MEMORANDUM

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

FROM: Mary T. Torres

SUBJECT: Filing Instructions for Resolutions and Reports to the
         House of Delegates for the 2016 San Francisco Annual Meeting

DATE: March 23, 2016

As we approach the August 2016 Annual Meeting in San Francisco, California, outlined below are the requirements and procedures for filing Resolutions with Reports and Informational Reports to the House of Delegates.

RESOLUTIONS WITH REPORTS

Resolutions with Reports for the 2016 Annual Meeting of the House of Delegates should be filed electronically at resolutionswithreports@americanbar.org as soon as possible, but no later than the close of business on Tuesday, May 10, 2016. 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 at the meeting.

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 reports. Its assistance should help to prepare your reports for publication in the House of Delegates bound book. Please feel free to contact Chair Tracy A. Giles (tgiles@gileslambert.com) prior to the May 10 filing deadline with any questions you have related to drafting your Resolution with Report.

Procedures for the preparation and submission of 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.
As a reminder, the Rules and Calendar Committee has instituted the following definitions and procedures regarding resolutions. The term cosponsor will refer to an entity which has worked closely with the sponsoring entity to draft and develop the resolution and is identified as such by the printing deadline. Such entities will be included in the bound book and on documents such as the final calendar, daily journal and the “official” summary of action. The term supporter will be used to describe an entity which votes to endorse the resolution but has not been integrally involved with the original drafting. Such entities may be mentioned during the presentation of the resolution, but will not be included in the bound book or printed on documents such as the final calendar, daily journal or the “official” summary of action.

In order to be listed as a cosponsor on Resolutions with Reports submitted for consideration at the 2016 San Francisco Annual Meeting, entities must notify the sponsoring entity and the Division for Policy Administration of its cosponsorship no later than the printing deadline which is Friday, May 27, 2016.

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, 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.

Once a resolution has been filed and approved for calendaring, it becomes the property of the House of Delegates. To the extent that amendments are made and revisions are agreed to by all parties after the filing/calendaring deadline, the movant must provide an explanation to the House regarding why the revision and/or amendment was agreed to or made. This will provide the House with additional information helpful to ensuring that they are casting as informed a vote as possible.

The Committee on Rules and Calendar will meet May 20-21, 2016 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 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 electronically at informationalreports@americanbar.org no later than Friday, June 3, 2016. Informational Reports will not be printed in a bound book but instead posted on the ABA’s Website (click on Informational Reports).

If you have any questions, please contact Rochelle E. Evans (Rochelle.Evans@americanbar.org) at 312/988-5157 or Adrienne Barney (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 San Francisco.

cc: Section and Committee Staff Liaisons
INSTRUCTIONS FOR FILING  
RESOLUTIONS WITH REPORTS AND  
INFORMATIONAL REPORTS TO THE HOUSE OF DELEGATES  

2016 SAN FRANCISCO ANNUAL MEETING

FILING DEADLINES

Tuesday, May 10, 2016 - Resolutions with Reports  
Friday, May 27, 2016 – Printing Deadline  
Friday, June 3, 2016 – Informational Reports

WHERE TO FILE

Resolutions with Reports should be filed electronically at: resolutionswithreports@americanbar.org. Questions should be directed to:

Rochelle E. Evans  
American Bar Association  
Division for Policy Administration  
Phone: 312/988-5157  
E-mail: rochelle.evans@americanbar.org

Please send submissions electronically to resolutionswithreports@americanbar.org. The resolution, report, general information form, and the executive summary form should be submitted as one document formatted for MS Word. For your convenience, a template which can be used to format your documents for submission can be accessed here. PLEASE DO NOT SEND RESOLUTIONS WITH REPORTS VIA FAX, WORDPERFECT FORMATTED FILES, OR PDF FILES.

As a reminder, the Committee on Rules and Calendar Committee has instituted the following definitions and procedures regarding resolutions for the 2016 Annual Meeting. The term cosponsor will refer to an entity which has worked closely with the sponsoring entity to draft and develop the resolution and is identified as such by the printing deadline. Such entities will be included in the bound book and on documents such as the final calendar, daily journal and the “official” summary of action. The term supporter will be used to describe an entity which votes to endorse the resolution but has not been integrally involved with the original drafting. Such entities may be mentioned during the presentation of the resolution, but will not be included in the bound book or printed on documents such as the final calendar, daily journal or the “official” summary of action.

In order to be listed as a cosponsor on Resolutions with Reports submitted for consideration at the 2016 San Francisco Annual Meeting, entities must notify the sponsoring entity and the Division for Policy Administration of its cosponsorship no later than the printing deadline which is May 27, 2016.
RESOLUTIONS WITH REPORTS

Each Resolution with Report must include the following:

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

Reports are limited to 15 pages in length. This limit does not include the executive summary or general information forms, 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 format the resolution to include line numbers along the left margin.
- There must be a 2-inch margin at the top of the first page; a 1-inch margin at the top, bottom, left and right of each succeeding page.
- The font size must be no smaller than 12-point.
- **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.
- 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 2016.**
- **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 can be found in the template here and must be filled out completely in accordance with the following instructions:

1. Briefly summarize the resolution.

2. Indicate when the resolution was approved or will be considered by the governing body of the submitting entity. 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. If this is a late report, 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. Briefly explain plans for implementation of the policy, if adopted by the House of Delegates.

8. 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.

9. 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 due to specific employment or representation of clients. Note all individuals who abstained from voting on the resolution due to a conflict of interest.

10. 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.

11. Indicate the name, address, and telephone number of the person who should be contacted prior to the meeting concerning questions about the report.

12. 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.
Executive Summary

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

a) A summary of the resolution;
b) A 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 found in the template [here](#).

INFORMATIONAL REPORTS

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 submitted on plain white paper, not letterhead. These reports will not be printed in a bound book but instead posted on the ABA’s Website ([click on 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 2016.**
. **Number all pages at the bottom.**

Informational Reports may be filed electronically at [informationalreports@americanbar.org](mailto:informationalreports@americanbar.org) no later than Friday, June 3, 2016. Please send the document formatted for MS Word.