The 1996 Annual Meeting of the members of the National Federation of Paralegal Associations, Inc. ("NFPA") was called to order by President Mary Thomas on Saturday, April 27, 1996 at 8:00 a.m. at the Hyatt Regency Columbus at the Greater Columbus Convention Center in Columbus, Ohio.

Mary Thomas introduced the current NFPA Board of Directors and the Parliamentarian for the meeting, Jim Williams.

Mary Thomas ------------ President
Susan Kaiser ------------ Vice President Profession Development
Susan Kligerman -------- Vice President Positions and Issues
Larry Ausink ----------- Secretary/Director of Operations
Katherine Jordan ------- Treasurer/Director of Finance
Julie Hejtmank ------- Director of Membership
Kathey Mehle ---------- Director of Region I
Elsa Reyna ----------- Director of Region II
Brad Baber ---------- Director of Region III
Kim Root ----------- Director of Region IV
Diane Gallo ------- Board Advisor

Roll Call

Roll call was taken by the Secretary/Director of Operations Larry Ausink. In attendance were the following credentialed delegates from the following member associations:

Alaska Association of Legal Assistants
    Mary Margaret Bingham - Primary Representative
    Teresa Grooms - Secondary Representative

Arizona Association of Professional Paralegals, Inc.
    Lee Davis - Primary Representative

California Association of Independent Paralegals
    Jeanne Flanders - Primary Representative

Central Connecticut Association of Legal Assistants
    Karen Morais - Primary Representative
    Mabel Diamond - Secondary Representative

Paralegal Association of Central Ohio
    Andrea Doty - Primary Representative

Central Massachusetts Paralegal Association
    Suzette McCann - Primary Representative

Paralegal Association of Central Ohio
    Loel Larzelere - Primary Representative
Central Pennsylvania Paralegal Association
   Bernadette Kaiser - Primary Representative

Cincinnati Paralegal Association
   Kim Nichols - Primary Representative
   Betty Zimpfer - Secondary Representative

Cleveland Association of Paralegals
   Christine Watson - Primary Representative
   Karen Simpson - Secondary Representative

Columbia Legal Assistants Association
   Rebecca Beard - Primary Representative
   Vicki Lynn Mitchell - Secondary Representative

Connecticut Association of Paralegals, Inc.
   Jean Anderson - Primary Representative
   Robin Mangioll - Secondary Representative

Dallas Area Paralegal Association
   Cynthia Minchillo - Primary Representative
   Wendi Rogers - Secondary Representative

Delaware Paralegal Association
   Carolyn McKown - Primary Representative
   Sandra L. McCollum - Secondary Representative

Georgia Association of Legal Assistants
   S. Angela Glenn - Primary Representative
   Beth Magee - Secondary Representative

Greater Dayton Paralegal Association
   Susan K. Witherspoon - Primary Representative
   Cindy Pike - Secondary Representative

Greater Lexington Paralegal Association
   Glenna Rambo - Primary Representative
   Melissa Robinson - Secondary Representative

Hawaii Association of Legal Assistants
   Billie J. Wade - Primary Representative
   Denise Ritchey - Secondary Representative

Illinois Paralegal Association
   Laura B. Miller - Primary Representative
   Mary-Frances Ryan - Secondary Representative

Indiana Paralegal Association
   Jennifer Cunningham - Primary Representative
   Susan Nickel - Secondary Representative

Kansas City Association of Legal Assistants
   Dana Ober-Watts - Primary Representative
   Sherry Barry - Secondary Representative

Kansas Legal Assistants Society
   June Huie - Primary Representative

http://paralegals.org/etavirp/Minutes/96ann.htm
DeAnn Yunker - Secondary Representative

Maryland Association of Paralegals
   Denise Jaynes - Primary Representative
   Elaine Patton - Secondary Representative

Massachusetts Paralegal Association
   Linda Stark - Primary Representative
   Marianne Alberino - Secondary Representative

