American Bar Association
Tort Trial & Insurance Practice Section

TIPS GENERAL COMMITTEE
NUTS&BOLTS
HANDBOOK
2017-2018 SECTION SPONSORS

THE TORT TRIAL & INSURANCE PRACTICE SECTION WOULD LIKE TO THANK OUR 2017-2018 SECTION SPONSORS FOR THEIR GENEROUS SUPPORT
How to Use This Book

The Nuts and Bolts handbook is an in-depth reference to all TIPS policies and procedures for General Committees. In it, you’ll find everything you’ll need to know about TIPS General Committees and how to make the most of your year.

Navigational tools to help you find the information you need:

• The Handbook is a PDF containing bookmarks for every section and form. Click on the bookmark pulldown menu to see these bookmarks.

• The Table of Contents is entirely clickable so you can jump to any section and page within the handbook.

• Interactive links have been added throughout the handbook to help you access information, forms, and websites quickly. Look for blue underlined text click on it. Example: click here to access the Leadership Portal, Form A, Committee Websites
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I: TIPS General Information
1. TIPS General Information, Goals and Strategies
Congratulations on earning a leadership position in the Tort Trial & Insurance Practice Section of the American Bar Association, the largest voluntary professional association in the world! The American Bar Association has nearly 400,000 members and serves the legal profession by performing critical functions including overseeing law school accreditation, producing continuing legal education, providing information about the law and programs to assists lawyers and judges in their work, and providing a forum to address our profession’s many challenges and opportunities.

Mission
When the ABA was founded on August 21, 1878, in Saratoga Springs, New York, by 100 lawyers from 21 states, the legal profession was not what we would recognize today. In 1878, there was no national code of ethics and no national organization to serve as a forum for discussion of the increasingly intricate issues involved in today’s legal practice. The first ABA constitution, which is still essentially the association’s charter, defined the ABA’s purpose as being for “the advancement of the science of jurisprudence, the promotion of the administration of justice and a uniformity of legislation throughout the country. . . .”

The stated mission of the ABA today is, “To serve equally our members, our profession and the public by defending liberty and delivering justice as the national representative of the legal profession.”

Association Governance and Structure
The governance, legislative, and policy organs of the ABA are handled by the Board of Governors and the House of Delegates, along with many commissions, standing and special committees, and task forces. The substantive activities of the American Bar Association are divided into Sections, Divisions and Forums. There are currently 22 Sections, six Divisions, six Forums, and many commissions, standing and special committees, and task forces. In addition to publishing journals, newsletters, magazines, and books—in print and online— these entities also sponsor conferences and continuing legal education seminars, courses, videotapes, and satellite teleconferences; monitor legislation; conduct studies; and make policy recommendations to the ABA House of Delegates. Sections, Divisions and Forums range in size from about 2,300 members to more than 70,000. Sections such as TIPS focus on specific areas of law and provide in-depth examinations of issues, regulations, and national trends within their designated practice areas. Each entity draws its membership from lawyers, judges, academicians, and law students with common professional interests, and each operates much like an independent bar association with its own officers, dues, programs, publications, and committees. Entities address professional development, improvement of laws, public education, and continuing education in a variety of fields.

Tort Trial & Insurance Practice Section
The Tort Trial & Insurance Practice Section has become a source of knowledge and leadership in all areas involving tort and insurance law and related trial practice. What is now the Tort Trial & Insurance Practice Section was formed in 1933 with 1,650 members. It was known as the Section of Insurance Law for 24 years until 1957 when the House of Delegates approved a name change to the Section of Insurance, Negligence and Compensation Law. From 1979 through 2002, the Section was known as the
Tort and Insurance Practice Section (TIPS). In August 2003, in recognition of its preeminent role as trial practitioners, the Section's name became the Tort Trial & Insurance Practice Section. The original acronym, TIPS, was retained.

TIPS justifiably prides itself on being a fellowship of lawyers representing the interests of plaintiffs, defendants, insurers, and corporations while advancing effective trial advocacy and conflict resolution in civil disputes and promoting improvements in the civil justice system so all sides of the issues confronting our profession are fairly presented and analyzed. But what really makes TIPS unique is its members. The colleagues you will meet and with whom you will interact will, in many instances, become life-long friends and resources for your professional endeavors. Welcome to this fellowship.

TIPS has 31 substantive general committees of which you are a part, and the administration and policies of the Section are handled by approximately 30 standing committees and task forces. The general committees cover substantive practice areas as diverse as admiralty and maritime law, fidelity and surety law, and animal law, in addition to the trial techniques that are germane to all areas. Our Section and the ABA could not function and offer value to their members without the general committees that provide benefits to every member through publications, websites, CLE programs, newsletters, and podcasts. These specific topics are covered in separate chapters throughout this notebook.

**TIPS’s Goals**

An effective and well-run Section is led by energized, innovative committees that meet our Section goals and advance its policies. The TIPS goals and strategies are included in the following pages of this notebook. Suffice it to say that if we meet our goals and strategies we will exceed the expectations of our members. The TIPS goals are as follows:

- **Goal 1:** TIPS will provide networking, leadership, involvement and professional development opportunities for members.
- **Goal 2:** TIPS will be the primary source of education and knowledge for tort, trial, and insurance practice.
- **Goal 3:** TIPS will be a national voice for the advancement of the civil justice system.
- **Goal 4:** TIPS will advance diversity in the profession.
- **Goal 5:** TIPS will elevate the important of public service within the Section and around the country.
- **Goal 6:** TIPS will be financially secure and stable.
2. TIPS Bylaws
ARTICLE I
Name and Purposes

Section 1. Name. This Section shall be known as the Tort Trial & Insurance Practice Section, and shall be hereinafter referred to in these By-Laws as the “Section.”

Section 2. Purposes. The purposes of the Section shall be to promote the objectives of the American Bar Association (the “Association”); and, to serve those involved in Tort and Insurance Law by bringing together lawyers of diverse background and practice by providing leadership, inspiring professional excellence and improving the civil justice system.

ARTICLE II
Membership and Dues

Section 1. Dues. Persons enrolled, and whose dues are paid pursuant to the provisions of this Article, shall constitute the membership of the Section. Any member in good standing of the Association shall be eligible for membership in the Section upon application therefor and payment to the Association of annual Section dues. Such dues shall be paid in advance each year, beginning with the first of September next succeeding a member’s enrollment in the Section; except that, anyone becoming a new member after the first of June of any year shall, upon payment of one full year’s dues, be credited as paid through the thirty-first of August of the following year. The Section Council may authorize the Staff Director of the Section and/or Chair of the Section to bestow a limited number of free, one-year, Section memberships on eligible persons.

Immediately following an individual’s transfer from the Law Student Division to American Bar Association general membership, he or she shall be eligible, until the ensuing August 31, for full membership in the Section at the rate of annual dues applicable (at the time of such transfer) to Law Student Members of the Section.

Section 2. Law Student Membership. Any law student who is a member of the Law Student Division of the Association is eligible to become a Law Student Member of the Section upon request and upon payment to the Association of annual dues by a date, and in an amount, set from time to time by the Section Council. Such membership shall be for a period of twelve months beginning September 1 and ending August 31, and shall be renewable annually, during the continuance of eligibility, by the payment of the requisite dues on or before September 1. Any Law Student Member whose annual dues shall be more than four months past due shall thereupon cease to be carried on the rolls of the Section.
Law Student Members shall have such rights, privileges, responsibilities and duties as the Council may determine. Law Student Members shall be entitled to receive the Tort Trial & Insurance Practice Law Journal and such other publications of the Section as the Council may elect to distribute to them, and shall be entitled to attend all meetings of the Section, but shall not have the right to vote in connection with such meetings or to stand for election to Council or Officer positions.

Other than in this section, all references in these by-laws to “member” or to “members” or to “membership” shall be deemed not to refer to Law Student Members.

Section 3. Delinquency. Any member of the Section whose dues are delinquent by a period set by the Board of Governors shall cease to be a member of the Section.

Section 4. Senior Members. Any Section member of twenty five-years standing who has reached the age of seventy is entitled, upon request, to have his or her name placed on a list of senior members. Such individuals retain all the privileges of Section members, but need not pay Section dues.

Section 5. Dues Change. The Section Council, at any of its regular meetings, may change the annual Section dues to the extent it deems desirable, such change to become effective on the first of the following June; Board of Governors approval is only needed if the current ceiling of $75 is to be exceeded. Such changes to the annual Section dues are subject to approval by the Association Board of Governors as set forth in its Constitution and By-Laws.

ARTICLE III
Nomination and Election

Section 1. Nominations. Not later than its spring meeting, the Council shall nominate persons for such Officer, Council, and Section Delegate positions as are scheduled to be filled by the Section membership at the annual meeting next following. Subject to limitations stated elsewhere in these by-laws, any Section member whose good standing can be certified by official Association records forty-five days prior to the time of nomination shall be eligible for elective office. Nominations shall be by the concurring vote of not less than a majority of the members of the Council physically present and voting. The nominees shall be identified in writing to the Section membership not later than June 1, either (a) by a direct mailing or (b) by inclusion in any Section publication or other written material mailed to the members generally.

Section 2. Section Delegate. The Section shall elect three Section Delegates to the House of Delegates. The Section Delegates shall each serve staggered three year terms such that each year there shall be included in the list of nominations a nominee for Section Delegate to the House of Delegates for a three-year term beginning with the adjournment of the annual meeting at which he or she is elected. All Delegates must have served a minimum of two years as a General Member of Council. No person may be elected a Section Delegate for more than two consecutive terms. The Section Delegates shall present to the House of Delegates any recommendations and reports.
of the Section, and shall otherwise represent the Section’s interests at meetings of the House of Delegates, and, also, at any other appropriate meetings, such as the Section Officers’ Conference.

Council may elect one or more Alternate Section Delegates to serve, when good cause exists, during a Section Delegate’s unavailability, temporary disability, or until an election required by Article V, section 4 can be held. For purposes of this section a finding of good cause requires both the approval of a majority of the Council members present and voting and either the expressed consent of the Section Delegate to be temporarily replaced or reasonable certainty in the opinion of a majority of the Officers present and voting that the Section Delegate to be replaced is unwilling to serve, temporarily incapacitated, unavailable or otherwise unable to serve. Alternate Section Delegates must meet the qualifications to be a Section Delegate and shall be elected by Council in the same manner and at the same time Section Delegates are elected and will serve for a period of one year. A Member may be elected to serve as an Alternate Section Delegate for successive or multiple one year terms. When serving as a Section Delegate, Alternate Section Delegates are nonvoting members of Council and an Alternate Delegate’s service as a Delegate does not create an Article V, section 2 service conflict with Council Members, Officers, Section Delegates or the Section’s member-at-large of the Board of Governors. If multiple Alternate Delegates have been elected the Chair shall select the Alternate to serve.

Section 3. Petitions. At any time prior to July 1 not fewer than fifty Section members in good standing, of whom not more than twenty-four are residents of any one state, may file by certified mail, or by electronic means as authorized by the Association or elsewhere in these By-Laws, with the Section Chair and the Staff Director, a nominating petition (which may be in multiple parts) duly signed, with names and addresses of the nominators and the nominees, making nominations for one or more of the elected offices which are due to be filled at the annual meeting which closes the then current operating year. All such petitions shall be accompanied by the written consents of persons so nominated and if electronically filed must be subject designated as a “Nominating Petition” and sent to the addresses on file with the Association for official use.

Section 4. Elections. All elections shall be by majority vote of the Section members physically present and voting, unless otherwise ordered in a resolution duly adopted by the Section at the annual meeting at which the election is held, and shall be by written ballot for any of the offices for which there are two or more candidates/nominees. Should there be multiple nominations for any one office, and should no nominee receive a majority of the votes cast on the first ballot, the two nominees receiving the two highest pluralities then shall be balloted upon and the one receiving a majority shall be declared elected.

Section 5. Special Situations. At appropriate times, as determined by the Conference of Section Chairs, the Council (by concurring vote of not less than a majority of its members physically present and voting) (a) shall designate which Tort Trial & Insurance Practice Section Delegate shall serve on the Nominating Committee of the House of Delegates and (b) is authorized to submit a nomination for a section member-at-large of the Board of Governors—the selection to be made with due regard for the ABA’s eligibility requirements for election to the Board of Governors, and also to the limitations contained within these By-Laws, Article V, Section 2.
Section 6. Emergency Clause. If, prior to assuming an office, the individual nominated or elected to the office is unwilling, unfit or unable to fulfill the duties of the office; the Council shall nominate a replacement by a concurring vote of not less than a majority of the Council members physically present and voting. In the event of circumstances described in the preceding sentence, Council may, at its discretion, extend for up to twelve months the term of the officer presently holding the office.

In order for Council to avail itself of this provision, the individual nominated or elected to the office must notify the Council in writing that he or she is unwilling or unable to assume the office, or, alternatively, Council, after an appropriate investigation and vote, may determine the nominated or elected individual is not able, or is unfit, to fulfill the responsibilities to the office.

If a replacement is so nominated prior to the publication of the notice required by Article III, Section 1 above, the replacement nominee’s name shall be included in the notice in the place of the name of the original nominee.

ARTICLE IV
Officers; Duties and Powers

Section 1. List. The Officers of the Section shall be a Chair, a Chair-Elect, a Vice-Chair, a Secretary, a Diversity Officer, a Revenue Officer, every second year, a non-voting Revenue Officer-elect, a Financial Officer, and every third year, a non-voting Financial Officer-elect.

Section 2. Chair-Elect’s Accession. The Chair-Elect shall, at the end of the annual meeting next following the one at which he or she was elected as such, automatically assume the office of Chair for a single one-year term; thereupon, the Last Retiring Chair shall remain a member of the Council for the ensuing operating year.

Should the Chair-Elect, as of the time mentioned in the preceding sentence, be for any reason unable or unwilling to serve as Chair or should there then be no Chair-Elect, the Vice-Chair shall then become Chair.

Section 3. Terms.

(a) The Chair-Elect and the Vice-Chair shall be elected, in the manner provided in Article III hereof, at each annual meeting of the Section, to hold office for a term beginning at the close of the annual meeting at which they shall have been elected, and ending at the close of the next succeeding annual meeting—or thereafter when their successors shall have qualified. The Chair-Elect and the Vice-Chair shall each hold his or her respective office for no more than a single term.

(b) The term of office of the Secretary shall be a single term of two (2) years commencing at the end of the annual meeting next following the one at which he or she was elected.

(c) The term of office of the Diversity Officer shall be a single term of two (2) years commencing at the end of the annual meeting next following the one at which he or she was elected.
The term of office of the Section’s Financial Officer shall be a single term of three (3) years. Election to the office of Financial Officer-elect shall constitute automatic election to the office of Financial Officer effective at the annual meeting next following.

The term of office of the Section’s Financial Officer-elect shall be a single term of one (1) year. Election to this office shall occur every three (3) years to coincide with the start of the third year of the term of the Section’s incumbent Financial Officer.

The term of office of the Section’s Revenue Officer shall be a single term of two (2) years.

The term of office of the Section’s Revenue Officer-elect shall be a single term of one (1) year. Election to this office shall occur every two (2) years to coincide with the start of the second year of the term of the Section’s incumbent Revenue Officer. Election to the office of Revenue Officer-elect shall constitute automatic election to the office of Revenue Officer effective at the annual meeting next following.

Section 4. Chair’s Role. The Chair, while in that position, shall be the Chief Executive Officer of the Section and, in carrying out his or her administrative duties, shall be possessed of such authority as is customarily associated with such office. The Chair or, successively, the Chair-Elect or Vice-Chair, in the absence of the Chair, shall preside at all meetings of the Section and of the Council. The Chair shall supervise all activities of the Section, including the programming for the annual meeting, shall keep the Council informed of appropriate Section business matters, and shall implement its decisions.

Section 5. Chair-Elect’s Role. The Section Chair-Elect is empowered and obligated, during his or her year in that capacity, to select persons to serve under him or her as committee Chairs, Vice-Chairs and, with the advice and consent of the Section Vice-Chair, committee Chairs-Elect—such appointments to be effective as of the date on which the Chair-Elect succeeds to the position of Section Chair. The Chair-Elect shall invite and include participation by the Vice-Chair nominee in the appointment process. The Chair-Elect shall aid the Chair to such extent as the latter may request, and shall perform such other duties as the Council may designate.

Upon the death, resignation, refusal to act, or (as determined by the Council) during the disability of the Chair, the Chair-Elect shall perform the duties of the Chair for the remainder of the latter’s term or until the vacancy has been filled as provided in Section 4 of Article V hereof, except in the case of the Chair’s disability, and then only during so much of the remaining term as the disability continues.

Section 6. Vice-Chair’s Role. Upon the death, resignation, refusal to act, or (as determined by the Council) during the disability of the Chair-Elect, the Vice-Chair shall perform the duties of the Chair-Elect for the remainder of the latter’s term or until the vacancy has been filled as provided in Section 4 of Article V hereof, except in the case of the Chair-Elect’s disability, and then only during so much of the remaining term as the disability continues. Should the Chair-Elect die, resign, refuse to act, or become disabled at a time when he or she is performing the duties of the Chair as provided in Section 5 of Article IV above, the Vice-Chair shall thereupon perform the duties of the Chair for the remainder of the latter’s term or until the vacancy in the Chair position
has been filled as provided in Section 4 of Article V hereof, except in the case of the Chair’s
disability, and then only during so much of the remaining term as the disability continues.

The Vice-Chair, during his or her one-year term, shall serve as head of the Long Range Planning
Committee, and shall assist and concur in the selection of members of the Financial Committee
whose terms of office will coincide with his/her advancement to Chair-Elect.

Section 7. Secretary’s Role. The Secretary shall be the custodian of all books, papers, documents,
attendance records and other property of the Section, except money. He or she shall keep a true
record of (a) the proceedings at all meetings of the Section and (b) the doings of the Council. With
the Chair, he or she shall prepare an annual summary or digest of the work of the Section. The
Secretary, in conjunction with the Chair, shall attend generally to Section business. The Secretary
shall be the liaison between the Section and the Association staff regarding the retention and
maintenance of books, papers, documents, electronic data and other property pertaining to the
work of the Section in the custody of the Association.

Section 8. Diversity Officer’s Role. The Diversity Officer shall be responsible for monitoring and
maintaining the Section’s efforts to grow a diverse and inclusive membership and leadership as
well as for reporting on same to the Officers and the Council in conjunction with the Section’s
obligation to fulfill Association Goal III and other diversity initiatives. The Diversity Officer is
responsible for development and implementation of the Section’s policies and procedures with
respect to diversity and inclusion efforts and initiatives. The Diversity Officer shall serve as Chair
of the Section’s standing committee, task force and/or general committee on diversity and
inclusion. With the Chair, the Diversity Officer shall contribute to the annual summary or digest
of the work of the Section with respect to all diversity and inclusion developments and efforts.

Section 9. Revenue Officer’s Role. The Revenue Officer is responsible for development and
implementation of the Section’s policies and procedures to increase the Section’s revenues by
cultivating and maintaining relationships with vendors, suppliers, law firms, corporations and
other business in accordance with the Section’s and ABA’s policies.

The Revenue Officer will coordinate and assist the efforts of Council, Section staff, Task Force on
Revenue Enhancement and individual program, committee and task force chairs in obtaining
outside funding in order to accomplish their goals.

The Revenue Officer shall prepare and recommend to the Council (for such action as it may take
at its meetings immediately following the Annual Meeting) a detailed report of the Section’s
revenue development activities. Such report shall present an accounting of revenue development
activities for the prior 12 months and a plan for additional revenue development by the Section.
The Revenue Officer will consult with the Financial Officer prior to preparing the Revenue
Officer’s report, which shall be filed with the Section Secretary at least two weeks prior to the start
of the Annual Meeting. Thereafter, the Revenue Officer shall prepare and recommend to the
Council from time to time such reports or revisions to the revenue development plan as may seem
necessary or advisable.

The Revenue Officer shall be prepared to report on the Section’s revenue development actions at
each meeting of the Council and, additionally, when asked by the Section Chair or Council. The
Revenue Officer should be responsive to any request by the Section Chair, Council or a program, committee or task force chair to assess the availability of outside sponsorship funds for a program or event, to recommend possible outside sponsors, to reasonably assist in the solicitation of outside sponsors, and, if appropriate under the circumstances, to personally contact the potential outside sponsor.

Section 10. Revenue Officer-elect’s Role. The Revenue Officer-elect shall be a non-voting member of the Council. The Revenue Officer-elect shall attend all meetings of the Council, Council Administrative Committee, Section Officers, and Section Officers’ Conference, at the expense of the Section in accordance with its Financial Policy. The Revenue Officer-elect shall have only those duties which are delegated to him/her from time-to-time by the Revenue Officer. The candidate for the position of Revenue Officer-elect shall be familiar with the Section’s organizational structure and general activities. It is desirable, but not mandatory, that the candidate have prior training and/or experience in fundraising.

Section 11. Financial Officer’s Role. The Financial Officer shall prepare and recommend to the Council (for such action as it may take at its meetings immediately following the Annual Meeting) a detailed budget showing expected income and expenditures for the ensuing year; such budget shall be filed with the Section Secretary at least two weeks prior to the start of the Annual Meeting; inter alia, the budget should estimate the projected funding needs of the Officers, the Council and the various committees (notably Communications, Public Relations, Annual Meeting Program, and Annual Meeting Arrangements). Thereafter, he or she shall prepare and recommend to the Council from time to time such revisions of the budget as may seem necessary or advisable.

The Financial Officer shall keep informed on a current basis as to the financial affairs of the Section, maintain an accurate record of all its income and expenditures, bring immediately to the attention of the Section Chair and the Council any instance in which costs are running appreciably in excess of budget for the particular item, and advise the Section Chair and the Council as to the effect of any proposed action by the Section which would seem to portend a significant impact on its financial condition.

The Financial Officer shall be the custodian of the financial records pertaining to the Section, monitor for accuracy all ABA printouts and other reports relating to Section funds, and suggest the means by which the Section’s budget lines might be restructured so that they conform more closely with ABA reporting—to the end that future monitoring can be expedited.

The Financial Officer shall be prepared to report on the Section’s fiscal condition at each meeting of the Council and, additionally, when asked by the Section Chair or the Council; upon inquiry by either of the latter entities, he or she shall review (a) the adequacy of membership dues and (b) the status of the reserve fund. Likewise, the Financial Officer should be responsive to any request by the Chair of the CLE Board to review the financial picture in connection with a given program. The Financial Officer also shall be responsible for periodically reviewing Section financial policy.

Section 12. Financial Officer-elect’s Role. The Financial Officer-elect shall be a non-voting member of the Council. The Financial Officer-elect shall attend all meetings of the Council, Council Administrative Committee, Section Officers, and Section Officers’ Conference, at the
expense of the Section in accordance with its Financial Policy. The Financial Officer-elect shall have only those duties which are delegated to him/her from time-to-time by the Financial Officer.

The candidate for the position of Financial Officer-elect shall be familiar with the Section’s organizational structure and general activities. It is desirable, but not mandatory, that the candidate have prior training and/or experience in accounting and/or finances.

**ARTICLE V**

**Council; Duties and Powers**

Section 1. **Council Membership.** The voting membership of the Council shall consist of the seven Section Officers, the Section Delegates to the House of Delegates, the Last Retiring Chair of the Section, and fifteen “general” members. Additionally, the representatives appointed, respectively, by the Judicial Division, the Young Lawyers Division and the Law Student Division from among those Divisions’ membership as well as the representative appointed by the Board of Governors shall be ex officio members of the Council for a one-year period (a maximum of three years in the case of the Judicial Division’s representative effective at the Annual Meeting in 2000) and entitled to vote on all issues before that body, except amendments of these by-laws and nominations for Officer, Council, and Section Delegate positions.

Five general members of the Council shall be nominated, in the manner provided in Article III(1) hereof, and elected at each annual meeting, in the manner provided in Article III(4) hereof, for terms of office to begin immediately and to continue for three years, it being the intention that the terms of only five of the fifteen general members shall expire at the end of each annual meeting.

Section 2. **Limitation.** No person shall be eligible for election as a general member of the Council if he or she is, or at any time has been, such a member continuously for a period of two Section years or more.

No two members of the same law firm or entity shall serve simultaneously as members of the Section Council; however this limitation shall not apply to honorary members of the Council, to Section ABA House of Delegate Representatives or to any member serving as a Section member-at-large representative to the Board of Governors.

If a Council member joins the law firm or employing entity of another Council member, each shall be allowed to serve out their current term.

Section 3. **Honorary Membership.** Past Chairs, continuing as members of the Section in good standing, shall, upon retirement from active membership on the Council, become honorary members of the Council without vote. They shall not be counted in the number of Council members to be elected in a given year.

Section 4. **Interim Vacancies.** Any vacancies arising among the Council’s general members between the close of an annual meeting and the following May 31 shall be filled by the Council; if vacancies arise after May 31 of any year, the Council shall promptly nominate replacements, and an election in the usual fashion will follow at the ensuing annual meeting. In either case, Council
action shall be by majority vote of its membership. Any replacement member of the Council shall serve only to the end of the three-year term to which his or her predecessor had been elected.

Any vacancies arising in the offices of Chair, Chair-Elect, Vice-Chair, Secretary, Diversity Officer, Revenue Officer, Revenue Officer-Elect, Financial Officer, Financial Officer-Elect, and Section Delegate shall be filled by the Council, with the replacements to be selected by majority vote of its membership; the only such vacancies to be filled shall be those arising during the period between the close of an annual meeting and the following May 31, except that a replacement for a Section Delegate shall be named regardless of when, between annual meetings, if the vacancy arises. A replacement for an Officer or Section Delegate shall serve only to the end of the term to which his or her predecessor had been elected.

Section 5. Attendance Requirement. If any member of the Council shall fail to attend three successive Section meetings, and such failure has not been excused for cause by the Chair or by the majority vote of the Council membership, the Chair shall, by letters to all members of the Council, declare that such member is deemed to have resigned, and that he or she shall be replaced for the unexpired term in the manner, and subject to the exceptions, provided in Section 4 of this Article.

Section 6. Meetings. The Council shall hold a minimum of five meetings each operating year. The first of these shall immediately follow the annual Section meeting, the second shall be held in mid autumn, the third at or near the time of the Association’s Midyear Meeting, the fourth during the spring, and the fifth immediately prior to the annual Section meeting. Special meetings of the Council may be called by the Chair with the consent of a majority of the Council membership, and shall be called when such a majority so requests in writing.

Section 7. Quorum. A majority of the Council membership shall constitute a quorum for the transaction of business at any Council meeting.

Section 8. Council Procedure. Except where otherwise provided in these by-laws, Council action shall require only the concurrence of a simple majority of those members physically present at the Council meeting and voting. Council votes may be held by telephone or any Council-approved electronic means if proper notice is provided according to the rules set by Council for that purpose. Any action of the Council may be taken without a physical, electronic or telephonic meeting if, prior to the vote on such action, written consents to such procedure have been signed by a majority of the members of the Council, have been submitted to the Chair, and have been filed by the Secretary with the proceedings of the Council; provided, however, that the action involved, where there is no meeting, shall itself require a majority vote of the Council membership.

Section 9. General Powers. The Council shall have general supervision and control of the affairs of the Section, subject to these by-laws and to the provisions of the Constitution and By-Laws of the Association. When it is the Section’s turn to name an individual (a) for membership on the ABA’s Board of Governors and/or (b) for membership on the ABA’s Nominating Committee—in either case the individual to represent the several sections and divisions collectively—the Council shall make the selection(s), and in such manner as the Council shall itself determine, subject to the limitations expressed in Article III, Section 5 and Article V, Section 2. It shall authorize all
commitments or contracts which entail the payment of money, but the total committed for expenditure in any operating year must not exceed the estimated Section receipts from dues and other sources during such operating year; provided, however, that the balance of the reserve fund credited to the Section shall also be available for use by Council action. Except as noted in the next sentence hereof, the Council must authorize any Section expenditures. The Section Chair, Financial Officer and Staff Director are empowered to authorize unbudgeted expenditures up to the following amounts: Staff Director $500; Financial Officer $1,000; Section Chair $1,500; Section Chair and Financial Officer concurring $2,500. The Administrative Committee is empowered to approve expenditures of up to $5,000.

Section 10. Committees. The Council may create such committees, with any classification, as it deems necessary or desirable, subject to any limitations in these by-laws and those of the Association. It shall assign each committee such duties and powers as the Council determines. No action of any committee shall be effective until approved by the Council; provided, however, that the Council Administrative Committee shall have full authority to administer the operation of the Tort Trial & Insurance Practice Section in the implementation of policies established by the Council. The Council may terminate any committee at any time.

Section 11. Authority. The Council shall have complete authority to act on behalf of the Section on any and all matters arising between annual meetings of the Section. Section 12. Referendum. The Council may direct that a matter be submitted to the members of the Section for vote by mail. In such event, binding action of the Section shall be by a majority of the votes received in accordance with rules fixed by the Council and as the voting results are certified by the Secretary.

ARTICLE VI
Section Meetings

Section 1. Annual Meeting. The annual meeting of the Section shall be held during the annual meeting of the Association and in the same city or place, with such program and activities as may be arranged by the Council; included shall be a “Section business meeting”, the agenda of which shall cover the elections referred to in these by-laws and such other matters as the Chair or the Council designates.

Section 2. Special Meetings. Special meetings of the Section may be called by the Chair, upon approval of the Council and the Board of Governors, at such time and place as the Council may determine.

Section 3. Voting. Voting, and privileges of the floor, at any meeting of the Section shall be limited to Section members in good standing not less than twenty-one days prior to the opening day of that meeting, as determined by the official membership list certified to the Section Secretary by the Association, such official list to be open for inspection at any meeting for which it is certified.

Section 4. Quorum. The members of the Section present at any meeting thereof shall constitute a quorum for the transaction of business.
Section 5. Majority Vote. All binding action shall be by a majority vote of the Section members present and voting.

ARTICLE VII
Motions—Resolutions—Procedures

Section 1. Limitation on Speaking. It is the intent of the Section that no person, except an invited speaker, shall speak at any meeting of the Section more than five minutes at a time, nor more than twice on one motion or resolution; however, it is within the discretion of the presiding officer to alter these parameters.

Section 2. Motions—Resolutions. At or prior to the opening session of the Section at each annual meeting, any Section member may file with the Secretary, in writing and in duplicate, any motion or resolution not exceeding two hundred words in length, pertinent to the Section or its objects, or a report by an Officer or committee of the Section. The Secretary shall report to the Section Chair his/her recommendations, as to approval, disapproval, or modification, on or before the annual Section business meeting, with a statement of reasons in case of disapproval or modification. Motions or resolutions so processed shall be acted upon by the Section members physically present and voting at the annual Section business meeting.

Section 3. Parliamentary Procedures. The Standard Code of Parliamentary Procedure (Third Edition–1988) by Alice Sturgis, or the most current successor or revised edition of same, shall govern procedures in all meetings of the Section, the Section Council and other Section entities in parliamentary situations not otherwise covered by these By-Laws.

ARTICLE VIII
Miscellaneous Provisions

Section 1. Fiscal Year. The fiscal year of the Section shall be the same as that of the Association.

Section 2. Finances; Payment of Bills. The Treasurer of the Association is charged with the safekeeping of Section funds as credited on Association financial records. All bills incurred by the Section, before being forwarded to the Treasurer of the Association for payment, shall be approved by the Chair or the Financial Officer or, if the Council so directs, by both of them.

Section 3. Remuneration. No salary or other compensation (apart from appropriate expense reimbursement) shall be paid to any Officer, Council member, committee member or task force member.

Section 4. Positions Approval. Any position (as to legislation, for example) espoused by the Section must be approved by the Association before the position becomes that of the Association. Any resolution adopted or action taken by the Section may be reported by the Chair to the House of Delegates of the Association, seeking action by the Association with reference thereto.

ARTICLE IX
Amendments
These by-laws may be amended at any annual meeting of the Section by a majority vote of the members physically present and voting at the Section business meeting, provided (a) the proposed amendment shall first have been approved by a majority of the Council membership, (b) 60 days notice (to the Section membership) shall have been given, and (c) no amendment so adopted shall become effective until approved by the Board of Governors of the Association. The notice referred to in (b) above may be given by publication in the Section’s news magazine.
3. TIPS Long Range Strategic Plan
Goal 1: TIPS will Provide Networking, Leadership, Involvement and Professional Development Opportunities for Members.

Strategies

1. Maintain and increase TIPS membership, its diversity of people, practice, thought and ideas.
   a. Develop a Welcoming Strategy for potential, new, and returning members.
   b. Annually review our progress on the inclusion of diverse practice areas and members.
   c. Provide timely and useful information to our members.
   d. Present diverse programs that provide members with significant value.
   e. Strive in all of our actions to meet Goal 4.
   f. Develop and maintain a system of liaisons between the Membership Committee and all other Committees and regular reports by Membership to Council regarding the status of membership, which reports should include as much data as possible regarding the state and effectiveness of TIPS membership efforts (including retention).
   g. Promote the value of ABA membership.

2. Provide networking opportunities.
   a. Provide opportunities for members to network, participate, socialize, and form relationships that foster professional success.
   b. Increase ease of participation for industry, in-house, and staff counsel.

3. Provide leadership, professional development, and involvement opportunities.
   a. Provide both trial practice and leadership training.
   b. Publicize availability of Section appointments to committees and process for applying.
   c. Publicize and provide liaison opportunities for our members within the ABA.
d. Ensure the ABA/TIPS Committee publicizes the availability of ABA leadership opportunities.

e. Work with ABA Departments to ensure that they are aware of the areas and issues about which TIPS can speak authoritatively to news media or other entities.

4. **Educate members, non-member lawyers, and the public about our practice areas, our activities, and successes.**

   a. Provide timely commentary on breaking news and updates on relevant emerging issues.

   b. Ensure that all letters, emails, and publications sent to our members further this goal.

   c. Ensure that appropriate recognition is given for leadership and tort, trial, and insurance practice accomplishments through press releases, awards, and other means.

   d. Increase the visibility of our members to the public and each other.

   e. Recognize, on an annual basis, the law firms and employers who support TIPS membership.

**Goal 2**

**TIPS will be the primary source of education and knowledge for tort, trial, and insurance practice.**

**Strategies**

1. Develop and provide the highest caliber books in print and electronic formats to meet the diverse needs of the TIPS membership and other interested professionals.

   a. Continue to solicit topics from various sources including TIPS membership, CLE programs, and communications standing committees.

   b. Have the communications standing committees develop titles and topics for print and electronic publications.

   c. Continue to analyze all book proposals for potential profitability.

   d. Move more of our books to subscription services. [Now only ERISA Survey of Federal Circuits is being morphed into a subscription product. So long as the material changes at least 10%, a new edition can be sent to}
subscribers. At present, we publish a new edition every 3 to 5 years, and not by subscription.]

2. Develop and provide the highest caliber **periodicals** in print and electronic formats to meet the diverse needs of the TIPS membership.
   
   a. Continue to solicit topics from various sources including TIPS membership, CLE programs, and communications standing committees;
   
   b. Have the communications standing committees develop titles and topics for print and electronic publications.
   
   c. Decrease the expense of providing periodicals as a member benefit by looking for additional cost savings and sources of revenue, including more sales to non-members.

3. Use technology to deliver content in a timely and cost-efficient manner, allowing members to choose from among a variety of delivery platforms.
   
   a. Develop and update on-line library of program materials.
   
   b. Provide books and periodicals in electronic form.
   
   c. Provide customized formatting of content from books, periodicals, and CLE materials to fit the customers’ requests.
   
   d. Develop and market print-on-demand products.

4. Develop and invest in the technology necessary to facilitate the delivery and exchange of timely information between Section members, potential members, and the legal community.
   
   a. Utilize online networks and other evolving technology to quickly and inexpensively disseminate information to online communities and guide them to Section content.
   
   b. Develop and implement “Rapid Response” infrastructure to indentify timely topics/issues and the most appropriate venues, whether electronic or print, to disseminate such information within the most suitable time frame.
   
   c. Utilize online networks, video hosting services and other emerging technology to promote and increase registration for upcoming CLE and to link to existing CLE content, including podcasts and on-demand CLE available on the TIPS and/or ABA website.
d. Utilize software applications, whether mobile or otherwise, to facilitate the accessibility of Section content.

e. Develop and maintain technological expertise by investing in the best resources available, including staff, consultants, hardware and software.

f. Obtain technology audit within to determine what technology issues need to be addressed and develop a timetable within 60 days thereafter for addressing identified items.

