OPERATING RULES FOR THE MINORITY CAUCUS
OF THE AMERICAN BAR ASSOCIATION HOUSE OF DELEGATES

I. Introduction.

The Minority Caucus consists of members of the ABA House of Delegates (HOD) who are racial or ethnic minorities, or who have an interest in diversity issues. It provides a forum for members to: meet and network; hear from and engage ABA Officers and other leadership; be educated on ABA policies, positions and processes and to foster leadership opportunities for its members as well as work together to initiate, support, or oppose HOD resolutions. All ABA members are welcome to attend Minority Caucus Meetings, which take place during the ABA Midyear and Annual Meetings.

II. Purposes and Functions

A. The Minority Caucus provides a forum for racial and ethnic minorities and ABA members interested in diversity issues to:
   1. Meet and network with one another prior to the opening session.
   2. Discuss controversial or interesting reports and recommendations on the upcoming house agenda, often including inviting proponents and opponents to speak.
   3. Mentor new minority HOD members.

B. The Minority Caucus will hear from ABA Officers, members of the ABA Board of Governors (BOG), candidates for ABA leadership positions, and representatives from the National Affinity Bar Associations to:
   1. Get acquainted, reinforce relationships with, and learn about the initiatives being spearheaded by ABA Officers.
   2. Hear from and pose questions to candidates.
   3. Learn about and provide input on key issues facing the ABA and BOG.
   4. Learn about initiatives and issues spearheaded by the National Affinity Bar Associations.

C. The Caucus will invite the Minority-at-Large and other minority members of the Board of Governors to address the group and advise the Caucus members on key issues facing the ABA Board of Governors.
D. The Minority Caucus will educate its members about the ABA Presidential Appointment Process by inviting the ABA President-Elect to attend Minority Caucus meetings to explain the appointment process and priorities, and posting the appointment notification and process on the Minority Caucus’ public web page.

E. The Caucus will assist in developing a leadership pool for minorities in the ABA by:
   1. Identifying and encouraging minorities to apply for or run for leadership posts throughout the ABA, and by supporting them.
   2. Providing means of recruiting and mentoring candidates to ensure there is always a ready pool of talent.

F. The Minority Caucus will work with others in the HOD to initiate, support, or oppose House Resolutions by:
   1. Maintaining an ABA Resolutions Committee that evaluates and recommends support or opposition to Resolutions of interest to the Minority Caucus.
   2. Building coalitions to advocate for or against Resolutions of interest to the Minority Caucus.

G. The Minority Caucus will participate in the HOD orientation program for new members to:
   1. Acquaint new members with the existence and purposes of the Minority Caucus.
   2. Establish a higher profile for Caucus activities within the House structure.

H. Caucus will learn about initiatives and issues spearheaded by the National Affinity Bar Associations.

III. Governance

A. Nomination and Election Process
   1. The Minority Caucus will elect two officers – a Chair and a Secretary. Racial or Ethnic minority members of the HOD are eligible to serve as Officers.
   2. Elections will take place at the Annual Meeting of the Minority Caucus.
   3. Candidates for office may self-nominate or be nominated by others.
   4. Notice of and nomination instructions/deadlines for an election will be sent to HOD members who are on the Minority Caucus list serve and posted on the Minority Caucus’ public web page approximately two months before the Minority Caucus Meeting.
   5. Prior to the Minority Caucus Meeting, a notice identifying the nominees will be sent to HOD members who are on the Minority Caucus list serve and it will also be posted on the Minority Caucus’ public web page.
   6. If no nominations are received in advance, nominations may be made from the floor during the Minority Caucus Meeting.
7. Any candidate who is not opposed will be declared the winner of the election.
8. HOD members present and displaying their official HOD credentials can vote in the election.
9. The winning candidates assume office immediately following the Annual Meeting at which they were elected.

B. Term of Office
1. Each officer shall serve a two-year term; i.e., two Midyear Meetings and Two Annual meetings.
2. There is no automatic succession from Secretary to Chair.
3. A person can serve a maximum of two, two-year terms in each office. These terms need not be served consecutively. These terms may be waived by an affirmative vote of three quarters of the members at a meeting where a quorum of the members of the Caucus is present.

C. Duties of the Chair
1. To preside over meetings of the Minority Caucus. A quorum for purposes of taking action shall consist of 20 HOD members present at the Minority Caucus Meeting.
2. To set priorities for the meeting agenda in terms of content and time allotted to each matter.
3. To serve as Minority Caucus spokesperson.
4. To establish a Resolutions Committee to evaluate and recommend support or opposition to resolutions of interest to the Minority Caucus. To establish the Minority Caucus’ official position on any pending resolution the Chair will call for a vote of HOD members present at the Minority Caucus Meeting.
5. To establish other committees as necessary to facilitate the work of the Minority Caucus. (These could include an issues of the day committee, candidate forum committee, mentor committee and or communication committee).
6. To ensure that regular communication with Caucus members is achieved by way of a newsletter or other appropriate tools (similar to Caucus Connections) which shall be distributed to Caucus members prior to each Mid-Year and Annual meetings. This communication should contain information about programming at the ABA meetings, ABA initiatives and leadership opportunities.
7. To call special meetings of the Minority Caucus by telephone or electronic mail, as necessary.

D. Duties of the Secretary
1. To prepare meeting agendas, in consultation with the Chair. The Chair of the Minority Caucus Resolutions Committee will preside at meetings in the absence of the Chair.
2. To take minutes at each meeting and to distribute the minutes following the meeting.
3. To serve as the custodian of records and documents pertaining to the Minority Caucus.
IV. **Amendments to the Operating Rules**

A. Any proposed changes to these Operating Rules must be: (1) recommended by a minimum of ten HOD members that participate in the Minority Caucus meetings; (2) submitted to the Minority Caucus Secretary who will provide notice via the Minority Caucus’ List serve and public web page; and (3) approved by a majority vote of HOD members present at the time of the vote.

B. A quorum for purposes of taking action at a meeting of the caucus shall consist of 30 caucus members.

V. **Administrative Support for the Caucus**

The Caucus should obtain adequate support services from the ABA staff of the Commission on Racial and Ethnic Diversity in the Profession and or other diversity entities within the ABA as designated, to assist in distributing notices and agendas, arranging meetings logistics and maintaining the website and listserv.