

NOMINATION FORM FOR MALA OFFICERS

**Please return this nomination form by Friday, February 16, 2018
To mala@malanet.org**

NOTICE: Pursuant to Article XI, all nominees will be contacted by telephone for their approval before being placed on the slate.

I, _____, would like to nominate the following MALA members to serve as officers in MALA for FY 2018-19.

I nominate _____ for the office of President.

I nominate _____ for the office of Vice President.

I nominate _____ for the office of Secretary.

I nominate _____ for the office of Treasurer.

** I nominate _____ for the office of NALA Liaison.

**see the list of eligible candidates for NALA Liaison below

Pursuant to Article XIII, the NALA Liaison shall have completed at least one (1) full term as a MALA President, Vice President, Secretary, or Treasurer within the past five (5) years. The following MALA members are eligible for election as NALA Liaison for FY 2018-19:

- Terry Hale, ACP
- Heather Bienvenue, CP
- Michelle Harelson
- Stephanie Spokas
- Becky Henderson, ACP
- LaCinda Hanenburg, CLAS
- Adria Kassion
- Helen Hauerwas

MALA FY 2018-19 COMMITTEES/POSITIONS

Please check the box next to the committee for which you would like to volunteer.

- Advertising/Newsletter:** Prepare a quarterly newsletter that includes seeking out and obtaining articles, recipes, reports from the MALA Executive Committee and other MALA committee members. At the beginning of the fiscal year, contact vendors and ask if they want to continue advertising in the newsletter and/or on MALA's website. Request an updated ad in jpeg format.
- Audit Committee:** The Audit Committee is composed of a former MALA treasurer and two (2) members selected by the chairman to audit the treasurer's books at the close of the fiscal year prior to transfer of accounts to the newly elected treasurer. The audit will be performed following the Annual Meeting and prior to the first regular MALA membership meeting.
- Bylaws Committee:** As directed by the MALA Executive Committee, work with the Parliamentarian to prepare proposed amendments to the Bylaws for submission to MALA members for a sustaining vote.
- Job Bank:** In April and October of each Fiscal Year, email attorneys on MALA's email distribution list and encourage them to notify MALA of job openings. Monitor MALA's incoming emails to retrieve notifications of job openings and forward these notifications to MALA members. Post job openings on MALA's website.
- Legislature Monitoring Committee:** Monitor events in the legislature that effect the paralegal profession. Share this information with MALA members at quarterly meetings and submit an article to the newsletter chair for publication in the quarterly newsletter.
- Library:** Serve as custodian of MALA's library of MALA CLEs on CD-ROM and CP books and manuals. Respond to requests from MALA members to check items out of the library.
- MALA Website.** After the Annual Meeting, enter contact information for new Executive Committee members and committee chairs on MALA's website. Upload quarterly newsletters and the Executive Committee and quarterly meeting minutes. Enter information on upcoming activities on the website calendar.
- MALA Representative to State Bar** (*Appointed by the President; please check this box if you would like to be considered for this position*): Attend Montana State Bar Paralegal Association meetings. Provide an update on State Bar Paralegal Association activities at MALA Executive Committee meetings and MALA quarterly business meetings. Submit an article to the newsletter chair for publication in the quarterly newsletter.
- Membership** (*The Vice President is the chair of this committee*): Review membership applications for approval. Participate in membership drives.
- Mentoring Committee:** Once each fiscal year, email MALA members and ask for volunteers to serve as a paralegal mentor. Also solicit requests from "new" MALA and non-MALA member paralegals and paralegal students to be matched with a MALA paralegal mentor. Facilitate contact between the student/new paralegal applicants and the appropriate MALA mentor. Coordinate contacts with paralegal program directors with the Student Liaison Committee chair.

Nominations & Elections: Prior to the Annual Meeting, solicit nominations for MALA Executive Committee officers, contact nominees to confirm they will accept nomination, prepare a summary of qualifications and a photo of each nominee for review by MALA members, prepare ballots, and count ballots at the Annual Meeting.

Parliamentarian (*Appointed by the President; please check this box if you would like to be considered for this position*): Become familiar with Robert's Rules of Order Newly Revised, the parliamentary authority for items not covered by MALA's Bylaws and MALA standing rules. Attend MALA Executive Committee and quarterly MALA business meetings and rule on parliamentary procedures as requested by the MALA President. Work with the Bylaws Committee to prepare standing rules and amendments to MALA's Bylaws.

Professional Development Committee: Solicit applications for the CP and ACP scholarships and select eligible recipients for award of scholarships at the Annual Meeting. Propose activities to the Executive Committee that will educate and promote the paralegal profession. Work with the President in scheduling and locating speakers for MALA's Annual CP Review Course Seminar.

Seminar Committee: Work closely with the MALA President to identify topics and potential speakers for monthly teleconferenced CLEs and the Annual Meeting. Alternate serving as moderator for the monthly teleconferenced CLEs.

Student Liaison Committee: Contact paralegal program directors throughout the State and schedule at least one classroom visit to present information about the benefits of MALA membership, CP and ACP scholarships, and mentoring opportunities.