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**AMERICAN BAR ASSOCIATION**

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**MEMORANDUM**

**TO:** Members of the House of Delegates  
Section and Committee Chairs

**FROM:** Hon. Bernice B. Donald

**SUBJECT:** Filing Instructions for Reports to the House of Delegates  
for the 2010 San Francisco Annual Meeting

**DATE:** March 29, 2010

As we approach the August 2010 Annual Meeting in San Francisco, California, outlined below are details for filing Reports with Recommendations and Informational Reports to the House of Delegates.

**REPORTS WITH RECOMMENDATIONS**

Reports with Recommendations for the 2010 Annual Meeting of the House of Delegates should be filed with Rochelle E. Evans in the ABA Division for Policy Administration at the American Bar Association, 321 N. Clark Street, 21<sup>st</sup> Floor, Chicago, IL, 60654, as soon as possible, **but no later than the close of business on Tuesday, May 4, 2010.** Reports submitted after the date prescribed for receipt may not be considered unless the Committee on Rules and Calendar recommends a waiver of the time requirement and the recommendation is approved by a two-thirds vote of the delegates voting.

As you work to submit Reports with Recommendations, the Committee on Drafting Policies and Procedures is available to serve as a resource to all members who are interested in bringing a Report with Recommendation to the House for consideration. Members are encouraged to seek the Committee's assistance prior to the deadline for submission of reports. Its assistance should help to get your reports ready for publication in the House of Delegates bound book. Please feel free to contact Chair P. Gene Vance II ([gene.vance@skofirm.com](mailto:gene.vance@skofirm.com)) prior to the May 4 filing deadline with any questions you have related to drafting your Report with Recommendation.

Procedures for the preparation and submission of reports are contained in the attached *Instructions for Filing Reports with Recommendations and Informational Reports to the House of Delegates*. Please review the instructions carefully. Technical requirements for the submission of Reports with Recommendations apply to all submitting entities. Reports are **limited to 15 pages in length.**

Filing Instructions for Members of the House of Delegates/  
Section and Committee Chairs  
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Please note that an Executive Summary must be included with each filing. An Executive Summary of all Reports with Recommendations will be sent electronically to each delegate following the filing deadline and will constitute notice that the matters are filed for consideration by the House of Delegates.

In accordance with §45.2(c) of the House Rules of Procedure, please note that once a Report with Recommendation has been calendared, it cannot be withdrawn without the concurrence of the Committee on Rules and Calendar or a vote of the House of Delegates. If the Committee concurs, the proponent of the report being withdrawn shall advise the House of Delegates as to the reasons for withdrawal.

The Committee on Rules and Calendar will meet May 12 - 13, 2010 to review all Reports with Recommendations submitted by the filing deadline. After that meeting, the Committee's staff will contact each submitting entity to discuss its report.

### **INFORMATIONAL REPORTS**

Sections and Committees are encouraged to submit Informational Reports to the House of Delegates. These reports should be brief and concise and must be filed with Adrienne Barney in the ABA Division for Policy Administration, 321 N. Clark Street, 21<sup>st</sup> Floor, Chicago, IL, 60654 no later than **Friday, June 4, 2010**. Informational Reports will not be printed in a bound book but instead posted on the ABA's Leadership homepage at <http://www.abanet.org/leadership/2010/annual/> (*click on Informational Reports*).

If you have any questions, please contact Rochelle E. Evans at [evansre@staff.abanet.org](mailto:evansre@staff.abanet.org) or by phone at 312/988-5157 or Adrienne Barney at [barneya@staff.abanet.org](mailto:barneya@staff.abanet.org) or by phone at 312/988-5230 in the Chicago office. They will be pleased to assist you.

Thank you for your cooperation. I look forward to seeing you in San Francisco.

cc: Section and Committee Staff Liaisons

**INSTRUCTIONS FOR FILING  
REPORTS WITH RECOMMENDATIONS AND  
INFORMATIONAL REPORTS TO THE HOUSE OF DELEGATES**

**2010 SAN FRANCISCO ANNUAL MEETING**

**FILING DEADLINES**

Tuesday, May 4, 2010 - Reports with Recommendations  
Friday, June 4, 2010 - Informational Reports

**WHERE TO FILE**

All reports with recommendations should be filed directly with:

Rochelle E. Evans  
American Bar Association  
Division for Policy Administration  
321 N. Clark Street, 21<sup>st</sup> Floor  
Chicago, IL 60654  
312/988-5157

[reportswithrecommendations@staff.abanet.org](mailto:reportswithrecommendations@staff.abanet.org)



Please send a hard copy document to Rochelle Evans and an email attachment formatted for MS Word to [reportswithrecommendations@staff.abanet.org](mailto:reportswithrecommendations@staff.abanet.org). The (1) recommendation, (2) report, (3) general information form, and the (4) executive summary can be saved as *one* document. **DO NOT SEND REPORTS WITH RECOMMENDATIONS VIA FAX, WORDPERFECT FORMATTED FILES, OR PDF FILES.**

**REPORTS WITH RECOMMENDATIONS**

Each report with recommendation must include the following:

- A recommendation
- A report
- A general information form
- An executive summary

Reports with recommendations are limited to 15 pages in length. This limit does not include the executive summary or the general information form, which are separate documents. If the recommendation proposes adoption of a set of standards or model rules appended to the report, that appendix will not be counted in determining compliance with the 15-page limitation.

