



2019 PROXY INSTRUCTIONS

Pursuant to Article 4.11 of the Bylaws of the Tampa Bay Paralegal Association, Inc., at any meeting of the membership of this Association, any "Active" category Member shall have the right to vote either in person or by individual proxy.

Only "Active" members in good standing are qualified to vote at membership meetings. No Active Member who is delinquent in the payment of any dues or other fees or assessments shall be qualified to vote. In no event shall Student, Associate, Sustaining or Honorary Members be qualified to vote or qualified to hold proxies.

The process for voting by proxy is outlined below:

1. An Active Member may appoint another Active Member as proxy by any appropriate written designation and proxy. Any such individual proxy shall be valid only for that single meeting for which it shall have been given. No person shall solicit any proxies and proxies obtained by such solicitation may not be used at any membership meeting nor shall the same be accepted by the Secretary.
2. Proxy Holder Designation shall be filed by an Active Member with the Secretary prior to such Annual Meeting being Called to Order in accordance with Section 4.11 of the Bylaws.
3. To exercise your vote at this Annual Membership Meeting, the completed original or electronic copy of Proxy Holder Designation form must be filed with the Secretary before the Annual Meeting has been called to order. **(Please do not provide the Secretary with your Proxy Voting Instructions.)**
4. A copy of your Proxy Designation and your Proxy Voting Instructions **must be given** to your Designated Proxy Holder prior to the meeting. Please instruct the Proxy Holder to show a copy of the Proxy Designation upon check-in at the Annual Meeting so they may obtain a separate written ballot to place your vote as instructed.
5. You may not appoint yourself as your proxy.

Please provide Proxy Holder Designation electronically to TBPA Secretary, Katie Turley, CP, FRP via email secretary@tbpa.org by Monday, November 18, 2018, or you may hand deliver it to TBPA Secretary at the Annual Meeting prior to the Annual Meeting being Called to Order on November 21, 2019.

**Please direct any questions to:
Rebecca Wilt, ACP, FCP, FRP
TBPA Nomination/Elections Committee Chair
Email: elections@tbpa.org**



PROXY HOLDER DESIGNATION

Pursuant to Article 4.11 of the Bylaws of the Tampa Bay Paralegal Association, Inc., ("TBPA") as an Active Member in good standing, I, _____, hereby appoint and designate _____, an Active Member in good standing of the Tampa Bay Paralegal Association, Inc., as my Proxy Holder to cast my vote as instructed at the Annual Meeting on November 21, 2019, at 12 Noon EST, held at the Tampa Club, 101 E. Kennedy Blvd., 42nd Floor, Tampa, Florida.

Date: _____ Member Signature: _____
Member Printed Name: _____

Deadline for Proxy Holder Designation:

Email: Emailed to secretary@tbpa.org by Monday, November 18, 2019
Hand Delivery: Hand Delivered prior to call of Annual Meeting on Thursday, November 21, 2019

The above deadline is for RECEIPT of this Proxy Holder Designation by the TBPA Secretary.

Please provide completed and signed Proxy Holder Designation electronically to Katie Turley, CP, FRP, TBPA Secretary, via email secretary@tbpa.org by Monday, November 18, 2019, or you may hand deliver it to the TBPA Secretary on November 21, 2019 prior to the Annual Meeting being Called to Order.

**Please direct any questions to:
Rebecca Wilt, ACP, FCP, FRP
TBPA Nomination/Elections Committee Chair
Email: elections@tbpa.org**

Please provide a copy of this signed Proxy Holder Designation and your Proxy Voting Instructions to your Designated Proxy Holder.

Do not provide Proxy Voting Instructions to the Secretary.



**PROXY VOTING INSTRUCTIONS
for TBPA Annual Meeting
November 21, 2019**

This is not a ballot. These Proxy Voting Instructions are to be followed by Designated Proxy Holders who have been appointed by an Active Member of TBPA to vote on behalf of said Active Member.

**Proxy Voting Instructions for
Election of Officers & Directors**

(The below reflects Declarations received as of 10/21/19)

President*

Barbara O'Shaughnessy, FRP

At your discretion

President-Elect

Yvonne DeAntonio

At your discretion

First Vice President

Valerie Cisco, FRP

At your discretion

Second Vice President

Emily Merlin, CP

At your discretion

Secretary

Melissa Cook, FRP

At your discretion

Treasurer

Frank Steinbeck Jr., FRP

At your discretion

Directors (up to six)¹

Kathryn ("Katie") Turley, CP, FRP

Irene Medina, FRP

R. Lance Cochran, FRP

Lauren York

At your discretion

***Note:** In accordance with the Bylaws of this Association, the current President is exercising her right to seek the office of President for the second of up to four (4) consecutive one (1) year terms with the confirmation by the Membership.

