



ILLINOIS STATE
BAR ASSOCIATION

How to Prepare and Submit Biographical Information

By Policy, candidates for the Board of Governors and Third Vice President must submit the following to ISBA:

1. a biographical paragraph for use in ISBA print or electronic publications
2. a biographical paragraph to be included in the ballot distribution
3. a photograph for use in ISBA print, electronic publications, and ballot mailing/ballot e-blasts. Photos must be of high resolution (200dpi+) and in jpeg format.
4. webpage information and features as described in Policy Para. 5.3.

By Policy, candidates for the Assembly must submit a biographical paragraph to be included in the ballot distribution that does not exceed 100 words.

Biographical information (bio) requirements for Third Vice President and Board of Governors - ISBA print and ballot distribution

For Board of Governors and Third Vice President, candidate bios may not exceed 300 words.

You have the option to 1) submit a different bio for use in ISBA print or electronic publications and ballot distribution or 2) submit one bio to be used for both.

Issue Statement

You may include an “Issue Statement” with your bio to be used in ISBA print or electronic publications but may not include it in your ballot bio. If you choose to submit one bio for both and include an “Issue Statement” in your bio submission, ISBA staff will edit that portion out of your ballot bio to conform to the rules. If you are including an issue statement in your bio, you must include those words (“Issue Statement”), also to be included in your final word count.

List of Supporters

Per the *ISBA Policy and Procedure on Association Elections*, you are not allowed to include a list of supporters in either of your bios.

Proper Form for All

You are required to include your name and city in your biography, which will be included in your final word count. Bio(s) must be provided as a single paragraph. Do not submit your unedited curriculum vitae or resume; any submissions received in this format will be sent back to you for revision. Also, do not use bullet points or all capital letters in your bio(s).

Generally, bios contain the following information in paragraph form:

Name, City, “Incumbent” (*if applicable*)
Employer, Education, Degrees, Honors
Date(s) of Admission
Areas of Practice
ISBA Activities
Other Bar Association Activities
Legal Writings and Presentations
Community Service and Activities
Personal Information.¹
“Issue Statement”.²

SUBMITTING YOUR MATERIALS

Campaign materials must be submitted electronically via the ISBA Election Form. Within the online form you will be asked to type in your biographical information and attach your picture (picture for Vice President and Board of Governors only.) The submission page will be available from Monday, January 4, 2021 to Monday, February 1, 2021.

Please note that the online form will not allow you to exceed the maximum word count for your desired position and does not have a spell-check feature. We strongly encourage you to write your bio(s) in advance of completing the form, using your own word processing application’s spell-check and word count features to make sure your bio(s) is in its final form and complies with the word count limit. You can then copy and paste it into the appropriate field in the online form.

SAMPLE BIOGRAPHIES

Sample Biography for Ballot distribution – 3rd Vice President, Board of Governors 300 words; Assembly 100 words.

Fred Jones, Springfield. Incumbent. Principal of the Law Offices of Jones and Jones, a practice with a focus in criminal law. Former practice in tort and workers’ compensation law. B.S., University of Illinois; J.D., University of Illinois College of Law. Admitted 1980. ISBA activities: Board of Governors (1996-1999, 2014-present), Secretary (1998-1999), Assembly (1982-1988). Former board liaison to Insurance Law section council. Chair, Insurance Law, Federal Taxation and Family Law section councils. Member, standing committees on Judicial Advisory Polls, Judicial Evaluations Outside Cook County, Budget and Audit and Task Force on the Impact of Law School Curriculum and Debt. ISBA speaker. Former director, Illinois Bar Foundation; co-chair, 2011 Illinois Bar Foundation Gala. Gold Fellow. Other Activities: member, Chicago Bar; DuPage County Bar; Justinian’s; and American Board of Trial Advocates. Former member, West Suburban Bar and Montgomery County Bar. Current adjunct faculty, DePaul University. Awards: Super Lawyers, Illinois Rising Star (2013-present). Volunteer, American Mock Trial Association. Native of Raymond. Current member of the Kiwanis Club of Springfield. Currently resides in Springfield with his wife, Ethel.

Word Count 173

¹ You may include personal information such as spouse and children.

² Issue statement is to be used in the *Illinois Bar Journal* bio only.

Sample biography for ISBA print/electronic publications – 3rd Vice President and Board of Governors only.

Fred Jones, Springfield. Incumbent. Principal of the Law Offices of Jones and Jones, a practice with a focus in criminal law. Former practice in tort and workers' compensation law. B.S., University of Illinois; J.D., University of Illinois College of Law. Admitted 1980. ISBA activities: Board of Governors (1996-1999, 2014-present), Secretary (1998-1999), Assembly (1982-1988). Former board liaison to Insurance Law section council. Chair, Insurance Law, Federal Taxation and Family Law section councils. Member, standing committees on Judicial Advisory Polls, Judicial Evaluations Outside Cook County, Budget and Audit and Task Force on the Impact of Law School Curriculum and Debt. ISBA speaker. Former director, Illinois Bar Foundation; co-chair, 2011 Illinois Bar Foundation Gala. Gold Fellow. Other Activities: member, Chicago Bar; DuPage County Bar; Justinian's; and American Board of Trial Advocates. Former member, West Suburban Bar and Montgomery County Bar. Current adjunct faculty, DePaul University. Awards: Super Lawyers, Illinois Rising Star (2013-present). Volunteer, American Mock Trial Association. Native of Raymond. Current member of the Kiwanis Club of Springfield. Currently resides in Springfield with his wife, Ethel. **Issue Statement:** Increase the participation of law students and young lawyers in sections and committees and in ISBA leadership.

For 3rd Vice President and Board of Governors only

Webpage

The photo you supply via the Biography and photo for the ISBA Election form will be used on your candidate webpage.

Your name

Your email

Biography

Issue Statement

List of Campaign Supporters

Link to a candidate video you would like to include