



TO: MEMBERS - WASHINGTON, D.C. ESTATE PLANNING COUNCIL

FROM: MEMBERSHIP COMMITTEE

RE: NOMINATION PROCEDURES FOR NEW MEMBERS

DATE: August 1, 2020

The Membership Committee encourages our members to nominate qualified candidates for membership in the Washington, D.C. Estate Planning Council. The Council desires to attract the highest caliber of professionals who are currently engaged in estate planning on a regular basis in the greater Washington, D.C. metropolitan area. The participation in the nomination process by members is vital to the continued growth of our Council.

Enclosed are:

1. Instructions to Nominators (Part A)
2. Nominator Certification Form (Part B)
3. Instructions to Nominee (Part C)
4. Nominee Form (Part D)
5. Council's Bylaws Article II regarding Membership (Part E)

Please review carefully the procedures as set forth in the enclosed documents when nominating a nominee for membership. The **Nominators' Letters of Recommendation and the Nominee's Letter** shall set forth in detail the qualifications of the nominee and shall describe how the nominee is currently involved in estate planning on a regular basis in the greater Washington, D.C. metropolitan area.

A nominee must meet the requirements of professional discipline, credential and years of practice or otherwise be exceptionally well qualified for membership in the Council as defined in the Bylaws.

## Professional Disciplines, Credentials and Years of Practice

- A nominee must be practicing estate planning in one of the following **disciplines**: (i) law, (ii) accounting, (iii) insurance, (iv) financial planning, (v) trusts and estate management, (vi) valuations, or (vii) philanthropic planning.
- A nominee must be a credentialed professional. The nominee is a **credentialed professional** if, in any jurisdiction of the United States of America, the nominee is (a) a licensed attorney (Atty), (b) a licensed Certified Public Accountant (CPA), (c) a designated Chartered Life Underwriter® (CLU®), (d) a designated Chartered Financial Consultant® (ChFC®), (e) a CERTIFIED FINANCIAL PLANNER™ designee (CFP®), (f) a licensed Certified Public Accountant accredited as a Personal Financial Specialist (CPA/PFS), (g) a designated Chartered Financial Analyst (CFA), (h) a designated Certified Trust and Financial Advisor (CTFA), (i) a licensed Certified Public Accountant accredited in Business Valuation (CPA/ABV), (j) a designated Accredited Senior Appraiser in Business Valuation (ASA), (k) a designated Certified Valuation Analyst (CVA), (l) a designated Chartered Advisor in Philanthropy® (CAP®), or (m) an Accredited Estate Planner® (AEP®).
- A nominee must have practiced estate planning as a credentialed professional for not less than **three (3) years** as of the deadline date for filing the nomination forms. A nominee who has practiced as a credentialed professional in more than one of the professional disciplines for at least three (3) years satisfies this requirement (e.g., one year as a CLU® and two years as a CFP® designee) and, if otherwise qualified, shall be admitted under the discipline currently practiced.

Nomination forms will be accepted twice a year and the Membership Co-Chairperson must receive the completed Nomination Package, including the items listed in the Instructions to Nominators, on or before **October 1, 2020 or March 1, 2021**. The Membership Committee will review all Nomination Packages and final action to approve or reject the nominees will be taken by the Board of Directors. All nominators and nominees will be notified of the action taken by the Board of Directors by either December 1, 2020 or May 1, 2021. The nominee will be introduced to the membership at the Annual Meeting in June 2021. Please note that while membership nominations will be accepted any time during the calendar year, nominations received after either due date will not be considered for membership until the next due date.

If you have questions, or if your nominee does not meet the criteria listed above, please contact the Co-Chairperson. **Please mail complete nomination package to the Co-Chairperson:**

Vernon W. Holleman, III, CLU®  
Winged Keel Group  
1701 Pennsylvania Ave, NW  
Suite 200  
Washington, DC 20006  
202.618.5209  
vholleman@wingedkeel.com

## PART A. INSTRUCTIONS TO NOMINATORS

**DO NOT SUBMIT NOMINATION PACKAGE IF ANY PORTION OF IT IS INCOMPLETE.** It is the **Responsibility of the nominator**, not the nominee, to ensure the Nomination Package is complete before it is submitted to the Co-Chairperson. If necessary, the nominator will be contacted by the Co-Chairperson to obtain additional information to supplement the package. All Nomination Packages that remain incomplete by the filing deadline will be considered withdrawn and will not be considered by the Membership Committee. The nominator will be notified of such action.

A nominee must be nominated by two active members of the Council in accordance with the following rules.

