

**NOTICE OF 2025 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 via Zoom on **Tuesday, July 1, 2025** from 6:00 p.m. – 7:00 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. Committee 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 nomination forms for Board and Coordinator positions, and other materials will be available on CAP's website by no later than the end of the business day **Monday, June 23, 2025: <http://www.capohio.org>**. If any CAP by-law change agenda topics are to be included on the meeting agenda, they will be sent via email to CAP members postmarked no later than Tuesday, June 17, 2025. Nomination forms will be made available to CAP's membership via email and the CAP website. Please submit all nomination forms and candidate statements to the Nominations Coordinator, Jessica Kubiak, via email at **jess318@hotmail.com**.

Any Board nomination forms received after **Monday, June 23, 2025**, will be posted to the CAP website as they become available and emailed to CAP members accordingly. Board nomination forms received after **Friday, June 27, 2025** will not be accepted.

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 emailed to members and posted to CAP's website. If you plan to attend via proxy, please email a copy of your proxy to Tiffany L. Lubahn at **president@capohio.org** by no later than 4:00 p.m. on **Tuesday, July 1, 2025**.

/s/ Tiffany L. Lubahn
Tiffany L. Lubahn, President

June 2, 2025