5. Develop innovative continuing legal education programming that meets the diverse CLE needs of TIPS members and other interested professionals, including corporate counsel and the plaintiffs’ bar.

a. Present traditional live, in-person programs of superior quality that will be supported by members and non-members, including both stand-alone programs and those presented at ABA meetings.

b. Provide appropriate funding for prominent CLE speakers.

c. Develop electronic programming (telephone CLE with no video), web-based interactive programs (streaming digital video over the internet with ability to e-mail questions), and live web-cast programs (internet broadcast).

d. Expand to diverse practice groups the type of CLE being presented to Corporate Counsel on Thursday at TIPS quarterly meetings. For example, invite 50 plaintiffs’ lawyers; 50 judges; and 50 members of diverse bar groups to Thursday CLE sessions; add a free one-year TIPS membership for attendees. If needed, provide a choice of CLE programs. Bring all to the cocktail party.

e. Continue to present CLE at the TIPS Spring Meeting.

f. Develop local TIPS programming. Have leadership present regional CLE programs in major urban areas. Invite all TIPS members in a 50-mile radius. Reduce an attendee’s fee if he or she brings another ABA member who is not a member of TIPS. Aim for two to four local programs per year in each location.

6. Improve marketing of books, periodicals, and CLE.

a. Work with the ABA Web store to get more TIPS books listed under the headings Insurance, Litigation, Health, Tort Law, etc. For example, *Litigating the Nursing Home Case* can be found in the ABA Web store
under Elder Law, but it should also be listed under Litigation and under Health Law. Elders are not the only people in a nursing home.

b. Add a Fidelity and Surety heading on the ABA Web store site.

c. When we sell a newly published book, offer the buyer a package of related books at a special discount or with free shipping along with the new book. Consider offering CLE papers on the same topic as the book.

d. When an article in The Brief is developed from a CLE paper, print a boxed notice about the CLE program within that article, indicating that other papers are also available. This would market the papers and our CLE.

e. Continue to feature book reviews of newly published TIPS books in TortSource and The Brief.

f. Develop value packages for CLE. For example, provide an option for unlimited CLE for one year for a set price.

g. Include one year of TIPS membership in CLE pricing for non-members.

h. Provide value to TIPS sponsors by helping them develop relationships with in-house litigation managers. In major metropolitan areas where sponsors are located, invite 50 in-house counsel to group meetings four times a year offered by TIPS Leadership and our sponsors; present CLE and provide lunch.

Goal 3 TIPS will be a national voice for the advancement of the civil justice system.

Strategies

1. TIPS will continue to be a major influence and source of proposed policy on tort trial and insurance practice issues.

   a. Develop and implement an Immediate Communication Strategy on emerging and important TIPS issues.

   b. Identify and develop timely information on emerging issues and distribute to via web, social networking, articles, CLE, publications, and press releases.

   c. Update website, social media and digital media to allow immediate chat room/list serves on emerging issues.
2. TIPS will educate its members, the ABA, media, and the public about its expertise in the civil justice system.
   a. Submit well-reasoned positions on major civil justice issues.
   b. Provide information on emerging issues for consideration for resolutions to HOD, media and membership.
   c. Advance Civil Justice through publications and CLE programs.
   d. Develop a system of effective communications about our expertise.
   e. Develop increased influence and presence within the ABA and other legal organizations.
   f. Foster a relationship with the ABA Government Affairs Office and Media Relations to promote TIPS knowledge.

3. Participate in specific programs with national and state legislators and other governmental entities for advancing civil justice.

4. Enhance relationships with judicial organizations and the judiciary to advance the civil justice system.

5. Recognize those who champion the civil justice system.

Goal 4  **TIPS will advance diversity in the profession.**

*Strategies*

1. TIPS will continue to increase diversity in Section membership.
   a. Analyze the relevant data, including previous Goal IX/3 reports, to measure our progress.
   b. Identify and recruit members from underrepresented groups.
   c. Identify and recruit members form corporate and government entities.

2. TIPS will continue to increase diversity in Section leadership.
   a. Develop programs for expanded involvement of diverse members.
   b. Ensure that diverse members are aware of leadership opportunities.
3. TIPS will balance its programs, publications, and activities to reflect diversity.
   a. Ensure that Speakers on TIPS CLE programs and authors of publications are diverse.

4. TIPS will provide training and education on the importance and value of diversity.
   a. Promote the diversity video to the profession, corporations, and other bar associations.
   b. Regularly conduct an Ethics, Professionalism and Diversity CLE.
   c. Increase circulation of the diversity newsletter.

5. TIPS will form strategic alliances to promote diversity.
   a. Partner with and develop liaison relationships with diverse bar associations.
   b. Partner with and develop liaison relationships with other groups which advance diversity.

Goal 5  TIPS will elevate the importance of public service within the Section and around the country.

Strategies
1. TIPS will engage in and promote public service projects and initiatives.
   a. Regularly implement a new large scale national public service project.
   b. Perform a local public service project in the communities where the spring and fall meetings are held.
   c. Seek nominations and recognize recipients for the Edmund Muskie Award, the “TIPS Honor Roll” and other public service awards or recognition.
   d. Develop and maintain a repository of law-related educational programs that can be presented on a periodic basis during Section meetings or at general committee stand-alone CLE programs.
   e. Develop a publicity plan to publicize TIPS public service projects and award recipients to increase the visibility of TIPS as a leader in public service.

2. TIPS will form strategic alliances to promote public service.
Goal 6  

**TIPS will be financially secure and stable.**

A. **Financial Plan**

*Strategies*

1. TIPS will develop a financial plan that supports TIPS strategic plan and Goals.
   
   a. Invest in member services including necessary technology.
   
   b. Review the dues structure periodically.
   
   c. Review services, including CLE and publications, for financial impact and consider alternatives to production and/or delivery.
   
   d. Develop and implement effective reporting, cash flow analysis and planning tools.
   
   e. Formally prioritize budgeted spending including operating expenses to manage the Section’s resources consistent with these goals.
   
   f. Perform a periodic review and establishment of target reserve levels and investment allocations.
   
   g. Perform a periodic review of all fiscal policies.

B. **Revenue Plan**

*Strategies*

1. Develop a Revenue Plan that supports TIPS Strategic Plan and Goals.

2. Manage revenue activities for the benefit of the Section.
   
   a. Utilize the Revenue Enhancement Committee ("REC") to assist the Revenue Officer by creating designated appointments.
   
   b. Develop a long-term strategy to cultivate regular or annual sponsorships from law firms and other service providers.
   
   c. Develop a long-term strategy to cultivate regular or annual sponsorships from law firms and other service providers.
3. Propose, evaluate and account for capital projects.

4. Encourage general committees to develop and maintain long-term relationships with their meeting sponsors.
   a. Develop a recommended “pricing structure” for general committee meeting sponsorships.
   b. Encourage general committees to optimize sponsorship opportunities and revenue from their annual CLE meetings.

5. Consider developing one or two standard CLE sites/providers with more revenue-positive relationships.
   a. Ask CLE Board to do an analysis.
   b. Consider hiring a content editor.
   c. Investigate possible long-term comprehensive relationships with hotel providers/chains to hold most/all meetings.

6. Explore and evaluate Revenue Officer/sponsorship model to most effectively use resources.
   a. Create a structure and communication plan.

7. Identify new sponsorship opportunities.
   a. Consider hiring a consultant to identify new opportunities.
   b. Identify organizations whose products and services are chosen by TIPS members.

8. Develop and maintain long-term relationships with 6-10 Section sponsors.
   a. Develop enhanced set of deliverables for Section sponsors.
   b. Work to ensure quality and timely deliverables to Section sponsors.
   c. Provide detailed, annual fulfillment reports to Section sponsors.

9. Create designated appointments for Revenue Enhancement Members
   a. Fall Meeting Sponsorship Coordinator.
   b. Midyear Meeting Sponsorship Coordinator.
c. Spring Meeting Sponsorship Coordinator.
d. Annual Meeting Sponsorship Coordinator.
e. Law Firm Sponsorship Coordinator.
f. General Committee CLE Sponsorship Coordinator.

10. Develop a long-term strategy to cultivate regular or annual sponsorships from law firms and other service providers.
4. TIPS Financial Policy
PREFACE TO TIPS FINANCIAL POLICY

The purpose of this preface is to briefly outline TIPS' financial structure so that you may be able to deal effectively with the financial implications of your duties.

I. Let’s begin with ABA financing terminology with which you should be familiar.

1. Fiscal Year. The ABA's fiscal year ends on August 31. All references to "year end" in ABA financial material refer to August 31. Often abbreviated FY.

2. Accrual Accounting. The ABA, and consequently TIPS, is on an accrual accounting system, implemented with the 2000-2001 fiscal year. A true accrual system, which reflects liabilities as they occur, assists the Section in tracking expenses at any given time, rather than when an invoice is paid. At year end, liabilities incurred but not paid can be accrued, so that charges are reflected in the previous year budget even though the bill is not actually paid until the new fiscal year. TIPS only accrues amounts of $5,000 or more, subject to reasonable deadlines.

3. Reserve Fund. This term refers to the surplus that the Section has accumulated over the years. The Finance Committee regularly reviews the status of the Reserve Fund and the manner in which these funds are invested, considering the ABA's prevailing investment policy, and makes recommendations to Council.

II. You should also have some basic knowledge concerning the Section's income. The Section derives its income from five basic sources. Those sources are:

1. Dues. TIPS Council is authorized to set dues provided it is within the ABA-approved allowable range. Membership dues cover the period of September 1st through August 31st to coincide with the ABA's fiscal year. Statements are mailed to current members in June, but dues received from April 1 through August 31 are segregated into a deferred income account and do not affect the Section's finances until the next fiscal year. In September, the money in this account is transferred to the new fiscal year income account for membership dues.
2. **Investment Income.** This item is the interest, dividends and realized gains, earned through investment of the Section's Reserve Fund, and our operating funds, which are held in the ABA Money Market pool.

3. **Publications.** Several accounts make up this category, which includes proceeds from the sale of (a) extra issues of or subscriptions to the *Tort Trial and Insurance Law Journal* and *The Brief*; (b) All other publications, including our books and annotated policies (Sale Publications); (c) the Section's share of ABA sales of Section publications (Package Plan); and (d) royalties from publishing companies from the sale of old issues of the *Journal*, from LEXIS and WESTLAW, and the sale of membership rosters.

4. **Meeting Revenue.** This item includes registration fees, ticket sales and sponsorships for functions at the Annual, Fall, Midyear and Spring Meetings as well as national CLE programs. TIPS retains 100% of the profit from national programs. Also, the Section has income from registration fees for Committee Midyear CLE and Teleconference CLE, which are conducted in-house and TIPS retains 100% of the profit made from these programs. There is also income from Regional Meetings, but most of this income is paid out on the cost of the meetings.

5. **Sponsorships.** The Section seeks out and establishes appropriate sponsorships as a means of producing non-dues revenue. The Revenue Enhancement Committee works closely with the Section Revenue Officer in the development and implementation of the Section's policies and procedures to increase the Section's revenues by cultivating and maintaining relationships with vendors, suppliers, law firms, corporations, and other businesses. It is particularly important in this process to coordinate sponsorships with the Revenue Officer and avoid conflicts between sponsors of the Section.

III. You should also have some basic knowledge about the Section's expenses. Expenses are principally incurred in connection with the following items:
1. **Publications.** Includes costs of printing, promotion, mailings, etc. of the *Journal*, *The Brief*, *TortSource* and other publications. *The Brief* and *Journal* expenses equal approximately one-half of Section dues revenues.

2. **Annual Meeting.** Includes everything for the annual meeting - signs, tickets, program a/v equipment, food, drink, Chair's suite, speakers' expenses, etc. Each expense of the Annual Meeting for the previous year -- all of the bills from the meeting which are not received and paid by August 31st or within the three week "grace" period after August 31st -- are included in the expenses of the following fiscal year.

3. **Fall, ABA Midyear and Section Conference Meetings.** Includes reimbursement of airfare expenses to Officers, Council members, certain committee members and others, food, drink, Chair's suite expenses, etc.

4. **Administrative Expenses.** Expenses at ABA headquarters include salaries, taxes, fringe benefits, printing, postage, stationery and supplies, telephone, office space, office equipment, computers, etc.

5. **Officers.** Includes travel expenses for Section Officers and Delegates attendance at the Section Officers Conference, the Section Chair and his/her designees in connection with attending various meetings and an amount allocated to help offset office assistance and certain other expenses for the Section Chair, Chair-Elect and Vice-Chair.

6. **Committee and Project Expenses.** This category includes special projects, such as the activities currently being undertaken by the Leadership Academy Task Force and the Plaintiffs' Policy Task Force. General Committee newsletters and the General Committee Board also fall into this category.

7. **Membership Development.** Includes promotional brochures and mailings for the retention of Section members and recruitment of new members.
IV. Now, let’s consider what will be expected of you with respect to the finances of your committee during the forthcoming fiscal year:

1. Each year, during the months of December and January, the Chair-Elect is asked to complete a planning and budgeting form to enable staff members to estimate income and expenses of the various activities in which it is anticipated your committee will engage during the forthcoming ABA fiscal year, which begins September 1. Preparation of your committee's financial projection through the completion of Form A will be helpful to you in planning the activities of your committee and helpful to the Finance Officer in projecting the Section's income and expenses for the forthcoming fiscal year. Please take this budgeting task seriously and begin planning as soon as you become Chair-Elect of your committee.

2. If you decide to undertake a special project, for example, a midyear meeting of your committee, you will be expected to prepare a budget of the anticipated income and expenses for the meeting. That written budget will include estimates for all facets of your special project and in this example, should be carefully prepared in consultation with TIPS Meetings or CLE Staff. The budget, along with the proposed program content and marketing plan, would then be submitted to the CLE Board for review.

Except for a few projects, budget allocations needed after the planning process is complete are to be submitted in writing to the Administrative Committee for review. A project should be carefully thought out and all anticipated expenses and revenues from beginning to end should be estimated and submitted simultaneously. Projects whose cost will exceed $2,500 require the completion of a "Financial Impact Statement" (found in the Financial Policy).

V. The Section’s finances are managed by the Finance Committee which meets during the ABA Annual, ABA Midyear, TIPS Fall Planning, Spring Section Conference, and TIPS Budget meetings.

The following Section Officers are members of the Finance Committee by virtue of the offices they hold: The Finance Officer, who chairs the Committee, the Finance Officer-Elect, the Section Chair, Chair-Elect, Vice-Chair, and Revenue Officer.
Additionally, each Council member from the first year class, one Section member-at-large, one past Section Chair and others as deemed appropriate are annually appointed to the Committee by the Section Chair-Elect.

Policy recommendations regarding the Section’s finances are formulated by the Finance Committee which makes recommendations to the Council. For example, the Finance Committee in conjunction with the Officers monitor the investment of the Section’s Reserve Fund throughout the year, subject to the fixed/equity range established by Council. The Finance Committee also makes recommendations to the Council regarding budget policy, prioritizing Section activities for purposes of allocation of Section revenues, and adopting the Section budget prior to each fiscal year.

The Finance Committee has prepared and Council has adopted a financial policy for the Section. The policy establishes guidelines for the preparation of the Section budget on an annual basis so that all Section members who have responsibility for input for budget preparation will have a clear understanding of those responsibilities. The policy also establishes criteria for reimbursement of expenses incurred by Section members in connection with Section activities, i.e. travel, lodging, committee activities, office expenses. You should carefully review the Financial Policy.

Finally, if you have any questions or concerns regarding your committee’s finances during the course of the year, please do not hesitate to contact your TIPS Finance Officer or the TIPS Staff Director (312/988-6155).
AMERICAN BAR ASSOCIATION
TORT TRIAL AND INSURANCE PRACTICE SECTION

FINANCIAL POLICY

Last Revised July 2016
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I. FINANCIAL POLICY

The Officers and Council are responsible for administering meetings, programs, publications, and other professional services. To provide these services requires the expenditure of dues and other revenue, and it is the responsibility of the Officers and Council to ensure that annual revenues approximate annual expenditures. This Policy sets forth the principles and procedures which will govern the expenditures of the Section.

A. Principles

The Officers and Council understand the trust reposed with them. It is critical that financial matters be handled in such a way that the Officers and Council will at all times be aware of the state of the Section's finances.

It is recognized that not every worthwhile activity that the members and leadership wish to consider for adoption can be undertaken. Decisions regarding allocation among competing programs must be made by the Council as part of the budgetary process.

The Section has five basic revenue sources -- dues, proceeds from investments, publications, meeting income, and corporate sponsorships. It is the Section's goal to operate on an annual basis in such a way that projected revenues equal or exceed projected expenses. This goal, however, does permit the planning of an activity to meet an exceptional need which may result in a deficit in a given year or to finance a program or publication which will only produce revenue in later years.

The Section shall endeavor to maintain a reserve fund balance which will not be less than one-half of the annual membership dues. Appropriate steps shall be taken to replenish this reserve if it falls below that level.

Consistent with ABA guidance, dues are set by the Council at a level consistent with
maintaining the excellence of the services and the ongoing fiscal integrity of the Section.

Services, programs and publications shall be priced fairly in order to make them readily available to both members and non-members and even below cost for good cause. Certain services, programs and publications may be provided at no cost as a member benefit and others may be priced at levels that allow discounts to members, younger lawyers, law students or others with recognized needs.

Reimbursement policies, as hereinafter set forth, will be the same whether an activity produces a net revenue gain or a net loss.

B. Budget Procedures

The Budget reflects the judgment of the Council on how funds shall be expended in that fiscal year. Expenditures not contained in the Budget may not be incurred without obtaining express approval as hereinafter stated.

1. The Budgetary Process - The Budget shall be preliminarily approved at the Spring Council meeting for the following fiscal year (September 1-August 31) and adopted at the first Council meeting of the new Council during the Annual Meeting. In order to accomplish this result, the procedures listed below in paragraphs a. - h. shall be followed. In the event the Spring Meeting is held earlier than May, the procedures set forth in paragraphs a. - f. and l. shall be followed.

a. During December, the Financial Officer shall send a request to the Officers, Council, Committee Chairs, Chairs-Elect, and Staff, requesting budget information for the next year. Every person who anticipates being responsible for any expenditure of Section funds shall be required to respond to the Financial Officer by the deadline provided (typically December 15 for General Committees and January 15 for Standing Committees, Task Forces and Liaisons).

b. The response to this request shall set forth in detail the nature of the planned expenditure, including such items as travel and duplicating. If there are any expected revenues, both the total and the assumptions that underlie the projection, such as the expected number of registrants or the number of copies to be sold, will be indicated.
c. Upon receipt of the response it shall be the responsibility of the Financial Officer, working with the Staff, to collate the information, identify those proposals that require separate Council approval, contact those requesting a budget allocation to clarify requests and prepare a draft budget which assumes that all requests for funds will be approved.

d. At the Midyear meeting, the Chair-Elect shall advise the Council, in writing, of (i) the premises from which he/she intends to proceed, including his/her intention regarding significant line items and (ii) any new or special projects of which he/she is then aware which may impact the budget.

e. Section Staff or other ABA Staff, as appropriate, shall be responsible for preparing the budget information for:

   *Tort Trial and Insurance Law Journal*
   *The Brief*
   *TortSource*
   Membership
   General Administrative Services
   Staff Expenses
   National CLE, Committee Midyears and Regional programs
   Publications
   Video and Audio Tape Productions

f. The draft budget shall be circulated among the Staff, the Chair-Elect, Vice-Chair and Financial Committee by April 1. A meeting of the Financial Committee shall be held to review and comment on the proposed budget.

g. Thereafter, the Financial Officer shall prepare a preliminary budget and send copies to the Council in time for consideration at its Spring meeting.

h. At the Spring Council meeting, the budget shall be preliminarily approved. Incorporating any amendments made as a result of action by the Council, the Financial Officer shall revise the draft budget for submission to the ABA and to the next fiscal year Council which shall adopt a final budget at its first meeting during the Annual Meeting.
i. Any request for modification to the budget after its adoption following the Annual Meeting must be made in writing, in detail, including whether staff resources will be required. Such requests must be submitted and approved (at the appropriate level of authority) in advance of the expenditure.

j. Such requests for unbudgeted expenditures or previously unallocated expenditures may be approved as follows: The Director up to $500; the Financial Officer up to $1,000; the Chair up to $1,500, and the Chair and Financial Officer concurring may approve an unbudgeted expenditure up to $2,500; and the Administrative Committee up to $5,000. Any unbudgeted expenditure over $5,000 must be approved by the Council.

k. A written Financial Impact Statement shall be submitted with any proposed project, publication, or meeting (hereafter project) presented for approval by the Council or the Administrative Committee (which is not a routine activity incorporated within the budget adopted by the Council for the current fiscal year) if it may cause an unbudgeted expense in excess of $2,500. Its purpose is to provide the information necessary concerning the unplanned expenditure, to permit a comparison of the benefit versus cost, and a budget against which expenses may be measured. A Statement may be required for any other proposal.

The Statement must include the goals of and an estimate of the time necessary to accomplish the project. If the project can be broken down into definable phases, the Statement should indicate what those phases will be and give an estimate as to the time to accomplish each phase. The Statement shall be in sufficient detail to disclose the revenues and expenditures contemplated and the total budget requested. The Section Director shall be consulted and the nature of any staff resources needed and the costs of those services shall be indicated.

The Statement shall be available at the time the proposal is to be considered by the Council or the Administrative Committee. A form to be used in completing the Financial Impact Statement is located in the TIPS Leadership Portal Website (http://apps.americanbar.org/dch/committee.cfm?com=IL909948).
1. In the event the Spring meeting is held earlier than May, procedures listed in paragraphs a. - f. shall be followed. Thereafter, the Financial Officer shall prepare a preliminary budget and send copies to the Council for consideration by June 1 requesting written comments and concerns about any item included in the budget. These comments and concerns shall be addressed at the last Council meeting of the then current fiscal year (the first meeting of the Council at the Annual Meeting) at which time a preliminary budget shall be approved. Incorporating any amendments made as a result of action by the Council, the Financial Officer shall revise the draft budget for submission to the ABA and to the next fiscal year Council which shall adopt a final budget at its first meeting during the Annual Meeting.

2. **Maintaining the Budget** - It is important to the Section's fiscal integrity that the budget, once adopted, be maintained as planned throughout the year. To that end, the following procedures are required:

   a. All requests for payment or reimbursement must be processed through the Staff in Chicago who will consult with the Financial Officer to assure that: (i) the expenditure was authorized, (ii) the amount is correct, and (iii) the amount is charged to the appropriate activity. The Staff in Chicago will then forward the request to the ABA controller's office, which issues the check and maintains the accounts for the Section.

   b. Each month financial reports are prepared by the ABA and forwarded to the Officers and Staff. The Financial Officer has the responsibility for maintaining these reports and promptly bringing to the attention of the Council any deviation or cause for concern, such as a significant shortfall in revenue or an ongoing expense that is running ahead of projection.

   c. The Fall, Midyear, Spring and Annual meetings represent significant expenditure items that are often difficult to budget at the time the Budget is adopted. Therefore, a preliminary budget shall be prepared by the Staff, based on historical costs, and submitted to the Financial Officer by April 1.

   The Arrangement and Program Chairs for each meeting shall prepare a written budget at
the earliest date possible, but no later than the Council meeting immediately preceding the meeting being planned. Such budget shall give the latest, actual and anticipated expenditures and revenues for that meeting. This budget shall be submitted to the Administrative Committee and provide: The number of speakers it is anticipated will be reimbursed; a breakdown of expenditures (e.g., band, caterer, equipment charges) and revenue assumptions (e.g., how many are expected to attend) for each social event; and any other information that will give a meaningful picture, as of the date of the report, of the financial implications of the meeting. If any deviation from the total budget for the meeting involved occurs, the Arrangement and/or Program Chair shall prepare an amended budget with a report explaining the change, and submit it immediately to the Administrative Committee for approval.

II. Reimbursement

It is the Section's goal to provide the highest quality programs, publications and committee activities. The dedicated efforts of members enable a consistently superior product in each of these activities. In doing the work of the Section, it is often necessary for a member to expend personal funds for travel and other purposes.

A. Policy

In general, the Section's reimbursement policy conforms to the requirements set forth by the Board of Governors of the American Bar Association and is designed to reimburse expenditures within the financial limitations of a voluntary dues-funded organization. It is not possible to reimburse all expenses for which a reasonable justification could be advanced. The Officers and Council are appreciative of the efforts that members make to absorb as many expenses as possible, particularly for office services and supplies that are used in furtherance of routine business. Revenues would be severely strained if reimbursement were sought for all such expenses. Accordingly, no reimbursement will be provided for office costs except (1) for Section Officers, (2) as included in the Budget, and (3) for extraordinary circumstances which have been approved by the Chair and Financial Officer prior to the expenditure.
1. **Staff Services** - In the absence of compelling circumstances, the Staff will perform or arrange for all services required for printing, duplicating, mailing or shipping and other general administrative services. This includes the preparation and distribution of newsletters and other committee communications, the preparation and on-site distribution of materials for all substantive programs (except National Institutes, which are administered by the ABA CLE Center), and the preparation and mailing of all promotional materials for programs and membership development. Committee newsletters are distributed electronically, unless prior approval for printing and mailing is obtained, and in this instance, will be mailed third class.

Staff services are also available to plan meetings. The current policy of the ABA is that, for any meeting requiring 10 or more sleeping rooms, the ABA Meetings Department must negotiate the contract and have it executed by an authorized Association executive. For meetings requiring less than 10 sleeping rooms, the ABA Meetings Department will provide the same services on a staff-available basis, or the Section Staff will negotiate the contract.

**B. Principles**

There are certain principles that are followed in administering reimbursement regardless of the type of meeting or the nature of the expense with the exception of National Programs (See II. Reimbursements, C. Meetings, Paragraph 4). Those principles are:

1. **Airfare** - The ABA's negotiated airline discounts should be utilized. Maximum airfares will be set for each reimbursable meeting. Maximum airfares will be determined based on highest projected airfare for a particular meeting, based on the 14 day advance economy fare. No airfare greater than that amount will be reimbursed without a showing of (1) a critical need to attend a meeting which the requesting member did not originally plan to attend because of a conflict; (2) significant fluctuation in airfares; (3) significantly higher airfare from the requesting members’ city; or (4) other exceptional circumstances. Appeals will be decided by the TIPS Administrative Committee.
ABA discounts are available for those attending Section and other ABA-related meetings that appear in the ABA Master Calendar. All Section meetings which are known to the staff are routinely listed in the Master Calendar, including those called on short notice.

The ABA utilizes the services of a travel agency to arrange for airline ticketing. While it is not mandatory to use the ABA approved travel agency, it is strongly encouraged as a means of helping to control costs. TIPS will not reimburse additional costs incurred to allow tickets to be changeable or refundable.

2. **Per Diem** - Generally, per diems will not be reimbursed. A supplemental reimbursement fund is provided to cover per diems for those whose participation would be hindered without it. The Section will not provide per diem reimbursement for attendees to the extent that reimbursements are available from their firms, employers, or some other third party. The intent is to limit reimbursements to those who have no alternative source of reimbursement. Remember that we are the stewards of our members’ dues and should spend our funds on reimbursing those who would not otherwise be able to attend Section meetings.

Per diem is for lodging, meals, and ground travel up to a maximum of $75 per day, based on required room nights, or the current rate approved by the ABA Board of Governors for travel on Association business, whichever is less. To qualify for reimbursement per diem, meetings of all appointed committees must be attended for the days the per diem is requested unless they take place simultaneously.

Exceptions to this policy may be made for the attendance of Officers at other than Council meetings, for non-lawyers who participate in Section programs and who are not able to obtain reimbursement from other sources, for persons who are serving as compensated consultants or reporters for Section projects, for the Judicial Division and Law Student Division liaisons to the Council and Section members who are requested by the Section Chair to represent the Section at a meeting of a non-Section organization (See II. Reimbursements, C. Meetings,
Paragraph 7). The expenses of the Judicial Division and Law Student Division liaisons will be reimbursed as set forth in II. Reimbursements, Principles, Paragraph 6.

Where an exception applies, reimbursements may be for the actual expense incurred for a standard hotel room and reasonable meal expense. It is anticipated that an individual for whom full reimbursement is provided will recognize the limited financial resources of the Section.

3. **Ground Transportation** - Generally, ground transportation to and from the airport or other public transportation system is not reimbursed (except as described in Section B. 2).

4. **Modifications of Policy** - The Administrative Committee can modify the Air Travel, Per Diem or Ground Transportation Reimbursement Policy where the Section would benefit financially from such modification; i.e., where lower travel costs would be achieved. Council may specifically budget for additional programs; in those instances, reimbursement may be approved according to parameters established by Council.

5. **Participants in Section Programs** - In general, it is believed that participation in programs benefits the professional stature of those doing so and that reimbursements should not be provided. Exceptions to this policy will be limited, generally, to those in the following categories: Judges, full-time academics, government attorneys and non-lawyers. To apply for an exception, including modification of registration fees, it is necessary to submit the appropriate request to the CLE Board.

6. **Judicial Division and Law Student Division Liaisons.** - Except in extraordinary circumstances, reimbursement will be as follows:

   a. **Airfare:** Maximum of a 14-day advance purchased, economy airfare.

   b. **Lodging:**

      1) **Liaisons to Council:** If a reasonable travel schedule does not allow arrival the morning of the first Council meeting, lodging for the night before the first meeting will be paid, and each successive night through the night prior to the last Council meeting. Reimbursement will be at the TIPS
contracted single rate, plus taxes.

2) Liaisons to TIPS Standing Committees: hotel at the TIPS contracted single rate plus taxes for a maximum of two nights;

c. Meals: Complimentary tickets for group meals or social events occurring during the liaison’s scheduled and funded meetings will be provided for those individuals. Per Diem limitations for meals are set at $50 per day or actual expense if less. No reimbursement will be given for meals that are concurrent with a Section function in which complimentary tickets are available.

d. Ground Transportation: Standard ground transportation between the airport and hotel will be reimbursed.

e. Airport Parking: Economy parking in the home city will be reimbursed.

f. Exclusions: No reimbursement will be provided for use of a rental car, internet access, phone calls, taxis in meeting city, or any personal expenditure. Any deviation from this policy should be discussed in advance with the Staff person in charge of reimbursements.

7. Section Officer Expenses. The Section Council is cognizant of the fact that the Section Chair and Chair-Elect incur exceptional expenses during their terms. To encourage practitioners from all aspects of the tort and insurance fields to consider running for these positions, and to ease the burden of expenses incurred, the Council will provide a Chair and Chair-Elect budget each year, to be used as follows:

Chair: $20,000.00 will be budgeted. Half of this amount is specified for reimbursement of office expenses. The other half is discretionary, and also may be used for office expenses, but is not limited to this type of expense.

Chair-Elect: $10,000.00 will be budgeted. Half of this amount is specified for reimbursement of office expenses. The other half is discretionary, and also may be used for office expenses, but is not limited to this type of expense.
Vice-Chair: $3,000 will be budgeted to assist the Vice-Chair with pre-selection site visit expenses. The budget is restricted for this use solely.

8. **Reimbursement and Documentation** - Request for reimbursement for any single expense over $25.00 must be supported by sufficient documentation, such as a receipt or voucher, to verify the expense and submitted within 60 days of the expenditure.

   It is the policy of the ABA Controller's Office to make payments only after the expense has been incurred or, in the case of personal reimbursements, after the meeting or activity for which reimbursement has been requested has concluded. For those requesting a personal reimbursement, dated and itemized receipts together with proof of payment must be attached to the reimbursement form. In cases where the required documentation is not submitted, no payment will be made until it is received.

   The person entitled to receive reimbursement must submit the required form. If the person entitled to receive reimbursement owes the Section money for a previously invoiced ticketed event, the amount owed shall be deducted from the requested reimbursement and the check issued through the ABA controller's office will be for the net amount.

9. **Method of Payment** - Once a request for payment has been processed by the Staff, reimbursement is made by a check issued through the ABA Controller's Office. The Staff and the Financial Officer do not have direct access to funds.

10. **Program Planning Expenses** - There are only limited funds available for the reimbursement of expenses associated with the planning of programs. Where it is proposed that program planning will require travel or other expense, the meeting chair must obtain authorization from the Finance Committee before the expense is incurred.

11. **Unanticipated Expenses** - Whenever an entity of the Section wishes to expend funds for a purpose that was not contemplated when the Budget was adopted, and there are not sufficient funds within the Budget already provided for the activity, the entity involved must obtain
authorization for the expense before the funds are actually committed. See I. Financial Policy, B. Procedures, Paragraph 1.i.

C. Meetings

1. Council and Concurrent Committee Meetings - The Council meets five times each year. In addition to the Council members, others may be invited to attend for special committee meetings or for other Section business purposes.

   Council members and persons attending the meeting at the invitation of the Section Chair are entitled to the reimbursement of travel expenses in accordance with the general reimbursement policy set forth in II. Reimbursement, B. Principles, Paragraphs 1 through 4.

2. Committee/Task Force Meetings - From time to time, the Council establishes committees or task forces to report on a specific subject. The Council provides a budget for such entities that will enable them to complete the assigned task without the need to seek additional funds.

   The budget for these committees or task forces will include provision for reasonable expenses for any reporter/consultant, printing and duplicating, postage, express and freight, supplies and sundries, telephone tolls, travel, group functions and any other line item appropriate to the work being undertaken.

   Unless special reimbursement procedures are established by the Administrative Committee, the general reimbursement policies shall apply.

3. General Committee Midyear Meetings - All such meetings conducted by the Section's General Committees shall be self-supporting. The policy with regard to speaker reimbursement and registration waivers is the same as for the Section Spring meeting. (See Paragraph 6 below.)

4. National Institute (through the CLE Center) or National CLE Program Expenses - The Chair of the Section (or designee), the Chair of the National Institutes Committee or National Programs Coordinator, the program chair(s) of the institute/program and the chairs(s) of the general committee(s) assisting in producing the institute/program will be reimbursed for their
transportation, hotel room and meal expenses. These expenses are to be budgeted as a part of the cost of the institute/program.

Any other expenses in connection with the institute/program must be budgeted and have the prior approval of the CLE Board in order to be paid as a cost of the institute/program. It is the Section's policy not to reimburse speakers for any expenses they incur in connection with a national institute. In certain circumstances, speakers at National CLE programs may be reimbursed if they are budgeted as a cost of the program.

5. **Annual Meeting** - The Section fully participates in the activities of the ABA Annual Meeting which is usually held in August of each year. TIPS policy provides in general that no lawyer may be reimbursed for attending the Annual Meeting. An exception to this policy is made for Judicial Division and Law Student Division liaisons to the Council and other law student appointees on Standing Committees who will be reimbursed as provided for in II. Reimbursements, B. Principles, Paragraph 6.

In addition, this Section policy recognizes that, in order to attract the best possible program participants, it is sometimes necessary to waive registration fees and/or reimburse certain expenses incurred by such participants.

All persons attending the ABA Annual Meeting must register.

Requests for registration fee waivers shall be submitted to and approved by the Staff on an individual basis in accordance with ABA procedures. The registration fee waiver will be processed in one of two ways: (i) The Association's Executive Vice President and Chief Executive Officer is authorized to grant registration fee waivers to persons who will be at the meeting solely to participate in the program of the Section; (ii) for those who do not qualify for this waiver, Section funds may be used to pay the fee on their behalf.

Fees will not be paid to any program participant, but an honorarium may be paid to the speaker at a major group function if prior approval is given by the Section Chair and the Financial Officer.
There is a presumption that if a person is at the site of the Annual Meeting for more than two nights (the night before and the night following his/her appearance on a program), such person is attending the meeting and is therefore not entitled to a waiver of the registration fee or any reimbursement of expense.

Thus, reimbursement should be viewed as a special accommodation justified by the employment status of the speaker coupled with the expected substantive contribution the person will make to the program. Reimbursement of participants' expenses will be considered for persons in the categories specified in II. Reimbursement, B. Principles, Paragraph 5. Reimbursement for program participation is not available to any person who is an Officer, Council member or Committee Chair. In cases where exceptions to the policy are requested, the request for reimbursement of expenses must be made by the program planner in writing and be approved by the meeting program chair. The request is to be submitted to the Section Chair for appropriate authorization.

Where reimbursement is approved, airfare and a per diem for up to two days may be provided as described in II. Reimbursement, B. Principles, Paragraphs 1 and 2 unless Council has approved a specific budget.

6. Spring Meeting - The Section generally has a meeting in the spring of each year. The policy with regard to reimbursement of speakers is the same as for Annual Meetings (see II. Reimbursement, C. Meetings, 5. Annual Meeting). Registration fees shall be as follows:

A. PERSONS ATTENDING BUSINESS MEETINGS WHICH ARE HELD IN CONJUNCTION WITH THE SPRING MEETING, BUT WHO ARE NOT ATTENDING THE CLE PROGRAM

If an individual is required to attend a Special Standing Committee meeting, General Committee planning meeting, Task Force meeting, Administrative Committee meeting or Council Meeting held at the time of the Spring Meeting but is not attending the CLE program, the registration fee is waived.
B. PERSONS ATTENDING BUSINESS MEETINGS AS WELL AS THE CLE PROGRAM

All persons attending the CLE program will be required to register and pay the applicable registration fee.

