House of Delegates

Tips for Drafting, Submitting, and Revising Resolutions

First Steps

**Review** the Drafting Guide and Style Manual for Resolutions with Reports, available on the House of Delegate Website, and also available at this link:


**Check** existing ABA Policy to determine whether/how your proposed Resolution affects it. See “Search Adopted Policies” on House Website, https://www.americanbar.org/groups/leadership/house_of_delegates/

The Drafting Process

Entities are encouraged to contact the Drafting Committee for assistance and feedback before drafting begins and during the drafting process.

Resolution Language

- Specific format
- No whereas clauses (explicit or implicit)

Report Language - Content

- Must address each component of Resolution
- Must not suggest policy not in Resolution
- Adequately support with citations
- Include references to existing policy
- Remember: Report is not adopted as Association Policy

Report Language – Formatting and Style

- Please follow format and style rules when filing the Resolution; this allows Rules and Calendar to focus on substance rather than formatting/style
- See Section V, Drafting Guide and Style Manual for Resolutions with Reports
- Arial Font (12 pt body text; 10 pt footnote text)
- Full justification
- Single-spaced, with return between paragraphs
- References to existing policies: 15A107B and 14M113
The Filing Process

Filing deadlines in November and May.

Before filing, you are encouraged to again take advantage of the Drafting Committee, which will read your Resolution with Report and provide feedback.

You will be filing your Resolution with Report, plus the General Information Form and Executive Summary (see Drafting Guide for details). Send your Resolution with Report, revisions, and other communications to resolutionswithreports@americanbar.org.

Generally (but not always), the earlier you file in November/May, the lower your assigned resolution number, which means your resolution will likely be heard earlier in the agenda.

Once the Resolution is officially filed with Rules and Calendar, the committee will review and share feedback/concerns about three weeks later.

You will have about one week to finalize your Resolution with Report.

Co-Sponsors can be added up until the printing deadline, which is shortly after the date the finalized Resolution with Report is submitted by the entity.

The Revision Process

Once finalized and made part of the e-book of Resolutions, the Resolution can be revised until the day the House meets, after which it can be amended from the floor of the House.

Once finalized and made part of the e-book, the language of the Report cannot be formally revised by entities until after the Resolution passes, at which time the Sponsor will have about a week to make final edits/changes. Exception: occasionally the Committee on Rules and Calendar will direct a sponsor to revise a Report to reflect changes in the Resolution and will distribute the revised Report to the House before the matter is considered. Reports cannot be amended from the floor of the House.

Resources

Drafting Guide and Style Manual for Resolutions with Reports

House of Delegates Website: https://www.americanbar.org/groups/leadership/house_of_delegates/

Drafting Committee, Chair John R. Tarpley, johntarpley@lewisthomason.com

Rules and Calendar Committee, Chair Pamela A. Bresnahan, pabresnahan@vorys.com

Janae LeFlore, Director, ABA Policy and Planning Division, Janae.LeFlore@americanbar.org

Adrienne Barney, Administrator, House of Delegates, Adrienne.Barney@americanbar.org