

## **Special Message from the RPA Nominating and Elections Committee – 2021 Officers and Directors**

It is time for the annual election of Officers and Directors for the Richmond Paralegal Association. In addition to participating in RPA's CLEs and special events, one of the best ways to get the most from your membership in RPA is to become involved in the management of the association. Being an officer or director of RPA provides unlimited opportunities to be more engaged in the Richmond legal community as well as to shape the direction and goals of the Richmond Paralegal Association. We strongly encourage each member to consider becoming involved as an officer or director of RPA. In addition to contributing to the success of our organization, being an officer or director provides opportunities for personal achievement and growth. **Elections will be held later this year at date and time to be determined.** Following is a Declaration of Candidacy form along with a brief description of the duties for each elected position.

**Please give serious consideration to becoming more involved with YOUR Richmond Paralegal Association. Thank you.**

***Nominating and Elections Committee***  
**Richmond Paralegal Association**

Stephanie Meharg, ACP, VARP  
Darla Yoder, VARP  
[RPAemail@richmondparalegals.org](mailto:RPAemail@richmondparalegals.org)

# **Declaration of Candidacy for First Vice President, Second Vice President, Treasurer, Secretary, Director**

I, \_\_\_\_\_, state that I am an Active Member in  
(Printed Name of Candidate)  
good standing of the Richmond Paralegal Association, that I am actively employed as a paralegal, and that I hereby declare my candidacy for the office of:

[Please check **ONE** of the following boxes.]

- ☐ First Vice President – Open to Active Members
- ☐ Second Vice President – Open to Active Members
- ☐ Treasurer – Open to Active Members
- ☐ Secretary – Open to Active Members
- ☐ Director who will serve a one-year term (2021-2022) – Open to Active Members (1 slot)
- ☐ Director who will serve a two-year term (2021-2023) – Open to Active Members (two slots)

and do consent to the placing of my name on a ballot to be furnished to the voting Members at the Annual Meeting for voting.

\_\_\_\_\_  
Signature of Candidate

**This form must be returned on or before October 1, 2020, via United States mail or electronic mail to:**

Nominating and Elections Committee  
Richmond Paralegal Association  
Post Office Box 384  
Richmond, VA 23218-384

***Nominating and Elections Committee  
Richmond Paralegal Association***

Stephanie Meharg and Darla Yoder  
[RPAemail@richmondparalegals.org](mailto:RPAemail@richmondparalegals.org)

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**Complete descriptions of all elected officers' and directors' duties are included in the Association Bylaws, available on the RPA website. A brief description of their duties are as follows:**

**First Vice-President (Education)** – The First Vice-President shall exercise the functions of the President in the President's absence, shall serve as Chairman of the **Education** Committee, coordinate lunch and dinner meetings, and Law Day luncheons, coordinate selection of annual scholarship awards, and attend Board meetings as an officer of the Board.

**Second Vice-President (Membership)** – The Second Vice-President shall serve as Chairman of the **Membership** Committee, maintain, update and coordinate membership roster, work with the Treasurer to secure current dues for membership, support and assist in the recruitment of new members, coordinate selection and presentation process for Outstanding Paralegal of the Year Award, and attend Board meetings as an officer of the Board.

**Treasurer** – The Treasurer shall be responsible for the accounting of receipts and disbursements of the Association, creating the preliminary budget for approval, and direct preparation of records of the finances of the association, including bank deposits, reconciliation of bank statements and any resulting communication with the Association's bank, verify the budgets, produce regular and special (i.e. seminar) financial reports, ensure that any report or return necessary shall have been filed and any tax due shall have been paid to any government agency, make books and records available to the Audit Committee for yearly audit, pay the renewal fee for continued affiliation with NALA, and attend membership and Board meetings as an officer of the Board.

**Secretary** – The Secretary shall attend meetings of the membership and of the Board of Directors as an officer of the Board and keep a full and accurate account of their proceedings, prepare and mail notices of meetings of the membership or of the Board, maintain a record of the last known address of all members and directors, and coordinate the annual "Paralegal Week" proclamation with the Governor's Office.

**Director (four slots)** – A Director is charged with the conduct and management of RPA affairs, shall be elected by the membership for a two-year term, shall chair a committee and/or oversee various other programs as needed, and attend membership and Board meetings.

**The offices of President, Parliamentarian and NALA Liaison are elected by the Directors-At-Large by a Special Meeting prior to the Annual Meeting.**

**President** – The President is the chairperson of the Board, represents RPA at the NALA annual meeting, and is elected by the Directors-At-Large by a Special Meeting prior to the Annual Meeting. Only current Members serving on the Board of Directors are eligible to be nominated for this Office.

**Parliamentarian** – The Parliamentarian shall supervise the parliamentary procedures of all meetings. In the absence of the duly appointed Parliamentarian at any meeting, a majority of the Members present shall elect a substitute Parliamentarian for that meeting. The Parliamentarian shall be familiar with the Association's Bylaws, NALA Bylaws, and Robert's Rules of Order Newly Revised. In addition, it is recommended that the Parliamentarian take a course on parliamentary procedures which the Association will pay for upon approval by the Board.

**NALA Liaison** – The NALA Liaison must be an active Member of the Association and of NALA. If the individual appointed is currently serving as an officer, the individual will voluntarily vacate the office for the term of this position. The NALA Liaison shall provide the Association a formal voice in the management of NALA, and increase communications with the affiliated associations and among the Association, NALA, and the affiliates as a group, and shall be the main contact between NALA and the Association. The NALA Liaison shall notify NALA of changes in the Association's Bylaws within sixty (60) days of passage of such change. The NALA Liaison shall comply with all NALA affiliate reporting requirements on a timely basis. This officer shall be familiar with the NALA Bylaws and Standing Rules of the Association, if any, and shall represent the Association at the NALA annual meeting of affiliated associations. The Association will pay the annual registration, transportation, lodging, and meal expense of the NALA Liaison as approved by budget submitted to the Board. The NALA Liaison shall attend membership and Board meetings as an officer of the Board.

# **Richmond Paralegal Association Declaration of Candidacy for President, Parliamentarian, and NALA Liaison**

I, \_\_\_\_\_, state that I am an Active Member in  
(Printed Name of Candidate)  
good standing of the Richmond Paralegal Association, that I am actively  
employed as a paralegal, and that I hereby declare my candidacy for the  
office of:

[Please check **ONE** of the following boxes.]

- ☐ President – Open to current Members serving on the Board of Directors.
- ☐ Parliamentarian – Open to Active Members
- ☐ NALA Liaison – Open to Active Members who are NALA members

and do consent to the placing of my name on a ballot furnished to the Board of Directors for voting prior to the election of the officers and directors for the 2021 term.

\_\_\_\_\_  
Signature of Candidate

**This form must be returned on or before October 1, 2020, via United States mail or electronic mail to:**

**Darla Yoder and Stephanie Meharg at:**  
[RPAemail@richmondparalegals.org](mailto:RPAemail@richmondparalegals.org) **no later than October 1, 2020.**

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