C. PERSONS ATTENDING THE CLE PROGRAM ONLY

Speakers: Speaker registration may be waived by the meeting program chair if the speaker is attending the meeting solely to participate in the program as a speaker. If a speaker is at the site of the Spring meeting for more than two nights (the night before and the night following his/her appearance on the program), there is a presumption that such speaker is not attending the meeting solely to participate in the program and the full registration fee will be paid by that speaker.

All persons attending the CLE program, other than specified above, will be required to pay the full registration fee. In addition, all attendees will be required to pay for social events which they attend.

7. Meetings of Other Organizations - Section members who are requested to represent the Section at a meeting of a non-Section organization by the Section Chair or Council may be entitled to be reimbursed for their expenses in accordance with II. Reimbursements, B. Principles, paragraphs 1 through 4 (including the exceptions contained in Paragraph 2) as budgeted. Unbudgeted expenses may be approved by the Administrative Committee.

D. Special Situations

It is recognized that certain individuals by virtue of their talents, experience, position or perspective can make an important contribution to the membership, but because of their economic status cannot participate in the Section's activities without modification of the reimbursement policies. The Administrative Committee is authorized to consider each individual's circumstances and the potential benefits to the membership by his or her participation and modify these reimbursement policies as are deemed appropriate.
III. RESERVE SPENDING POLICY

The spending rule is at the heart of fiscal discipline for managing the Section’s financial reserves. Spending policies define an institution’s compromise between the conflicting goals of providing substantial support for current operations and preserving purchasing power of reserve assets. The spending rule must be clearly defined and consistently applied for the concept of budget balance to have meaning.

TIPS’s policy is designed to meet two competing objectives. The first goal is to release substantial current income to the operating budget in a stable stream, since large fluctuations in revenues are difficult to accommodate through changes in the Section’s activities or programs. The second goal is to protect the value of reserve assets against inflation, allowing programs to be supported at today’s level far into the future. TIPS’s spending rule attempts to achieve these two objectives by using a long-term spending rate combined with a smoothing rule that adjusts spending gradually to changes in reserve market value. The amount released under the spending rule is based on a weighted average of the prior year’s budgeted reserve spending adjusted for inflation and an amount determined by applying the target rate to the current reserve market value.

The Section has adopted long term goals that are set forth in its strategic plan. The Section depends upon its various committees and task forces to develop and implement programs, projects, and other activities designed to accomplish these goals. Because of the breadth and depth of their membership, talents and substantive scope, the General Committees are the primary vehicles through which the Section delivers these services to its members, the legal community, and the public. To ensure that these General Committees, and thus the Section, remain relevant and effective, the Section encourages the General Committees to be innovative, creative, and responsive in designing the means and methods of fulfilling their missions.
A. **Policy**

1. **Level of Reserve Spending.** Total Reserve Spending shall be set at 4.75 percent of the combined total of the market value of the Section’s long terms reserves and short term investments (long and short term investments collectively referred to herein as “Reserves”) as of the end of the prior fiscal year. Thereafter, Reserve Spending shall be set at the weighted average of 70 percent of the previous year’s budget for Reserve Spending, adjusted for inflation, plus 30 percent of the targeted long-term spending rate of 4.75 percent applied to the previous year’s Reserve market value. The 70 percent weight on prior year spending promotes budgetary stability, while the 30 percent weight on current market value provides purchasing power sensitivity. Any change to this Reserve Spending Rule must be approved by a majority of Council members present voting in favor of the motion in order to pass.

   After due consideration of the conflicting goals of providing support for the current needs of the Section and preserving the real value of the Reserves against erosion by inflation, Council may approve by a majority of members present a greater or lesser amount of Total Reserve Spending than the amount calculated by application of the Reserve Spending Rule.

2. **Allocation of Reserve Spending.**

   a. **General Operations.** In each year’s budget, Reserve Spending for general operations shall be set at 40% of the total level of Reserve Spending determined in accordance with paragraph A. 1, above.

   b. **Membership Development.** In each year’s budget, Reserve Spending for Membership and Membership Development Projects shall be set at 40% of the total level of Reserve Spending determined in accordance with paragraph A. 1, above. The Reserve Spending allocated for these projects is intended as a resource and source of funding for innovative and extraordinary projects that increase the membership of the section, and shall be in addition to, but
not in lieu of, the Membership Committee’s normal operating budget. An amount greater or less than that amount must be approved by Council.

c. **Reserve Spending for Projects.** Consistent with the Section’s commitment to support the General Committees in the delivery of its services, beginning with fiscal year 2008-2009 and in each fiscal year thereafter, the budget submitted by the Finance Committee shall include a TIPS Enterprise Fund (the “TEF”). The TEF is intended as a resource and source of funding for innovative and extraordinary projects that advance the goals established in the Section’s Long Term Strategic Plan. In addition, funding recipients will be encouraged, but not required, to incorporate into their plans activities that create new products and services for members and generate revenues or cost savings for the Section. While these funds are not limited to General Committees, those proposals submitted by a General Committee or in cooperation with a General Committee will receive preferential consideration over those submitted solely by a Standing Committee or Task Force.

Proposals submitted to the TEF are limited to projects that could impose a net cost to the Section of greater than $10,000, although awards of a lesser amount may be granted. It is not intended as a source of funding for routine General Committee Expenses, or projects that impose a net cost of less than $10,000. Those projects should be included in the General Committee’s regular operating budget.

In each year’s budget, the amount allocated for the TEF shall be set at 20% of the total level of Reserve Spending determined in accordance with paragraph A. 1, above. An amount greater or less than that amount must be approved by Council. Funds from the TEF may be used in whole or in part to fund projects during the current fiscal year. Funding will be awarded on a competitive basis according to the procedures set forth below. Any amounts budgeted for the TEF that are not spent in any budget year shall be returned to reserves.
Grants will be awarded only for new projects and activities. Support from the Fund will not adversely affect funding for ongoing projects and activities, although funding may be requested to continue projects originally supported by the TEF for additional years.

B. TEF Procedures

1. The TEF shall be administered by a committee (the “TEF Board”) comprised of the General Committee Board Chair, the CLE Board Chair, the Immediate Past Chair of the TEF, a member of the second and third year class of Council; the Chair will be selected from the rolling off Council class.

2. TEF funding shall generally be available for projects that could impose a net cost to the Section of greater than $10,000, although awards may be granted for a lesser amount. It shall not be available for routine or continuing expenses and projects, or projects that impose a net cost of less than $10,000.

3. All requests by a Committee or Task Force for funding from the TEF shall be submitted and approved in accordance with the procedures set forth in the attached Exhibit I.

4. All proposals shall be evaluated according to the criteria set forth in the attached Exhibit II.

5. In the event that the total cost of the projects eligible for approval for a fiscal year exceeds the amount budgeted for the TEF, the TEF Board shall allocate the funds available in its discretion, taking into account the relative merits of each proposal, its timeliness, the scope of its impact, the extent to which it advances the Section’s Goals and Objectives, and other considerations it deems relevant. In no event shall the total of the final budgeted costs for all TEF projects exceed the amount budgeted for that year without the approval of Council.

6. At each Section meeting the TEF Board shall submit to Council a summary of any projects approved since the last meeting.
7. Grantees must submit a report at each Section meeting to the TEF Board throughout the term of the grant and a final report at its conclusion. Such reports shall be due no later than 30 days before the next meeting, and shall provide a status report of the project’s progress, information about the expenditures to date, a comparison of the expenditures to the budget, and an evaluation of the overall outcome of the project. The Chair of the TEF will provide a summary of these reports to Council.

8. TIPS shall have unlimited rights to make use of and disseminate all periodic reports, case studies and any other deliverables and work products.

9. Grantees may be asked to host site visits by TEF Board members and/or Section staff to monitor the project’s progress, and to participate in interviews for purposes of monitoring and evaluation.

10. All committees or task forces seeking a grant from the TEF shall be in compliance with the submission of all required written Section forms and reports and the appointment of all required committee officers.

Exhibit I

TEF APPROVAL PROCESS

A. Role of the Committee or Task Force Chair

1. Prepare and forward to the TEF Board the Project Proposal Form with the associated Financial Impact Statement. If the project involves a CLE program or a publication, the Chair shall also submit its proposal for approval by the CLE Board or the Publications Editorial Board who will thereafter exercise their traditional powers and responsibilities in their review of the Committee’s proposal.
B. Role of the TIPS Staff

1. Advise and assist the Committee or Task Force Chair in preparing the Project Proposal Form and other required submittals for TEF Board approval.

2. Critique and supplement the project proposal when received.

3. Forward above materials to TEF Board for consideration.

4. Forward a report of TEF Board approved projects to Council.

C. Procedures

The TEF Board must consider all requests for TEF funding. The purpose of this requirement is to ensure that the funds are spent in a responsible and effective manner, and also that the projects are properly coordinated with other activities within TIPS.

A copy of the Project Proposal Form is located in the TIPS Leadership Portal Website (http://apps.americanbar.org/dch/committee.cfm?com=IL909948). Information required for the proposal includes: type of project, description, purpose, financial impact, impact on staff resources and logistical information. Proposals may be submitted for a grant in excess of $10,000. In some cases, the TEF Board may determine that a proposal should be funded but at a level above or below the requested amount. In such cases, the TEF Board will consult with the applicants to determine whether they would be prepared to proceed on this basis before recommending to the Board that the grant be approved.

Grants may be approved for a period of one year or longer, depending upon the scope and duration of the project to be funded. In the event that a project will require funding in multiple years, spending shall be allocated to the budget year in which the expenditure is anticipated to actually occur. The term of a grant may be extended with permission of the TEF Board (or its successor) provided that sufficient unexpended funds remain and additional amounts are not
requested or required from the TEF. Grants may not be renewed, but grantees who wish to
continue project activities beyond the grant period may seek additional funding by submitting a
new Project Proposal Form.

The TIPS staff will assist the Committee or Task Force Chair with the preparation of the Project
Proposal Form and associated documentation and, when final and approved by the Committee or
Task Force Chair, will forward it to the TEF Board for consideration. When the TEF Board
approves a project, it may also make suggestions intended to help the committee present a more
effective project.

The TEF Board shall be authorized to meet at the Fall Meeting, ABA Midyear Meeting, Spring
Conference and ABA Annual Meeting. All materials related to a Project Proposal should be
submitted 30 days prior to the meeting at which approval will be requested. Telephone
conference calls and email votes may be used between full Board meetings.

At each Section meeting the TEF Board members shall report to their respective constituent
standing committees the projects under consideration and the proposed funding levels, and if
scheduling permits they shall report back to the TEF Board with any feedback before final
approval of a project is granted.

Upon receipt of a complete Project Proposal and appropriate comment, the TEF Board shall
review the Proposal and may (1) request additional information about the Project; (2) approve the
Project and make a recommendation of approval to Council; or (3) reject the Project Proposal. A
summary of all Proposals recommended for approval by the TEF Board shall be submitted to
Council for final approval. Only those projects approved by Council shall receive funding.
D. Budget

Each proposal shall include a fully completed Financial Impact Statement (located in the TIPS Leadership Portal Website (http://apps.americanbar.org/dch/committee.cfm?com=IL909948). The information provided in the Statement should detail how any funds from the TEF will be spent. The budget shall provide sufficient detail to enable an informed review of the proposed expenditures.

Where other additional sources of funding are available, such as tuition, registration fees, sponsorships, or grants, they should be fully explored and utilized. Grant recipients should incorporate into their plans revenue producing and/or expense/cost reduction activities that can either replenish the TEF or continue grant activities beyond the grant period. To the extent that projects supported by the TEF generate income or expense/cost reductions, such amounts shall inure to the benefit of the general operating budget of TIPS.

Exhibit II

I. CRITERIA FOR TEF PROJECTS

The TEF Board seeks to fund innovative, collaborative, well-designed proposals that advance the strategies identified in the TIPS Long Range Plan. Successful proposals must:

- Implement one or more goals or strategies set forth in the TIPS Long Range Plan
- Be of the highest quality
- Offer innovative, creative solutions
- Have well-defined and achievable goals
- Include specific measures of success
- Complement and not duplicate or supplant existing programs

In selecting a specific project for TEF funding, the process should be guided by the following considerations:

A. Goal
1. Does it serve a principal goal of TIPS? (e.g., promote and improve the standards of professional competence of tort and insurance practitioners).

2. Does it serve a principal goal of a TIPS Committee?

3. Does it serve an overriding need of lawyers within the profession? (e.g., mandatory continuing legal education requirements)

B. Subject Matter and Purpose

Subject matter and purpose are the primary factors contributing to a successful project. While other factors may contribute to the success of a program, the subject matter is the first and foremost reason why the majority of people choose to participate.

1. Is the project well planned and organized?

2. Is the subject timely and relevant?

3. Is the project conducted at a time that is free of conflicts?

4. What involvement will the project require of TIPS staff, and how will it impact those resources?

C. Sponsorship

1. Will any organization in addition to TIPS agree to sponsor the project?

2. Who will bear the financial risk of the project? Is that risk appropriate compared to the project’s benefits?

3. Should co-sponsorship with other ABA entities be encouraged?

4. Should co-sponsorship with non-ABA entities be encouraged?

5. Does the program involve substantial sponsor participation? Does it include planning, faculty and marketing assistance?

D. Financial

1. Will the program return revenue to TIPS? What is the return of revenue that will be generated by the program? Does this return warrant holding this program?

2. Is it important to TIPS to sponsor this project even if it is only expected to break even?

3. If the project involves a program, is the level of tuition a deterrent to attendance?

4. Has any similar event been held successfully in the past year?

5. Is the project to be conducted in a location that minimizes travel expenses for participants?
6. If co-sponsored, what is the financial arrangement?

7. Are other additional sources of funding available, such as tuition, registration fees, sponsorships, or grants? Have they been fully explored and utilized?

8. Has an individual assumed the role as steward for the funds awarded and disbursed, over the term of the project, and agreed to provide required interim reports?
II: Leadership Structure & Responsibilities
1. General Committee Leadership
Successful TIPS committees have a well-defined leadership succession plan. A leadership succession plan not only helps a committee maintain continuity and momentum; it also encourages and rewards members by allowing them to get involved in different activities of the committee and providing them with a road map to other leadership opportunities.

A good leadership succession plan serves many purposes. It helps groom and develop committee members by exposing them to the many tasks, functions, and roles the committee serves. It also helps identify those members who are willing to roll up their sleeves, get the job done, and make sure the committee is providing value to its members. There is no one-size-fits-all leadership succession plan. Each committee will have to determine what works best for its respective group. As a general rule, however, there are a number of key elements to any solid leadership succession plan, which include the following:

- Numerous opportunities for members to get involved.
- A progression of roles and opportunities to increase involvement as a member demonstrates the ability to complete tasks and carry through on responsibilities.
- Roles and responsibilities that are clearly defined.
- Roles and responsibilities that provide for support and backup (i.e. editor, assistant editor).
- A clearly defined progression so that members understand where they need to start in a committee and what they need to do if they want eventually to chair the committee.

Finally, it is important for a committee leader to keep in mind that no one person can or should do it all. Monopolizing a committee’s workload is not fair to the individual doing all the work, and it is not fair to other committee members who may be seeking an opportunity to become more involved. Clearly defined responsibilities, delegation of tasks, and follow-through on duties and assignments are the keys to any successful committee. The specific roles of each member of the committee’s leadership are further defined in the materials contained in this notebook.
2. TIPS Organizational Structure; List of General Committees, Standing Committees and Task Forces
TIPS is a large organization in an even larger organization, the ABA. Understanding or, at least, becoming familiar with the TIPS organizational structure will only serve to enhance your involvement in TIPS and the ABA and ensure that you are getting the most out of your membership in the association and the TIPS Section. TIPS prides itself on being one of the few organizations, if not the only one, to bring together plaintiffs’ attorneys, defense attorneys, and insurance and corporate counsel. TIPS is governed by a 30-member council, and the body of the Section is composed of numerous standing committees, general committees, task forces, and editorial boards.

### 32 GENERAL COMMITTEES
- Admiralty & Maritime Law
- Dispute Resolution
- Animal Law
- Appellate Advocacy
- Automobile Litigation
- Aviation & Space Law
- Business Litigation
- Commercial Transportation Litigation
- Corporate Counsel
- Cybersecurity & Data Privacy
- Employee Benefits
- Employment Law and Litigation
- Excess Surplus Lines & Reinsurance
- Fidelity and Surety Law
- Health & Disability Insurance Law
- Insurance Coverage Litigation
- Insurance Regulation
- Intellectual Property Law
- International
- Life Insurance Law
- Litigation & Trial Practice
- Media Privacy and Advertising Law
- Medicine & Law
- Pharmaceutical, Medical Device & Bioscience
- Products Liability
- Professional Liability Insurance
- Property Insurance Law
- Self-Insurers & Risk Managers
- Staff Counsel
- Title Insurance Litigation
- Toxic Torts & Environmental Law
- Workers’ Compensation & Employers’ Liability Law

### 27 STANDING COMMITTEES
- ABA/TIPS
- Administrative
- CLE Board
- Book Publishing Editorial Board
- Brief Editorial Board
- TIPS Law Journal Editorial Board
- TortSource Editorial Board
- Content Management & Member Services
- Corporate Counsel & In-House Professionals
- Diversity & Inclusion
- Enterprise Fund Board
- Ethics & Professionalism
- Finance
- General Committee Board
- Law in Public Service
- Long Range Planning
- Membership
- National Trial Academy
- Outreach to Law Students
- Outreach to Young Lawyers
- Plaintiff’s Practice
- Revenue Enhancement
- Robert B McKay FJE Advisory
- Robert B McKay Law Professor Awards
- Scholarship Fund Board
- Scope & Correlation
- Technology

### 4 TASK FORCES
- Leadership Academy
- Section Conference
- Solo and Small Firm
- Women Trial Lawyers
3. Guide for Committee Officers and Committee Roles
Officers

1. **Committee Chair**: The chair of each general committee has the specific responsibility of seeing that the committee is fully organized not only to carry out its duties, but also to utilize to the maximum the talents of those who have elected to become affiliated with the committee. The general committee’s chair is asked to give serious consideration to appointing a responsible “young lawyer” to act as special assistant. The Task Force on Outreach to Law Students in conjunction with the Law Student Division Liaison to TIPS’s Council will recommend law students as vice-chairs each year during the appointment process. The chair is expected to seek out meaningful ways to involve these law students and others in the activities of the committee.

The committee chair of each general committee is a member of the General Committee Board. The board meets at each of the regularly scheduled Section meetings, i.e., Fall Leadership, Midyear, Section, and Annual, as budgeted. The General Committee Board offers the opportunity to general committees as a forum to discuss issues of common concern, exchange ideas and information, formulate policy for presentation to the TIPS Council, and govern itself. The chair of the General Committee Board for the next fiscal year is elected from its membership at the end of each fiscal year. The chair is required to keep a continuous diary of the committee activities for the year and submit the Committee Annual Report on or before May 15.

2. **Chair-Elect**: The chair-elect of each general committee is expected to attend several seminars on the organization and operation of the general committees to be held at the Spring Meeting, Annual Meeting, and in conjunction with the Fall Planning Meeting. These seminars, which will be conducted by appointees of the Section Council, will deal with the recommended organization of the general committee, encourage initiative on the part of the incoming chair in the work of the committee, and prepare the chair-elect to assume the responsibilities of chair at the next Annual Meeting.

The chairs-elect of general committees are ex-officio members of the General Committee Board. While attendance is not mandated, it would benefit the chairs-elect greatly to observe the deliberations of this group. The chairs-elect become the members of the Board when their term as committee chair begins.

3. **Vice-Chairs**: Competent vice-chairs are essential to the effective functioning of the entire committee. The committee chair has a responsibility not only to see that vice-chairs are given adequate responsibility, but has the equally important function of advising the Council if any vice-chair fails to faithfully perform responsibilities assigned.

Because it is important that as many qualified people as possible who desire to become a vice-chair have that opportunity, the tenure of a vice-chair cannot exceed five consecutive years on any one general committee. At the end of five years, if the vice-chair has not changed his or her position, eligibility for reappointment will occur only after the vice-chair has not served as a vice-chair on that committee for one year.
The Task At Hand
A basic ingredient for success as a committee chair is thorough knowledge of what constitutes the job at hand and the pertinent rules and instructions. A careful reading of this orientation notebook is a “must,” and chairs will find that frequent reference to it is helpful during the course of the year. Some of the duties are spelled out elsewhere in this notebook (for example, see Tab 10 regarding the annual committee report), but most responsibilities are given detailed treatment in this “Guide for Committee Officers” commentary.

In addition to the production of continuing legal education programs, the work of a committee consists primarily of (1) publishing newsletters, (2) accomplishing assigned projects, (3) writing or otherwise securing articles for the Tort Trial and Insurance Practice Law Journal and material for The Brief; (4) reviewing and reporting on legislation and court decisions in the committee’s field of interest, (5) initiating the publication of books, and (6) implementing projects and programs that support the Section’s goals and strategies.

The chair is obligated to ensure that a concise record of committee proceedings and developments is maintained during the year and made available to his or her successor.

Initial Step
As soon as a committee chair has been appointed as chair-elect, (normally in March or April), that individual should review the history of the committee and any proposals recently considered by it, and then develop a tentative program of activity for his/her year as chair. It is imperative that the Section goals and strategies be the basis for formulation of plans for the coming year. Chairs-elect will be asked to submit plans and budgets for their term as chair in December of the year prior to the beginning of their term. To ensure committee continuity, the current committee chair should be contacted, and arrangements should be made to transfer the committee files in August of each year. The current chair will indicate to the chair-elect the extent of projects that will be unfinished when the chair-elect becomes the committee’s leader.

Communication and Consultation
For the ensuing year, the committee chair will receive a committee roster from TIPS’s staff. Upon receipt of the roster, the chair is expected to send a letter to all the committee members to welcome them, seek their active cooperation, and encourage them to participate in committee meetings and activities. At the same time, they should be advised concerning the Tort Trial and Insurance Practice Law Journal and The Brief, and ideas for committee activities should be solicited.

Thereafter, throughout the year, reasonably frequent letter or telephone contact with the committee membership is recommended to stimulate interest and full participation. Members join a particular committee because they are interested in its work; this interest should be sustained and developed. To accomplish that objective requires more than sporadic communication. Committee chairs should send copies of all important written communications to the Section officers, the appropriate Council representative, and TIPS’s staff at the ABA.

Vice-chairs must be kept in close touch with all the affairs of the committee, and the chair should delegate as many responsibilities as possible to vice-chairs to provide them with experience, and to improve the overall performance of the committee. The Council representative assigned to a given committee serves as an advisor and as liaison between the committee and the Section’s Council. While the committee chair has broad discretion in developing and conducting the program of activities, he or
she is required to observe and follow general Section policies affecting the particular committee and must keep informed about procedural limitations prescribed by the ABA or by the Section. Advice on these matters is obtainable through the assigned Council member, who should also be kept fully informed of the nature and progress of the committee’s work.

The Council representative also should be consulted when subjects under consideration by the committee appear to overlap the fields of interest or responsibility of another committee of this or other Sections, or of committees of the association. Such other entities must be told promptly about any possible conflict of activity.

Committee Business Meetings
Each committee is required to hold at least one in-person business meeting during the operating year. This meeting typically occurs at the Annual ABA Meeting and requires notifying the TIPS Annual Meeting program chair. Additionally, committees are encouraged to hold business meetings of their members or of their officers at other times during the year, such as during the Section’s Spring Meeting, the ABA Midyear Meeting, or at times when the committee is presenting a CLE program. Conference call business meetings also are a very useful conduit for conducting business. The agenda and minutes for each committee should be sent to the TIPS office for archive purposes.

Handling an Assignment
When a committee is asked to submit comments or recommendations to the Section Council, the chair is to solicit the views of the members of the policy subcommittee of the committee. Be sure, however, to provide the officers with pertinent factual background and copies of all relevant documents. The Council will want a timely response—hence, be sure that the deadline is met—but also one that is thoughtful, considered, and well-reasoned. A spontaneous, off-the-cuff, or hasty response will not be particularly helpful, nor will it enhance the credibility of the committee.

Opposing Viewpoints
Should minority positions manifest themselves with regard to some topic under consideration by the committee, the chair should try to reconcile divergent views. If, however, a deadlock persists, the chair must be sure that a fair presentation of both sides is reflected in the ultimate report to the Council.

Representative Capacity
Officers of all committees are asked to pay close attention to this important caveat: Neither the committee chair nor any committee member shall assume to represent the ABA, the Section, or any committee of the Section before any legislative or other governmental body, any court, or any other tribunal unless duly authorized by, and in accordance with the rules of, the Section and, where appropriate, the ABA. Whenever any such authorized representation requires the filing of any brief or memorandum other than one that merely recites factual matter as to official action already taken, an accurate copy of the proposed brief or memorandum shall be submitted to and approved by the Council in advance of its filing.
4. Roles of Scope Liaisons and Council Representatives
Roles of the Scope & Correlation Committee Liaisons & Council Representatives

Each general committee has an important and available resource in the Scope and Correlation committee (Scope). The mission of the Scope and Correlation Committee is to assist, guide, and mentor the general committees, collectively and individually, to further the Section's goals and to increase the value provided to the Section's members. The Scope Committee conducts strategic planning sessions for all general committees and prepares their annual reviews. The criteria for a successful committee have been developed and implemented by Scope, whose task it is to ensure that all of the general committees meet those expectations.

The Scope Committee conducts periodic in-depth reviews of every general committee and makes recommendations to the Section chair and Council regarding the creation, elimination, or consolidation of committees. If a general committee wishes to change its name, mission, or duties, the Scope Committee reviews the proposal, investigates its merit, and submits a report to the Section Council, which is considered when the proposal is brought before the Council for discussion. Likewise, Scope reviews changes in administrative or procedural function or other substantive changes regarding a general committee. Changes proposed to enhance the value of the general committees to the membership of the Section also are first reviewed by Scope.

Each Scope committee member is assigned to be a liaison to several general committees.

The liaison's job is to act as a mentor and to assist and enable each committee to function according to the established criteria that defines a successful committee.

The Section Council also annually appoints its members as council representatives to the general committees. Your Council representative's function differs from that of your Scope liaison. The Council representative's role is to assist you with tasks such as dealing with implementation of Council directives, putting forth resolutions, placing agenda items on the Council calendar, and shepherding you through the administrative process.

The Scope and Correlation Committee also assists in the orientation process for general committee chairs and chairs-elect, which takes place at TIPS's Fall Leadership and Section Meetings, in coordination with the Orientation Committee. The orientation sessions familiarize incoming chairs, chairs-elect, and chairs-elect designees with the Section’s functions and prepare them to achieve the Section’s goals and strategies.

The General Committee Board, composed of the general committee chairs and chairs-elect, exists to facilitate communication and the exchange of ideas, help preserve the institutional memory of the general committees and to report to the Section Council on issues that impact the general committees and their membership. The General Committee Board also promotes the exchange of information regarding programming, meetings, publications, and membership services, and assists and promotes leadership development.
5. Chair and Chair-Elect Calendars of Responsibilities
This is a summary of your duties and responsibilities. The Nuts and Bolts Notebook can be found online in the Leadership Portal and provides detailed information.

**JUNE/JULY**
You will receive a finalized roster for the upcoming year. Prepare Welcome/Introduction letter and send to your new Vice-Chairs.

**AUGUST**
Your term begins at the end of the ABA Annual Meeting. Make sure you know your duties and responsibilities as Chair. You should already have a plan for your Committee to follow in the upcoming year. If not, develop your plan now.

Annual Reports (Form C) for your Committee for the year just ending should have been turned in to TIPS in May. As Chair-Elect at that time, you and the Chair were jointly responsible for completing this document.

Start recording and keeping track of your Committee’s activities; this will assist you in completing the Committee’s Annual Report due next May. The Chair and Chair-Elect prepare the Annual Report together.

Review your Committee’s Website. Work with your Technology Vice-Chair to update your committee’s Website content. Note: Chair and Chair-Elect will automatically update on 9/1.

Tentative Annual Meeting program and speakers’ forms and Committee Business Meeting request forms for next year’s event are due this month.

**SEPTEMBER**
Check on progress of your Committee’s first Newsletter with your Newsletter Vice-Chair. Your first Newsletter should be submitted during this month to the TIPS office for publication and dissemination via e-mail to Daniel Chavez at daniel.chavez@americanbar.org. Make sure your Committee has a plan for valuable content to include in each newsletter.

You should have already taken an active role at the business meeting for your Committee at the ABA Annual Meeting. You should plan now for other business meetings for your Committee during the year, either by phone or in person. Business meetings are very important to your Committee’s success. You should have at least one business meeting during the year in addition to the one you conducted at the
ABA. Annual Meeting, although having more meetings is even better. A business meeting at the TIPS Spring Section Conference will assist your Chair-Elect in planning for his or her year as Chair. In any event, be sure to call your Committee’s leadership on a regular basis throughout the year. Contact Daniel Chavez at daniel.chavez@americanbar.org to set up conference calls and to send messages to your committee’s listserv.

Finalize any Annual Meeting and Spring Section Conference program plans. Make sure there is diversity among your program speakers. Seek co-sponsors for your program.

Program Chairs are asked to submit preliminary program description to the TIPS Program Planning Committee for next year’s Annual Meeting. Please include speaker names, number of panel segments, and a detailed description of the subject matter.

New committee member list sent to General Committee Chairs by Linda Wiley at linda.wiley@americanbar.org. Send welcome letters to these individuals.

OCTOBER

Attend TIPS Fall Meeting and convene a committee business meeting if possible. Submit a copy of your agenda, minutes and attendance list within 10 business days to Daniel Chavez at daniel.chavez@americanbar.org.

New Chair and Chair-Elect orientation and training for incoming Membership Vice-Chairs will also be conducted at the Fall Meeting.

Deadline to submit recommendations for Muskie Pro Bono Service Award is in Oct.

Work with your Committee to identify substantive content to update your Committee Website.

New committee member lists sent to General Committee Chairs by Linda Wiley at linda.wiley@americanbar.org. Send welcome/drop letters to these individuals.

NOVEMBER

Deadline to request approval of reimbursement for next year’s Annual Meeting Program speakers is also this month. Use the form found online in the Leadership Portal. Note that only certain categories of speakers are potentially eligible for reimbursement.

Assist your Chair-Elect in preparing Form A: the planning and budgeting report for the next fiscal year.

Finalize article submission for the Tort Trial & Insurance Practice Law Journal Annual Survey Issue (Year-in-Review)
New committee member list sent to General Committee Chairs by Linda Wiley at linda.wiley@americanbar.org. Send welcome letters to these individuals.

Requests for reimbursement (if applicable) for the Fall Meeting are due within 30 days of the conclusion of the meeting.

**DECEMBER**

Deadline for Chair-Elect to submit **Form A – Planning & Budgeting Form** is December 15. Send to Jennifer LaChance at jennifer.lachance@americanbar.org.

Work with your Committee and Technology Vice-Chair to identify substantive content to update your Committee Website.

**Annual Meeting** - Final program descriptions and speaker forms due to Annual Meeting Program Chair and TIPS staff. For each speaker you must provide the name, address, phone, fax and e-mail.

New committee member list sent to General Committee Chairs by Linda Wiley at linda.wiley@americanbar.org. Send welcome letters to these individuals.

**JANUARY**

**Second Newsletter** due this month – work with your Newsletter Vice-Chair to send content to TIPS office for production.

New committee member list sent to General Committee Chairs by Linda Wiley at linda.wiley@americanbar.org. Send welcome letters to these individuals.

**Appointments** process begins: Recommendations for your Committee’s leadership for the next fiscal year are due next month. You and your Chair-Elect will be asked to recommend next year’s Chair-Elect and Vice-Chairs. Be sure to advise your Chair-Elect Designee that he or she needs to attend the Spring Orientation. Be sure to have at least eight to ten Vice-Chairs, so as to carry out the goal of having 20 to 30 active members of your Committee.

**Council Nominations** – Provide biographical information for Council position nominations to Section Director, Theresa Livingston at theresa.livingston@americanbar.org.

Complete the "Life After Chair" online survey to request an appointment for yourself for next year. The online survey link will be sent to you by Norma Campos.

**FEBRUARY**
Committee **Form B - Activity Progress Report** is due to Norma Campos at norma.campos@americanbar.org on February 15. This provides an update of what you have accomplished so far as Chair.

Attend the General Committee Board meeting during the **ABA TIPS Midyear Meeting**.

**General Committee Chair-Elect and Vice-Chair recommendations** are due prior to Midyear.

Work with your Committee and Technology Vice-Chair to identify substantive content to update your Committee Website.

New and dropped committee member list sent to General Committee Chairs by Linda Wiley at linda.wiley@americanbar.org. Send welcome letters to these individuals.

**MARCH**

Send **drop letters** to list sent to you by Linda Wiley.

Requests for **reimbursement** (if applicable) for the Midyear Meeting are due within 30 days of the conclusion of the meeting.

The TIPS Budget Meeting occurs this month (Finance Committee).

Submit ALL program materials, abstracts, copyright releases, and speaker bios for Annual Meeting programs.

New committee member list sent to General Committee Chairs by Linda Wiley at linda.wiley@americanbar.org. Send **welcome letters** to these individuals.

**APRIL/MAY**

Deadline to submit proposals for McKay Fund for Justice & Education is April 5.

Work with your Committee and Technology Vice-Chair to identify substantive content to update your **Committee Website**.

Coordinate with your Committee’s Liaison from the Scope and Correlation Committee to ensure that your **General Committee Worksheet** is complete.

**TIPS Spring Section Conference.** Plan to attend the General Committee Board meeting and the orientation programs that are organized for you, your Chair-Elect and your Chair-Elect Designee.

General Committees scheduled to undergo strategic planning **strategic planning** will do
so at the TIPS Spring Section Conference.

New committee member list sent to General Committee Chairs by Linda Wiley at linda.wiley@americanbar.org. Send welcome letters to these individuals.

You and your Chair-Elect are jointly responsible for submitting your Committee’s **Form C Annual Report**. It is due to Norma Campos at norma.campos@americanbar.org on May 15. Please work together to ensure a timely submission. This report can be distributed to all members of the committee.

With the assistance of your Newsletter Vice-Chair, finalize the third and last **Newsletter** for your term.

Final papers, speaker releases and bios are due to Committee Program Chair for ABA Annual Meeting for editing, format review and changes.

New committee member and drops lists sent to General Committee Chairs by Linda Wiley at linda.wiley@americanbar.org. Send welcome letters to these individuals.

**JUNE**

Send welcome letters to list of new members sent to you by Linda Wiley.

Requests for **reimbursements** for the Spring Section Conference (if applicable) are due within 30 days of the conclusion of the meeting.

Program Chairs to hold conference call with all speakers and moderators to confirm Annual Meeting program format and audio-visual requirements.

If you desire, begin making social plans for your committee members who are local and/or plan to attend the ABA Annual Meeting. Be careful to avoid scheduling social events during TIPS events.

**JULY**

Work with your Committee and Technology Vice-Chair to identify substantive content to update your Committee Website.

New committee member list sent to General Committee Chairs by Linda Wiley at linda.wiley@americanbar.org. Send welcome letters to these individuals.

Contact committee members attending the ABA Annual Meeting for possible Dutch Treat meal and inform them of committee activities and business. List provided by Linda Wiley at linda.wiley@americanbar.org.
If interested, request a list of local committee members, informing them that you are in town and invite them to any social activities you plan. You might encourage them to register for the ABA meeting so they may participate in both ABA and Section meeting activities. This list is available upon request to Linda Wiley at linda.wiley@americanbar.org.

AUGUST

ABA Annual Meeting - Your year as Chair of the Committee ends with the conclusion of this Meeting. Note that per TIPS policy, no lawyer may be reimbursed for attending meetings held during the Annual Meeting. Exception to this policy is made for Judicial Division and Law Student Division liaisons.
This is a summary of your duties and responsibilities. The *Nuts and Bolts Notebook* can be found online in the [Leadership Portal](#) and provides detailed information. Also, be sure to review the deadlines for the Chair of your Committee, so that you will also have a good idea of what you will be doing during your year as Chair.

**AUGUST**

Your term begins as Chair-Elect at the end of the ABA Annual Meeting. Make sure you understand your duties and responsibilities as Chair-Elect. It’s important to plan now for your year as Chair, especially if you plan to do any of the following: (1) have a Midyear or Spring CLE program, (2) conduct a national or regional CLE program, (3) conduct a CLE teleseminar or webinar, or (4) publish a book.

