



# Federal Bar Association

## **Policy No. 1-1: Procedures for National Elections and Nominations**

**Approved By:** Board of Directors

**Date Approved:** February 5, 1989

**Date Effective:** February 5, 1989

### **Policy:**

The Nominations and Elections Committee (Committee) of the Association shall be responsible for implementing Article V, Section 3, of the Constitution, and the FBA Bylaws and policies that set forth requirements for the nomination and election of national officers. As a matter of overarching policy, the Committee shall enhance the fairness of elections and minimize the expense of the election process.

### **Call for Nominations**

By January 1, the FBA shall transmit to all members a call for nominations for election to national office by at least, but not limited to, one of the following: *The Federal Lawyer*, FBA Website, or e-mail. The Committee shall endeavor to send the call, and any other information about elections, by ways and means most likely to reach as many members as possible. The call for nominations shall include instructions for accessing and completing a Application for National Office (Application), and for timely completing the Application and submitting a photo. The application shall be available to all members on the FBA Website. Individuals seeking nomination shall provide such information as the Committee requires. The Committee shall require, at a minimum, that each candidate provide her/his name; place of professional practice (firm, office, court, agency or other); preferred mailing address; contact telephone number; facsimile number; e-mail address; date of FBA membership; and the title of the office sought. Also, the Application shall provide space for a candidate to provide a biographical sketch of his/her qualifications for the office that should include (1) why he or she is seeking national office (2) a description of the candidate's FBA activities and leadership positions; (3) professional experience and awards received; (4) other volunteer activities; (5) what is one significant issue facing the FBA and, as a leader, how would you address the issue? The biographical statement is limited to one page electronic document no larger than 8.5"X11" using 12-point font. A candidate will submit a photograph in the format specified by the Committee. The information provided by an individual shall be factually correct. Loose interpretation of the facts and puffery should be avoided.

### **Notice of Elections**

The FBA shall transmit a notice of election to each member in good standing by at least, but not limited to, one of the following: *The Federal Lawyer*, FBA website, or e-mail. Notices shall be transmitted by deadlines set forth in the FBA Bylaws. The notice shall contain such instructions as necessary for members to cast their vote and list the names of all nominated candidates and candidates by petition in alphabetical order under each elective office. The notice shall be accompanied by the candidate's biographical sketch as provided in the Application and may include a photo of each candidate at the candidate's discretion.

**Voting**

Voting shall occur electronically and through an online platform either on the FBA's Website or through a third-party software Website. The FBA should choose a method that is expected to reduce the cost associated with conducting the election while including as many members as possible. The ballot shall list the names of all nominated candidates and candidates by petition in alphabetical order under each elective office as well as space for a write-in candidate for each elective office. Ballots shall be submitted without a signature.

**Purpose:**

This policy establishes procedures for running an efficient, cost-effective, and fair election for FBA offices and to prevent the abuses of the voting privilege. The purpose of this policy also ensures that the manner of allowing candidates to present themselves to the membership and appeal for their vote places all candidates on the same footing. No candidate has any advantage over the other on the basis of FBA policy.

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**Change Notice:** Amended 11/20/92; 03/17/93; 5/1/95; 6/24/11; 1/25/14; Policy title changed on 1/25/14; "what is one significant issue facing the FBA and, as a leader, how would you address the issue" added to biographical sketch requirement on 11/7/18.