Michiana Paralegal Association
   Pam Gunterman - Primary Representative

National Capital Area Paralegal Association
   Wanda Wachtel - Primary Representative
   Joan Canterbury - Secondary Representative

New Haven County Association of Paralegals, Inc.
   Karen D. Ceccarelli - Primary Representative

Legal Assistants of New Mexico
   Jacque Walston - Primary Representative

Long Island Paralegal Association
   Theresa Sacco - Primary Representative

Louisville Association of Paralegals
   Dana Martin - Primary Representative
   Susan Wettle - Secondary Representative

Manhattan Paralegal Association
   Hubert Dorsainvil - Primary Representative
   Peter Morganti - Secondary Representative

Minnesota Paralegal Association
   Doris Wente - Primary Representative
   Karen Christenson - Secondary Representative

New Orleans Paralegal Association
   David Quidd - Primary Representative
   Kathy W. Williams - Secondary Representative

Northeast Indiana Paralegal Association, Inc.
   Debra L. Killian - Primary Representative
   Kathy Calvin - Secondary Representative

Northeastern Ohio Paralegal Association
   Carolyn Stats - Primary Representative
   Mary Ellen Leslie - Secondary Representative

Oregon Paralegal Association
   Laurel A. Bielec - Primary Representative

Paralegal Association of the Pee Dee, Inc.
   Martha K. McConnell - Primary Representative
   Dena Strickland - Secondary Representative

http://paralegals.org/etavirp/Minutes/96ann.htm
Philadelphia Association of Paralegals
   Robin Solomon - Primary Representative
   Lynn Wigton - Secondary Representative

Pittsburgh Paralegal Association
   Bonnie McLaugherty - Primary Representative
   Barbara Zimmerman - Secondary Representative

Prudential Insurance Company of America - Paralegal Council
   Elaine Fotiadis - Primary Representative
   David Kast - Secondary Representative

Rhode Island Paralegal Association
   Colleen Hayes - Primary Representative
   Patricia Lyons - Secondary Representative

Paralegal Association of Rochester
   Wendy Brewer Keaty - Primary Representative
   Kelly Reynolds - Secondary Representative

Rocky Mountain Paralegal Association, Inc.
   Kelly Seck - Primary Representative

Sacramento Association of Legal Assistants
   Lisa Ratzlaff - Primary Representative

San Diego Association of Legal Assistants
   Kathryn Reifsteck - Primary Representative
   Alison Henry - Secondary Representative

San Francisco Association of Legal Assistants
   Rose Nygaard - Primary Representative
   Rae Allen - Secondary Representative

South Jersey Paralegal Association
   Lynne F. DeRemigio - Primary Representative
   Cathy Mason - Secondary Representative

Southern Tier Association of Paralegals
   Sindy Keeney - Primary Representative
   Melinda Knoerzer - Secondary Representative

Washington State Paralegal Association
   Jeanne Johnston - Primary Representative
   Fran Chapple - Secondary Representative

Western New York Paralegal Association
   Jill Warner - Primary Representative
   Deborah Healy - Secondary Representative

West/Rock Paralegal Association
   Mary Kay Rivera - Primary Representative
   Marian Crapanzano - Secondary Representative

Paralegal Association of Wisconsin, Inc.
   Polly Ferrara - Primary Representative
   Diane Fleming - Secondary Representative
York County Paralegal Association
    Debra Smith - Primary Representative

Credentials Report

The Secretary announced that 51 voting member associations submitted Affidavits of Voting Control, paid all financial obligations due NFPA and were seated for the meeting. A vote requiring 3/4 to pass would need 39 affirmative votes, a vote requiring 2/3 to pass would need 35 affirmative votes and a vote requiring a majority would need 27 affirmative votes.

Rules of Order/Agenda

Discussion took place regarding the Agenda and the Rules of Order. The agenda (shown as Attachment 2 in the meeting binder) and the Rules of Order, as amended, were adopted by majority voice vote.