You should already begin to think about having business meetings when your term as Chair will begin. In fact, a business meeting at the TIPS Spring Section Conference, while you are still Chair-Elect, will assist you in planning for the next year.

Start recording and keeping track of your Committee’s activities; this will assist you in completing the Committee’s Annual Report due in May.

**OCTOBER**

Attend [TIPS Fall Meeting](#) and convene a committee business meeting if possible. New Chair and Chair-Elect orientation and training for incoming Membership Vice-Chairs will also be conducted at the Fall Meeting.

Deadline to submit recommendations for [Muskie Pro Bono Service Award](#) is in Oct.

**DECEMBER**

Submit [Form A: Planning and Budgeting Form](#) for your year as Chair of the Committee (due December 15). Only upon receipt of this budget form will you be given funding for your year as Chair. Send to Jennifer L. Michel at jennifer.michel@americanbar.org.

**JANUARY**

**APPOINTMENTS** - You and your Chair will be asked to recommend next year's Chair-Elect and Vice-Chairs. Be sure to have at least eight to ten Vice-Chairs, to carry out the goal of having at least 20 to 30 active members of your Committee. The Diversity, Membership, Newsletter, and Technology Vice-Chairs for your Committee should already be identified.

Tell the person you have selected as the Chair-Elect for next year (the designee)
they are expected to attend the TIPS Spring Orientation in May.

**FEBRUARY**

Attend the **ABA TIPS Midyear Meeting**.

Committee Chairs complete a [Form B: Activity Progress Report](#) due February 15 to Norma Campos at norma.campos@american.org.

**MAY**

Attend TIPS Spring Section Conference. There will be orientation training programs for Chairs, Chairs-Elect, and Designees, plus a General Committee Board meeting. Eight to ten committees will hold strategic planning sessions and the General Committee Board will meet.

Submit [Form C - Annual Report](#), due May 15, for your Committee to Norma Campos at norma.campos@americanbar.org. The Annual Report reflects what was accomplished in this current year as well as what you plan to do as Chair in your year to support TIPS goals and objectives.

**JUNE**

Prepare Welcome/Introduction letters to all Committee Vice-Chairs when you receive appointment confirmations.

**AUGUST**

**ABA Annual Meeting** - Plan to take an active role at your Committee's business meeting. This is an excellent time to get volunteers for your Sub-Committees.

Your term as Chair begins at the end of this ABA Annual Meeting. Make sure you know your duties and responsibilities as Chair. You should already have a plan for your Committee to follow in the coming year. If not, develop your plan immediately.

Write your first column as Chair for your Committee's newsletter and website.

See the **GENERAL COMMITTEE CHAIR CALENDAR OF RESPONSIBILITIES** for more details and to review the duties and responsibilities for Chairs.
6. Opportunities for Past Chairs: Life after Chair
Opportunities for Past Chairs
Life after Chair

After you have completed a successful year as a general committee chair, you have several options. You should avoid the understandable desire to take a well-deserved TIPS break. Obviously, one does not receive a prestigious appointment as a general committee chair without many years of effort, attendance and, most important, recognized success.

You automatically will be appointed as the “immediate past chair” of your committee. This is not an honorary appointment! TIPS is committed to a long-range planning process that places great importance on institutional memory and involvement. Your continued active participation and assistance to your successor will play a large role in assuring the continued vitality of your committee.

More importantly, this is also the appropriate time to let the incoming TIPS chair and chair-elect know of your desire to remain active in TIPS and of those activities for which you have a passion. This can include appointment to a standing committee or task force, involvement in the vast TIPS CLE apparatus, or planning an upcoming meeting. These are all funded appointments. Your continued involvement, while fun and rewarding, is also a logical springboard to your future election to the TIPS Council. A three-year Council term allows you to take part in crucial decisions impacting our Section; become familiar with ABA-wide policies, issues, and leaders; and prepare for a run for a TIPS leadership position at the end of your term.
7. Committee Appointments
Commentary

General Committee Leadership Committee Appointments

General Committee appointments are made by an appointments team made up of the current TIPS Section Chair, Section Chair-Elect, Section Vice-Chair and TIPS Staff. General Committee Chairs and Chairs-Elect are asked to submit a list of recommendations for the following year’s committee leadership in January midway through the current bar year. A TIPS staff member who liaises between the appointments team and the general committee will send chairs and chairs-elect a request for recommendations in the form of an excel spreadsheet.

The recommendations spreadsheet consists of all current committee members. General Committee members automatically roll off of a committee after 5 years. Committee members scheduled to roll off will be labeled on the spreadsheet. The GC chair and chair-elect will confer on which of the current committee members are contributing members to the committee and select them to be reassigned to the GC regardless of their roll off schedule. If a member is scheduled to roll off, but is considered a valuable contributor to the committee, the chair and chair-elect can request the member be reassigned to the committee for another year with a brief explanation of that member’s contributions. New members may also be added to the general committee’s recommendations list on the spreadsheet with a brief explanation as to why this individual would make a good addition to the committee. New committee members must be current on their ABA TIPS memberships.

Recommendations are submitted to TIPS staff who then compiles the lists for the appointments team. The appointments team confers on all leadership appointments made with a final decision made on all appointments by April.

Appointment letters are sent to committee members in May with a deadline for anyone choosing to decline the leadership appointment set to begin the first day after the ABA Annual Meeting. Final committee rosters are sent to the Chairs and Chairs-Elect following the declination deadline.
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<td>Chair</td>
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<td>Raymond Timothy Waid</td>
<td>Chair-Elect</td>
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<td>Mark Dicocco</td>
<td>Diversity Vice-Chair</td>
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<td>Pamela Annette Palmer</td>
<td>Immediate Past Chair</td>
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<td>Christopher Hamilton</td>
<td>Membership Vice-Chair</td>
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<td>Sarah Yantakosol Gayer</td>
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<td>Peter Black</td>
<td>Technology Vice-Chair</td>
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<td>Laura Beck</td>
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**Due February 1, 2017**

Nominate Your Incoming 2017-2018 Chair:

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Nominate Your Incoming 2017-2018 Chair-Elect:

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Nominate Diversity Vice-Chair:

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Nominate any other new Vice-Chairs:

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III: Resources for General Committees
1. Money for your Committee
General Committee Sponsorship
The Process of Acquiring Sponsorship Funds
TIPS relies heavily on sponsorship in order to carry out its mission. Reliance on sponsorship has increased in recent years as ABA and Section dues revenues have declined and costs have increased, while the need for and popularity of TIPS’ publications and programming has continued.

Historically, TIPS relied on meeting-based sponsorships to help underwrite the costs of its quarterly leadership meetings and general committee programming. In 2005, TIPS commissioned a study of its marketing and sponsorships. One result of that study was a decision by TIPS leadership to focus on long-term, section-wide sponsorships in an effort to, among other things, take advantage of sponsors’ interest in such arrangements and to increase the efficiency and improve the outcome of the Section’s fundraising efforts. The result of that effort, in large part accomplished by Mike Drumke, is the array of Section sponsors that support TIPS today.

A major benefit TIPS provides to its Section sponsors is the opportunity for each sponsor to become involved with several general committees and to participate in their programming activities. Because the Section sponsors assigned to particular general committees effectively act as sponsors of the committees’ midyear meetings but do not make separate payments to TIPS beyond the amounts paid for their Section-level sponsorships, those committees receive $5,000 in sponsorship credits for their midyear meetings. In other words, they are credited with $5,000 toward the goal of generating a combination of registration fees and sponsorship dollars that exceeds the cost to produce the meeting by at least twenty percent.

Not all committees, however, are assigned Section-level sponsors, and even those that have a relationship with a Section-level sponsor will need to raise money in addition to the credit mentioned above. Although TIPS does not offer “exclusivity” to Section-level sponsors, it attempts to avoid offering meeting sponsorships to direct competitors of Section-level sponsors. Otherwise, however, general committees are free to make arrangements with law firms and other sponsors as they see fit. The array of potential sponsorships for a general committee’s midyear meeting runs from sponsorship of the entire meeting to sponsorship of program segments and events that take place during the meeting, such as dinners and luncheons. Appropriate amounts to be charged for the various sponsorships will vary by meeting, location, and other circumstances, and TIPS has not promulgated standards for these sponsorships. TIPS’s Revenue Committee is in the process, however, of reviewing historical data regarding sponsorships and will soon release a set of guidelines to assist the general committees in their fundraising efforts. In the meantime, you may communicate with TIPS’s Associate Director Jennifer L. Michel (312-988-5463; jennifer.michel@americanbar.org), or TIPS’s Meetings & CLE Director Janet Hummons (312-988-5656; janet.hummons@americanbar.org), for advice and guidance in this regard.

Fundraising is an extremely important part of TIPS’s business of providing top-level publications and CLE to its members and others, and we are pleased to support those efforts in any way that we can.
Enterprise Fund
The Committee Enterprise Fund was created to fund innovative, collaborative, well-designed proposals that advance the strategies identified in the TIPS long-range strategic plan. The Enterprise Fund was not created for normal and routine budgeting issues for your general committee. Enterprise Fund projects should implement one or more goals of the TIPS strategic plan and be of the highest quality, offering innovative and creative programs and other endeavors. The project should have well-defined and achievable goals that include specific measures of success and should not complement or duplicate existing programs.

A proposal for an Enterprise Fund project must seek a grant in excess of $10,000 or an amount greater or less than that amount as approved by Council. The grant may be approved for a period of one year or longer, depending on the scope and duration of the project to be funded. Any general committee interested in submitting a proposal to the Enterprise Fund Board should first review the criteria for Committee Enterprise Fund projects, the actual committee activity project proposal, and the project approval process document. All committees are urged to take advantage of this source of funding for innovative, new and novel initiatives.

If your committee has an idea that you would like to submit to the Enterprise Fund for approval, an application and directions can be found in this notebook as well as on the TIPS website. To apply, the committee chair must prepare and forward to the Enterprise Fund Board the project proposal form with its associated financial impact statement. If the project involves a CLE program, the chair must also comply with the CLE Board requirements.

Enterprise Fund Project Proposal Application and Example can be found in Appendices page 331 or click here.

Click here for the Enterprise Fund Proposal Application within the TIPS Leadership Portal.
2. TIPS Enterprise Fund Proposals
TIPS Enterprise Fund Proposals

The TIPS Enterprise Fund (TEF) Board seeks to fund innovative, collaborative, well-designed proposals that advance the strategies identified in the TIPS Long Range Plan.

Successful proposals must:
- Implement one or more goals or strategies set forth in the TIPS Long Range Plan
- Be of the highest quality
- Offer innovative, creative solutions
- Have well-defined and achievable goals
- Include specific measures of success
- Complement and not duplicate or supplant existing programs

In selecting a specific project for TEF funding, the process should be guided by the following considerations:

A. Goal
   1. Does it serve a principal goal of TIPS? (e.g., promote and improve the standards of professional competence of tort and insurance practitioners).
   2. Does it serve a principal goal of a TIPS Committee?
   3. Does it serve an overriding need of lawyers within the profession? (e.g., mandatory continuing legal education requirements)

B. Subject Matter and Purpose
   Subject matter and purpose are the primary factors contributing to a successful project. While other factors may contribute to the success of a program, the subject matter is the first and foremost reason why the majority of people choose to participate.
   1. Is the project well planned and organized?
   2. Is the subject timely and relevant?
   3. Is coverage of the issues balanced (i.e. are opposing viewpoints presented)?
   4. Is the project conducted at a time that is free of conflicts?
   5. What involvement will the project require of TIPS staff, and how will it impact those resources?

C. Sponsorship
   1. Will any organization in addition to TIPS agree to sponsor the project?
   2. Who will bear the financial risk of the project? Is that risk appropriate compared to the project’s benefits?
   3. Should co-sponsorship with other ABA entities be encouraged?
   4. Should co-sponsorship with non-ABA entities be encouraged?
   5. Does the program involve substantial sponsor participation? Does it include planning, faculty and marketing assistance?

D. Financial
   1. Will the program return revenue to TIPS? What is the return of revenue that will be generated by the program? Does this return warrant holding this program?
   2. Is it important to TIPS to sponsor this project even if it is only expected to break even?
   3. If the project involves a program, is the level of tuition a deterrent to attendance?
4. Has any similar event been held successfully in the past year?
5. Is the project to be conducted in a location that minimizes travel expenses for participants?
6. If co-sponsored, what is the financial arrangement?
7. Are other additional sources of funding available, such as tuition, registration fees, sponsorships, or grants? Have they been fully explored and utilized?
Enterprise Fund
Frequently Asked Questions

1. What is the TIPS Enterprise Fund (TEF)?
   The TEF was established as a way to foster long-term relevancy and effectiveness in the General Committees, Standing Committees and Task Forces of TIPS. The TEF provides a steady stream of dedicated monies for new, innovative and extraordinary projects based on needs assessment in almost any area of TIPS law that would contribute to fulfilling TIPS and its committees or task forces mission and goals.

2. Who can request funding from the fund?
   Any group within TIPS – whether it is a General or Standing Committee, a Task Force or Editorial Board – can submit a proposal to the TEF. General Committees or those partnering with General Committees will receive preference over those proposals submitted solely by a standing committee or task force.

3. What sort of projects can be considered for funding?
   Any new project or activity that advances the TIPS mission and goals that meet the entry level criteria of the fund will be considered. Entry level criteria includes a minimum threshold level of $10,000 and the project or activity must be new – that is, not currently or previously included in the activities of the requesting entity or their budget allocations.

4. What are some examples of projects that have already been approved for funding?
   a. An iPod series on a particular area of the law to be posted to TIPS website, the ABA website, and in the ABA web store in conjunction with a newly released book.
   b. The transfer of data in written form to electronic form that will populate an on-line database for practitioners.
   c. A high-profile annual meeting program wherein international Supreme Court Justices would be the invited speakers.
   d. An outreach program to the young lawyers attending the Annual Meeting consisting of practical tips, a box lunch, and a membership component.
   e. The creation of a new Task Force to study a certain issue in the law affecting tort and insurance practitioners.

5. How much money is available?
   The amount will vary from year to year, but is currently designated as 20% of the reserve spending policy amount. The figure will typically be in the range of $40,000 to $60,000 each year.

6. What is the process to make a submission?
   The criteria and process are spelled out in the fund guidelines. Proposal forms can be found on TIPS website. Once the forms have been completed, submit them to Jennifer L. Michel at jennifer.michel@americanbar.org

7. Who makes the decision to fund or not fund a proposal?
   The TIPS Enterprise Fund Board makes the initial review of proposals. It then makes its recommendations on the level of funding to TIPS Council, who has final approval authority.
8. What are my responsibilities if I receive funding?

Once approved, it is the responsibility of the proposer to take the lead and shepherd the project through to completion. Quarterly reports are to be submitted to the TEF Board providing an update on the progress. These reports are to coincide with TIPS four section meetings.

9. When can a proposal be submitted to the fund for consideration?

The earlier in the year the better. Funds are allocated on a first-come, first-serve basis.

10. Are there any situations in which committees or task forces are ineligible to receive funding?

Yes. Committees who are not in compliance with the submission of required forms and reports are ineligible until such time as they become compliant. In addition, all committees must have the required committee officers, i.e., Chair, Chair-elect, Membership Vice-chair, Website Vice-Chair, and Newsletter vice-chair.

Enterprise Fund Project Proposal Application and Example can be found in Appendices page 331 or click here.

Click here for the Enterpise Fund Proposal Application within the TIPS Leadership Portal.
TIPS Enterprise Fund
Examples of Funded Proposals

2007-2008
Providing Persons with Disabilities and the Elderly with Equal Access to Justice
Animal Law Committee

Task Force on AMA Guidelines
Workers’ Compensation Committee

Fidelity & Surety Digest Database Creation
Fidelity & Surety Law Committee

TIPS/ALC Podcast series
Animal Law Committee

YLD Law Practice Management Box Lunch Program
Law Practice Management Committee

2008 – 2009
Animal Law Legal TIPS radio show (& podcasts)
Animal Law/Government Law Committees

Phase II of Task Force on AMA Guidelines
Workers’ Compensation Committee

Diversity Training Video
Diversity Committee (with IP & LPM)

Organ Donor Drive (marketing assistance)
FSLC

2009 – 2010
Top Practice Tips from TIPS program, outreach to YLD
(Held during ABA 2008 Annual Meeting) Law Practice Management Committee

Fidelity & Surety Digest Data Conversion Project
Convert data under phase 1 of the project to make past Digest case summaries available on line in a searchable format.
Fidelity & Surety Law Committee

Disability-Elderly – Access to Justice
(Brochure printing)

Internet radio program called “Legal TIPS”
Animal Law Committee
Workers’ Compensation Task Force on AMA Guidelines – Phase II
Workers’ Compensation and Employers’ Liability Committee

Organ Donor Drive (publicity assistance and discount coupons)
   Fidelity & Surety Law Committee

2010 – 2011
Dangerous Dogs Book
Provided to District Attorney’s offices and local governments
   Animal Law Committee & Government Law Committee

Approved travel expenses for State Insurance Regulators to attend the Life, Health and Disability, etc.
   Committee’s Midyear Meeting
   Insurance Regulation Committee

Disaster Preparedness and Response Initiative
Program expenses related to multiple, related programs throughout the year

2011-2012
Disaster Preparedness and Response Initiative
   Community Involvement Component

2013-2014
Young Lawyer Writing Competition
   Admiralty & Maritime Law Committee

   Member Recruitment Initiative
   Animal Law Committee

2014-2015
Young Lawyer Outreach Event
   Appellate Advocacy Committee

   Membership Brochure
   Title Insurance Committee

2015-2016
Student Writing Competition
   Aviation & Space Law

   Young Lawyer Outreach Event at Annual 2015
   Government Law Committee

   Post CLE Reception at the Chicago Yacht Club at Annual 2015
   International Law Committee
IV: General Committee Reports, Forms & Strategic Planning
1. General Committee Reports
General committee chairs and chairs-elect are required to jointly file three reports each year. The first, Form A, is an organizational and budgeting plan due December 15. Form B, due February 15, is your midyear committee activity report and is used to gauge how your committee is doing throughout the year. The Form C annual report is a summary of the year’s activities and a look forward to your committee’s plans for the coming year. It is due around May 15.

**Form A: Planning and Budgeting (Deadline December 15)**

The planning and budgeting forms designate and implement your committee structure. If these forms are not submitted, the Section appointment process will proceed without your recommendations. Form A requires each committee to recommend the members to be appointed to fill both the committee’s leadership succession and the mandatory subcommittee chairs, which include membership, newsletter, website, public relations, etc. The forms also encourage you to think about and plan for the dates and times of committee business and planning meetings and will allow you to timely request funding for those as well. Form A must be filed early in the bar year to allow the information needed to perform the Section’s budget planning and appointment process for the following year to be received and organized timely.

When filling out your Form A, remember that you do not need to request reimbursement for travel because that will be done separately according to Section guidelines. Administrative expenses related to all CLE—including national CLE programs, teleseminars, and committee midyear meetings are built into the registration fees for each meeting. Typical items that are requested and budgeted for through Form A include funding for conference calls with vice-chairs for business and planning meetings, the expense of a phone needed for a business meeting, and limited reimbursement of office expenses. A sample budget statement is included in this notebook to assist you in filling out your Form A planning and budgeting document in conjunction with the budget statement.

**Form B: Activity Progress Report (Deadline February 15)**

Form B is an important means to gauge how your committee is meeting its objectives. It is a short form that advises the Section where you are heading in terms of newsletters, programs, membership activities, the website, and the committee’s business and planning meeting.

**Form C: Annual Report (Deadline May 15)**

Form C lets the Section know what your committee has done to advance Section goals. Form C also helps your committee focus on the completion of your strategic planning goals and asks you to review your committee name and Scope statement.

Each of these forms has a specific purpose, and collectively they apprise the staff and Section leadership of the activities your committees has planned for the coming year and how they seek to promote and enhance the Section’s goals. The forms support your committee’s requests for funding from the Section and enable your committee to measure the value it provides to members through implementing the criteria for a successful committee.

Forms A, B, and C can be found in Appendices page 335 or [click here](#).

[Click here](#) for Forms A, B and C within the TIPS Leadership Portal.

Past General Committee Forms A, B and C can be found in the Leadership Portal under TIPS General Committee Records. [Click here](#) to access your committee's page.
2. Criteria for a Successful Committee & Checklist
Criteria for a Successful Committee

Although all TIPS general committees are unique and deal with divergent topics, TIPS Council has established certain minimum expectations that all committees must meet to succeed in providing value and service to our members. To adequately monitor the strength of the general committees, an objective points-based system was created after consultation with the general committees’ chairs and chairs-elect. This system is designed to ensure that at the end of the year no general committee should be surprised, dismayed, or even elated by its score or how it has been reviewed. Moreover, and perhaps more importantly, each general committee will receive a list of its accomplishments and/or areas for improvement to enable it to provide greater service in the future to all of its committee members.

To be a successful committee that provides value to its members, a general committee should:

• Maintain a current website.
• Produce at least two newsletters each year.

To maintain a committee’s viability and strength, a general committee should:

• Develop a leadership succession plan covering a minimum of four years.
• Conduct a strategic planning session with your Scope liaison every three years.
• Submit Forms A, B and C on time to provide an accurate reflection of the committee’s needs, objectives, and budgeting requirements.
• Conduct at least two business meetings per year, one of which must be in person.
  o A report must be submitted to the TIPS staff office after each business meeting that includes the agenda, minutes, and list of attendees.

Finally, all committees must participate in at least two of the three following deliverables each year:

• The annual survey-of-the-law issue of the Tort Trial & Insurance Practice Law Journal
• Publications
• CLE programming.
  o The CLE programming can be in the form of a live CLE program, a teleconference, a webcast or any other information delivery vehicle. The programs can be joint or cosponsored with other TIPS committee or ABA entities.

Active committees that meet the minimum expectations earn the opportunity to earn additional points and qualify for Section recognition, including Membership Involvement Awards. These “extra credit” points are awarded based on additional activities including programming, public service projects, business meetings, and newsletters, as well as other intangibles to be discussed between your committee and your Scope liaison.

You have probably heard it innumerable times, and it remains true, that TIPS’s general committees are the lifeblood of the Section. The success of our Section depends on vital and energetic committees, and following the criteria for successful committees is a way to empower every committee to meet its objectives and fulfill TIPS’s goals and mission. Clear communication about what makes a successful committee takes the mystery out of what is expected from our general committee leaders, and the Scope & Correlation Standing Committee remains available to assist you throughout the year.
CRITERIA FOR A SUCCESSFUL COMMITTEE

1) Current Web Site
2) 4-Year Leadership Succession Plan
3) Strategic Plan every 3 years
4) Timely Reporting (Forms A, B & C)
5) 2 Newsletters - minimum
6) Conduct at least 2 business meetings - one of which should be in person
7) Any 2 of these 3:
   a. Annual Law Survey in TIPS Law Journal
   b. Publication
   c. CLE program (any format)
8) Report after each business meeting, including conference calls. Submit agenda, attendee list and minutes
9) Membership (recruitment and retention efforts)
   a. Introductory letter from new chair to current members
   b. Contact with new and recently-dropped members
   c. Periodic emails/news alerts to membership
   d. Other membership “touches,” including survey, mentor program, brochures, etc.
   e. If possible, realizing this may not apply to all General Committees, Outreach to Plaintiff’s, In-House Corporate Counsel, Solo and Small Firm Attorneys
10) Diversity efforts
11) Meeting Attendance
   a. GCB (three in person meetings)
   b. Orientation (Fall and Spring)
   c. Attend/Review 2 Orientation Webinars prior to the Fall Orientation

General Committee Worksheet can be found in Appendices page 341 or click here.

Click here for the General Committee Worksheet within the TIPS Leadership Portal.

Past General Committee Worksheets can be found in the Leadership Portal under TIPS General Committee Records. Click here to access your committee’s records.
3. Membership Involvement Awards
Membership Involvement Awards

The Scope & Correlation Committee and Section leaders are keenly aware of the significant time, effort, and resources that committee leaders and members invest each year to deliver consistently professional and high quality programs, publications, and other services to the TIPS Section and its members. The personal commitment of each leader of our Section’s committees is an invaluable asset in the success of TIPS and ensures that the ABA and TIPS stay at the leading edge of bar associations in the United States.

In recognition of those efforts, the Scope & Correlation Committee annually reviews the activities of each general committee to determine the recipients of the Section’s Membership Involvement Awards presented at the ABA Annual Meeting each year. The awards represent one way in which the Section recognizes general committees that have exemplified the goals of the Section as demonstrated by the involvement and accomplishments of its members. To be eligible for the Membership Involvement Awards, committees must first meet the minimum requirements of the criteria for successful committees as measured by the general committee worksheets.

The criteria for a successful committee are directly related to the goals of the Section to provide value and education to TIPS members and are summarized here:

1) Current Web Site
2) 4-Year Leadership Succession Plan
3) Strategic Plan every 3 years
4) Timely Reporting (Forms A, B & C)
5) 2 Newsletters per Year Minimum
6) Conduct at least 2 business meetings - one of which should be in person.
7) Any 2 of these 3:
   a. Annual Law Survey in TIPS Law Journal
   b. Publication
   c. CLE program (any format)
8) Report after each business meeting, including conference calls. Submit agenda, attendee list and minutes
9) Membership (recruitment and retention efforts)
   a. Introductory letter from new chair to current members
   b. Contact with new and recently-dropped members
   c. Periodic emails/news alerts to membership
   d. Other membership “touches,” including survey, mentor program, brochures, etc.
10) Diversity efforts
11) Meeting Attendance
   a. GCB (four in person meetings)
   b. Orientation (Fall and Spring)

In addition to meeting the above criteria, the successful committee must demonstrate identifiable achievements above and beyond the minimum expectations for committees in advancing the recruitment, retention, and involvement of Section members. Award decisions are based on consultation with the members of the Scope & Correlation Committee; TIPS’s staff; and committee chairs, chairs-elect, or other members of each committee.
Throughout the year, committee leaders and members should focus on the types of initiatives, events, projects, programs, and strides that have been achieved and share information about the committee’s successes, achievements, and other activities with committee members and with the Scope & Correlation Committee.

The list of awards and examples of factors that are considered in the selection process are described below.

**Overall Excellence**
This award is presented to the committee that consistently and significantly exceeded the expectations for general committees for the current year across all areas of responsibility. This includes not only newsletters, publications and programming, but demonstrated commitment to diversity, membership involvement, and a focus on activities designed to achieve TIPS’s goals.

**Exceptional Achievement**
This award is presented to a committee that has shown significant improvement throughout the year. It recognizes that dedication and hard work can change the direction of a committee that might have recently faced some difficulties or challenges in achieving its goals. This award is intended to acknowledge the importance of efforts of committee leaders and members in helping a struggling committee get back on track to becoming a successful contributor to the Section’s goals.

**Most Innovative**
This award is presented to a committee that has utilized unique and innovative methods to increase the recruitment, involvement, and retention of TIPS members. This award recognizes efforts to think and work creatively to develop new ways to engage and involve committee and Section members through the committee’s projects and initiatives.

**Leadership Involvement**
This award is presented to a committee that has demonstrated outstanding leadership within TIPS (1) through the involvement of its committee leaders and members with other general committees as a resource for committee initiatives, projects, and undertakings; (2) by providing leadership advice, guidance, and professional development opportunities for its members; and (3) through the involvement of the committee’s members in leadership roles within TIPS and/or the ABA.

**Public Service Involvement**
This award is presented to a committee that has demonstrated outstanding achievement in generating interest and participation among Section members in public service projects, pro bono activities, and other initiatives aimed at promoting a meaningful contribution to the general public and society in which we practice.

**Diversity Involvement**
This award is presented to the committee that has demonstrated outstanding achievement and a commitment toward promoting the goal of our Section to achieve a diverse membership across boundaries of gender, ethnicity, sexual orientation, and disability. It recognizes the efforts of general committees to develop and promote projects, initiatives, and activities aimed at increasing membership, membership involvement, and retention of women, minorities, gay, lesbian, bi-sexual, transgender, and disabled individuals.
Young Lawyers Involvement
This award is presented to a committee that has excelled in increasing the membership, involvement, and retention of young lawyers within the Section. It recognizes demonstrated achievement in developing and promoting initiatives and activities to attract young lawyers, engage them in the work of the Section, and contribute to their leadership development.

Elements of Scope’s recommendations
Below are examples of factors (tangible and intangible) that may be considered in the determination of these various awards. This is not an exhaustive list, but is intended to give some guidance in the selection process.

1. Number and/or quality of CLE programs the committee sponsored in the current year.
2. Exposure or recognition the committee obtained as a result of its initiatives, programs, or services provided.
3. Success of a particular program, measured by revenue generated or attendance.
4. Efforts made by committee leaders to ensure that the work or initiatives of the committee are completed, i.e., the personal sacrifice by a committee member regarding the initiatives or work of the committee.
5. Co-sponsorship of programs, publications, or projects with other committees.
6. Outreach to other bar associations, including non-attorney organizations.
7. Public service provided by the committee, e.g., visiting local high schools to discuss the civil justice system, arranging for food or clothing to be delivered to a shelter, educating young lawyers and law students, and reaching out to women and minority organizations.
8. Making the effort to recruit and retain a diverse group of attorneys, such as women, minorities, law students, and professionals from a diverse group of practice areas.
9. Reaching out to law schools to encourage the involvement of law students, law professors, and those related to the law school process.
10. Addressing cutting-edge legal issues through CLE programs, newsletters, and other content media.
11. Organization of the committee with respect to its leadership, presentation of programs, timely advertisements, and solicitation of attendees from a broad spectrum of professions (law and non-law related).
12. Composition of programs with respect to engaging a diverse group of faculty (e.g., diverse practice areas and other diversity factors).
13. Demonstrating a new approach to distinguish the committee from other committees.
14. Quality of publications, newsletters, and other media with respect to the timeliness and content of articles, presentation, and faculty.
15. How well the leadership keeps the members of the committee involved, informed, and interested in the work being performed by the committee.
16. Participation of the committee’s leadership in Section meetings (i.e., Fall, Midyear, Section and Annual).
17. Strength of the leadership in the practice area and within TIPS.
18. Diversity of membership participation committee events, including the participation of law students, young lawyers, women, minorities, GLBT and disabled individuals.
19. Undertaking nontraditional legal initiatives, such as providing volunteers to assist members of the public with legal questions, giving back to the public, or enhancing the reputation of the legal profession.
4. Strategic Planning
General Committee Strategic Planning

The function of the Scope and Correlation Committee is to advise the Section Chair and Council regarding the name, mission and duties of each of the General and Standing Committees, Task Forces, Coordinators and other similar entities of the Section (referred to collectively as the “Committees”). The Scope Committee is charged with implementing periodic strategic planning sessions for all of the general committees. Each Scope committee member is assigned to be a liaison to a general committee. The liaison’s job is to act as a mentor and to assist and enable each committee to function according to the established criteria that defines a successful committee.

Each general committee undergoes strategic planning every three years. Scope liaisons will reach out to general committee chairs in the weeks leading up to the strategic planning session which is typically held at the ABA Midyear meeting. To encourage strategic planning attendance at Midyear, funding is provided for the general committee chair, chair-elect, and four vice-chairs in accordance with the TIPS financial policy found in Section I of this handbook. Polycom conference phones may be provided, but will offset the funding of one vice-chair to attend in person. If a chair and chair-elect are unable to attend, they may request a representative such as the general committee’s chair-elect designee attend in their stead.

Past General Committee Strategic Plans can be found in the Leadership Portal under TIPS General Committee Records. Click here to link directly to TIPS General Committee Records.
TIPS General Committees
3 – Year Strategic Planning Rotation

2017-18:
1. Appellate Advocacy
2. Automobile Litigation
3. Cybersecurity and Data Privacy
4. Excess Surplus Lines and Reinsurance
5. Intellectual Property Law
6. Media, Privacy and Advertising Law
7. Pharmaceutical, Medical Device and Bioscience
8. Property Insurance Law
9. Self-Insurers and Risk Managers
10. Title Insurance
11. Toxic Torts and Environmental Law
12. Litigation and Trial Practice

2018-19:
1. Admiralty and Maritime Law
2. Aviation and Space Law
3. Business Litigation
4. Dispute Resolution
5. Employment and Labor Law
6. Insurance Coverage Litigation
7. International
8. Medicine and Law
9. Professional Liability Insurance (formerly PODL)

2019-2020:
1. Animal Law
2. Commercial Transportation Litigation
3. Corporate Counsel
4. Employee Benefits
5. Fidelity and Surety Law
6. Health and Disability Insurance Law
7. Insurance Regulation
8. Life Insurance Law
9. Products Liability
10. Staff Counsel
11. Workers' Compensation and Employers' Liability

Past General Committee Strategic Plans can be found in the Leadership Portal under TIPS General Committee Records. Click here to link directly to TIPS General Committee Records.
General Committee Strategic Planning
Timeline

At Least 30 Days before Strategic Planning Session:

1. Identify all Committee members who will participate in Strategic Planning Session

2. Participants and Facilitators should obtain (via TIPS Leadership Portal) and become familiar with (at a minimum):
   - Previous Committee Strategic Plan
   - Committee Demographics
   - Criteria for Success Worksheets (previous three years)
   - Committee Form A, B and C
   - TIPS Strategic Long Range Plan

At Least 14 Days before Strategic Planning Session:

Conference call to include Committee leadership and assigned Scope Facilitators to:
   - Discuss overview of strategic planning process
   - Identify any specific topics and concerns to be addressed
   - Assign Committee members to:
     (a) prepare 5 minute report on previous Strategic Plan
     (b) prepare 5 minute report on Committee demographics
     (c) take notes
     (d) “scribe” the strategic plan

Within 10 Days after Strategic Planning Session:

Submit draft Strategic Plan to Facilitators, Scope Liaison and assigned TIPS Staff

Within 20 Days after Strategic Planning Session:

Committee leadership conference call (including facilitators) to discuss:
   - Status of the final strategic plan
   - Questions/issues regarding the implementation process
   - Evaluation of the process and suggestions for improvement

Within 30 Days after Strategic Planning Session:

Submit final Strategic Plan to Facilitators, Scope Liaison, and assigned TIPS Staff

Past General Committee Strategic Plans can be found in the Leadership Portal under TIPS General Committee Records. Click here to link directly to the TIPS General Committee Records.
AGENDA

1. Review of Committee’s previous strategic plan by assigned Committee member (5 minutes)

2. Review of Committee’s demographics information by assigned Committee member (5 minutes)

3. Identify and discuss Committee strengths, weaknesses, opportunities, and obstacles (30 minutes)

4. Discuss and define Committee goals and strategies based on above information (1 hour)

5. Assign a timeline for each goal/strategy (5 minutes)

6. Assign responsibilities for each goal/strategy (5 minutes)

7. Agree upon a draft outline of the strategic plan (30 minutes)

8. Identify and discuss next steps (10 minutes)
Committee Name: ____________________________________________________________

Facilitator(s): ____________________________________________________________

Attendance at Planning Session:

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

1. Summarize the strengths of the Committee.

2. Summarize the weaknesses of the Committee.

3. Summarize the main opportunities the Committee has over the next 3 years.

4. Summarize the impediments for taking advantage of these opportunities.

5. List the primary goals for the Committee for the next three years (At a minimum, goals should address Committee programming, publications,
leadership development and succession, communications, membership, and diversity):

**PRIMARY GOAL 1**

Objectives:

Strategies (including who is responsible, and a timetable for completion):

**PRIMARY GOAL 2**

Objectives:

Strategies (including who is responsible, and a timetable for completion):

**PRIMARY GOAL 3**

Objectives:
Strategies (including who is responsible, and a timetable for completion):

**Primary Goal 4**

Objectives:

Strategies (including who is responsible, and a timetable for completion):

**[ADDITIONAL PRIMARY GOALS AS NEEDED]**

6. List the secondary goals for the Committee for the next three years.
   a. List the objectives of each goal.

7. List additional resources needed to accomplish the Committee’s goals, and identify how the Committee will seek to obtain these resources.

8. Identify any changes needed to the Committee’s Scope Statement:
9. The Committee will comply with the follow-up process dates:

Date _________: 15 days out – Submit draft strategic plan

Date _________: 30 days out – Conference call with Scope

Date _________: 45 days out – Submit final strategic plan to Scope
Background: The ABA provides TIPS, and its General Committees, with detailed demographic data concerning each committee’s membership, as well as for the Section at large. The data is provided in Excel Spreadsheet format and is broken down by the following data dimensions taken from member census input.

