



DECLARATIONS OF CANDIDACY

2019- 2020 Election of Officers and Directors

Dear Members:

One of the best ways to get the most from your membership in APA is to become actively involved in the management of the association. Being an officer or director of APA provides unlimited opportunities to be more engaged in the Atlanta legal community as well as to shape the direction and goals of the Atlanta Paralegal Association. We strongly encourage each member to consider becoming an officer or director of APA. In addition to contributing to the success of our organization, being an officer or director provides opportunities for personal achievement and growth.

A call for declarations of candidacy for the 2019-2020 Election of Officers and Directors for APA begins August 14, 2019 through September 13, 2019. An officer's term is one (1) year. Officers and directors will be elected during the Annual Meeting which will be held on Saturday, October 19, 2019 at 10:00 a.m. at Burr & Forman, LLP located at 171 17th Street, NW, Suite 1100, Atlanta, GA 30363. If you wish to declare candidacy, please complete the following form.

Please feel free to contact me if you have any questions or concerns. I hope you will give serious consideration to serving as an officer of APA - ***Where paralegals thrive!***

Wishing you the best,

Tina D'Agostino, ACP
Nominations and Elections Committee Chair
Email: tina@atlantaparalegal.org



ATLANTA PARALEGAL ASSOCIATION, INC.

DECLARATION OF CANDIDACY 2019-2020 Election of Officers and Directors

Submit form by September 13, 2019

I, _____, state that I am an Active Member in

(Printed Name of Candidate)

good standing of the Atlanta Paralegal Association, Inc., that I am actively employed as a paralegal with _____, and that I hereby declare my

(Name of Firm/Employer)

candidacy for the office of:

[please check only **ONE** of the following boxes]

- First Vice President
- Vice President, Education
- Vice President, Membership
- Treasurer
- Secretary
- NALA Liaison (must be a current member of NALA* in good standing)

My qualifications for this office are as follows (attach resume, if applicable):



ATLANTA PARALEGAL ASSOCIATION, INC.

DECLARATION OF CANDIDACY 2019-2020 Election of Officers and Directors

I hereby consent to being declared a candidate for the election of officers and directors at the Annual Meeting being held on October 19, 2019. I understand that the commitments of an officer and/or director of APA include:

- Attending board meetings in-person
- Communicating well with board members and members of APA
- Promoting an atmosphere of mutual respect and teamwork
- Dedicating 8-10 hours per month in support of carrying out duties
- Contributing individual thoughts and ideas to board discussions
- Showing enthusiasm and support for the objectives and goals of APA

Signature of Candidate

Address

Telephone

Email

Date

Please return this form on or before September 13, 2019 by 5:00 p.m. to:

Tina D'Agostino, ACP

Nominations and Elections Committee Chair

Atlanta Paralegal Association, Inc.

P.O. Box 7552

Atlanta, GA 30357

Email: tina@atlantaparalegal.org

DECLARATIONS OF CANDIDACY RECEIVED OR POSTMARKED AFTER SEPTEMBER 13, 2019 WILL NOT BE ACCEPTED.



2019-2020

Call for Nominations of President

The Nominations and Elections Committee (“Committee”) is receiving suggestions for consideration for possible candidates for the 2019-2020 election for the office of President of the Atlanta Paralegal Association, Inc. (“APA”). If you know of anyone who may be a great candidate for the office of President, **please complete and submit this form to tina@atlantaparalegal.org on or before 5:00 p.m. on September 13, 2019.** Nominations received after September 13, 2019 will not be accepted. The Committee will contact the nominee to inquire as to their interest in the position.

To be eligible for the office of President, please note:

- Candidate must be a member of APA in good standing, with voting authority.
- Currently holding an APA board position is preferred.
- A member of the National Association of Legal Assistants (“NALA”) is preferred.

NOMINATION OF PRESIDENT

I, _____ (print/type name), a member of APA hereby nominate _____, who I believe to be a member of APA in good standing, with voting authority for the office of President.

MY EMAIL ADDRESS IS: _____

NOMINEE’S INFORMATION

NAME: _____

TELEPHONE: _____

EMAIL: _____

DESCRIPTION OF WHY CANDIDATE SHOULD BE ELECTED (include his/her participation in APA activities, if any):

(If more space is needed, please complete and attach a separate sheet)

Nominations must be received by September 13, 2019

Email: tina@atlantaparalegal.org

Mail: Nominations and Elections Committee

Atlanta Paralegal Association, Inc.

P.O. Box 7552

Atlanta, GA 30357

Complete descriptions of duties are outlined in APA’s Bylaws which are available on APA’s website in the Members Only Portal. For your convenience, a brief description is presented below:

<p>President</p> <p>The President shall have general supervision of APA’s business affairs, shall conduct all of the regular business of APA, shall see that all orders and resolutions of the board of directors are enforced and put into effect, shall be its principal officer and agent, shall automatically be and serve as chairperson of the Board of Directors, shall preside at all meetings and execute all contracts, bonds, mortgages and all other instruments whatsoever incident to the conduct of business of APA. The President shall have such other and further authority, power and discretion as shall reasonably be necessary, incident to or convenient for the accomplishment of the purposes of APA and transaction of all of its business of whatsoever nature except as shall be prohibited under the laws of the State of Georgia or absolutely reserved to the Board of Directors in these Bylaws or hereafter limited by an act of the Board of Directors.</p>
<p>First Vice President</p> <p>The First Vice President shall preside and assume all duties assigned to the President in the President’s absence. The First Vice President’s duties shall also include assisting the Vice President – Education in planning educational programs., supervising the functioning of the various committees established by the Board of Directors and consult with the President in the exercise of the President’s general charge and supervision of the business and affairs of APA and other duties as promulgated in the Standing Rules, if any.</p>
<p>Vice President - Membership</p> <p>The Vice President, Membership shall be charged with the responsibility of developing programs to encourage membership in APA and other duties as promulgated in the Standing Rules, if any. The Vice President, Membership shall be the chairperson of the Membership Committee.</p>
<p>Vice President - Education</p> <p>The Vice President, Education shall supervise the planning of educational programs and work with the NALA Liaison in fulfilling the educational requirements as described in Section 5.01 and other duties as promulgated in the Standing Rules, if any. The Vice President, Education shall be the chairperson of the Education Committee.</p>
<p>Secretary</p> <p>The Secretary shall attend all meetings of the members and shall be responsible for recording minutes of all meetings of the Board of Directors and maintaining accurate organizational records. In the event there is no Nominating and Elections Chairperson, all duties of such chairperson shall be assumed by the Secretary. The Secretary shall give notices of meetings and perform other duties as from time to time may be assigned by the President or the Board of Directors, including giving notice of meetings and other duties as promulgated in the Standing Rules, if any.</p>
<p>Treasurer</p> <p>The Treasurer shall have charge and custody of and be responsible for all funds of APA and shall receive, and give receipts for, moneys due and payable to APA from any source whatsoever; and in general, perform duties incidental to the office of Treasurer and such other duties as from time to time may be assigned by the President or Board of Directors, and as promulgated in the Standing Rules, if any. The Treasurer is responsible for keeping a current roster of membership and reporting the membership annually to NALA with the renewal fee for continued affiliation with NALA. The Treasurer shall be the chairperson of the Finance Committee.</p>
<p>NALA Liaison</p> <p>This officer shall be a NALA member and in good standing with NALA, the cost of membership which shall be paid for by APA. The NALA Liaison shall be familiar with the NALA bylaws and standing rules, receive minutes of all NALA meetings, and represent APA at the NALA annual meeting of affiliated associations.</p>

*NALA (National Association of Legal Assistants)