Welcome and Annual Convention Report

Nancy Heller, Annual Meeting Coordinator, welcomed the delegates to Columbus.

State of the Association

Mary Thomas gave a report on the State of the NFPA.

Bill Robie Award

Merle Isgett, past NFPA President, was presented with the William Robie Award for her accomplishments made on behalf of the paralegal profession.

Scholarships

Information America presented scholarships to Amy Hurley and Christi Craig.

PACE

Diane Gallo, PACE Coordinator, Susan Kaiser and Pat Jones (PES) gave a report on the status of PACE. Pat Jones explained the job analysis, validation and beta testing processes. Kaiser reviewed the PACE Strategic Plan. Gallo reviewed the application process. Discussion took place regarding the development of the state specific models. It was discussed that a common pool of questions could be developed to begin the process.

Diane Gallo introduced a resolution regarding continuing education required once the PACE credential is obtained. The following resolution passed by a roll call vote of 46 for and 6 against.

Resolution 96-1:

    NOW THEREFORE BE IT RESOLVED that a paralegal will be required to obtain twelve (12) hours every two (2) years of continuing education in a legal or specialty field in order to maintain the designation "PACE Accredited";

    FURTHER RESOLVED that at least one hour of the above twelve (12) hours every two (2) years be specifically in legal ethics;

    FURTHER RESOLVED that the Continuing Education Coordinator shall determine whether
the continuing education hours meet the appropriate standard pursuant to NFPA's CLE Internal Guidelines.

Report of VP Profession Development

Susan Kaiser gave a report on the activities of the Vice President Profession Development. She also reported that the ABA reapproval process for paralegal programs was changing from every 5 years to every 7 years.

Motion for Privacy

The Louisville Paralegal Association requested that the meeting go into a privacy session. The motion passed and anyone who was not a member of NFPA was requested to leave the room during the privacy session.

PACE

The following resolution passed by a majority voice vote:

Resolution 96-2:

NOW THEREFORE BE IT RESOLVED that 94-M11 is hereby amended to provide that the first tier of PACE shall include a general section (not specified to practice areas) with ethics incorporated within the general section and a state-specific section when available.

Nominations

B. J. Wade gave the Nominations Committee report and accepted nominations from the floor.

Education Committee Restructuring

The following resolution passed by a majority voice vote:

Resolution 96-3:

NOW THEREFORE BE IT RESOLVED that the resolved paragraph 1 of Resolution 94-9 reading:

"Now therefore be it resolved that the Education/Accreditation Task Force be re-named the Education Committee and be comprised of one member from each region plus the Chair and Co-Chair. The committee will be chaired by the Education Committee Chair, whose term must run concurrently with that of the ABA Approval Commission Representative who will serve as co-chair of the Committee."

be rescinded;

BE IT FURTHER RESOLVED that the Education/Accreditation Task Force be renamed the Education Committee and be comprised of NFPA members interested in furthering the development of NFPA educational issues and any joint projects, plus the Chair and Co-Chair. The Chair of the Education Committee will be appointed annually by the Board of Directors. The ABA Approval Commission Representative will serve as Co-Chair of the Committee.

Education

The following resolution passed by a majority voice vote:

http://paralegals.org/etavirp/Minutes/96ann.htm
Resolution 96-4:

NOW THEREFORE BE IT RESOLVED that the attached listings be adopted by NFPA to become part of its joint work product with AAfPE and the attached shall replace all prior work products detailing general education and legal specialty requirements.

[Note: The General and Legal Specialty Education requirements attached to this resolution are on file with the official minutes of these proceedings.]

