

Dear Colleagues,

The AALS Section on **[Section name]** seeks nominations for **[Insert positions.]** Under the section by-laws, at the end of each Annual Meeting the Chair-Elect succeeds to the office of Chair, the Secretary to Chair-Elect and Treasurer to Secretary. Individuals nominated for Treasurer should consider whether they are willing to serve the section through this rotation. The **[year]** Officers include **[list all the names and schools of Chair and other officers]**.

Officers and members of the Executive Committee are expected to participate actively in Section work through the year and should plan to attend the AALS Annual Meeting in January **[year]**. Current members of the Executive Committee are eligible for renomination. Current members of the Executive Committee are **[names and schools]**.

You may nominate yourself or another person. Each nomination should include a short statement (no more than 250 words) explaining the nominee's interest and relevant background. Nominations are due **[date]**. Please send nominations to: **[Provide email address, online form, Google doc, or other online website or application for collecting information.]** The Nominating Committee will review the nominees and present a slate for election **[at the Annual Meeting or online]** by **[date nominations are released]**.

Please consider nominating yourself or others.

[Name, Law School]

[Title, AALS Section]