designated after June 27, 2012.
3. Your *Designation of Proxy and Alternate Proxy* form must be sent to both the NALA Secretary and the NALA Credentials Chairman in order for your proxy to be recorded. The form must be **received** by these officers no later than June 27, 2012.
4. Remember to instruct your proxy holders how you wish your vote to be cast. Announcement of candidates and proposed *Bylaw* amendments will be published in the May/June issue of *Facts & Findings* and on the NALA Website.

I, _____, a NALA active member, hereby appoint
YOUR NAME
_____ a NALA active member to serve as my proxyholder
PROXY'S NAME

at the NALA Annual Meeting in Omaha, Nebraska on July 27, 2012. In the event my named proxyholder is unable to hold my proxy, I hereby appoint _____, a NALA active member, to serve as my alternate proxy at said annual meeting.
ALTERNATE PROXY'S NAME

DATE YOUR SIGNATURE PRINT/TYPE YOUR NAME

ADDRESS

CITY STATE ZIP

E-MAIL ADDRESS

DEADLINE: July 27, 2012

This is the deadline for **RECEIPT** of the form by the NALA Secretary. Forms postmarked June 29, 2012 will not be acknowledged unless they are in the Secretary's possession the same day. This form may be filed by regular mail, fax, or e-mail.

Send this form to:

Cassandra Oliver, *ACP*
NALA Secretary
The Williams Companies
One Williams Center, Suite 4700
P.O. Box 2400, MD 47
Tulsa, OK 74102
cassandra.oliver@williams.com

And a copy to:

NALA Credentials Chair
clo NALA Headquarters
1516 S. Boston, #200
Tulsa, OK 74119
credentials@nala.org



**THE ASSOCIATION OF
LEGAL ASSISTANTS • PARALEGALS**

This form may be completed on-line. A link to the form is found on the Forms Page of the NALA web site which is found on the home page. The address is <http://www.nala.org/right.aspx>.