Minimum Education Criteria for Future Paralegals

The following resolution passed by a majority voice vote:

Resolution 96-5:

NOW THEREFORE BE IT RESOLVED that NFPA recognizes that a two year degree in paralegal studies is acceptable to employers in some markets as the minimum criteria for individuals to enter the paralegal profession; and

FURTHER RESOLVED that NFPA, as an international organization with a vision for the future of the paralegal profession, recommends that, based upon current hiring trends, future practitioners should have a four-year degree to enter the paralegal profession; and

FURTHER RESOLVED that NFPA recommends that future practitioners should have formal paralegal education of at least 24 semester hours or the equivalent of legal specialty courses; and

FURTHER RESOLVED that any formal paralegal education described above may be a part of or in addition to the future practitioner's four-year degree; and

FURTHER RESOLVED that this Resolution shall supersede Resolution 95M-1; and

FURTHER RESOLVED that all of NFPA's prior resolutions that delineate general education and legal specialty requirements be changed to conform with this Resolution.

The meeting was adjourned at 5:00 p.m.

The meeting was reconvened on Sunday, April 28, 1996 at 8:30 a.m.

Roll Call

The Secretary took a roll call and 51 voting member associations were present. A vote requiring 3/4 to pass would need 38 affirmative votes, a vote requiring 2/3 to pass would need 34 affirmative votes and a vote requiring a majority would need 26 affirmative votes.

Vice President Positions and Issues

Susan Kligerman gave the report of the Vice President Positions and Issues and also referred to the written reports of the Coordinators in this area (Ethics and Professional Responsibilities, Special Research, Repository, Legislative, UPL, Case Law and Regulation Review).

Regulation

Doreen Ridgeway, Regulation Review Coordinator, presented an agenda topic regarding the development of registration and certification model acts. The Committee was directed to prepare registration and certification model acts and bring them back to the delegates for review.
Membership

Julie Hejtmanek, Director of Membership, gave a report on the activities involving outreach, inreach, an upcoming leadership conference and international relations and also referred the delegates to the written reports of the Coordinators in this area (Member Growth, Leadership Training, Member Benefits and Association Management).

Operations

Larry Ausink, Secretary and Director of Operations, gave a report regarding NFPA's web site. He also reported that NFPA will now publish six issues of the Reporter, one of which will be distributed only through the Internet.

Continuing Education

Jeannie Johnston gave the report of the Continuing Education Coordinator and referred the delegates to her written report.

The Secretary announced that there were now 52 voting member associations present at the meeting. A vote requiring 3/4 to pass would need 39 affirmative votes, a vote requiring 2/3 to pass would need 35 affirmative votes and a vote requiring a majority would need 27 affirmative votes.

Model Disciplinary Code

Lynn Wigton and Andrea Doty presented an agenda topic concerning the draft model disciplinary code. The Coordinators stressed their need for the delegates to provide comments on the code so that a final product could be distributed at the 1996 Mid-Year Meeting.

Student Dues

The following resolution was passed with a majority voice vote:

Resolution 96-6:

NOW THEREFORE BE IT RESOLVED that effective July 1, 1996, the NFPA will create a student dues membership category and charge the voting member associations $15.00 for NFPA membership for the members of such local association that qualify as students per the local association's definition of student membership. Notwithstanding anything to the contrary in the foregoing, the minimum requirement for a member to qualify for the NFPA's student dues membership category is that the member shall be enrolled in a paralegal studies program. Each person who meets such requirements stated herein shall be called a "Student Member."

FURTHER RESOLVED, that effective July 1, 1996 the dues charged to the voting member associations for each Student Member be $15.00 for each student member and remain at $5.00 less than the NFPA dues of a non-student member of the local association, in the event the NFPA dues increase from time to time.

FURTHER RESOLVED, that Section 3.5 Voting Membership (E) and Section 5.1 Dues (A)-(C) to the bylaws of the NFPA shall be revised as follows:

Article III, Section 3.5
(E) Voting control of the association membership and governing body shall be vested in practicing paralegals.
(1) However, the voting member associations may have student members. Such student member must qualify as a student per the local association's definition of a student membership
and be a student enrolled in a paralegal studies program. Each person who meets such requirements stated herein shall be called a "Student Member" of a voting member association.
(2) Dues charged for Student Members will be in accordance to Article V Section 5.1.

