American Bar Association Constitution

Article 7. The Board of Governors
§7.2 Number and Composition.
Except as hereinafter provided, the Board of Governors is composed of 42 members of the Association. The House of Delegates shall elect one member from each of the eighteen districts, nine section members-at-large, one judicial member-at-large, two young lawyer members-at-large, one law student member-at-large, and five Goal III members-at-large, two women, two minorities and one of whom must self-identify either as LGBT or as having a disability.

Article 9. Nomination of Officers and Governors
§ 9.2 By Nominating Committee of the House of Delegates.
   (a) The Nominating Committee shall consist of the State Delegates, seven Section delegates, one Judicial Division Delegate, one Young Lawyers Division member who need not be a delegate when named to the Committee but who becomes a delegate while serving on the Nominating Committee, and eight Goal III members-at-large who need not be delegates in the House of Delegates when selected, but who become delegates while serving on the Nominating Committee. The Section Officers Conference shall select the seven Section Delegates. The Judicial Division Council shall select the Judicial Division Delegate, and the Young Lawyers Division Assembly shall select the Young Lawyers Division Delegate. The Goal III members-at-large shall be appointed by the President, from nominations solicited from the diversity commissions, sections, divisions, forums, state and local bar associations, and the membership at large. The President shall appoint as Goal III members at-large no fewer than three women, three minorities, one who self-identifies as LGBT, and one who self-identifies as having a disability. No more than five members of the Nominating Committee may be from the same state at any one time. Petitions for election to the Nominating Committee will include an acknowledgment signed by the candidate that the candidate has read and agrees to abide by the Statement of Expectations, adopted by the Steering Committee of the Nominating Committee for members of the Nominating Committee.
   (b) The term of each member of the Nominating Committee begins with the adjournment of the annual meeting following the member’s election or appointment. In the original selection of the Section Delegates, the Section Officers Conference shall designate two members to serve until the adjournment of the first annual meeting following their selection, two to serve
until the adjournment of the second annual meeting following their selection, and three to serve until the adjournment of the third annual meeting following their selection. At the conclusion of the 2015 Annual Meeting, the President shall appoint one Goal III member-at-large who must self-identify as LGBT for a three-year term and one Goal III member-at-large who must self-identify as having a disability for a two-year term. At the end of those respective terms, and in each succeeding third year, the Goal III members-at-large shall be appointed for a term of three Association years. In addition, each year the President shall appoint one minority and one woman, each to serve a three-year term as Goal III members-at-large. A member of the Committee may not serve for more than three consecutive three-year terms.

(c) Not later than 120 days before the beginning of each annual meeting, the Nominating Committee shall convene and shall make and immediately announce a nomination for the office of President-Elect, a nomination for each member of the Board of Governors whose term expires upon the adjournment of that annual meeting and, in each even-numbered year, a nomination for the office of Chair of the House of Delegates. In 1998 and in each succeeding third year, the Nominating Committee shall make and immediately announce a nomination for the office of Secretary until 2016, and a nomination for the office of Treasurer. Beginning in 2020 and in each succeeding third year, the Nominating Committee shall make and immediately announce a nomination for the office of Secretary. The nomination for each member of the Board of Governors whose term expires upon the adjournment of that annual meeting shall be made as follows:

(1) The State Delegates shall nominate each district member.
(2) The Section Delegates shall nominate each Section member at-large and law student member-at-large.
(3) The Judicial Division Delegate shall nominate the judicial member-at-large.
(4) The Young Lawyers Division Delegate shall nominate each young lawyer member-at-large.
(5) The Goal III members-at-large of the Nominating Committee shall nominate each Goal III member-at-large.

At least 40 days’ notice shall be given to Association members of the time and place of the meeting of the Nominating Committee at which nominations will be considered. The Chair shall preside and the Secretary shall act as Secretary of the meeting. To be eligible for nomination as a member of the Board of governors by the Nominating Committee at that meeting, a person must file a petition signed by 25 Association members with the Secretary 30 days prior to the convening of the meeting of the Nominating Committee at which the nomination is considered. If the petition is for nomination to the Board of Governors from a district, it must be signed by 25 Association members from that district.

(d) A member of the Nominating Committee who seeks nomination as an officer of the Association or as a member of the Board of Governors shall recuse himself or herself from service on the Nominating Committee during the
meeting at which that nomination would be considered by giving written notice to the Secretary at least 30 days prior to the convening of the meeting of the Nominating Committee at which the nomination is to be considered. A State Delegate who is so recused from service on the Nominating Committee remains as the State Delegate. However, for the meeting at which the recusal occurs, the person who will serve on the Nominating Committee shall be:

1) The state bar association delegate from that state with the longest continuous service in any capacity in the House, or if there are two or more with equal service, the one selected by lot by the Chair of the House; or
2) Where no state bar association delegate is able to attend, the state bar association shall appoint a temporary state bar delegate to serve on the Nominating Committee during that meeting.

