

# **SCCLA GUIDELINES FOR ISSUANCE OF ENDORSEMENTS FOR JUDICIAL APPOINTMENTS**

## **A. SCCLA Non-Discrimination Policy**

SCCLA does not discriminate based upon race, color, religious creed, ancestry, national origin, sex, age, marital status, sexual orientation, disability, pregnancy, and childbirth or related medical conditions.

## **B. Applicability**

These guidelines apply only to endorsements issued by SCCLA as an organization. Individuals such as SCCLA board members, Past Presidents, and members of SCCLA are not precluded from issuing their own personal endorsements listing their SCCLA affiliation, positions, or other recognitions.

## **C. Initiation of Endorsement Process**

Candidates must initiate the endorsement process by submitting a written request to SCCLA via [info@sccla.org](mailto:info@sccla.org), together with all documents/applications submitted or to be submitted for the appointment sought (including but not limited to a copy of their Personal Data Questionnaire).

Candidates must submit a letter which describes their participation with and contributions to SCCLA and provide a SCCLA-affiliated reference (preferably SCCLA Past Presidents), to support each described contribution; and a list of five attorneys with whom the applicant has tried a case and at least one trial judge familiar with their trial experience. Candidates' letters will include a brief statement acknowledging that the information received during the evaluation shall be confidential and that SCCLA is not required to inform the Candidate of its decision.

Candidates should submit requests for endorsement at least two months prior to the date endorsement is required. Any requests for endorsement mailed less than two months prior to the date required may not be considered by SCCLA due to time constraints.

## **D. Evaluation Process for Endorsement**

Upon receipt of a request for endorsement and supporting documentation, the Committee shall investigate and evaluate the candidate's qualifications. The Committee shall be comprised of not less than three members who are all SCCLA members.

The factors to consider include, but are not limited to, the following:

1. Be a member of the State Bar of California in good standing;
2. Professional experience;
3. Professional and personal reputation;
4. Integrity and character;
5. Bias, if any;
6. Prior judicial or quasi-judicial experience;
7. Industry and diligence;

8. Temperament;
9. Civic and community activities, including SCCLA membership and contributions;
10. Commitment to diversity, including but not limited to interests and concerns of the Asian Pacific American community; and
11. Opinions and recommendations of trusted affiliate bar associations.

The Committee may confer with the references provided, members of the judiciary, lawyers, and/or others having knowledge of the candidate's aforementioned attributes. The Committee shall have the discretion to request additional information from the candidate to solicit information relevant to the evaluation of the candidate. The manner in which information may be solicited includes, but is not limited to, written questionnaire, telephonic communications, in-person communications, and personal interview. The method of obtaining information shall be left to the discretion of the Committee. All information received and the sources thereof, shall be treated as confidential, as further outlined in Section F below.

The Committee shall have discretion to reject evaluation requests where it is unable to corroborate information provided in the submission.

The Committee shall select one of its members to act as point person on each endorsement request. The candidate has no input or involvement in selecting the point person or other members of the Committee who will evaluate the candidate's request for endorsement based on the following process:

1. The point person will conduct an initial review of the application materials.
2. The point person may contact the candidate to arrange for an interview by at least one Committee member. The Committee may also contact references provided in the candidate's PDQ for additional information.
3. The point person will make a recommendation to the members of the Committee as to whether the Committee should recommend endorsement of the candidate to the SCCLA Board. Committee members will vote by majority rule of all Committee members as to whether the Committee will recommend endorsement to the SCCLA Board. If the Committee vote is an equal split, the Committee shall provide such information relating to the split vote to the SCCLA Board who will then decide on endorsement.
4. A letter will be submitted on behalf of the Committee to the full Board stating the Committee's recommendation within 30 days of the final vote, if such vote is to endorse the candidate.

#### **E. The Recommendation of the Endorsements Committee**

1. The SCCLA Board will consider the Committee's recommendation. The Committee Chair will present the Committee's recommendation to the Board. Board members will vote pursuant to applicable SCCLA bylaws and/or any existing rules related to voting, and SCCLA shall affirm, reject, and/or request additional information for the endorsement. The Committee point person will handle any requests by the Board for additional information.

2. The SCCLA Board, upon reaching a decision, will not inform the candidate of the decision. The Committee will send a letter of endorsement if the Board votes to endorse the candidate.

4. The Committee and the Board will make every effort to complete this process within two months. However, in some circumstances, the endorsement process may take longer. The Committee point person will make every effort to inform the candidate if the endorsement process is expected to take longer than two months.

5. The candidate should contact the Committee point person to inform the Committee of any important changes in their application or to discuss any questions the candidate has regarding their request for SCCLA's endorsement. SCCLA would also appreciate notice from the candidate as to ultimate outcome of whether such judicial appointment or election sought is obtained.

#### **F. Confidentiality**

In order to maintain the integrity and confidentiality of the process, to respect the privacy interests of the candidate and those who provide information regarding candidate, and to encourage open communications from sources, all investigations and proceedings of the Committee, shall be treated as confidential and may only be disclosed or discussed with other members of the Committee and the SCCLA Board. All inquiries concerning the Committee's proceedings shall be referred to the Committee Chair(s) and/or point person.

#### **G. Conflict of Interest**

No member of the Committee with a potential or actual conflict shall be appointed to investigate a potential candidate.

*Last modified March 5, 2022*