



LegalWriting
institute

Call for Candidate Nominations Legal Writing Institute Board of Directors 2024-2028

The Legal Writing Institute (LWI) is beginning its 2024 election process to fill **seven** positions on LWI's Board of Directors. This notice requests nominations and explains the nomination and balloting procedures. Nominations will be accepted through **11:59 p.m. ET on February 1, 2024**. Nominations will be disseminated by **February 15, 2024**. A special membership meeting for the election of directors will be held electronically **between March 15, 2024, through 11:59 p.m. ET on April 1, 2024**. The ballot and instructions for electronic voting will be sent by March 15, 2024. If you are a member of LWI by or before January 15, 2024, then you are eligible to run and/or to vote.

We encourage any eligible member of LWI to consider running for a position on the Board. We are especially interested in hardworking, creative, dedicated, dependable, and collaborative community members who will offer diverse perspectives. Successful candidates will begin serving a four-year term of office at the Board meeting scheduled to take place in July 2024 at the 2024 Biennial Conference in Indianapolis.

Feb. 1	∞	deadline for nominations
By Feb. 15	∞	nominations disseminated
By Mar. 15	∞	ballots disseminated
Apr. 1	∞	voting concludes
By Apr. 17	∞	election results announced
July 17	∞	LWI Board meeting

The current directors whose terms expire in 2024 are as follows:

1. Immediate Past President, Kim Holst
2. Kristen Murray
3. Iselin Gambert
4. Wendy-Adele Humphrey
5. Lucy Jewel
6. Wayne Scheiss
7. Joe Fore

Those elected will join the following directors in July 2024:

1. President, Abigail Perdue
2. Immediate Past President, Susie Salmon
3. Carolyn Williams
4. Heather Baxter
5. Amy Soled
6. Anne Ralph
7. Adam Eckart
8. Brad Desnoyer

**Under the LWI bylaws, the current President-Elect, Abigail Perdue, will begin to serve a two-year term as President beginning at the Board meeting at the 2024 Biennial Conference. The current President, Susie Salmon, will begin a two-year term as Immediate Past President at that time. In 2018, the LWI board eliminated the host school model and its related director position, so one of the open positions will fill that vacancy. The remaining officers (President-Elect, Treasurer, Secretary, and Communications & Public Relations Officer) will be elected to two-year terms by the incoming Board of Directors at the 2024 Board of Directors' meeting.*

Here are details about the election procedures:

1. Eligibility. A person is not eligible to run for the Board if the person has served two consecutive terms on the Board. Except for persons who are not eligible because of this term limits rule, any person who is a member of LWI as of January 15, 2024, may run in this election. If you have questions about your membership status, please contact Kim Holst at kimberly.holst@asu.edu.

2. Attendance at board meetings, conference calls, retreats, and conferences. The Board typically has one or two in-person meetings/retreats each year in addition to having regular monthly video conference calls. If you plan to run or to nominate someone else as a candidate, please note that LWI expects members of the Board of Directors to serve on Board committees as needed and to attend Board meetings and retreats, in person and/or by video conference call. Board members are also expected to attend the biennial LWI conferences and to commit themselves to work actively on LWI's behalf throughout their time in office.

While much of the Board's work is conducted through e-mail and monthly conference calls, the Board also occasionally schedules retreats or other in-person meetings, usually in conjunction with other conferences. For example, persons elected in this cycle will be expected to attend the Board meeting during the 2024 and 2026 Biennial Conferences, and they may be expected to attend a Board meeting or retreat in conjunction with another selected conference (e.g., AALS, ALWD, regional legal writing conference, One-Day

Workshop, etc.), either in person or virtually.

3. Nominating procedures. If you are a member of LWI as of **January 15, 2024**, you may nominate yourself or any other LWI member as a candidate for election. We encourage self-nomination. You may also nominate more than one candidate, but no more than five, including yourself.

To make a nomination, please fill out this Google form, which can be found at the following address:

https://docs.google.com/forms/d/e/1FAIpQLSdUnUsYH9s1dwgvKMLXiJMqrLxJLzdu8Cs0zXw4wWjBv2sfaw/viewform?usp=sf_link

You may click on this link directly or cut and paste it into your browser. You do not need a Google account to submit this Google form. If you have trouble accessing the form, please email Abigail Perdue at perduea@wfu.edu by or before the deadline for nominations expires on February 1, 2024. Nominations will not be considered unless timely submitted via this form.

3.1 Required Contents of each Nomination. The Elections Committee will accept nominations only via the Google form referenced above. If you nominate more than one candidate, please submit a **separate** nomination for each candidate. Each nomination must contain the following information about the candidate:

- 3.1.1. name (as the candidate wants it to appear on the ballot);
- 3.1.2. professional title;
- 3.1.3. institutional affiliation;
- 3.1.4. business address;
- 3.1.5. business phone number; and
- 3.1.6. e-mail address.

3.2 Optional Contents of a Nomination. Nominations may also include the following information about a candidate:

3.2.1. **Optional Personal statement:** Preferably written by the nominee, **not to exceed 200 words**. (*The Elections Committee will **not** edit longer statements but will simply include them up to the limit of 200 words.*) The personal statement may refer to the nominee's webpage or similar sites providing additional information about the nominee.

3.2.2. **Optional Photo:** You may email a photo of the nominee to Abigail Perdue at perduea@wfu.edu **by or before the deadline for nominations on February 1, 2024**. That photo will be included when the nominations are disseminated, but it

will not be included on the ballot. If a photo is received after February 1 or if it is in an improper format, it will not be included in the list of nominations. The photo must not be copyright protected, and LWI must have permission to post it on our website and to disseminate it on the listserv.

3.3. Additional requirement when nominating someone other than yourself. If you nominate a person other than yourself, you **must** indicate in the nomination that you have obtained that person's permission for the nomination.

4. Deadline for nominations. Only Google form nominations submitted by or before **11:59 p.m. ET on February 1, 2024**, will be accepted. LWI will reject any nominations sent after that time. The timeliness of nominations will be determined by the timestamp on the Google form.

5. Election ballot format. The election ballot will list each candidate's name, professional title, and institutional affiliation. The list of nominees disseminated by February 15, 2024, will include each candidate's name, title, institution, e-mail address, and (when timely provided to the Committee) each nominee's personal statement and photo. It will also identify any incumbents seeking re-election.

6. Balloting procedures. If you are a member of LWI as of **January 15, 2024**, you may vote in this election. If you have questions about your eligibility to vote, please contact Kim Holst.

7. Results no later than April 17, 2024. LWI will announce election results on or before **April 17, 2024**, by posting the results.

8. Term Limits. The LWI bylaws (as amended January 22, 2016) provide that "A director who has served on the Board for two (2) consecutive terms is not eligible for reelection to the Board until two years after the expiration of his or her second term. A director currently serving a third consecutive term is not required to resign as a director but will be ineligible for reelection as a director until two years after the expiration of his or her third term. The expiration of the terms for each director must be staggered so that approximately one-third (1/3) of those directors will be elected at a meeting called to elect directors."

9. Questions and comments. If you have questions or comments about nomination or balloting procedures, please e-mail these members of the LWI Election Committee, Kim Holst, at kimberly.holst@asu.edu, Susie Salmon, at salmon@arizona.edu, and/or Abigail Perdue, at perduea@wfu.edu. *(If questions arise during late December through the end of January 2024, please direct them to Susie or Kim as Abby will be out on parental leave.)* The LWI Board held an online informational "Meet the Board" event in November 2023 to answer questions from individuals interested in joining the Board. You are also welcome to

contact any LWI Board member with questions about service on the Board.