

2015-2016 New Member Nomination Guide

New Member Nominations

Following is the 2015-2016 nomination guide for new membership to the James E. Doyle American Inn of Court. The Executive Committee encourages nominations from all areas of practices and specialties of law.

Election to our Inn membership is an honor. We expect new members to attend Inn meetings and participate in discussions. We will recognize all new members at the first Inn meeting in September and expect them to attend this meeting. It is important for nominating members to attend this meeting as well and assist in initiating new members into our Inn.

The Executive Committee will review the nomination forms and extend invitations based upon the number of available openings and the mission and goals of the Inn.

Nominations may be submitted through **July 1, 2015** - the absolute deadline for receipt for nominee consideration of 2015-2016 membership. Nominations received after the deadline will not be considered.

If you have any questions, please call the Membership Chair Jeanne Armstrong at 608-836-4555 or by email, jarmstrong@erhardpayette.com.

Nomination Preparation Guide

- In order to be considered for new membership in the Inn, an individual (“Nominee”) must be nominated by a current member (“Nominator”) of the Inn who is in good standing.
- The Nominator should have a good understanding of the Nominee’s work and reputation in the legal community.
- All sections of the nomination form must be completed. Do not send full CVs in place of, or in addition to, the information requested.
- The quality of work, reputation, and contributions to the community are important factors and should be identified for the Executive Committee to consider.
- The Nominee must complete the first and second pages of the nomination form. After completing the form, the Nominee then clicks the red button on the second page which prompts the Nominee to email the Form to the Inn’s Administrator. *The Nominee must also add the current member’s email address before sending.*
- The Nominator must then complete the third page of the Form, and click the red button to email the entire completed form to the Membership Chair.

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- The Executive Committee may contact Nominators for additional information during review of the nomination forms.

Hard Copy Submission of Nominations

- Hard copies of the completed application may also be sent to the Membership Chair, Jeanne Armstrong, at:

Jeanne Armstrong
c/o Erhard & Payette, LLC
7617 Mineral Point Road, Suite 200
Madison, WI 53717
P: 608-836-4555
F: 608-237-6323
Email: jarmstrong@erhardpayette.com

- Hard copies are not necessary if the form has been submitted via email.
- Incomplete nomination forms will not be considered.

Important Dates

- All nomination materials are due on or before **JULY 1, 2015**.
- Nominators and Nominees will be contacted regarding nomination decisions in August, 2015.
- The Kick-Off Meeting will be held in September, 2015 at the Concourse Hotel.