1. Each nominator must be in a different discipline than the other nominator.
2. One nominator may, but need not be, in the same discipline as the nominee.
3. Neither nominator may be in the same company, organization or firm as the nominee.
4. For example, if an accountant (nominator 1) nominates an attorney (nominee), nominator 2 may be in the following disciplines – law, insurance, financial planning, trusts and estate management, valuations or philanthropic planning. In this example, nominator 2 may not be an accountant since nominator 1 is an accountant. Or, if an insurance professional (nominator 1) nominates an insurance professional (nominee), nominator 2 may not be an insurance professional.

A complete Nomination Package must include:

1. **Two** Letters of Recommendation

All nominators shall prepare and submit a letter of recommendation to the Membership Co-Chairperson in support of the nominee and **must, at a minimum**, include the following information:

- a. Length of time and in what context nominator has known nominee. One of the nominators must be able to state that he or she has known the nominee for at least two (2) years.
  - b. Description of nominee's engagement in estate planning and nominator's experience with the nominee (either direct or indirect).
  - c. At least one of the nominators must attest to the Membership Committee and the Council that the nominee is currently involved in estate planning. That nominator shall do so by including in their letter in support of the nominee a statement that, based on their knowledge of the nominee and the nominee's practice, the nominee, in the considered opinion of the nominator, is qualified to be a member of the Council.
2. Nominator Certification Form
  3. Nominee Form with supporting documentation
  4. Any other pertinent information you would like considered by the Membership Committee and the Board of Directors.

**Part B. NOMINATOR CERTIFICATION FORM**

This form should be completed by only one of the nominators and included in the Nomination Package submitted by the nominator on or before October 1, 2020 or March 1, 2021.

Nominee \_\_\_\_\_ Discipline \_\_\_\_\_

Current Employer \_\_\_\_\_

Nominator 1 \_\_\_\_\_ Discipline \_\_\_\_\_

Current Employer \_\_\_\_\_

Nominator 2 \_\_\_\_\_ Discipline \_\_\_\_\_

Current Employer \_\_\_\_\_

1. Has the nominee practiced estate planning for 3 years? Yes \_\_\_ No \_\_\_
2. What credentialed professional discipline is the nominee applying under?  
\_\_\_\_\_
3. Has the nominee attended 2 meetings within 2 years prior to October 1, 2020 or March 1, 2021? Yes \_\_\_ No \_\_\_
4. Are Nominee Form and letter enclosed? Yes \_\_\_ No \_\_\_
5. Are both Nominator Recommendation Letters enclosed? Yes \_\_\_ No \_\_\_
6. Has the nominator read and understood the disclaimer? Yes \_\_\_ No \_\_\_

**DISCLAIMER**

The filing of a Nomination Package does not guarantee that a nominee will be accepted for membership. It is the nominator's responsibility to ensure that their nominee has met all requirements and is qualified for membership before submitting a Nomination Package. Only nominees deemed qualified by the Board of Directors, after consideration of the recommendations of the Membership Committee, will be elected for membership in the Washington, D.C. Estate Planning Council. If you have any questions regarding your nominee's eligibility for membership, please contact the Membership Co-Chairperson.

**ACKNOWLEDGEMENT**

**I hereby certify I have carefully reviewed the applicable Bylaws, Instructions to Nominators, Disclaimer, Instructions to Nominees and the enclosed completed Nominee Form and I have determined that the nominee is fully qualified and is eligible for membership and that the Nomination Package is complete.**

\_\_\_\_\_  
Signature of Nominator 1

\_\_\_\_\_  
Date

**Part C.        INSTRUCTIONS TO NOMINEE**

The following instructions address sections of the nominee form.

1.     **NOMINEE**
  - a. Complete the personal contact information.
  - b. All personal contact information will be kept confidential.
  
2.     **PROFESSIONAL DISCIPLINES**
  - a. A nominee must be practicing estate planning in one of the seven (7) professional disciplines as set forth in Article II, Section 1 of the Bylaws
  - b. A nominee must apply under the professional discipline in which he or she is currently practicing and should indicate the discipline.
  
3.     **LICENSES/CERTIFICATIONS/DESIGNATIONS**
  - a. A nominee must be a credentialed professional as set forth in Article II, Section 1 of the Bylaws.
  - b. A nominee should indicate all licenses, certifications and designations held, the jurisdictions, if applicable, and the date awarded.
  
4.     **EMPLOYMENT HISTORY**
  - a. The nominee's employment history should, at a minimum, include the name of the business or firm, the dates employed (starting with college graduation), employment title, and description of duties. The chronological listing should begin with the nominee's current employer.
  - b. To be eligible for membership, the nominee must be currently engaged in estate planning in the greater Washington, DC metropolitan area as defined in Article II Section 1 of the Bylaws.
  - c. The nominee must have practiced estate planning for not less than three (3) years as of the due date for filing the nomination form..
  
