

NOMINATIONS AND ELECTIONS
Now Is the Time to Offer Your Service

Would you like to become more involved in NCPA? Are you eager to make a difference in the paralegal profession and committed to advancing the needs of the profession? Are there things you do or don't like about NCPA? If so, please consider serving as an officer or director in the 2018-2019 membership year.

Following this article, you will find a "Declaration of Candidacy for Office" form and a "Recommendation for District Director" form for some districts. If you are interested in becoming more involved in NCPA, or if you know of someone you believe would be good for the organization, please complete the appropriate form and return it to the address listed on the form. The deadline for returning the "Declaration of Candidacy for Office" form is **December 16, 2017**, and the deadline for returning the "Recommendation for District Director" form is **January 6, 2018**.

For your convenience, listed below is a short description of the duties for each office. Please refer to the NCPA website, under "About NCPA", if you wish to further explore the duties of an officer or director.

President:	Represents needs and concerns of the membership before the Board of Directors; supervises the work of other Officers and Committee Chairs; and keeps the membership advised. [See Bylaws Article VIII.1. and Standing Rule VIII.A.1.]
First Vice President:	Responsible for the planning of seminars, workshops, and other educational events; serves as Education Committee Chair. [See Bylaws Article VIII.2. and Standing Rule VIII.A.2.]
Second Vice President:	Serves as Membership Committee Chair; responsible for compilation of the Membership Directory. [See Bylaws Article VIII.3. and Standing Rule VIII.A.3.]
Secretary:	Responsible for keeping a permanent record of all meetings of the membership. [See Bylaws Article VIII.4. and Standing Rule VIII.A.4.]
Treasurer:	Serves as Finance Committee Chair; prepares budget for the ensuing fiscal year to be approved by the Board of Directors; responsible for the deposit of funds as well as all disbursements as provided for in the budget. [See Bylaws Article VIII.5. and Standing Rule VIII.A.5.]
NALA Liaison:	A NALA member who is familiar with NALA Bylaws and Standing Rules, this officer represents NCPA at the NALA Annual Meeting of Affiliated Associations and makes quarterly reports to NALA concerning NCPA's activities; coordinates with the CLA Review Course Subcommittee Chair on planning and presentation of CLA Review Course. [See Bylaws Article VIII.6. and Standing Rule VIII.A.7.]
Parliamentarian:	Serves as Bylaws and Standing Rules Committee Chair; attends all membership meetings to give opinions on parliamentary procedure and interpret NCPA's Bylaws and Standing Rules. [See Bylaws Article VIII.7. and Standing Rule VIII.A.6.]

For those district members who are electing new District Directors, a "Recommendation for District Director" form follows this article. Each District Director, as a member of the NCPA Board of Directors, is responsible for the promotion of NCPA within his or her own district, including recruitment of new members and assisting with development of educational events within each district. [See Standing Rule IX.C.5.] This position gives the District Director a great chance to network with other paralegals in a specific geographic district and it affords the opportunity to find out how other areas in North Carolina are educating and promoting paralegals in their districts. The completed "Recommendation for District Director" form must be returned by **January 6, 2018**.

If you have any questions about any officer or director position, please contact Nominations & Elections Committee Chair Denise Forbes, at denise.forbes@durhamnc.gov, or contact one of the current NCPA officers or directors. Names and email addresses of officers and directors can be found on the NCPA website at www.ncparalegal.org. Rest your pointer on "About NCPA" on the left to see a drop-down menu for "Board of Directors" or "Officers and Executive Committee."

DECLARATION OF CANDIDACY FOR THE OFFICE OF

OF
NORTH CAROLINA PARALEGAL ASSOCIATION, INC.
2018-2019

The undersigned hereby declares that he/she is actively employed as a Paralegal or Legal Assistant; is legally competent to enter into contracts; and is currently a General Member in good standing of North Carolina Paralegal Association, Inc., and has been so for at least one (1) year.

Qualifications for Office:

Having read and understood Articles VII and VIII of the Bylaws of the North Carolina Paralegal Association, Inc. pertaining to officers, I hereby declare myself a candidate for the office of _____, subject to election at the 2018 Annual Meeting of the Corporation.

Date: _____
_____ (Print/Type Your Name)

(Sign Your Name)

Candidate's Address and Telephone Number:

Send to: Denise Forbes
NCPA Nominations and Elections Chair
P O Box 1133
Holly Springs, NC 27419
denise.forbes@durhamnc.gov

**RECOMMENDATION FOR DISTRICT DIRECTOR
FOR DISTRICT _____ OF
NORTH CAROLINA PARALEGAL ASSOCIATION, INC.**

Pursuant to the provisions of ARTICLE IX.3 and .5 of the Bylaws of North Carolina Paralegal Association, Inc. and Section IX.C.4 of the Standing Rules, the position of District Directors for District I, III, V or VII (two-year term position), will be elected by the members of their respective regions and announced at the 2018 Annual Meeting.

If you are a member of District I, III, V, or VII and wish to nominate a candidate for the Directorship of your District, please complete the following form and mail it, together with a letter from your nominee expressing his/her interest in the position and a copy of the nominee's resume, in accordance with the following instructions.

DEADLINE FOR RECEIPT BY ELECTIONS CHAIR IS JANUARY 6, 2018

Send to: Denise Forbes
NCPA Nominations and Elections Chair
Post Office Box 1133
Holly Springs, NC 27419
denise.forbes@durhamnc.gov.

FROM: _____
(Print/Type Your Name)

Address: _____

With his/her permission, I hereby recommend for election to the Board of Directors of North Carolina Paralegal Association, Inc. as Director of District _____, subject to the provisions of Article IX of the Bylaws:

(Print/Type Name of NOMINEE)

Address: _____

Employment: _____

Telephone No.: _____

This will certify that I am a member in good standing and that my nominee is a General Member in good standing of North Carolina Paralegal Association, Inc., and has been so for at least one year as of this day, is employed as a paralegal, and is a permanent resident of the State of North Carolina.

Dated: _____

(Signature of Nominator)