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February 25, 2009

MEMORANDUM

TO: NALP Primary (Voting) Members

FROM: Michael Gotham, President

RE: Referenda on NALP Principles & Standards Changes

At the 2009 Annual Education Conference in Washington DC, you will be asked to vote on two discrete items involving NALP's Principles and Standards:

- 1) To make the 2008 provisional changes, as amended in February 2009, to Part V of NALP's Principles and Standards ("the Timing Guidelines") permanent; and
- 2) To approve changes to Parts I-IV of NALP's Principles and Standards to conform language usage, to reorganize certain sections, and to reflect current recruitment practices.

NALP's Board of Directors recommends that the membership vote in favor of both of these items, adopting the changes as proposed.

Accompanying this memorandum are two documents addressing each of the ballot items above, as well as a document with the text of the ballot referendum.

This will serve to give you notice that at the business meeting during the Annual Education Conference in Washington DC on Friday, April 3, 2009, these ballot items will be put to a vote of the membership. The business meeting will take place on Friday, April 3, 2009 at 8:45 a.m. The membership will be asked to vote on two sets of changes to NALP's Principles and Standards. In accordance with the bylaws, members can vote in person or by proxy. In recognition of the importance of giving all members an opportunity to vote on these issues and to accommodate members who are unable to physically attend the 2009 Annual Education Conference in Washington DC, the Board has also authorized an absentee voting process.

Each member organization is entitled to one vote. The voting member on record is the Primary Representative as designated in the Membership Directory.

- I. A voting member who will be attending the Annual Education Conference and the Annual Business Meeting on Friday, April 3, will be able to vote at the Annual Business Meeting. Voting members may pick up a ballot at the conference registration desk on Thursday, April 2, 2009, from 7:00 a.m. – 3:00 p.m. or at the Annual Business Meeting on Friday morning beginning at 8:00 a.m. Voting members must pick up and cast a ballot no later than 10:15 a.m. on Friday, April 3, 2009, or by the end of the Business Meeting, whichever comes first. Voting members may only receive one ballot. If you lose your ballot, you will not be able to obtain a replacement ballot.
- II. A voting member or member organization that will not be present at the Annual Business Meeting may vote in one of two ways:
 - a. **Vote by absentee ballot.** If you, as the Primary (Voting) Member for your organization, will not be attending the 2009 Annual Education Conference, you may request an absentee ballot from the NALP office. Your request should be sent to NALP Deputy Director Fred Thrasher (fthrasher@nalp.org) and **must be received no later than March 20, 2009**. Please put “Absentee Ballot Request” in the subject line of your e-mail. Absentee ballots will be sent to members via e-mail (or fax if you prefer) upon receipt of the request. **Completed absentee ballots must be received in the NALP office no later than Thursday, March 26, 2009, in order to be counted.**
 - b. **Vote by proxy. Give a written proxy to another person in your organization or in another member organization.** Written notification of this proxy must be received by the President and the Executive Director (a single notice to the NALP office addressed to both President and Executive Director suffices) no later than 5:00 p.m. ET March 23, 2009. The written proxy may be withdrawn by written notice to the President and the Executive Director at the NALP Conference Hotel no later than 8:45 a.m. on Thursday, April 2, 2009. No member organization may hold more than three proxies. Your written proxy authorization should be in the form of a brief, signed letter on your business letterhead stating that you will not attend and naming the member authorized to vote for you.

Should you have questions concerning the proposed Part V changes, the procedures for discussion and voting, or related issues, please contact President Mike Gotham, Part V Task Force Chair Tom Schoenherr, Executive Director James Leipold, or Deputy Director Fred Thrasher.