

# NALA Election 2018

## WHY YOU SHOULD VOTE!

It takes committed voters to empower the kind of leadership that has made NALA the nation's leading paralegal association. Your vote is crucial in this process. Only Active members may vote either at the annual meeting or by proxy.

## 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 conference are:

- Vice President
- Secretary
- Treasurer

These officers are elected for one-year terms, and may serve a maximum of two consecutive terms.

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

## ELECTION OF DIRECTORS

The directors are elected by all NALA voting members present and members represented by proxy in the same fashion as the NALA officers. Directors are elected for a term of two years and may serve a maximum of two consecutive terms.

## VOTING

Only Active members in good standing forty-five (45) days prior to the annual meeting shall be qualified to vote at such meeting. Voting members present at the annual meeting, or represented by proxy, will elect officers and directors, and vote on other matters properly before the members for action.

If you cannot attend the annual meeting in July, you may designate another Active member and an alternate to represent you. The NALA Credentials/Nominations and Elections Chairperson and the NALA Secretary must receive your **Designation of Proxy** form thirty (30) days prior to the annual meeting. It is recommended 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 website an Instructions to Proxy Holder form. This form lists matters that will be voted upon. Members designating a proxy holder may use the form to instruct the proxy holder how to cast their vote.

Please do not send the Instructions to Proxy Holder form to NALA Headquarters, the NALA Credentials/Nominations and Elections Chairperson or the NALA Secretary. This form is only for communications between members and designated proxy and alternate proxy holders.

## DEADLINES

### March 1

- Proposed amendments to NALA Bylaws must be submitted to the NALA Secretary in care of NALA Headquarters.

### March 15

- Declaration of candidacy for NALA officers and directors.

### June 11

- Designation of Proxy forms due to NALA Credentials/Nominations and Elections Chairperson and NALA Secretary. Also, resolutions are due from NALA members and NALA affiliated associations for consideration during the annual membership meeting.

**Note:** Candidates will be profiled in the May/June issue of *Facts & Findings* and on the NALA Website.



# Call for Declaration of Candidacy for Directors

**OFFICIAL NOTICE:** February 15, 2018

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

*Directors of this corporation will be elected at the Annual Meeting in St. Louis, MO on July 11 and July 12, 2018.*

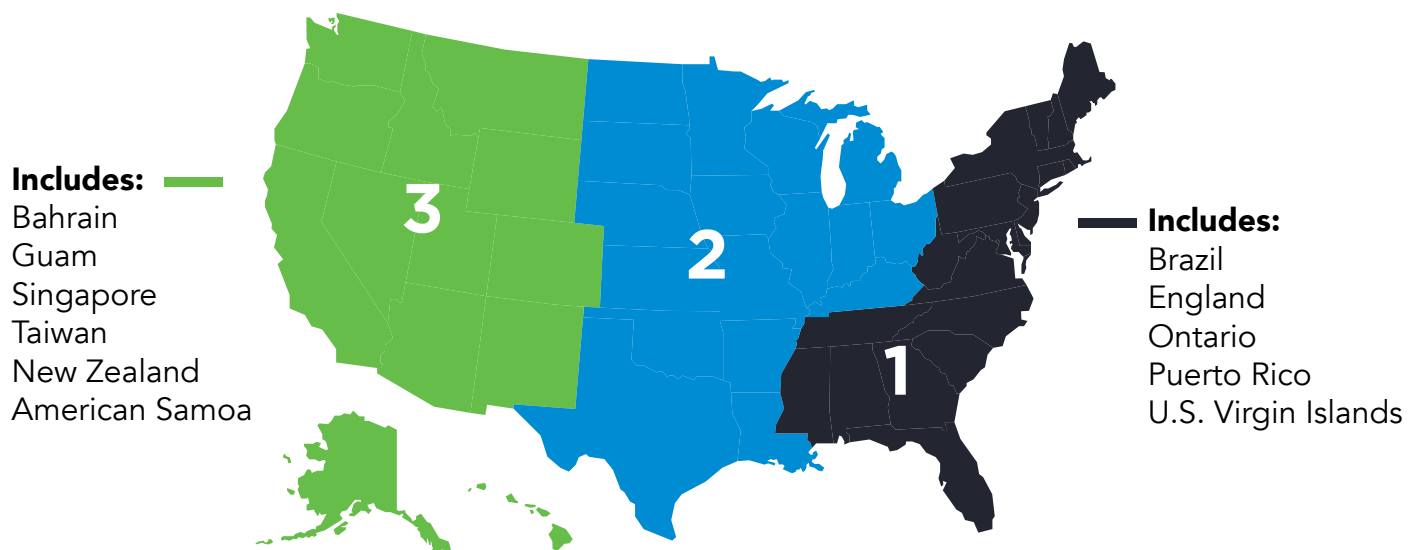
In 2018, three area directors - one from each area as outlined below - will be elected for two-year terms. The area directors must reside in or be employed within any of the following geographical areas:

