



State Bar of New Mexico
Paralegal Division

BOARD MEETING

STATE BAR CENTER, ALBUQUERQUE, NM AND VIDEO CONFERENCE
SATURDAY, JANUARY 8, 2021

AGENDA

Meeting called to order at: _____

- I. Welcome**
- II. Approval of September 18, 2021 Meeting Minutes (5 minutes)**
- III. Officer Reports (10 minutes)**
- | | | |
|----------------------|---|------------------|
| Chair | Angela Minefee, outgoing
Linda Sanders | No Report |
| Chair-Elect | | |
| Immediate Past Chair | Yolanda Hernandez, outgoing
Angela Minefee | No Report |
| Secretary | Linda Sanders, outgoing
Christina Babcock | Minutes Attached |
| Treasurer | Kay Homan | Report Attached |
- IV. Standing Committee Reports (1 Hour)**
- | | | |
|---------------------------------|---|-----------------|
| Budget & Finance | Kay Homan | Report Attached |
| Bylaws & Standing Rules | Kay Homan | Report Attached |
| CLE Coordination | Linda Sanders & Shannon Rooney | Report Attached |
| CLE Provider Approvals | Kay Homan | No Report |
| CLE Tracking | Christina Babcock | No Report |
| Communication: eNews & Web Page | Amy Meilander & Debbie Tope
Michelle Jaramillo & Michelle Pettit | Report Attached |
| Communication: Newsletter | Michelle Pettit | No Report |
| Communication: Social Media | Linda Sanders & Devany Whipple | No Report |
| Nominating & Elections | Ruby Silva | Report Attached |
| Events Coordination | Dawne Roberto, Lynette Rocheleau,
outgoing
TBD | No Report |
| Membership | Linda Sanders & Kathy Campbell | Report Attached |

Pro Bono/Community Service	Linda Sanders, outgoing Meryl Sutton	Report Attached
Professional Development Scholarship	Daniel Berg Devany Whipple	Report Attached Report Attached

V. Ad Hoc Committee Reports (5 minutes)

Oral History Project	Linda Sanders	No Report
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VI. Break (10 minutes)

VII. Old Business (10 minutes)

VIII. New Business

- a. Committee Appointments (5 minutes)
- b. Proposed changes to 2022 Calendar (5 minutes)
- c. Special Election (5 minutes)

IX. Adjourn



State Bar of New Mexico Paralegal Division

Meeting Minutes

September 18, 2021

I. Call to Order

Chair, Angela Minefee, called to order the regular meeting of the SBNM Paralegal Division Board of Directors at 10:50 a.m. on September 18, 2021. The meeting was held via Zoom.

II. Attendees

Board of Directors: Angela Minefee, Chair
Emmalee Atencio, Chair Elect
Kay Homan, Treasurer
Linda Sanders, Secretary
Daniel Berg, Director (joined at Noon)
Lynette Rocheleau, Director
Devany Whipple, Director
Dawne Roberto, Director
Nancy Torres, Director

Directors not present: Yolanda Hernandez, Immediate Past Chair
Dora Paz

Members: Kathy Campbell, Division Administrative Assistant
Debbie Tope
Ruby Silva, Proxy for Yolanda Hernandez
Elizabeth Forrester

III. Approval of minutes from last meeting

- a. Following the correction of an error, the Minutes of the July 2021 BOD Meeting were approved.

IV. Officer Reports

See agenda and attached reports for full reports submitted by Board of Directors and Committees. If no particular items are noted, the reports were as provided.

- a. Report of the Chair:

- i. Angela would like to thank Emmalee, Linda and Dawne for their efforts in coordinating today's event.
 - ii. The Annual luncheon was well attended, but there were a lot of "no-shows". In the future we need to make it clear that we rely on the RSVPs to give an accurate number to the restaurant and are charged for "no-shows".
- b. Report of the Treasurer:
 - i. Payment of the dues for two Scholarship members (\$75.00 each) has been done. This brings the member scholarship to four.

V. Committee Reports

- c. By-Laws:
 - i. Nancy Torres and Daniel Berg have joined the Committee.

ACTION ITEM: The Committee has been requested to review the By-Laws and potential amendment to allow for student memberships and including the definition of "Legal Assistants".

- d. Webpage/ENews Committee:
 - i. It was announced that Debbie and Amy will be stepping down from this Committee. Their hard work through the State Bar site transition and in maintaining our website is greatly appreciated.
 - ii. Learning how to post the Brown Bag videos in particular was a challenge for the Committee.

