ROLES AND DUTIES OF COUNCIL

COUNCIL

The governing body of the Section is the Council, consisting of the Officers, the immediate past Section Chair, eighteen at-large Council members, two representatives of the ABA Young Lawyers Division (YLD) (one voting and one non-voting (adjunct)), ABA Law Student Division (non-voting), Government Representative, ABA Board of Governors (non-voting), and an ABA Section Member-at-Large to the ABA Board of Governors (non-voting) when the Section has submitted a nomination for this position.

The Council meets in-person four times each year at the Fall Leadership Meeting, the Winter Leadership Meeting, the Spring Leadership Meeting, and the ABA Annual Meeting. The Council is responsible for setting Section policy, approving the Section budget, and considering proposals from Committee Chairs, other ABA Sections or Committees, and outside groups. Official action of the Council is by majority vote of a quorum (more than half of the Council). Committee Chairs who wish to submit a proposal must follow the guidelines provided by “Instructions for Making Proposals to the Section of Litigation Council” and submit the General Information form to the Section Director by the deadline listed in the meeting materials, generally four weeks prior to the Council Meeting. Emergency issues can be brought before the Council by polling the Council in between meetings at the discretion of the Section Chair.

COUNCIL POSITION DESCRIPTIONS

OFFICERS

The Officers are Chair, Chair-Elect, Vice Chair, Chief Diversity Officer, Secretary, Budget Officer, Revenue Officer, Publications and Content Officer and the Section Delegates. Officers are elected at each ABA Annual Meeting. The Chair-Elect and Vice Chair are elected for one-year terms, which expire at the close of the next ABA Annual Meeting. The Vice Chair, after election as such and serving one year in that office, becomes Chair-Elect without standing for election; the Chair-Elect automatically ascends to Chair. The Chief Diversity Officer, Secretary, Budget Officer, Revenue Officer and Publications and Content Officer are elected for two-year terms. Each Section Delegate serves for a three-year term. A brief description of each position follows.

- CHAIR
  The Chair or, in his/her absence, successively the Chair-Elect or Vice Chair, will preside at Section and Council meetings. During his/her year in office, the Chair will oversee all activities of the Section, subject to the directions and approval of the Council.

- CHAIR-ELECT
  The Chair-Elect will assist the Chair in such matters as the Chair or the Council may request. The Chair-Elect is responsible for chairing the Advisory Committee on Nominations, working with the Budget Officer to develop the Section budget for his/her year, and for making the appointments for open leadership positions to take effect in the following year.
- **VICE CHAIR**
  The Vice Chair will assist the Chair in such matters as the Chair or the Council may request. He/she reports on the activities of the Council to the Section leadership during the plenary session at the leadership meetings.

- **CHIEF DIVERSITY OFFICER**
  The Chief Diversity Officer is responsible to maintain, monitor, supervise and report at least annually at the ABA Annual Meeting on the compliance by the Section and its component parts with the Section Diversity Plan. In furtherance of that role, he/she shall also liaise and consult with Committees within the Section, such as Diversity & Inclusion, among others, whose missions are focused on diversity.

- **SECRETARY**
  The Secretary is responsible for overseeing staff in maintaining all books, papers, documents, and other property of the Section, except money. He/she shall keep a true record of the proceedings of Section and Council meetings and actions.

- **BUDGET OFFICER**
  The Budget Officer is responsible for monitoring and keeping an accurate record of the Section's funds, income and expenditures and investments and any documents relating to them. He/she will advise the officers and the Council on whether any proposed action by the officers, Council or Section may, in his/her judgment, have a significant impact on the Section's financial condition. After consulting with the Section's leadership, he/she will submit a proposed budget to the Council in accordance with the Section Budget Policy. He/she will submit to Section’s members at the Section Annual Business Meeting a report on the Section's finances. He/she will prepare any other recommendations and reports on the Section's financial affairs requested by the Chair or the Council.

- **REVENUE OFFICER**
  The Revenue Officer is responsible for developing a structure, policies, and procedures to increase the Section's revenues and for monitoring revenue development. He/she will assist individual program, committee, and task force chairs who need outside funding to accomplish their goals, as well as to monitor the Section's membership operation. He/she manages the relationship with the top-level Section Sponsor(s) and Meetings Sponsor(s) and works closely on their initiatives.

- **PUBLICATIONS AND CONTENT OFFICER**
  The Publications and Content Officer (“PCO”) is responsible for the long-range strategic planning for innovation, coordination and expansion of the delivery of print and electronic content to members and nonmembers through Section publications, committee-generated content and CLE-generated content. The PCO shall work with those division directors who are responsible for day to day supervision of Section publications and editorial boards; however, the PCO shall not exercise editorial control over Section editorial boards that have operated historically under a policy of editorial independence.

- **SECTION DELEGATES**
  The Section Delegates will represent the Section in the Association's House of Delegates (“House”). At appropriate times, as determined by the Section Officers Conference, the Council shall designate a Section Delegate to serve on the Nominating Committee of the House.
OTHER COUNCIL POSITIONS

- COUNCIL MEMBERS-AT-LARGE (18)
  Each Council member-at-large serves for a three-year term. No more than three of the at-
  large Council members can have their principal office within the same state, except for a
  member who has previously served as Editor-in-Chief of Litigation, Litigation News, or
  Chair of the Book Publishing Board.

- REPRESENTATIVE MEMBERS FROM THE YOUNG LAWYERS DIVISION
  The Young Lawyers Division selects two representatives from its membership to serve as
  liaisons to the Section, one a voting member of the Council and one a non-voting adjunct
  member of the Council. These representatives are approved by the Section Chair-Elect. Both
  representatives serve one-year terms. The non-voting representative, after serving a one-year
  term, automatically becomes the voting representative.

- REPRESENTATIVE MEMBER FROM THE LAW STUDENT DIVISION
  The Law Student Division designates a representative from its membership to be a non-
  voting member of the Council. This representative is approved by the Chair-Elect. The
  appointment is for a one-year term, but the selected individual may be reappointed.

- REPRESENTATIVE MEMBER FROM THE BOARD OF GOVERNORS
  A member of the Board of Governors is appointed by the ABA President as a liaison to the
  Section, thus providing a direct means of communication between the Section and the Board.
  The liaison is a non-voting member of the Council.

- GOVERNMENTAL REPRESENTATIVE
  A high-ranking attorney member of the federal government is appointed by the Chair-Elect to
  represent the interests of government and public service lawyers.

- ABA SECTION MEMBER-AT-LARGE TO THE ABA BOARD OF GOVERNORS
  A non-voting member serving as ABA Section Member-at-Large on the ABA Board of
  Governors because of nomination by the Section, who will serve on the Council during the
  term he/she serves as ABA Section Member-at-Large.

EXECUTIVE COMMITTEE

The Executive Committee is composed of the Section officers and the past Section chair for the
preceding year as voting members and the Section Director and the Associate Director as non-
voting members. The Executive Committee meets in-person at least four times each year at the
Fall Leadership Meeting, Winter Leadership Meeting, Spring Leadership Meeting, and ABA
Annual Meeting.

As the Executive Committee membership includes past, present and future Section Chairs, as
well as Section Delegates, it is uniquely situated to learn from the past and shape the future of
the Section. A primary responsibility of the Executive Committee is to consider long-term
strategic planning and policy of the Section. The Chair designates items for consideration by
the Executive Committee. The Chair will report to the Council on or recommendations by the
Executive Committee. In a situation requiring immediate action which cannot be reasonably
considered by the Council, the Executive Committee may act without meeting formally.