

WBASNY NOMINATIONS COMMITTEE PROCEDURES AND POLICIES

(Approved Effective June 1, 2019)

A. Introduction

WBASNY is cognizant of our obligations to meet our members' needs, contribute to the larger community of attorneys, educate others on the issues we believe are important, and advance the goals of this organization. In a market saturated with competing requests and entreaties for time, support and activism from numerous organizations, we recognize that in order to remain a strong voice for women both inside and outside of the legal community, we need to provide unparalleled commitment to our objectives. One of the ways we demonstrate this is through our choice of leaders, who are WBASNY's voice.

The Nominations Committee recommends those who will provide that leadership. The Committee's task is significant and vital to our organization's future credibility, success and ability to flourish into the 21st century. Thus, appointment of a Delegate and alternate Delegate to the Nominations Committee is one of the most important functions a Chapter President will fulfill as a part of her duties. Committee members must be knowledgeable about the organization and the internal workings of the Committee, dedicated to the organization's objectives, fair-minded and willing to commit the time required to fulfill the Committee's mission.

B. Mission Statement

It is the mission of the Nominations Committee to select and propose the most qualified slate of candidates for Executive Committee positions of WBASNY. To that end, it is the policy of both the Committee and WBASNY that achievement or retention of any given position on the Executive Committee (with the exception of President-Elect) cannot and will not guarantee succession to any other position in the future. Rather, it is the Committee's duty to:

1. Accept and review nominations from individual candidates or from individuals or from chapters proposing nominees;
2. Solicit and actively recruit individuals from the membership;
3. Interview the nominees;
4. Weigh carefully each nominee's qualifications in light of all enumerated considerations noted herein and any other desired pertinent by the Committee;
5. Vote on and report to the President, pursuant to the By-Laws, the most qualified slate of candidates possible every year.

C. Election of Nominating Committee Co-Chairs

1. A temporary Chair appointed by the President of WBASNY shall open the first meeting of the Nominations Committee and will entertain nominations for three (3) Co-Chairs of the committee. Candidacy for Co-Chairs is open to all Delegates and Alternates. Absent extenuating circumstances (e.g., where there are not candidates from each area), no two Chairs may be from the same geographic region. Ideally there shall be one Co-Chair from each region, defined for purposes of this section as "Eastern" (to include Bronx, Brooklyn, Nassau, New York, Queens, Staten Island, and Suffolk), "Midstate" (to include Adirondack, Capital, Del-Chen-O, Mid-Hudson, Orange-Sullivan,

- Rockland, Westchester), and “Western” (to include, Central, Finger Lakes, Mid-York, Rochester, Thousand Islands, Western New York).
2. Each Chapter present at the meeting will have three (3) votes. Chapters may pool or split the votes any way they choose, i.e., a Chapter may cast its entire allotment for one Co-Chair nominee, it may cast one-third of its allotment of votes for each of three candidates, and so on.
 3. The election shall be held by secret ballot. The temporary Chair will count the ballots, announce the results, and promptly turn over the meeting to the newly elected Co-Chairs.
 4. Subject to the next sentence, each Co-Chair of the Committee shall serve for a three-year term. During the year in which these Revised Procedures first take effect, one Co-Chair shall be elected for a one (1) year term, another for a two (2) year term, and the third for a three (3) year term, so that the terms will be staggered and there is continuity of Co-Chairs for successive years. Each year thereafter, one Co-chair will be elected by the Committee, ideally from the region which does not have a Co-Chair who is staying on in that role. If a Co-Chair is unable to complete the full three-year term, the Committee shall elect a replacement from the Committee (ideally from the same geographic region) to fill an unexpired term of such Co-Chair. No member of the Committee shall serve as Co-Chair of the Committee for more than three consecutive years without an absence from the Co-Chair position for one year (but the member may continue to serve on the Committee).

D. **Delegate/Alternate Delegate[s] Qualifications.**

Delegates and Alternate Delegates to the Nominations Committee should possess, wherever possible, the following qualifications (not necessarily in the following order):

1. **Delegates:**
 - i. Knowledge of By-Laws of the organization;
 - ii. General familiarity with the history of the organization;
 - iii. General familiarity with prior officers of the organization;
 - iv. Time availability and commitment to attend local chapter's board meeting to report back to the chapter on the procedures and progress of the Nominations Committee throughout the year;
 - v. Specific familiarity with the requirements and responsibilities of the various positions on the Executive Committee;
 - vi. Time availability and commitment to attend Nominations Committee meetings in September, November, January and the voting meeting;
 - vii. The ability to hold confidential sensitive discussions regarding nominees that take place at Nominations Committee meetings.
2. **Alternate Delegate:** See i, v, and vii (above).

