

OAPABA Endorsement Policy and Procedures
(Adopted March 10, 2010, Amended April 13, 2011)

Introduction

The Oregon Asian Pacific American Bar Association ("OAPABA") has adopted the following policies and procedures relating to the endorsement by OAPABA of individuals seeking judicial appointment or election, senior political appointment, or election to a leadership position in a state or national bar association. Because of its status as a tax exempt organization under § 501(c)(6) of the Internal Revenue Code, OAPABA does not endorse candidates in partisan elections for political office.

This document sets forth the circumstances under which OAPABA may make an endorsement, the criteria which OAPABA will consider in making endorsement decisions and the procedures for processing such requests. This policy may be modified at any time by the OAPABA Board of Directors. Any questions concerning OAPABA's endorsement policies and procedures may be directed to the Chair of OAPABA's Advocacy Committee at advocacy@oapaba.org or to the President of OAPABA at president@oapaba.org.

Goals of This Endorsement Policy

The principal goals of this policy are two-fold. First, through this policy, OAPABA strives to promote the candidacy of the best qualified candidates to the bench, to senior political appointments and to leadership positions in local, state and national bar associations. Second, OAPABA aims to increase diversity in governmental bodies and in bar leadership. These goals are inter-related. It is OAPABA's belief that a fundamental component of any qualified candidacy is a demonstrated commitment to diversity and to equal treatment of all individuals regardless of race, ethnicity, nationality, gender and gender identity, sexual orientation, economic status, religion, political beliefs or any other attribute used in our state or nation's past as a basis for discrimination. Additionally, in keeping with OAPABA's charter and mission statement, OAPABA will take into account a candidate's grasp of the complex issues, opportunities and barriers facing Oregon's Asian Pacific American ("APA") community or segments of that community.

Positions Considered for Endorsement

OAPABA's endorsement policy generally applies to candidates seeking:

- appointment or election to courts located within the state of Oregon;
- political appointment to senior local or national non-partisan positions; and
- election to the Board of Governors of the Oregon State Bar (contested positions only).

OAPABA may, on a case-by-case basis, choose to endorse more than one candidate for a position, or not to make an endorsement at all. OAPABA also may consider and issue an endorsement in a category not listed above.

Overview of Endorsement Process

Endorsements require the approvals of (1) the Advocacy Committee and (2) the Board of Directors.

Consideration of a request for endorsement generally begins upon receipt by OAPABA of the materials listed in Appendix A of this policy. Upon initiation of the process, the Chair of the Advocacy Committee shall appoint a committee member to serve as a point of contact and to manage the submission file (the "POC"). The POC shall promptly conduct an initial review of the submission file to determine whether it is complete, and shall contact the candidate to request any missing or incomplete materials. If appropriate, the POC also may schedule a telephonic or in-person interview of the candidate by the Advocacy Committee. The interview shall be open to all OAPABA members (although, as noted below, the written submission file shall be kept confidential by members of the Advocacy Committee and the Board of Directors). The POC will prepare a written summary of the submission file and arrange to have copies distributed to all members of the Advocacy Committee.

After all candidates seeking endorsement for the position have been interviewed (to the extent interviews were requested by OAPABA), the Advocacy Committee shall discuss the merits and characteristics of each candidate, and vote on a recommendation for each candidate (i.e., endorsement vs. withhold endorsement) to the Board of Directors, with the reasons therefor. The Chair of the Advocacy Committee shall forward each candidate's submission file and the committee's recommendation(s) to the Board of Directors. The Board of Directors may request additional information from the Advocacy Committee or any candidate, and shall vote whether to adopt and approve the Advocacy Committee's recommendation(s). If a recommendation to endorse a candidate is approved by the Board of Directors, the resulting endorsement shall be evidenced by a written letter setting forth the reasons for OAPABA's endorsement. Each candidate shall be informed of the final decision (i.e., endorsement vs. withhold endorsement) on his or her endorsement request; and any candidate receiving an endorsement may request a courtesy copy of the endorsement letter.

Evaluation of a candidate's submission file by the Advocacy Committee and the Board of Directors generally shall focus on the criteria listed in Appendix B of this policy, to the extent that such criteria are applicable to the position sought. In addition, the Advocacy Committee and the Board of Directors may consider other factors that they deem relevant to their evaluation of a candidate.

