

**ALABAMA ASSOCIATION OF PARALEGALS, INC.
CALL FOR DECLARATIONS OF CANDIDACY**

**OFFICIAL NOTICE REGARDING
ACCEPTANCE OF DECLARATIONS OF CANDIDACY**

*AAPI's election of officers is held each year at its annual meeting in August. Along with this notice you will find the requisite form to declare candidacy for office. If you wish to be placed on the slate of candidates for office for the 2021-2022 fiscal year, please complete the form and submit it to Sonya Graves, ACP, Nominations and Elections Chairperson. Declarations of Candidacy must be received by the deadline of **June 8, 2021**, unless postmarked on the deadline.*

In fairness to all candidates, late declaration forms will **NOT** be accepted. **NO EXCEPTIONS.** The following standards of timeliness according to method of delivery will apply:

- ◇ **HAND DELIVERY:** Your form must be received by the Nominations & Elections Chairperson on or before **June 8, 2021**.
- ◇ **EMAIL:** A declaration form sent by email must be received on or before the close of regular business hours on **June 8, 2021**.
- ◇ **FACSIMILE:** A declaration form sent by facsimile must bear the receiving facsimile machine's time/date stamp showing that it was received on or before the close of regular business hours on **June 8, 2021**.
- ◇ **OVERNIGHT DELIVERY SERVICE (FEDEX, UPS, AIRBORNE, ETC.):** Declarations submitted by this form of delivery must be received by the Nominations and Elections Chairperson on or before **June 8, 2021**.
- ◇ **REGULAR U.S. MAIL:** Declarations sent by U.S. Mail must bear the U.S. Postal Service's postmark showing it was mailed on or before **June 8, 2021**. If you have your law firm's meter mail stamp on the envelope bearing the date **June 8, 2021**, but do not get it in the mail in time to get the Postal Service's **June 8, 2021**, postal stamp, your form cannot be accepted.

The Bylaws of the Alabama Association of Paralegals, Inc. outline the requirements and duties of each board office. For your convenience in considering a candidacy for a board position, we are presenting here the duties and requirements for each position.

FIRST VICE PRESIDENT: This officer assists the President in any manner necessary to accomplish the goals of the association. **Job Description:** Presides at meetings in absence of the President. Follows up with those that have been drafted or volunteered for various association activities or tasks to ensure their timely completion. Chairs the Education Committee.

SECOND VICE PRESIDENT-SEMINARS: This officer coordinates educational opportunities for the membership. **Job Description:** Makes all arrangements for educational seminars sponsored by the membership. Arranges for speakers and seminar locations.

SECOND VICE PRESIDENT-MEMBERSHIP: This officer distributes information about AAPi to prospective members and maintains official membership rolls for the Association. **Job Description:** Sends out dues notices, receives membership applications and prepares membership packets for new members. Maintains membership database.

SECRETARY: This officer is responsible for preparing accurate records of what occurs at all meetings and maintaining past records. **Job Description:** Must be a good listener and display ability to take accurate notes. Must be able to prepare accurate synopses of important information.

TREASURER: This officer is responsible for maintaining accurate financial records of the Association. **Job Description:** Works with accounting software to prepare accurate and timely financial reports. Works with President to develop and maintain annual budget. Pays all bills and handles all banking transactions for the Association. Works with First Vice President-Membership to remind members of dues and fees owed.

NALA LIAISON: This officer is responsible for maintaining contact and working closely with NALA as well as ensuring that AAPi complies with all requirements to maintain its status as a NALA Affiliate in Good Standing. **Job Description:** Must be a NALA member at the time of nomination. Prepares and submits quarterly and annual reports to NALA as required. Works with Treasurer to ensure that annual NALA dues are timely paid. Works with First Vice President to ensure that the Association meets NALA's educational requirements. Works with Parliamentarian to ensure that bylaw changes are submitted to NALA for approval. Works with President to ensure that our goals and projects are consistent with those of NALA. Keeps membership informed about news and programs. Keeps NALA informed about AAPi activities. Works with CLA Coordinator to obtain current information from NALA.

REGION DIRECTORS: These four officers oversee the activities for their assigned region of the State. **Job Description:** Plan and coordinate activities and meeting at the regional level for AAPi members in each of the four geographic regions.

The Declaration of Candidacy Form is attached.

Sonya Graves, ACP
Nominations & Elections Chairperson
CHRISTIAN & SMALL, LLP
505 20th Street North, Suite 1800
Birmingham, Alabama 35203
Telephone: (205) 250-6663
Facsimile: (205) 328-7234
Email: swgraves@csattorneys.com

DECLARATION OF CANDIDACY

ALABAMA ASSOCIATION OF PARALEGALS, INC. DECLARATION OF CANDIDACY 2021 - 2022 ELECTIONS

I, _____, employed as a paralegal with
_____, hereby declare myself a candidate for
[Firm or Company]
the office of: _____. I am currently an active member of AAPi
and have maintained active membership since _____.

My qualifications for this office are as follows:

(If more space is needed, please attach an extra sheet of paper.)

RETURN THIS FORM TO THE NOMINATIONS & ELECTIONS CHAIRPERSON:

Sonya Graves, ACP
Nominations & Elections Chairperson
CHRISTIAN & SMALL, LLP
505 20th Street North, Suite 1800
Birmingham, Alabama 35203
Telephone: (205) 250-6663
Facsimile: (205) 328-7234
Email: swgraves@csattorneys.com

Campaign guidelines will be sent to each declared candidate.

I hereby certify that I am actively employed as a paralegal, that I am active member of the Alabama Association of Paralegals, Inc. and have maintained active membership for one or more full AAPi fiscal year(s).

Signature

Print/Type Name

Firm

Address

Work Telephone: _____

Cell Phone: _____

Email: _____

PLEASE PROVIDE A CURRENT HEAD SHOT PHOTO TO BE USED IN THE NOVUS.

ONLY ACTIVE MEMBERS OF AAPI WHO ARE IN GOOD STANDING ARE ELIGIBLE TO RUN FOR OFFICE. CAMPAIGN GUIDELINES WILL BE SENT TO EACH DECLARED CANDIDATE.

**DECLARATIONS OF CANDIDACY MUST BE RECEIVED NO LATER THAN JUNE 8, 2021.
DECLARATIONS RECEIVED AFTER JUNE 8, 2021, WILL NOT BE ACCEPTED.**