E. General Duties of Delegates and Alternate Delegates

1. Prior to or at the first Nominations Committee meeting, Delegates and Alternate Delegates should review this manual, the By-Laws of WBASNY, and the descriptions of the Executive Committee positions. Delegates and Alternate Delegates also should review and familiarize themselves with WBASNY Committees and Chapter structure, as consideration of any nominee's qualifications necessarily will involve review of that individual's prior and current involvement in both her individual chapter and in WBASNY.
2. Delegates should be prepared to attend and actively participate in the September, November, January and the Voting Nominations Committee meetings, and report back to their chapters following each meeting on Committee activity and progress, the possible Executive Committee positions to be filled, and all potential nominees for those positions.
3. Delegates and Alternate Delegates are encouraged to participate in all Committee meetings, except that only a Delegate or Alternate who has attended the candidate interviews may participate in the Voting meeting. If a Delegate cannot attend a meeting and an Alternate Delegate will be going in her place, the Delegate must make sure that the Alternate is familiar with everything that has happened to date, has any Committee memorandum or other document necessary, and is prepared to actively and intelligently participate at the meeting.
4. The Nominations Committee Delegate is the primary liaison between the Committee and her chapter, therefore, the Delegate should be prepared to consult the chapter's Executive Committee and/or Board of Directors and solicit qualified chapter members for proposals to the Committee, present and speak for her chapter's nominee(s) to the Nominations Committee, share all information and submissions regarding other nominees with her chapter, make recommendations to the chapter regarding the distribution of the chapter's vote for specific nominees, obtain chapter direction on how to vote, and cast her chapter's votes accordingly at the Voting meeting of the Nominations Committee.
5. If there is a nominee from her chapter, it is the Delegate's responsibility, in conjunction with the Committee Co-Chairs, to make sure that she is aware of the questions which will be asked, the date, time and place of any interview scheduled by the Nominations Committee, and inform her of the outcome of the vote.
6. In addition, Delegates must review and act on all communications from the Committee or the Committee Chairs.

F. General Duties of Nominations Committee Co-Chairs:

1. Obtain, maintain, and distribute to every Committee member and the WBASNY President a Committee list, including the named Delegate and Alternate from every chapter, their addresses, phone numbers, fax numbers, etc., a copy of pertinent WBASNY Bylaws, and this Manual.
2. Prior to every Nominations Committee meeting other than the first, advise every Committee member in writing of the date, place and time of the upcoming meeting and general agenda thereof, attaching documents necessary.
 - i. Attend and run each Committee meeting.
 - ii. Ensure that minutes of all meetings are kept. Discussion of the merits of individual candidates shall not be recorded.
 - iii. Ensure that at least ten (10) days before the January meeting, each Committee member has received the resumes and supporting or attached documentation of

- every nominee, as well as the schedule of interviews.
- iv. Prepare the schedule of interviews for the January meeting and coordinate any special needs (conference call, speaker phone, etc.) with the WBASNY Executive Director.
- v. Report on the proposed slate in writing to the WBASNY President on or before March, pursuant to the Bylaws.
- vi. Report to the WBASNY Board after each meeting.

G. General Agenda for Each Nominations Committee Meeting:

1. First Nominations Committee Meeting (September):

- i. Review of Delegates to the Committee, obtaining names, addresses, telephone/fax, etc.
- ii. Election of Committee Chairs
- iii. Insure that each Committee member signs the Statement of Compliance.
- iv. Review dates of future Committee meetings.
- v. Select dates by which self-proposed or committee-external proposed candidates must submit materials and make a determination as to the required materials.
- vi. Discuss interviews, interview procedures and questions.
- vii. Chair(s) report to Board.

2. Second Nominations Committee Meeting (November):

- i. Review and approve minutes from the previous meeting.
- ii. Review dates for candidate submissions.
- iii. Discuss available positions.
- iv. Review selection and recommended criteria for nominees.
- v. Review interview procedures, times and interview questions.
- vi. Agree on standard interview questions which will be asked of all candidates by one or more Co-Chairs. Members are limited to questions which may clarify or amplify the candidate's answer.
- vii. Draft newsletter release about committee activities, call for nominations and dates for nominee submissions.
- viii. Discuss voting procedures/voting requirements.
- ix. Chair(s) report to Board.

3. Third Nominations Committee Meeting (January):

- i. Review and approve minutes from the previous meeting.
- ii. Interview candidates. All questions to the candidates will be asked by the Co-Chairs. Committee members may ask questions to clarify or amplify a candidate's answer.
- iii. Candid discussion of qualifications of nominees and review of factors for consideration in proposing slate of officers to the Board.
- iv. Chair(s) report to Board.

4. Fourth Nominations Committee Meeting (Voting):

- i. Review and approve minutes from the previous meeting.
- ii. Discussion of positions and candidates.iii. Any chapter that has a candidate(s) for any position(s) may speak on behalf of that candidate's qualifications for the position sought.
- iv. Votes are cast for nominees beginning with the Office of President-Elect, then Vice Presidents, Treasurer, then Corresponding Secretary and, finally, Recording Secretary.
- v. Only a Delegate or Alternate Delegate who has attended the candidate interviews shall be allowed to vote.
- vi. The vote shall be by secret ballot, counted by the Co-Chairs in the presence of the Committee, tallied and recorded in the minutes, and promptly announced to the Committee.