- Area 1 Director: Alabama, Connecticut, Delaware, Florida, Georgia, Maine, Maryland, Massachusetts, Mississippi, North Carolina, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, Washington DC, West Virginia, Brazil, England, Ontario, Puerto Rico, U.S. Virgin Islands.
- Area 2 Director: Arkansas, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, Texas, Wisconsin.
- Area 3 Director: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, Oregon, Utah, Washington, Wyoming, Bahrain, Guam, Hawaii, Singapore, Taiwan, New Zealand, American Samoa.

Active members who wish to declare themselves as candidates for a directorship must complete and submit the **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.

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 are available upon written request to NALA Headquarters. The completed form must be received no later than March 15, 2018 to qualify. Declarations received after that date will not be accepted.

## NALA DIRECTOR AREAS



# Call for Declaration of Candidacy for Officers

**OFFICIAL NOTICE:** February 15, 2018

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

*Officers of this corporation will be elected at the Annual Meeting in St. Louis, MO on July 11-12, 2018.*

This is the official call for declaration of candidacy for the offices of Vice President, Secretary, and Treasurer. Active members who wish to declare themselves as candidates for office must complete and submit the **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 proxy at the annual meeting on July 11 - 12, 2018. 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. The completed form must be received no later than March 15, 2018 to qualify. Declarations received after that date will not be accepted.

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

## Annual Meeting

**OFFICIAL NOTICE:** February 15, 2018

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 July 11, 2018 and will continue from day to day thereafter until completed at the Hilton St. Louis at the Ballpark, St. Louis, MO, to tally ballots for and announce the election of NALA officers (except president) for the 2018-2019 fiscal year, and area directors; to hear annual reports of officers and committee chairs; 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.

Melissa J. Hamilton, ACP  
Secretary  
National Association of Legal Assistants, Inc.  
7666 East 61st. Street, Suite 315  
Tulsa, OK 74133  
918.587.6828

## Annual Meeting Resolutions and Proposed Bylaw Amendments

**OFFICIAL NOTICE:** February 15, 2018

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, 2018. 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 June 11, 2018 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 and Alternate Proxy Form

National Association of Legal Assistants, Inc. Annual Meeting, July 11, 2018

## Instructions and General Information

1. If you cannot attend the NALA Annual Membership Meeting on July 11, 2018, you may designate two NALA Active members to cast your proxy vote during the meeting. One NALA member will serve as your proxyholder and the second member will serve as your alternate proxyholder. The alternate is a back-up to protect your vote in the event your 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. Only Active members in good standing forty-five (45) days prior to the annual meeting or a special meeting shall be qualified to vote at such meeting or upon other matters coming to the members for action. An Active member who is delinquent in the payment of any dues or other assessments shall not be qualified to vote. Student, associate or sustaining members are non-voting members of the Corporation (Article III.3.9, NALA Bylaws).

3. Be sure your named proxyholder and alternate proxyholder plan to attend the annual meeting. If your proxyholder and/or alternate proxyholder have to leave the annual meeting before its conclusion, another member cannot hold your proxy. No proxy or alternate proxyholder may be designated after June 11, 2018.

4. **Your Designation of Proxy and Alternate Proxy** form must be sent to the NALA Secretary and the NALA Credentials/Nominations and Elections Chairperson in order for your proxy to be recorded. The form must be **received** by these officers no later than June 11, 2018.

5. 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 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 at the NALA

PROXY'S NAME

Annual Meeting in St. Louis, MO, July 11, 2018. 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

ALTERNATE PROXY'S NAME

meeting.

DATE

SIGNATURE

PRINT/TYPE YOUR NAME

ADDRESS

CITY

STATE

ZIP

E-MAIL ADDRESS

**Note:** This form is not considered received if postmarked after June 11, 2018. It must be in the Secretary's hands by that date. This form may be filed by regular mail or e-mail.

### Send to:

**Melissa J. Hamilton, ACP**

Work Address:

ND Office of Attorney General  
500 N 9th St. Bismark, ND 58501

Home Address:

6900 Crested Butte Road  
Bismark, ND 58503

[mhamiltonacp@outlook.com](mailto:mhamiltonacp@outlook.com)

**Bridget O. Briggs**

NALA Credentials/Nominations  
and Elections Chair

Lashly & Baer

714 Locust

St. Louis, MO 63101

[bbriggs@lashlybaer.com](mailto:bbriggs@lashlybaer.com)