If a Section Delegate is so recused or is unable to participate in a meeting of the Nominating Committee, the Section Officers Conference shall select a section delegate to serve on the Nominating Committee during that meeting. If a Division Delegate is so recused or is unable to participate in a meeting of the Nominating Committee, the Division shall select a delegate from among the existing members of the House to serve on the Nominating Committee during that meeting. If a Goal III member-at-large of the Nominating Committee is so recused or is unable to participate in a meeting of the Nominating Committee, the Chair of the relevant Goal III commission shall designate a Goal III member of the House of Delegates to serve on the Nominating Committee during that meeting.

American Bar Association Bylaws

Article 27. Scope and Correlation of Work
§27.1 Terms and Election. (a) The Committee on Scope and Correlation of Work consists of five members of the Association, one of whom is elected in each year by the House of Delegates to serve a five-year term beginning with the adjournment of the annual meeting during which elected. Nominations must be made from the floor at the first session of the House and the election shall be held at the next session of the House. The Committee shall annually designate its chair.

(b) The Chair of the House shall appoint a liaison member from the sections, who serves without vote, from among three nominations submitted by the Section Officers Conference. The liaison member from the sections shall serve for a term of three years, and may be reappointed only in the manner hereinabove provided, and may not serve for more than two consecutive full three-year terms. The chairs of the Program and Finance Committees of the Board of Governors each designate a member to serve as an ex-officio liaison representative to Scope, without vote.

Article 30. Sections
§30.8 Section Officers Conference. The Section Officers Conference is composed
of the officers of each section and forum with such voting rights as determined by the Conference. The Conference shall meet at least once a year.

Article 31. Committees
§31.7 Designation, Jurisdiction, and Special Tenures of Standing Committees. The designation, jurisdiction, and special tenures of standing committees are as follows:

Publishing Oversight. The Standing Committee on Publishing Oversight is composed of twelve members: eight representatives from among those recommended by the Section Officers Conference to the ABA President from Sections, Divisions and Forum Committees with existing publishing programs, and four at-large members. Members will serve three-year staggered terms and be eligible for reappointment to a second three-year term.

American Bar Association Rules of Procedure of the House of Delegates

Article 49. Committees of the House
§49.2 Standing Committees. The designation, functions, and size of the standing committees of the House of Delegates are as follows:

Scope Nominating Committee. The Scope Nominating Committee consists of the following ex-officio members: the Chair of the House of Delegates, as chair, the chair of the Board’s Program Committee, the chair of Scope, the member of Scope with the longest continuous service on the Committee who is not the chair, and the chair of the Section Officers Conference. The Committee shall make nominations for membership on the Committee on Scope and Correlation of Work.

American Bar Association Policies and Procedures Handbook

Chapter 1, ASSOCIATION OVERVIEW AND STRUCTURE
I. ASSOCIATION OVERVIEW
4. Each member of the Nominating Committee is personally responsible for providing each candidate who desires to meet with the member an opportunity for a meeting. Nominating Committee members are encouraged to hold such meetings during a Midyear or Annual Meeting and the member may choose to include at the meeting others whose views such member may wish to hear. If this does not prove feasible, the member should provide the candidate an opportunity to meet at the Section Officers Conference or the Nominating Committee Orientation meeting, and travel and a per diem will be paid to the candidate for such meeting (other than for a meeting held in conjunction with the Annual Meeting or Midyear Meeting). Candidates and prospective candidates are discouraged from arranging visits to Nominating Committee
members in their home cities and Nominating Committee members are discouraged from accepting such visits.

Chapter 2, ASSOCIATION ENTITIES
A. House of Delegates
1. Committees of the House of Delegates
d. Scope Nominating Committee. The Scope Nominating Committee consists of the following ex-officio members: the Chair of the House of Delegates, as chair; the chair of the Board’s Program Committee; the chair of the Committee on Scope and Correlation of Work; the member of the Scope Committee with the longest continuous service on the Committee who is not the chair; and the chair of the Section Officers Conference. The Committee shall make nominations for membership on the Committee on Scope and Correlation of Work.

Chapter 3, ASSOCIATION MANAGEMENT
I. INTERNAL ORGANIZATION
D. Staff Organization
25. Professional/Specialty Services Group
a. Chicago: Provides staff support to 16 of the ABA’s sections and divisions, the six forums, and 10 other entities that address the professional interests of members working within various substantive areas of the law or the concerns of special demographic groups. Sections staffed from the Chicago office cover antitrust law; business law; environment, energy, and resources; family law; health law; intellectual property law; labor and employment law; litigation; public contract law; public utility, communications, and transportation law; real property, trust, and estate law; science and technology; state and local government law; and tort trial and insurance practice. Divisions supported are judicial; and solo, small firm and general practice. Forums cover affordable housing and community development law; air and space law; communications law; construction law; entertainment and sports industries; and franchising. Other entities include: Section Officers Conference; Commissions on the American Jury Project and Women in the Profession; National Conferences of Commissioners on Uniform State Laws, Lawyers and CPAs, Lawyers and Scientists, and Lawyers and Corporate Fiduciaries; Standing Committees on Armed Forces Law, and the American Judicial System. Provides liaison with The National Judicial College.

