ABA Presidential Committee Nomination Process Instructions

The following document provides instructions for ABA members and customers to participate in the ABA Presidential Committee Nomination Process. All participants must have an ABA online account prior to getting started. Please follow the instructions below to self-nominate or nominate someone else for an open position within one of our Presidential committees.

1. To begin, Go to [http://www.ambar.org/appointments](http://www.ambar.org/appointments).
2. If you are already an ABA Member please sign in with your email address and password. If you are a first-time participant and not an ABA member, you must contact the ABA Service Center to have a customer account created for you. Please contact the ABA Service Center at 800-285-2221.
3. Once signed in, you will be prompted to choose whether you are nominating yourself or someone else.

**Committee Nomination**

In order to submit a committee nomination, you must first choose who you plan to nominate.

Choose one of the following to begin a committee nomination

- Nominate myself
- Nominate someone else

**Self-Nominations**

If you have selected this option, you will be nominating yourself for open Presidential Committee positions. Follow the instructions below to continue with self-nominations.

1. In Step 1, you will need to select the Entity, Committee, Position and enter a Nomination Statement.
From the Entity List, select the appropriate entity for your desired committee (ABA Board of Governors Committees, Special Committees and Commissions, Standing Committees or Section of Civil Rights and Social Justice Committee). To determine the entity under which your committee falls, see the List of Committees on the Presidential Appointments Website.

NOTE: There is a character limit of 1900 characters. Please be sure to keep this field under this character count. Exceeding this character limit could impact your submission process.

2. If you are ok with your entry, click the “Next” button.
3. Step 2 will allow you to upload any supporting documents to your nomination. Please do not upload any documents. The Appointments Committee will only review information you provide in the Statement of Interest.
4. Click “Next”.
5. Step 3 will summarize all the information you entered within the self-nomination process. This is your last chance to make any corrections prior to submission. Click the Submit button to complete your submission.
6. You will be brought to a “Success” page indicating your submission was successful. Shortly after your submission, you should also receive a confirmation email message.

   ![Success! You've Submitted Your Nomination](image)

   Success! You've Submitted Your Nomination

   Thank you for submitting your nomination. You can review your nomination in Membership & Participation or update your profile in Personal Information Settings. A confirmation of your nomination has been sent to your email address.

   ![Review Nominations](image)

   REVIEW NOMINATIONS

   REVIEW PROFILE INFORMATION

7. To submit another nomination, click the “Review Nominations” button. From the Membership & Participation screen, scroll to the bottom of the page to review your nominations. Click the Add a New Committee Nomination link to submit a new nomination. It is important that you fully complete demographic information about yourself. Click “Review Profile Information” to review your member profile and ensure your demographic information is complete.

   ![Add a New Committee Nomination](image)

   + ADD A NEW COMMITTEE NOMINATION

Nominating Someone Else

If you would like to nominate someone else for an open position, follow the instructions below. Be sure to select the “Nominate someone else” option to get started.
1. Step 1 will require you to locate the person you are nominating.

**NOTE:** The person must be in the ABA system prior to locating their record. If they are not an ABA member or an existing ABA customer, they must first create an online account. They can do so by contacting the ABA Service Center at 800-285-2221.

2. Once the online account is created, you may search on Name, Email or ABA ID of the person you would like to nominate. If the search is successful, the list of available nominees will appear. Be sure to select the correct person and click the “Next” button.

**NOTE:** Please keep in mind if you unable to locate a nominee by email, this could be because we have an alternate email address for your nominee.

3. Step 2, you will need to select the Entity, Committee, Position and enter a Nomination Statement for the person you are nominating.
From the Entity List, select the appropriate entity for your desired committee (ABA Board of Governors Committees, Special Committees and Commissions, Standing Committees or Section of Civil Rights and Social Justice Committee). To determine the entity under which your committee falls, see the List of Committees on the Presidential Appointments Website.

NOTE: There is a character limit of 3000 characters. Please be sure to keep this field under this character count. Exceeding this character limit could impact your submission process.

4. If you are ok with your entry, click the “Next” button.
5. Step 3 will summarize all the information you entered within the nomination process. This is your last chance to make any corrections prior to submission. Click the “Edit” button to make changes to your nomination. If you are ok with your entry, click the “Submit” button.
6. You will be brought to a “Success” page indicating your submission was successful. Shortly after your submission, you should also receive a confirmation email message. Please forward this email to the nominee for his/her records.

7. To submit another nomination, click the Review Nominations button. From the Membership & Participation screen, scroll to the bottom of the page to review your nominations. Click the Add a New Committee Nomination link to submit a new nomination.

+ ADD A NEW COMMITTEE NOMINATION