

APABA Guidelines for Issuance of Endorsement for Public Office (Non-Judicial) Appointments and Elections

A. APABA Non-Discrimination Policy

The Asian Pacific American Bar Association of Los Angeles (hereinafter “APABA”) 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. Initiation of Endorsement Process

Only candidates seeking appointment or election to a public office related to the legal profession, the legal system, or a legal-related field will be considered for endorsement by APABA. Candidates must initiate the endorsement process by submitting a written request to APABA, together with all documents/applications submitted or to be submitted to the Governor (including but not limited to a copy of his or her Personal Data Questionnaire). It is preferred that candidates mail their 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 might not be considered by APABA, due to time constraints. The request should be in the form of a written request to APABA.

C. Evaluation Process for Endorsement

Upon receipt of a request for endorsement and supporting documentation, the Public Appointments Committee (hereinafter “Committee”) shall investigate and evaluate the qualifications of the candidate. The Committee shall be comprised of not less than two members, of which at least one must be a licensed attorney.

The factors to be taken into consideration include, but are not limited to, the following:

1. Membership in the State Bar of California in good standing, if required for the position sought;
2. Professional experience;
3. Professional and personal reputation;
4. Integrity and character;
5. Prior experience directly relevant to the public office sought;
6. Civic and community activities; and
7. Commitment to diversity, including but not limited to interests and concerns of the Asian Pacific American community

The Committee shall confer with 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 designed 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 questionnaires, telephonic communications, in-person communications, and personal interviews. The best 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 select one of its members to act as point person on each request for endorsement. 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 phone or in person by at least a member of the Committee. The Committee may also contact references provided in the candidate's supporting documentation 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 APABA Board.

Committee members will vote by majority rule of all Committee members voting as to whether the Committee will recommend endorsement to the APABA Board. If the Committee vote is an equal split, the Committee shall provide such information relating to the split vote to the APABA Board who will then decide on endorsement.

D. The Recommendation of the Public Appointments Committee

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

2. Upon approval by the APABA Board, the Committee chair will draft a letter of support for the candidate. A copy of the letter of endorsement will be mailed to the candidate's address on file.

3. If the APABA Board declines endorsement of a candidate, the Committee chair will advise the candidate of that fact.

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 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 point person of the Committee to inform the Committee of any important changes in their application or to discuss any questions the candidate may have regarding his/her request for APABA endorsement. APABA would also appreciate notice from the candidate as to ultimate outcome of whether such appointment or election sought is obtained.

E. Confidentiality

In order to maintain the integrity and confidentiality of the process, to respect the privacy interests of the candidate and those who have provided information regarding candidates, and to encourage open communications from sources, all investigations and proceedings of the Committee, and its investigative members, shall be treated as confidential and may only be disclosed or discussed with other members of the Committee and the APABA Board. All inquiries concerning the Committee's proceedings shall be referred to the Chairperson(s) and/or his/her point persons assigned.

F. Conflict of Interest

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