Chapter 4, ASSOCIATION SECTIONS, COMMITTEES AND RELATED ORGANIZATIONS
II. JURISDICTIONS AND PURPOSES OF SECTIONS, FORUMS AND COMMITTEES
C. Standing and Special Committees
* Publishing Oversight. Consists of 12 members, eight from recommendations from the Section Officers Conference from Sections, Divisions and Forum Committees with existing publishing programs, and four at-large members.
Shall: (1) study and recommend publishing policies and strategies to the Board of Governors and House of Delegates; (2) provide policy oversight, supervision and direction to ABA publishing, exclusive of the ABA Journal; and (3) work closely with the Director of ABA Publishing, who will be responsible for implementing the Association’s publication policies and developing publishing and marketing initiatives designed to meet changing needs of members, produce new/increased revenues, or support other Association goals.

*Standing Committee

Chapter 6, COMMUNICATIONS
I. PUBLICATIONS
M. Licensing the Use of ABA Material to Others
1. Subsidiary Rights (including reprint rights)
   b. Permission Grants

Permission grants and other licenses for limited, nonexclusive use of the ABA’s copyrighted material will be handled by the Copyrights and Contracts Department in accordance with the Section Officers Conference and the Standing Committee on Publishing Oversight’s permissions policy guidelines and in conjunction with the ABA publishing entity’s individual permissions policy, provided that the entity provides its permissions policy in writing to the Copyrights and Contracts Department.

(As Amended August 5, 2016 in San Francisco, CA)

ARTICLE I: NAME AND PURPOSE

Section 1.01: Name

The Section, Division and Forum Chairs and other Section, Division and Forum Officers of the American Bar Association (ABA), when meeting pursuant to ABA By-Laws Sec. 30.8, shall be known as the “Section Officers Conference” (SOC).

Section 1.02 Purpose

The purpose of the SOC will be to provide a forum for sharing ideas on issues of mutual concern to Section officers, to advance the interests of the Sections and their officers, and to perform those duties assigned to the SOC in the ABA Constitution, Bylaws and Policies.

ARTICLE II: MEMBERS

Section 2.01 Members

The Section Officers Conference is composed of the volunteer ABA member Officers of each Section (SOC members), namely the Chair, Chair-
Elect, Vice-Chair, Secretary, Budget or Finance Officer, Delegate, and any other recognized Officer of a Section pursuant to its internal governance structure; the volunteer ABA member Officers of the individual constituent conferences of the ABA Judicial Division; the SOC Chair; the Immediate Past SOC Chair; and the Division representatives and Section Members-at-Large on the ABA Board of Governors.

 ARTICLE III: OFFICERS

Section 3.01 SOC Chair, Power and Duties

The SOC Chair shall preside at all meetings of the SOC and the Executive Committee and shall perform such additional duties as designated by these Rules or a motion adopted by the Executive Committee or the SOC. The SOC Chair shall hold office for a term of two years, unless elected to fill an unexpired term. If elected to serve an unexpired term, the SOC Chair shall serve the remainder of the unexpired term and may be a candidate to fill the following full term. Unless earlier elected to fill an unexpired term, no Chair shall be eligible to serve more than one term in office. The SOC Chair’s term shall begin with the adjournment of the ABA Annual Meeting after he/she was elected as Chair-Elect, which shall be in odd-numbered years, and shall end at the end of the ABA Annual Meeting that occurs two years later, or until his/her successor is elected and qualified. Unless otherwise provided in these Rules, the SOC Chair shall only appoint individuals to appointed positions if they are members in good standing in their respective Sections. In accordance with Section 6.01, the SOC Chair-Elect’s appointees shall begin service in their appointed positions with the adjournment of the ABA Annual Meeting when the Chair-Elect automatically succeeds the Chair in odd numbered years. The SOC Chair’s appointees shall begin service in their appointed positions upon notification of their appointment, or on such later date as stated in their appointment letter.

Section 3.02 SOC Chair-Elect, Election, Power and Duties

At any time not later than the close of the Annual Meeting immediately preceding the end of the SOC Chair’s term, which shall be in even-numbered years, the Immediate Past SOC Chair shall convene a nominating committee (the SOC Nominating Committee) consisting of the Immediate Past Chair as Chair, and the two most recent Immediate Past Chairs before the term of the Immediate Past Chair, who served to the end of their terms and remain in good standing as members of their Sections, none of whom shall be a candidate for the office of Chair-Elect of the SOC (SOC Chair-Elect). Any vacancies on the SOC Nominating Committee shall be filled by appointment by the SOC Chair. Not later than 60 days prior to the meeting of the SOC held in conjunction with the ABA Midyear Meeting, the SOC Chair shall transmit to all members of the SOC the report of the SOC Nominating Committee, which shall identify one or
more nominees for the position of SOC Chair-Elect. Not later than 30 days prior to such meeting of the SOC, additional nominations may be made by petition signed by no less than five Section Chairs. Each nominee for the position of SOC Chair-Elect shall be (1) a Section Chair, (2) a past Section Chair who remains in good standing as a member of his/her Section and who completed his/her term of office, provided that the election occurs within two years of the completion of his/her term as Section Chair, or (3) a current or immediate past chair class representative to the Executive Committee who remains in good standing as a member of his/her Section. The election shall be by majority vote of those Sections responding to a mail or electronic ballot held as soon after the ABA Midyear Meeting as reasonably practicable and organized by the SOC Chair and SOC Director. If there are more than two candidates, the Executive Committee shall approve a form of preferential balloting for the election. The term of the Chair-Elect shall begin immediately upon the announcement of the results of the election and shall end when the Chair-Elect automatically succeeds the Chair as detailed in Section 3.01.