<table>
<thead>
<tr>
<th>Data Dimension</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age Class</td>
<td>Grouped in 5-year increments.</td>
</tr>
<tr>
<td>Area of Interest (“AOI”)</td>
<td>Broken down by practice areas of interest indicated by members.</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>Members’ self-identified ethnicity, categorized as follows: Asian; Black/African American;</td>
</tr>
<tr>
<td></td>
<td>Hispanic; Native American; White/Caucasian; Other; and “Unknown” (i.e., number of members</td>
</tr>
<tr>
<td></td>
<td>who did not self-identify).</td>
</tr>
<tr>
<td>Firm Size</td>
<td>Size of members’ law firm practice settings, in self-explanatory increments.</td>
</tr>
<tr>
<td>Gender</td>
<td></td>
</tr>
<tr>
<td>Practice Setting</td>
<td>Categorized as follows: Academic; Corporate; Government/Judiciary; Inactive; Legal/Public</td>
</tr>
<tr>
<td></td>
<td>Services; Military; Non-Profit; Private Practice, and “N/A”</td>
</tr>
<tr>
<td>State Count</td>
<td>Number of Committee members in each State.</td>
</tr>
</tbody>
</table>

General Committee demographic data is available through the TIPS Leadership Portal. Go to “TIPS General Committee Records,” where individual General Committee records (and demographic data) are accessible through the Committee tabs on the left side of the page. Demographic data for TIPS at-large (“TIPS Overall Demographics”) is also available on the same link. This information may prove useful for comparison purposes.

Demographic data provides a host of useful information for strategic planning purposes. At the most basic level, it reveals the characteristics, locations, and interests of the Committee’s current membership. “Areas of Interest” data can provide insight into the actual practices of the Committee’s members, which may be significant when planning programming and publications. This data has also been used by Committees for outreach and membership recruiting purposes. Information concerning firm size, practice setting, and State may have
similar uses. Diversity-related information can be revealing, but often reflects the overall demographic characteristics of the ABA at large, as well as TIPS specifically. It can provide useful information for diversity-related efforts. Practice setting data sometimes reveals surprising member characteristics, for instance higher- or lower-than-expected membership figures for in-house counsel and academics.

Having reviewed your Committee’s Demographic Data, and with these considerations in mind, please answer the following:

1. How would you describe your membership in demographic terms? Where are the geographic centers of your membership (if any)? What age groups predominate? In what sizes of law firms do the largest concentrations of your members practice?

2. How diverse is your membership in terms of ethnicity, gender, and age? While the larger organizations from which your Committee is derived (i.e., the ABA, and TIPS) form the backdrop for the diversity of your Committee, are there specific strengths or weaknesses that you note?

3. In what demographic groups does your Committee need to expand its membership?

4. In what ways do you think this information should influence the Committee’s membership recruitment and outreach efforts?

5. How might this information affect the Committee’s programing and publication efforts?

6. In what areas did the demographic information for your Committee surprise you?
Prioritizing Initiatives

IMPACT

Transformation Needed

Let’s Do It Now!

Let’s Move On . . .

Future Consideration

VIABILITY
In the course of developing your Committee’s Strategic Plan, it is helpful to articulate and consider the Committees: (1) Strengths; (2) Weaknesses; (3) Opportunities; and (4) Obstacles. Following are some discussion questions. These questions aren’t mandatory, nor are they exclusive. They are designed to help stimulate and guide your discussion.

When considering your Committee’s strengths, weaknesses, opportunities, and obstacles, take into account all that your Committee produces, and all the things it takes to sustain the Committee’s operations, including:

- Publications (newsletters, books, articles, etc.)
- Programs
- Use of technology (website, social media, etc.)
- Membership recruitment and retention
- Leadership succession
- Committee communications
- Committee networking opportunities
- Diversity
- Budgeting and administration
- Support for TIPS Mission and Goals
- Leader/Member commitment and morale
1. What are your Committee’s strengths:
   ○ What does the Committee currently do well?
   ○ What are the “unique selling points” of the Committee? In what ways is it different than other TIPS Committees, and other competing non-TIPS organizations?
   ○ What is your “elevator speech” when you pitch your Committee and its value?
   ○ What unique resources does your Committee have (consider the Committee’s experience, knowledge, financial contributions, etc.)?
   ○ What demographic characteristics might your Committee capitalize upon?

2. What are your Committee’s weaknesses?
   ○ What does the Committee currently struggle to do well?
   ○ What demographic characteristics present challenges to the goals of the Committee, and of TIPS?
   ○ What capabilities does your Committee lack?
   ○ In what areas does your Committee struggle to produce consistent work (including administrative requirements)?

3. What are your Committee’s opportunities?
   ○ Are there member service opportunities not yet realized by competing organizations?
   ○ Are there niche practice areas in the Committee’s substantive reach that are under-served or unrealized?
o What developments in your Committee’s substantive area might present opportunities?

o Does the demographic data suggest any Committee opportunities?

o What kinds of products has your Committee developed (or have been developed by its leaders or members) that might present opportunities:

o Are there geographic areas in which your Committee has unique opportunities?

o Are there aspects of your Committee’s substantive area in which the practice of law is expanding or will expand?

o What demographic groups in your Committee’s reach are under-served or unrealized?

4. What are the **obstacles** to the accomplishment of your Committee’s goals?
   o What competitive non-TIPS organizations are dominant in the fields your Committee deals with?

   o Are there aspects of your Committee’s substantive area in which practice is declining or will decline?

   o What day-to-day problems keep your Committee from reaching its goals?

   o What day-to-day problems make it difficult for your Committee to sustain its operations?
V: General Committee Meetings
1. General Committee Meetings
A call to action and plan of attack are what motivate committee members to get involved and succeed. Think of a general commanding his or her troops to storm a castle, with words of wisdom, a battle plan, and the quintessential saber by his or her side. As the troops gaze upon their fearless leader with a look of trust and admiration, the general tells her loyal members the goals of the day, the milestones to be reached, and explains how success will be achieved.

Trivial as that description sounds, the reality is that members of your committee look to your leadership for inspiration to succeed. Therefore, planning ahead is the key to success.

Each meeting serves as an opportunity for members to become involved. Success is achieved, no matter how trivial or monumental, through an agenda. An agenda will tell your committee what goals have been set, what topics will be discussed, and what type of involvement is expected. It gives them a road map toward reaching the goals of the committee and, in the end, builds a means by which the members become invested and involved in defining what the committee is all about.

The agenda should begin with the approval of the minutes of the prior meeting and end with old/new business. Between those items, the agenda should concentrate on the topics that need to be addressed, the tasks that need to be assigned, and when certain tasks need to be completed.

For deliberative bodies, it is a good idea to designate one or more members to take minutes to record the work and actions taken by the committee. Minutes should highlight an “action plan” component and date for completion of each task. In addition, to the extent applicable, include discussions regarding the frequency of conference calls and other types of meetings that are scheduled throughout the year.

The bottom line is that the worst plan is the one that is never initiated. No matter what you plan, put it in the form of an agenda and circulate it to your committee members well enough in advance of the meeting that they can wrap their arms around what needs to be accomplished when the group is convened, whether in person or by conference call.
2. Committee Meeting Agenda Sample
TIPS Insurance Coverage Litigation Committee
Quarterly Telephone Conference
Date: Friday, October 1, 2015
Time: 2:00pm – 3:00 pm EST
Meeting Agenda

I. Chair’s Introduction and Membership Award – J. Goodman (attachment)

II. ICLC Midyear 2011 – Brad Moyer/Gary Gassman
   a. Sponsorship Subcommittee – Ginny Peterson

III. Spring Meeting CLE – Joel Mosher

IV. Annual Meeting 2011 – Greg Giometti/David Rosenbaum
   a. Annual Meeting 2011 – Co-Sponsor of ADR’s mass settlements program – J. Goodman/Gary Gassman
   b. Annual Meeting 2011 – Co-Sponsor of Staff Counsel’s program – “Successful Lawyers Manage Stress” – Diane Bucci

V. Newsletter – Jim Creenan

VI. TIPS Journal Survey Issue – Robert Kelly (attachment)
3. Committee Meeting Minutes Sample
Meeting Minutes

Participants

- Judith Goodman, Chair
- Ginny Peter, Chair-Elect
- Gary Gassman
- Brad Moyer
- Mark Holzhauer
- Lyndon Bittle
- David Gauntlett
- Gordon Walton
- Jill Berkeley
- Madeline Fisher
- Trevor Jeffries
- Jennifer Pramm
- Lisa Oonk
- Robert Kelly
- Christopher Yetka

I. Meeting was called to order at 2:05 pm

II. Committee Business

- Judi Goodman let the meeting

1. Chair’s Introduction

   - Participants introduce themselves. Judi discussed the membership award received by the Committee at the 2010 Annual Meeting in San Francisco, under Alan Rutkin’s stewardship.

2. Midyear Meeting 2011: Brad Moyer and Gary Gassman

   - Brad talked about the 2011 Midyear Meeting program progress and deadlines.
   - The meeting and activates will take place from Thurs. to Sat. Feb. 24-26, 2011 at the Arizona Biltmore. Thursday afternoon’s opening session will be a mock trial with the local judge and DecisionQuest participation. Also this year’s event will include a toolbox lunch on Friday which will be repeated as a toolbox breakfast on Saturday.
   - Ginny Peterson discussed sponsorship and the need for participation. Helen Michael and Roberta Anderson volunteered to help. Ginny has sent letters to three categories of potential sponsors 1). ICLC Vice-Chairs, 2). 2011 Midyear meeting panel moderators, speakers and toolbox presenters, and 3). 2010 Midyear meeting sponsors request on sponsorship participation for the 2011 Midyear meeting. We have $10,500 committed (the number went up to $12,000 by the end of the call) for sponsorship which includes seven returning and two new sponsors. Ginny hopes to have the initial sponsorship drive wrapped up by Oct. 15, 2010.
   - Last year $33,000 was collected in sponsorship. ICLC made a profit which helps with the approval for this year’s program.
4. General Committee Resolution Proposal & Executive Summary to TIPS Council
General Committee Resolution Proposals and Executive Summary

One way for your committee to help steer the Section is by developing a resolution and proposing it to the TIPS Council. The resolution may be of a type for internal use by the Section or one that is to be presented to the ABA House of Delegates for adoption. No matter what type of resolution your committee may pursue, this guidebook includes samples of the kinds of resolutions your committee may consider proposing.

The resolution should be accompanied by an executive summary, which is a discussion that explains the purpose and goals of the resolution, followed by the proposed resolution itself. Use the executive summary to explain the need for the resolution or why existing resolutions fall short of addressing the topic or issue that your committee faced or is facing. There is no limit on the length of the general information, but keep in mind that not every reader will have a full command of the subject matter being addressed. So, keep the discussion relatively short but informative enough to give a broad readership a sufficient understanding of the need for the resolution.
Executive Summary Sample

1. Summary of the Resolution
   This Resolution calls for federal, state, territorial, and local legislative bodies and governmental agencies to adopt laws and policies to ensure the humane treatment and efficient disposition of seized animals.

2. Summary of the Issue that the Resolution Addresses
   The Resolution is intended to address problems that arise when animals are seized as a result of civil actions or criminal prosecutions. Many jurisdictions do not have procedures and protocols in place in advance of the seizure of the animals which can lead to inefficiencies in the prosecution of these cases and harm to the animals. The animals seized in these cases may be in the temporary custody of the governmental authority for a lengthy period of time prior to the final determination of their legal status.

3. Please Explain How the Proposed Policy Will Address the Issue
   This Resolution sets forth actions that should be taken by governmental entities that will allow them to more efficiently and humanely deal with the seizure of animals.

4. Summary of Minority Views or Opposition Which Have Been Identified
   No minority or opposing view has been identified.
General Information Form Sample

Submitting Entity: Tort Trial and Insurance Practice Section
Submitted by: Jennifer Busby, Chair

1. Summary of Resolution
   This Resolution is intended to address issues arising from the seizure of animals.

2. Approval by Submitting Entity
   Approved by the Council of the Tort Trial and Insurance Practice Section on May 14, 2010.

3. Has this or a similar resolution been submitted to the House or Board previously?
   No.

4. What existing Association Policies are relevant to this Resolution and how would they be affected by its adoption?
   Not applicable.

5. What urgency exists which requires action at this meeting of the House?
   Animals are being seized each day by governmental authorities. This recommendation provides guidance for the governmental agencies involved to provide a fair, efficient and effective process for dealing with these cases.

   Not applicable.

7. Cost to the Association (both director and indirect costs).
   None.

8. Disclosure of Interest (if applicable).
   Not applicable.

9. Referral
   This report and recommendation will be referred to the Chairs and Staff Directors of all ABA Sections and Divisions.

10. Contact Persons (prior to the meeting)
    Hervey P. Levin
    6918 Blue Mesa Drive, Suite 115
    Dallas, TX 75252
    (972) 733-3242
    (972) 733-3269 (fax)
    hervey@airmail.net
Janice F. Mulligan
Mulligan & Banham
2442 4th Avenue, Suite 100
San Diego, CA 92101
(619) 238-8700
jfm@janmulligan.com

Timothy W. Bouch
Leath Bouch & Seekings LLP
92 Broad Street
Charleston, SC 29401
(843) 937-8811
(843) 937-0606 (fax)
tbouch@leathbouchlaw.com

11. Contact Person (who will present the report to the House?)

Hervey P. Levin
6918 Blue Mesa Drive, Suite 115
Dallas, TX 75252
(972) 733-3242
(972) 733-3269 (fax)
hervey@airmail.net
RESOLVED, That the American Bar Association urges federal, state, territorial, and local legislative bodies and governmental agencies to enact laws and implement policies to ensure the humane treatment and disposition of seized animals in a timely manner that:

1. Establish effective evidence collection and identification of each animal at the scene of the seizure;
2. Provide prompt and continuing veterinary attention for each animal as warranted by each animal’s medical condition;
3. Establish a protocol for humane and appropriate confinement for the animals;
4. Provide that the person who has ownership or control of the animals at the time of the seizure must post a reasonable bond or security or, in the alternative, promptly surrender the animals to the custody of the lawful authorities;
5. Utilize a timely process to determine the disposition of the animals and provide for prompt transfer to an appropriate rescue organization or adoptive home with humane euthanization occurring only if an animal’s medical or behavioral condition warrants such action or it is determined, after reasonable time and effort have been expended, that no appropriate placement for an animal exists;
6. Provide that the localities and/or organizations caring for the animals be granted restitution for the costs incurred for the care of the animals not covered by a reasonable bond or security by any person who does not promptly surrender such animals.
REPORT

Introduction

Recent seizures of animals have illustrated the challenges faced by authorities dealing with these cases. From high profile cases such as the allegations in the Michael Vick/Bad Newz Kennels case in 2007 and the July 2009 multi-state seizure by federal authorities of hundreds of dogs in the Midwest relating to dog fighting to hoarding and cruelty cases prosecuted by state and local authorities, the seizure of animals occurs on a daily basis. Potential defendants and the animals are benefited when there is an efficient process in place that provides for the humane treatment and disposition of seized animals.

Evidence Collection and Identification of Animals

This recommendation calls for effective evidence collection and identification of each animal at the scene of a seizure. In large-scale seizures multiple agencies and organizations may be involved in the collection of the animals. It can be a chaotic situation and the amount of evidence that must be collected can be overwhelming. It is imperative for the protection of the integrity of any future criminal process and to sustain the applicable burden of proof that the evidence documenting the scene be preserved. As with any case, the chain of custody of all evidence collected should be maintained. Evidence collection at a scene involving animals will mirror other potential crime scenes. For example, photographs and video should be taken at the scene to document the conditions the animals were found in and the animals themselves. Each animal should be examined to determine whether there is evidence on the animal and to document the animal’s condition. As an example, the body of an animal (including the animal’s teeth or nails) can be examined for DNA evidence. Any scars or injuries on the animal should be documented and the body condition of each animal should be determined.

1 MELINDA D. MERCK, DVM, VETERINARY FORENSICS: ANIMAL CRUELTY INVESTIGATIONS 21 (2007) (describing animal cruelty crime scenes). In the July 2009 multi-state raids for dog fighting there were twenty-nine crime scenes to process with over 200 animal specialists and volunteers to coordinate. Sara Shepard, Forensic Veterinarians Help Take a Bite Out of Dogfighting, GAZETTE-MAIL (Charleston, WV), Aug. 8, 2009, at 9A.
2 It is important to note that even if initially the expectation is that any charges may be limited solely to the treatment of the animals, evidence of other crimes may be found at the scene.
3 MERCK, supra note 1, at 36.
4 MERCK, supra note 1, at 21 (describing the types of photographs and video that should be taken at the scene).
5 MERCK, supra note 1, at 20 (discussing the need to record initial observations as the status of the animal can change after arrival at a veterinary facility).
6 MERCK, supra note 1, at 66 (discussing the collection and uses of DNA evidence).
7 MERCK, supra note 1, at 40 (discussing body condition scoring and other aspects of the exam documenting the condition of an animal).
In investigations involving animals, it is often useful to have a veterinarian assist investigators at the scene. The field of veterinary forensics is developing rapidly, and similar to other potential crime scenes, a veterinarian can determine the time of death of any recently deceased animals, or preserve evidence of any decomposing animals. The number of professionals that are trained in veterinary forensics is growing with programs such as the Veterinary Forensic Sciences Program at the University of Florida providing on-site as well as on-line training. Having specially trained personnel is ideal but much of the evidentiary process applicable to other crimes will carry over to crimes involving animals.

Each animal should be identified at the scene in a way that will carry through any future proceedings. Usually this is done through an identification number. The animal can be photographed with the identification number or can be fitted with an identification band (if doing so would not interfere with veterinary treatment or the care of the animal). To avoid confusion, it is best if there is consistent numbering of the animals collected at the scene and carried over upon intake if the animals are being sent to multiple facilities. While it may not be feasible to microchip each animal upon intake, if any animal is transferred outside of the initial intake facility, microchipping can ensure that there is no question that the animal is the one involved in the case.

**Veterinary Attention**

This recommendation calls for prompt and continuing veterinary attention for each animal as warranted by each animal’s medical condition. As discussed above, ideally a veterinarian will be part of the team on site at the seizure and would participate in the collection of evidence. A veterinarian should also be part of the team to provide immediate veterinary care for any animal in distress on site. It is the responsibility of the authority with custody of the animals to preserve the evidence – which includes the animals themselves. Preserving the evidence includes providing continuing veterinary care to the animal to ensure that the animal’s health does not deteriorate while in the custody of the relevant authorities.

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8 MERCK, supra note 1, at 19-30.
9 See also International Veterinary Forensic Sciences Association, www.ivfsa.org (last visited April 5, 2010) (describing the association and opportunities for training in veterinary forensics).
10 Rebecca J. Huss, Lessons Learned: Acting as Guardian/Special Master in the Bad Newz Kennels Case, 15 ANIMAL L. 69, 78 (2008) (discussing the use of kennel numbers for official correspondence and court documents and describing how the dogs in the case were provided with a “call name” to distinguish each dog as an individual during the time the dogs were being evaluated prior to final disposition).
11 For example, sixteen dogs that were housed in foster homes before the final judicial order in the Bad Newz Kennels case were microchipped prior to each animal’s release from the animal control facilities.
12 MERCK, supra note 1, at 7
The medical condition of an animal can also impact an animal’s behavior. Ensuring that animals are maintained in or restored to good health allows for a more accurate determination of an animal’s behavioral status.

**Humane and Appropriate Confinement**

This recommendation calls for humane and appropriate confinement of the animals after the seizure. According to the National Animal Control Association Training Guide usually, after a seizure, the animals will be transported to the seizing officer’s animal welfare agency. The animal welfare agency is responsible for the care and treatment of the animals.13

The most common places where animals from a mass animal seizure are housed initially include: (a) local and regional humane societies or SPCAs, (b) local and regional animal control and services agencies, (c) other private area animal shelters or rescue organizations, (d) veterinary clinics and hospitals, (e) local fairgrounds, (f) local equestrian centers and ranches, and (f) at the crime scene itself.

Timely transfer of the animals from shelters to foster homes as appropriate is beneficial for the animals. In the Bad Newz Kennels case sixteen of the dogs were transferred from shelters to foster homes after the civil forfeiture process was complete but prior to final disposition of the dogs. It was extremely positive for the dogs to be out of the shelter environment and in homes. The transfer reduced the burden on the Virginia shelters that had been caring for the dogs since the time of the seizure and reports from the foster homes provided valuable information for the guardian/special master who was making a recommendation on the disposition of the dogs.14

**Posting of Bond or Security or Surrender of Animals**

This recommendation calls for a more efficient and effective way to treat the property seized in these cases. Animals are by their nature different than guns, money, or property seized as a result of other crimes. Because the property in these cases is a living being, the authorities and the courts must treat them differently. In recent years a number of states, through their legislative processes, instituted bonds or mandatory surrender of the animals in these cases.15 These new bond provisions were created out of necessity because animals were literally waiting in shelters for one to two years for the trial process to end. The best of these laws ensure that an adequate bond is posted for a reasonable amount of time (nine months). Also, if the person charged does not agree to post the bond, then he or she is required to surrender the animal. In the event the person is found not guilty, they would be reimbursed for the cost of the property or the amount of the

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13 NATIONAL ANIMAL CONTROL ASSOCIATION TRAINING GUIDE 6 (John Mays ed. 2009).
14 Huss, supra note 10, at 78-79.
posted bond. 16 It is imperative that the prosecutors request a bond when the seizure hearing is held. 17

**Timely Process to Determine the Disposition of the Animals**

This recommendation calls for a timely process to determine the disposition of the animals and for prompt transfer of the animals to an appropriate rescue organization or adoptive home. The judge has the ultimate disposition power. In a recent case U.S. District Judge David Lawson in Detroit granted the Humane Society of Kent County custody of eleven pit bulls seized in a dog-fighting bust, a ruling expected to make the animals eligible for adoption. The decision ended the Eastern District of Michigan’s U.S. Attorney’s Office bid to euthanize the dogs seized last summer after agents broke up a dog-fighting ring in eastern Michigan.18

The evaluation of a victim of cruelty is an organic process, one that changes over time. Animals vary widely in their resiliency or sensitivity to stressful or traumatic situations.19 Behavioral assessment of animals that have been victims of cruelty can serve several purposes. First, such an evaluation helps to provide an overall picture of the animal’s health, with an emphasis on determining behavioral health rather than the presence of a specific behavior problem. Such an assessment can be helpful in evaluating the consistency of accounts explaining the animal’s injuries. For example, an allegation that a dog was struck or kicked because she responded aggressively when gently petted would be called into question if the animal responded nonaggressively to handling by a variety of people.

Second, such an evaluation can help assess the likelihood that the animal will be able to recover behaviorally, as well as physically, from the effects of abuse. This may be necessary in cases where animals have been seized from an animal hoarder, puppy mill, or dog-fighting situation.

Every effort should be made to place the animals. Humane euthanasia should be a last resort only if the animal’s physical or behavioral condition requires such action. If suitable housing for the animals is limited, a behavioral assessment may need to be part of the triage procedure for deciding which animals would benefit most from the limited resources available to rehabilitate and re-home them.

16 *Id.*
17 *Id.*
Behavioral evaluations have been used in a myriad of cases including the Bad News Kennels case and the largest dog fighting bust in United States history that occurred in 2009. In the 2009 case teams of animal behavior experts from across the nation assessed more than 500 dogs seized from alleged dog-fighting operations in Missouri, Illinois, Oklahoma, Texas, Mississippi, Iowa, and Nebraska.20

Restitution

This recommendation calls for effective compensation to the localities and/or organizations caring for the seized animals. In many animal cruelty and animal fighting busts the animals are in extremely poor condition at the time of the seizure. The animals must be given proper medical care to maintain them prior to resolution of the case. Many of these animals had never received adequate or any veterinary care. Thus, providing the proper care upon seizure becomes important and costly.21 In order for localities and/or organizations to recoup their costs for the daily care and veterinary expenses incurred while maintaining these neglected and abused animals, the prosecutor must ask for restitution at sentencing.22 The restitution should cover the daily expense of caring for the animal at the shelter or other location23 and also any veterinary expense incurred in treating the animal’s injuries.24 If the person has posted a bond, the bond should be

20 More than 400 Pit Bulls Seized, WICHITA EAGLE (Kan), July 23, 2009, available at 2009 WLNR 14250021 (discussing the evaluation of the dogs).
21 Ian Urbina, Animal Abuse as Clue to Additional Cruelties, NEW YORK TIMES, Mar. 18, 2010, at A16 (reporting that the estimated cost of rescuing and caring for 170 dogs from a hoarder’s home in Franklin County, Ohio was $1.2 million); see also Shelter Seeks Help with Rescued Ribera Dogs, SANTA FE NEW MEXICAN, June 7, 2009, available at 2009 WLNR 10959246 (reporting that the estimated costs for caring for forty-two dogs rescued from an alleged hoarder would likely exceed $40,000); Dawn Gagnon, Animal Care Tops $50,000, BANGOR DAILY NEWS, Oct. 3, 2007, at 6 (reporting on the costs of caring for twenty dogs removed from their owner); Anne Paine, Some Neglected Tennessee Horses Find Greener Pastures, THE TENNESSEAN (Nashville, TN), Dec. 22, 2009, available at 2009 WLNR 25727798 (reporting the cost of care of eighty rescued horses at $250,000); Keren Rives, Man Pleads Guilty to Dog Fighting: Sentences to Two-Year Probation, TIMES-NEWS (Burlington, NC), Mar. 11, 2010, available at 2010 WLNR 5177388 (reporting on order to pay restitution in the amount of $16,000 for the costs incurred by the city of Burlington, although the estimated costs incurred to date was $41,548).
22 VA. CODE ANN. 3.2-6570 (2009).
23 Christine Clarridge, 600 Rescued Dogs and 80% are Pregnant, THE SEATTLE TIMES, Jan. 24, 2009, available at 2009 WLNR 1422209 (illustrating that the cost associated with seizures can skyrocket for local shelters charged with caring for the seized animals).
24 Abby Simons, Shih Tzu Rescue Seeks Public’s Help with Dogs, STAR TRIB. (Minneapolis, MN), Nov. 14, 2009, at 02B (discussing the cost of veterinary care for eight dogs, still remaining at Minneapolis Animal Care and Control, who were seized from an individual charged with misdemeanor animal cruelty).
ordered to be used in providing the restitution. If the bond does not cover the amount of the restitution, the prosecutor should ask the court to order that full restitution be paid.25

Conclusion

The Tort Trial and Insurance Practice Section urges adoption of this recommendation calling for all federal, state, territorial, and local legislative bodies and governmental agencies to adopt laws and polices to ensure the humane treatment and timely disposition of seized animals.

Respectfully submitted,
Jennifer Busby, Chair
Tort Trial and Insurance Practice Section
February 2011

VI: General Committee Newsletters
1. Committee Newsletter
Commentary

Committee Newsletters

Because not all committee members are active participants in ABA and TIPS activities, the committee newsletter is one way that a general committee can provide a value-added service to all of its membership by sharing important educational information that is specific to their practice area.

The committee newsletter also provides a portrait of the committee, its members, their vision and the committee’s upcoming activities. The newsletter is also a way to highlight accomplishments of committee members.

As a result of the role the newsletter can play, it is an important part of the successful committee’s criteria: The committee’s overall evaluation by TIPS will include five points for each newsletter the committee produces. The objective for any committee is to produce a minimum of two newsletters per year.

To help you succeed, the TIPS staff has a wonderfully streamlined support system that makes it very easy to produce a newsletter.

The main tasks for the committee newsletter editor in producing the newsletter are as follows:

1. **Identify subject matter that will interest the committee’s membership.** Recent judgments specific to the committee’s practice area as well as recent news events and how they impact the practice are always eye catching. Recycled and updated CLE program materials are also a good source as are other newsletter articles (with the appropriate permissions). Tips and tricks, “Dos and Don’ts,” and ethical case studies provide valuable information to membership.

2. **Identify authors and obtain submissions.** Look for a lawyer (or a firm) who has just finished a case in the committee’s specific practice area and who may want to share his or her experiences. Industry experts can provide practical tips on certain aspects of a case. Law professors always have a twist on a subject, and young lawyers and law students are eager to have an opportunity showcase their research and writing skills. Establishing relationships with several newsletter contributors often yields regular contributions.

3. **Collect the articles.** The ideal situation to be in is to have a bank of articles to choose from and avoid having to scramble at the last minute. However, reality does not always allow for such luxuries. Therefore, after identifying authors and obtaining article commitments, the newsletter editor must ensure that the articles are gathered in a timely manner.

4. **Edit the submissions.** The newsletter editor has quality control responsibility. Therefore, the objective for the review and editing process is to ensure that the articles are “print-ready.” Manuscripts are edited for language, grammar, and—most importantly—legal content.

After copyediting is completed, the committee’s newsletter editor submits everything in one e-mail that includes all articles, photos, author release forms, and any special instructions. The TIPS staff then take care of all the production, publication, and distribution details.

Newsletter guidelines and other pertinent information are detailed in the Committee Newsletter Editor included in this handbook. Once completed, the committee newsletter is placed on each committee’s webpage. Instructions for posting Newsletters to committee webpages can be found in Section VIII of this handbook.
2. Committee Newsletter Editor Handbook
Committee Newsletter Guidelines

The TIPS Council recommends that each General Committee publish a newsletter to discuss not only the work of the particular General Committee, but also legal developments in the particular Committee’s area of interest. This project should be delegated to a vice-chair, who will become the Committee’s newsletter vice-chair (newsletter editor). Newsletters are to be prepared a maximum of four times a year.

The purpose of the Guidelines is to improve the content and style of Committee newsletters and to make you aware of what is and is not acceptable.

These are guidelines – suggestions – tips – ideas to get you started. They are not intended to limit your creativity or to set boundaries. The only mandatory requirements are set forth under "General Requirements". The form and content of your Committee’s newsletter should be tailored to fit the specialized needs of your individual Committee.

I. General Requirements – Mandatory
   A. Page Requirements
      1. Minimum number of pages of actual text - 12 pages
      2. Minimum word count – 8000 words total
      3. Each page shall be utilized to its fullest extent.
      4. TIPS staff has “filler” ads that can be placed in blank areas.

   B. Use Gender and Race Neutral Language
      1. Avoid using gender, race, age or ethnic terminology unless they specifically relate to the main topic of the sentence or a specific case.
      2. Use parallel terminology, i.e., “men and women” not “men and girls”.
      3. Avoid unnecessary physical descriptions.
      4. Avoid using stereotypes (he or she, him or her, not he or his).
      5. Use non-sexist titles (chair, not chairman).

   C. Copyrighted Material must have a Release from Copyright Holder and Credit is to be given to the Copyright Holder. The author of the reprinted material must sign the reprint material permission request form.

   D. A Disclaimer Shall Be Included for Legislative Updates and Court Rulings.
      Sample Disclaimer: Before citing any case or legislative enactment that is mentioned or discussed in this newsletter, be sure to make certain that the decision has not been overruled or modified, or that the statute has not been amended, subsequent to the time these summaries were prepared.

   E. Credit is to be given to the photographer when photographs are included.

   F. Each contributor must complete a Publication Agreement and forward it to the newsletter editor. Editors will include all publication agreements in the email to TIPS staff, along with articles and photos.
G. Every contributor should be acknowledged.
Include name, law firm/company and a method of contact.

H. Newsletters are not to be used as self-aggrandizement or self/firm promotion/advertisement.

II. Contents
A. Suggested Items for Inclusion:
   Newsletter Table of Contents
   Message from the Chair
   Message from the Editor
   Activities summaries
   Calendar/description of upcoming events (great for the back cover page)
   Committee’s CLE programs
   Committee Officer listing (provided by TIPS staff)
   Photographs (must be in .jpg)
   Ads or announcements for upcoming programs
   Short articles
   Legislative updates
   Case law updates
   Trial techniques
   Practice pointers
   Point-counterpoint debates
   Book reviews
   A Members Corner for announcements
   Pull Quotes

B. Do Not Include:
   Enclosures
   Attachments
   Endnotes

C. Suggested Content
   1. Committee Names
      Positioned on front page, directly below the nameplate.
   2. Season and Year
      Positioned on front page below the Committee name.
   3. Table of Contents
      List of articles, features, and page numbers should be on the front page.
   4. Current Committee Leadership
      TIPS staff will create the Committee Leadership roster with the information from the ABA membership database. Because this information is extracted from an existing database it is important that all Committee member information is current.
   5. Message from the Chair and/or Editor
      This is a regular column that usually appears early in the newsletter (page 3 or 4). Committees may choose to place a Chair/Editor letter on the first page, but
it is not encouraged. If possible, include a picture of the chair and/or editor. This column can include:

a. Opinions on timely issues
b. Inspirational or motivational messages
c. Forecast of future Committee activities
d. Reflections on past activities
e. Requests for input from Committee members
f. Encouragement of Committee member participation
g. Humor

6. Educational Activities and Programs
   a. A calendar of events that sets forth the date, location and function in the form of a chart will convey more information quicker than in text. Include functions involving your Committee and TIPS Section functions in general. TIPS staff will provide an upcoming TIPS meetings calendar.
   b. Provide details of all programs the Committee is sponsoring and encourage attendance, and/or include information about obtaining meeting materials if the member cannot attend. Include the name, telephone number and e-mail address of the contact person.
   c. Provide detailed descriptions of recent programs at CLE seminars, annual, midyear, committee and regional meetings, etc. Discuss available materials, and include information about obtaining the materials.
   d. Promote publications produced by your Committee or by another TIPS Committee that will be of interest to your members.
   e. Inform members of programs of interest sponsored by other TIPS Committees, ABA entities, or external organizations.

7. Subcommittee Activities
   a. Provide a brief description of each subcommittee and a report on its activities by the Subcommittee Chair – include name and contact information of the Subcommittee Chair.

8. Legal Updates
   Recent developments in certain areas such as: legislation, rules, evidence, discovery, etc. If appropriate, these might be regular columns that always appear in the same location in the newsletter.
   a. Details on current and pertinent new laws or recent decisions.
   b. Information on progress or settlement of significant cases.
   c. Legislative initiatives that are under consideration or soon to be introduced.
   d. Note urging members to send information for use in future newsletters.
   e. Include name and contact information of person submitting the information to recognize that member, and to provide readers with a contact for more details.
   f. Disclaimer

9. Feature Articles
Think SHORT! Remember you are publishing a newsletter, not the TIPS Journal. Ideally a feature article should fit on no more than two to four pages. This means an article between 1,000 to 2,000 words is most appropriate. Footnotes and/or endnotes are discouraged, but if necessary, use only footnotes. If a longer article is reprinted (with permission) it should be excerpted or abridged to an appropriate length. (Once again, this is a guideline. There are exceptions to all rules.)

D. Case Notes
Think VERY SHORT. One paragraph, half a page or at the very most one page which is about 500 words, is appropriate. Footnotes and/or endnotes are discouraged.

For Committees with extensive case notes, this section should be indexed and organized under appropriate sub-headings, preferably coinciding with Subcommittees. Information should be succinct. Include name and contact information of the person submitting the information to recognize that member and to provide readers with a contact for more details.

E. Practice Pointers
Short stories or tips on things that work, possible pitfalls, or mistakes to avoid. Acknowledge contributors with a byline.

F. Letter to Editor
Self-explanatory. Print pro and con viewpoints if possible.

G. Photographs and Graphics
Studies show that newsletters with photos and graphics are read 50% more than those with just text. Informal pictures taken at Committee or TIPS functions such as meetings, seminars and social gatherings that show people interacting are appropriate. Make sure people are facing the camera.

H. Book Review
Review publications of interest to your membership. Do not forget books or monographs published by your Committee or other TIPS Committees. Be sure to include information on how to purchase the publication. TIPS staff also provides advertisements for TIPS publications for insertion in your newsletter.

I. Questionnaire
As a vital means of involving members, you should consider including a brief questionnaire whenever appropriate. It should be primarily a multiple choice style, with space for written comments. Design it so that the member can print the page to complete, scan and email back to you. The questionnaire should:
1. Solicit views and suggestions.
2. Provide an opportunity to write or speak on a particular topic.
3. Provide the opportunity to serve on a particular Subcommittee or project.

III. Format Guidelines
A. Format
1. **Standard Format**  
Submit edited and unformatted articles in Word to TIPS staff via email to Daniel Chavez at daniel.chavez@americanbar.org.

2. **Photographs, Graphics and Shading**  
You have the option of inserting photographs, clip art, graphics or screens (shading). A maximum combination of seven (7) photographs, clip art, graphics and screens are allowed per newsletter. Submit photographs, charts or graphics as separate .jpg files. Do not copy and paste photos into the Word documents.

3. Submit the Newsletter Transmission form, along with the edited articles as a single file attachment. Separate word files are acceptable. Each article will need to appear in the exact order as it is to appear in the newsletter. Acceptable software for articles is Microsoft Word and should be unformatted (single column, no page numbers or document numbers) along with the completed Newsletter Transmittal Form.

The newsletter articles and photos are then sent to the designer for formatting.

