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# M E M B E R S H I P

The Council is a national membership organization with members divided almost equally among New York City, Washington, DC, and the rest of the country, plus those living overseas. The Council relies on its members for their active engagement, substantive contributions and support, and counts on its members to identify and propose qualified prospects for membership. Membership development efforts are focused on identifying potential Council members from various professions, geographic areas, and racial and ethnic groups, as well as on finding qualified female candidates.

## MEMBERSHIP SELECTION PROCEDURES

New members are named twice a year by the Board of Directors, which invites selected men and women to join based on the recommendations of the Membership Committee. The committee, which meets twice a year, is composed of five members of the Board and other non-Board members that the committee chair appoints. To be considered by the Membership Committee, candidates must be nominated for membership by a current Council member and seconded by three other individuals. The roster of members is listed at the end of this annual report.

At every meeting, the Membership Committee considers significantly more candidates than there are vacancies; therefore it is inevitable that some individuals will not be recommended for election even though they may be judged by some to be strong candidates.

## TERM MEMBERSHIP

To reach out to the next generation of leaders, the Board has established a separate Term Membership Committee. This committee meets annually to evaluate candidates between the ages of 30 and 36 for consideration as five-year term members of the Council. The selection process for term membership is nearly identical to, although separate from, that for life members. The number of term members may constitute up to 15 percent of the total Council membership.

## BECOMING A MEMBER

Every candidate for life membership must be formally nominated in writing by one member and seconded by a minimum of three other individuals. To be considered for term membership, candidates must be nominated by one member and seconded by two other individuals. The seconding letters need not be from Council members, but letters from members are strongly encouraged. It is recommended that at least one letter from a current or former professional colleague be included. All candidates must complete a nominee information form, which can be obtained from the Membership Department, and provide a curriculum vitae or chronological resume. If foreign-born, the candidate must submit a statement that he or she has been naturalized or is a permanent resident who has made formal application for citizenship. All materials should be sent electronically to [membership@cftr.org](mailto:membership@cftr.org).

## RULES AND REGULATIONS

A candidate's nominator bears the chief responsibility for ensuring that filing deadlines for a candidacy are met and that all required documents are submitted to the Council's Membership Depart-

ment in a timely manner. Candidates and/or their nominators are responsible for securing seconding letters within the guidelines set forth below. Council members are advised to commit themselves to supporting a candidacy only when they can meet the requirements of the process and the expectations of the candidates who depend on them for assistance. Please also note:

- Council membership is restricted to citizens of the United States or permanent residents of the United States who have made application to become citizens.
- Members of the Council's Board of Directors, Membership Committee, and Term Membership Committee are precluded from nominating, seconding, or writing supporting letters on any candidate's behalf.
- A member who is a spouse, close relative (such as a parent, sibling, cousin, etc.), or near in-law of a candidate may not formally propose or second that candidate for membership in the Council. Members should also refrain from writing on behalf of clients.
- Members should write only in support of candidates of whom they have direct personal knowledge. Additionally, members are encouraged where appropriate to make comparative judgments amongst candidates and their peers. The committee also advises members to write no more than two letters per round (either one nominating and one seconding letter, or two seconding letters).

## NOMINATING LETTERS

Letters nominating a candidate for consideration by the Membership Committee should be no more than 500 words in length. Please address the following criteria, which have always been basic to the committee's consideration of membership candidates:

- Intellectual attainment and expertise;
- Degree of experience, interest, and current involvement in international affairs or in other areas affecting international affairs;
- Promise of future achievement and service in foreign relations;
- Potential contributions to the Council's work;
- Desire and ability to participate in Council activities; and
- Standing among his or her peers.

## SECONDING LETTERS

Seconding letters need not be as comprehensive (and should be no more than 300 words in length) but should amplify why, in the opinion of the writer, a given candidate should be considered for Council membership by addressing the above criteria or by providing other relevant information.

All membership nominating and seconding letters should be e-mailed as text or Microsoft Word documents to [membership@cftr.org](mailto:membership@cftr.org).

## DEADLINES

Strict observance of deadlines is essential to staff support of the Membership Committee's work. The preparation of individual membership files for submission to the Membership Committee is a continuing process. Candidates whose files are not completed in time for any given meeting of the committee have their files carried forward, without prejudice, to the subsequent meeting, but are considered then only if completed.

**LIFE MEMBERSHIP**

The deadlines for receipt of all materials for the two yearly meetings of the Membership Committee to consider life membership candidates are September 15 and March 1.

**TERM MEMBERSHIP**

The deadline for receipt of all materials for the annual meeting of the Membership Committee to consider term membership candidates is November 1.

**NOTIFICATION OF CANDIDATES**

Candidates recommended by the Membership Committee and elected by the Board are so notified, as are their nominators and seconders. Candidates who are unsuccessful at any given meeting remain eligible for consideration at a subsequent meeting of the committee, provided they submit an updated curriculum vitae and secure at least one but no more than two additional letters of support. If no new letters or materials are received, it will be assumed that a candidate does not wish to be considered at the subsequent meeting of the Membership Committee. If a candidate is not elected after two successive meetings at which he or she is considered, the application will be placed on hold for three years (one year for term membership candidates), after which point the candidate may reactivate the file for consideration.

**PROFILE OF THE MEMBERSHIP**

	Number of Members	Percentage of Membership
<b>Location</b>		
New York Area	1,386	33
Washington, DC, Area	1,335	31
National (including overseas)	1,536	36
<b>Total</b>	<b>4,257</b>	<b>100</b>
<b>Profession</b>		
Business	1,324	31
Professors, Fellows, and Researchers	568	13
Nonprofit	832	20
Government officials	525	12
Lawyers	346	8
University and College Administrators	286	7
Journalists, Correspondents, and Editors	249	6
Other	127	3
<b>Total</b>	<b>4,257</b>	<b>100</b>

Contact for all membership matters and correspondence:

Elise Carlson Lewis  
Vice President of Membership and Fellowship Affairs  
Council on Foreign Relations  
58 East 68th Street, New York, New York 10021  
Telephone: (212) 434-9400 • Fax: (212) 434-9801  
E-mail: membership@cfr.org