Section 3.03: Temporary or Replacement SOC Chair

In the event of the absence or unavailability of the SOC Chair at a meeting of the Executive Committee or the SOC, if there is a Chair-Elect in place, the Chair-Elect shall preside in the Chair’s absence. If there is no Chair-Elect in place or if the Chair-Elect is absent or unavailable, the Section Chair Class Representative on the Executive Committee (Chair Representative) (or the next most senior officer class representative on the Executive Committee in his/her absence or unavailability) shall preside in the Chair’s absence or unavailability. In the event of the absence or unavailability of the SOC Chair, the temporary presiding officer may appoint members to serve on any committee established by the Executive Committee or the SOC at a meeting. In the event the office of SOC Chair shall become vacant by virtue of death, resignation, removal, or disability, if there is a Chair-Elect in place, the Chair-Elect shall automatically succeed to the position of Chair at that time and serve until the end of the term as Chair for which he/she was elected when elected as Chair-Elect. If there is no Chair-Elect in place, the Chair Representative will serve as temporary SOC Chair, with all the powers of the SOC Chair, until a replacement SOC Chair has been elected. Within 60 days of the determination that the SOC Chair is vacant, the Chair Representative (or the next most senior officer class representative on the Executive Committee if the Chair Representative fails or refuses to act) shall call a special meeting of the SOC, and the SOC shall elect a SOC Chair to fill out the unexpired term who shall meet the qualifications for SOC Chair as of the time of his/her election.

Section 3.04: SOC Director and SOC Support

The ABA staff liaison to the SOC shall serve as SOC Director and shall be Secretary and Treasurer of the SOC. The SOC Director shall keep and
distribute minutes of SOC meetings and other SOC records and shall maintain and account for the funds of the SOC. The SOC Director shall perform the duties of the secretary and treasurer as stated in the SOC’s adopted parliamentary authority and shall perform such other duties as may be required from time to time by vote of the SOC or the Executive Committee or by direction of the SOC Chair. Logistical support for the SOC shall be obtained through the ABA SOC staff under the direction of the SOC Director and through the ABA Division for Professional Services.

ARTICLE IV: SOC MEETINGS AND VOTES

Section 4.01: Time and Place of Meeting

A. Regular meetings of the SOC shall be held at the Annual and Midyear Meetings of the ABA and at the Fall Meeting of the SOC, which shall be held at such time as may be approved by the SOC Chair. The regular SOC meeting held in conjunction with the ABA Annual Meeting shall be the annual meeting of the SOC. Special meetings may be called at any time by the SOC Chair, the Executive Committee, or ten Sections. The time, date, and place of a special meeting shall be set by the SOC Chair. The purpose of a special meeting shall be stated in the call of the meeting.

B. Notice of the time, date, and location of a meeting shall be sent to all SOC members at least two weeks prior to any meeting and shall include a proposed agenda when possible. Electronic notice shall be deemed sufficient. SOC members who wish to have items included in the agenda of a regular meeting should forward them to the SOC Director at least ten days prior to the date of the scheduled meeting. A proposed agenda should be circulated before the meeting. The purpose of a special meeting shall be stated in the call.

C. The SOC Chair may cancel a duly called meeting upon such notice as is practicable, but only in case of serious emergency.

Section 4.02: Voting Weight

Each Section shall have one vote on all matters coming before the SOC. The vote of a Section shall be cast by the Section Chair or the Chair’s designee. Each Section shall adopt a procedure for determining how the Section’s votes at the SOC shall be determined and shall file the procedure with the SOC Director. The adherence of a Section to its internal procedures for determining SOC votes shall not be subject to question in the SOC. If the Section has no procedure on file with the SOC Director, or if there is a dispute as to the results of the Section’s internal procedure to determine an SOC vote, the Section Chair or the Chair’s designee shall determine how to vote. The SOC Chair, the
Immediate Past SOC Chair, the SOC Chair-Elect, and the Section Members-at-Large on the Board of Governors shall have no vote. All votes at SOC meetings shall be by voice or by a show of hands of the Section Chairs or Section Chair’s designees, as determined by the Chair, unless a vote is challenged. Any Section may challenge a vote taken by voice or show of hands and request a counted vote of the Sections.

Section 4.03 Quorum

A quorum for a SOC meeting shall be at least one representative SOC member from a majority of the Sections.

Section 4.04 Remote Participation in Meetings and Voting

Members of the SOC may participate in meetings by telephonic or electronic means, provided that all participants in the meeting who are voting can hear each other and be heard. Any action that could be taken by a SOC meeting or a SOC caucus meeting may be taken by mail, electronic, or other means, whether or not it was first raised and discussed at a meeting, provided that the SOC Chair, the Executive Committee, or a majority of the Sections present and voting at a meeting so determine, or that any three members of the Executive Committee or any three Sections so request in writing. Whenever a ballot is taken by mail, electronic, or other means, action may be taken by a majority of the Sections that vote, provided that at least one-third of the Sections vote.

