

## **NOMINATIONS AND ELECTIONS**

### **Now Is the Time to Offer Your Service**

Each of us is given certain talents and abilities that we can use for the good of others. Now is the time for each of us to consider using those abilities for the good of NCPA and its members. Please consider serving as an NCPA officer or director in the 2024 2025 membership year. As you contemplate this decision, think about the special abilities you may have to share and the leadership opportunities afforded each of us to further the paralegal profession in North Carolina and beyond.

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 20, 2023** and the deadline for returning the "Recommendation for District Director" form is **January 8, 2024**.

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 8, 2024**.

If you have any questions about any officer or director position, please contact Nominations & Elections Committee Chair Abigail Powell, NCCP at [acp0923@gmail.com](mailto:acp0923@gmail.com), or [info@ncparalegal.org](mailto:info@ncparalegal.org), 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](http://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.  
2024-2025

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 2024 Annual Meeting of the Corporation.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Print/Type Your Name)

\_\_\_\_\_  
(Sign Your Name)

Candidate's Address and Telephone Number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Send to: Abigail Powell, NCCP  
NCPA Nominations and Elections Chair  
North Carolina Paralegal Association, Inc.  
Post Office Box 1133  
Holly Springs, NC 27540  
[info@ncparalegal.org](mailto:info@ncparalegal.org)



**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 of the Standing Rules, the position of District Directors for District II, IV, VI, and VIII (two-year term position), will be elected by the members of their respective regions and announced at the 2024 Annual Meeting.

If you are a member of District II, IV, VI, or VIII 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 8, 2024***

Send to: Abigail Powell, NCCP  
NCPA Nominations and Elections Chair  
North Carolina Paralegal Association, Inc.  
Post Office Box 1133  
Holly Springs, NC 27540  
[info@ncparalegal.org](mailto:info@ncparalegal.org)

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)

**STANDING RULES OF  
NORTH CAROLINA PARALEGAL ASSOCIATION, INC.**

XIII. ELECTION OF OFFICERS:

- A. Qualifications and method of election are set forth in detail in Article VII of the Bylaws.
- B. Each candidate shall have the opportunity to campaign for his/her position as follows:
  - 1. Each candidate shall have the opportunity to make a speech at the annual meeting for no more than two minutes and three minutes for questions and answers from the floor.
  - 2. That by way of *NCPA FORUM* all candidates shall have the opportunity to notify all members of the Association that they are currently seeking an office. This shall be done by publishing the slate of candidates in the appropriate issue of *NCPA FORUM*. Each candidate may submit for publication in *NCPA FORUM* a photo and a statement not to exceed 750 words. No candidate shall be allowed to place an advertisement in *NCPA FORUM*, whether paid for individually or paid for by another individual, privately or publicly donated. Candidates shall be allowed to receive the current mailing labels for the membership (at the current cost to NCPA) so that they may send a separate mailing to the membership regarding their qualifications and other personal information. **[amended 1/10/1998]**
  - 3. A copy of all of the above mentioned rules shall be attached to the call for candidates that is to be issued to the membership by December 6, 2023.