



2014

PARALEGAL Standing Committee ELECTION

Candidate Instructions

The 2014 Paralegal Standing Committee Election will be conducted in accordance with the *Law Society Act* and By-Law 3 made pursuant to the *Law Society Act*. See Part VII.1 of By-Law 3 for complete details.

Please note that in April 2013, the Law Society approved reforms to the election so that all five elected paralegals would be elected as benchers. Legislation to amend the *Law Society Act* that includes these amendments has been introduced. Information on the progress of the legislation will be provided when received.

Licensed paralegals can be candidates if their licence is not suspended at the time they sign the nomination form and if their business address on record with the Law Society is in Ontario. If the licensed paralegal has no business address, his or her home address on record with the Law Society must be in Ontario.

Nomination Form

1. All candidates for election must be nominated in accordance with section 136.7 of By-Law 3.
2. Candidates must be nominated by completing the nomination form provided by the Law Society.
3. Candidates must be nominated by at least five (5) paralegals whose licences are not suspended when they sign the nomination form. The nomination form must be signed by all of the nominators.
4. Candidates must indicate their consent to the nomination by signing the nomination form.
5. Candidates must date the nomination form.
6. The Elections Officer of the Law Society must receive the nomination form with required signatures by **5:00 p.m. EST on January 17, 2014** at Osgoode Hall, 130 Queen Street West, Toronto M5H 2N6. Nomination forms received after this time are invalid.
7. Original nomination forms should be mailed or delivered. However, they may also be faxed or electronically scanned and emailed. Forms may be faxed to 416-947-7623 and emailed to ParalegalElection@lsuc.on.ca. If faxed or electronically scanned copies of the nomination forms are submitted, the Elections Officer may request the original completed and signed nomination form.

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Voting Guide

The Law Society will produce a Voting Guide that will be available online to all voters throughout the election period. The Guide provides information about the candidates, including the name, photograph, biography and election statement of each candidate. This material can be submitted to the Law Society in two ways:

Submission using the Candidate Page Template

The Candidate Page Template is an electronic form that replicates the layout of the candidate page in the Voting Guide (see the sample candidate page) and is available at <http://www.lsuc.on.ca/paralegal-election-2014>. Candidates may complete this Template with the required information, described below, and submit it **electronically** with their nomination form. Candidates are encouraged to use the Template.

Submission of Individual Files

Candidates who choose not to use the Candidate Page Template may submit the required material **electronically** in individual files described below. If material is submitted by this method, the Law Society will format the candidate page. All candidate pages will be formatted identically, in accordance with the sample candidate page. If you submit individual files, please **do not** format the page in accordance with the sample.

To ensure that your material is published in the Voting Guide, follow the instructions below:

1. Submit a colour photograph as an electronic file. The image size must be as follows: Width: minimum 1500 pixels [5 inches], Height: minimum 2100 pixels [7 inches], Horizontal/vertical resolution: 300 pixels. The image should be in jpg, tif or eps file format.
2. Submit a statement of **not more than** 120 words, including headings, that sets out your biographical information. This statement must include an e-mail address that voters may use to communicate with you.
3. Submit an election statement of **not more than** 350 words, including headings.
4. Individual files for the biographical information and election statements must be submitted electronically in MSWord format. **Material in PDF format is not acceptable.**
5. The Candidate Page Template containing your biographical information and election statement or individual files comprised of the biographical information and election statement, together with the electronic photograph file must be sent by email to ParalegalElection@lsuc.on.ca or delivered by USB memory stick. Ensure that your name appears in all file names (surname – first name – doc.), including the photograph (surname – first name – jpg), as follows:
Smithjohnbio
Smithjohnstatement
Smithjohnphoto



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6. The Elections Officer of the Law Society must receive the Candidate Page Template or the individual files comprised of the biographical information and election statement, together with the electronic photograph file by **5:00 p.m. EST on January 17, 2014.**
7. The Elections Officer shall not include in the Voting Guide any election statement that in his opinion may be libellous, in breach of the *Paralegal Rules of Conduct*, or is in bad taste unless the statement has been approved by a committee of benchers appointed for the purpose of considering such statements.

Withdrawal

Candidates may withdraw by notifying the Elections Officer in writing by 5:00 p.m. EST on January 24, 2014.

Questions or problems?

Contact the Office of the Elections Officer at 416-947-3404, toll-free at 1-877-947-3404, or by email at ParalegalElection@lsuc.on.ca.