

THE BOARD OF DIRECTORS AT ITS MARCH 22, 1979 MEETING ADOPTED
THE FOLLOWING PROCEDURES FOR THE PRESIDENTIAL SEARCH

Suggested Procedures

1. Advertising and Staff Assistance: I sent each of you a copy of the ad distributed widely to publications, legal services projects, law schools, courts and others. A list of all recipients is available for your review. The ad sets a deadline for resumes of April 15th to correspond with Tom's departure and to force us to move the process as expeditiously as possible. I have asked Linda Perle, formerly Clint Bamberger's Special Assistant, to collect resumes, answer inquiries about procedures and generally provide staff assistance for the selection process. She will periodically circulate to all Board members and other interested persons alphabetical lists of all candidates with a brief description of each one. If you have questions or suggestions, please contact her at the Corporation.
2. Board Committee: I recommend the creation of a special Board Committee for the Presidential Search, consisting of the following members: Bill McCalpin (Chairman), Steve Engleberg, Bob Kutak, Dick Trudell and Josephine Worthy. (This membership assumes confirmation of our new and reappointed friends.) I will be an ex-officio member and all Board members are invited to participate fully in the Committee's work.
3. Advisory Committee: The Board Committee should work with an Advisory Committee composed of representatives from the following designated organizations: ABA, NBA, NCC, NLADA, and PAG. Advisory Committee members will receive the lists of candidates and resumes prepared for the Board. They will be invited to share their recommendations about candidates with the Board Committee and to observe and/or participate in interviews as determined by the Committee. Although I believe the Advisory Committee's assistance is essential in the selection process to insure we consider and choose from among the best possible candidates, I think the Board and its Committee should retain the right to meet and interview candidates in Executive Session.
4. Candidate Solicitation: Although our ad will reach thousands of people, I think it is critical that we also personally solicit candidates and urge others to do likewise. We need to begin that solicitation immediately. Our deadline for resumes is April 15th, although, depending on the response, it may prove necessary to extend that time. Each of us should start our calls and letters now. Linda Perle will provide whatever assistance you need.

Several of you have raised the question of hiring a consultant or "head-hunter" to assist in the soliciting and screening of candidates. After discussing the pros and cons of that suggestion with several of you, I would recommend against the employment of such a firm or person at this time. In addition to the expense involved (probably \$10,000 to \$15,000), the Board would be delegating a significant portion of one of the few explicit statutory responsibilities given it by Congress. If the Board Committee decides at some point in the process that a consultant is necessary, I think the full Board should also vote on that decision and the terms of any contract.

5. Suggested Timetable:

March-April 15:

- (a) Position announcement ad circulated
- (b) Resumes collected
- (c) Lists of applicants and nominees prepared by Linda Perle and circulated to Board and other interested persons
- (d) Board meeting on March 22-23 to discuss Board Committee search procedures, and Acting President
- (e) Board Committee meets to discuss naming of Advisory Committee and to conduct preliminary review of candidates; circulates to Board members resumes of substantial candidates.
- (f) Solicitation by Board and Committee members continues

April 16 - May 1

- (a) Board Committee continues consideration of candidates and evaluates candidate pool to determine whether additional advertising and solicitation is necessary
- (b) Resumes of substantial candidates circulated and interviews begun

May 2 - May 15

- (a) Board Committee evaluates any additional candidates, circulates resumes to other Board members and continues interviews
- (b) Board Committee narrows field of candidates to ten or less

May 16 - May 31

Board Committee holds interviews of final candidates; prepares recommendations for Board.

June 1-2

Board meets to hear Committee report, and, if possible, to decide upon a new President.