COUNCIL AGENDA
HOW TO BRING AN ITEM BEFORE THE SECTION COUNCIL

The Council meets four times a year in person, and the Section Chair oversees the agenda. All items to be considered by the Council must be submitted with a General Information Form, Executive Summary, and Report to the Director, at least four weeks prior to each Leadership Meeting. Matters for Council action include, but are not limited to:

- Most projects and activities requiring expenditures of Section funds, regardless of whether the amounts were approved as part of the Section's annual budget and planning process
- Recommendations for new Section policies or amendments to existing policies
- A Report with Recommendation (to be presented to the ABA House of Delegates) which creates or amends ABA policy
- Recommendation that the Section take a position regarding another entity's Report with Recommendations
- Requests to enter into contracts or agreements with outside consultants or vendors for services or products (e.g., reporters for Task Forces, surveys, etc.) that were not budgeted
- Requests to present stand-alone programs and special conferences
- Requests to co-sponsor programs which incur a financial risk
- Requests for Blanket Authority

If Council action needs to be taken at a time other than at a scheduled Council Meeting, the Chair may call a meeting by telephone conference call or conduct a poll of the Council via email. For more information, contact Section Director, Cecilia Kukenis at cecilia.kukenis@americanbar.org or call 312/988-5592.