**Instructions Regarding Proposals to Nominate Candidates for Election as Fellows of the American College of Commercial Finance Lawyers, Nominee Profile Form, and Qualification Requirements and Procedures for Membership**

The American College of Commercial Finance Lawyers, Inc. (the “College”) seeks eligible attorneys who exemplify the highest professional and leadership standards for admission to the College. The Fellows Nominating Committee and the Board of Regents of the College request your assistance in gathering background information about the person you have proposed or seconded. The Fellows Nominating Committee and the Board of Regents depend upon the proposing and seconding parties to supply accurate, current and sufficient information to assure that the College’s high standards are met.

Appended to these instructions is a copy of the “Qualification Requirements and Procedures for Membership” of the College, which has been adopted pursuant to Section 3.2 of the Amended Bylaws of the College.

Please note: Failure to supply required information may result in the Fellows Nominating Committee being unable to act upon your proposed nomination, and as a result your proposed nomination may be deferred or denied.

Therefore, please submit to **Kimberly Winick** *Chair of the Fellows Nominating Committee for 2017-2018*, the following in support of each nomination:

1. The information requested on the attached Nominee Profile Form (or a comprehensive curriculum vitae containing equivalent information).

2. Letters of recommendation from each sponsor and seconder, setting forth detailed and specific reasons for supporting the nomination.

The Nominee Profile form should be typed and filled out completely.

Submission of Nominee Profile Forms/CVs and letters of recommendation may be made by e-mail (strongly preferred), mail, courier, hand-delivery, facsimile, or any combination thereof.

**Deadline for receipt by the Fellows Nominating Committee of Nominee Profiles and related letters of recommendation: Friday, January 19. 2018**

**Where to submit that information:** Kimberly Winick

 Email: kwinick@clarktrev.com
 Phone: (213) 341-1379

NOMINEE PROFILE FORM

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| **Nominee Name:**  |  |
| **Nominee email address:** |  |
| **Nominee website profile(s):** |  |
| **Nominee contact information:**  | **[Firm/organization name, address, phone/fax]** |

EDUCATION:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TYPE** | **INSTITUTION & LOCATION** | **DATE OF DEGREE** | **DEGREE AWARDED** | **HONORS** |
| **COLLEGE** |  |  |  |  |
| **LAW SCHOOL** |  |  |  |  |
| **GRADUATE SCHOOL** |  |  |  |  |
| **POST-GRADUATE** |  |  |  |  |

PROFESSIONAL EMPLOYMENT:

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| --- | --- | --- |
| **FIRM/ORGANIZATION** | **TITLE ORPOSITION** | **DATES OFEMPLOYMENT** |
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PROFESSIONAL LICENSES:

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| **STATE BAR/PROFESSIONALLICENSE** | **DATE OF ADMISSIONOR LICENSE** | **SPECIALTYCERTIFIED(if any)** | **DISCIPLINARYACTIONS(if any)** |
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PROFESSIONAL ACTIVITIES:

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| **PROFESSIONALASSOCIATION** | **ACTIVITY/COMMITTEE** | **POSITIONSHELD** | **DATES** |
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PUBLICATIONS:

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| **TITLE** | **SUBJECT** | **DATE** | **PUBLICATION** |
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SPEECHES, PROGRAMS, EDUCATIONAL PANELS:

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| **TITLE** | **SUBJECT** | **LOCATION** | **SPONSORING ORGANIZATION** | **DATE** |
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QUALIFICATION REQUIREMENTS AND PROCEDURES FOR MEMBERSHIP

Qualification Requirements

1. General Requirements. Membership in the College shall be limited to those practicing lawyers, jurists and academics licensed to practice law in the United States, Canada or Mexico and in good standing, as applicable, in the records of their governing bodies and in the highest courts of their jurisdictions of Bar membership:

* whose principal practice is in the field of commercial finance law or who are serving in the judiciary or in an academic position at a law school accredited or otherwise recognized by either (i) the American Bar Association or (ii) a like national organization or lawyers governing body in their jurisdiction;
* who have achieved preeminence in the field of commercial finance law; and
* who have made repeated and substantial contributions to the promotion of learning and scholarship in commercial finance law through (i) teaching, (ii) lecturing, (iii) published writings or (iv) continuing legal education through or sponsored by national, state or local bar organizations or continuing legal education organizations.

*Commercial finance* includes (i) the extension of loans or other credit for a business purpose, typically secured by a security interest in personal property, (ii) the incurrence of other financing or acquisition of payment obligations arising from the leasing of goods or the licensing of intellectual personal property and (iii) the purchase of rights to payment obligations arising out of a seller’s business. The term does not include the extension of credit or the incurrence of other financing for personal, family or household purposes.

2. Years of Practice. All nominees for membership must have been engaged in the practice or teaching of law or as a member of the judiciary, or any combination thereof, for at least fifteen (15) years prior to being considered for membership.

3. Commercial Finance Experience. In addition, all nominees for membership must have substantial experience in commercial finance law for a period of at least ten (10) of the nominee’s fifteen (15) or more years of practice.

4. Organizational Representation. The fact that the College has one or more Fellows from an organization shall not preclude the election of one or more additional persons from the same organization, and candidates for membership shall be considered without regard to the number of existing Fellows from the candidate’s organization.

5. Character Requirements. High ethical and moral standards and excellent character are indispensable attributes of any individual who is admitted to membership as a Fellow in the American College of Commercial Finance Lawyers, Inc. No individual shall be admitted to fellowship who lacks these qualities.

6. No Discrimination. No person otherwise qualified shall be excluded from consideration for fellowship or denied fellowship in the American College of Commercial Finance Lawyers, Inc. because of that individual’s color, disability, ethnic origin, race, sex, religion, sexual orientation, ancestry or national origin.

Procedures for Membership

1. Nomination by the Fellows Nominating Committee. The Fellows Nominating Committee, as appointed by the President as provided in the bylaws of the College, may nominate a candidate for election to the College by the Board of Regents by acting upon a written proposal from a Fellow. All nominations of the Nominating Committee shall be made by means of a written report to the President setting forth the name, affiliation and qualification of each person nominated.

2. Proposals for Nomination. Any Fellow may propose the nomination of an eligible lawyer who is not a partner, business associate or relative of the proposer. All proposals for nomination should be supported by a second in writing by at least one other Fellow, together with detailed letters of qualification from the proposer and seconder on behalf of the lawyer proposed. Letters of qualification from other Fellows are encouraged. The proposal, together with copies of all supporting letters of qualification, shall be filed with the Chair of the Fellows Nominating Committee or with the President of the College, who will promptly forward the proposal to the Chair of the Fellows Nominating Committee.

3. Conflicts of Interest. No member of the Fellows Nominating Committee shall participate in the Fellows Nominating Committee’s consideration for proposal of a lawyer who is a partner, business associate or relative of that Fellows Nominating Committee member, or whose nomination was proposed or seconded by such committee member.

4. Confidentiality. All discussions, proceedings, letters and reports incident to proposals and nominations to the College shall be held in strictest confidence by the Fellows Nominating Committee and the Board of Regents, but a person who has been proposed or nominated for membership may be informed that he or she is under consideration for membership.