State Bar of California
Board of Trustees Election

Instructions for Filing 2016 Nominating Petition and Submission of Related Documents

1. Members Eligible to Run for a Vacant Seat on the Board

Any active member of the State Bar who maintains his or her principal office for the practice of law within the State Bar district in which there is a vacancy is eligible to run for a seat on the board.

2. Term of Office

Members are elected for three-year terms and assume their offices at the conclusion of the Annual Meeting following the election.

3. Filing a Nominating Petition

a. Only the official petition form, as prepared by the Secretary of the State Bar, will be accepted.

b. Petitions must be filed by December 1, 2015.

c. How to file:

   i. Petitions may be filed by e-mail (pdf only) or U.S. mail (or other delivery service) no later than 5:00 p.m. on December 1, 2015.

   ii. Candidates who file a nominating petition via e-mail must keep the original nominating petition for four years following commencement of the term of office for which the petition is filed. Upon request by the State Bar, candidates must promptly forward the original nominating petition to the San Francisco office of the State Bar.

d. Filed petitions must include:

   i. Candidate's printed name, city, county and district for which he or she is running, and an original signature in the space provided on each page filed.

   ii. Candidate's original signature and original signatures of members signing the petition.

   iii. In the space provided, page number and total number of petition pages.

e. Who may sign petitions:

   i. Any active member of the State Bar, in good standing on the date the eligibility list closes, whose principal place of business is located within a county that is included within the State Bar district in which there is an election may sign a nominating petition for a candidate running for a seat in their district. Each member signing the petition must include his or her state bar number, printed name and address.

   ii. Number of signatures required: Twenty (20) signatures of active members of the State Bar, who are eligible to vote in the district.

4. Optional: Candidate Statements and Photograph

a. Optional statements which can be submitted either via e-mail or on disk along with a hard copy:

   i. A 250-word max statement to be included with the mailed ballots and/or

   ii. An expanded 500-word max statement for posting on the State Bar's Election web page.

b. Changes to statements **will not** be accepted after 5:00 p.m. on December 1, 2015. The State Bar is not allowed to make any changes or corrections to the content of any candidate statements. However, statements may be reformatted (fonts and margins) to accommodate for spacing.

c. An optional head and shoulders photograph for posting on the State Bar's Election web page can be submitted in .jpg or .tiff format either via e-mail or on disk along with a hard copy.

5. Purchase of Membership Lists

To purchase State Bar district membership lists you must submit:

a. Hold Harmless Agreement;

b. Agreement for Use of State Bar Membership, Eligibility and Non-voter Lists; and

c. Any required payment (see payment guidelines) must be received by the State Bar prior to the release of any membership, eligibility or non-voter list.

If you have any questions, please contact Michelle Pierce at michelle.pierce@calbar.ca.gov or (415) 538-2053.