ACTION ITEM: Linda Sanders will send language regarding self-study to be posted on the CLE Resource page.

- e. Report of the CLE Coordination Committee:
 - i. The September CLE was challenging given the change to Zoom rather than in-person and resulted in 1 less hour being presented. However, this will make next year's event easier to plan.
- f. Report of the CLE Providers Approval Committee:
 - i. PD is at 111% to budget for income from CLE Provider approvals.
- g. Report of the CLE Tracking Committee:
 - i. Kathy Campbell suggests the Committee look at implementing an honor system with periodic audits. But not sure how this would work considering the Division does not provide attendance certificates for our events.

ACTION ITEM: Linda Sanders will advertise the CLE Tracking Tables found on the CLE Resources page of the Division website in all future communications and events in an effort to make the end of year push for credits easier for the Committee.

- h. Nominating and Elections Committee:
 - ii. Declaration of Candidacy Forms will go out no later than September 20th with a submission deadline of October 15th.
 - iii. An informal poll was taken regarding intent of current officers and directors intent to run for election again. There were no negative responses.
- i. Events Committee:
 - i. Thank you to Barbara Lucero for organizing the Paralegal Day luncheon.
 - ii. Cancellation of this year's Symposium in Roswell will make planning for next year easier.

ACTION ITEM: Dawne Roberto will look into movie theatre rentals and will report back to the Board.

ACTION ITEM: Angela Minefee will get with Dawne regarding the organization of informal events.

- j. Membership Committee:
 - i. Thirteen new members have been approved in 2021, 4 this quarter, two of which are scholarship recipients.
- k. Pro-Bono/Community Service Committee:
 - i. Meryl Sutton has joined the Committee.
- l. Professional Development Committee:
 - i. A response was received from UNM Continuing Education regarding the inability of its graduates to qualify for membership in the PD based on NMRA 24-101(A)(c) indicating a line of communication has been opened;
 - ii. The Committee will continue its research into the definition of a "Post-Baccalaureate" program.
 - iii. Working in conjunction with the Membership on how to clarify membership qualification based on NMRA 24-101(A)(c). A discussion ensued regarding the best approach to accomplish this. Linda Sanders moved the issue be tabled for discussion at a future special meeting of the Board. Kay Homan seconded the motion. Motion passed.
- m. Scholarship Committee:
 - i. Acknowledgment to the Committee for it's hard work and forward thinking.
 - ii. Four membership scholarships have been approved.
 - iii. The Committee continues to work on development and advertisement of the Certification Exam and CLE Scholarships.
- n. Social Media Committee:
 - i. Facebook continues to lead in the PD social media presence.

The meeting adjourned at 12:45 for a lunch break.

The meeting was called back to order by Chair Angela Minefee at 2:29.

VI. Old business

Attended to in the course of Committee Reports.

VII. New Business:

- a. Dawne Roberto moved to allocate \$1200 to the proposed 2022 budget for establishing an Oral History Project for the Division. Kay Homan seconded the motion. Motion passed.
- b. Kay Homan moved the proposed calendar for 2022 be approved as amended. Linda Sanders seconded the motion. Motion passed.
- c. Linda Sanders moved to approve the proposed 2022 budget including the allocation to the Oral History Project. Dawne Roberto seconded the motion. Motion passed.
- d. The special meeting of the Board for the further discussion of membership requirements and clarification/revision of the Rules regarding the same was slated for Saturday, October 23, 2021.
- e. Linda Sanders moved for the creation of an Ad-Hoc Committee for the Oral History Project. Emmalee Atencio seconded the motion. Motion passed. Linda Sanders will serve as Chair of the Committee and Nancy Torres will be a Committee member.

VIII. Adjournment

- a. It was moved, seconded and passed to adjourn the meeting. Meeting adjourned at 2:55 p.m.

