



P.O. Box 2840
Tampa, Florida 33601
Email: TampaBay@paralegals.org

NOTICE OF 2023 ANNUAL MEETING
CALL FOR DECLARATION OF CANDIDACY

Pursuant to 4.16 of the Bylaws of the Tampa Bay Paralegal Association, Inc. ("TBPA") Notice is hereby given of the Annual Meeting of the Association to be held on **Thursday, November 16, 2023**, at The University Club, 201 North Franklin Street, 38th Floor, Tampa, Florida, 33602 beginning at 11:45 am. The Annual Meeting is being held for the purpose of transacting any and all business that may come before the membership, including the election and installation of Officers and Directors of the Board of Directors for the fiscal year 2024.

OFFICERS AND DIRECTORS: A call is hereby issued for Declarations of Candidacy for the following Officer and Director positions for the Board of Directors for the fiscal year 2024:

President*
President-Elect
First Vice-President
Second Vice-President
Secretary
Treasurer
Director (Up to 6 Positions Available)

*NOTE: In accordance with the current Bylaws of this Association, the current President has informed the Board of Directors of her intent to seek continuation of the position of President.

ELIGIBILITY: As a prerequisite for candidacy, Officers and Directors must be employed as paralegals and must be Active members in good standing of the Tampa Bay Paralegal Association at the time of the filing of his/her declaration and at the time of election. Additionally, candidates for the Office of President must have served a minimum of one year on the Board of Directors in the capacity of President-Elect immediately prior to seeking the Office of President or shall meet other prerequisites as detailed under Article 7 of the Bylaws. For full detail of eligibility requirements, please refer to the Bylaws and Standing Rules of this Association.

REQUIREMENTS: Members wishing to declare for any Officer or Director position must complete and sign the attached Declaration for Candidacy which shall include the endorsement of three (3) active members of the Tampa Bay Paralegal Association. **All completed Declarations for Candidacy shall be sent electronically via email to Secretary@tbpa.org to the Secretary no later than 4:00 pm on Monday, October 9, 2023.** Pursuant to the Bylaws of this Association, nominations may also be made from the floor at the Annual Meeting, however, require the Nominee's signature and the endorsement of three (3) Active members on the Nomination From the Floor form which must be received prior to the commencement of Annual Meeting being the called to order. Please see the Secretary for the appropriate form to be completed and received by the Secretary via email Secretary@tbpa.org prior to the Annual Meeting commencing.

Dated: September 28, 2023

Emily A. Merlin

Emily A. Merlin, CP
TBPA Secretary



DECLARATION OF CANDIDACY FOR OFFICER OR DIRECTOR

Tampa Bay Paralegal Association, Inc.
 P.O. Box 2840, Tampa, FL 33601
 Attn: Nominations & Elections

I, _____, certify that I am an Active member in good standing of the Tampa Bay Paralegal Association, Inc. ("TBPA") 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 By-Laws and Standing Rules of this Association, and I hereby declare my candidacy for the following position for the 2024 term:

- _____ President
- _____ President-Elect
- _____ First Vice-President
- _____ Second Vice-President
- _____ Secretary
- _____ Treasurer
- _____ Director (6 Positions Available)

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: _____, 2023

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 2024 term.

(Signature of Endorser)	(Signature of Endorser)	(Signature of Endorser)
(Printed Name)	(Printed Name)	(Printed Name)

Your completed Declaration of Candidacy must be received by the TBPA Secretary via email Secretary@tbpa.org no later than 4:00 pm on Monday, October 9, 2023.