The above named TBPA "Active" category Members have submitted their Declarations by the deadline to be placed on this Proxy Voting Instructions. Please note that there may be other members who may be declaring from the floor at the Annual Meeting for any Officer or Director positions listed above.

Signature of "Active" Member: _____

Typed/Printed Name of Member: _____

Date: _____

Provide these signed instructions only to your Designated Proxy Holder.

Do not provide to the TBPA Secretary.



SLATE OF OFFICERS & DIRECTORS – 2019 ANNUAL MEETING

(The below reflects Declarations as of 10/21/2019)

THIS IS NOT A BALLOT. This is simply the slate of Officers and Directors who have declared their candidacy of the stated position for the fiscal year 2020 term as of the declaration deadline of October 21, 2019, and who are eligible for said positions pursuant to the Bylaws and Standing Rules of Tampa Bay Paralegal Association, Inc. (“TBPA”).

President*:

Barbara O’Shaughnessy, FRP

Second Vice President:

Emily Merlin, CP

Director (up to 6 positions):

Kathryn (“Katie”) Turley, CP, FRP

Irene Medina, FRP

R. Lance Cochran, FRP

Lauren York

President-Elect:

Yvonne DeAntonio

Secretary:

Melissa Cook, FRP

First Vice President:

Valerie Cisco, FRP

Treasurer:

John Steinbeck Jr., FRP

***Note:** In accordance with the Bylaws of this Association, the current President is exercising her right to seek the office of President for the second of up to four (4) consecutive one (1) year terms with the confirmation by the Membership.

Official Ballots for the Election of Officers and Directors will be disseminated to the “Active” category Members of TBPA in attendance at the Annual Meeting in person or via individual proxy for vote by written ballot. Any further changes to the slate of candidates, including any Nominations from the Floor for Candidacy, shall be reflected on the final ballot prior to the elections officially being held on November 21, 2019.

If any “Active” Member interested in Declaring from the Floor for any position as qualified, please complete the Nomination from the Floor for Candidacy form and deliver it to the Nominations/Elections Committee Chair, **Rebecca Wilt, ACP, FCP, FRP**, at the Annual Membership Meeting on **November 21, 2019** at the time of Call for Nominations from the Floor.

Kathryn (Katie) Turley, CP, FRP
TBPA Secretary

Please direct any questions to:
Rebecca Wilt, ACP, FCP, FRP
TBPA Nomination/Elections Committee Chair
Email: elections@tbpa.org



DECLARATION OF CANDIDACY FOR OFFICER OR DIRECTOR

NOMINATION FROM THE FLOOR November 21, 2019

I, _____, certify that I am an Active Member in good standing of the Tampa Bay Paralegal Association, Inc. and that I have read and am familiar with the duties and expectations assigned to the position for which I am seeking as outlined in the Bylaws and Standing Rules of this Association, and I hereby declare my candidacy for the following position for the fiscal year 2020 term:

- _____ President*
- _____ President-Elect
- _____ First Vice-President
- _____ Second Vice-President
- _____ Secretary
- _____ Treasurer
- _____ Director (up to 6 Positions)

***Note:** In accordance with the Bylaws of this Association, the current President is exercising her right to seek the office of President for the second of up to four (4) consecutive one (1) year terms with the confirmation by the Membership.

I further certify that if elected, I will serve to the best of my ability and will abide by the By-Laws and Standing Rules adopted by the Tampa Bay Paralegal Association, Inc.

Dated: _____

Signature: _____
Name: _____
Address: _____
City/State/Zip: _____
Work No.: _____
Home No.: _____
E-mail: _____

The undersigned "Active" members in good standing of Tampa Bay Paralegal Association, Inc., hereby endorse the candidacy of _____ for the office of _____ for the fiscal year 2020 term.

(Signature of Endorser)

(Signature of Endorser)

(Signature of Endorser)

(Printed Name)

(Printed Name)

(Printed Name)

Your Declaration of Candidacy from Nomination from the Floor must be received by the Nominations & Elections Committee Chair by personal hand delivery once said Chair has opened the floor for nominations for each of the officers and directors at the Annual Meeting to be held on November 21, 2019.

Rebecca Wilt, ACP, FCP, FRP
TBPA Nominations & Elections Committee Chair
elections@tbpa.org