Minutes submitted by: Linda Sanders, Secretary

**Paralegal Division
Budget & Finance Committee
Treasurer/Budget & Finance Committee
Board Meeting Report**

Committee Title: **Budget & Finance Committee**

Committee Chair: **Kay L. Homan, CP**

Date of Report: **January 8, 2021**

RE: **Report**

Budget vs. Actual as of 12/31/21 is attached. Balance in checking account as of December 31, 2021 is \$64,009.38,

Respectfully submitted,

Kay L. Homan, CP
Treasurer

State Bar of New Mexico, Paralegal Division				
2021 Budget vs. Actual December 31, 2021				
		Starting Balance	Ending Balance	
1000	Checking 403-8	\$63,799.47	\$64,009.38	
	Income	Budget	Actual	% to Budget
4805	CLE Provider Approvals	\$ 6,000.00	\$ 9,525.00	159%
4500	CLE Seminars	\$ 1,000.00	\$ 918.00	92%
4300	Earned Interest	\$ 100.00	\$ 61.95	62%
4000	Membership Dues	\$ 9,000.00	\$ 10,157.25	113%
4900	Miscellaneous Income	\$ 1,000.00		0%
	Total Income	\$ 17,100.00	\$ 20,662.20	121%
	Expenses	Budget	Actual	% to Budget
6741	CLE Subsidy/Expenses	\$ 3,000.00	\$ 100.00	3%
5250	Contract Labor	\$ 5,200.00	\$ 5,198.00	100%
6100	State Bar Admin/IT/Technology	\$ 2,500.00	\$ 800.00	32%
6140	Donations/Contributions	\$ 6,000.00	\$ 700.00	12%
6310	Mileage/Travel Reimbursements	\$ 500.00	\$ 181.42	36%
6995	Miscellaneous Expenses	\$ 200.00	\$ -	0%
6210	Elections/Printing Expenses	\$ 200.00	\$ -	0%
6230	Member Benefits/Bench & Bar	\$ 4,000.00	\$ 639.52	16%
6270	Postage & Delivery	\$ 150.00	\$ -	0%
6160	Receptions & Meetings	\$ 7,000.00	\$ 3,173.17	45%
6751	Scholarships	\$ 3,000.00	\$375.00	13%
	Total Expenses	\$ 31,750.00	\$ 11,167.11	35%
	CLE Seminars - \$315 from	State Bar for 5/2020	CLE	
	\$375 from scholarships to due	5 scholarships		
	BL \$1,731.95 -deposit \$60	reimbursement	for Anniversary	Lunch
	6230 Zoom Subscription	reimbursement	for AM in April	\$161.70
	6230 Jotform yearly fee	reimbursement	for AM in April	\$288.00

**STATE BAR OF NEW MEXICO PARALEGAL DIVISION
BYLAWS COMMITTEE BOARD MEETING REPORT**

COMMITTEE CHAIR: Kay L. Homan, CP

COMMITTEE MEMBERS: Nancy Torres, Daniel Berg, Nettie Condit, Ruby Silva

DATE OF MEETING: January 8, 2022

ACTIVITIES UNDERTAKEN:

ONGOING ACTIVITIES:

The Bylaws Committee is available to the Division Chair for assistance with any parliamentary procedures as needed pursuant to the provisions of the Standing Rules.

The Following is information to clarify the amendment rules and procedures for changes to the Division's Standing Rules, Division's Bylaws or the Supreme Court Rules governing the Paralegal Division.

Amendments to Standing Rules. Any proposed revisions to the Standing Rules must be in compliance with the Bylaws and require approval by the Board of Directors.

Amendments to Bylaws. Article XI. Section 11.1 Bylaws may only be amended by mail or electronic ballot by a two thirds (2/3) vote of the Members, all in accordance with the Standing Rules. No amendment(s) adopted by the membership shall become effective until the Board of Bar Commissioners ratifies the amendment(s).

Section 11.2 Any proposed amendment(s) to these Bylaws shall first be submitted in writing to the Board by: a) The initiative of the Bylaws and Standing Rules Committee or the Board of Directors; or b) A petition signed by at least ten (10) members of the Division. The Board shall publish the proposed amendment(s) with the Board's recommendations concerning adoption or rejection of the amendment(s) by email or mail attaching a "redlined" version of the Bylaws showing the proposed amendment(s) along with the Board's written recommendations concerning adoption or rejection of the proposed amendment(s) together with a clean copy of the proposed Bylaws and a written ballot or a link to the electronic ballot.

Amendments to Supreme Court Rules. **Rule Set 24 Rules Governing the New Mexico Bar** is where the Paralegal Division is defined and where there are membership qualifications listed.

For changes to the Division's rules and bylaws under Rule 24-101, Section B(3). **Divisions created:**

To: The Board of Directors of the Paralegal Division

From: Kay L. Homan, CP, Chair of the Bylaws and Standing Rules Committee

There has been some confusion among our Directors and members regarding the difference between Rule Set 20 “Rules Governing Paralegal Services” and Rule Set 24 which concerns the makeup of the NM State Bar as a whole and defines the paralegal division of the State Bar. Accordingly, with the assistance of Amy Meilander, we offer the following clarifications. Rule Set 20 is for employment purposes; Rule Set 24 is about admittance to the NM State Bar.

