POLICY AND PLANNING DIVISION

The Policy and Planning Division is a part of the Policy and Governance Group and coordinates the activities of the House of Delegates and its committees, and the Board of Governors and its Member Service Committee. It provides primary staff support for the Standing Committee on Constitution and Bylaws. In addition, it provides support to the office of Chair of the House of Delegates and to the office of Secretary of the Association. The Division administers Association elections, the Blanket Authority Policy and the records retention program (including archiving).

Publications
The Policy and Planning Division produces the following publications:
- ABA Leadership Directory (“Redbook”)
- Annual Reports
- Constitution and Bylaws
- Policy and Procedures Handbook (“Greenbook”)
- Summaries of Action of the House of Delegates

The Policy and Procedures Handbook and the Constitution and Bylaws are located at http://www.americanbar.org/groups/leadership/house_of_delegates.html

Archiving
All policies that are ten years old or older are reviewed annually. Policies which are ten years old or older and which are outdated, duplicative, inconsistent or no longer relevant are archived. Such archived policies are retained for historical purposes only but are not considered current policy of the Association.

Amicus Curie Briefs
The filing of an Amicus Curie Brief in the name of the Association must be authorized by the Board of Governors or, if necessary, by the Executive Committee of the Board. The Board seeks and considers the recommendation of the Standing Committee on Amicus Curie Briefs on whether a brief should be authorized. Processing the applications, notice requirements and submission to the Board is the responsibility of the Policy and Planning Division. The Policy and Procedures Handbook contains the Amicus Curie Briefs procedure.

QUESTIONS AND HOW TO PROCEED

BOARD OF GOVERNORS
- Blanket Authority and Reports
  Janae LeFlore, Director, janae.leflore@americanbar.org
  Shirley S. Myles, Division Administrator, shirley.myles@americanbar.org
- Projects and Approvals
  Carri L. Kerber, Assistant Director, carri.kerber@americanbar.org
- Co-Sponsorship
  Janae LeFlore, Director, janae.leflore@americanbar.org

HOUSE OF DELEGATES
- Resolutions with Reports
  Janae LeFlore, Director, janae.leflore@americanbar.org
  Adrienne Barney, HOD Administrator, adrienne.barney@americanbar.org

  (All reports not adopted as policy must be reviewed and have proper disclaimer language before being distributed.)

- House Committees, Election Procedures, Member Credentials
  Leticia Spencer, Business Manager, leticia.spencer@americanbar.org
  Kathryn R. Jones, Administrative Assistant, kathryn.jones@americanbar.org

ARCHIVES, RESEARCH AND HISTORICAL INFORMATION
Richard Collins, Librarian/Records Supervisor
richard.collins@americanbar.org
Blanket Authority allows Sections of the Association to present statements within their particular expertise and jurisdiction to appropriate government agencies while providing prior notice to other sections, divisions, and officers.

The Blanket Authority Process also allows Sections to provide technical comments. Contact Policy and Planning for additional information.
How an Idea Becomes Legislative Policy

1. Consideration and Approval of Resolution by Sponsoring Entity
2. Solicitation of Co-Sponsors
3. Submission of Resolutions with Reports to Policy and Planning for consideration by House of Delegates Committee on Rules and Calendar
4. Rules and Calendar Reviews Resolution for Compliance/Language
5. Rules and Calendar responds to sponsoring Entity
6. Consideration by the House of Delegates
7. If approved, Resolution becomes Association Policy
8. Governmental Affairs Office Lobbies Congress

ACTIVITIES THAT REQUIRE APPROVAL OF BOARD OF GOVERNORS:

- Awards, Contests
- Communications Issues
- Co-Sponsorship with Outside Organizations
- Financial and Insurance Matters
- Representation in Outside Organizations
- Financial Matters including Appropriations, Appeals of Budget Decisions, Grant Projects and Proposals, and Creation and Modification of Program Support Funds
- Programmatic Initiatives that were not included in Entity Annual Plan

Board of Governors Approval Process

Policy and Planning Division
Notification of Deadline for Submission of Request

Determination of which Committee(s) will Consider Requests

Consideration by Board of Governors Committee

Consideration of Board of Governors Committee Recommendation by full Board

Notification to Requesting Entity of Board of Governors Action