



Guidelines for Bar Association Candidates Seeking Endorsement from the WBA

Updated November 2021

The following Guidelines are designed to provide candidates for mandatory bar positions who are seeking an endorsement from the Women's Bar Association of the District of Columbia (WBA or "Association") information regarding the WBA's process in evaluating candidates, the selection criteria used by the WBA, and the information that the WBA requires from candidates.

The WBA will only consider endorsement requests for candidates for officer positions in mandatory bar associations. There are no geographic restrictions. The WBA will not limit the number of endorsements, e.g., if a position is contested and more than one qualified candidate requests endorsement, WBA may endorse more than one candidate for the position.

Once an endorsement is issued, the candidate may, and the WBA shall, announce the endorsement. WBA's announcement will be via its website, email blast, and/or other means.

Any questions regarding the information contained in these Guidelines or the WBA's endorsement process may be directed to WBA's Executive Director, Carol Montoya, at carol@wbadc.org or 202-639-8880.

The Executive and Judicial Endorsements Committee of the WBA (the Committee) will complete an investigation of each candidate seeking endorsement by the WBA. This investigation may involve interviews with the candidate, a review of information provided by or on behalf of the candidate, and a review of additional information and interviews with additional persons that the Committee deems appropriate to properly evaluate the candidate. Upon completion of the Committee's investigation, the Committee will make a recommendation to the WBA Board regarding candidates for endorsement. The WBA Board will make the ultimate decision regarding endorsement.

There will be no levels of ratings of candidates (e.g., qualified, very qualified, etc.). The WBA will endorse only those candidates about whom it is genuinely enthusiastic and whom it believes will be excellent bar leaders.

Goals of the WBA with respect to Bar Association Endorsements

The WBA's principal goal in endorsing candidates for bar officer positions is to ensure that qualified candidates serve as leaders. Consistent with that goal, the WBA also seeks to increase the number of people in leadership positions who support the mission of the WBA. The WBA endorses candidates who have demonstrated a commitment to empowering and advancing women lawyers and who have been responsive to women's needs and concerns.

Women's Bar Association of the District of Columbia

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Criteria for Evaluating Bar Association Candidates

WBA Membership. WBA membership is not required for endorsement; however, membership is a factor to be considered in deciding whether to endorse the candidate.

Qualifications. The Board will consider the following factors and any other factors that the WBA deems appropriate in light of the position:

- areas of practice;
- commitment to equal justice under the law;
- commitment to the advancement of women in the legal profession (e.g., as an advocate, mentor, etc.)
- common sense;
- communication skills (oral and written);
- demeanor (including temperament, interpersonal skills, sincerity, fairness, impartiality)
- demonstrated commitment to the community;
- demonstrated commitment to the concept of equal opportunity;
- demonstrated freedom from bias;
- integrity;
- prior experience in leadership, management, or administrative positions;
- professional awards or honors;
- professional experience; and
- Scholarship.

The order of the above-listed factors is alphabetical and does not indicate priority.

Political Affiliation. WBA endorsement will not be based on, or rejected due to, affiliation with any particular political party.

Attorneys. Endorsements will be primarily of attorneys, but endorsements will not be limited to attorneys. A non-attorney may be endorsed for a position in which the candidate would have the opportunity to promote the interests of women in the legal profession.

Initiating the Process

Before the Committee will initiate its investigation process, the candidate seeking endorsement must inform the WBA Executive Director, via the WBA's application process, of her or his intent to seek endorsement from the WBA. The candidate should provide the WBA with at least 14 calendar days' notice for completion of the endorsement process.

The following information and materials must be sent by or on behalf of the candidate seeking endorsement:

- Completed WBA Candidate Application Form, which includes:
 - the name of the position sought;

- desired date for the endorsement decision; and
- signed Release Letter.
- Resume or detailed bio of the candidate seeking the endorsement.
- Responses to Candidate Questions.
- Head shot and five-sentence or less bio that can be published with an endorsement announcement.
- If not included in the resume/bio or responses to Candidate Questions, any additional pertinent information that will assist the Committee in making the decision.
- Articles by or about the candidate (optional).

The above information and materials should be sent, *in electronic format*, to the WBA Executive Director at carol@wbadc.org.

WBA's Process

The Executive and Judicial Endorsements Committee will review the materials submitted and may request additional information that it deems useful in determining whether to recommend endorsement of the candidate.

The Executive and Judicial Endorsements Committee will prepare a memorandum, wherein they will recommend whether to endorse, for the Board of Director's consideration. The Board of Directors will review this memorandum, as well as the full package of information and materials submitted by the candidate. At a regular or special meeting of the Board of Directors, the Board will vote to accept or reject the Executive and Judicial Endorsements Committee's recommendation.

Concluding the Process

A WBA representative will inform the candidate of the WBA's decision regarding endorsement.

All documents assembled during the consideration of a candidate remain the property of the WBA and will be maintained in the custody of the Association. The information so assembled and all deliberations and discussions will not be disclosed except to members of the WBA Board and the Executive and Judicial Endorsements Committee, unless such disclosure is required under compulsion of law.