Rule Set 20 governs paralegal services and is directed at attorneys when using paralegals for legal work (stressing that lawyers need to make sure the conduct of a paralegal stays in line). It is for hiring and employing a person with the title of “paralegal.”

Rule 20-101 NMRA Rules Governing Paralegal Services/Purpose “. . . A lawyer using the services of a paralegal is obligated to inform the paralegal of the restraints and responsibilities incident to the employment and to supervise the performance of the paralegal. These guidelines are intended to promote the proper development and expansion of paralegal services, and to provide guidance to both the lawyer and the paralegal so that increased use of paralegal services will be in accordance with the Rules of Professional Conduct, statutes, court rules and decisions and rules and regulations of administrative agencies.”

Rule 20-102 Committee commentary “Persons not meeting the definition of a paralegal or attorneys who have been disbarred or suspended from the practice of law by the State of New Mexico or any other jurisdiction are discouraged from using the designation "paralegal". Attorneys are also discouraged from using the designation "paralegal" to identify non-lawyer support staff unless such staff qualifies as a paralegal pursuant to these rules.”

Rule Set 24 - and Rule 24-101.1 NMRA is specifically about the eligibility to join the paralegal division of the State Bar. From 24-101.1(A) NMRA Paralegal Division/Membership “. . . A person is **eligible to become a member of the paralegal division of the state bar** if the person meets the qualifications set forth in this rule and bylaws approved by the Board of Bar Commissioners.”

Qualifying for membership in a professional organization like the State Bar does have (and should have) higher standards than obtaining the job title “paralegal”. Just because a person is not in the Division does not mean they are not a paralegal. But to join the Division, the person must meet the qualifications set forth in Rule 24-101.

(3) a paralegal division. A person may become a member of the Paralegal Division if the person meets the requirements of Rule 24-101.1 NMRA. **The Paralegal Division shall adopt bylaws applicable to its division which shall have been approved by the Board of Bar Commissioners.** The bylaws shall not be inconsistent with these rules. The bylaws of the Paralegal Division shall establish the process for the election of its officers and directors. (Emphasis added.)

And this is repeated under Membership:

Rule 24-101.1. Paralegal division.

A. Membership. A person is eligible to become a member of the paralegal division of the state bar **if the person meets the qualifications set forth in this rule and bylaws approved by the Board of Bar Commissioners.**

If changes are made to the Divisions rules or bylaws, or proposed changes to the Supreme Court Rules, those changes have to be approved by the State Bar of New Mexico Board of Bar Commissioners .

Once any proposed changes to the Supreme Court Rules are approved by the Board of Bar Commissioners, then the proposed changes are assigned to one of the Supreme Court Rules Committees for approval. If the proposed changes are approved, then they are sent out for public comment, then referred back to the committee for review, and then the recommendation is sent to the justices of the NM Supreme Court for final approval. Changing a New Mexico rule is a huge deal and the whole process is quite long (approximately 2 years).

Here is a link to a flowchart of the process starting with the NM rules committee (from the NM Courts website).

<https://supremecourt.nmcourts.gov/wp-content/uploads/sites/3/2020/12/Flowchart-of-the-Rule-Making-Process.pdf>

**PARALEGAL DIVISION
BOARD MEETING
January 9, 2021**

CLE COORDINATION SUB-COMMITTEE REPORT

COMMITTEE CHAIR: Linda Sanders

COMMITTEE MEMBER: Shannon Rooney

DATE OF REPORT: January 9, 2021

ACTIVITIES SINCE LAST REPORT:

September 26, 2020: "Trial Preparation and Electronic Discovery" CLE was held via Zoom. The CLE offered 3 general hours of credit. The presenters for the event were Margaret "Peggy" Graham and Lalita Devarakonda. Advertisement was run in the Bar Bulletin, a flyer was posted on the Division website and an email blast sent to the membership. A total of 78 members attended the event.

October 20, 2021: Brown Bag Session: "Dealing With People In Crisis" was held via Zoom. The CLE offered 1 hour of general of credit. The presenter for the event was Dawne Roberto. A flyer was posted on the Division website and Face Book page and an email blast sent to the membership. Members were encouraged to invite a friend/co-worker in an effort to increase awareness of and interest in the Division. A total of 30 members attended the event. This event was recorded and will be available for self-study credit.