**B. Design Suggestions**  
Boxes, borders, rules and backgrounds will emphasize material and catch the eye of a skimmer. Editors can specify these elements on the Newsletter Transmittal form, and pertaining to individual articles. Some helpful hints are:
1. Surround an item with a border to emphasize the item.
2. Use a tinted box to isolate a caption, pull quote or side bar.
3. Separate different segments of text with horizontal or vertical lines.
4. Use a border to outline a picture that has light edges.
5. Pull Quotes. You can increase the attractiveness of your newsletter by using pull quotes. Pull quotes can be used on each page and can contain a main message of the article. Pull quotes should be twenty (20) words or less.

**IV. Procedures**  
**A.** Newsletters are to be prepared a maximum of four times a year, however at least two newsletters a year is required. Recommended dates to be received in the TIPS office are as follows:

   - September 1   FALL
   - January 1     WINTER
   - March 1       SPRING
   - June 1        SUMMER

**B.** Upon receipt of the newsletter at the TIPS office, the following steps take place:
1. Items are checked for:
   a. compliance with guidelines for contents of newsletters
   b. newsletter transmittal information corresponds with items sent
   c. author publication and reprint publication agreements
   d. marketing opportunities for TIPS products are utilized
If discrepancies exist, the newsletter editor will be contacted to discuss possible changes. *Due to staffing limitations, under no circumstances can you expect the TIPS staff to make changes for you!*

2. A publication agreement form is sent by the Editor to all contributors who complete and sign the form. If you are using an article from another publication, a Reprint Permission form must be completed and signed by owner of the material. All forms are to be submitted to TIPS staff at the time the Editor sends the newsletter articles.

3. The newsletter articles are checked for case citation via West Brief Tools. If further review is needed, staff will send the articles to West for reference attorney correction. **Newsletters are only sent to the West when all agreements and articles are received.**

4. The newsletter articles, pictures and transmittal form will be forwarded to the designer via e-mail for formatting.

5. A PDF file of the designed newsletter will be sent to TIPS staff for review. Staff will review the PDF for completeness before emailing the proof to the editor.

6. The editor has 3 days to review the newsletter. Only minor changes can be made to the newsletter at this point.

C. Staff must receive material announcing upcoming meeting materials at least six weeks prior to the event.
Electronic Distribution of Newsletters

Once final, the newsletter will be sent to the committee via the list-serv and posted online.

If Committee members decide to opt-out of the list-serv, unfortunately, their names will be removed from the Committee’s membership and they will no longer receive any communication from the Committee.

Newsletter Tips

- Tabs cannot be used to format columns.
- When submitting articles, please use Microsoft Word.
- When submitting images, please use .jpg format.
- Do not embed images in Word files.

End Note

Above all, keep in mind that the purpose of the newsletter is to be of service to your members by communicating with them, keeping them informed and increasing their involvement.
IMPORTANT REMINDERS FOR NEWSLETTERS

Here are a few brief instructions to help you get started.

- A newsletter will be started once all articles, publication agreements or reprint agreements have been received by TIPS staff.

- Publication agreement forms are for original articles, case notes, etc and the agreements are good for one year. A file is kept of these agreements.

- Reprint Agreements are used when you are reprinting an article from another publication (even within the ABA) or the article is copyrighted by the author. Reprints should be done early in the process as the original publisher or the author usually has an attribution line they wish to be inserted with the article, and you will need the added time to obtain signed agreements.

- The average **MINIMUM** Newsletter production time, with very few corrections, from the time all documents are received until the Newsletter is made available on the Committee’s website by the Technology Specialist is about three weeks.

- It is very important that you include the Newsletter Transmittal form when you send in your articles. Once a newsletter is formatted by the printer, the order of the articles cannot be changed. See the Newsletter Transmittal form.

- ALL articles should be sent in an unformatted Word document. If you want to add photographs or graphics, please send in .jpg format, with your articles. Send all items for a newsletter in one email.

- If you are sponsoring a CLE program, it should be advertised in the newsletter. Advertise the program early to allow members enough time to make arrangements to attend.

- If you want to advertise an upcoming book from your committee or a book in your AOI, have someone on your committee review it. Send the book cover in .jpg format to be included as an advertisement in the newsletter.
Helpful Hints

1. Maximum number of pages of actual text - 20 pages.
2. Minimum number of pages of actual text - 12 pages
3. Include table of contents.
4. Double quotation marks are used with other punctuation marks in the following ways:
   a. The period and the comma fall within the quotation marks;
   b. The colon and semicolon fall outside the quotation marks; and
   c. The dash, the question mark, and the exclamation point fall within the quotation marks when they refer to the quoted matter only; they fall outside when they refer to the whole sentence.
5. Each page shall be utilized to its fullest extent; no partial blank pages will be allowed.
6. Use gender neutral language throughout newsletter.
7. Numbers one through nine should be spelled out, while 11 and beyond are numerals. Ten can be either way. Spell out a number at the beginning of a sentence.
8. Include disclaimers.

Questions? Who do I call?
TIPS Newsletter Staff

Daniel Chavez at (312) 988-5561; email: Daniel.chavez@americanbar.org
Newsletter Guidelines, General Questions, Editorial Guidance, Production Timelines, Article Research, Reprint Concerns, Roster Issues, List-Serv Assistance
3. Sample Letter to Newsletter Editor
Hello and welcome Committee Newsletter Editors!

This is to introduce you to the process involved in producing your Committee’s newsletters, and how TIPS staff can help.

As Newsletter Editor, you collect and edit the articles submitted for inclusion in the Newsletter. An email, with the Committee name in subject line, to TIPS staff must include all articles, photos, graphics, Publication Agreements, Reprint Permissions, and a Transmittal Form. We ask that all items be sent in one email message. If the files are too large, you may need to divide them into two messages. TIPS staff cannot begin the production process until all items listed above are received. All articles must be in Word documents, and all photos in JPG format. Submissions are to be sent to Daniel Chavez, Staff Program Associate, at daniel.chavez@americanbar.org.

TIPS Staff members:
- Submit your materials to the newsletter designer;
- Create and insert advertisements, Meeting Schedules, and Save the Date flyers placed in the newsletters;
- Coordinate publications with the newsletter designer;
- Provide the current list of Committee officers to the designer;
- Post the newsletters in PDF format to the Committee’s website; and
- Generate e-mail distribution of the newsletters to Committee members*.

Newsletter guidelines and other pertinent information are included in the Committee Newsletter Editor Handbook, which is attached along with the forms mentioned above. Additional TIPS Policy and Procedures related to Newsletters can be found on the TIPS website at http://apps.americanbar.org/dch/committee.cfm?com=IL104000.

Internet
Once completed, the Committee Newsletter is placed on each Committee’s website, and the links in the Newsletter are activated. Members may access all TIPS Committees’ Newsletters by logging onto www.abanet.org/tips, click on Committees, select the Committee website, then the newsletter tagline.

*Electronic Distribution
TIPS distributes all Newsletters electronically. The TIPS Committees’ Administrative Assistant sends an email via the Committee’s listserv informing Members that the Newsletter has been placed on the website. The notice includes a hyperlink directly to the current issue, in PDF format, which Members can print or save. The hyperlink is active for 30 days, thereafter the Newsletter is accessed via the Committee’s website.

The TIPS Newsletter program is successful through your hard work and dedication. Should you have questions, please contact Daniel Chavez, Monday through Friday from 8:00 a.m. until 4:30 p.m. CST, at (312) 988-5561, or daniel.chavez@americanbar.org.

Enclosures
cc: General Committee Chairs (w/o enclosures)
4. Creative Ways to Obtain Committee Newsletter Submissions
Creative Ways to Obtain Committee Newsletter Submissions
BY: Julie A. Braun, Past Chair of Medicine and Law Committee*

I. Introduction
This article is designed to help Tort Trial & Insurance Practice Section (TIPS) Committee Newsletter Editors obtain newsletter copy and/or improve the number of submissions received. The editor functions as a gatekeeper and midwife. As a gatekeeper, the editor must become familiar with the TIPS publication standards, the TIPS Committee Newsletter Handbook, newsletter readership, newsletter reputation, and Committee goals, and then accept submissions accordingly. As a midwife, the editor assists an author in delivering to the newsletter the best article possible. In this endeavor, the editor and author are allies engaged in a collaborative relationship.

First, develop a publication plan for the entire bar year –three 16-page issues. Second, review the time period for submitting copy to the appropriate TIPS staff member to ensure that deadlines are timely met. Third, canvas all sources for contributions. Fourth, work with authors to produce readable, relevant copy.

II. Developing A Publication Plan
Develop a publication plan early in the bar year. This plan can ease any stylistic or organizational problems and, thus, free an editor’s time to look for submissions. First, determine what type of submissions to look for. For example, authors to produce feature articles regularly or specialty authors to contribute to a theme issue. Next, create a flexible publication plan. This gives contributors time to prepare an article. Remember that for some persons, writing is a time-consuming process and articles, like people, mature slowly.

If the editor is fortunate enough to secure an article from someone prestigious, the editor can use that contribution to encourage articles from other respected authorities in that field. For this reason, the publication plan should target prominent authors. Lesser-known newsletters find this is an effective way to enhance their reputation in the legal community.

Consider devoting one or two newsletters to a specific theme (for example, end-of-life issues). Theme issues can be important because they are widely read. Someone interested in a particular topic is more likely to read an issue devoted entirely to that subject than a newsletter with only one relevant article. Thus, theme issues can be of special value for newsletters seeking to expand their readership. However, be careful not to devote too many issues to one area of the law.

Variety also has its payoffs and is another way to ensure a broad audience. Remember that articles do not have to be lengthy, but should be fresh, timely, and worthwhile. Consider using feature articles that appear in every issue.
III. Gathering Material
The search for material begins once the editor decides what type of submissions to look for.

A. FEATURES
Features supplement newsletter text and relieve some of the anxiety surrounding the quest for copy. For example:

- Book Reviews
- Legislative Updates
- Case law Summaries
- Calendar of Upcoming Committee Events

B. SOURCES OF MATERIAL
Be creative when looking for material. Try to tap as many sources as possible.

1. LAW FIRM NEWSLETTERS
Firm newsletters are an excellent source of information. They contain articles, web sites of interest to members, case summaries and legislative updates as well as commentaries from varying perspectives (such as plaintiff or defense). Review the Committee membership roster for likely candidates. Make the contact and place the editor’s name on the mailing list for the law firm newsletter. For example, Medicine and Law Committee receive CLIFFORD’S NOTES generated by Clifford Law Offices (Chicago, Illinois). Alternatively, locate firm newsletters on the Internet. The site usually provides a link to an editor’s e-mail address.

2. COMMITTEE MEMBERS
Contact members about contributing an article. Some may already be published authors who would welcome the opportunity for their work to be highlighted in a Committee newsletter read by their peers. Other members have never been published and would appreciate the opportunity. Assure potential contributors that their efforts will be acknowledged. The article may be accompanied by their photograph and conclude with a 2-3 line biographical sketch and contact information.

3. ROLODEX
Always review the contacts in an editor’s rolodex. It may produce newsletter copy while serving a valuable networking function. Let potential contributors know that the editor can work within their time constraints. Speak with the author in the fall and expect copy in the spring. Don’t forget to send a reminder regarding the submissions as the deadline nears.

4. INVOLVE VICE-CHAIRS
Ask each vice-chair to commit to writing something and/or finding someone who can contribute to his or her newsletter. Encourage them to seek submissions. Keep vice-chairs informed of all publication deadlines. Perhaps they are working on a Committee program or publication that the newsletter can promote.

5. LAW STUDENTS
Ask a law school if the Committee newsletter editor can review articles submitted and rejected for law review publication. In addition, ask the school to place notices in student mailboxes or post notices in prominent locations stating that the Committee has an interest in publishing law student work.

6. **INTERNET**
   Frequently visited sites may reward the editor with a contact person likely to generate an article.

7. **LISTSERV**
   Ask for newsletter contributions by posting an item on the Committee listserv. In addition, post the same notice on other Committee listservs if there is a potential for topic and membership overlap.

8. **EXCERPTS AND/OR REVIEWS OF PUBLISHED WORKS**
   Many committee members have found that an easy way to contribute to the newsletter is to let the newsletter use an article they have previously prepared for a firm newsletter or for circulation to clients. Be advised that the editor must have permission to republish the piece. The author is usually delighted to be given the opportunity to get a little more mileage out of the article by sharing it with the Committee members.

9. **STATE/LOCAL BAR JOURNALS AND PERIODICALS**
   Many state and local bar associations have liberal re-print policies concerning the material that appears in their publications. These sources provide articles on diverse subjects; offer a geographically diverse selection of authors; feature articles of varying lengths; and all material has been previously edited. The publication appreciates the exposure to a national audience. For example, the ILLINOIS BAR JOURNAL (Illinois State Bar Association (Springfield, Illinois)) has been very cooperative in complying with re-print requests.

10. **NEWSPAPERS/PERIODICALS**
    Contact authors of articles that might be of member interest to assess the author's interest in contributing to the newsletter. Also, contact persons quoted in the articles. For example, Diane Archer (Executive Director, Medicare Rights Center) was approached after a member forwarded a newspaper article in which she was quoted. She contributed an article on Medicare Managed Care: Rights and Realities (Spr. 1999).

11. **SYMPOSIUM ISSUES**
    Approach publishers about devoting an issue to a Committee-sponsored regional, national or annual meeting program. Often the publisher suggests authors and arranges for contributions. Moreover, the publisher may provide editorial, proofreading and cite checking services. For example, the TIPS Seniors Issues Law Committee and the ABA Real Property, Probate and Trust Section Committee on Guardianship and Torts sponsored Elder Law 2000 & Beyond at the 1999 ABA Annual Meeting. The papers presented were published in the first ever symposium issue of Elder’s Advisor (Aspen Publishing Co. Fall 1999).

12. **TIPS COMMITTEE NEWSLETTERS EDITORS**
Other committee newsletter editors may be blessed with a wealth of copy to choose from. They may be interested in sharing some of their excess.

IV. Working With Potential Contributors
The essence of editing is bringing out the best each author has to offer. The editor separates the wheat from the chaff. If the editor is routinely short copy, that editor should consider working with submissions that might require significant editorial effort. A good editor can transform an average submission into a popular newsletter article with imagination, patience, tact and numerous telephone calls and letters.

V. Still Fishing? Final Thoughts
If all these options have been tried and the editor still has no copy, network with other newsletter editors. They will offer advice on how to solve the problem.

*Julie A. Braun, J.D., LL.M., was the 2000-2001 Chair, 1999-2000 Chair-Elect and Newsletter editor for the TIPS Medicine and Law Committee and was a member of the TIPS Law in Public Service Special Standing Committee. Braun was formerly the Vice-Chair and Newsletter Editor of the TIPS Seniors Issues Law Committee (1998-1999).
5. Newsletter Production Timeline
# TIPS COMMITTEE NEWSLETTER PRODUCTION TIMELINE

<table>
<thead>
<tr>
<th>Steps</th>
<th>Business Days Allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newsletter Editor submits Newsletter Transmittal form and articles to TIPS staff along with all photos, publication agreements and reprint permission (newsletters will not be processed until all items have been received)</td>
<td></td>
</tr>
<tr>
<td>TIPS staff sends all files to designer</td>
<td>1-2</td>
</tr>
<tr>
<td>Designer formats newsletter and sends to TIPS in PDF format</td>
<td>3</td>
</tr>
<tr>
<td>TIPS staff checks that PDF file corresponds with Transmittal Form and sends revised proof to Editor</td>
<td>1-2</td>
</tr>
<tr>
<td>Editor reviews and approves PDF file and sends scanned copy of his/her revisions back to staff</td>
<td>1-3</td>
</tr>
<tr>
<td>TIPS sends corrected file to designer for final proof (depending on number of proofs to make all corrections)</td>
<td>3-5</td>
</tr>
<tr>
<td>Approved PDF file sent to TIPS technology manager for posting to the TIPS website</td>
<td>1-2</td>
</tr>
<tr>
<td>TIPS Committee’s Administrative Assistant sends Committee members a link via email to the newsletter</td>
<td>1-2</td>
</tr>
</tbody>
</table>

The average time from start (all documents received) to finish (online ready for distribution to members) for a newsletter with no major problems and if all information is submitted at one time is approximately 15 working days.

**NEWSLETTER MATERIAL SUBMISSION SCHEDULE IS AS FOLLOWS:**

- SEPTEMBER 1: FALL ISSUE
- JANUARY 1: WINTER ISSUE
- MARCH 1: SPRING ISSUE
- JUNE 1: SUMMER ISSUE
VII: Beyond the Newsletter- TIPS Publishing Opportunities
1. TIPS Publishing Opportunities Beyond the General Committee Newsletter
Aside from the general committee newsletter, other great opportunities exist to publish articles for distribution to the TIPS membership at large. The other TIPS publications are:

- Books
- *Tort Trial & Insurance Practice Law Journal* (including the annual survey issue)
- *The Brief* (quarterly magazine)
- *TortSource* (quarterly Section-wide newsletter)

One great contribution to any publication is the conversion of actual billable work on a subject into an article. Depending on your preferred writing style, TIPS offers a range of publications to accommodate you, from shorter analytical articles and “Practice Tips” published in *The Brief*, to more extensive and academic manuscripts published in the *Tort Trial & Insurance Practice Law Journal* (the TIPS Journal), to lighter conversation pieces in *TortSource*.

Copyright issues are of great importance and deserve a few words here. The American Bar Association requires authors to sign a copyright agreement that grants the ABA the exclusive right of first publication, the nonexclusive right to reprint, and the right to use the work in other ABA media, including electronic, print, and other. If CLE materials are the source of an article, the Speaker Release forms that were required prior to the presentation of the program will be requested, in addition to the copyright agreements.

Articles and/or manuscripts must be original. In the publications that allow footnotes and endnotes, proper attribution for authoritative statements is required in citations that adhere to Bluebook style.

**TIPS Book Publishing Board**

The TIPS Book Publishing Board publishes ABA/TIPS books on subjects of interest to TIPS members and lawyers in practice areas germane to TIPS. The Book Publishing Board oversees the publication of all Section materials except what appears in *The Brief*, *the Tort Trial & Insurance Practice Law Journal* (*TIPS Law Journal*), *TortSource*, and general committee newsletters. The primary function of the Publications Board is to publish books, electronic products, and annotations. Many of these books originate from material presented at TIPS CLE programs.

If a TIPS committee wants to publish a book or an annotation within the next two years, you must consult the Book Publications Board now. The board will provide you with publishing guidelines. All books and annotations must receive board approval.

Following Section policy, the Book Publications Board is not authorized to publish books or monograms with a law firm or other group or entity credited as author except with the prior approval of the TIPS Council.

**TIPS Law Journal**

The *TIPS Law Journal* publishes extensive academic articles that present in-depth analysis and insight into issues affecting the broad scope of tort and insurance law and practice. The Journal offers articles
that allow for the examination of timely legal issues confronting the judiciary, tort and insurance bar, and the general insurance community.

The content of the Journal (except for the annual survey issue) depends on unsolicited articles and CLE materials that presenters use as the basis for a law journal article. As long as the article follows the Journal’s publication guidelines, it will be considered if, in the judgment of the editorial board, it would be of interest to Journal readers.

The following is a list that includes the kinds of things that are considered during the manuscript review process:

- Is the law correct?
- Are the facts accurate?
- Is the article well-written?
- Is the article original to the author submitting the manuscript?
- Is the topic interesting to TIPS readers?
- Is it timely?
- Is the style appropriate?
- Is the article too long or too short?
- How is the tone—too light? Too heavy?
- Are references cited for the author’s propositions?
- Do the citations conform to the Bluebook?
- Does the subject cover new ground or does it replicate old work?
- Is the article a practice tips piece or a scholarly treatment of a legal issue?

The Journal’s editorial board includes practicing lawyers who are very seasoned in various areas of tort and insurance law. If the board finds an article to be interesting and relevant based on their experience or that of their colleagues, chances are that other TIPS members will as well.

In the distant past, the board used to devise elaborate schedules that are no longer used because they don’t work. The Journal’s biggest problem, bar none, is obtaining a sufficient number of quality articles to produce an issue.

Once all of the written and edited material is received at the ABA, it takes the board anywhere from six to eight weeks to get an issue into print.

Aside from the sheer mechanics of publishing a journal, a lot of the process relies on knowledge, experience, and judgment. That is why a volunteer editorial board is critical to the process.

**The Brief**
The Brief seeks to publish articles that are lively, insightful, and pertinent to TIPS readers. The magazine’s editorial board encourages the submission of original manuscripts, outlines for proposed articles, suggestions and comments on developments in tort and insurance law, and other material of interest to both plaintiffs’ and defense lawyers who practice and litigate in the areas of tort and insurance law and to insurance and corporate counsel. The Brief also publishes “Practice Tips” that give practical, how-to advice on practice and litigation matters.
Because *The Brief* is the Section’s quarterly magazine designed for a national audience and delivered to every Section member, articles in this publication should not be as technical as those published in your committee’s newsletter, for which the audience is more specialized and narrowly focused.

A manuscript should be submitted to the editorial board and/or managing editor at least 6 to 12 months before the author would expect to see it in a published issue. Once a manuscript is received, it must undergo an initial review to determine if (1) the subject matter is appropriate and germane to TIPS’s scope, (2) the article is of appropriate length, and (3) the author guidelines have been followed in terms of length, documentation of cited authorities, etc.

Each manuscript that qualifies for initial consideration is reviewed by an editorial board member. If reviewed favorably, it is assigned for second review by another board member. If the second reviewer’s recommendation is favorable, it is discussed and considered for publication by the entire board at its next meeting.

If the board approves the article for publication, it then discusses when publication will occur. Each of the four issues of *The Brief* includes about seven feature articles. Once they have passed the review process, time-sensitive articles or articles on emerging issues are therefore given priority in terms of being slated for publication as soon as there is space available in an upcoming issue.

*TortSource*

*TortSource* is the Section’s colorful quarterly newsletter that reaches out to a national audience and speaks to the entirety of the profession, not only to colleagues in your specialty area. It is a lighter yet informative publication that includes feature articles on a different legal subject area in each issue, generally highlighting one specific TIPS general committee at a time. Therefore, like *The Brief*, more extensive, exhaustive, or technical aspects of a legal subject are not sought for *TortSource*. It’s the type of newsletter that can be brought home for the rest of the family to read.

The leadership of a committee usually gets in touch with *TortSource* to request that the committee be slated to supply three feature articles for a designated issue. A timeline is then agreed to, and the committee sets out on the task of collecting and submitting articles for “their” themed issue that may serve as an introduction to the “outside” world about legal subjects addressed by their committee. Feature articles in *TortSource* cannot be more than 1200 words in length, are introductory and conversational in nature, are often overviews, and may include tips. Footnotes or endnotes are not accepted in these articles.

In addition to themed legal articles, *TortSource* includes law book reviews, trial tips, technology tips, public service project information, updates on TIPS members’ career milestones, other practical tips, and a look ahead to the next TIPS quarterly meeting. There is always room for short side articles. As such, if you have a short blurb, an announcement, or some hot tips, and need a “home” for it, consider *TortSource*.
2. TIPS Book Publishing Board
Write for your audience
TIPS publishes high-quality basic practice guides, committee books in specific areas of law, and substantive handbooks.

All ABA books are written for busy, practicing lawyers. The most successful books have a practical, reader-friendly voice. If you can build in features like checklists, exhibits, sample contracts, flow charts, and tables of cases, please do so.

Responsibilities of the author, editor or project leader:
1. Stay true to the page count listed in the approved proposal. Work out in advance a minimum and maximum page count for each chapter/contributing author.
2. All final decisions for publishing, design, and marketing every book are made at the discretion of the TIPS book board (not the author or editor).
3. Most project editors develop the chapter list for their books, develop initial outlines, select chapter authors, refine outlines with the author teams, enforce deadlines and project requirements, and review all chapters and appendices before submitting to ABA Publishing.
4. Original Work: Simultaneous submission of manuscripts to other publications is discouraged and must be brought to the attention of the ABA editor. Unless otherwise clearly noted, all manuscripts are expected to be original, meaning that the material has not been published in other print or online formats. All manuscripts accepted for publication will be checked for unauthorized use of copyrighted material.
5. Copyright: The American Bar Association retains the copyright to all material published in its books. Authors are asked to sign a copyright agreement that grants to the ABA the exclusive right of first publication, the nonexclusive right to reprint, and the right to use the work in other ABA media—including electronic, print, and other.
6. Project schedule: Your lead editor, book board liaison, and the staff of ABA Publishing will work with you on the schedule. We will be flexible, but it helps to outline the key deadlines in advance. A basic project schedule might look like this:
   a. Develop book topic, likely list of chapters and possible authors (1 month)
   b. Submit book proposal to committee (1 month)
   c. Upon approval, assign chapters (2 – 3 weeks)
   d. Refine chapter outlines with authors (2 - 3 weeks)
   e. Set deadline for first drafts of chapters (3 – 4 months)
   f. Review chapter drafts, return to authors (3 – 4 weeks)
   g. Receive final drafts from authors (2 months)
   h. Review final drafts, write introduction, obtain all appendix material and front matter (1 month)
   i. Submit first draft of complete manuscript to peer review

7. Editorial contracts: The ABA uses standard contributor and editor agreement forms for its books. While some changes may be necessary in some cases, we ask your cooperation in working with the standard ABA author release forms.
8. Permissions: Each author is responsible for obtaining permission to use any copyrighted material from other sources. We strongly urge each author to use original work, but if copyrighted material must be used, the author is required to obtain permission and to send written confirmation of that permission to ABA Publishing.

Editorial Teams (contributors to a collected work):
1. The project editor (or editors) will be responsible for setting deadlines, receiving manuscripts from contributors, reviewing or arranging reviews of the chapters, and forwarding the completed manuscript to the liaison and the ABA staff editor.
2. The editor (or editors) of a collective work cannot be listed as the book’s author.

Recommendations on style and language

Standard book format
1. Title page
2. Copyright page
3. Table of Contents (can be followed by a Table of Illustrations, etc.)
4. About the Editors / About the Authors
5. Foreword (optional)
6. Preface (optional but helpful)
7. Introduction (can also be positioned as Chapter 1)
8. Chapters (main text - Arabic pagination begins with Chapter 1)
9. Selected bibliography (optional)
10. Table of cases/Table of authorities

Other guidelines
1. Make sure all contributors are using either endnotes or footnotes. (Most editors prefer footnotes. If you are working with a group of authors who varied in their use of endnotes and footnotes, we can rectify the problem in composition, but it is best to communicate these practices before writing begins.)
2. Do not bury information in the notes. Footnotes/endnotes should consist almost exclusively of citations.
3. Minimize spot citations: id. is not that important.
4. Typical "Bluebook" citations can be improved by including the author's full name, the book's full title, and the year of publication. Your readers will thank you. Examples:

Yale Kamisar et al., Facing the Crisis, Fulfilling the Promise, 41 Am. Crim. L. Rev. 135 (2004).


5. Maintain consistency of style from section to section of each chapter. At minimum you should be consistent in whatever style you decide to follow. For example, decide whether a word is to be in italics or roman face and present it that way throughout the book.

6. If summarizing a court case in a headline, try to keep the summary brief, i.e., not more than three lines.

7. Use the serial comma (e.g., The Supreme Court, appellate courts, and district courts...)

8. Do not hyphenate words beginning with “non” (Examples: nonspecific, nonstatutory, nonsignatory)

9. Lower case appellate court, district court, etc. unless pertaining to a specific court, such as the U.S. District Court for the Southern District of California or the North Carolina Court of Appeals.

10. Lower case plaintiff and defendant.

11. Use the abbreviation U.S. rather than United States except when United States is used as a noun. (Examples: The U.S. Supreme Court, the U.S. Environmental Protection Agency, the U.S. Constitution, citizens of the United States, outside the United States)

12. Spell out numbers one through nine. Use numerals for 10 and above.

13. Attorneys’ fees should be plural possessive unless it’s very clear that there’s only one attorney charging fees.

14. Use directional (also known as “smart” or “curly”) quotation marks rather than straight quotes (also known as “dumb quotes.”)

15. Spell out the word percent rather than using percentage sign.

16. For government agencies, spell out the name in the first reference and put the abbreviation in parentheses following it. Example: Securities and Exchange Commission (SEC). Then use the abbreviation throughout the rest of the chapter.

17. Do not put quotation marks around abbreviations. Correct: Alternative Dispute Resolution (ADR), not Alternative Dispute Resolution (“ADR”), Equal Employment Opportunity Commission (EEOC), not (“EEOC”)

18. Per Bluebook, do not italicize common legal phrases, such as res judicata, inter alia, de novo, de facto, amicus curiae, per se rule, etc. Do not italicize i.e. or e.g.

19. In general, use the pronouns “he” and “his” rather than the more awkward “he or she” or “his or her.”

20. Use active voice.

21. Do not write in the first person.

22. Shorter is better.

23. Do not provide exhaustive statement of facts of a case.

24. We will handle the Index and Table of Cases.

Don’t forget to include an acknowledgements page and up-to-date biographies for all contributors. Examples (taken from an ABA Publishing book):

Editor of a collected work (can also be used for author biographies):

**Fred D. Wilshusen** is a partner in the Dallas, Texas, law firm of Thomas, Feldman & Wilshusen, LLP, a law firm that concentrates in the areas of construction law and related litigation representing all segments of the construction industry. He is a frequent lecturer on construction law issues to trade groups and professional associations. He is the author or co-author of several construction-related publications, including the *Texas Lien and Bonds Claims Handbook*, 5th ed. (2005); “Texas Construction Trust Fund Act and Bankruptcy Preferences,” in *The Construction Law Journal*, Winter 2003; and “Construction Law Annual Survey of Texas Law,” 44 S.W.L.J. 2101 (1990). Mr. Wilshusen served on the Governing
Committee of the ABA Forum Committee on the Construction Industry from 2002 to 2005. He has held several other positions with the ABA Forum, including chair of the Publications Committee of the ABA Forum from 2005 to 2006. He is also a member of the ABA Litigation Section, Construction Litigation Subcommittee. Mr. Wilshusen graduated from Austin College in 1979. He graduated from Texas Tech University School of Law in 1983 (cum laude). He is a member of Phi Kappa Phi and Order of the Coif.

Contributors to a collected work (short version, used in books with many authors, such as the 50-state survey books):

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Fact-checking and avoidance of plagiarism:
2. Make sure that quotes, excerpts and passages from other works are cited.
3. Similarly, if using a passage that you have written, you must cite the source if it is drawn from a copyrighted work.

Our standard reference books are:
- Webster’s Collegiate Dictionary (for spelling and hyphenation), or use: www.m-w.com
- The Chicago Manual of Style (for all style, punctuation, and capitalization matters in written text as well as general rules of book making)
- A Uniform System of Citation (the Bluebook—for citation forms in endnotes)

Note that Bluebook rules apply only to citations. Specifically:
- Form in accordance with The Bluebook and style in accordance with The Chicago Manual of Style.
- Make sure to check the footnotes or endnotes for format and substance before submission.
- Case name only, not full cite, in text of article.
- Use italicized (not underlined) case names within the text.
- Case names should be in regular font in endnotes, not italics or underlined, unless a shortened version of the citation is used, in which case italics should be used.
- Do not use the shortened version of a citation unless the citation is within five endnotes of the previous citation.
- Use small caps for book and periodical names
- Order of case citation within signal unless one case is more important than the others: Supreme Court by date, F2d. by date, F. Supp. by date, state cases alphabetically and by date for cites within the same state.
- Do not use supra in case citations.
Manuscript preparation

- Double-space everything. A font size of 10 or 11 pts is preferred.
- Keep all pages, chapters, exhibits, and appendixes in order.
- It is best to keep an individual file for each introductory element and chapter.
- Number your manuscript chapters consecutively from start to finish, so that the digital files can be identified and/or sorted.
- Always keep a copy of everything for yourself.
- If you are dealing with a particularly large book, try to keep the computer files small. Divide your chapter or book into files into reasonably sized documents.
- Name files recognizably and keep them in order. For example, "Chap7_Pt1" is better than "Mybook_ch."
- Several common computer functions are unnecessary in manuscript:
  - Do not justify the copy.
  - Do not add headers or footers.
  - Do not use end-line hyphenation.
- On the other hand, traditional manuscript standards do still apply: set everything in the double-space or space-and-a-half setting. Set your margins for a least one inch all the way around.
- Keep a copy of the files on your hard drive for as long as possible. (Forever, if you have the memory to spare.) If your book goes into a new edition or if your chapter is revised, those original files will be useful.

If you have any concerns or questions, please give me a call at (312) 988-5429.

Sarah Forbes Orwig
Executive Editor
ABA Book Publishing
sarah.orwig@americanbar.org
3. TIPS Law Journal
Tort Trial & Insurance Practice
Law Journal

The Tort Trial & Insurance Practice Law Journal, the scholarly publication of the ABA Tort Trial and Insurance Practice Section, is committed to the publication of articles that present analysis and insight into issues affecting the broad scope of tort and insurance law and practice. The Journal stands within the legal community as a focal point for the examination of timely legal issues confronting the judiciary, tort and insurance bar, and the general insurance community.

The Journal is published three times a year. The fall and spring issues are printed and mailed as well as posted on the TIPS website. Starting with the 2016–2017 publishing year, the survey issue will be entirely electronic. This means that the survey issue will be typeset as always and posted on the TIPS website instead of being sent in the mail. It is conservatively estimated that this move will save approximately $35K in postage and $20K plus in printing costs.

Article Length. Feature articles traditionally are between 10,000 and 15,000 words, or 50-to-60 double-spaced pages in length.

Style. The writing should be appropriate for a law review article. To that end, authors should
Use gender-neutral language
- Avoid long quotations
- Avoid excess verbiage
- Avoid using a long word when a short one will do
- Avoid using a foreign phrase, scientific word, or jargon if a more common English equivalent is available
- Avoid overworked figures of speech
- Avoid excessive capitalization
- Avoid excessive use of commas

Footnotes. All references must be completely and accurately cited, using the citation style of The Bluebook: A Uniform System of Citation, 20th Edition.

Author Biography. Authors should include a one-sentence description of their current professional affiliations.

Manuscript Preparation. Use footnotes rather than embedded citations; number pages; italicize rather than underline; use Word; and submit the manuscripts as email attachments.

Prior Publication. Unless otherwise clearly noted, all manuscripts are expected to be original. All articles accepted for publication will be checked carefully for unauthorized use of copyrighted material.

Copyright. The American Bar Association retains the copyright to all material published in Tort Trial & Insurance Practice Law Journal. Authors are asked to sign a copyright agreement that grants to the ABA the exclusive right of first publication.

Send Manuscripts (as e-mail attachments) to: Managing Editor Wendy J. Smith at wendysmith08@gmail.com.
4. The Brief
The Brief
Author Guidelines

The Brief is published quarterly by the Tort Trial & Insurance Practice Section of the American Bar Association. The magazine reaches more than 15,000 attorneys who represent civil plaintiffs, defendants, insurers, and insurance organizations.

CONTENT. The Brief publishes articles of interest to plaintiffs and defense lawyers and in-house counsel who practice in the areas of personal injury, torts, and insurance law. Feature articles offer in-depth treatment of the many facets of tort and insurance law, including emerging issues and recent legal developments. "Practice TIPS" and "Trial TIPS" are short articles that give practical, how-to advice on practice and litigation matters.

STYLE. The Brief publishes articles that are lively, insightful, and pertinent to TIPS members’ practices. Authors should use a style that is readable, journalistic, and less formal than a law review article. Key style guidelines for authors include:

• Use gender-neutral language.
• Strive for an interesting opening and closing.
• Avoid long quotes, excess verbiage, and overworked figures of speech.
• Avoid the passive tense when the active tense can be used instead.
• Avoid using a long word when a short one will do.
• Never use a foreign phrase, scientific word, or jargon if a more common English equivalent exists.

The Brief article style allows for two levels of subheads: first-level subheads are flush left in boldface type; second-level subheads are in boldface type and run-in, preceding the first sentence of a paragraph. Citations should appear as endnotes and follow Bluebook style (e.g., case names are italic in textual sentences but roman in citations). Limit citations to complete, accurate source documentation and, occasionally, brief textual comments. The Brief prefers to minimize the number of citations in feature articles. "Id." citations are particularly discouraged. Avoid string cites; if necessary, use no more than three in a single endnote.

LENGTH. Feature article manuscripts typically are between 10 and 20 double-spaced pages in Microsoft Word (including quotations and endnotes), or a maximum of about 7,000 words. Preferred length for a feature is 5,000–6,000 words. "Practice TIPS" and "Trial TIPS" manuscripts are between 6 and 10 double-spaced pages, or about 2,000–3,500 words (including endnotes, which should be used in these short articles only when absolutely necessary). One double-spaced manuscript page contains about 350 words (depending on font and margins). (In Microsoft Office, use the Word Count feature to check length.)