A report which exceeds 15 pages must be accompanied by a memorandum to the Committee on Rules and Calendar explaining why the report must exceed 15 pages and requesting a waiver of the limitation.

## **RECOMMENDATION**

### **Format**

- . The recommendation is separate from the report and should include a title that carries the name of the submitting entity or entities.
- . Please number each line of the recommendation at the left margin.
- . There must be a 2-inch margin at the top of the first page; a 1-inch margin at the top of each succeeding page; and a 1-inch margin at the bottom, right, and left.
- . The font size must be no smaller than 12-point.
- . Use single-sided copy only.
- . ***Number all pages at the bottom.***

A recommendation must propose a new policy or a change of policy. It may reaffirm existing policy only if that policy is older than 10 years. It may not contain any recitals, supporting arguments, or "whereas clauses". The House of Delegates adopts the recommendation, not the report.

## **REPORT**

### **Format**

- . Margins should be 1-inch on all sides.
- . The font size must be no smaller than 12-point.
- . The report must be single-spaced and single-sided.
- . The name of the chair or president of the Section, Committee, bar association, or affiliated organization submitting the report should be typed at the end of the report, dated ***August 2010***.
- . ***Number all pages at the bottom.***

The report should contain the reasons for the recommendation and may not contain any language that commits the Association to a policy not set forth in the recommendation. If the report addresses specific legislation, it must include a summary of the phase of legislation under consideration, and a copy or relevant excerpt of the bill.

## **GENERAL INFORMATION FORM**

The General Information Form must be filled out completely in accordance with the following instructions:

1. Briefly summarize the recommendation.
2. Indicate whether the recommendation was approved or will be considered, the governing body of the submitting entity which has approved or will approve, and the date of such action. If the vote was taken other than at a regularly scheduled meeting of the governing body, describe the procedure.

3. If this or a similar recommendation has been submitted previously to the House of Delegates or the Board of Governors, please include all relevant information – a summary of the recommendation, when and before what group the recommendation was considered, and what action or position was taken on the matter.
4. Are there any existing Association policies which are relevant to this recommendation, and if so, how would they be affected by the adoption of this recommendation?
5. Explain what urgency exists which requires that action on this matter be taken at this meeting. If deferral is acceptable, note the time by which action is necessary.
6. If the recommendation is a legislative resolve, indicate the current status in Congress.
7. If adoption of the recommendation would result in expenditures, estimate the funds necessary, suggest the anticipated source for funding, and list proposed direct and indirect costs. Indirect costs include those such as staff time or administrative overhead.
8. Review the background of the proponents of the recommendation to determine if there are potential conflicts of interest. If such potential is found, list by name those proponents who have a material interest in the subject matter of the recommendation because of specific employment or representation of clients. Note all individuals who abstained from discussing or voting on the recommendation due to a conflict of interest.
9. List the sections, committees, bar associations, or affiliated entities to which the recommendation has been referred, the date of the referral, and the response of each group, if known.
10. Indicate the name, address, and telephone number of the person who should be contacted prior to the meeting concerning questions about the report.
11. Indicate the name of the person who will present the report to the House and who should be contacted at the meeting when questions arise concerning its presentation and debate. **Please be sure to include email addresses and cell phone numbers for your on-site contacts.**

**The General Information Form can be accessed by clicking [here](#).**

## **EXECUTIVE SUMMARY**

Each report must be submitted with a separate Executive Summary. The Executive Summary should be concise and must include the following:

- a) Summary of the recommendation;
- b) Summary of the issue which the recommendation addresses;
- c) An explanation of how the proposed policy position will address the issue; and
- d) A summary of any minority views or opposition which have been identified.

### **Format**

- . Margins should be 1-inch on all sides.
- . The font size must be no smaller than 12-point.
- . ***Number all pages at the bottom.***

**The Executive Summary Form can be accessed by clicking [here](#).**

## **INFORMATIONAL REPORTS**

### **Format**

- . Margins should be 1-inch on all sides.
- . The font size must be no smaller than 12-point.
- . The name of the chair of the Section or Committee submitting the report should be typed at the end of the report, dated **August 2010**.
- . ***Number all pages at the bottom.***

The Rules of Procedure of the House of Delegates allow any Section or Committee to make a written informational report to the House of Delegates. Informational reports should be brief – a maximum of two pages is traditional. Reports should be printed on plain white paper, not letterhead. These reports will not be printed in a bound book but instead posted on the ABA's Leadership homepage at <http://www.abanet.org/leadership/2010/annual/> (click on *Informational Reports*).

Informational Reports must be filed by the close of business on Friday, June 4, 2010. Please send a hard copy document to Adrienne Barney, in the ABA Division for Policy Administration, 321 N. Clark Street, 21<sup>st</sup> Floor, Chicago, IL 60654 and an email attachment formatted for MS Word to [informationalreports@staff.abanet.org](mailto:informationalreports@staff.abanet.org).

**Please send report via e-mail as an attachment formatted for MS Word, along with a hard copy.**