November 17, 2021: Brown Bag Session: "Parental Alienation" was held via Zoom. The CLE offered 1 hour of general of credit. The presenter for the event was Dora Paz. A flyer was posted on the Division website and Face Book page and an email blast sent to the membership. Members were encouraged to invite a friend/co-worker in an effort to increase awareness of and interest in the Division. A total of 35 members attended the event. This event was recorded and will be available for self-study credit.

December 4, 2020: "Hot Topics in the Legal Community" CLE was held in conjunction with the State Bar Center for Continuing Legal Education via. The CLE offered 4.8 hours of general credit and 1.5 hours of ethics credit. The presenters for the event were: Chirs Dodd, "You Can't Make This S*** Up: How to Avoid Sharing a Jail Cell With Your Client"; Dr. Rex Swanda, "Minimizing Cultural Errors in Professional Practice"; Lisa Millich and Kymberleigh Dougherty, "The Intersection of Family Law, Probate and Guardianships and Conservatorships"; Gabe Sanchez, "Survey and Focus Group Results from 2019 CDLP's Report on Status of Minorities in the New Mexico Bar and CWLP's 2019 Report"; the Honorable Wendy York (Ret.), "Mediation Do's and Don'ts"; and Tim Gardner, "Disability Rights in a Time of COVID-19". Advertisement was run in the Bar Bulletin, a flyer was posted on the Division website and an email blast sent to the membership. A total of 89 members attended the event.

ISSUES REQUIRING BOARD ACTION: Approval of cost for 2022 events.

ATTACHMENTS: Agendas for the CLEs are available on request.

**Paralegal Division
CLE Provider(s) Approval Committee
Board Meeting Report**

Committee Title: CLE Provider(s) Approvals Committee

Committee Chair: Kay L. Homan, CP

Date of Report: January 8, 2022

RE: Report

NBI/IPE is the only provider currently submitting CLE for approval by the Division in 2021. Deposit of approval fees through December 31, 2021 is \$9,525.00.

PARALEGAL DIVISION

COMMITTEE TITLE: Web Page Committee/E-News Committee

OUTGOING COMMITTEE CO-CHAIRS: Amy Meilander, Deborah R. Tope

DATE OF REPORT: January 8, 2022

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

Since the last Board meeting in September, the reports, agenda & minutes for that meeting were posted; the CLE Credits Tables and CLE Total Tables were uploaded to the CLE Resources page as they were updated monthly, the updated directory of active members was uploaded to the Member Resources page and job bank positions were posted. The job bank had much less activity this last quarter.

On the CLE Resources tab, the link to the October brown bag seminar was posted and the materials and Zoom video were added to the new tab called "Materials from Past CLE Programs". All the materials available from this year's brown bag seminars are posted on the new page in chronological order with the most recent materials at the top.

The News & Calendar page was updated, adding, revising and removing events & information to keep the calendar current including updating the calendar with the events for 2022 posted. New members are welcomed on the News & Calendar page and an email was sent to each new member with login information, committees to join, and links to the Paralegal Division web pages.

A link to the election materials was posted during the nomination period and the results were posted after being certified. The membership renewal link is currently posted on the Join the Division and Membership Resources tabs.

ISSUES REQUIRING BOARD ACTION: None

PARALEGAL DIVISION

JANUARY 8, 2022 BOARD MEETING REPORT

COMMITTEE TITLE: NOMINATING AND ELECTIONS

COMMITTEE CHAIR: RUBY SILVA

COMMITTEE MEMBER: NETTIE CONDIT

DATE OF MEETING: January 8, 2022

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

None.

ONGOING ACTIVITIES:

The Committee will start the process for the special election for the position of Chair Elect after the deadline for membership renewal has expired. An email blast will go out to all members detailing the responsibilities of the Chair Elect and the qualifications for running along with a Declaration of Candidacy Form.

After the deadline for submitting the Declaration of Candidacy For has expired, the Committee will meet with the State Bar regarding the special election.

ISSUES REQUIRING BOARD ACTION:

None

ATTACHMENTS:

None

PARALEGAL DIVISION

COMMITTEE REPORT

COMMITTEE TITLE: **Membership**

COMMITTEE MEMBERS: **Emmalee Atencio (outgoing); Linda Sanders (incoming) and Kathy Campbell (Co-Chairs); Kay Homan**

DATE OF MEETING: **January 8, 2022**

2022 Membership Renewal

The 2022 membership renewal cycle is in full swing with an e-mail renewal notice to members sent on November 15 to members approved on or after September 1, 2021. We currently have 130 active members and 9 inactives. Of those 130 active members, 123 will be required to renew by January 15 or be subject to disenrollment (seven were approved after September 1 and do not need to renew). A reminder email will be sent the first week in January.