H. Considerations for Selections of Nominees for the Proposed Slate of Officers:

The Nominations Committee is charged with proposing the most qualified slate of nominees to the Executive Committee of WBASNY. In making this determination, a number of factors should be considered. They include, but are not limited to, the following:

1. Qualifications of the nominee for the desired position.
2. Accomplishments, leadership roles, responsibility and success with respect to involvement in organization projects.
3. Articulated vision for the sought-after position, and for the organization.
4. Level and depth of service on the State Board, state committees, special projects, subcommittees, ad hoc committees, and, where appropriate, the Executive Committee.
5. Level and depth of service on the chapter level, including leadership positions committees, the Board, and special projects and ad hoc and special committees.
6. The individual's ability to contribute diversity to the Executive Committee, including but not limited to diversity in the following areas: geographic, cultural, ethnicity, color, age, substantive area of practice (i.e., public, private or non-traditional); gender, sexual orientation, special interests; greater community involvement; alternative bar association activities and involvement, and membership in the judiciary.
7. For nominees already serving on the Executive Committee, By-Laws term limitations.
8. Interest in a particular position.
9. Balance of individual strengths and weaknesses.
10. Where appropriate to the position, the ability to be a persuasive, articulate and credible spokesperson for the organization.
11. Level and degree of activity and interest in seeking support for their candidacy.
12. Advocacy on behalf of WBASNY's goals and missions inside and outside of the organization.
13. Chapter geographic balance on the Executive Committee.
14. The presence or absence of a letter of support from the nominee's Chapter President (alternatively, the Committee will consider a letter from a majority of the Executive Committee of the nominee's Chapter's Board, or a significant number of the Nominee's Chapter's Past Presidents).

I. Additional Items:

1. **Attendance at Nominations Committee Meetings:** Both the Delegate and the Alternate Delegate can and are encouraged to attend the first three meetings. All Nominations Committee meetings are closed to the general membership. As for the Voting meeting, either the Delegate or the Alternate Delegate may attend, but not both. Non-committee members are to be absolutely excluded until the Committee officially adjourns.
2. **Split of Votes:** Pursuant to the WBASNY By-Laws, the number of votes cast by each chapter at the Nominations Committee is determined by the population of the chapter, as certified by the WBASNY Treasurer on January 31 of each year. While only one person may be elected to fill the positions of President-Elect, Corresponding Secretary, Recording Secretary and Treasurer, there are three Vice Presidents of WBASNY. Therefore, every Chapter has up to three times its allotted number of votes to cast for the Vice President positions. Chapters may elect to split the total number any way they choose, i.e., a Chapter may cast its entire allotment for one Vice President nominee, it may cast one- third of its allotment of votes for each of three candidates, and so on. The top three vote-getters will be proposed as the three Vice Presidents for the coming year.
3. **Chapter Delinquency on Appointing Delegate/ Alternate:** Due to the need to appoint Delegates in a timely manner, the following procedures are hereby adopted:
 - i. For chapter failure to appoint a Delegate by the adjournment of the first Board Meeting in September, absent extenuating circumstances, the delinquent chapter loses the ability to vote on any issue before the Committee at the second Nominations Committee meeting.
 - ii. If a chapter fails to appoint a Delegate by the third Board meeting in January, the delinquent chapter shall lose the right to vote or advocate for any candidate.
4. **Confidentiality:** Committee members must recognize the need for forthright and candid discussion regarding proposed nominees' strengths, weaknesses and relative qualification for the position sought vis-a-vis other nominees. While a function of the Delegate/ Alternate Delegate is to convey meaningful information about each nominee to the Board of their respective Chapters, the committee person must recognize, acknowledge and maintain, as confidential, sensitive information and/or discussions that take place at committee meetings. Sharing such information with anyone, except the President of the Association, destroys the credibility of the committee and detrimentally affects the integrity of the entire nominations process. Thus, committee members are not permitted to discuss such matters with non-committee members, especially nominees.
5. **Absolute Dates:** The committee will select dates certain by which nomination materials must be submitted; however, if there are not enough applications to fill all of the positions, the committee chairs shall extend that date to allow for more people to submit applications. If the candidate's materials are not submitted by the selected date, the candidacy will not be considered for any position for which there is more than one proposed nominee and may be rejected outright.

6. Advocacy on behalf of candidates:

- i. There shall be no communication of any kind regarding advocacy on behalf of potential candidates to any Nominating Committee Delegate/ Alternate Delegate or Chapter President prior to the final submission date for candidate applications. As an organization committed to supporting women, negative campaigning or defamatory tactics aimed at other candidates are inappropriate and shall not be tolerated.
- ii. No promise may be made to bind a Chapter by any person acting on behalf of a Chapter for future elections.
- iii. Violation of any of the above, if found to be intentional and flagrant, will result in the loss of that Chapter's right to vote only for that election.
- iv. Violations are to be reported in writing to the three Co-chairs and the WBASNY President. If by majority vote of the Co-chairs it is determined the violation is intentional and flagrant, the violation shall be reported at the next committee meeting and voted upon by the committee members. A 2/3 vote of committee members present at the meeting, with one vote per chapter, shall be required to terminate a Chapter's right to vote.