

NORTH CAROLINA PARALEGAL ASSOCIATION, INC.

P.O. Box 1133
Holly Springs, NC 27540

(704) 535-3363
Fax (704) 535-3363

Reply to:
Jennifer G. Smith-Sutphin, ACP, NCCP
336-373-2694
jennifer.smith-sutphin@greensboro-nc.gov

Web: www.ncparalegal.org
E-mail: info@ncparalegal.org

MEMORANDUM

TO: General Membership of North Carolina Paralegal Association, Inc.

FROM: Jennifer G. Smith-Sutphin, ACP, NCCP – NCPA Secretary

DATE: January 22, 2020

Enclosed please find the following:

- *Notice of Annual Meeting;*
- *Designation of Proxy and Alternate Proxy;*
- *Instructions to Proxy and Alternate Proxy for Officer Elections and;*
- *Proposed 2020-2021 Budget*

If you will be unable to be present at the Annual Meeting, please complete the *Designation of Proxy and Alternate Proxy* form and *Instructions to Proxy and Alternate Proxy* forms and mail by **March 11, 2020** as follows:

THE ORIGINAL *Designation of Proxy and Alternate Proxy* to:

Jennifer G. Smith-Sutphin
NCPA Secretary
PO Box 1133
Holly Springs, NC 27540

A COPY OF the *Designation of Proxy and Alternate Proxy Instructions* should be mailed to your designated proxyholder and alternate proxyholder. If an alternate proxyholder is named, the proxyholder and alternate proxyholder must receive the above information in order for it to be valid at the Annual Meeting. Your proxyholder MUST have the form with them in order to vote the proxy for you.

You may name the Association Secretary, **Jennifer G. Smith-Sutphin**, as your proxyholder or alternate proxyholder.

Thank you for your cooperation.

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NOTICE OF ANNUAL MEETING

TO: General Membership of the North Carolina Paralegal Association, Inc.
FROM: Jennifer G. Smith-Sutphin, ACP, NCCP – NCPA Secretary
DATE: January 22, 2020

In accordance with Article V, Section 3 of the North Carolina Paralegal Association, Inc.'s Bylaws, notice is hereby given of the Annual Meeting to be held on Friday, March 20, 2020, at 1:00 p.m. at the Hilton Garden Inn Raleigh-Cary, 131 Columbus Avenue, Cary, NC 27518.

Although Associate, Student, Patron, Sustaining, Affiliate and Paralegal Educational Program members may not vote, this notice is being sent to you for your information.

DESIGNATION OF PROXY AND ALTERNATE PROXY
NCPA ANNUAL MEETING, MARCH 20, 2020

Instructions:

1. Be certain that your named proxyholder and alternate proxyholder are active General Members of NCPA. Any active General Member may hold a proxy with exception of the NCPA President.
2. Be certain that your named proxyholder or alternate proxyholder are attending the Annual Meeting on Friday, March 20, 2020. You may name the Association Secretary, Jennifer G. Smith-Sutphin, as your proxyholder or alternate proxyholder.
3. This form is to record your designation of proxy and alternate proxy. Be certain to send the **original** to Jennifer G. Smith-Sutphin, NCPA Secretary. Send a photocopy with your Instructions to Proxy to your designated proxyholder and alternate proxyholder.
4. This *Designation of Proxy and Alternate Proxy* **MUST BE RECEIVED BY THE NCPA SECRETARY ON OR BEFORE MARCH 11, 2020.**

This is to certify that I am an active General Member of NCPA. I hereby appoint _____ to serve as my proxyholder at the NCPA Annual Meeting at the Hilton Garden Inn Raleigh-Cary, 131 Columbus Avenue, Cary, NC 27518 on Friday, March 20, 2020. In the event my named proxyholder is unable to act as my proxy I hereby appoint _____ to serve as my alternate proxyholder at said Annual Meeting. In the event I have made no designation, or my named proxyholder(s) is (are) unable to hold my proxy, I hereby appoint Jennifer G. Smith-Sutphin, NCPA Secretary, to serve as my proxy at said Annual Meeting.

DATE: _____ (Print./Type Your Name)

_____ (Your Signature)

_____ (Office Phone No.)

_____ (E-mail Address)

Send **ORIGINAL** to:
Jennifer G. Smith-Sutphin
NCPA Secretary
P.O. Box 1133
Holly Springs, NC 27540

Send **COPY** to:
___ Designated Proxyholder and
___ Alternate Proxyholder

DEADLINE FOR RECEIPT BY SECRETARY: **MARCH 11, 2020.**

INSTRUCTIONS TO PROXY AND ALTERNATE PROXY
NCPA ANNUAL MEETING, MARCH 20, 2020

TO: _____
(Name of Proxyholder)

(Address)

(City, State, Zip)

AND: _____
(Name of Alternate Proxyholder)

(Address)

(City, State, Zip)

I, _____, an active General Member of NCPA, hereby direct my proxyholder to vote as follows. I also direct my alternate proxyholder to cast my vote as follows in the event my named proxyholder is unable to attend the Annual Meeting on March 20, 2020. In the event the candidate I have designated withdraws, I understand that my vote will be exercised at the discretion of the proxyholder.

NCPA OFFICERS

Please vote for only one candidate for each office

If there are nominations from the floor and this instruction is so marked, you, my proxyholder, may vote at your discretion.

PRESIDENT

No Declaration

If nominations from the floor or more than one ballot:

- Vote at your discretion OR;
 Vote as instructed above.

SECRETARY

No Declaration

If nomination from the floor or more than one ballot:

- Vote at your discretion OR;
 Vote as instructed above.

FIRST VICE-PRESIDENT

No Declaration

If nominations from the floor or more than one ballot:

- Vote at your discretion OR;
 Vote as instructed above.

TREASURER

No Declaration

If nomination from the floor or more than one ballot:

- Vote at your discretion OR;
 Vote as instructed above.

SECOND VICE-PRESIDENT

No Declaration

If nominations from the floor or more than one ballot:

- Vote at your discretion OR;
 Vote as instructed above.

PARLIAMENTARIAN

No Declaration

If nomination from the floor or more than one ballot:

- Vote at your discretion OR;
 Vote as instructed above.

NALA LIAISON

No Declaration

If nominations from the floor or more than one ballot:

- Vote at your discretion OR;
 Vote as instructed above.

INSTRUCTION TO PROXY AND ALTERNATE PROXY
NCPA ANNUAL MEETING, MARCH 20, 2020

NCPA ANNUAL 2020-2021 BUDGET

- YES _____
- NO _____
- AT YOUR DISCRETION _____