**PARALEGAL DIVISION
BOARD MEETING
January 8, 2022**

COMMITTEE: Pro-Bono/ Community Service Committee Report

COMMITTEE OUTGOING CHAIR: Linda Sanders

COMMITTEE INCOMING CHAIR: Meryl Sutton

DATE OF MEETING: January 8, 2022

ONGOING ACTIVITIES:

Unfortunately, due to the continuing pandemic, the majority of events continue to be held virtually/telephonically. The Chair of the Committee continues communication with sponsors of the various pro bono events, the Young Lawyers Division (Damon Hudson), New Mexico Legal Aid (Meryl Sutton) and the Second Judicial Pro-Bono Committee, in an effort to be prepared to support events and inform our membership when events resume.

Volunteer help was coordinated with New Mexico Legal Aid for our Spanish speaking members to provide interpretation services to the Volunteer Attorney Program of New Mexico Legal Aid at its statewide teleclinics.

ISSUES REQUIRING BOARD ACTION: None.

PARALEGAL DIVISION

BOARD MEETING

COMMITTEE TITLE: Professional Development

COMMITTEE CHAIR: Daniel Berg

DATE OF MEETING: January 8, 2022

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- There has been no further communication with UNM Continuing Education.
- Daniel has communicated with the remaining secondary educational centers including CNM, NMSU-Alamogordo, and Santa Fe Community College about enrollment and graduation numbers. CNM graduation numbers have reduced. The future of the Post-Baccalaureate Certificate Program remains unsure. There are no other in-state educational centers that, along with proper employment, can qualify potential paralegals for division membership.
- Progress is being made on a collaborative survey to stakeholders, attorneys, educational institutions and major legal entities.
- Daniel has communicated with various attorneys in the Criminal Defense Bar who may be interested in presentations for upcoming CLE's. Daniel has reached out to Bennet Baur of the Law Office of the Public Defender to discuss the use of paralegals in New Mexico.

COMMITTEE ONGOING BUSINESS:

- Once clear guidance is given about what qualifies a "Post-Bachelors Degree Certificate Program" the committee will communicate this to the UNM Continuing Education Program.
- There are no CNM Paralegal Advisory Board Meetings scheduled. The committee is interested in collaboration with any of the educational centers that produce qualified paralegals.
- Committee members will work with educational centers to encourage enrollment into qualified paralegal programs and promote interest in the paralegal profession and membership in the division.
- The Committee request the board discuss the current requirements for qualification as a paralegal in mountain states and compare them to programs in New Mexico.

	CNM	CNM Post Bacc	Santa Fe	Alamogordo	Alamo LA	UNM-cont ed
Est Hours In Class	63 Cred = 1008 in class	36 Cred = 576 in class	61 Cred = 976 in class	61 Cred = 976 in class	29 Cred = 464 in Class	96 hours in class
Internship	152 hours in person	152 hours in person	??? hours in person	2 semesters of internship	0 hours internship	160 hours in person
Graduation Rates						
Cost						\$3,000

BUSINESS REQUIRING ACTION FROM THE BOARD

The Committee requests an appropriation or a budgeted line item in the amount of \$1,250. This will cover: a new banner with new insignia; lite fare and refreshments at paralegal educational facilities; and goodies to give out at career fairs and degree fairs.

In light of falling enrollment numbers in all paralegal educational institutions in New Mexico, this committee requests a review of membership enrollment under NMRA 20 and 20(a). Perhaps an Ad Hoc Committee can be created to do a deep dive into the rules and compare with other states.

The Committee requests coordination with bordering state paralegal divisions and national entities to address changes in the law, decreased enrollment in paralegal programs, limited licensure, and educational standards. This could be called a Desert State Paralegal Symposium.

