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

2017 NEW YORK ANNUAL MEETING

FILING DEADLINES

Tuesday, May 9, 2017 - Resolutions with Reports
Wednesday, May 31, 2017 – Printing Deadline
Friday, June 9, 2017 – 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 and Planning
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 2017 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 2017 New York Annual Meeting, entities must notify the sponsoring entity and the Division for Policy and Planning of its cosponsorship no later than the printing deadline which is May 31, 2017.
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.
. \textit{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 \textit{August 2017}.
. \textit{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 2017**.
. **Number all pages at the bottom.**

Informational Reports may be filed electronically at informationalreports@americanbar.org no later than Friday, June 9, 2017. Please send the document formatted for MS Word.