

**NOTICE OF 2019 ANNUAL BUSINESS MEETING
OF THE
CLEVELAND ASSOCIATION OF PARALEGALS, INC.**

Notice is hereby given that the Annual Business Meeting of the Cleveland Association of Paralegals, Inc. (CAP) is scheduled to be held at the Cleveland Metropolitan Bar Association, 1375 East 9th Street, Floor 2, Cleveland, Ohio 44114-1785 on **June 26, 2019** from 3:00 p.m. – 4:00 p.m. for the purposes of considering the matters on the meeting agenda, and any other business that may properly come before the meeting.

Board positions are elected by the voting members in attendance (in person or by proxy) at the Annual Business Meeting. Coordinators are appointed by the CAP Board of Trustees. Persons wishing to be considered for either a Board or Coordinator position must complete and submit a nomination form to the Nominations Coordinator. Board position candidates must also submit a brief candidate statement to the Nominations Coordinator.

A copy of the meeting agenda, completed nominations forms for Board and Coordinator positions, and other materials will be available soon on CAP's website: <http://www.capohio.org>. If any CAP bylaw change agenda topics are to be included on the meeting agenda, they will be sent via email to CAP members no later than June 20, 2019.

Any board nomination forms received will be posted to CAP's website.

Any voting member who is unable to attend the meeting is permitted by CAP's Code of Regulations to designate a proxy. A proxy form will be posted to CAP's website along with the other nomination materials.

/s/ Becky Kerstetter

Becky Kerstetter, President

May 26, 2019