MANUSCRIPT PREPARATION. Submit your original manuscript in Microsoft Word format electronically via email as an email attachment. Include a short sentence or two describing your professional affiliation and legal specialty area, which will appear with the article if it is accepted for publication. Also send a phone number and a ground mailing address to which an ABA publication agreement form can be sent if your article is selected for publication. The Brief does not publish authors’ phone numbers or photos.

THE REVIEW PROCESS. Forward your manuscript to the Editor-in-Chief, with a copy to the Staff Managing Editor (see below), for review by members of The Brief’s editorial board.
**EDITING.** If a manuscript is accepted for publication, ABA Publishing will copyedit it. The editorial staff reserves the right to make deletions to conform to space limitations. The edited manuscript will be sent in Word to the author for review, but because of production schedules, late changes are prohibited, and authors are not sent typeset proofs. After the edited Word manuscript is approved, every effort is made to clear any further substantive changes with the author.

**COPYRIGHT.** The ABA retains the copyright to all material published in *The Brief*. Authors are asked to sign a copyright agreement that grants to the ABA the exclusive right of first publication, the nonexclusive right to reprint, and the right to use the work in another ABA publication or medium.

**SEND MANUSCRIPTS TO:** Brooks R. Magratten, Editor-in-Chief, Pierce Atwood LLP, 72 Pine St., Suite 500, Providence, RI 02903-2846; 401-490-3422; fax: 401-588-5166; email: bmagratten@pierceatwood.com; and to Jane Harper-Alport, Managing Editor, *The Brief*, ABA Publishing, American Bar Association, 321 N. Clark Street, Mailstop 20.1, Chicago, IL 60654-7598; 312-988-6046; fax: 312-988-6135; e-mail: jane.harperalport@americanbar.org.
The Brief
Writing Guidelines for TIPS Committee Leaders and Members
Jane Harper-Alport, Managing Editor, jane.harperalport@americanbar.org

The publication process for feature articles for the 64-page magazine is as follows:

1. **Submitting a manuscript.** Submit manuscript in Microsoft Word, double-spaced, as attachment to email to the managing editor, Jane Harper-Alport, jane.harperalport@americanbar.org, 312-988-6046. Consult The Brief Author Guidelines for specifics, including recommended word count, which varies depending on type of article.

2. **Editorial board evaluation of materials.** The managing editor and editor-in-chief vet manuscripts shortly after receipt. Manuscripts of potential interest to The Brief are assigned to board members for double peer review. Papers receiving positive reviews from two board members are considered by the entire board, which usually makes a final decision regarding the publication of a recommended manuscript within 3 months to one year. Upon selection for publication, the managing editor contacts the author with an invitation to be published in a designated issue, and the editorial process begins.

3. **Deadlines.** Deadlines for solicited material (e.g., a paper requested by a board member or other TIPS leader; usually proposed to an author about 3 to 6 months before the manuscript draft is due) differ from the timeframes for unsolicited manuscripts (e.g., papers submitted for CLE programs or manuscripts vetted “blind” by an author interested in being published in The Brief). Upon favorable review by the editorial board and selection for publication, a paper is designated for a particular issue, and the managing editor contacts the author. If the board has selected an already existing paper for publication (e.g., a paper from a CLE program), a final, updated draft is usually due to the managing editor within 2 to 6 weeks following an invitation for publication (which is about 3 months before the magazine is scheduled to mail to subscribers).

4. **Author agreements and copyright.** Work must be original to an author and not published previously outside of the ABA. (However, it is acceptable for a paper to have been previously presented at an ABA CLE program or included in a TIPS committee newsletter). All manuscripts are copyedited by the ABA to meet editorial and style requirements for The Brief. After an edited manuscript has been approved for publication by the author and the ABA, the author will be sent a standard ABA publication agreement that addresses copyright issues, usually giving the ABA the right of first publication.

5. **Formatting.** Manuscripts should be submitted in Microsoft Word, double-spaced, Times New Roman type font preferred. Word count should follow recommended author guidelines for The Brief, depending on whether a manuscript will be a feature article, a practice tip or trial tip, or a committee profile, etc. (see The Brief Author Guidelines). Authority/documentation in citation format that follows The Bluebook 19th Edition should be provided for all content not original to the author that would require attribution and is mandatory for all direct quotes or text excerpted from another source. Preferably, citations should be in the form of endnotes (footnotes in original manuscripts will be converted to endnotes during copyediting).
5. TortSource
**TortSource**

**General Information**

*TortSource* offers short feature articles on topical tort trial and insurance law issues as well as showcases what the Section has to offer its members and the profession. “Legislative Update,” “When I Was a New Lawyer,” “My [City]” highlighting upcoming TIPS meeting locales, and a “Meeting Round-Up” about TIPS’s most recent quarterly meeting are included in each issue of this quarterly newsletter. Each edition also includes at least two unique columns on such topics as “Trial Tips,” “Tech TIPS,” “Law Practice Management,” “Solo/Small Firm,” “Pro Bono,” and “Book Reviews.”

Submissions for feature articles and columns will be considered by the editorial board. TIPS committee leaders in particular are encouraged to contact *TortSource* leadership to make arrangements for proposing and submitting feature articles for a themed issue of the newsletter focusing on emerging topics in their committee’s legal specialty area. Papers, comments, or suggestions for *TortSource* may be directed to Briana M. Montminy, *TortSource* Editor-in-Chief, Burr & Forman LLP, 511 Union St., Suite 2300, Nashville, TN 37219; bmontminy@burr.com, with a copy to the *TortSource* managing editor via e-mail to jane.harperalport@americanbar.org; ground mail to Jane Harper-Alport, ABA Publishing/Periodicals, 321 N. Clark Street, Mailstop 20.1, Chicago, IL 60654-4746; or fax to 312-988-6135.

In addition, submissions for “In Motion,” the newsletter’s “people news” column are always welcome. “In Motion” focuses on TIPS members who have made “news” by publishing a new book, being promoted, changing firms spearheading a public service project, presenting at a conference . . . anything that is typically conveyed in a press release from your firm or company. Note: Appointments/elections to Section/committee positions within TIPS (committee chair, program chair, Council member, etc.) are not published in this column, nor are personal items such as weddings and births.

If you, or any TIPS member you know, has news to report, please send a short description (a few sentences) with contact information to Managing Editor Jane Harper-Alport at the above address. Designate your correspondence for “In Motion.” As many entries will be included as possible, space permitting, in every issue. All entries are subject to editing.
TortSource
Editorial Guidelines for Feature Articles

- Word count: maximum 1200 words
- Subheads: Newsletter style allows for one level of subheads, no outlines
- Tone: conversational, as opposed to the more academic, scholarly approach of a law review article or even a feature article for The Brief
- No footnotes or endnotes
- Citations in text discouraged; limited to only those essential to support key statements or quotations (no string cites)
- Manuscript must be original; TortSource does not publish reprints of previously published articles.
- Content from current and past TortSource issues is available at www.americanbar.org/publications/tortsource_home.html.

Word Count: The recommended word count for a feature article for the TortSource newsletter is 1000 to 1200 words maximum. Please adhere to these parameters as closely as possible; a draft exceeding 1200 words will be returned to the author if substantive edits are required to reach a length the limited “real estate” available in the newsletter can accommodate. As a guideline, a double-spaced page in Microsoft Word is about 350 words, so a draft of only about three double-spaced pages is a good target.

Subheads: The newsletter style employs one level of subheads; no outline style. The tone of articles for TortSource is informative but conversational and broad in focus, directed to a general national Section audience rather than to a readership in a narrow legal specialty area. Articles are more detailed than quick-news-type updates but—by virtue of length limitations alone—are more general than legal features published in The Brief (TIPS’s quarterly magazine) and are designed to be much less scholarly in content and tone than manuscripts for the TIPS Law Journal. Upon request, the managing editor will send sample copies of recent issues of TortSource to acquaint an author with the newsletter’s content, tone, and style. Copies of current and past issues of TortSource can also be accessed online at www.americanbar.org/publications/tortsource_home.html.

Citations discouraged: The style of the newsletter does not employ footnotes or endnotes, so citations for any significant statements that require attribution should appear within the body of your manuscript. However, because articles for the newsletter are relatively short and of an overview nature about a given legal subject, citations should be kept to a minimum. If you have questions about statements or portions of your manuscript that you believe would require citations, contact the managing editor.

Submission to Managing Editor: Send your final draft manuscript to Jane Harper-Alport at jane.harperlaport@americanbar.org as a Word file attached to an e-mail message.

Peer Review: Each manuscript will be assigned a due date by the managing editor. Any review and edits by TIPS leaders or by colleagues in the author’s work setting who may desire to see the manuscript prior to publication should be performed before that date.
Copyediting: All manuscripts published in *TortSource* are copyedited by the managing editor to meet the newsletter’s style and length requirements. Each author has an opportunity to review the copyedited manuscript before it is typeset. At that stage, minor revisions may be made to the text. Note that the review of the copyedited Word file will be the author’s last opportunity to make changes, as the production schedule does not allow for further outside review after copy goes into production. However, if a major change in the law were to occur regarding any article, contributing authors are asked to bring such important developments to the managing editor’s attention as quickly as possible at any stage prior to final printing.

Author’s Bio: A few short biographical sentences about the author are published with each article that include name, professional title/position, area of legal specialization (to establish expertise in the article topic), TIPS leadership position (optional), and e-mail address. Authors are asked to include a couple of bio sentences at the beginning or end of their manuscript draft. *TortSource* does not, however, publish author photographs with feature articles, so only a bio is requested.

Originality of Work: All material published in *TortSource* must be the original work of the author and must not have been published previously (other than as program material for an ABA program/presentation). Following receipt of an author’s manuscript, an ABA Publishing staff member will contact the author with a standard ABA publication agreement that will address copyright issues. Each author is requested to review, sign, and return the publication agreement as soon as possible. When the newsletter is published, five complimentary copies of the issue containing the author’s article will be mailed to the author directly from the printer.
VIII: General Committee Technology
1. General Committee Technology
Commentary

Committee Websites & Social Media

One of the best ways to showcase your committee is through its website. Just about everyone is familiar with and has access to websites today. Websites are accessible through many mobile devices and can make content from and about your committee available to members and the public in multiple formats. Given the widespread use of websites, the importance of having a functional and updated one for your committee is critical.

A key theme should drive how your committee maintains its website: Keep the information current. Remember, the website may be the first exposure an individual who is potentially interested in TIPS and your committee has with your group. How troubled would you feel if you found old and outdated information on the website of the committee in which you were interested? You would probably search for another committee within or outside of the ABA that delivers current information and content and provides incentives for the visitor to learn more about the committee. Therefore, always bear in mind the importance of keeping the website updated. A stale website discourages current members, leaves a bad taste for potential members, and ruins a golden opportunity to attract new members.

TIPS makes updating your committee website pretty easy. You do not need a computer science or engineering degree to become a webmaster extraordinaire. All you need is a little patience, content, and the desire to build a website that represents the best of TIPS.

With recent changes to the ABA’s website platform, the committee websites of many ABA Sections and Divisions will have a similar look and feel. The design changes are intended to provide website visitors with a familiar layout. This idea is borne out of the ABA’s desire to achieve a certain level of branding through entity websites. However, the opportunity still exists to make your website jump off of the page to capture the imagination and interest of existing and potential members.

TIPS has created short five-page documents that will walk you through the updating of your committee’s webpage. The documents are broken into a series of steps to show you how to edit each module of your website. A “module” is the technical term used to describe each content area of your website. After you log in, the modules allow you to add or remove content from your website, add text boxes, upload modules and files, and modify sections of your website directed to leadership, membership, listservs, programs, meetings, and events.

You may want to designate a committee member or team of members to be in charge of keeping the website current. It is a good idea to review the website once every quarter or so to make sure that you are informing the world about all of the great work your committee is undertaking.

If you need help, TIPS Marketing Manager Carlos Vivanco (carlos.vivanco@americanbar.org), is available to walk you through the modules and learn how to make your committee’s website the best it can be.
2. TIPS Technology General Committee
TIPS Technology Standing Committee

TIPS Technology Committee- We’re Here For You

- Provides oversight and input to the Section's web presence, and serves as a technology resource to Section committees
- Assists with email list management, website content management, and other technology issues
- Works closely with and provides guidance to the TIPS Marketing Manager, Carlos Vivanco, in developing the technology needs for TIPS staff and TIPS committees and members
- Encourages committees to keep their web content updated and fresh and to utilize social media to communicate with current and potential members
- Technology Committee members liaison with each general committee. If you haven’t been contacted yet, you will be soon

All TIPS General Committees have a ListServ

- When a member joins a committee, they are automatically subscribed to that committee’s ListServ
- ListServ messages are plain-text and an easy communication vehicle
- TIPS Staff can send messages to your Committee ListServ, they are not to be over-used and abused but are a great way to communicate directly with your members

TIPS Social Media

- Stay Connected - Visit the TIPS Social Media Webpage Today! ambar.org/tipssocialmedia
- Stay Up-to-Date on Section News, Meetings, Events, and Hot Topics in Your Area of Practice by:
  - Joining TIPS on LinkedIn
  - Following TIPS on Twitter (@ABATIPS)
  - Visiting the TIPS YouTube Page
3. Growing Your Committee’s Membership Through Technology
Committee Websites Keep Your Content Fresh!

- Updated content keeps your members coming back and attracts new members—your site is a resource, service and member benefit! Update your committee website with:
  1. Announcements
  2. Newsletters
  3. Upcoming Programs
  4. Conference Calls
- Increased site content boosts Search Engine Optimization (SEO); bringing in new traffic and potential members.
- Use visible Social Media buttons to increase member interaction.

Appoint a Technology Vice-Chair

- Every general committee should appoint a Technology Vice-Chair whose job it is to update the DCH, update social media sites and stay abreast of technical and digital opportunities that will increase committee member involvement and membership.
- Committee websites are DCH (Dynamic Committee Homepage) pages which allow committee’s to access and edit the site themselves by logging in to their ABA account.
- DCH pages are user-friendly and do not require the Technology Vice-Chair to have a strong programming background. Refer to the section on Dynamic Committee Homepages for step-by-step instructions on how to update committee websites or to set up DCH training for a member, contact TIPS Marketing Manager, Carlos Vivanco at carlos.vivanco@americanbar.org.

Social Media

- Social online interaction with members.
- Provides opportunities for increased visibility.
- Involves content consumers and content producers.
- Easy way to share information and post content online.
- Most used social media sites:
  - LinkedIn
  - Twitter

Linkedin

www.linkedin.com

- Launched in 2003, Linkedin is a business-oriented social networking site for professionals with more than 200 million users worldwide
- An interconnected network of experienced professionals from around the world, representing 150 industries and 200 countries.
- Mission: connect the world’s professionals by promoting professional and networking opportunities on a global scale.
- A new member joins approximately every second.
- Executives from all Fortune 500 companies are members.
• You can find, be introduced to, and collaborate with qualified professionals that you need to work with to accomplish your goals.
• Members of TIPS LinkedIn Group: 11,320 (August 2017)

Twitter
www.twitter.com
• Created in 2006, Twitter is an online social networking and microblogging service that enables users to send and read text-based posts of up to 140 characters, informally known as "tweets."
• Rapidly gained worldwide popularity, with 500 million users as of 2012, generating over 340 million tweets and handling over 1.6 billion search queries per day.
• Including "@ABATIPS" in your tweets alerts us that you are tweeting at TIPS or about TIPS.
• Twitter tracks “trending” topics by the use of a hashtag (#) before certain keywords and phrases
• If TIPS members were in a discussion on twitter; all relevant tweets can be identified by the use of a common hashtag; for example: #ABATIPSSpringMeeting.
• TIPS Twitter account currently boasts 1,147 followers. Visit https://twitter.com/ABATIPS to follow @ABATIPS.
• Tweet about upcoming meetings, programs, deadlines, eTIPS News, press releases, etc.
• Your “followers” will see what you tweet in realtime.
• Goal is to begin assigning members to post live tweets from our programs and meetings.

General Committee ListServ
• When a member joins a committee, they are automatically subscribed to that committee’s ListServ.
• ListServ messages are plain-text and an easy communication vehicle.
• TIPS Staff can send messages to your Committee ListServ. They are not to be over-used and abused but are a great way to communicate directly with your members.
4. Dynamic Committee Homepages
Dynamic Committee Homepages

What are Dynamic Committee Homepages?
Dynamic Committee Homepages are a means of enabling ABA staff and committee chairs to create and maintain committee website content without the knowledge of HTML. Once enabled, committee chairs, co-chairs and sub-committee chairs can be given access to post and edit all content present on their committee homepage. The contribution process consists of visiting the committee homepage, entering edit mode, making selections, providing desired content and submitting your changes.

How do they work?
DCH’s (Dynamic Committee Homepages) combine information from the ABA’s membership, committee, and meetings systems with text and files provided by you to display the final committee homepage. Edit permissions are determined by ABA staff. DCH harvests information from internal systems to display committee leadership and contact information, the committee roster, and the committee name. It also uses meeting information present in the meeting systems to display section meetings available in the online calendar, and link them to their respective registration pages.

How do I know if Dynamic Committee Homepages would be useful for my section?
Any section that is currently maintaining committee pages on the ABA website would most likely benefit from using DCH instead. DCH simplifies the web content contribution process by automatically posting information from internal systems, so that it does not need to be re-keyed to appear on the committee website. Also, allowing committee chairs to post their own content, eliminates the need to communicate desired changes to section staff. Turnaround time for posting committee materials to the web is greatly reduced, and the current person-to-person communication necessary to post materials is almost entirely eliminated.

If you have any questions about getting started with DCH, contact your ABA Entity representative.
Editing Your DCH Pages

STEP 1:
You must first have permissions from TIPS Staff prior to being able to edit a DCH page. If you do not have contributor rights, please consult your TIPS Staff Liaison.

1. Navigate to your Committee’s DCH page.
2. Log in with your ABA membership credentials. See Image 1.
3. After a successful log in, a message at the top of the page will indicate you have access to edit this page. You will also be able to enter into Edit mode to modify your DCH page.
4. Click the Edit link to modify your DCH page. See Image 2.

Trouble signing in: If you have not logged into “my ABA” before, the password is your last name in lower case letters. If you have any problems at all with logging in, you will need to call the ABA Service Center at 1-800-285-2221.

Image 1:
Click edit mode
STEP 2: Editing a Module  Once in edit mode, to edit any of the modules, select the edit link under the module you wish to edit. See Image 3.

**Image 3:**

You have access rights to edit this page. Choose edit mode or standard mode. Add/Delete Module • Advanced Options • Enrollment Options

Tort Trial & Insurance Practice Section

General Committees: Admiralty and Maritime Law

**Letter from the Chair, Raymond T. Wald**

Welcome to the Admiralty and Maritime Law Committee! We invite you to join us, get involved, and tell us how we can help enhance your practice. The AMLC provides many opportunities for its members to publish, present, sponsor and attend regional events, and develop lasting professional relationships within and beyond your practice area.

Join our committee for access to these opportunities, join our LinkedIn page to see our current projects and engage in online discussions, and contact me at rwald@liskow.com if a particular project or opportunity pleases your interest.

We look forward to meeting you and would love to help you get involved.

Best regards,

Raymond T. Wald
Liskow & Lewis
New Orleans, LA
Change the name of a module: Click on the “edit” link at the bottom of the module you want to edit (Example: Letter from the Chair Module example below) and then change the name in the “Custom title” box. You may also edit text within the module as noted below. Scroll down to the bottom of the page and click submit. See Image 4.

Add or remove a module: Click on “Add/Delete Module”. See Image 5.

Check or click on the box next to the content module you would like to appear on your committee homepage. Once content module options have been chosen, submit the form. See Image 6.

You can also remove the display (or hide) a module by un-checking the “web enable” box when you’re editing the individual module. See Image 4.
Types of Modules
Modules have different capabilities. There are 4 types of modules as follows:

1. **Text Box/Add Links Modules**: You can compose text by typing in the blank box, and add links by using the “Insert Link” icon shown on the tool bar. You can also use html code (if desired). See Image 4.
   - The following modules are examples of “Text box/Add links” modules:
     - Who We Are Module
     - More About Us Module
     - Message From the Chair Module
2. **Upload Files Modules**: You can display 5 items or all items by selecting the radio button beside each option. Upload documents by using the drop down menu to indicate the number of files you would like to upload. Click browse to find the file on your hard drive that you would like to upload, click open and your file name (as it was saved on your hard drive) will populate in the browse field. *See Image 7.*

Note: The file name cannot contain any spaces i.e. 2016 Fall Newsletter file must be saved as 2016fallnewsletter prior to uploading. The size of each file cannot exceed 5MB (approximately a 100-page document). For each file to be uploaded, 3 fields must be populated as follows: File Name, File Description and Display Order. Use the Display Order box to rank the files according to how you would like them displayed (i.e. 1 = 1st, 2 = 2nd, etc).

- The following modules are Upload files modules:
  - Related Resources Module
  - Newsletters and Publications Module

![Image 7:](Image 7.png)

**Newsletters and Publications**

- How many items would you like displayed on the front page?
- File name as uploaded from hard drive
- File Description will appear on homepage
- Rank as you would like them displayed on the homepage
- Select # of files you wish to upload to this module
- Click Browse to locate file in your hard drive.

Please do not use spaces in the filename. Files exceeding 5.00 MB will not be uploaded. A total of 10 MB of disk space is available for all file uploads in this area.

Upload new files (9.52 MB space available for uploads):

- Rank order you’d like newly upload document to appear with other documents already saved
3. **Add Links/Upload Files Modules**

Add links by using the drop down menu to indicate the number of links you would like to add (1-50). For each link that is added, you must fill in 3 fields as follows: Site Name, Site URL (copy the URL in the website address bar) and Display Order. Use the Display Order box to rank the website links according to how you would like them displayed (i.e. 1 = 1st, 2 = 2nd, etc.). See Image 8.

Upload documents by using the drop down menu to indicate the number of files you would like to upload (1-10). Click browse to find the file on your hard drive that you would like to upload, click open and your file name (as it was saved on your hard drive) will populate in the browse field. Note: The file name cannot contain any spaces and all letters must be in lower case letters. The size of each file size cannot exceed 5MB. For each file to be uploaded, 3 fields must be populated as follows: File Name, File Description and Display Order. Use the Display Order box to rank the files according to how you would like them displayed (i.e. 1 = 1st, 2 = 2nd, etc.). See Image 7.

➢ The following modules are Add links/Upload files modules:
- **Sites of Interest Module/Other Links of Interest Module/Specialty Modules**: These modules pull data automatically from the ABA database. See Image 8.

Image 8:
**Leadership Module:** This module pulls information from ABA database, but box must be checked in order for information to be visible on webpage. You'll also notice a roster link. This link also utilizes the member directory to display all committee members. You can determine here whether or not you'd like the roster link to appear on the final committee page. *See Image 9.*

The displayed names are also directly linked to the online member directory, allowing your users to click on any of the listed names, taking them directly to additional details about that member.

Note: Access to the ABA Online Member Directory is restricted to ABA Members Only. Outside of ABA staff offices, members will be prompted to log in before accessing any member or roster information. The directory is updated on a nightly basis, so rosters and member profile information will not immediately reflect changes made by staff.

*Image 9:*

- **Join Us Module:** This module provides 3 links *(See Image 10):*
  - Join Our Committee
  - Join Our Section
  - Join The ABA

*Image 10:*
• **List Serves Module**: You can send an email to the list serve (after logging in) by clicking on the “Post” link, however the best way to post a message is by sending a regular email (via Outlook or any other email software) to your full list serve email address (for example, TIPS-LIPS is the list serve prefix; TIPS-LIPS@mail.americanbar.org is the full list serve address).

• **Related Products Module**: This module pulls product information from the ABA web store. You can display a random TIPS product, display a random ABA product or display a specific TIPS Section product (1 quantity only—select from the listing). You may need to acquire code from TIPS IT staff. *See Image 11.*

**Image 11:**

![Related Products - Committee web link](#)

![Product code](#)

![Screenshot of DCH](#)
Additional Page Module (3 quantity) – This module provides two text boxes—a “Teaser paragraph” text box and a “Page contents” text box. Any content entered into the “Teaser paragraph” text box appears on the main committee DCH page, and any content entered into the “Page contents” text box appears on a separate page that is linked from the word “more” within the module. See Image 12.

Image 12:
4. **Programs, Meetings & Events Module**
   As shown in the screenshot below, this module allows you to “Display default ABA events” (this pulls ABA events from the ABA calendar automatically), “Display section specific events” (this pulls TIPS events from the ABA calendar automatically), or “Display neither ABA nor section specific events”. You can also add your own events (committee conference calls and other activities) by clicking on the “Display custom events” box and adding the event name, date and description. If you have a separate web page that you’d like to refer to regarding a custom event, simply add the URL in the event URL field. If you do not want to refer readers to a webpage, leave this field blank.

Custom events can be entered manually in DCH. To add a custom event, follow these steps:
1. Select the Display Custom Events checkbox, and indicate how many custom events you wish to display.
2. Select the start and finish dates of your event by clicking in the respective boxes, and choosing a date from the calendar.
3. Then, provide a title for your event.
4. If you like, you can provide a URL link to a website that contains more detailed information.
5. You can also provide a description (1,000 characters in length) telling more about your event, or how to sign-up.

Note: Please be certain to use fully qualified URL’s when entering web addresses (i.e. http://www.americanbar.org). Don’t forget the ‘http://’ at the beginning.
1. I do not appear to have access rights to edit the DCH.

   *Contact your committee’s staff liaison to ensure you have been granted access rights. Only GC Technology Vice-Chairs are given DCH access rights.*

2. We have a new chair and chair-elect for our committee. Do we have to update our final DCH page to include this change?

   *No. The leadership display pulls data directly from the committee system which is entered by TIPS Staff. Any changes in that system will be reflected in real time on your final DCH page.*

3. Our committee chair’s term expires in August. Once we have a new chair, what must I do to allow the new chair access rights to their committee page?

   *You need to do nothing. The DCH application pulls directly from the committee system which is entered by TIPS Staff. The new chairpersons will automatically have access rights, and outgoing leadership will have their rights suspended, automatically.*

4. I am having trouble uploading files. Some files are present as links on the DCH page, but don’t function. Who should I contact?

   *Contact your section or committee staff liaison to work with the information systems department on resolving the issue.*

If you need additional help with editing your Committee webpage, please email or call Carlos Vivanco at carlos.vivanco@americanbar.org or 312-988-5610. Thank you!
IX: TIPS CLE Programs
1. CLE Programs
A wide variety of continuing legal education formats are available for planning a program. Traditional live programs such as the ABA Annual Meeting, national, or regional programs remain popular, but many distance learning opportunities are also available with telephone programs, webinars, and podcasts. The TIPS Continuing Legal Education Board (CLE Board) is responsible for coordinating and overseeing the Section’s publications, continuing legal education programs, and related materials, and for approving and scheduling all CLE programs. The board also reviews the content, speakers, budget, and marketing plans for all CLE programs.

In planning a CLE program, consideration must be given to many factors, including the type of program, subject matter and content, speakers, timing, sponsorship, marketing and promotion, logistical preparation, financing, and other issues. This overview addresses some of these matters, and the following pages provide sample documents and forms. TIPS CLE topics generally deal with issues of timely importance and interest to the Section’s members. Suggestions may come from the CLE Board, general committees, and from the TIPS staff, and typically are practice oriented “how to” programs aimed at enhancing a lawyer’s practice. Early planning is crucial and should begin at least a year before the program date to allow adequate time to make arrangements for hotel and meeting accommodations, selection of speakers, CLE Board approval, and preparation of materials, as well as promotion and marketing. The program chair and planning committee work closely with TIPS’s staff and the CLE Board throughout the entire process.

The selection of program faculty is a crucial decision. The subject matter expertise of a prospective speaker should be a primary driver in the choice of that individual. Their speaking and writing ability should always be reviewed before a CLE panel position is offered. Faculty can include scholars, private practitioners, in-house corporate lawyers, government lawyers, judges, physicians, engineers, insurance company personnel, and others with relevant expertise in the subject area. TIPS is committed to diversity, and programs are expected to reflect the wide and rich diversity of the legal profession. Programs must include women and minorities on planning committees and faculties. The TIPS Minority, Women, and General Membership Involvement Committee has prepared a directory that can be used to assist in locating speakers. In addition, the ABA Division for Professional Education also maintains a clearinghouse for minority and women speakers.

While it is the Section’s goal to provide the highest quality programs and publications, it is not possible to reimburse all expenses incurred by program speakers. With few exceptions, the Section’s reimbursement policy conforms to the requirements of the ABA Board of Governors and is designed to reimburse certain expenditures within the financial limitations of the Section. The TIPS speaker reimbursement form is included with the attached materials, and more detailed information can be found in the TIPS CLE manual online.

Promotion and marketing of TIPS CLE programs begins early with the preparation of a program brochure outlining the date, time, and location of the program; a description of the program including topics, materials, and speakers; and logistical information for registration deadlines, CLE accreditation, cost, hotel accommodations, etc. While still common, the practice of mailing brochures has largely been replaced with electronic distribution to prospective attendees by use of e-mail listservs. In this way,
programs can be targeted to specific groups within and outside the Section. A list of organizations that have members in common with TIPS can be found in the TIPS CLE manual found in this handbook. In addition to brochures, programs can be promoted through announcements in various publications such as The Brief, committee newsletters, and press releases issued by the ABA Public Relations Department to legal periodicals, journals, and newsletters regionally or nationwide.

Final preparation of a CLE program requires extensive work and coordination among program planners and TIPS staff. Registration, preparation of program materials and/or CDs, securing sponsorships, coordination with speakers, and other issues require careful planning and attention to detail. One important item that can make a significant difference and greatly enhance the quality of the final presentation is the use of audio visual equipment. In addition to basic sound equipment, speakers frequently incorporate movie or video clips, photographs, slide shows, computer files, and other media into their presentations. Planners must determine the a/v needs of each speaker and plan well in advance to have the appropriate LCD projector, laptop PC, or other electronic devices on site, test-checked and ready to go when the program begins. Again, TIPS staff members are a valuable resource for information and assistance in budgeting and planning this aspect of a program.
2. Organizing a Successful TIPS Program
Organizing a Successful Tips Program

One of the most gratifying experiences for a TIPS leader is the creation, promotion, and sponsorship of a Section program. The materials that follow this overview outline all the steps to be undertaken in planning a TIPS program. Many forums exist where a program may be conducted, such as the TIPS Fall Meeting, a regional meeting, the TIPS Section Conference, and the ABA Annual Meeting, or even during an informal setting during one of your committee business meetings.

The key to success is to identify a program topic that will be of interest to TIPS members. Cutting-edge developments in the law and practical “nuts and bolts” programs often work best. If you can weave in concepts of ethics and professionalism, these subtopics, too, represent a great draw that allows practitioners to acquire ethics or professionalism CLE credits for their respective practice jurisdiction.

At the outset, development of a catchy title dealing with “How to Avoid Liability . . .,” “Tricks & Traps . . .,” or “How to Stay out of Trouble . . .” will grab the attention of a person when deciding which programs to attend. Seek out high-profile speakers who have proven track records. Do not include a speaker on your panel unless someone working on the program can vouch for the quality of their presentation ability. Remember that a speaker may be entertaining, but if he or she is unreliable regarding the submission of their program materials or even showing up on time at the program, they will be useless and you should stay away from them.

Look for speakers who have diverse backgrounds and aim for a good mix of ethnic and minority representation on the program panel. TIPS should strive also to involve young lawyers as presenters, which will contribute to the development of future Section leadership and provides an opportunity for newer practitioners to gain recognition in the ABA. Participation on program panels also allows a lawyer’s firm to gain recognition, which is important to justify the firm’s financial support for the lawyer’s attendance at TIPS meetings. Create an electronic brochure about the program to be distributed as a “blast” e-mail to committee members and through the ABA listserv. Also make sure all committee members and speakers use the resources of their own marketing departments to promote the program through their e-mail lists of contacts and clients.

Careful planning will lead to a successful program. Set the bar high and demand that a program timeline be developed at the outset to meet all TIPS and internal committee deadlines. Appoint younger members of the committee to edit and review all program submissions. Require the speakers to rehearse together via conference call and in person the day before the program.

At the program site, make sure the session starts on time and finishes on time. Speakers should agree among themselves in advance as to how the time allotted will be allocated among them and leave some time, if desired, for questions from the audience. Designate a committee member to sit in the front row with signs to indicate the remaining time for each speaker.

Most important—have fun!
3. Defining the Program and Initial Considerations
Defining the Program and Initial Considerations

☐ Develop a theme.

☐ Find a “catchy title”—Consider titles of movies, books, and music. Use a theme to capture interest such as “How to Stay out Of Trouble,” “Liability Traps,” and “Lessons Learned.”

☐ Be broad enough to capture the interest of all lawyers: transactional, government, and in-house counsel, as well as litigators. Have some programming directed to both advanced and new lawyers. A program that is too closely geared to a certain segment will discourage potential attendees from registering.

Formulating the Topics and Administrative Responsibility

☐ Use conference calls between the program chair(s) and other participants to discuss the program goals and development process. Retain a record of all conference calls by keeping meeting minutes. The minutes should be in bullet point format. Use action items to identify what is to be done—who will do it and when it will be completed. The minutes should include the date and time for the next call. Be sure to inform and follow procedures from TIPS staff when scheduling these calls. The program chair should record the minutes, lead the discussion during each call, and circulate the meeting minutes to all participants following the call.

☐ Establish an e-mail distribution list and electronic cabinet to store all program material.

☐ Establish milestone dates for the following:
  o Finalize topics
  o List of potential speaker candidates and final selection
  o Establish a sponsorship representative
  o Dates for delivery of papers and PowerPoint presentations (drafts, final)

☐ A program matrix should be used as a working document. Load working titles and descriptions into the matrix. Include potential speaker and program coordinator candidates. A section column entitled “Comments” should be added to track discussion and identify outstanding action items relating to the topic, description, and potential candidates.

☐ Consider diversity speaker candidates for all slots. Diversity is extremely important and must include consideration of, gender, ethnic background, disabilities, plaintiff and defense attorneys, in-house counsel and sexual orientation.

☐ For non-lawyer speaker slots such as consultants, consider using loyal TIPS sponsors.

Speaker and Program Coordinator Selections

☐ Aside from recommendations from the program team, identify speaker candidates based on their prior experience writing for TIPS or other publications. This is often a consideration because most of the research for a topic may already have been completed. Note that having experience as an author does not guarantee that the candidate will be a dynamic speaker. Verify speaking experience. If judges or government lawyers or non-lawyers will be asked to speak, be mindful that a manuscript author will need to be secured to write the paper. Communicate with general committee chairs about potential recommended speakers and program coordinators.
Compile the résumés for all speakers for vetting by those committees sponsoring the program. The use of a notebook with tabs for each program along with the designated speakers is recommended.

Contact speakers in advance to determine whether they are interested, but advise them that they must first be approved by the sponsoring committee(s). Make sure that no commitments are made to a speaker candidate beyond that he or she is being considered.

Upon approval of the speakers, promptly contact each one to secure an agreement to participate. If a speaker candidate fails to provide a definitive commitment, move on to the next candidate. Timing is everything, and you cannot afford to be waiting in limbo. Move forward.

Prepare a checklist of key items to cover on the speaker-invite call, and send a short e-mail immediately following the call. It may be a few weeks between confirmation of some speakers and the issuance of the formal speakers’ confirmation letter.

Request early approval of alternate candidates so that if any first-choice candidate is unable to speak, you can promptly fill that speaker’s slot.

Set and Communicate Expectations Early and Often

Schedule an initial call with the program team. Discuss the program and exactly what is expected of speakers and other coordinators. Be firm about deadlines and be in frequent communication with the speakers. Based on the program time line, insist that regular telephone conference calls be conducted with the panel. These should be scheduled in advance and placed on everyone’s calendar. Meeting minutes must be prepared to outline responsibilities, deadlines, and action plans. Circulate minutes of these meetings to all attendees.

After the speakers are confirmed and topics are finalized, it is important to decide on the order of the presentations. Always strive to start strong and finish strong. The beginning and end of the program should feature the strongest speakers and provide “high energy.” Do not hesitate to deviate from tradition to do “something different” as long as it works.

Identify whether the speaker will control the visuals or need assistance.

Adjust the matrix to add the time period for each segment, including the start and finish time. Everything should be included in this schedule, including introductory remarks.

Other Things to Do

The program chair should draft brochure descriptions for the program. Condense the matrix descriptions and use those as a baseline for a brochure or flyer. Do this with sufficient time to obtain input from the speakers so each final presentation fits the description. Check, check, and double check the spelling of names and firm names included in the brochure and flyer. TIPS staff will work with the printer to produce and mail the brochure.
Request that each speaker prepare a concise topical outline of his or her session to share with other panelists to avoid duplication of topics.

