PARALEGAL DIVISION
ORIENTATION MANUAL

NORTH CAROLINA
BAR ASSOCIATION
SEEKING LIBERTY & JUSTICE
PARALEGAL DIVISION
Welcome to the Paralegal Division of the North Carolina Bar Association. We hope that this orientation manual will be of assistance to you this year as you become more involved with the Paralegal Division.

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PARALEGAL DIVISION OF THE NORTH CAROLINA BAR ASSOCIATION

PURPOSE STATEMENT

The Division shall have as its purpose the promotion of the general welfare of the community and public service, the advancement of the professional education and welfare of paralegals, adherence by its members to the code of ethics and professional responsibility adopted by the Division, adherence by its members to minimum educational requirements, continuing education requirements and standards of practice adopted by the Division, provision for paralegals to participate in the activities of the Association and advancement of the standards of the legal profession and the administration of justice.

OVERVIEW

Governance:
The Paralegal Division (“PD”) is a part of the North Carolina Bar Association. We are governed by the Bylaws of the Association as well as the Bylaws of our Division.

Board of Governors for the NCBA:
The Association is made up of four divisions, thirty sections and the Board of Governors (“BOG”).

We have a seat on the Board of Governors, but we are not a voting member.

The voting members of the Board of Governors are the President, President-Elect, Immediate Past President, six Vice Presidents; Chair of the Young Lawyers Division and Chair of the Senior Lawyers Division.

All Sections and PD have non-voting seats on the Board.

Paralegal Council:
As with the Board of Governors, our Council is made up of voting and non-voting members. Voting Members are the Chair, Vice-Chair, Immediate Past Chair, Secretary, Treasurer, twelve Council Members and the liaison from the Board of Governors. Officers and the BOG Liaison serve one year terms. Council Members serve three year terms.

In addition to voting members of the Council, we have non-voting members that attend our meetings, which include committee chairs and members, section and NCBA Committee liaisons, past chairs and the NCBA Staff Liaison.

North Carolina Bar Association Staff:

Jason Hensley is the Executive Director of the NCBA, and Jacquelyn Terrell is the Director of Divisions and will be the staff manager to our Division. Our manager communicates between the NCBA and our Council throughout the year and attends our Council meeting to offer support and guidance on NCBA rules, regulations and other information. She also coordinates our meetings.
and communication to our membership. This position is key to our success and growth. In addition, Mellissa Grady assists Jacquelyn with matters pertaining to the Paralegal Division.

A listing of all NCBA Staff members is available on the NCBA website.

The PD Bylaws are located on the NCBA website.

**OFFICERS, COUNCIL MEMBERS, COMMITTEE CHAIRS and BAR LIAISONS**

A listing of the 2017-2018 OFFICERS, COUNCIL MEMBERS, COMMITTEE CHAIRS and BAR LIAISONS is located here.
https://www.ncbar.org/members/divisions/paralegals/leadership/

**DIVISION COMMITTEE DESCRIPTIONS**

In accordance with our Bylaws, we have standing committees, special committees and the liaisons to each Section.

Current PD Committees are:

Awards – The Awards Committee coordinates the creation/revision and distribution of the nomination forms for awards to Paralegal Division members. The Committee reviews the nominations and decides who will be the recipient of the award(s).

Bylaws – The Bylaws Committee works with the membership and Paralegal Division Council on any proposed bylaw amendments, drafts initial language, and ensures proper procedure is followed for approval by the Council, membership and NCBA Board of Governors.

CPE – The Continuing Paralegal Education Committee is responsible for all continuing education programs, which shall be conducted in consultation with the North Carolina Bar Foundation.

Ethics – The Ethics Committee addresses ethical issues that come before the Committee and reports such matters to the Chair and Council. This Committee updates the Code of Ethics as necessary and serves as a liaison to the North Carolina State Bar Authorized Practice Committee.

Historian – The Historian Committee researches how the profession has changed, documents special Paralegal Division accomplishments in an ongoing annual history report and archives important documents, photographs, videos, etc.