Article V, Section 5.1 Dues
(A) Dues for voting members shall be based on the total number of members, including student members of the member association, belonging to such membership as of the first (1st) day of April, July, October and January and all dues shall be remitted to NFPA in full by no later than the fifteen (15th) day of each respective month. Dues charged to the voting membership associations for each Student Member (as defined in Section 3.5(E)(2) herein) on and after July 1, 1996, shall be $15.00 for such student member and remain at $5.00 less than the dues of a non-student member of the local association, in the event the NFPA dues increase from time to time.
(B) Dues for affiliate members shall be based on the total number of members belonging to such membership as of the first (1st) day of April, July, October and January and all dues shall be remitted to NFPA in full by no later than the fifteenth (15th) day of each respective month. Any affiliate member which becomes a voting member shall be required to pay the difference in membership dues for the period of time for which the member has voting status.
(C) Each member will keep an accounting of all money collected by such member for NFPA dues. All dues collected which have not been remitted to NFPA on a quarterly basis shall be remitted at the end of such membership year. Dues may be prorated for voting and membership year. Dues may be prorated for voting and affiliate members so determined from time to time by the Board of Directors.
(D) Dues for student associations and sustaining members shall be payable annually on the anniversary date of approval by the Board of Directors of the member's application for membership.
(E) Any voting or affiliate member which paid its membership dues thirty (30) days after the due date will be assessed interest at the rate of 1.5% for each 30 days, or portions thereof, for which those dues are delinquent. The postmark will be evidence of the date paid. Member associations shall be responsible for calculating said interest and adding the interest to the amount of the membership dues when remitted.

PACE Character and Fitness Requirements

The PACE Coordinator presented an agenda topic on the character and fitness requirements for candidates making application to take PACE. The following resolution passed by a roll call vote of 47 for, 3 against and 2 abstentions.

Resolution 96-7:

NOW THEREFORE BE IT RESOLVED that candidates making application to take the Paralegal Advanced Competency Exam (PACE) may be disqualified for any one of the following reasons:

(1) conviction of a felony or comparable crime as defined by an individual state that does not have a felony designation; or

(2) currently under suspension, termination or revocation of a certification, registration or license to practice by a professional organization, court, disciplinary board, or agency in any jurisdiction.

FURTHER RESOLVED that if an application is denied based on items (1) or (2), the applicant has the right to appeal the denial through voluntary, independent arbitration within (60) days from the date of denial, the cost of which shall be born equally by the applicant and NFPA.

Consent Calendar

http://paralegals.org/etavirp/Minutes/96ann.htm  1/29/00
The Secretary presented the consent calendar. Items 1, 3 and 4 were removed from the consent calendar and the one remaining item was passed by a majority voice vote.

**Resolution 96-8:**

NOW THEREFORE BE IT RESOLVED that any auditor secured by the NFPA Board of Directors to conduct an external audit must not have been employed by the NFPA as an accountant.

**Annual/Mid-Year Meeting Locations** (previously on the Consent Calendar)

Discussion took place regarding NFPA holding annual and mid-year meetings in locations where NFPA does not have a local association as a member. The following resolution passed by a roll call vote of 41 for and 11 against.

**Resolution 96-9:**

NOW THEREFORE BE IT RESOLVED that either the Mid-Year or Annual Meeting may be held in a city or state where NFPA does not have a presence; and

FURTHER RESOLVED that NFPA's Outreach Committee shall recommend at least three (3) sites or target areas for such meetings which shall be investigated by HMS and the location of such meetings shall be determined by the NFPA Board.

FURTHER RESOLVED that HMS and NFPA shall make a concerted effort to keep cost for attendance by the delegates and other registrants to a minimum.

FURTHER RESOLVED that this resolution take effect no later than the calendar year 1999.

The PACE Coordinator announced that the PACE seminar outlines, as well as sample questions, will be distributed to those who attended the PACE seminar. It was also agreed that the workshops originally scheduled for 3:45 p.m. would be cancelled to allow for more time to discuss agenda topics.

