Introduction

The Greater Washington Area Chapter, Women Lawyers Division, National Bar Association (“GWAC”) has adopted the following policy and procedures regarding endorsements of candidates seeking executive positions and judicial office.

This policy sets forth the criteria that GWAC will consider in making endorsement decisions and the procedures for processing such requests. Any questions concerning GWAC’s endorsement policy and procedures may be addressed in writing to the Chair of GWAC’s Judicial and Executive Appointment Committee (“the Committee”) at judicialappointments@gwacbar.org.

Goals of GWAC

GWAC’s principal goals in endorsing candidates for judicial positions include promoting the most qualified individuals to both local and federal courts in the District of Columbia and increasing diversity on the bench. GWAC seeks to endorse candidates for judicial appointments who, in addition to displaying and demonstrating the attributes and qualities of excellent jurist: (1) have demonstrated a commitment to equal and fair treatment of all persons under the law; and (2) are sensitive and responsive to the needs and concerns of the African-American women, primarily in the Washington, D.C. area. GWAC is also committed to assisting the federal and state courts in becoming more aware of matters of concern to the African-American community with respect to the legal system and access to justice.

GWAC’s principal goal in endorsing candidates to executive positions in the District of Columbia, federal governments, and in bar associations is to increase the number of qualified African-American women in those positions. We also seek to endorse candidates who are sensitive and responsive to the needs and concerns of African-American women and who have
demonstrated a commitment to promoting their advancements and responding to their needs and concerns.

**Initiation of Endorsement Process**

A candidate may initiate GWAC’s endorsement process by contacting the current Chair of the Judicial and Executive Appointment Committee or the President of GWAC, each of whom are identified on GWAC’s website, [www.gwacbar.org](http://www.gwacbar.org). Formal consideration of a request for endorsement will not begin until all the materials listed below have been submitted to the Committee. The candidate should provide GWAC with at least thirty (30) days notice for completion of the endorsement process.

**Materials to be Submitted**

- Current resume or curriculum vitae. If a sitting judge, information on the last three (3) judicial proceedings, such as trials, oral arguments or hearings, conducted by the candidate, specifically, the title and caption of the case and the names and contact information for the attorneys who appeared in those matters
- Name, title, and address, organization, phone and email address of two (2) professional and one (1) personal reference
- Deadline for submission of the requested letter of endorsement
- Completed Endorsement Questionnaire (attached hereto as Exhibit A)
- Completed reference information in support of the endorsement (attached hereto as Exhibit B)
- Name, title and address of the recipient of the requested letter of endorsement
- Confirmation of GWAC membership (GWAC membership is not required for endorsement; however, membership is a factor to be considered in deciding whether to endorse men and women who practice in the District of Columbia.)
- Articles by or about the candidate (optional)
- Letters in support of the endorsement (optional)

**Criteria for Endorsement**

Generally, the Committee will consider the candidate’s qualifications for the position being sought, the candidate’s demonstrated commitment to diversity, and the candidate’s ties to the community at large. Membership in GWAC is not required for endorsement, but membership in good standing will be considered a positive evaluation factor. More specifically, the Committee will consider the following:

- Professional experience, including trial, adjudicative, or other litigation experience
- Scholarship, including teaching experience, publications and speeches
- Professional awards or honors
- Communication skills
- Demeanor and temperament
- Demonstrated commitment to the community
• Demonstrated commitment to the concept of equal opportunity
• Intellectual ability, legal ability and knowledge of the law
• Judgment
• Prior experience in leadership, management, or administrative positions
• Integrity, character, and professional reputation
• Ties to the District of Columbia

The order of the above listed factors does not indicate their priority. In weighing these factors, a decision will be made based on the totality of the circumstances. However, in order for GWAC to endorse a candidate, at a minimum, the candidate should affirmatively demonstrate all the qualifications that they are regarded by the Committee to be necessary for the performance of the duties of the office for which he or she is being considered.

Specific Procedures and Concluding the Process

• The Committee will conduct an initial review of the materials submitted by the candidate to determine whether the submission is complete and contact the candidate to request any missing or incomplete materials.

• In the course of its review of the candidate’s request for endorsement, the Committee may consult any available sources of information, including, without limitation, the Internet; electronic databases such as Westlaw or Lexis; news services; respected leaders in the African-American community; members of the federal and state judiciary, counsel who have interacted with, litigated against, or appeared before the candidate; and any personal contacts of the Committee members. To the extent possible, the views of the members of GWAC may also be considered.

• After completing its review, the Committee will vote on a recommendation for endorsement or non-endorsement. The committee will forward its recommendation in writing to the Board of GWAC, including its reasons for the recommendation and the candidate’s resume.

• The Board of GWAC will then determine whether to accept or reject the Committee’s recommendation and thereafter inform the Committee of its decision. Each candidate will, in turn, be informed of the decision by the Chair of the Committee. For candidates whom the Board has voted to endorse, a letter will be sent to the appropriate addressee generally within ten (10) business days of the Board’s decision, and the candidate will be provided with a courtesy copy of the letter. Decisions not to endorse a candidate will not be made public.

All documents assembled during the consideration of a candidate remain the property of GWAC and will be maintained in the custody of the Chair of the Committee. The information so assembled and all deliberations and discussions will not be disclosed except to the members of GWAC’s Board and the Judicial and Executive Appointment Committee, unless such disclosure is warranted by the preparation of an endorsement letter.
Submission Information

Completed endorsement request packages should be emailed to the Judicial and Executive Appointments Committee at judicialappointments@gwacbar.org.

Exhibit A

GWAC Endorsement Questionnaire

This application is for: ☐ Judicial Endorsement ☐ Executive endorsement

Candidate Information

Name: ________________________________________________________________

Current Position: ______________________________________________________

Current Organization: __________________________________________________

Business Address: _____________________________________________________

_______________________________________________________________

Phone: _____________________________________________________________

Email: _____________________________________________________________

Position Sought: _____________________________________________________
• A statement describing the position being sought, the candidate’s qualifications for such position.

• To the extent not set out in your resume or other application materials, please describe and provide examples of your involvement in the other minority organizations or communities or provide other information demonstrating your commitment to the rights of other minorities, under-represented or historically disadvantaged groups.

• To the extent not set out in your resume or other application materials, please describe and provide examples of your involvement in civic and community activities (including involvement in community or neighborhood organizations, religious or educational institutions or organizations, and pro bono activities), and provide examples demonstrating the level of involvement.

• To the extent not set out in your resume or other application materials, please describe and provide examples of your involvement with GWAC and demonstration of your commitment to the goals and mission of GWAC.

• Please provide any other information that is not contained in your resume or other materials that may help us in reaching a decision regarding your request for endorsement.
Exhibit B

GWAC Endorsement Reference Information

Reference Information (two professional, one personal required):

Reference #1: ☐ Professional ☐ Personal
Name: ___________________________________________________
Title: ___________________________________________________
Organization: ___________________________________________
Phone: ______________________________ ______________________
Email _____________________ _______________________________

Reference #2: ☐ Professional ☐ Personal
Name: ___________________________________________________
Title: ___________________________________________________
Organization: ___________________________________________
Phone: ______________________________ ______________________
Email _____________________ _______________________________

Reference #3: ☐ Professional ☐ Personal
Name: ___________________________________________________
Title: ___________________________________________________
Organization: ___________________________________________
Phone: ______________________________ ______________________
Email _____________________ _______________________________