NEW MEMBER DELEGATE CHECKLIST

Pre-Meeting

• Update your member profile.

• When you get a message from the House Listserv, please read it. You will receive (a) Sneak Preview; (b) Preliminary Agenda; (c) Executive Summary; (d) E-book of Resolution; (e) Messages from the Chair of the House; and (f) the State Delegate Reports.

• Arrange to attend a caucus meeting.

• Introduce yourself to your State Delegate.

Onsite

• Check your email to review messages on the House Listserv related to revised resolutions, late resolutions and reports, and the House Daily Journal.

• Sign the signature roster at the registration desk and obtain your House blue ribbon when you receive your badge at ABA registration.

• When you arrive at the House on Monday morning, (a) review the handouts at your seat inside the House meeting room for additional important information; (b) pick up a seating chart from the signature roster table inside the House meeting room (you will be seated with the state where you practice); (c) introduce yourself to all members from your state delegation; and (d) remember to leave the end seat of the row for your State Delegate.

• Pinpoint the Rules and Calendar Committee table at the front of the room to the right of the dais where you can turn in/pickup salmon slips. The House staff table is next to it.

• Review the final calendar that will be located at your seat so that you know the schedule for the day. Determine whether you would like to speak for or against any resolutions and whether you need to file a formal abstention for any resolution.

• Confirm the wi-fi code for the meeting.

• Pay attention to the screens.

• Stay until adjournment.

• Address any questions/concerns/observations with your State Delegate, or House staff in the staff office or during the meeting at the staff table.

Post Meetings

• Be certain to check your email for the House Daily Journal after the meeting of the House.

• Submit your expense reimbursement immediately after the meeting, if applicable.

• Check email for messages from the House Listserv for the Select Committee Report and the State Delegate Report.