5.     **NOMINEE'S LETTER**

A nominee shall attach to the Nominee Form a narrative description covering:

  - a. Nature of estate planning practice.
  - b. Depth and extent of experience in estate planning.
  - c. Examples of estate planning matters worked on.
  - d. Any other pertinent information you would like considered by the Membership Committee and the Board of Directors.
  
6.     **EXCEPTIONS**

If the nominee is engaged in estate planning, but does not meet the stated requirements for membership, they may apply for membership and request an exception. Exceptions will be granted on a very limited basis if a nominee is exceptionally well qualified for membership in the Council. This means the nominee is recognized in their discipline or profession for distinguished leadership in that discipline or profession and for outstanding service in or to the field of estate planning.

**Part D. NOMINEE FORM WASHINGTON, D.C. ESTATE PLANNING COUNCIL**

This form should be completed by nominee and submitted by the nominator with the completed Nomination Package which must be received by the Membership Co-Chairperson by either October 1, 2020 or March 1, 2021.

Name of Nominee \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Telephone Numbers (w) \_\_\_\_\_

(c) \_\_\_\_\_

(h) \_\_\_\_\_

(fax) \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Business or Firm \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

1. Has the Nominee previously been a member of the Washington, D.C. Estate Planning Council?

Yes \_\_\_ No\_\_\_ Date(s) \_\_\_\_\_

If yes, please describe the circumstances under which your membership terminated.

\_\_\_\_\_  
\_\_\_\_\_

2. Has the Nominee previously applied to become a member of the Washington, D.C. Estate Planning Council?

Yes \_\_\_ No\_\_\_ Date(s) \_\_\_\_\_

3. Is or has the Nominee previously been a member of any other Estate Planning Council?

Yes\_\_\_ No\_\_\_ Which Council? \_\_\_\_\_ Dates \_\_\_\_\_

4. College and Graduate Education (if additional space is needed, please attach a separate page to this Nomination Form):

School \_\_\_\_\_  
 Degree \_\_\_\_\_ Year \_\_\_\_\_  
 School \_\_\_\_\_  
 Degree \_\_\_\_\_ Year \_\_\_\_\_  
 School \_\_\_\_\_  
 Degree \_\_\_\_\_ Year \_\_\_\_\_  
 School \_\_\_\_\_  
 Degree \_\_\_\_\_ Year \_\_\_\_\_

5. Employment History: List in chronological order, with most recent first, all employment after college. Mark with an \* those periods when you were regularly engaged in estate planning (as described in the Bylaws) and provide the starting and ending months for those periods. If there is a break in the timeline of your active employment, please provide information regarding your professional or other experiences during that time, if any (e.g., maternity leave, school). This information will be used to verify that nominee has had the requisite number of years of estate planning practice. If additional space is needed, please attach a separate page to this nomination form.

_____ From	_____ To	_____ Employer	_____ Job Title/Job Description
_____ From	_____ To	_____ Employer	_____ Job Title/Job Description
_____ From	_____ To	_____ Employer	_____ Job Title/Job Description
_____ From	_____ To	_____ Employer	_____ Job Title/Job Description
_____ From	_____ To	_____ Employer	_____ Job Title/Job Description

6. You must be practicing estate planning in one of the following disciplines (please check one):

Law
  Accounting
  Insurance  
 Financial Planning
  Trusts & Estate Management
  Valuations  
 Philanthropic Planning

Please note which of the following credentials you hold.

Credential*	Date Licensed/Certified	Jurisdiction (if applicable)
Attorney		
CPA		
CLU®		
ChFC®		
CFP®		
CPA/PFS		
CFA		
CTFA		
CPA/ABV		
ASA		
CVA		
CAP®		
AEP®		

\*A nominee is a credentialed professional if, in any jurisdiction of the United States of America, the nominee is (a) a licensed attorney (Atty); (b) a licensed Certified Public Accountant (CPA); (c) a designated Chartered Life Underwriter® (CLU®); (d) a designated Chartered Financial Consultant® (ChFC®); (e) a CERTIFIED FINANCIAL PLANNERTM designee (CFP®); (f) a licensed Certified Public Accountant accredited as a Personal Financial Specialist (CPA/PFS); (g) a designated Chartered Financial Analyst (CFA); (h) a designated Certified Trust and Financial Advisor (CTFA); (i) a licensed Certified Public Accountant accredited in Business Valuation (CPA/ABV); (j) a designated Accredited Senior Appraiser in Business Valuation (ASA); (k) a designated Certified Valuation Analyst (CVA); (l) a designated Chartered Advisor in Philanthropy® (CAP®); or (m) an Accredited Estate Planner® (AEP®).