ARTICLE V: EXECUTIVE COMMITTEE

Section 5.01: Executive Committee, Composition

A. The Executive Committee shall consist of the following members: the Chair of the SOC (SOC Chair), the Immediate Past SOC Chair, one representative of each of the six class groups (Chairs, Chairs-Elect, Vice-Chairs, Secretaries, Budget Officers, and Delegates) as elected by the SOC, the SOC representatives appointed to serve with the Board of Governors on Board of Governors committees, and up to two other members as appointed at the discretion of the SOC Chair. The SOC Chair-Elect shall serve as an ex-officio member.

B. Nominations for officer class representatives shall be solicited at the SOC Fall Leadership Meeting and via email immediately following the meeting for a limited period as determined by the SOC Chair. Any SOC member may nominate. Only members of the SOC then serving in such officer class as of the time of the election, or who have been selected by their Sections as of that time to serve in such office but have not yet taken office, are eligible for election as officer class representatives. The class
representatives shall be elected as soon after the SOC Fall Leadership Meeting as reasonably practicable by mail ballot, according to procedures established by the SOC Chair. The names of all nominees timely submitted shall be included on the ballot. For purposes of this provision only, officers of the individual constituent conferences of the Judicial Division shall be considered officers of the class of office in which they serve in such conference. The class representatives shall serve a one-year term to start when results of the election for class representatives are announced by the SOC Chair after the fall leadership meeting and to finish when results of the election for class representatives are announced by the SOC Chair after the following fall leadership meeting or until his/her successor is elected and qualified. A vacancy in the position of class representative shall be filled by the Executive Committee until the next meeting of the SOC, which shall fill the vacancy for the remainder of the unexpired term. A class representative, once elected, shall continue in office regardless of whether his/her term of office as a Section officer has terminated, unless he/she resigns from such office, is removed from office for cause, or otherwise ceases to be a member in good standing of the Section he/she represented when elected. The class representatives to the Executive Committee shall communicate regularly (by electronic mail, teleconference, or otherwise) with their constituent class groups to discern and discuss Section and officer class group issues and to communicate information pertinent to Section and officer class group interests.

Section 5.02: Executive Committee, Meetings

The SOC Chair shall convene a meeting of the Executive Committee whenever the Chair, any three members of the Executive Committee, or any three Sections deem necessary, to discuss issues of concern to the SOC or the Sections. The time, date, and place of a special meeting shall be set by the SOC Chair. At least five days’ notice shall be given of Executive Committee meetings, except in case of emergencies or of a meeting held immediately following a SOC meeting, provided in such case that notice of the Executive Committee meeting is given at the SOC meeting. Electronic notice shall be deemed sufficient. A majority of the filled positions on the Executive Committee shall constitute a quorum. Executive Committee members and invited guests may attend and participate in meetings by any means, provided that members and invited guests participating may simultaneously speak and hear each other during the meeting. Unless otherwise provided in these Rules or by vote of the Executive Committee, all meetings of the Executive Committee shall take place in executive session. The SOC Chair may cancel a duly called meeting upon such notice as is practicable, but only in case of serious emergency. The Executive Committee may adopt rules for its own procedures.


**Section 5.03: Executive Committee, Powers**

The Executive Committee shall have general supervision of the affairs of the Conference between its business meetings and make recommendations with respect to resolution of issues of urgent concern to the SOC between meetings of the SOC, with approval of such recommendations by the SOC Chair, subject to the orders of the SOC. None of the acts of the Executive Committee shall conflict with action taken by the Conference. The SOC Chair shall communicate information about actions taken by the Executive Committee to members of the SOC either by mail, electronic mail, conference call, or at SOC business meetings. No action of the Executive Committee shall be binding upon the Sections.

**ARTICLE VI: COMMITTEES**

**Section 6.01 Committees, Establishment and Appointment**

The SOC Chair, the Executive Committee and the SOC may establish committees of the SOC, special and standing. The SOC Chair shall appoint members of these committees and SOC liaisons to other ABA entities. The SOC Chair-Elect shall make similar appointments of persons who will serve during his or her term as SOC Chair. The appointees need not be members of the SOC but shall be members in good standing of the ABA unless approved by the Executive Committee.

**Section 6.02 Membership Committee**

The Membership Committee shall be a standing committee consisting of a Chair, appointed by the SOC Chair, and the Membership Committee Chair (or equivalent position, as determined by the Section) of each Section. The Membership Committee shall address issues of concern to the Sections involving Section membership and may make recommendations to the SOC and the Executive Committee.

**ARTICLE VII: SELECTION OF SECTION REPRESENTATIVES ON ABA BODIES**

**Section 7.01: General Provisions**

Selections for Section representation on the ABA Nominating Committee and on the ABA Board of Governors may be made only as provided in this Article.

