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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 Resolutions to the House of Delegates  
for the 2011 Toronto Annual Meeting

**DATE:** March 29, 2011

As we approach the August 2011 Annual Meeting in Toronto, Canada, outlined below are details for filing Resolutions with Reports (formerly Reports with Recommendations) and Informational Reports to the House of Delegates.

**RESOLUTIONS WITH REPORTS**

Resolutions with Reports for the 2011 Annual Meeting of the House of Delegates should be filed with Alpha M. Brady 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 10, 2011.** Please submit Resolutions and Reports to [resolutionswithreports@americanbar.org](mailto:resolutionswithreports@americanbar.org). Resolutions with 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 a Resolution with Report, the Committee on Drafting Policies and Procedures is available to serve as a resource to all members who are interested in bringing a Resolution with Report to the House for consideration. Members are encouraged to seek the Committee's assistance prior to the deadline for submission of resolutions with reports. The Committee is prepared to assist you in drafting your resolutions for publication in the House of Delegates bound book. Please feel free to contact Chair Robert M. Carlson ([bcarlson@cpklawmt.com](mailto:bcarlson@cpklawmt.com)) prior to the May 10 filing deadline with any questions you have related to drafting your Resolution with Report.

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

Please note that an Executive Summary must be included with each filing. An Executive Summary of all Resolutions with Reports 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 Resolution with Report 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 21-22, 2011, to review all Resolutions with Reports submitted by the filing deadline. After that meeting, the Committee's staff will contact each submitting entity to discuss its resolution and 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 3, 2011**. Informational Reports will not be printed in a bound book but instead posted on the ABA's Website at [http://www.americanbar.org/groups/leadership/2011\\_annual\\_house\\_mtg\\_docs.html](http://www.americanbar.org/groups/leadership/2011_annual_house_mtg_docs.html) (*click on Informational Reports*).

If you have any questions, please contact Alpha M. Brady ([alpha.brady@americanbar.org](mailto:alpha.brady@americanbar.org)) at 312/988-5155 or Adrienne Barney ([adrienne.barney@americanbar.org](mailto:adrienne.barney@americanbar.org)) 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 Toronto.

cc: Section and Committee Staff Liaisons

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

**2011 TORONTO ANNUAL MEETING**

**FILING DEADLINES**

Tuesday, May 10, 2011 – Resolutions with Reports  
Friday, June 3, 2011 - Informational Reports

**WHERE TO FILE**

All Resolutions with Reports should be filed directly with:

Alpha M. Brady  
American Bar Association  
Division for Policy Administration  
321 N. Clark Street  
21<sup>st</sup> Floor  
Chicago, IL 60654  
312/988-5155

[resolutionswithreports@americanbar.org](mailto:resolutionswithreports@americanbar.org).

Please send a hard copy document to Alpha M. Brady and an email attachment formatted for MS Word to [resolutionswithreports@americanbar.org](mailto:resolutionswithreports@americanbar.org). The (1) resolution, (2) report, (3) general information form, and the (4) executive summary can be saved as one document.

**PLEASE DO NOT SEND RESOLUTIONS WITH REPORTS VIA FAX, WORDPERFECT FORMATTED FILES, OR PDF FILES.**

**RESOLUTIONS WITH REPORTS**

Each Resolution with Report must include the following:

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

Resolutions with Reports 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 resolution 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.

## **RESOLUTION**

### Format

- . The resolution 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 resolution 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 resolution 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 resolution, 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 2011**.
- . ***Number all pages at the bottom.***

The report should contain the reasons for the resolution and may not contain any language that commits the Association to a policy not set forth in the resolution. 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 resolution.

2. Indicate whether the resolution 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 resolution has been submitted previously to the House of Delegates or the Board of Governors, please include all relevant information – a summary of the resolution, when and before what group the resolution was considered, and what action or position was taken on the matter.
4. Are there any existing Association policies which are relevant to this resolution, and if so, how would they be affected by the adoption of this resolution?
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 resolution is a legislative resolve, indicate the current status in the Congress.
7. If adoption of the resolution 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 resolution 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 resolution because of specific employment or representation of clients. Note all individuals who abstained from discussing or voting on the resolution due to a conflict of interest.
9. List the sections, committees, bar associations, or affiliated entities to which the resolution 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 resolution 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 resolution with report;
- b) Summary of the issue which the resolution 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 2011**.
- . ***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 Website at [http://www.americanbar.org/groups/leadership/2011\\_annual\\_house\\_mtg\\_docs.html](http://www.americanbar.org/groups/leadership/2011_annual_house_mtg_docs.html)

Informational Reports must be filed by the close of business on Friday, June 3, 2011. 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@americanbar.org](mailto:informationalreports@americanbar.org).

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