7. ESTATE PLANNING PRACTICE DESCRIPTION

Please attach your nominee letter as described in Instructions to Nominee.

8. PROFESSIONAL ASSOCIATIONS

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9. I, \_\_\_\_\_, certify that as of the \_\_\_\_ day of \_\_\_\_\_ (month), 20\_\_, I am or I will have been currently engaged in estate planning on a regular basis in the Washington D.C. metropolitan area and have been so for at least three (3) years in one or more of the credentialed professional disciplines, and that I understand the purposes for which the Council is organized are as follows: to help its members to render the highest possible service to the public; to acquaint those in need of estate planning with the advantages offered thereby; to provide to the members a forum for discussion of such topics; to foster intelligent understanding of the proper relationship which each participating group and discipline bears to the others; and to promote acquaintanceship and cooperation among the participating groups; all to the end that the clients or customers of the members and the general public may be better served.

\_\_\_\_\_  
**Signature of Nominee**

\_\_\_\_\_  
**Date**

10. I, \_\_\_\_\_, certify that I have attended two (2) meetings in the last two (2) years prior to the due date for filing this form on \_\_\_\_\_, 20\_\_\_\_ and \_\_\_\_\_, 20\_\_\_\_. 2020 and 2021 events held in a virtual format with verifiable attendance may be listed.

11. The name(s) of my sponsor(s) for those two meetings is (are):

\_\_\_\_\_ (and \_\_\_\_\_.)

12. I have read and understand the Disclaimer and I certify that the contents of this Nomination Form and all attachments are, to the best of my knowledge, true.

\_\_\_\_\_  
**Signature of Nominee**

\_\_\_\_\_  
**Date**

PART E. BYLAWS OF THE WASHINGTON, D.C. ESTATE PLANNING COUNCIL

**ARTICLE I PURPOSES**

The purposes for which the corporation is organized are as follows: to help its members to render the highest possible service to the public; to acquaint those in need of estate planning with the advantages offered thereby; to provide to the members a forum for the discussion of such topics; to foster intelligent understanding of the proper relationship which each participating membership group bears to the others; to promote acquaintanceship and cooperation among the participating groups; and to encourage students from diverse backgrounds to enter the field of estate planning; all to the end that the clients of the members and the general public may be better served.

**ARTICLE II MEMBERSHIP**

*Section 1. Classes and Qualifications for Membership.*

There shall be three (3) classes of members — (a) *Active Members*, (b) *Emeritus Members*, and (c) *Student Members*.

(a) *Active Members.* To be eligible to become an active member of the Council, a nominee must be currently engaged in estate planning on a regular basis in the greater Washington, D.C. metropolitan area and have the ability to collaborate with colleagues in a variety of disciplines to strategically further the client's estate planning goals. Estate planning encompasses the accumulation, conservation, preservation, and transfer of an estate through development, planning and implementation of an estate plan. The overall purpose of the estate planning process is to develop a plan that will maintain and enhance the financial security of individuals and their families. Estate planning facilitates the intended and orderly transfer of property during life and at death, taking into consideration the family unit and the potential costs of different approaches.

A nominee must either: (i) meet the requirements of professional discipline, credential and years of practice or (ii) otherwise be exceptionally well qualified for membership in the Council.

**Professional Disciplines.** A nominee must be practicing estate planning in one of the following disciplines: (i) law, (ii) accounting, (iii) insurance, (iv) financial planning, (v) trusts and estate management, (vi) valuations, or (vii) philanthropic planning. A nominee must be classified for membership under the discipline in which they are presently practicing.

**Credentials.** A nominee must be a credentialed professional. A nominee is a credentialed professional if, in any jurisdiction of the United States of America, they are: (a) a licensed Attorney (Atty); (b) a licensed Certified Public Accountant (CPA); (c) a designated Chartered Life Underwriter<sup>®</sup> (CLU<sup>®</sup>); (d) a designated Chartered Financial Consultant<sup>®</sup> (ChFC<sup>®</sup>); (e) a CERTIFIED FINANCIAL PLANNER<sup>®</sup> designee (CFP<sup>®</sup>); (f) a licensed Certified Public Accountant accredited as a Personal Financial Specialist (CPA/PFS); (g) a designated Chartered Financial Analyst<sup>®</sup> (CFA<sup>®</sup>); (h) a designated Certified Trust and Financial Advisor (CTFA); (i) a licensed Certified Public Accountant accredited in Business Valuation (CPA/ABV); (j) a designated Accredited Senior Appraiser in Business Valuation (ASA); (k) a designated Certified Valuation Analyst (CVA); (l) a designated Chartered Advisor in Philanthropy<sup>®</sup> (CAP<sup>®</sup>); or (m) an Accredited Estate Planner<sup>®</sup> (AEP<sup>®</sup>).