This Article does not apply to the Young Lawyers Division, Law Student Division, or Judicial Division.
**Section 7.02: Composition – Section/Division Service on the ABA Nominating Committee**

“Tiers I through VII” refer to the following groupings of Sections listed in the rotational order of service on the ABA Nominating Committee. The order within a Tier may be varied by agreement among the Sections affected by the change. The order of rotation in Tiers I and II started in 2011, and repeats starting in 2011 plus multiples of nine. The order of rotation in Tier III started in 2013, and repeats starting in 2013 plus multiples of nine. The order of rotation in Tiers IV and VI started in 2013, and repeats starting in 2013 plus multiples of twelve. The order of rotation in Tiers V and VII started in 2012, and repeats in 2012 plus multiples of twelve. Vacancies will be filled for the remainder of a term by a replacement representing the same Section as that represented by the initial occupant of the position and chosen in the same manner. The tiered structure will be revisited by the SOC from time to time to conform with directives of the ABA.

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<tr>
<th>Tier</th>
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<tbody>
<tr>
<td>Tier I</td>
<td>Business Law; Litigation; Real Property, Trust and Estate Law</td>
</tr>
<tr>
<td>Tier II</td>
<td>Tort Trial and Insurance Practice; Taxation; Labor and Employment Law</td>
</tr>
<tr>
<td>Tier III</td>
<td>Law Practice Division; Intellectual Property Law; Environment, Energy, and Resources</td>
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<tr>
<td>Tier IV</td>
<td>International Law; Solo, Small Firm and General Practice; Family Law; Senior Lawyers Division</td>
</tr>
<tr>
<td>Tier V</td>
<td>Legal Education and Admissions to the Bar; Antitrust Law; Criminal Justice; Health Law</td>
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<tr>
<td>Tier VI</td>
<td>Administrative Law and Regulatory Practice; State and Local Government Law; Science and Technology Law; Dispute Resolution</td>
</tr>
<tr>
<td>Tier VII</td>
<td>Public Contract Law; Public Utility, Communications, and Transportation Law; Civil Rights and Social Justice; Government and Public Sector Lawyers Division</td>
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Section 7.03: Selection for ABA Nominating Committee

Pursuant to the procedures adopted by the SOC and outlined in Section 7.02, the relevant Section in the rotation structure, according to its internally adopted procedures, shall select the Section Delegates to the ABA House of Delegates allocated each year according to the rotational structure to serve on the ABA Nominating Committee as the members of that Committee to be selected by the SOC.

Section 7.04: Composition – Section/Division Service on the ABA Board of Governors

As a result of the 2015 ABA Decennial Review, the number of section members-at-large on the Board of Governors increased from six (6) to nine (9). The Section Officers Conference approved a revised rotation chart on October 2, 2015 (Appendix B). Vacancies will be filled for the remainder of a term by a replacement representing the same Section as that represented by the initial occupant of the position and chosen in the same manner. The rotational order and structure will be revisited by the SOC from time to time to conform to directives of the ABA.

Section 7.05: Selection for Board of Governors

Pursuant to the procedures adopted by the SOC and outlined in Section 7.02, the relevant Section in the rotation structure, according to its internally adopted procedures, shall select the SOC Nominee for one of the nine Section Member-at-Large positions on the ABA Board of Governors as the candidates for the Board of Governors to be nominated by the SOC. The Section shall select the nominee at least 30 days prior to the ABA’s Midyear Meeting.

ARTICLE VIII: ADMINISTRATIVE PROVISIONS

Section 8.01: Procedural Rules

A. The most recent edition of Robert’s Rules of Order Newly Revised shall govern the SOC in parliamentary situations that are not covered by the ABA Constitution and Bylaws, ABA Policies established by the ABA Board or House of Delegates, these SOC Conference Rules, or any special rules of procedure adopted by the SOC. Unless otherwise ordered by the Executive Committee, the Robert’s Rules of Order Newly Revised small board procedures shall apply in meetings of the Executive Committee.

B. Unless explicitly provided, rules in the nature of rules of order contained in these Rules may not be suspended.
C. Failure of literal or complete compliance with provisions of these Rules with respect to dates and times for giving of notice or taking other action shall not invalidate the actions or proceedings of the officers, the SOC, the Executive Committee, SOC committees, or other bodies, provided that any subsequent actions to be taken are re-scheduled to a later date and equivalent previous notice to that provided in the Rules, if applicable, is given to members of any affected body.

Section 8.02: Definitions

The following words and terms when used in these Rules shall have the following meanings unless the context clearly indicates otherwise:

“Immediate Past Chair” — The “immediate past chair” of the SOC is the most recent past chair of the SOC who served to the end of his or her term, provided that he or she remains a member in good standing of the Section that he or she represented as Section Chair on the SOC prior to election as SOC Chair. The “immediate past chair” of a Section is the most recent past chair of that Section who served to the end of his or her term, provided that he or she remains a member in good standing of the Section.

“Section” — “Section,” as used in these Rules, includes all ABA Sections, all ABA Forums, and those ABA Divisions that are membership based, unless otherwise specified.

“Section Chair” — the person holding office as a Section Chair or, if such a person is absent or otherwise unavailable at a meeting of the SOC or during the time that a matter is submitted for electronic action by the Section Chair, the person present or otherwise available who, under the then applicable procedures of the affected Section, is authorized to act as Chair of the Section in the case of absence or unavailability of the Section Chair.