**Region Realignment**

The Region Directors brought up a proposal to realign the regions. Several options were reviewed and discussed. It was estimated that the cost to add an additional director to the board would be approximately $4,500. A motion to approve the proposal to add a new Region 5 did not pass.

The meeting adjourned at 5:00 p.m.

The meeting reconvened on Monday, April 29, 1997 at 8:00 a.m.

**Meeting Format** (previously on the Consent Calendar)

The region directors proposed a new meeting format to make both the mid-year and annual meetings identical. This would allow for a region meeting to be held at both conventions as well as condense the proceedings at the annual meeting. Discussion took place regarding the effect of delegates leaving before the end of the meeting thereby changing the quorum and sometimes prohibiting NFPA from continuing to conduct business. By a majority voice vote, the following resolution passed.

**Resolution 96-10:**

NOW THEREFORE BE IT RESOLVED that the NFPA is hereby directed to adopt the
following meeting structure for both the Annual and Mid Year Conventions:

Friday Region Meeting 9:00 a.m. to 3:30 p.m. (includes lunch), then association management presentations until 5:00 p.m.
Saturday Business and Policy Meeting beginning with administrative matters and coordinator reports and continuing with policy/agenda topics.
Sunday Policy Meeting - dismissal at 5:00 p.m.

PACE Credential

The PACE Coordinator introduced the discussion topic of the PACE credential since NFPA learned that "Certified Paralegal," the credential originally selected by the delegates, was already a registered trademark used by another association. After much discussion, a motion was made to allow the NFPA Board to research the delegates' top five choices for a designation, not using the term "certified" and select an appropriate credential. By a roll call vote of 48 for and 1 abstention, the following resolution was adopted:

Resolution 96-11:

NOW THEREFORE RESOLVED that Resolution 95-M2 be and hereby is rescinded; and

FURTHER RESOLVED that any individual who has successfully passed Tier One of PACE may use the designation "PACE Accredited."*

*The Board is directed to research the five suggested credentials and choose what the PACE credential will be. Delegates determined that the credential shall not include "certified" and will be chosen from the following suggestions: PACE Accredited, Advanced Paralegal, PACE Paralegal, PACE Qualified and PACE Qualified Paralegal. Once the Board has made its determination, the original language of the resolution shall be used to identify the PACE credential.

Budget

The 1996-97 budget as presented by the Treasurer was unanimously approved by the delegates.

Resolution 96-12:

NOW THEREFORE BE IT RESOLVED that the NFPA budget for the fiscal year 1996-97 as presented by NFPA Treasurer Kathy Jordan is hereby approved.

Ratification of Board Actions

The Secretary/Director of Operations moved that the delegates ratify the Board actions for 1995-96. The motion passed by a unanimous voice vote.

Resolution 96-13:

NOW THEREFORE BE IT RESOLVED that the actions of the NFPA Board of Directors throughout the fiscal year 1995-96 be and are hereby approved.

Requests to Review Documents (previously on the Consent Calendar)

The Delaware Paralegal Association and the Kansas City Paralegal Association raised an agenda topic regarding the ability of a local association to review NFPA contracts. The following resolution passed by a majority voice vote.

http://paralegals.org/etavirp/Minutes/96ann.htm
Resolution 96-14:

NOW THEREFORE BE IT RESOLVED that the NFPA Board of Directors is hereby instructed to accommodate any member association's request to review any NFPA contract by arranging, at a mutually convenient time, either a meeting at NFPA Headquarters or with any individual Board member at a time and place mutually convenient; and

FURTHER RESOLVED that no copy of said contract shall be distributed, but the review shall be for informational purposes only. The requesting association is held to the same level of confidentiality as is the NFPA Board; and

FURTHER RESOLVED that the cost of such review shall be borne by the requesting member association.

Presentations to the outgoing Board of Directors and installation of new Directors were made.

The meeting was adjourned at 3:00 p.m.