

# **FBANC FIRST AMENDED AWARDS & ENDORSEMENT POLICY AND PROTOCOLS**

Approved November 17, 2020

The following policy and protocols define how the Filipino Bar Association of Northern California (“FBANC”) will determine whether to provide its endorsement for Non-Partisan Legal Advocate Positions (*e.g.*, District Attorney, Public Defender, City Attorney) and Bar Association Elections and nominations and letters of support for Bar Association Awards.

## **I. FBANC Awards and Elections Endorsement Committee (the “Committee”)**

A. **Number and Composition of the Committee.** The Committee shall be comprised of a minimum of three (3) FBANC Board Members, including but not limited to one Executive Board Member.

B. **Role of the Committee.** FBANC established the Committee to provide a fair and informative awards nomination and elections endorsement process. The Committee shall follow the procedures below and recommend to the FBANC Board whether to grant or deny the request for a Non-Partisan Legal Positions and Bar Association Elections endorsement, or for Bar Association Awards nominations and letters of support. All endorsements, nominations, and letters of support are subject to FBANC Board approval.

C. **Committee Chair and/or Co-Chairs.** FBANC President shall appoint the Committee Chair or Co-Chairs.

D. **Delegation of Authority.** Unless withdrawn by a vote of the FBANC Board, the Committee shall have the authority to recommend Board action on requests for support, which shall become the decision of the Board as provided below.

## **II. Minimum Qualifications for Candidates Seeking Endorsement, Nomination, or Letter of Support.**

The Committee shall determine whether a particular individual seeking an endorsement, nomination, or letter of support meets the following criteria, among others:

A. **Commitment.** Individuals requesting an endorsement, nomination, or letter of support must have demonstrated a proven commitment to the work of FBANC and/or service to the SF Bay Area community at large.

B. **Personal Integrity and Trust.** Individuals requesting an endorsement, nomination, or letter of support must have demonstrated in all of their professional and personal activities the highest standards of personal integrity and trust.

## **III. Endorsements for Non-Partisan Legal Advocate Positions, Bar Association Elections, or Appointments Timetable and Protocol**

A. Individuals requesting an endorsement must provide the Committee a curriculum vitae as well as a cover letter/candidate statement no more than 750 words in length for review, if applicable, at least six (6) weeks prior to the election or endorsement deadline.

B. Within three (3) weeks of the request and upon the Committee's review of the materials, the Committee will contact the individual requesting an endorsement to coordinate an interview. Interviews will be held on the first or third Monday of the month at or around 6:30 p.m.

C. Within three (3) weeks of the request, the Committee will also reach out to other individuals running in the election to give them an opportunity to request an endorsement from FBANC.

D. Within four (4) weeks of the request, the Committee will reach out to the FBANC Board and the Advisory Board for feedback.

E. Within five (5) weeks of the request, the Committee will recommend to the FBANC Board what action to take on the request for endorsement. Unless a member of the full FBANC Board objects to the recommendation, the Committee's recommendation shall become the decision of the Board.

F. Within six (6) weeks of the request, FBANC will publicize the endorsement. Endorsements shall not include any negative comments or personal attacks regarding other candidates.

#### **IV. Nominations for Bar Association Awards Timetable and Protocol**

A. An individual requesting a nomination from FBANC must provide the Committee a curriculum vitae, if applicable, at least eight (8) weeks prior to the deadline.

B. Within three (3) weeks of the request and upon the Committee's review of the materials, the Committee may contact the individual requesting an endorsement to coordinate an interview. Interviews will be held on the first or third Monday of the month at or around 6:30 p.m.

C. Within three (3) weeks of the request, the Committee will publicize the award deadline to give other individuals an opportunity to request a nomination from FBANC.

D. Within four (4) weeks of the request, the Committee will reach out to the FBANC Board and the Advisory Board for feedback.

E. Within five (5) weeks of the request, the Committee will recommend to the FBANC Board what action to take on the request for a nomination. Unless a member of the full FBANC Board objects to the recommendation, the Committee's recommendation shall become the decision of the Board.

F. Within six (6) weeks of the request, the Committee will notify the individual requesting FBANC for a nomination of the Board's decision and draft the nominating letter and/or coordinate letters of support.

G. Within seven (7) weeks of the request, the Committee will finalize letters of support and nominating packet.

#### **V. Letters of Support for Bar Association Awards Timetable and Protocol**

A. An individual requesting a letter of support from FBANC must provide the Committee a curriculum vitae and the name and contact information of organization nominating the individual for the Bar Association award, if applicable, at least four (4) weeks prior to the deadline.

B. Within three (3) weeks of the request and upon the Committee's review of the materials, the Committee may contact the individual requesting an endorsement to coordinate an interview. Interviews will be held on the first or third Monday of the month at or around 6:30 p.m.

C. Within two (2) weeks of the request and upon the Committee's review of the materials, the Committee may contact the organization nominating the individual and request a copy of the nominating letter.

D. Within two (2) weeks of the request, the Committee will publicize the award deadline to give other individuals an opportunity to request a letter of support from FBANC.

E. Within three (3) weeks of the request, the Committee will reach out to the FBANC Board and the Advisory Board for feedback.

F. Within three (3) weeks of the request, the Committee will recommend to the FBANC Board what action to take on the request for a letter. Unless a member of the full FBANC Board objects to the recommendation, the Committee's recommendation shall become the decision of the Board.

G. Within four (4) weeks of the request, the Committee will notify the individual requesting FBANC a letter of support, and provide a draft letter of support if applicable.

#### **VI. Prohibition on Endorsements for Certain Elected Office**

FBANC shall decline any request for an endorsement (or any other similar form of such declaratory support) in elections for (1) any legal advocate position that is partisan or (2) any office that is not for a legal advocate or judicial officer.

I certify that the FBANC Board resolved to adopt these policies and procedures on November 17, 2020.



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Nelson Pineda Lam, FBANC Secretary