“Section Chair-Elect” — the person holding office in a Section who, in the event of the death, disqualification, removal, or resignation of the elected Section Chair, would automatically succeed to the office of Section Chair under the then applicable procedures of the Section affected, or if such a Chair-Elect is absent or otherwise unavailable at a meeting of the SOC or during the time that a matter is submitted for electronic action by the Section Chair, the person, if any, present or otherwise available who, under such then applicable procedures, is authorized to act as Chair-Elect of the Section in case of the absence or unavailability of the Section Chair-Elect

Section 8.03: Dues

For the purpose of supporting the activities of the SOC, which includes meeting and printing costs, teleconferences, etc., each Section shall annually
pay to the SOC $550. The SOC, as such, shall not pay the individual expenses of Section representatives, but the SOC may authorize payment by the SOC of expenses of the SOC Chair.

**ARTICLE IX: AMENDMENTS**

**Section 9.01: Amendments**

These Rules may be amended at any meeting of the SOC by the affirmative vote of a majority of all Sections, if at least 30 days’ advance written notice of the substance of the proposed amendment has been given to each Section Chair, but no obligation may be imposed upon a Section without its consent.

**ARTICLE X: CONFERENCE OF SECTION AND DIVISION DELEGATES**

The Conference of Section and Division Delegates is an informal body that meets to discuss matters related to reports submitted for consideration to the House of Delegates at the Midyear and Annual Meetings. While Section and Division Delegates are members of the Section Officers Conference by virtue of being officers of Sections and Divisions, the Conference of Section and Division Delegates operates as a separate ABA entity. As such, the Conference of Section and Division Delegates is not bound by the *Rules and Procedures* of the Section Officers Conference. The costs of the Conference business meeting and reception are allocated to each Section and Division through budget reallocation.
A: Mission Statement and Goals

American Bar Association (ABA) Section Officers Conference (ABA)
Mission Statement: Advancing the interests of ABA Sections, Divisions, and Forums.

GOAL I: Facilitate advocacy of the interests of ABA Sections, Divisions, and Forums.

1. Maintain effective relationship with ABA Board of Governors and with each of its three Committees.

2. Maintain relationships State/Local Bars through the ABA Standing Committee on Bar Activities and Services, National Conference of Bar Presidents (NCBP), and National Association of Bar Executives (NABE).

3. Promote effective relationships between ABA Committees and Commissions and Sections, Divisions, and Forums.

4. Promote effective appointments to strengthen the role of ABA Sections, Divisions, and Forums in the ABA Governance Structure.

5. Serve as advocate on common issues, as agreed upon by ABA Sections, Divisions, and Forums.

6. Promote effective relationships between SOC Delegates and all Division delegates.

GOAL II: Facilitate effective communication between and among ABA entities and ABA Sections, Divisions, and Forums.

1. Communicate effectively the value of ABA Sections, Divisions, and Forums.

2. Educate the ABA as to the multiplicity of voices in ABA Sections, Divisions, and Forums, the role of the ABA SOC, and the need to ensure communication that acknowledges and embraces divergent views.

GOAL III: Serve as a central resource for ABA Section, Division, and Forum member leaders for (a) sharing information and best practices and (b) providing networking opportunities and support for the growth and health of ABA Sections, Divisions, and Forums.

1. Facilitate networking between leaders and members of ABA Sections, Divisions, and Forums.
2. Serve as a central resource for sharing innovations, program ideas, membership strategies and best practices among ABA Sections, Divisions, and Forums.

3. Maintain and publicize availability of a central database of information accessible to all ABA Sections, Divisions, and Forums.

4. Provide information, networking opportunities, best practices and support for the growth and health of ABA Sections, Divisions, and Forums to their member leaders.

5. Assist ABA Sections, Divisions, and Forums in designing and implementing public service and pro bono opportunities consistent with the ABA’s Strategic Plan.

GOAL IV: Support the resolution of divergent views among ABA Sections, Divisions, and Forums.

1. Develop mechanisms to facilitate coalitions among ABA Sections, Divisions, and Forums on issues that are not of common interest to all ABA Sections, Divisions, and Forums.

2. Develop a process by which ABA Sections, Divisions, and Forums can discern which issues are truly common among all.

3. Enable ABA Sections, Divisions, and Forums to raise common issues and develop clear structures for gathering information on ideas for projects and initiatives that the ABA SOC should undertake in any given year.

4. Develop a mechanism for ongoing issues briefing for ABA Sections, Divisions, and Forums.

5. Develop a mechanism for review of pending issues and an update on steps the ABA SOC is taking to advance its mission and goals.
B: Review of Representative Rotation on the ABA Board of Governors and the ABA Nominating Committee

1. The current rotation on the Board of Governors was approved by the Section Officers Conference (SOC) on October 2, 2015:

At the conclusion of the Annual Meeting in:

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*As a result of the 2015 ABA Decennial Review, the number of section members-at-large on the Board of Governors increased from six (6) to nine (9). At the 2015 ABA Annual Meeting, an amendment was made to §26.1 (c) of the ABA Bylaws to include the following language regarding terms and election: “In 2016, one section member-at-large shall be elected for a one-year term, one section member-at-large shall be elected for a two-year term, and one section member-at-large shall be elected for a three-year term. At the end of those respective terms, and in each succeeding third year, a section member-at-large shall be elected for a term of three Association years.” Section, Division, and Forum Chairs voted to conduct a drawing for the 1- and 2-year partial terms. The results of the drawing were:

^The Criminal Justice Section will serve a one-year partial term, which will begin at the conclusion of the 2016 ABA Annual Meeting.