Long-Range Planning – The Long-Range Planning Committee compiles proposed goals for the Division.

Membership – The Membership Committee promotes membership in the Paralegal Division.
Paralegal Student Relations – The Paralegal Student Relations Committee builds bridges with paralegal students in paralegal programs. The primary purpose is to promote paralegal education and encourage membership with the Paralegal Division upon completion of membership requirements.

Pro Bono – The Pro Bono Committee works with the NCBA Public Service Advisory Committee to encourage attorney/legal assistant participation in Pro Bono programs. It is hoped that Paralegal Division members who participate in Pro Bono programs will be of great assistance to the attorneys in legal service matters for the public.

Publications/Blog – The Publications Committee is responsible for regular communication with the members of the Paralegal Division. This shall include sending notices, newsletters, articles of a substantive nature, and any other information deemed necessary by the Committee.

Scholarship – The Scholarship Committee creates, announces, and awards Paralegal Division scholarships.

Survey – The Survey committee prepares and tabulates the results of the Paralegal Division Survey, which may include information about education, salary, benefits, and important issues being addressed by the Paralegal Division.

Technology – The Technology Committee sets up the Paralegal Division web page and keeps all Paralegal Division activities current.

Utilization - The Utilization Committee creates and maintains a standard paralegal utilization guide/pamphlet for use by NCBA membership, North Carolina law schools, and North Carolina paralegal programs focused on increasing attorney awareness of the proper utilization of paralegals in the legal office or department.

ASSOCIATION COMMITTEES

In addition to the Division’s Committees, members of the Paralegal Division also serve as liaisons to several of the NCBA’s Committees. These positions are appointed by the President of the Association. The Division Chair can recommend candidates for this position. The Division currently provides liaisons to the following committees:

- Continuing Legal Education
- Convention Planning/Advisory
- Diversity
- Lawyer Effectiveness/Quality of Life
- Membership Recruiting/Retention
- Middle School Mock Trial
- Minorities in the Profession
NC Leap
NCBA Strategic Planning and Emerging Trends
Pro Bono Activities
Transitioning Lawyers Commission
Technology
Women in the Profession

The names of our current liaisons can be found on the website.

MEETING PROCEDURES

Attendance:

Officers and Council Members are required to attend all meetings. Generally, phone conferencing is made available at our meetings (based on availability at meeting location) for the convenience of members of the Council. If an officer or Council Member is unable to attend a meeting in person and/or by telephone, it is the responsibility of that individual to provide to the Council via the RSVP form their reason for absence. All excusable absences will be confirmed by vote of the Council. Pursuant to the Division’s Bylaws (Section V.5) “if any officer or Council member shall fail to attend two successive meetings of the Council, the office or seat on the Council held by such person shall automatically be vacated unless the Council excuses that person for good cause.” Therefore, it is important that officers and Council members provide timely RSVPs to each meeting.

Committee Chairs are requested to attend so reports may be properly given, in addition to offering valuable input on matters discussed. Written reports are requested. Please email your report to the Chair and Staff Liaison at least one week in advance of the Council Meeting so your report can be included in the meeting packet. It is your responsibility to bring copies of the reports with you to the meetings if you fail to submit your report by the submission deadline (generally two days prior to the meeting).

Non-Council Section and NCBA Committee liaisons are also invited to attend Council Meetings. Although your reports are made available to the Council via the Section Liaison, we value your input to and interest in the Council. We hope you will be the upcoming faces of the Paralegal Division Council.

Voting:

It can be confusing sometimes as to who may make motions and who may vote. During these meetings only the Officers and Councils Members may make motions and vote. All may join in the discussion.

Meeting Minutes:
The Staff Liaison will send you a copy of the Minutes to review prior to the meeting. You must make any grammatical changes to the minutes prior to the meeting and mail your changes to the Secretary and Staff Liaison. No grammatical changes will be made at the Council meeting but any substantive changes may be made at that time.