

Designation of Proxy
Legal Assistants/Paralegals of Southern West
Virginia Annual Meeting – June 7, 2019
Charleston, West Virginia

INSTRUCTIONS AND GENERAL INFORMATION

1. If you cannot attend the LAPSWV Annual Membership Meeting on June 7, 2019, you may designate two LAPSWV active members to cast your proxy vote during the meeting. One LAPSWV member will serve as your proxy holder and the second member will serve as your alternate proxy holder. The alternate is a back up to protect your vote in the event your primary proxy must cancel at the last minute or leave the meeting early. Any active member may hold your proxy **with the exception of the LAPSWV President**.

2. Be sure your named proxy holder and alternate proxy holder plan to attend the annual meeting. If your proxy holder and/or alternate proxy holder have to leave the annual meeting before its conclusion another member cannot hold your proxy. **No proxy or alternate proxy holder may be designated after May 24, 2019.**

3. Your *Designation of Proxy and Alternate Proxy* form must be sent to the LAPSWV Secretary in order for your proxy to be recorded. The form must be **received** by this officer no later than **May 24, 2019**.

4. Remember to instruct your proxy holders how you wish your vote to be cast. Announcement of candidates was electronically submitted to the Active Membership on April 1, 2019.

I, _____, a LAPSWV active member, hereby appoint _____, a LAPSWV active member, to serve as my proxyholder at the LAPSWV Annual Meeting in Barboursville, West Virginia, on June 7, 2019. In the event my named proxyholder is unable to hold my proxy, I hereby appoint _____, a LAPSWV active member, to serve as my alternate proxy at said annual meeting.

| | | | |
|---------|-----------|------------|--------------------------|
| Date | Signature | Print Name | |
| <hr/> | | | |
| Address | | | |
| <hr/> | | | |
| City | State | Zip | Email Address (required) |

DEADLINE: May 24, 2019
This is the deadline for **RECEIPT** of the form by the LAPSWV Secretary. Forms postmarked after May 24, 2019, **will not** be acknowledged unless they are in the Secretary's possession the same day. This form may be filed by regular mail or e-mail.

Send this form to:
LAPSWV Secretary
Legal Assistants/Paralegals of
Southern West Virginia
P. O. Box 11488
Charleston, West Virginia 25339
secretary@lapswv.org

Instructions to Proxy and Alternate Proxy

Do not send this form to the LAPSWV Secretary

Instructions

1. This form is provided as a convenience for instructing your proxyholders on how you wish your vote to be cast. Using this form is not a requirement, but your proxyholders must be instructed on casting your vote.
2. Your designated proxy and alternate proxy must receive their instructions before the LAPSWV Annual Meeting on June 7, 2019, in Charleston, West Virginia.
3. **Do not send this form to the LAPSWV Secretary. This officer should receive only your Designation of Proxy form.**
4. Indicate your choices by marking only one candidate for each office on the Sample Ballot provided.

| 2019 SAMPLE BALLOT | |
|---|---|
| Check only one candidate for each office: | |
| President | <input type="radio"/> <i>Mica Spratt</i> (Scott Depot, WV) |
| Vice President | <input type="radio"/> <i>Kelly Mullins</i> (Charleston, WV) |
| Treasurer | <input type="radio"/> <i>Sherri L. Rasmussen</i> (Charleston, WV) |
| Secretary | <input type="radio"/> <i>Sara Hardman</i> (Charleston, WV) |
| NALA Liaison | <input type="radio"/> _____ |
| | |

| | |
|------------------|-----------------------|
| TO: _____ | AND: _____ |
| Proxyholder | Alternate Proxyholder |
| _____ | _____ |
| Address | Address |
| _____ | _____ |
| City, State, Zip | City, State, Zip |

I, _____, an active member of Legal Assistants/Paralegals of Southern West Virginia, 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 proxyholder is unable to attend the LAPSWV Annual Meeting at 12:00 Noon, Friday, June 7, 2019. Should any of the candidates I have designated on the Sample Ballot withdraw from candidacy, I understand that my vote will be exercised at the discretion of my proxyholder.

Proxy Voting

If you cannot attend the LAPSWV annual membership meeting on June 7, 2019, you may designate another active member and an alternate to represent you. You must file a ***Designation of Proxy*** form (in this material) with the LAPSWV Secretary by May 24, 2019. It is prudent to file this form even if you plan to attend the meeting. Should unforeseen circumstances keep you from attending the election, then a designated proxy could step in for you. Be sure that your designated proxy and alternate are active members, and that they plan to attend the meeting. It is wise to send copies of your ***Designation of Proxy*** form to your proxy and alternate for their information.

Instructions to Proxy Holders

For your convenience, LAPSWV will prepare and post on the Web site an ***Instructions to Proxy Holder*** form. This form will list matters that will be voted upon. Members designating a proxy holder may use the form to instruct the proxy holder how to cast the vote. It is not required that the form is used, but members may find it handy. Please do not misdirect the ***Instructions to Proxy Holder*** form to the LAPSWV Secretary. The form is only for communications between members and designated proxy and alternate proxy holders.