Years of practice. A nominee must have practiced estate planning as a credentialed professional for not less than three (3) full years before their nomination for membership can be submitted for consideration. A nominee who has practiced as a credentialed professional in more than one (1) of the *Professional Disciplines* for at least three (3) years satisfies this requirement. For example, if the nominee practices one (1) year as a CLU<sup>®</sup> and two (2) years as a CFP<sup>®</sup> professional, the nominee meets the three (3) year requirement for membership under the discipline currently practiced.

Exceptionally Well Qualified. A nominee is otherwise exceptionally well qualified for membership in the Council only if they are recognized in their discipline or profession for distinguished leadership in that discipline or profession and for outstanding service in or to the field of estate planning.

(b) *Emeritus Members.* A member may become an emeritus member upon retirement and after either reaching age sixty-five (65) years or completing twenty (20) years as an active member in good standing (with all dues paid). Active members shall be considered retired if they are no longer pursuing or taking new clients or business in the area of estate planning, although they may still be providing other services to existing clients.

Prospective emeritus members must (i) have applied for and have been accepted for emeritus membership by the Board of Directors, or (ii) have been transferred to emeritus membership by the Board of Directors without objection from the active member. Emeritus members shall be entitled to attend all membership meetings of the Council at no cost to the Council as the emeritus member shall be required to pay all such costs.

(c) *Student Members.* To be eligible to become a student member of the Council, a nominee must be a student who has attained the age of twenty-one (21) years and is currently enrolled in a degree program at an accredited college or university (including undergraduate, law school, or graduate school) in a field of study closely-aligned with the professional disciplines associated with those required to become active members. The student's membership will automatically terminate at the end of the fiscal year (July 1 to June 30) in which either: (i) the student attains the degree they were pursuing; or (ii) ceases to be enrolled in the degree program which initially qualified the student for membership.

If a student member wishes to become an active member following termination of their student membership, they shall apply for active membership as they become eligible.

Student members are not eligible to (i) vote, (ii) become an officer or a member of the Board of Directors, (iii) attend the annual meeting, or (iv) become an emeritus member.

### *Section 2. Nomination for Membership.*

(a) *Active Members.* Prior to being considered for active membership, a prospective active member (a “nominee”) must have (i) attended at least two (2) meetings as a guest within two (2) years of nomination and (ii) satisfied all of the requirements for active membership. A nominee must be nominated by two (2) active members of the Council (each a “nominator”) in accordance with the following: (i) each nominator must be in a different discipline than the other nominator; (ii) one nominator may, but need not, be in the same discipline as the nominee, and (iii) neither nominator may be in the same company, organization, or firm as the nominee.

The nominee and at least one (1) of the nominators must separately certify the accuracy and completeness of the nominee form. Both nominators shall certify in a written letter of

recommendation to the Membership Committee that, based on their knowledge of the nominee and the nominee's practice, the nominee, in the considered opinion of the nominator, is qualified to be an active member of the Council. In addition, at least one (1) of the nominators must be able to state in their letter of recommendation of the nominee that they have known the nominee for at least two (2) years. Once so certified, the nomination shall be forwarded to the Chair of the Membership Committee or the Chair's designee.

A nomination for active membership shall be on a form prescribed by the Board of Directors, but additional information from the nominator should be furnished, upon request, so the Membership Committee and the Board of Directors have whatever information they require to determine the nominee's qualifications.

Nominations considered but not approved will not be reconsidered unless the nomination is resubmitted.

(b) *Student Members.* Prior to being considered for student membership, a prospective student member (an "applicant") must have (i) attended at least one (1) Council outreach event or general membership meeting as a guest within one (1) year of application and (ii) satisfied all of the requirements for student membership.

An application for student membership shall be on a form prescribed by the Board of Directors, but additional information from the applicant should be furnished, upon request, so the Membership Committee (or the subcommittee then tasked with the review and consideration of student membership applications) and the Board of Directors have whatever information they require to determine the applicant's qualifications.

The number of student members shall be limited to, in the aggregate, no more than ten percent (10%) of the total number of active and emeritus members, determined at the time a student membership application is considered.

(The entire bylaws are posted on the Council's website. [www.wdcepc.org](http://www.wdcepc.org))