PARALEGAL DIVISION

COMMITTEE TITLE: Scholarship Committee Report

COMMITTEE CHAIR: Devany Whipple

COMMITTEE MEMBERS: Kay Homan, Emmalee Atencio, Daniel Berg and Feather Astor

DATE OF MEETING: January 8, 2022

ACTIVITIES UNDERTAKEN DURING THIS QUARTER:

- Weekly monitoring of Scholarship email account
- We are working through the issues and concerns with the approval process
- Membership Scholarships received and status:

Hilda Adame- Approved

- Total of 5 scholarships issued
- Updated committee binder

ONGOING ACTIVITIES

- Advertise scholarships
- Certification flyer
- Reviewing application as they come in

ISSUES REQUIRED BOARD ACTIONS: None

FUTURE ACTIVITIES: Finalize CLE scholarship and Certification Scholarships

Officers

Chair: Linda Sanders	sanders@hurleyfirm.com
Chair Elect:	
Secretary: Christina Babcock	Cbabcock1@cnm.edu
Treasurer: Kay L. Homan, CP	kaydonhoman@aol.com
Immediate Past Chair: Angela Minefee	arminefee@gmail.com

Directors

Lynette Rocheleau (2021-2022)	lroche@sandia.gov
Dora Paz (2021-2022)	Dorapaz.paradiv@gmail.com
Daniel Berg (2021-2022)	Dannyull82@yahoo.com
Michelle Jaramillo (2022-2023)	michelle@harrisonhartlaw.com
Michelle Pettit (2022-2023)	mpettit@atwoodmalone.com
Meryl Sutton (2022-2023)	meryls@nmlegalaid.org

Committee Chairs

Budget & Finance	Kay L. Homan, CP	
Bylaws & Standing Rules	Kay L. Homan, CP	
Continuing Legal Education: CLE Coordination	Linda Sanders	
Continuing Legal Education: CLE Provider Approvals	Kay L. Homan, CP	
Continuing Legal Education: CLE Tracking	Christina Babcock	
Communication: eNews & Web Page	Debbie Tope, Amy Meilander, Michelle Jaramillo, Michelle Pettit	
Communication: Newsletter	Michelle Pettit	
Communication: Social Media	Linda Sanders, Devany Whipple	
Events Coordination		
Awards Subcommittee	Ruby Silva	Rubyfs13@gmail.com
Membership	Kathy Campbell, Linda Sanders	Kcampb9818@gmail.com
Nominations & Elections	Ruby Silva	
Professional Development	Daniel Berg	
Scholarship	Devany Whipple	devanywhipple@yahoo.com
Ad Hoc: Oral History Project		

Calendar of Events for 2022

Events	Date & Location
11:00 a.m. Ethics CLE 12:00 p.m. Lunch (Provided by the Division) 1:00 p.m. Annual Meeting 2:00 p.m. Board Meeting & Orientation	Saturday, January 8, 2022 State Bar of New Mexico
11:00 a.m. Board Meeting 1:00 p.m. Lunch (Provided by the Division)	Saturday, April 2, 2022 State Bar of New Mexico
Law Day CLE 9:00 a.m. to 12:00 p.m.	Saturday, May 14, 2022 State Bar of New Mexico
1:00 p.m. Board Meeting	Saturday, July 16, 2022 TBD
State Bar Annual Meeting Bench & Bar Conference	August 11-13, 2022
Paralegal Division Annual Meeting Lunch	August 12, 2022
Paralegal Day Anniversary Celebration 11:30 a.m. to 1:30 p.m.	Saturday August 27, 2022 TBD
<i>Paralegal Day</i>	August 26, 2022
<u>2nd Annual Paralegal Symposium</u> 9:00 a.m. CLE 12:00 p.m. Lunch (Provided by the Division) 1:00 p.m. Board Meeting 2:00 p.m. Planning Session 3:00 p.m. Board Meeting Cont. 4:00 p.m. Executive Committee Planning Session 5:00 p.m. Member Mixer Happy Hour	Saturday, September 17, 2022 Roswell, NM
The Institute CLE 8:30 a.m. to 4:30 p.m.	Friday, December 2, 2022 State Bar of New Mexico
Holiday Dinner	Friday, December 2, 2022 6:00 p.m., Location TBD Albuquerque, NM
10:00 a.m. Board Orientation 11:00 a.m. Board Retreat	December 3, 2022 TBD
11:00 a.m. Ethics CLE 12:00 p.m. Lunch (Provided by the Division) 1:00 p.m. Annual Meeting 2:00 p.m. Board Meeting & Orientation	Saturday, January 7, 2023 State Bar of New Mexico

and training programs with regard to the training, certification, or licensing of paralegals; and (3) information and developments regarding changes in the legal profession that would have significant impact on the paralegal community.

10. *SCHOLARSHIP COMMITTEE*

The Scholarship Committee supervises the award of scholarships to paralegal studies students at junior colleges and community colleges in New Mexico based on the budgetary allocation by the Board.

