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**NOTICE OF ANNUAL MEETING**

**AND**

**ELECTIONS OF OFFICERS**

**WHEN:** September 19, 2022

**TIME:** 6:00 PM – 8:00 PM

**PLACE:** Via Zoom (Zoom information  
provided prior to the election)

**\*\*\*EXECUTIVE BOARD POSITIONS OPEN FOR ELECTION\*\*\***

**President**

**Treasurer**

**Dear New York City Paralegal Association Members:**

In accordance with the Bylaws of the New York City Paralegal Association, Inc. (Hereinafter “NYCPA”) this NOTICE is hereby served upon you to advise all members of the Annual Meeting and Election of Officers for NYCPA.

In accordance with the NYCPA Bylaws, Article 4, Sec 4.01 “Annual Meetings” notice shall be provided “not less than ten (10) nor more than fifty (50) days before the date of said meeting.”

Article 5, Sec 5.01 “Time and Method of Nominating” “Nominations for the total number of vacant positions on the Executive Board shall be accepted by the Secretary each year no later than ten (10) days prior to the scheduled Annual Meeting. Any member eligible to serve on the Executive Board may place his or her own name in nomination or may nominate any other eligible member at the Annual Meeting of the NYCPA. No additional nominations shall be accepted after the close of the Annual Meeting.”

Article 5, Sec 5.02 “Time and Method of Election” “Eligible members shall be elected to fill the available positions on the Executive Board each year at the Annual Meeting, and shall be chosen by anonymous ballot of the eligible voting members of NYCPA.”

Article 6, Sec 6.03 “Eligibility” “All active members of the NYCPA as defined by Section 3.03 hereof, and only such Active Members, shall be eligible to serve as “Executive Board Members.””

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Article 3, Sec 3.03 “Active Member” “Active Member means a prospective member who currently resides or works under the jurisdiction of NYCPA and employed as a Paralegal having a title of Paralegal, Legal assistant, Nurse Paralegal, Paralegal Assistant, or Paralegal Supervisor or, if self-employed or employed under another title, having a significant number of duties and responsibilities normally associated with a Paralegal position...” The NYCPA will accept nominations by members in good standing for board of directors’ positions from the floor at the time of the general meeting. It is suggested/required such members bring with them five (5) copies of resumes or other documentation, reviewed by the board/executive board, to verify their qualifications for the position to which they are being nominated. All candidates will be afforded five (5) minutes to present to the board and membership a brief explanation of their desire to serve on the board. After all nominations are received and reviewed ballots will be distributed and members will vote on nominees in accordance with the NYCPA bylaws.

The NYCPA is a **member driven** association, created to provide Paralegals in the New York City area with a voice in the Paralegal Profession, a place to meet other Paralegals of varying degrees of experience to discuss the profession, and a place to be provided learning opportunities, as such, it is **vitaly important** that you come out to vote for **YOUR** leaders!! And to all our non-voting members, come to the election and see the process in person, meet your association leaders and fellow members as we celebrate our democratic process in action.

The successful record of the NYCPA is a consequence of individuals working in concert with one another. I encourage you to consider placing your name in consideration for a position as a member of our board, committee or volunteer. We are dedicated to the advancement of our profession, your career and the future of our communities. Please feel free to contact myself or Mariana Fradman, for more information and details as to how you and NYCPA would benefit from your contribution.

On behalf of the entire Board of Directors of the NYCPA, we thank you for your continued support.

Holly A. Sheriff, MSLS, MCC, CCC

President, New York City Paralegal Association, Inc.

[President@NYC-PA.org](mailto:President@NYC-PA.org)