

YOUR VOTE IS VITAL

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 type members of NALA may vote. **All voting will take place online prior to July 22, 2021.**

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 type 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 Board's Spring meeting. 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. Directors are elected for a term of two years and may serve a maximum of two consecutive terms.

VOTING

Only Active type members in good standing 45 days prior to the annual meeting shall be qualified to vote. Voting members will elect officers and directors, and vote on other matters properly before the members for action.

All voting will be online from the convenience of your office, home, or cellphone. Your voting information and validation will be sent to your primary email on NALA's system. If you are unable to vote during the three-week voting window, you can submit a proxy form to ensure your vote is received. More information about proxy voting is available on the NALA website at www.nala.org.

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 22 - Designation of Proxy forms due to NALA Headquarters. Resolutions are due from NALA members and NALA Affiliated Associations for consideration during the annual membership meeting.



OFFICIAL NOTICE: CALL FOR DECLARATION OF CANDIDACY FOR DIRECTORS

Date: December 31, 2020

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

Directors of this corporation will be elected prior to the annual meeting, and results shared at the annual meeting in Louisville, KY, on July 22, 2021.

In 2021, two at large directors will be elected for two-year terms. These directors may reside or be employed within any of the areas listed below:

- **Area 1:** 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, Virgin Islands.
- **Area 2:** Arkansas, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, Texas, Wisconsin.
- **Area 3:** Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, Oregon, Utah, Washington, Wyoming, Bahrain, Guam, Hawaii, Singapore, Taiwan, New Zealand, American Samoa.

Active type members who wish to declare themselves as candidates for director must complete and submit the **Declaration of Candidacy** form. Completed forms must be received at NALA Headquarters no later than March 15, 2021, to qualify. Information about the duties of a director will be posted on NALA's website.

OFFICIAL NOTICE: CALL FOR DECLARATION OF CANDIDACY FOR OFFICERS

Date: December 31, 2020

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

Officers of this corporation will be elected prior to the annual meeting, and results shared at the annual meeting in Louisville, KY, on July 22, 2021.

This is the official call for declaration of candidacy for the offices of Vice President, Secretary, and Treasurer. Active type members who wish to declare themselves as candidates for office must complete and submit the **Declaration of Candidacy** form. The completed form must be submitted to NALA Headquarters no later than March 15, 2021, to qualify. Declaration of Candidacy forms are available online.

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

OFFICIAL NOTICE: ANNUAL MEETING

To Active Type 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 22, 2021, at the Louisville Marriott Downtown, Louisville, KY. Election results of the NALA officers (except president) and at large directors for the 2021-2022, fiscal year will be shared at the Annual Meeting. In addition, 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.

Cheryl J. Nodarse, 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

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, 2021. 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 22, 2021, 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.