A decision to withhold endorsement of a candidate shall not be made public without the permission of the candidate. All submission files shall be deemed property of OAPABA.

OAPABA may deviate from the aforementioned process in the interest of time or if the Board of Directors deems it necessary or appropriate under the circumstances.

Timing of Endorsement Process

OAPABA believes that a comprehensive evaluation of each candidate is essential to making a well-reasoned decision regarding endorsement and to proper preparation of a persuasive letter of endorsement. Consequently, a candidate should submit his or her formal endorsement request and all required materials as soon as possible, generally at least four weeks before the desired endorsement.

Confidentiality

A candidate's written submission file shall be kept confidential by the Advocacy Committee and the Board of Directors. In submitting materials to OAPABA, a candidate may redact sensitive personal information not pertinent the position sought, such as his or her social security number, or personal financial and medical information. Furthermore, as noted above, a decision to withhold endorsement of a candidate shall not be made public.

Recusal and Conflicts of Interest

Any member of the Advocacy Committee or the Board of Directors who believes that he or she may have a perceived or actual conflict of interest regarding a candidate shall disclose the conflict to the Board of Directors at the earliest possible opportunity. The Board of Directors shall evaluate the nature of conflict and decide whether the disclosing member must recuse himself or herself from interviewing and voting on the candidate, a determination which shall be binding on such member. A member also may voluntarily recuse himself or herself from any part of the process due to a perceived or actual conflict of interest. Notwithstanding the foregoing, any recused member may share his or her views concerning the candidate with the Advocacy Committee or the Board of Directors, as the case may be.

Initiation of Endorsement Process

To initiate consideration by OAPABA of a request for endorsement, a candidate should contact the Chair of the Advocacy Committee and/or the President of OAPABA at advocacy@oapaba.org and president@oapaba.org, respectively. Formal consideration of a request for endorsement shall not begin until all of the submission file materials listed in Appendix A of this policy have been submitted to the satisfaction of the Advocacy Committee. In general, a candidate should consult with the Chair of the Advocacy Committee or the President about arrangements for delivery of the candidate's submission file materials. However, under any circumstances, materials may be mailed to:

Chairperson, Advocacy Committee
Oregon Asian Pacific American Bar Association
P.O. Box 1728
Portland, Oregon 97207

Please refer to the timing recommendations contained elsewhere in this policy. On occasion, OAPABA may invite a candidate to submit a request for endorsement.

Until action by the Board of Directors, a candidate may request withdrawal of his or her request for endorsement by contacting the Chair of the Advocacy Committee or the President in writing.

APPENDIX A

Materials to be Submitted by Candidate

- Completed "Candidate Questionnaire" (see Appendix C of this Policy)
- Current resume
- Copy of any statutory requirements or other published qualifications for the position sought
- Judicial application or other application materials/statement of candidacy that the candidate has submitted or intends to submit to the appointment or election authorities (if available)
- Copies of other written endorsements received by the candidate for the position sought
- Copies of materials submitted by the candidate to other organizations from which the candidate is seeking endorsement (encouraged, but not required)

OAPABA may consult other publicly available sources for information, including the internet, electronic databases, news services and persons with personal knowledge about the candidate.

APPENDIX B

Evaluation Criteria

Qualifications for the Position Sought

- Satisfaction of requirements for the position sought, as determined by statute or by the appointment authorities
- Professional knowledge and experience pertinent to the position sought
- Professional reputation
- Professional awards or honors
- Prior relevant experience in leadership, management or administrative positions
- Communication and interpersonal skills
- Intellect and scholarship
- Judgment
- Demeanor

Demonstrated Commitment to Diversity

- Involvement in or with activities or issues relevant to minority organizations or communities, or other historically disadvantaged groups
- Involvement in or with issues relevant to the APA community or segments of that community
- Evidence of a commitment to promoting diversity and equal treatment and opportunity in business, government and/or bar association leadership
- Evidence of a willingness to serve as a role model for members of the APA community and/or other minority groups

Ties to the Community

- Involvement in civic and community activities (including volunteer involvement in government committees and commissions, community or neighborhood organizations, religious or educational institutions or organizations and pro bono activities)

Note to candidates: Membership in OAPABA is not required for endorsement by the organization.