

MuBANY Endorsement Policy and Procedures for Judicial or Senior Political Positions

Introduction

The Muslim Bar Association of New York ("MuBANY") has adopted the following policies and procedures relating to the endorsement by MuBANY of individuals seeking judicial appointment or election or senior political appointment in local, state, and federal government. Because of its status as a tax exempt organization under §501(c)(6) of the Internal Revenue Code, MuBANY does not endorse candidates in partisan elections for political office.

This document sets forth the circumstances under which MuBANY may make an endorsement, the criteria which MuBANY will consider in making endorsement decisions and the procedures for processing such requests. This policy may be modified at any time by the MuBANY Board of Directors (the "Board"). Any questions concerning MuBANY's endorsement policies and procedures may be directed to the Secretary of MuBANY at info@mubany.org or to the President of MuBANY at president@mubany.org.

Goals of This Policy

Through this policy, MuBANY seeks to promote the candidacy of the best qualified individuals to the bench and to senior political appointments in local, state and federal government. MuBANY also strives to increase diversity in governmental bodies.

MuBANY believes that a fundamental component of any qualified candidacy is a demonstrated commitment to diversity and to equal treatment of all individuals regardless of race, ethnicity, nationality, gender and gender identity, sexual orientation, economic status, religion, political beliefs or any other legally protected characteristic under federal, state or local law. MuBANY will also take into consideration a candidate's grasp of the issues and barriers facing the Muslim American community or segments of that community.

Positions Considered for Endorsement

This policy generally applies to candidates seeking:

- appointment or election to New York State courts;
- appointment to federal judicial vacancies; and
- political appointment to senior local or national positions.

MuBANY may, on a case-by-case basis, choose to endorse more than one candidate for a position, or not make an endorsement at all. MuBANY may also consider and issue an endorsement in a category not listed above.

Initiating the Endorsement Process

To initiate consideration by MuBANY of a request for endorsement, the candidate should contact the President of MuBANY (the “President”) at president@mubany.org or the Vice President of MuBANY (the “Vice President”) at vicepresident@mubany.org. Formal consideration of a request for endorsement shall not begin until all of the materials listed in Appendix A of this policy have been submitted to the satisfaction of the Board.

A candidate should email the materials listed in Appendix A to the President at president@mubany.org and the Vice President at vicepresident@mubany.org.

All materials must be submitted as one combined document/pdf. Please refer to the timing recommendations contained elsewhere in this policy.

On occasion, MuBANY may invite a candidate to submit a request for endorsement. Until action by the Board, a candidate may request withdrawal of their request for endorsement by contacting the President or Vice President in writing at president@mubany.org and vicepresident@mubany.org, respectively.

Overview of Endorsement Process

Endorsements require the majority approval of the MuBANY Board.

The President and Vice President will conduct an initial review of the candidate’s submitted materials for completeness. The President or Vice President will contact the candidate to request any missing or incomplete materials.

The President and Vice President will provide the completed application along with their joint recommendation for the Board’s consideration at the next scheduled meeting of the Board.

Evaluation of a candidate's submitted materials generally shall focus on the criteria listed in Appendix B of this policy, to the extent that such criteria are applicable to the position sought. In addition, the Board may consider other factors that they deem relevant to their evaluation of a candidate, including but not limited to items found on the Internet; members of the federal and state judiciary; counsel who have interacted with, litigated against/with, or appeared before the candidate; and any personal contacts of the Board. As part of its review, the Board may also consider inviting the candidate for an interview.

After completing its review, the Board will vote to endorse the candidate. For candidates whom the Board has voted to endorse, a notification will be sent to the appropriate candidate generally within five (5) business days of the Board’s decision. A decision to withhold endorsement of a candidate will not be made public without the permission of the candidate.

All submission files shall be deemed property of MuBANY. The information assembled and all deliberations and discussions will not be disclosed except to the Board, unless such disclosure is warranted by the preparation of an endorsement letter.

MuBANY may deviate from the aforementioned process in the interest of time or if the Board deems it necessary or appropriate under the circumstances.

Timing of Endorsement Process

MuBANY believes that a comprehensive evaluation of each candidate is essential to making a well-reasoned decision regarding endorsement and to proper preparation of a persuasive letter of endorsement. Consequently, a candidate should submit their formal endorsement request and all required materials as soon as possible, generally at least thirty days before the desired endorsement date.

