



# International Insolvency Institute

## Membership Nomination Form

The International Insolvency Institute (III) is a non-profit, limited-membership organization dedicated to advancing and promoting insolvency as a respected discipline in the international field. Its primary objectives include improving international co-operation in the insolvency area and achieving greater co-ordination among nations in multinational business reorganizations and restructurings. The III seeks to select only those professionals exemplifying the highest professional standards for admission. The Membership and Executive Committees depend upon the nominating parties to supply meaningful information to establish that these high standards are met. If sufficient meaningful information is not supplied, the nomination will be deferred or denied.

Therefore, please submit the following with the attached nomination form no later than the first day of the month for consideration of the Board of Directors.

1. The information requested on the attached Nominee Profile;
2. Meaningful letters of recommendation from two seconders<sup>1</sup>;
3. Up to five other substantive letters of recommendation from III Members. It is most helpful if supporting letters are not repetitive but rather contain additional information not included in other letters;
4. Detailed C.V. and publication list, if appropriate (see instructions on page 3 for the Nominee Profile).

The number of blank boxes in the nomination form do not limit the number of activities and quality of information provided for any nominee. Feel free to attach additional accomplishments to this form.

Nominations should be sent to Shari A. Bedker at [sbedker@iiiglobal.org](mailto:sbedker@iiiglobal.org). She will then forward them to the Membership Committee for review.

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<sup>1</sup> If the nominator believes that the candidate meets all qualifications but is unable to procure two seconders, the nominator shall attach an explanation why this requirement should be waived and the matter will then be considered by the Membership and Executive Committees.

## Procedures of Membership Committee

(a) The Membership Committee will solicit current members of the Institute for recommendations of qualified new members in each region, and identify sponsors and seconders for candidates in accordance with the procedure set forth below. At the time of each solicitation, the criteria for membership will be supplied to the Members. Nominations from the membership will also be run by the Regional Committees.

(b) The procedure for putting forward a candidate for membership will be as follows:

(i) Before consideration of a candidate for membership in the Institute, the candidate must be sponsored by one current member of the Institute and seconded by two current members of the Institute, none of whom may be affiliated with the firm or organization employing the candidate.

(ii) The sponsoring member will be required to submit to the Membership Committee a letter of sponsorship together with a written nomination (in the form provided by the Institute) including specific information that demonstrates the qualifications of the candidate to be a member of the Institute based on the criteria for membership, as set forth below.

(iii) The members seconding the candidate will be required to submit to the Membership Committee a letter describing the experience of the seconding members with the candidate and including the reasons the seconding members support election of the candidate to membership in Institute.

(iv) In extraordinary circumstances, the Membership Committee, in its discretion, may nominate candidates that have not been fully sponsored or seconded in countries where, in the Membership Committee's view, it is unlikely there will be sufficient familiarity with candidates among the current members of the Institute for the normal nomination procedures to be followed. Members are encouraged to bring the names of such candidates to the attention of the Membership Committee; any such candidates must otherwise meet the Institute's criteria for membership.

(c) Once the above documents have been submitted in satisfactory form, the Membership Committee will, in consultation with the President and with the assistance of the relevant sponsor, put together an information package about the candidate for submission to the Board of Directors.

(d) The information package about the candidate should include (i) the completed nomination form and sponsor letter, (ii) the seconding letters, (iii) Up to five additional letters of recommendation regarding the candidate from Institute members who know the candidate (who may be professionally affiliated with the candidate), and (iv) any other information about the candidate deemed pertinent by the Membership Committee (in particular, evidence as described at h below).

(e) The nomination forms and related sponsoring and seconding letters must be submitted to the Membership Committee no later than the first day of the month to allow time for the Membership Committee to review the information, put together the information packages and make its recommendations to the Executive Committee in a timely manner.

(f) The information packages will be submitted by the Membership Committee to the Executive Committee. The Executive Committee will deliver to the Board of Directors a written list of candidates it recommends for membership in the Institute prior to the meeting of the Board of Directors at which the candidates will be considered. The Executive Committee will include with the list of candidates the information packages regarding the listed candidates.

(g) Candidates will be considered for membership by the Board of Directors at meetings each month but not less than six nominations will be considered in one meeting. The Board of Directors shall endeavor to admit new Members sufficiently in advance of the Annual Members Meeting such that all new Members may be inducted at the first Annual Members Meeting to occur after their admission.

(h) Once in receipt of the Executive Committee's list of candidates and the information packages for all candidates, the Board of Directors will decide whether to elect new members from among the candidates before it. At the meeting of the Board of Directors, a member of the Executive Committee will review the candidates with the Board based on the criteria for membership (see below).

(i) It is expected that the information package will include relevant evidence that a person being proposed for membership is a senior and experienced insolvency practitioner or judge with substantial interest and experience in the insolvency area, or a senior representative of a financial institution, a senior academic, senior insolvency regulator or administrator, or a senior person with some other interest and substantial experience in the field of insolvency, and that such person satisfies the Institute's membership criteria.

(j) Criteria for membership include:

(i) Excellence in the candidate's local market;

(ii) Recognition as a leading insolvency practitioner, academic or judge in the candidate's local market and internationally;

(iii) Excellent character;

(iv) Significant contributions to the insolvency field and community (scholarship, advocacy, performance internationally);

(v) Likely willingness to actively participate and make a substantive contribution as a member of the Institute;

(vi) Depth of experience in the insolvency field (there being a strong presumption that to qualify for nomination as a proposed member a candidate must have not fewer than 15 years of experience in the field, but the presumption will be rebuttable in the case of candidates determined by the Executive Committee to be extraordinary);

(vii) The need for greater geographic diversity in the membership of the Institute from unrepresented or underrepresented regions of the world; and

(viii) Special considerations applicable to extraordinary candidates.

(k) All deadlines for submissions and decisions in these procedures shall be subject to adjustment by the Executive Committee in its sole discretion.

# **MEMBERSHIP NOMINATION**

International Insolvency Institute  
P.O. Box 249  
Stanardsville, VA 22973, USA  
Telephone +1 434 939 6003 Fax +1 434 939 6030

## **NOMINEE INFORMATION**

**Name of Candidate:**

Professional Title:

Organization:

Mailing Address:

Telephone Number:

Fax Number:

Email Address:

Birth Date:

Years in Profession:

Years with a specialization in insolvency:

## **NOMINEE PROFILE**

Please provide the following information either on this form or in a detailed C.V. of the candidate. Not every category will be appropriate to every candidate; fill out as appropriate.

**Education (Institutions & Locations; Date of Graduation; Degrees Awarded; etc.:**

**Professional Licenses:**

**Significant Professional Engagements (if applicable):**

**Professional Activities, Publications, etc.:**

**Membership**

**Publications**

**Honors, Awards, etc.:**

**Other relevant information:**

# **NOMINATOR INFORMATION**

**Name of Nominator:**

Professional Title:

Organization:

Mailing Address:

Telephone Number:

Fax Number:

Email Address:

**Name of First Sponsor:**

Telephone Number:

Email Address:

**Name of Second Sponsor:**

Telephone Number:

Email Address:

# CERTIFICATION

We state that the person nominated herein does, to the best of our knowledge, maintain the highest ethical and professional standards in the practice of his or her specialty. We further state that we are not partners, business associates or relatives of the nominee.

\_\_\_\_\_  
Nominator

\_\_\_\_\_  
Date

\_\_\_\_\_  
First Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second Sponsor

\_\_\_\_\_  
Date