#The Section of Public Utility, Communications and Transportation Law will serve a two-year term, which will begin at the conclusion of the 2016 ABA Annual Meeting.
2. Until changed by the Section Officers Conference (SOC) to comply with any American Bar Association (ABA) or SOC governance review, not later than the close of the Annual Meeting four years prior to the end of the last year of rotation on the Rotational Charts reflecting service on the ABA Board of Governors and ABA Nominating Committee, the Chair of the SOC (SOC Chair) shall appoint a committee (the Tier Rotation Review Committee) to conduct a review of the current representation within each tier group and to determine representative service on these committees for not less than 12-15 years in the future. In addition, the SOC Chair may convene a Tier Rotation Review Committee, with a similar composition, to suggest revisions to the Rotational Charts (1) if required by ABA suggested or implemented governance changes, including governance changes resulting from an ABA Decennial Governance Review, or (2) at any other time that the SOC Chair determines that revision of the Rotational Charts would benefit the Sections.

3. Unless otherwise changed by the SOC, the committee will have representation by large-, small- and medium-sized Sections and Divisions, will consist of no less than eight members, will include the Chair of the SOC Operations/Policy Committee and the Chair of the SOC Membership Committee (or equivalent or successor committees, if there are such committees then in existence, as identified by the SOC Chair).

4. The Committee will conclude its work with recommendations to be presented to the SOC at the Annual Meeting for approval two years before the anticipated effective date of any changes.

C: Section Officers Conference (SOC) Decennial Review

1. Every ten years starting from the Annual Meeting in 2008, the SOC shall conduct a review of itself to ensure that the work of the SOC is consistent with the Mission Statement and Goals of the SOC, as enacted at the business meeting of the SOC in August 2007, or to determine whether amendment of the mission statement and the goals is warranted and, if so, what changes should be recommended to the SOC.

2. Before the close of the Annual Meeting two years prior to the SOC decennial review, the SOC Chair will form a committee to conduct the review. The Committee will review the Mission Statement and Goals to see if they continue to be consistent with the work of the ABA and its Sections, Divisions, and Forums, and the practices of the SOC and make recommendations for change as necessary to ensure appropriate governance and operating procedures for the SOC in support of Section leadership.
3. The Committee will forward a report to the Chair of the SOC, and the report will be distributed to Section, Division, and Forum leadership not less than 30 days prior to the Annual Meeting of the year of the SOC decennial review and shall be considered for action by the SOC, if recommended, at the Annual Meeting.

4. Before the close of the Annual Meeting two years prior to the ABA decennial review, the SOC Chair will form a committee to make recommendations in regard to the ABA decennial review. The Committee will review the ABA structure and governance to see if they continue to be consistent with the support of its Sections, Divisions, and Forums, and make recommendations for change as necessary to ensure appropriate governance and operating procedures for the ABA to support the work of its Sections, Divisions, and Forums. At the discretion of the SOC Chair, the recommendations of the committee shall be reviewed, modified if deemed necessary, and approved by the Executive Committee and the SOC before submission as part of the ABA decennial review process.

D. Submittal Process for American Bar Association (ABA) Nominating Committee and ABA Board of Governors Positions

1. Sections and Divisions shall transmit in writing to the Section Officers Conference (SOC) Chair and the SOC Director the names of the Delegates selected pursuant to SOC Rules of Procedure §§ 7.02–7.03 whom they recommend to serve on the ABA Nominating Committee as Section delegates. Such transmittal shall take place no later than April 1 preceding the beginning of the Delegate’s term on the ABA Nominating Committee. In order to comply with Section 9.2(a) of the ABA Constitution, no more than five ABA Nominating Committee members may be from the same state at any one time. The relevant Section or Division in each Tier shall promptly transmit in writing to the Chair of the House of Delegates and the Director of the ABA Policy Administration Office (with copies to the SOC Chair and the SOC Director) the names of the Delegates who shall serve as members of the ABA Nominating Committee, indicating that such Delegates have been selected in accordance with SOC procedures as the Section representatives to the ABA Nominating Committee.

2. The name of each proposed nominee for each ABA Board of Governors Section Member-at-Large position selected pursuant to SOC Rules of Procedure §§ 7.04–7.05 shall be transmitted by the relevant Section or Division to the ABA Secretary, the ABA Policy Administration Office, the SOC Chair, and the SOC Director. The communication from the Section or Division shall indicate that such proposed nominee was selected in accordance with SOC procedures and certified to be a
nominee for a Section Member-at-Large position on the ABA Board of Governors. The Section or Division shall designate one or more Section or Division Delegates serving on the ABA Nominating Committee to place the name in nomination when the ABA Nominating Committee convenes.