Confidentiality

A candidate's written submission file shall be kept confidential by the Board. A candidate may redact sensitive personal information not pertinent to the position sought, such as their social security number, or personal financial and medical information. Furthermore, as noted above, a decision to withhold endorsement of a candidate shall not be made public.

Recusal and Conflicts of Interest

Any member of the Board who believes that they may have a perceived or actual conflict of interest regarding a candidate shall disclose the conflict to the Board at the earliest possible opportunity and voluntarily recuse themselves from any part of the process. If the individual board member does not believe a recusal is warranted, the remaining members of the Board shall evaluate the nature of conflict and decide by a simple majority whether the disclosing member must recuse themselves from voting on the candidate, a determination which shall be binding on such member. Notwithstanding the foregoing, any recused member may share their views concerning the candidate with the Board.

APPENDIX A

Materials to be Submitted by Candidate

Please refer to the timing recommendations contained elsewhere in this policy.

- Current resume or curriculum vitae;
- If the candidate is a sitting judge, the candidate should provide information on the last three judicial proceedings, such as trials, oral arguments or hearings, conducted by the candidate, specifically, the title and caption of the case;
- Name, title, address, organization, phone and email address of three references;
- Deadline for submission of the requested letter of endorsement;
- Completed Endorsement Questionnaire (attached as Appendix C);
- Dates of MuBANY membership or identify the MuBANY programs supported (membership or MuBANY support are not required for endorsement);
- Articles by or about the candidate (optional); and
- Letters in support of the endorsement (optional).

MuBANY may consult other publicly available sources for information, including the internet, electronic databases, news services and persons with personal knowledge about the candidate.

APPENDIX B

Endorsement Criteria

Generally, the Board will consider the candidate's qualifications for the position being sought, their demonstrated commitment to diversity, and their ties to the Muslim American community at large. The Board may consider the following criteria or any other criteria the Board deems useful in making an endorsement decision.

Qualifications for the Position Sought

- Satisfaction of requirements for the position sought, as determined by statute or by the appointment authorities
- Professional knowledge and experience pertinent to the position sought
- Professional reputation
- Professional awards or honors
- Prior relevant experience in leadership, management or administrative positions
- Communication and interpersonal skills
- Intellect and scholarship
- Judgment
- Demeanor

Demonstrated Commitment to Diversity

- Involvement in or with activities or issues relevant to minority organizations or communities, or other historically disadvantaged groups
- Involvement in or with issues relevant to the Muslim American community or segments of that community
- Evidence of a commitment to promoting diversity and equal treatment and opportunity in business, government and/or bar association leadership
- Evidence of a willingness to serve as a role model for members of the Muslim American community and/or other minority groups

Ties to the Community

- Involvement in civic and community activities (including volunteer involvement in government committees and commissions, community or neighborhood organizations, religious or educational institutions or organizations and pro bono activities)

Note to candidates: Membership in MuBANY is not required for endorsement by the organization.

APPENDIX C

MuBANY Endorsement Questionnaire

Candidate Information:

Full Legal Name: _____

Current Position: _____

Current Organization: _____

Business Address: _____

Phone: _____

Email: _____

Position Sought: _____

Please respond to the following questions concisely, but completely. In response to a question, you may refer to your response to a prior question. You may attach additional sheets, if necessary, but you must submit only one combined document. Any attachments should NOT be submitted separately.

1. Please describe in your own words (a) the role and responsibilities of the position sought and (b) why you believe you are a qualified candidate for the position.
2. To the extent not evident in your resume or other application materials, please describe and provide examples of your involvement in Muslim American organizations or communities or provide other information demonstrating your commitment to the rights of Muslim Americans, under-represented, or historically disadvantaged groups.
3. To the extent not evident in your resume or other application materials, please describe and provide examples of your involvement in civic and community activities (including but not limited to involvement in community or neighborhood organizations, religious or educational institutions or organizations, and pro bono activities), and provide examples demonstrating the level of involvement.
4. To the extent not evident in your resume or other application materials, please describe and provide examples of your involvement with MuBANY and your commitment to [MuBANY's goals and mission statement](#).
5. Please provide any other information that is not contained in your resume or other materials that may help us decide your request for endorsement.