C. SPECIAL COMMITTEES (ad hoc)

1. Special Committees may be established from time-to-time by a two-thirds vote of the Board members present and voting at a Board meeting.

2. The tenure of a Special Committee shall not extend beyond the calendar year following the creation of the Committee unless such extension is approved by the new Board.

IV. ELECTION OF OFFICERS AND DIRECTORS

A. ELIGIBILITY OF CANDIDATES

The candidate for Chair-Elect shall have served as a Committee Chair or on the Board for at least one year prior to nomination or declaration of candidacy.

B. ELECTION CAMPAIGN GUIDELINES

1. A resume pertaining to each candidate for an officer or director position may be submitted by the candidate to the Nominating and Elections Committee and may be enclosed with the ballots subject to the approval of the Nominating and Elections Committee Chair.

2. The Nominating and Elections Committee shall supervise all elections to assure compliance with these Rules.

C. ELECTION PROCESS

The following procedure shall be followed by the Nominating and Elections Committee in the election process each year:

1. The Committee Chair shall obtain from the Administrative Assistant the electronic media addresses of members in good standing in the Division. The Committee Chair shall then send by electronic media to each such Division member the following materials:

- a. A Declaration of Candidacy form;
- b. A copy of the "Election Campaign Guidelines".
- c. A copy of the "Duties of Officers and Directors"; and,
- d. A statement that the Declaration of Candidacy form must be received by the Committee no later than October 15.

2. On or before November 1, the Committee shall obtain from the Administrative Assistant the updated electronic media addresses of all active Division members in good standing.

3. The Committee shall prepare the ballot containing the following information:
 - a. The names of the eligible candidates next to the position for which that individual seeks election, along with each candidate's full name and address of employment; and
 - b. The statement "The Deadline for voting is 5:00 pm twenty (20) days after the ballot link is sent by electronic media to the members." Members will not be able to cast a ballot after 5:00 pm on that date.

4. The Committee shall send by electronic media the cover letter, ballot, Declaration of Candidacy Forms, and resumes, if provided, to the electronic media addresses of all members eligible to vote to the State Bar no later than October 25. The ballot shall be in Word format and the Declaration of Candidacy Forms shall be in *pdf* format. No later than November 5, the State Bar shall send by electronic media the above documents to the electronic media addresses provided to them by the Committee.

5. Voting conducted by electronic ballot shall allow at least twenty (20) days from the time the electronic link to the ballots are sent by electronic media until the ballots will be counted. The return of forty percent (40%) of ballots of Division members entitled to vote will constitute a quorum where balloting is conducted in accordance with the Bylaws.

6. The Committee shall tally the votes and certify the results of the election no later than December 1. However, if forty percent (40%) of ballots of Division members entitled to vote are not received, the time period for voting and certification of the results may be extended by the Committee for a reasonable period of time, if necessary, to reach a quorum. If after the

extension for the election, a quorum is not reached, the Board is authorized to ratify the election. Should a runoff election be necessary, the Nominating and Elections Committee shall follow the procedures as set forth in Section E. of this Standing Rule. However, in the event that there is no declared candidate for a position on the Board, the member who receives the majority of the write-in votes cast shall be appointed by the Chair to serve in that position.

D. SPECIAL ELECTIONS

A special election held for a vacancy in the Chair-Elect position shall follow the same procedure as the general election as stated in paragraph B above.

E. RUNOFF ELECTIONS FOR OFFICERS AND BOARD POSITIONS

1. Necessity

a. A majority of all votes cast in the Division is required to elect a candidate to an office or Board position.

b. If no candidate receives a majority of the vote cast for a particular office in the general election, a runoff election shall be held, and only the names of the two candidates who receive the highest number of votes for such office shall be placed on the runoff ballot.

c. If no candidate receives a majority of the votes cast and there is a tie for the highest number of votes received, a runoff election shall be held, and the names of all candidates in a tie position shall be placed on the runoff ballot.

d. If no candidate receives a majority of the votes cast and there is a tie for the second highest number of votes received, a runoff election shall be held and the name of the candidate receiving the highest number of votes and the names of all candidates in the tie position shall be placed on the runoff ballot.

e. In the event of a vacancy of any Board position after the election, the candidate with the next highest number of votes in the prior election shall be appointed to fill such vacancy. Such appointment shall be ratified by the Board of Directors.

2. Procedure

a. The Nominating and Elections Committee Chair shall cause the ballot for the runoff elections to be prepared. The ballot shall have the following information: