

Dear APALA/NJ Members:

It is time to nominate and elect the APALA-NJ Executive Board for 2012-2013.

OFFICES OPEN FOR NOMINATION AND ELECTION

Under the APALA/NJ By-Laws, the Executive Board is presently comprised of five officers: President; President-Elect; Vice President; Treasurer; and Secretary. In accordance with our By-Laws, the current President-Elect, Paul Yoon, will become the next President. The remaining four Officer positions are subject to election by the general membership. The following is a general description of each Officer position open for nominations:

· President-Elect: The President-Elect shall have general and active management of the Association and see that all orders and resolutions of the Executive Board are carried into effect. The President-Elect shall succeed to the Office of the President and assume the duties of the President upon the expiration of the term of the immediate past President or vacancy of Office of the President. In the absence of the President, the President-Elect shall have the authority to make the final decision on all matters regarding the management of the Association.

· Vice-President: The Vice-President shall assist the President and the President-Elect in their duties. In the absence of the President and President-Elect, the Vice President shall exercise the powers of the President and President-Elect. Traditionally, the Vice President has also been responsible for management of particular Committees and/or events during the course of the Board term.

· Treasurer: The Treasurer shall keep full and accurate accounts of receipts and disbursements of the Association; collect all funds due the Association and disburse funds as required to meet the obligations of the Association. The Treasurer shall also keep the funds of the Association in separate accounts to the credit of the Association and render to the Executive Board a regular accounting of all transactions and of the financial condition of the Association. The Treasurer will perform these duties through use of an online Quickbooks account for inputting and tracking APALA/NJ's financial transactions, and working with the Finance Committee and APALA/NJ's outside accountants to generate year-end financial reports reflecting the financial performance of the Association and providing the information necessary for preparation of the Association's tax returns and annual State filings.

· Secretary: The Secretary shall be the Secretary of the Executive Board and, in this capacity, shall be charged with the duties of acting as a clerk of the meetings of the Executive Board to record the proceedings of these meetings, maintaining a permanent record of these meetings. The Secretary shall also handle the correspondence of the Association at the direction of the Executive Board, including giving notices and issuing announcements of the Association to its membership, management of the APALA/NJ e-mail list-serve and management of the APALA/NJ website content and announcements.

NOMINATIONS PROCESS

You can nominate another APALA/ NJ member or yourself. Nominations are due by March 16, 2012 at 5 PM. Please identify the nominee by full name and office(s) for which the member is being nominated. A member may be nominated for more than one Office. Please email all nominations to any one of the nominating committee members listed below:

NOMINATING COMMITTEE

- Sapana Shah: sapana1998@gmail.com or call at 201-653-7424.
- Sudha Kantor: sudhakantor@embarqmail.com or
- Dave Kwon: David.Kwon@adp.com or

All nominations shall be held in the strictest of confidence by the Nominating Committee.

ELECTIONS PROCESS

Following the close of nominations on March 16, 2012, the Nominating Committee shall confirm each nominee's interest in running for each specific Office, and shall obtain Candidate statements. All Candidates should be prepared to commit the necessary time, including evenings and weekends, to ensure the fulfillment of his/her official duties.

Candidate statements and proxy ballots will be e-mailed to the membership on or by April 1, 2012.

The election will be held during APALA/NJ's Annual Meeting on April 19, 2012 at Wilentz, Goldman, Spitzer in Woodbridge, New Jersey. This year, APALA/NJ will host a light cocktail reception and networking event for all members in attendance immediately following the elections.

In accordance with APALA/NJ's By-Laws, only general members of APALA/NJ may vote. Notice of this meeting must be provided to members eligible to participate by no later than ten (10) days in advance of the meeting. Accordingly, in order to be eligible to vote, you must be a paid, current member of APALA/NJ as of April 19, 2012 6:00 pm. If you have not already joined or renewed your membership for this year and are interested in voting and/or running for an Officer position, please make sure to do so before April 2, 2012.

If you have any questions concerning the ballot or the voting process, please contact any of the members of the Nominating Committee identified above.

* * *

We hope to see you at the Annual Meeting!

Very truly yours,

Sapana Shah, Esq.
President, APALA/NJ