PROTOCOLS

of the

Membership and Recruitment Committees

2026-2027

I. PURPOSE

These Protocols are designed to provide guidance to the Membership and Recruitment Committees as they, respectively, evaluate and recruit nominees for membership in the College of Commercial Arbitrators ("CCA").

The CCA was established in 2001 by several eminent arbitrators for the purposes of (a) creating an environment in which highly seasoned arbitrators could learn from their peers, and (b) elevating the perception and reality of commercial arbitration by promoting best practices in the sector as well as high standards of arbitrator ethics and conduct.

Since the CCA's inception, its Bylaws have articulated the necessary standards for admission by requiring that nominees "must have *substantial* experience, and have demonstrated the *highest standards* of integrity, professionalism and competence, *as an arbitrator* in the field of commercial arbitration." (Emphasis added.)

The Bylaws further state that Fellows must "have the professional training, judgment and *years of experience* to undertake *the most complex and difficult* commercial arbitration assignments." (Emphasis added.)

The above-quoted language is unambiguous as to the intended and necessary standard of membership. To preserve the CCA's external reputation and influence, to maintain and enhance the value of membership to Fellows, and to attract into membership top-tier arbitrators, the intended high standard for Fellowship must be maintained.

II. SPECIFIC REQUIREMENTS

When considering the nomination of a potential new Fellow, Article II, Section 2 of Bylaws requires the following "necessary qualifications" for admission:

a. The nominee must have substantial experience, and have demonstrated the highest standards of integrity, professionalism and competence, as an arbitrator in the field of commercial arbitration.

b. The nominee must command respect in the relevant community of advocates, other commercial arbitrators, and users of commercial arbitration.

c. The nominee must be a member in good standing of the Bar of the jurisdiction in which he or she resides or practices, or if not a lawyer, must possess substantial experience as a commercial arbitrator and be currently listed on the roster or panel of a recognized arbitration services provider.

d. At the time of nomination, the nominee must have substantial experience serving as a commercial arbitrator in cases for which a final award has been issued.

e. The nominee must commit to attending the Annual Meetings of Fellows and to take an active role in the College's activities, including by serving on one or more Committees.

To implement and preserve the mandatory admission standards articulated in the above-quoted Bylaws provisions, the Committees shall consider the following factors:

1. When considering whether a nominee possesses "substantial experience, and has demonstrated the highest standards of integrity, professionalism and competence, as an arbitrator in the field of commercial arbitration" and that "the nominee [has] substantial experience serving as a commercial arbitrator in cases for which a final award has been issued," the Membership Committee shall consider the following criteria:

- The length of time the nominee has served substantially as a commercial arbitrator.

- The number of commercial arbitrations in which the nominee has served as arbitrator through award, either as a solo arbitrator or part of a tribunal.

- The number of commercial arbitrations in which the nominee has served as arbitrator through award, either as a solo arbitrator or part of a tribunal, during the past five years.

- The number of times the nominee has served as chair of a commercial arbitration tribunal during the past five years.

- The complexity of the cases in which the nominee has served.

- The number and complexity of the awards the nominee herself/himself has written in commercial arbitrations.

- The percentage of time spent by the nominee serving as a commercial arbitrator during the past five years.

- The number of commercial arbitrations in which the nominee served on a tribunal with a CCA Fellow.

2. When considering whether the nominee commands "respect in the relevant community of advocates, other commercial arbitrators, and users of commercial arbitration," the Membership Committee shall consider the following criteria of primary importance and weighted most heavily:

- The direct and relevant knowledge of the nominators and seconders regarding the nominee and the quality of their nominating letters.

- The candidate's reputation among neutrals and advocates for excellence and efficiency in managing complex proceedings and issuing quality awards in complex cases.

The Member ship Committee may consider the following criteria although they are not substitutes for an evaluation of neutral practice excellence and experience:

- The nominee's reputation for effectiveness, collegiality, and high standards in leadership roles in other arbitration organizations.

- The quality, sophistication, and influence of any published writings on arbitration topics by the nominee.

- The nominee's commitment to and promotion of commercial arbitration as evidenced by committee, organization, and bar involvement and leadership, publications and presentations relating to commercial arbitration.

- The nominee's reputation for excellence and influence in academia, as a former judge, or as a practitioner in commercial arbitration.

- The nominee is a member in good standing of the Bar of the jurisdiction in which he or she resides or practices.

3. The Membership Committee shall consider whether the nominee has a reputation for collegiality on arbitration panels, within the profession and in organizational work.

4. The Membership Committee shall consider (a) whether there is evidence that the nominee shares, and has in other endeavors actually demonstrated, a commitment to diversity and inclusiveness, and (b) the nominee's record of working with, supporting, and/or mentoring arbitrators and other colleagues from demographics underrepresented in the CCA.

Nothing in the considerations set forth above is intended to detract from the required standards of excellence set forth in the CCA Bylaws.

III. PROCEDURES

Each nominator must communicate with each Fellow who the nominee claims he or she sat with on a tribunal to determine that Fellow's experience with the nominee and whether the Fellow supports the nominee's application. The nominator must submit a written summary to the Membership Committee of the conversations with each such Fellow.

A member of the Membership Committee shall speak with the nominators and seconders of each nominee (both CCA Fellows and any non-fellow) to ascertain the depth of their knowledge of and strength of their support for the nominee. The member may also speak with other Fellows known to have relevant experience with the nominee to ascertain whether those Fellows support the nominee's application and non-Fellows who are listed in the application as references to further ascertain the qualifications of the nominee. The member having such conversations must submit a written summary to the Membership Committee of each such conversation.

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