2020 PROCEDURAL GUIDELINES FOR AMENDMENTS TO THE CONSTITUTION OR BYLAWS

1. SUBMISSION OF PROPOSALS

A proposal to amend the Constitution or Bylaws must be submitted in writing to the Secretary of the Association at the American Bar Association in Chicago, signed by at least one member of the Association, no later than the filing deadline published by the Secretary. The filing deadline for proposals to be considered at the 2020 Annual Meeting in Chicago, Illinois, is **Friday, March 6, 2020**. Please submit proposals directly to cbamendments@americanbar.org.

It is preferred that the proposal be submitted in the form of a memorandum detailing the purpose, substance, and effect of the proposal. Access the template to format your proposal. In special cases, particularly with respect to the creation of a Standing Committee (which requires adoption of a jurisdictional statement), the sponsor may find it preferable to submit the proposal in the form of proposed new text, in which case it should be accompanied by a supporting report explaining the reasons for the proposal. The Standing Committee on Constitution and Bylaws will then prepare or conform the proposed text and submit it to the sponsor for approval. The final form of the proposal rests with the sponsor.

2. SPONSORS

An amendment may only be proposed by one or more individual members of the Association. Although the number of sponsors of an amendment is not limited, economic considerations make it appropriate to publish the names of only the first 20 members who, by signing the proposal or otherwise, indicate in writing their consent to be sponsors. Written consent must be submitted no later than **Friday, April 10, 2020**. Each sponsor will be listed as an individual, with further identification where appropriate. If there are two or more sponsors, they should designate one of them as "principal sponsor" to approve, on their behalf, appropriate changes not affecting the substance of the proposed text. Changes affecting substance must be agreed to by all sponsors.

3. CONSIDERATION BY STANDING COMMITTEE ON CONSTITUTION AND BYLAWS

The Standing Committee on Constitution and Bylaws considers all proposals to amend the Constitution or Bylaws at its Spring meeting and formulates its recommendations to the House of Delegates. Proponents and identified opponents are invited to participate in the meeting, via telephone conference call, in order to present their views and respond to questions concerning the proposal. The Committee will meet in late April or mid May 2020, to consider proposals which will be acted upon by the House of Delegates at the 2020 Chicago Annual Meeting.
4. **SUPPORTING REPORT**

An amendment or a series of interrelated amendments should be accompanied by a concise report, prepared by the sponsor, explaining the reasons for the proposal and suitable for printing in the bound book of reports to the House of Delegates. The report must be submitted no later than **Friday, April 10, 2020**.

5. **NOTIFICATION**

The substance of all proposals to amend the Constitution or Bylaws and a list of the sponsors will be published in the **July 2020 issue** of the *ABA Journal*.

6. **CONSIDERATION**

The proponent or his or her designee must be in attendance at the meeting at which the proposal will be considered to present the amendment for debate and consideration by the House of Delegates. Proposals to amend the Constitution are considered by the House of Delegates and must be approved by a two-thirds vote in order to be adopted. Proposals to amend the Bylaws are also considered by the House of Delegates and a simple majority is required for adoption.

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**IMPORTANT DATES TO REMEMBER**

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<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Saturday, February 15, 2020</td>
<td>Open Hearing Meeting at Midyear Meeting in Austin, Texas</td>
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<tr>
<td>Friday, March 6, 2020</td>
<td>Filing Deadline to submit Proposed Amendments</td>
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<tr>
<td>Friday, April 10, 2020</td>
<td>Final Proposals and Sponsor List due to ABA Staff in Chicago</td>
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<td>Mid-April or Early May</td>
<td>Constitution &amp; Bylaws Spring Meeting (Via conference call)</td>
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Questions regarding this process should be directed to Cecilia Boyd at cecilia.boyd@americanbar.org or 312-988-5618.