

## COVID-19 EMERGENCY BYLAWS

### 2020 Annual Meeting and Elections

WHEREAS the Board of Directors (the “Board”) of the South Florida Paralegal Association, Inc. (“SFPA”), was in process of setting up the annual membership meeting and elections for the Officers of the Board for fiscal year 2020-2021 as prescribed per SFPA Bylaws Art. 11 and Art. 13.1(a),

WHEREAS the Board properly noticed and scheduled the annual membership meeting for March 19, 2020,

WHEREAS the Nominations and Elections Committee (the “Elections Committee”) was properly appointed, as prescribed in SFPA Bylaws Art. 11.2(b),

WHEREAS the declarations for candidacy were properly disseminated and received and verified, as prescribed by SFPA Bylaws Art. 11.2(a),

WHEREAS the slate of officers, sample ballots, and absentee ballots were properly disseminated, as prescribed by SFPA Bylaws Art. 11,

WHEREAS the absentee ballots were properly received per 11.3(b),

WHEREAS, Governor Ron Desantis issued Executive Order 2052, declared a state of emergency in the State of Florida as a result of the Novel Coronavirus Disease (COVID-19),

WHEREAS, Mayor Carlos A. Gimenez issued a declaration of local state emergency for Miami-Dade County, effective March 12, 2020 and to limit the movement of persons inside Miami-Dade County in order to safeguard life and health,

WHEREAS, the Center for Disease Control (CDC) has issued guidance encouraging social distancing and to maintain a 6-foot separation between residents to slow the spread of infection and that events with more than ten (10) attendees either be cancelled or held virtually,

WHEREAS, the Board of the South Florida Paralegal Association was forced to cancel its 2020 annual meeting and elections be held on March 19, 2020,

WHEREAS there still remains the hosting of the annual meeting and the certification of the votes by the Nominations and Elections Committee,

NOW THEREFORE, SFPA hereby promulgates this COVID-19 emergency resolution (the “Emergency Resolution”) with respect to its membership meetings, annual meeting and elections in compliance with State and County Executives Orders and CDC guidance.

1. SFPA’s monthly meetings, annual meetings, and special meetings of the Board of Directors, as prescribed in SFPA Bylaws Art. 13, shall take place virtually via an electronic platform chosen by the Board.
2. The SFPA annual meeting date and time shall be moved from March 19, 2020 to May 19, 2020 (the “Annual Meeting”). This deviation was approved by simple majority of the Board. Notice will be given to all members seven (7) days prior to the Annual Meeting.

3. The Annual Meeting will be held via virtual meeting platform Zoom. Any related links, meeting ID, or passcodes shall be prominently posted on SFPA's website event set up for the Annual Meeting.
4. As candidacy declarations were completed in March and sample ballots and absentee ballots distributed to all members, those ballots that were mailed-in will be counted and tallied by the Elections Committee. No other mail-in ballots will be accepted.
5. SFPA members who had not mailed-in their ballots will have a chance to vote via a Google Voting Form ("Voting Form").
  - a. The Voting Form will contain an absentee ballot enumerating all eligible candidates for elected positions and their biographies.
  - b. Notice of the Voting Form will be placed on SFPA's on the same elections-related page where SFPA has been customarily posting elections-related documents.
  - c. Via Zoom online meeting, members may ask for a ballot verbally or via chat box. After the Nominations Committee confirms the member is eligible to vote, the Voting Form will be sent to them. The member must remit back to the Elections Committee via email to [sfpa-elections@sfpainfo.info](mailto:sfpa-elections@sfpainfo.info) to be tallied and included in the final voting count.
  - d. The Elections Committee shall ensure that electronic votes and mail-in votes are not duplicated. In the case that a single member has voted twice, the mail-in vote shall prevail.
  - e. The Voting form will require members to enter their e-mail address for confirmation of submission is received by that member.
6. The Nominations and Elections Committee will certify the elections and announce the results of the elections via Annual Meeting, whose results shall be accepted by the membership body.

*s// P. Arturo Rodriguez*

Arturo Rodriguez, President  
South Florida Paralegal Association

May 19, 2020

Date