



ARIZONA PARALEGAL ASSOCIATION DECLARATION OF CANDIDACY 2017-2018

Name:		CP _____ ACP _____
Address:		
Telephone:		
Email:		
Employer:		

I declare myself a candidate for the office of (mark one):

President:	First Vice President:	Second Vice President:
Recording Secretary:	NALA Liaison <i>(must be current NALA Member)</i> :	

Tell us a little about yourself and why you are seeking this office (for advertising in the newsletter prior to the elections):

Are you a current NALA Member *(not required except for NALA Liaison position)*: ___ YES ___ NO

Candidate Signature: _____

**Please return completed form to:
Arizona Paralegal Association
nominations@azparalegal.org**

Feel free to contact any current Board member for additional information on any of the Board positions of the APA:

- President: Irene Winterburn (president@azparalegal.org)
- Second Vice President: Marci Seek (mseek@jshfirm.com)
- NALA Liaison: Holly McGee (hmcgee@jshfirm.com)
- Recording Secretary: Laura Sexton (laura@woolston-tarter.com)
- Treasurer: Lisa Peterson (l.peterson@cantorcrane.com)

APA BOARD OF DIRECTORS:

PRESIDENT-presides at all meetings of this Association and its Board of Directors and performs such other duties as ordinarily pertain to this office; appoints Parliamentarian and special committee chair(s) as provided by these Bylaws; serves as an ex-officio (non-voting) member of all committees, except the Nominating Committee; has charge of enforcing the Code of Ethics (one year term).

FIRST VICE PRESIDENT-presides in the absence of the President and shall succeed to that office in the event of a vacancy and shall perform such other duties as may be assigned by the President or the Board of Directors; responsible for the Job Bank for the Association and maintains a list of available paralegal positions and announces these positions at each monthly membership meeting and Board of Director's meeting; submits the Job Bank information to the newsletter editor for publication (one year term).

SECOND VICE PRESIDENT-conducts the correspondence of the Association; notifies members of monthly membership meetings, Board of Directors' meetings and special meetings; notifies the Board of Directors of meetings of the Board; responsible for obtaining educational speakers for the monthly membership meetings (one year term).

RECORDING SECRETARY-maintains a correct recording of all meetings of the Board of Directors and the Annual Business Meeting in a permanent record book; preserves in a permanent file all records and letters of value to the Association and its officers; assists the President in any way, including giving notice of meetings; makes Minutes of the Association's meetings available to the NALA President upon request (one year term).

NALA LIAISON-must be an individual NALA member; must be familiar with the NALA Bylaws and standing rules; receives minutes of NALA meetings; represents the Association of the NALA annual meeting of Affiliated Associations; submits quarterly reports on Association activities to the NALA Affiliated Associations Director, reports all officers' names to the NALA headquarters and the NALA Affiliated Associations Director; submits items the Association wishes discussed to the NALA Affiliated Associations Director; participates in discussion sessions at NALA's annual meetings; submits a report to the APA members on the NALA annual meeting; notifies the NALA Parliamentarian and Affiliated Associations Director of any changes in the Association's Bylaws; serves as the main contact between NALA and the Association (one year term).

NOMINATIONS FROM THE FLOOR Nominations will be accepted from the floor at the May 2017 Annual Business Meeting. Any person nominated for an office must consent to run for the office for which he or she is nominated or that person's name will not appear on the ballot. Once nominations from the floor are closed, and if at that time there is but one candidate for any office, and provided there is no objection from the APA voting membership, the election for each such office will be held at the May 2017 Annual Business Meeting by hand or voice vote. The new officers will be installed at the next membership meeting.

ELIGIBILITY: As a prerequisite for candidacy, officers must be voting members in good standing and must be actively employed as a paralegal. Any candidate for the office of President must have served on an APA special committee or standing committee or as an officer or director for at least one (1) year prior to submitting an application for candidacy for this office. Any candidate for the office of NALA Liaison must also be an individual member of NALA.

REQUIREMENTS: Members wishing to declare themselves candidates for any of the above offices may use the Declaration of Candidacy Form.



**ARIZONA PARALEGAL ASSOCIATION
Request to Serve on a Committee 2017-2018**

Any member may serve on any of the Committees of the APA, and we invite you to join us!

Name:	
Address:	
Telephone:	
Email:	
Employer:	

I would like to serve on the following Committee(s) for the upcoming term year 2017-2018:

- | | |
|--|---|
| <input type="checkbox"/> Annual Conference a/k/a | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Education & Seminar | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Membership | |
| <input type="checkbox"/> Professional Development/ | |
| <input type="checkbox"/> CLA/CP | |

I am also interested in serving as a Committee Chair

Your Signature: _____

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Please feel free to contact any of the Committee Chairs to learn more about the committees.

APA COMMITTEES:

ANNUAL CONFERENCE COMMITTEE ALSO KNOWN AS EDUCATION AND SEMINAR COMMITTEE.

To act as liaison with the continuing legal education sections of the local and/ or state bar associations; to offer seminars of interest to members of this Association; to provide members of this Association with information on other continuing education available in nearby cities and states; to organize and promote any seminar(s) offered within this Association for the purpose of providing continuing education for its members. The Education and Seminar Committee shall also perform all other duties assigned by the Board of Directors.

MEMBERSHIP COMMITTEE. To solicit new members; to receive, approve and process all applications for membership; to process renewal applications; to maintain and update the membership list with address changes and to act as liaison with the Newsletter Committee and all other committees requiring a mailing list of all members. The Membership Committee shall make all arrangements necessary for the membership meetings of this Association. The Membership Committee shall also perform other duties as assigned by the Board of Directors. The Treasurer shall serve as an ex-officio member of the Membership Committee.

NEWSLETTER COMMITTEE. Publishing a newsletter or bulletin every month, or as otherwise determined by the committee and the Board of Directors, and distributing copies to all members of this Association and to other interested parties. The newsletter or bulletin will contain reports of APA's meetings, law related articles, and other items of interest to membership. The Newsletter Committee shall also perform all other duties as assigned by the Board of Directors.

PROFESSIONAL DEVELOPMENT/PUBLIC RELATIONS COMMITTEE. To develop, examine, monitor and promote the professional development of paralegals. Committee activities would include, but not necessarily be limited to: (1) promoting and improving the image of paralegals on a local, state or national level; (2) developing a state certification examination or other continuing educational guidelines; (3) determining methods to obtain membership in and working in conjunction with State and County Bar Associations; (4) reviewing ethical opinions, ethical concerns of paralegals and methods of maintaining high ethical standards for paralegals; (5) offering suggestions for improvement in the utilization of paralegals in law firms, government entities and the private sectors of business; (6) encouraging involvement of paralegals in community services; (7) examining the issue of exempt and non-exempt status of paralegals; and (8) other activities which would enhance the professional image of paralegals and encourage the highest possible ethical standards for paralegals. In addition, the Committee is to publish and distribute a brochure to promote this Association which shall be used in the solicitation of new members, making presentations at educational institutions, and any other duties which will promote the paralegal profession in the state. The Chairperson of the Committee, or another committee member designated by the Chairperson, will serve as the Association's liaison to the State and County Bar Associations.

Members wishing to join any of the APA Committees may use the Request to Serve on a Committee form.