

NORTHEAST FLORIDA PARALEGAL ASSOCIATION, INC.
NOTICE OF ANNUAL MEETING

In accordance with the Bylaws of this Association, and pursuant to the order of the President and Board of Directors, notice is hereby given that the Annual Membership Meeting of the Northeast Florida Paralegal Association, Inc. ("NEFPA") will be held on September 8 2016, at University Club, 1301 Riverplace Blvd, 27th Floor, Jacksonville, FL 32207, with check- in commencing at 5:30 p.m.

The Active Members of NEFPA will be called upon to exercise their voting rights to elect officers for the 2016-2017 fiscal year and approve a proposed operating budget for 2016 – 2017. The officer ballot will follow. The meeting will also include the annual awards ceremony and such other business as may come before this meeting or proper continuance thereof.

All Members are encouraged to mark your calendars now and plan to attend. However, any Active Member who is unable to attend the annual meeting should file with the NEFPA Parliamentarian, Kristi Clark, CP, your proxy and alternative proxy (which will aid to ensure a quorum for election of officers), the instructions and form will follow.

Kristi Clark, CP
Parliamentarian
NEFPA Board of Directors

DESIGNATION OF PROXY AND ALTERNATE PROXY

**NORTHEAST FLORIDA PARALEGAL ASSOCIATION,
INC. ANNUAL MEETING, SEPTEMBER 8, 2016**

Complete this form to designate one or more of Active Members of NEFPA as your proxy holder and alternative proxy holder to vote on your behalf at the Annual Meeting in the event you will or may be absent, and submit as instructed below:

I, _____, an Active Member of NEFPA, do hereby appoint,

Sarah Knight, CP, who is an Active Member of NEFPA, to serve as my proxy holder at the Annual Membership Meeting to be held on September 8, 2016.

In the event that my above-designated proxy holder is unable to hold my proxy, I hereby appoint,

Allison Alexis, ACP, who is an Active Member of NEFPA, to serve as my alternate proxy holder at said Annual Meeting.

The proxy holders named above have the authority to vote and act for me to the same extent that I would if personally present, with the power of substitution.

Your Signature

Dated

Print your name and address (including e-mail address, if any):

SUBMIT DESIGNATIONS NO LATER THAN: 12:00 Noon, Thursday, September 8, 2016.

Transmit the completed designation form, via e-mail to the following:

Kristi Clark, CP

NEFPA Parliamentarian

nefpa.parliamentarian@gmail.com

YOUR INSTRUCTIONS TO APPOINTED PROXY AND ALTERNATE PROXY

DO NOT SEND THIS FORM TO THE NEFPA PARLIAMENTARIAN.

Use this form and the attached sample ballot as desired to instruct your voting wishes to your designated proxy holder and alternate proxy holder.

1. This form is provided as a convenience for instructing your proxy holder on how you wish your vote to be cast. Using this form is not a requirement, but your proxy holders must be instructed on casting your vote. In the absence of instruction, the proxy holders will be authorized to vote on your behalf as each such proxy holder desires.
2. Your designated proxy and alternate proxy must receive their instructions before the commencement of the Annual Meeting on September 8, 2016.
3. Do not send this form to the NEFPA Parliamentarian. This officer should only receive your designation form by which you appoint your proxy and alternate proxy holders.
4. You may use the sample ballot attached to indicate to your proxy and alternate proxy holders your choices by marking only one candidate for each office.

TO:

_____	AND	_____
Proxy holder		Proxy holder
_____		_____
Address		Address
_____		_____
City/State		City/State

AFFIRMATION

I, _____, an Active Member of the Northeast Florida Paralegal Association, hereby direct my proxy to vote as indicated on the sample ballot. I also direct my alternate proxy to vote as indicated in the event my named proxy holder is unable to attend the NEFPA Annual Meeting on September 8, 2016. Should any of the candidates I have designated on the sample ballot withdraw from candidacy, or in the event of a tie requiring re-vote, I understand that my vote will be exercised at the discretion of my proxy holder.

SAMPLE BALLOT

This is a sample only, to be provided by an Active Member to proxy holder and/or alternate proxy holder. All voting will occur at the Annual Meeting. Only official ballots will be accepted, which will be provided to and completed at the Annual Meeting by an Active Member in attendance, or by an attending proxy holder or alternate proxy holder (each of whom must be an Active Member of NEFPA) voting on behalf of an absent Active Member.

- | | |
|--------------------------------|---|
| President | <input type="checkbox"/> Ivelisse Rodriguez, FRP* |
| | <input type="checkbox"/> _____ |
| 1 st Vice President | <input type="checkbox"/> Cindy Houston, CP, FRP |
| | <input type="checkbox"/> _____ |
| 2nd Vice President | <input type="checkbox"/> Sandra R. Brown, RP |
| Membership | <input type="checkbox"/> _____ |
| Vice President | <input type="checkbox"/> Sarah Knight, CP |
| Committee Liaison | <input type="checkbox"/> _____ |
| Secretary | <input type="checkbox"/> Kristi Clark, CP |
| | <input type="checkbox"/> _____ |
| Treasurer | <input type="checkbox"/> Annette Bowen, FRP |
| | <input type="checkbox"/> _____ |
| NALA Liaison | <input type="checkbox"/> Connie Schoenung, CP |
| | <input type="checkbox"/> _____ |

*According to our Bylaws, you must serve on the Board for 2 years or 1 year on the Board and 1 year as a Committee Chairperson. Since no one has come forward or been nominated for this position and our current President is termed out having served two years as the NEFPA President, the current President, Allison Alexis, is acting in accordance with Bylaw 10.1 is appointing Ivelisse Rodriguez, FRP as President should no other qualifying member come forward to run.