

PALTA is now accepting nominations for the following 2020 PALTA Board positions:

- President
- First Vice-President
- Second Vice-President
- Secretary
- Treasurer
- Director (3)

If you have been an active member of PALTA for at least one year and would like to run for one of the aforementioned board positions, please submit your nomination, including a brief bio and a picture, to Ashleigh Barden (abarden@concho.com) on or before Monday, October 15, 2019. If you are nominating someone other than yourself, please keep in mind that you ***MUST*** obtain permission from the person before doing so.

ARTICLE IX. OFFICERS' AND DIRECTORS' DUTIES (as taken from Permian Association of Lease and title Analysts By-Laws (As Amended Effective 07-01-2016))

A. Beginning January 1, 2004, eligibility for a Board of Directors position requires at least one (1) year of Active Membership in PALTA. The Officers and Directors of PALTA shall be:

1. President
2. First Vice-President
3. Second Vice-President
4. Secretary
5. Treasurer
6. Directors (3)
7. NALTA Liaison
8. Certification Liaison
9. Board Advisor/Past President

B. The duties of the Board of Directors shall be:

1. To administer the affairs of PALTA.
2. To have general supervision of the finances of PALTA and approval of expenditures.

C. Meeting of Board of Directors:

1. All members of the Board of Directors are required to attend the regularly scheduled Board meetings. Failure to attend three (3) or more regular Board meetings may result in dismissal from the Board. Dismissal of a Board member will be decided by a majority vote of the Board.
2. Special meetings of the Board of Directors may be held at any time the affairs of PALTA necessitate such a meeting be held. Special board meetings may be called by the President or by a majority vote of the Board of Directors, it being provided that the notice to Board Members may be by mail, e-mail or by telephone, and not less than two (2) working days before the meeting unless the situation requires immediate action.
3. Five (5) members of the Board of Directors shall constitute a quorum for the transaction of all business coming before the PALTA Board.
4. Upon compliance with the notice requirements of this Article, a meeting of the Board of Directors may be conducted in person or by means of conference telephone or similar communications equipment if all persons participating in the meeting can hear one another.
5. Board members shall not receive any compensation for their services as Officers or Directors.

D. Officers & Directors

1. The President of PALTA shall:
 - a. Serve as a member of the Board of Directors.
 - b. Have previously served on the PALTA Board of Directors for a full term.
 - c. Preside at all Regular and Special Meetings.
 - d. Appoint Standing Committee Chairs with prior Board approval.
 - e. Direct the activities of PALTA in accordance with its By-Laws and the instructions of the Board of Directors to achieve PALTA's objectives.
 - f. Act as Chair of the Board of Directors in a non-voting capacity, except in the event of a tie vote among the members of the Board representing a quorum.
 - g. Serve as an ex-officio member of all committees except the Ethics and Nomination Committees.
 - h. Serve as spokesperson for PALTA on all matters pertaining to the public.
 - i. Be authorized to sign checks for the payment of expenses of PALTA in accordance with the Standing Rules. Any check over the amount of \$250.00 must have prior Board approval.
 - j. Sign all contracts binding PALTA unless the Board has delegated authority.
2. The First Vice President of PALTA shall:
 - a. Serve as a member of the Board of Directors.
 - b. During the absence of the President, succeed to all powers and duties of the President.
 - c. Serve as Chair of the Program Committee, and be responsible for providing programs for all Regular Membership Meetings.
 - d. Be authorized to sign checks for the payment of expenses of PALTA in accordance with the Standing Rules. Any check over the amount of \$250.00 must have prior Board approval.
3. The Second Vice President of PALTA shall:
 - a. Serve as a member of the Board of Directors.
 - b. During the absence of the President and First Vice President, succeed to all powers and duties of the President.
 - c. Serve as Chair of the Publicity Committee and be responsible for all publicity for PALTA.
 - d. Oversee all online processes, including the maintenance and updating of the PALTA website and online publication of the PALTA Membership Directory.
4. The Secretary of PALTA shall:
 - a. Serve as a member of the Board of Directors.
 - b. Serve as Chair of the Membership Committee and work with the Membership Committee to determine and verify the eligibility status of each applicant by January 31 of each year.
 - c. Keep an accurate record of minutes of all Regular and Special Membership Meetings and of all meetings of the Board of Directors and distribute minutes and reports in a timely manner.
 - e. Maintain the attendance and membership rolls and handle the general communications between the Board of Directors and the membership at large.
 - f. Handle PALTA correspondence and respond to queries sent to info@texaspalta.org.
 - g. Maintain an updated membership list and provide eligible membership information for ballots.
5. The Treasurer of PALTA shall:

- a. Serve as a member of the Board of Directors.
 - b. Prepare and maintain the annual budget.
 - c. Maintain accurate and organized evidence of all monetary transactions.
 - d. Collect and deposit all monies on PALTA's behalf.
 - e. Pay all expenses of PALTA and be authorized to sign checks in accordance with the Standing Rules. Any check over the amount of \$250.00 must have prior Board approval. Checks are to be signed by two of three authorized Officers, being the President, First Vice President and Treasurer.
 - f. Prepare financial statements correctly reflecting the financial condition of PALTA monthly or at any time when directed by the President. Prepare all tax reporting documentation for the current year before May 15.
6. There shall be three (3) Directors of PALTA, who shall:
- a. Serve as members of the Board of Directors.
 - b. Serve as Chair(s) of Committees and/or committee members as necessary.
 - c. Serve on the Member of the Year Committee.
 - d. Coordinate Board of Directors meetings.
 - e. Prepare the monthly Newsletter to be distributed to the membership by Secretary.
 - f. Maintain the Job Board.
 - g. Take photographs at membership meetings and annual events.

If you have any questions, please feel free to contact me!

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