

ACREL Member Selection Class of 2018 Nomination Instructions

Who can nominate?

Any Regular Fellow (including Academic, Government and Nonprofit Fellows) may propose up to two candidates in any single member selection cycle. Senior and Honorary Fellows may not propose candidates.

Who can second a nomination?

Any Fellow (Regular, Academic, Government, Nonprofit, Senior or Honorary) may second any number of nominations.

Who can be nominated?

Each prospective nominee must meet certain requirements for ACREL membership: the candidate must be actively practicing (or teaching) and must have substantial experience in real estate law or a subspecialty thereof for a period of not less than 10 years. Additional qualifications for membership and detailed explanations are found in the [Guidelines](#) and the [Commentary](#). These include requirements that the nominee be a “distinguished real property practitioner” and that the nominee have “contributed to a more informed bar or public” in ways that the College generally refers to as “giveback.” For details on these particular requirements, consult paragraph 4 of the [Guidelines](#) and look for “Tips for Nominators” in the [Commentary](#).

How do I nominate a candidate?

1. Confirm requirements for membership. Obtain a copy of a prospective candidate’s resume to ensure that the person meets the requirements for membership. It can be helpful to consult with the Membership Development Committee at the initial stages of considering a prospective candidate both to double check that the candidate meets the requirements and to determine if the candidate has been nominated before.
2. Secure two seconders. Line up at least two Fellows to act as seconders. At least one nominator (proposer or seconder) must be from the same state in which the nominee practices (unless the nominee is a full-time professor or is from a state that has 10 or fewer Fellows). Seconders must use the [ACREL Form of Seconding Letter](#) to ensure that the required certifications are made. Additional information concerning the seconder’s personal knowledge of the nominee’s qualifications, etc. should be included in a seconding letter. If you have questions about appropriate seconders, you may wish to consult with the MDC.
3. Proposal form. Complete the Proposal form using the [ACREL form](#).
4. Proposer letter. Draft a letter setting out your reasons for proposing the candidate. A proposer letter or other detailed statement addressing the “distinguished practitioner” and “giveback” requirements is required and highly valuable to the MSC and voting Fellows. Like a letter of recommendation, the proposer letter need not be in any particular form, but should include information about how long the proposer has known the nominee and in what context; it should set out or explain elements of the nominee’s distinction and giveback record. It is appropriate in a

proposer letter to advocate for a nominee by summarizing his or her qualifications with special reference to distinction and giveback, explaining why the candidate would be a worthy addition to ACREL. Consider including observations on collegiality and potential participation in the College by the nominee. While ACREL does not require Fellows to commit to participate in ACREL activities, there is an expectation that new Fellows will want to participate actively in the College. Accordingly, an indication of the candidate's enthusiasm for membership in the College and reputation for working well with others will assist the Member Selection Committee in evaluating the candidate's other qualifications. Note that this proposer letter will be posted on the ACREL website for Fellows to review before casting ballots (including those voters who may not have closely reviewed a nominee's resume).

5. Resume. Organize the candidate's resume using the required [ACREL Resume](#) format. In order to support the MSC's analysis of the quality and complexity of the candidate's "giveback," please provide one or more examples of written materials produced in the categories of "Speaking Engagements," "Legal Publications," "Bar Activities" or "Teaching Activities," either as a separate pdf or via internet links.

6. Prepare nominating package. Assemble the materials as your nominating package; a [Clerical Checklist](#) can help you or your office submit materials in the required format.

7. Submit nominating package. Send a complete set of documents constituting the nominating package to memberselection@acrel.org, attaching each document as a separate pdf file. If one or more seconding letters are not available for inclusion with the other portions of the nominating package, they may be submitted separately, but must be submitted prior to the nomination deadline. In such case, please note in your cover email that seconding letter(s) will be submitted separately, and include the name(s) of the ACREL Fellow(s) who will be submitting seconding letter(s).

After you submit a nominating package, you may get an email or call from the ACREL office if anything in a nominating package needs further attention (missing documents, incorrect format, omitted certifications, etc.).

Nomination deadline is November 3, 2017 for Class of 2018 nominations.

What's next?

Don't forget to vote! Submitting a nomination or second is not the same as voting. Please submit a ballot for your nominee and remind seconders (except Senior and Honorary Fellows) to do the same.

After the close of voting you should expect to receive a call from a member of the MSC as the committee evaluates the nominating packages and ballots. After that, the MSC will meet and consider all nominations and make a report and recommendation to the Board of Governors. The Board will take action on the MSC recommendations at its Mid-Year Meeting. A member of the MSC will advise you of the action taken on your nomination promptly following the meeting of the Board of Governors.

Questions?

Any questions regarding the process for the 2017-2018 member selection cycle can be addressed to the respective chairs of the MSC or MDC

Member Selection: Jonathan Rivin, rivin@ddrs.com, (415) 955-1803

Member Development: Pete Ezell, pezell@bakerdonelson.com, (615)726-5721

Clerical questions can be directed to memberselection@acrel.org, with a copy to Julie Burgess at jaburgess@acrel.org.