The TIPS Staff will obtain release forms, résumés, and photographs from all speakers.

All papers and PowerPoint presentations will be reviewed and edited by the program chair. The program chair should make sure that all required TIPS guidelines are followed and that if not, the paper needs to be rejected and returned to the speaker for revision.

Require speakers to develop and commit to their presentation format at least one month before slides are due. If speakers are considering using split screen visuals or other special requests at the program, these requests must be raised early to address feasibility issues, including cost.

Once PowerPoint presentations have been submitted to TIPS staff, weekly meetings should be scheduled and conducted.

TIPS staff will develop electronic ads to be sent out at intervals leading up to the date of the program.

Prepare a short promotional paragraph about the program and include a link to the registration site. Send this paragraph to all speakers along with a request to forward it to clients and contacts in their firm and to include it in company newsletters, on firm websites, and on any social media resources two weeks before the deadline for early bird registration. Also suggest that speakers who are active in their local bar associations or other groups should provide the program information to those groups. Speakers should participate in promoting the program, and they are more likely to do so if the materials are furnished to them.

Rehearsals before the Program

Program speakers should rehearse their presentations several times before arriving at the venue. Suggest that panels hold at least one telephone rehearsal with slides prior to the due date for slide submission. The program chair should attend. Before arriving for rehearsal, the participants should already have reduced the number of slides and coordinated the timing of each presentation. Rehearsals will assist the speakers in avoiding duplication and result in a better organized presentation. All speakers should bring a thumb drive with them as a back-up for the presentation that has already been submitted. Do not allow speakers to add movie clips at the last minute.

Coordinate with TIPS staff plans for the stage setup for each presentation.

Advise speakers about the stage setup, microphone options (wireless, lavaliere, etc.), location of speaker slide monitors and countdown clock, who will control slides, etc.

Identify a location for speakers to meet near the stage with the program chair 15 minutes before they are scheduled to start their session.
The program chair should have a list of cell phone numbers and room numbers to contact any speaker who is not present on time at the designated location.

**At the Program**

- Designate a representative of the committee to introduce and time each program segment. Introductions should be brief. Include assignments for introductions in a written agenda. Time is your enemy. Start on time even if there are 10 people in the audience. Make sure you finish each segment early or on time. Do not be shy—a delay can kill your program. EVERYONE NEEDS TO BE ON THE SAME PAGE TO AVOID A DISASTER.

- Just say NO! Speakers will want to do things their own way. Do not open a session to the audience—you lose control of the content and timing of the session. Remember: You are in charge; you are in control.

- Sit in the front row. Request a podium clock ticking down the time so that you can help the speakers stay on track. The clock should be reset for each session. Advise speakers when 10, 5, and 2 minutes remain in their respective presentation segment.

- Shut the doors to the program ballroom 2 minutes before each segment begins.

- Ask TIPS staff to sound the chimes 5 minutes before the session begins. Flash the lights 3 minutes before the start of each session.

- Designate one or two committee members to sit in strategic locations to signal speakers in the event speakers are not talking into the microphones. Inform the speakers of these people and their locations at the prior day’s coordination sessions.

- Confirm who will handle the PowerPoint and music for each session.

- Work with TIPS staff to determine the number of clickers to advance the slides and who will control advancing the slides. Make sure all name cards are available and set up in the appropriate positions on the table or podium to identify each speaker.

- During the program, committee members will often request announcements. If it is not realistic because of time constraints just say NO!

- Have fun!
4. Accreditation in States with Continued Legal Education Requirements
Accreditation in States with Continued Legal Education Requirements

A. Role of the Program Chair
   1. Inform TIPS Staff of the specialty areas of law, including ethics, to be covered in the program.

B. Role of the TIPS Staff
   1. Prepare forms and materials for the ABA MCLE Unit who contacts state accrediting boards, informing them of the date, place, topics, and faculty of the program and other information as requested.
   2. Create and distribute MCLE forms for participants to complete at the meeting/program.
   3. Compile information from evaluation forms and transmit them with the names of the program attendees to the MCLE Unit so they can submit them to respective state CLE boards or otherwise comply with individual reporting requirements.

C. Accreditation in states with CLE Requirements

States with Mandatory Continuing Legal Education (MCLE) require attorneys fulfill a certain amount of CLE in order to remain actively licensed.

The increase in MCLE states has created a new demand for programs. In addition, this increase has created a volume of record keeping. Documentation must be submitted to ensure that participants receive proper credit from MCLE states. This documentation includes a final agenda of the program, a final registration list, and an evaluation summary of the program, along with other form documents.

The ABA makes great efforts to have its programs approved for as many credits as possible. Each state has separate regulations. Because of its nationwide membership, the ABA must apply to all states.

Thirty-nine states now require lawyers licensed to practice within their borders to satisfy a number of hours of continuing legal education courses. These states require that the ABA obtain accreditation of its programs. This is also true of those states which adopted specialization plans. Under these plans, an attorney may hold him/herself out to the general public as a specialist in these states, attorneys must complete a specific number of hours of CLE courses which deal with the specialty.

The states of New York, Texas and Philadelphia have different CLE requirements than that of other MCLE states. New York requires that each licensed attorney sign-in and sign-out for each program. They also require a separate CLE form to be completed and signed by both the licensed attorney and ABA staff at the conclusion of the program. A copy is given to the attorney and the other copies are then returned to the ABA for processing. Texas requires each licensed attorney to complete an accreditation scantron card and submit it to the ABA staff at the conclusion of the program for accreditation. Philadelphia accepts the general Uniform Certificates of Attendance along with the Philadelphia CLE form which must include the number of CLE credit hours along with a check for the amount of money which reflects the number of CLE credits they are looking to receive for the program.
The ABA MCLE Unit maintains a current files of the requirements of each state with enacted mandatory continuing legal education requirements. Prior to a program, each state is sent a complete program agenda and other materials in compliance with the rules of each state. The states then determine the number of hours of CLE credit they will give for a particular program.

The individual attorney attending the program is responsible for knowing the requirement of his/her state and for following through with providing documentation of attendance. The MCLE Unit will inform the individual’s home state of his/her attendance at the program.
5. TIPS CLE Manual
...uniting plaintiff, defense, insurance and corporate counsel to advance the civil justice system.

CONTINUING LEGAL EDUCATION (CLE) MANUAL
PREFACE

This Manual has been prepared for use by continuing legal education (CLE) Chairs of the Tort Trial & Insurance Practice Section that are planning national, regional and Midyear Meeting Committee CLE programs. It is a guide to policy and procedure and is based on TIPS member and staff experience in organizing programs. Careful review of the policies and suggestions in the manual should ensure a successfully organized CLE program.

Extra copies of this Manual are available from the TIPS CLE Department. Questions will undoubtedly arise during the several months of preparation for a program. When this happens, or when any information in the Manual is not clear, the Program Chair should contact the Director of Meetings & CLE regarding National Programs, and the Meeting Planner regarding Committee Midyear Meetings and Regional Programs. We welcome any suggestions for improvements.

Tort Trial & Insurance Practice Section
American Bar Association
321 North Clark Street
Chicago, Illinois 60654
(312) 988-6230 FAX
I. INTRODUCTION

The continuing legal education (CLE) of the Bar in the United States is an enormous undertaking. The demands for current and quality information about changes in all areas of the law, and the need for attorneys to interact personally and discuss their experiences in the practice of law must be satisfied.

Tort Trial & Insurance Practice Section (TIPS) CLE programs address these demands and needs directly by encouraging the participation of those same lawyers seeking continuing legal education. Drawing upon the astounding proclivity of the profession to contribute its time and intellect freely, the General Committees work together with the CLE and Meetings Departments to organize programs of the highest caliber and breadth of subject. Among the major benefits of CLE programming are member retention by involvement in production; new members resulting from involvement with TIPS CLE products; and financial benefit from revenue.

Once the inspiration for a program topic has surfaced, whether based on previous successful programs, new legislation or emerging issues of law, it must be approved by the TIPS CLE Board. The TIPS staff assists in preparing budgets, marketing/publicity plans, inviting speakers, and arranging planning meetings, all tailored to the particular needs and characteristics of specific programs.

While all programs are organized with the expectation of meeting expenses (and most of them exceed this), one major principle of TIPS CLE programs is that availability of continuing legal education not be denied by arbitrary revenue production goals. In this very real sense, the TIPS programs are a service to the profession, placing its professional needs first.

The coordination required to produce the programs each year is the responsibility of the TIPS staff. All logistical concerns of where and when the programs will be held, the marketing, mailings, printing of papers, and registration, for example, is coordinated with the TIPS staff. The staff works closely with the individual Program Chair to assist with development of agendas, speakers, and topics, and most importantly, timetables for production of each program. The TIPS staff will also coordinate National Institutes with the staff of the Division for Professional Education.

TIPS CLE programs face a number of exciting challenges. The wealth of materials produced at each program, the increasing specialization by attorneys, and the need for improved legal skills all require productive outlets. The Tort Trial & Insurance Practice Section CLE programs are meeting these challenges aggressively and with the consistent and impressive support of the Tort Trial & Insurance Practice bar.
II. CLE BOARD

The TIPS Continuing Legal Education Board (CLE Board) is responsible for coordinating and overseeing the Section’s publications, continuing legal education programs, and related materials. The Board shall be responsible for approving and scheduling all CLE programs and for maintaining a detailed master CLE schedule.

The Board shall review the content, speakers, budget, and marketing plans for all CLE programs, and make recommendations to the Administrative Committee. The Board shall formulate and implement a coordinated strategy for the marketing and sale of all publications, videotapes, and related CLE products. Refer to the TIPS Leadership Directory for current CLE Board leadership.

MEETINGS & CLE STAFF:

Janet L. Hummons
Directors of Meetings & CLE
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Debra D. Dotson
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Donald Quarles
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Ninah F. Moore
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III. PURPOSE

CLE BOARD
The TIPS Continuing Legal Education Board ("CLE Board") is responsible for coordinating and overseeing the Section's publications, continuing legal education programs, and related materials. The Board shall be responsible for approving and scheduling all CLE programs and for maintaining a detailed master CLE schedule.

The Board shall review the content, speakers, budget, and marketing plans for all CLE programs, and make recommendations to the Administrative Committee and Council. The Board shall formulate and implement a coordinated strategy for the marketing and sale of all publications, videotapes, and related CLE products.

TYPES OF CLE PRODUCTS

National Programs - A national program is one that is national in scope; will attract an audience from around the country; is held in a destination that is easily accessible; contains 1-1/2 to 2 days of educational programming; is organized and staffed by TIPS personnel; is marketed to a wide audience; has a budget that has been determined to produce revenue and approved by TIPS leadership.
CLE Board Liaison: Designated by CLE Board Chair  Staff: Janet L. Hummons

Committee Midyear Programs - A Midyear Committee program is one that is designed specifically to serve a principal goal of one or more TIPS Committee(s); will attract Committee members; is often held in a destination that is easily accessible; contains several 1/2 days of educational programming; is organized and staffed by TIPS personnel; is marketed to a limited audience; business meetings are held in conjunction with the CLE programming and has a budget that has been determined to meet expenses plus a minimum of a 20% revenue; and approved by TIPS leadership.
CLE Board Liaison: Designated by CLE Board Chair  Staff: Ninah F. Moore

Regional Programs - A regional program is one that is regional in scope; will attract a regional audience; is sometimes held at law schools or other limited meeting facilities; contains 1/2 to 1 day of educational programming; receives limited assistance from TIPS personnel; is staffed by TIPS personnel only if held in Chicago; and is marketed regionally.
CLE Board Liaison: Designated by CLE Board Chair  Staff: Ninah F. Moore

Section Conference – TIPS Section Conference is held each year in April/May and includes continuing legal education programs that are formulated by the Section Conference Task Force.
CLE Board Liaison: Designated by Section Conference Task Force  Staff: Janet L. Hummons

Annual Meeting Programs - The Annual Meeting is held each year in August and contains substantial continuing legal education programming that is produced by the General Committees.
CLE Board Liaison:  Staff: Debra D. Dotson

Distance Learning - Videotapes are produced by an outside vendor at the Annual Meeting of specific programs and sold with program materials at a later date for those who are unable to attend the programs. CLE Board Liaison:  Staff: Ninah F. Moore

Telephone Programs - Telephone CLE programs are produced by an outside vendor. They are national in scope; will attract an audience from around the country and contains 2-3 hours of educational
IV. CRITERIA FOR PROGRAMS

In selecting a specific course to be pursued by TIPS, the choice of an individual CLE program should be guided by the following considerations:

A. Goal
   1. Does it serve a principal goal of TIPS? (e.g., promote and improve the standards of professional competence of tort and insurance practitioners).
   2. Does it serve a principal goal of a TIPS Committee?
   3. Does it serve an overriding need of lawyers within the profession? (e.g., mandatory continuing legal education requirements)

B. Subject Matter
   Subject matter is the primary factor contributing to a successful CLE program. While other factors may contribute to the success of a program, the subject matter is the first and foremost reason why the majority of people choose to attend.
   1. Is the program well planned and organized? What is the Format? Is it conducive to a learning experience?
   2. Is the topic timely, Academic or/and Hands-on?
   3. Is the program held at a time that is free of conflicts?

C. Sponsorship
   1. Who will sponsor the program?
   2. Who will take the financial risk in the program?
   3. Should co-sponsorship with other ABA entities be encouraged?
   4. Should co-sponsorship with non-ABA entities be encouraged?
   5. Does the program involve substantial sponsor participation?
   6. Does it include planning, faculty and marketing assistance?

D. Financial
   1. Will the program return revenue to TIPS? What is the return of revenue that will be generated by the program? Does this return warrant holding this program?
   2. Is it important to TIPS to sponsor this program even if it is only expected to breakeven?
   3. Is the level of tuition a deterrent to attendance?
   4. Has the program been held successfully in the past year?
   5. Is the program to be held in a city that minimizes travel expenses for speakers and attendees?
   6. If co-sponsored, what is the financial arrangement?
V.  PROGRAM PLANNING

A. Role of the Program Chair
   1. Work with CLE Board and steering committee in determining the areas to be covered by the program.
   2. Select, organize and supervise Planning Committee.
   3. Obtain TIPS CLE Board approval for program.
   4. Select and recruit experts to prepare oral presentations and written course materials; supervise their efforts.
   5. In conjunction with TIPS staff, develop budget and marketing plan.

B. Role of the TIPS Staff
   1. Suggest possible topics and titles for program.
   2. Suggest modes of presentation.
   3. Inform Program Chair of previous coverage of the topic by TIPS or other CLE organizations.
   4. Ascertain if other ABA Sections or CLE organizations are planning to produce a program on the same or similar topic and advise Program Chair.
   5. In conjunction with Program Chair, develop budget and marketing plan for approval by the CLE Board.

C. Topic Selection
   TIPS topics generally deal with issues of timely importance and interest to the section members. Suggestions may come from the CLE Board, General Committees and from the TIPS staff. They range from the effect of new legislation on the law (Americans with Disabilities Act), a changing aspect within a broad area of law (International Environmental Law), or present skills within a relatively settled area of the law (How to Win a Business Jury Trial). Whatever the topic, based on our experience in presenting programs, we have observed that adults learn best when they are presented with programs that are practice-oriented, "how to," transactional rather than theoretical or academic, and that teach timesaving, money saving skills they can use to improve service to their clients immediately!

D. Early Planning
   A CLE program requires a great deal of preparation and planning. Such planning should begin at least one year before a projected program date. This time is needed to select program topics, to arrange hotel and meeting accommodations, to select program faculty and receive commitments from them, and receive approval of the CLE Board.

   To avoid scheduling conflicts and duplication of educational programs, adequate advance notice of a program must be given to the TIPS CLE Board, ABA Sections and related legal organizations. The TIPS staff informs these groups of its scheduled programs through the ABA Master Calendar and correspondence, and in return receives information about plans of their group. The purpose of this exchange of information is to ensure that programs on similar topics will not be presented in the same area at the same time.

   Once the CLE Board has approved a program in principle, it works with the Program Chair, who is generally a noted expert in the subject matter of the program. The Program Chair and the Planning Committee decide which topics the program should emphasize and drafts preliminary outlines. When the Planning Committee and CLE Board have approved a course of study, the
Planning Committee should begin to fill the faculty positions on the program.

E. Speaker Selection
The prime consideration in selecting faculty is the expertise of the individual in the program's subject matter. The speaking and writing ability of prospective faculty members should be reviewed before positions are offered. TIPS committee members should be invited to speak whenever possible. Faculty can include scholars, private practitioners, in-house corporate lawyers, government lawyers, judges, physicians, engineers, insurance company personnel, and others with relevant expertise in the subject area. Non-lawyers may be selected in appropriate circumstances for speaking positions. "Vendor-types" that is, individuals selling a service or product should not be invited to speak unless no attorney can be found to make the presentation. If you wish to attract in-house corporate lawyers to your program, include topics of interest to them and invite them to make presentations.

The ABA House of Delegates adopted a resolution in 1992 that all entities which offer CLE under the auspices of the ABA conduct appropriate and ongoing outreach to identify and include qualified presenters for CLE programs who reflect the wide and rich diversity of the legal profession. In addition, each entity must provide an annual report demonstrating its efforts to reach out to a diverse roster of faculty.

TIPS leadership is committed to diversity and you must include women and minorities on Planning Committees and faculties. The TIPS Minority, Women, and General Membership Involvement Committee has prepared a directory that can be used to assist in locating speakers. In addition, the ABA Division for Professional Education also maintains a Clearinghouse for minority and women speakers. Program Chair is encouraged to use the Directory and Clearinghouse and expand its listings by identifying outstanding panelists from their programs.

F. Planning
Planning Committee members are expected to maintain close contact. A poorly organized program wastes the time of speakers and registrants. In addition to general planning, Committee members should be assigned specifically to review of the preliminary outlines prepared by each speaker. Each panel should also converse several times and circulate the preliminary outlines to ensure that each specific topic will be covered thoroughly without undue repetition.

G. Format of Oral Presentations
Programs traditionally have relied heavily on the lecture form of instruction, supplemented by question and answer sessions. Although speakers have occasionally talked for one hour or more, the ideal duration for each lecture is 45 minutes, leaving the last 5-10 minutes for the answering of written and oral questions.

While lecturing is a suitable form of instruction for most purposes, Planning Committees should consider the desirability of alternate forms. Debates, panel discussions, mock trials, short plays, video tapes, slide projections, films, power point and demonstrations have been used effectively. A mixture of different educational methods tend to relieve monotony, stimulate thinking (and thereby learning), and reinforce the program's subject matter. Excessive use of the lecture method by itself should be avoided.
Multiple Presentations
TIPS programs can be presented more than once. Topics of broad interest to a wide section of TIPS will occasionally merit multiple presentations in more than one city to enable larger numbers of lawyers to attend the programs. Duplicate presentations, in two different areas of the nation, may be desirable because large numbers of lawyers are not always able to travel long distances to programs.

Except under unusual circumstances, more than three presentations should not be scheduled.

VI. PROGRAM APPROVAL PROCESS

A. Role of the Program Chair
   1. Prepare and forward to the TIPS staff the program proposal form, program outline, description, tentative speaker selections, date(s) and site, budget, and suggested marketing/publicity plan to obtain approval of program from the CLE Board.

B. Role of the TIPS Staff
   1. Advise and assist the Program Chair in preparing the program outline, program description, faculty selections, marketing/publicity plan and budget for CLE Board approval.
   2. Critique and supplement the program proposal when received.
   3. Finalize marketing/publicity plan with advice of Program Chair.
   4. Forward above materials to CLE Board for approval.

The CLE Board must give its approval before any course may be presented as a TIPS program. The purpose of this requirement is to avoid scheduling conflicts, to assure that all TIPS continuing legal education programs are of the highest quality, and to assure a sound financial basis for each program.

A copy of the Course Proposal Form is located at page 14. Information required for the proposal includes: type of program, title, sites, and dates of the program, subject matter description and program, speakers and addresses and marketing/publicity plan.

The TIPS staff will prepare the marketing/publicity plan and budget with the Program Chair's assistance and forward with the program proposal to the CLE Board for consideration and approval. When the CLE Board approves a program, it may also make suggestions intended to help the committee present a more affective program.

The TIPS CLE Board meets at the Fall Planning Meeting, ABA Midyear Meeting, Spring Meeting and ABA Annual Meeting. All materials should be submitted 30 days prior to the meeting. Telephone conference calls and fax votes can be used between full Board meetings.

The CLE Board liaison for each type of CLE program and/or the Chair of the CLE Board will make a presentation to the Administrative Committee to obtain approval of all TIPS programs.
6. National CLE Programs
National CLE Programs

CLE plays a vital role in the life of the Section. Not only do TIPS members benefit from participating in the highest caliber of CLE, but CLE also increases committee visibility and membership, offers professional networking opportunities, and increases Section revenue.

A national program...
- Addresses an issue that will attract an audience from around the county
- Contains 1-2 days of CLE,
- Projects to generate revenue for the Section,
- And must be approved by TIPS CLE Board.

The planning and development of a national program should begin a year in advance. This will guarantee adequate time to organize a planning committee, secure a facility, recruit program faculty, and prepare a program budget and marketing plan.

The TIPS CLE Manual found in this Policies and Procedures Guidebook will provide detailed Information on how to successfully plan a National CLE Program. When a committee chooses to present a National Program, the program chair(s) must complete and return copies of the program proposal form and program agenda including potential speakers to the Director of Meetings & CLE, Janet L. Hummons. The CLE Director will prepare a marketing plan and budget with the program chair’s assistance and forward with the program proposal to the CLE Board for consideration. When the CLE Board approves a program, it may make suggestions intended to help the committee present a more effective program.

The TIPS CLE Board meets at the Fall Planning Meeting, ABA Midyear Meeting, and TIPS Section Conference and ABA Annual Meeting. All program proposal information should be submitted 30 days prior to a CLE Board Meeting. Telephone conference calls and fax votes can be used to approve program proposals between full Board meetings.

Once the program has been approved, the CLE Board Chair can complete the Program timetable, secure the program site, confirm faculty, and finalize the program budget and marketing plan.

Substantive course materials that describe and supplement each speaker’s topic must be published and distributed to the attendees at the program. Several accrediting jurisdictions require course materials in order for an attorney to receive CLE credit in that jurisdiction.

Please contact the TIPS Director of Meetings & CLE or CLE Coordinator with any questions regarding National CLE meetings.

CLE Board Chair
Hall F. McKinley III
(404) 906-6528

Director of Meetings & CLE
Janet L. Hummons
(312) 988-5656

CLE Coordinator
Donald Quarles
(312) 988-5708

TIPS CLE Program Proposal Form can be found in Appendices page 354 or click here.
A Cutting Edge Program for Lawyers, Insurance, Claims and Risk Management Professionals, Investigators, Experts, and Trucking Company Personnel and Executives

Transportation-related accidents involving trucks and motor vehicles remain a reality of corporate life for those businesses involved in the transportation of products and materials. The potential losses associated with trucking accidents require a specialized expertise and understanding of a wide variety of issues, problems and solutions.

The Transportation Megaconference was the first and continues to be one of the leading continuing legal and claims education programs for those involved in all aspects of trucking company-related litigation—providing attendees with practical, nuts-and-bolts approaches to trucking-related litigation in a national forum. Attendees will learn from the experts as we provide an opportunity to meet, network, and exchange ideas with industry leaders and nationally known industry lawyers, experts, claims professionals, and consultants.

Sponsored by the Tort, Trial & Insurance Practice Section Commercial Transportation Litigation Committee and the Self Insurers and Risk Managers Committee, Transportation Megaconference XII marks the twelfth in a series of successful programs and presentations on trucking and motor carrier-related issues. Building on a tradition of excellence over the last 22 years, the program planners have again assembled some of the nation’s leading trucking litigation experts to address a wide variety of subjects which influence the daily operation of trucking businesses around the country and impact upon their litigation.

The Megaconference returns to our old friend, the City of New Orleans, home to the program since 1993. So join the best and brightest in speakers and attendees at what is always a cutting edge and informative program.

WELCOME

Wednesday, March 11, 2015

REGISTRATION

5:00 P.M. – 5:30 P.M.

WELCOME RECEPTION

ROY ALLEN COHEN, ESQ.

Chairman and Chair

Transportation Litigation Section

Joseph H. McElroy, Esq.

Program Chair

LAW OFFICE OF JOSEPH H. MCELROY

Andrew T. Stephenson, Esq.

Program Chair

INSTITUTE OF TRANSPORTATION LAWYERS

PROGRAM AGENDA

REGISTRATION

3:00 P.M. – 6:00 P.M.

WEDNESDAY, MARCH 11, 2015

6:00 P.M. – 7:00 P.M.

WELCOME RECEPTION

THURSDAY, MARCH 12, 2015

7:00 A.M. – 9:30 A.M.

CONTINENTAL BREAKFAST

8:15 A.M. – 8:45 A.M.

THE STATE OF THE TRUCKING INDUSTRY 2015

9:45 A.M. – 1:00 P.M.

BREAK
WELCOME

Dear Friends and Colleagues,

Mark your calendars for April 6-8 and plan to attend the premier annual CLE seminar on motor vehicle litigation. This program, entering its 26th year, will take place at the beautiful Arizona Biltmore Resort & Spa. Whether you represent claimants, plaintiffs, or work in-house, this is a must-attend event if your practice includes motor vehicle related litigation or produces liability for the defendant side.

This program will feature leading figures from the industry, in-house counsel, and master trial and appellate lawyers covering issues on the cutting edge of what is happening in both the industry and the courts. Among the faculty are NHTSA Assistant Chief Counsel, trial lawyers from throughout the country, along with senior in-house counsel for manufacturers such as Chrysler, Ford, General Motors, Toyota, Nissan, Honda, Kia, ANA, Acura, and the Co-Chair "Tire Company."

Our faculty of experienced counsel and experts will address legal and technical issues relevant to motor vehicle litigation, as well as recent developments in class actions, regulatory developments, Negligent Brakes and Collision cases, Trial related topics, and issues unique to component part manufacturers, tire companies, and much more!

As a special treat this year, on April 5, Exponent is again opening the doors to its Phoenix facility for a state-of-the-art demonstration, live vehicle-to-vehicle crash test, and a reconstruction “boot camp.” Exponent will provide round trip transportation from the Biltmore and lunch. This special event is open to all program attendees. However, because this is a secured government location, RSVPs are required by March 10, 2016, and should be directed to Anne Nance at anne.nance@exponent.com or 480.644.3501.

Be sure to set April 6-8 aside. We look forward to seeing you there!

EVENT CO-CHAIRS
Peggy Byrnes, Esq.
Assistant General Counsel
Horizon Blue Cross Blue Shield
Toms River, NJ

Ehsan Foroutan, Esq.
Assistant General Counsel
Toyota Motor Sales, USA, Inc.
Torrance, CA

George Fugazi, Esq.
Senior Claims Counsel
National Financial Services, Inc.
Manassas, VA

Mark Goldwyer, Esq.
Associate General Counsel
Kia Motors America, Inc.
Torrance, CA

Thomas Vander Hart, Esq.
Associate General Counsel
Hyundai Motor America
Fountain Valley, CA

PLANNING COMMITTEE
Suzanne Brown
Brown & Brown LLP
Dallas, TX

Lee Katcher
Lyons, O'Keefe & O'Connor
Philadelphia, PA

Anthony Smith
Huntley, Keating, O'Connor & Gargano, P.C.
Boston, MA

Leanne Williams
Michael, Staton, Anderson, Hoyle
Carmel, IN

Kate Wolf
Shook, Hardy & Bacon, L.P.
San Francisco, CA

Terry Peters
Huntley, Keating, O'Connor & Gargano, P.C.
Boston, MA

PROGRAM AGENDA

PRECONFERENCE WORKSHOP
WEDNESDAY, APRIL 6, 2016
12:30 PM – 4:30 PM
EXPERT WITNESS CONTEST AND ACCIDENT AND BIOMECHANICAL RECONSTRUCTION BOOTCAMP
FIELD TRIP TO EXPERIMENT FOR LIFE-ERA TEST AND RECONSTRUCTION SHOWCASE
RSVP Required

DAY ONE – THURSDAY, APRIL 7, 2016
7:30 AM – 1:00 PM
CONTINENTAL BREAKFAST

7:30 AM – 1:00 PM
EXPERT WITNESS CONTEST AND ACCIDENT AND BIOMECHANICAL RECONSTRUCTION BOOCTCAMP

3:00 PM – 7:00 PM
SPRING BREAK FROM THE EVENT CO-CHAIRS

8:00 AM – 5:00 PM
CURRENT TRENDS IN ENVIRONMENTAL COMMUNICATION AND AUGMENTED REALITY: WHAT IS THE DEBT TO THE ENVIRONMENT?

9:00 AM – 5:00 PM
LEGISLATIVE UPDATE: WHAT HAPPENED TO THE LEGISLATIVE ARMADA:

SPONSORS
Warren Stewart, Esq.
Shook, Hardy & Bacon, L.P.
San Francisco, CA

Janet Vosburg, Esq.
Baker, Donelson

Silver

Bronze

WATKINS & LUGER
KIRK & CALDWELL
7. Regional Meetings
Planning Committee
- At least 3-4 persons are needed locally to divide the work

Seek Co-Sponsorship
- Other TIPS Committees
- State and Local Bar Associations
- Minority Bar Associations
- Other ABA Sections
- Other Legal Organizations

Location and Meeting Site
- Seek assistance from co-sponsors
- Local bar association or law firms/corporations
- Facilities with law firms or corporations
- Location must be one where a large enough audience of committee members exists to make program financially successful
- Generally, the audience should be from no more than a 50 mile radius. These are meetings intended to bring TIPS programs closer to home. There may be some exceptions on the east coast and around major metropolitan areas in which attendance can be solicited form a broader area.

Dates
- Experience shows that the most favorable time periods are after the second week in January through the first two weeks of June; after the second week of September through the first week of December.
- Get it on the TIPS Calendar!
- TIPS has policy governing blackout periods; No programs are to be scheduled three weeks before the ABA Annual Meeting or two weeks before the TIPS Section Meeting if CLE is included in the Section Meeting.
- Avoid other major TIPS Meetings.
- Avoid holiday periods.
- Avoid conflicting programming with ATLA, DRI, IADC, PLRB, FICC, ADTA

Time Frame
- One-half day session works best for Regional Meetings
- 8:00 AM – Noon or 1:00 PM – 5:00 PM
- A Friday morning format has worked well.

Topics
- Local, regional or national topics of interest.
- Don’t forget to include a brief introduction to the ABA and TIPS to solicit nonmembers to join.
- Your program needs TIPS approval.
Speakers
- Use local TIPS committee members.
- Try not to load program with speakers from one law firm or company.
- If speakers on the committee chair must travel to attend the meeting the costs must be built into the budget and are subject to the ABA reimbursement policy limits.
- Invite local members of TIPS leadership to attend and introduce TIPS.

Promotion/Publicity
- A member of the planning committee must be able to prepare and mail the program brochure.
- TIPS can provide Committee meeting labels by zip codes.
- Local firm client/newsletter local mailing lists are a good source.
- Identify local papers/newsletters/magazines/bar journals to announce meeting dates and programs.
- Get help from co-sponsors.
- Decide on first class or third class mail; If third class, should it be mailed out of the TIPS office in Chicago or locally where the regional meeting program will be conducted?
- Mail at least two months in advance of the program. Caution: use of third class mail will require at least three months.
- Planning Committee should follow-up with phone calls to potential attendees.

Items to Budget for
- Printing costs for program brochure.
- Mailing costs
- Coffee/Food Service
- Meeting space rental; fees and AV rental
- Costs of travel for speakers, committee chair to attend, if appropriate.
- Photocopying costs for speakers papers, evaluation forms, and other materials to be distributed.
- Planning committee costs; conference calls, etc.
- CLE credit costs
- Budget for a 10% profit

Logistics
- One contact person form the planning committee should be appointed to receive and process registrations.
- An on-site registrar is a must! A planning committee member should donate the time of a clerical staff member.
- A single contact person is a good idea for meeting arrangements.
- A good accounting system is needed.
- Be prepared for on-site, pay at the door, registrants.
Regional Committee Meeting
Follow-Up

To be completed by the Committee Chair/Regional Program Committee no more than two weeks after the program:

Checklist:

______ Send a copy of attendance list to TIPS Staff and Chair of TIPS Membership Committee
______ Send thank-you letters to the speakers
______ Send copy of speaker paper(s) to TIPS Staff for possible sale/publication by TIPS
______ Deliver final accounting (expenses and revenues) to TIPS with appropriate documentation
______ Anything for your Committee Newsletter from this?
______ Complete Regional Committee Meeting Survey and return to TIPS Staff.

Your Experience is important to TIPS!

All TIPS Committees can benefit from it.

Thanks for your cooperation!
Regional Committee Meeting Survey

Please complete after your program and return to:
Ninah F. Moore
Meeting Planner
American Bar Association
321 N. Clark St.
Chicago, IL 60654
Phone: (312) 988-5498
Email: ninah.moore@americanbar.org

1. Please summarize your regional meeting:
   
   TIPS Committee: ____________________________________________
   
   Co-Sponsors: ____________________________________________
   
   Location: ____________________________________________
   
   Date: ____________________________________________
   
   Attendance: ____________________________________________
   
   Profit/Loss: ____________________________________________

2. How did you choose your program, location and speakers?

3. How did you advertise your program?

4. Did you use an evaluation form and if so, how did attendees rate the program?

5. Based on your experience with the meeting, what practical TIPS would you give to others in TIPS who want to conduct a regional meeting?

6. Describe the assistance you receive from ABA TIPS Staff?
   
   Please attach a copy of your attendance list, evaluation forms, and 5 copies of your program and send them to the TIPS office at the above address.
CLE Credit for Regional Committee Meeting Programs

- Does the state in which your program will be held require CLE? If so, CLE would be a plus for attendance.

- Will your committee be able to meet the likely requirements to obtain CLE credit:
  1. Advance submission of written program and speakers
  2. Written materials required from the speakers
  3. Attendance list or sign-in sheets from program
  4. Certificates or other verification of attendance for registrants
  5. Written evaluation forms to be completed by attendees

- Check your State’s CLE requirements.

- The TIPS Staff can help you obtain CLE credit through the ABA blanket approval mechanism, but the ABA charges TIPS a processing fee plus a per hour fee for the work done on your behalf. Your regional meeting budget should include a minimum of $600 for this service.

- In the alternative, assign one member of your Regional Meeting Program Committee to perform this function to save costs.

- Available from the TIPS office:
  1. Uniform Certificates of Attendance
  2. Sign-in/Sign-out sheets
  3. Course Evaluation Forms
  4. Blank Name Badges
  5. TIPS Membership Information
  6. TIPS Upcoming Program Brochures

**Contact:** Debra D. Dotson  
Meetings Planner  
American Bar Association  
Tort Trial and Insurance Practice Section  
(312) 988-5597  
Email: debra.dotson@americanbar.org
Tort Trial and Insurance Practice Section CLE Seminar Evaluation

An evaluation of this type will be sent to the Program Chair or Designee for the Regional Program which includes the names of the speakers for the seminar.

Seminar Title: ________________________________________________________________
Location: ________________________________________________________________
Date: __________________________

1. Overall the seminar was (circle the appropriate response):
   Excellent   Good   Fair   Poor

2. Evaluate seminar faculty (please use one of the classifications below in the Topic, Speaking Ability and Written Materials columns): Excellent, Good, Fair, Poor

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>General Topic</th>
<th>Speaking Ability</th>
<th>Written Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. John Smith</td>
<td>Excellent</td>
<td>Good</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

Additional Comments:

3. What attracted you to attend this seminar (check only one response)?
   □ Speakers/Moderators
   □ Location
   □ Topics
   □ CLE Credit
4. Suggested topic(s) for future seminars:

5. Please indicate which seminar format and day of the week you prefer:
   A.M.   P.M.   Full Day   Day of the week: ____________

6. Additional comments/suggestions:
Dear Colleague,

We are delighted to invite you to the 43rd Annual TIPS Midwinter Symposium on Emerging Issues and Litigation Relating to Life, Health, Disability and ERISA. Please join us for a great opportunity to learn and mingle with colleagues in the industry at the beautiful Hyatt Regency in Coral Gables, Florida, conveniently located near Miami’s business center and some of the best golf, beaches, dining, and nightlife. South Florida has to offer.

This year’s program maintains its focus on the latest issues in the life, health and disability insurance and ERISA arenas. Topics include the Department of Labor’s fiduciary rule, the impact of the ACA on the health insurance industry, Brexit’s affect on the U.K. and European insurance markets, recent rulings in ERISA administrative appeals, and trends in litigation and class actions involving life insurance and annuities.

We will also devote programs to related litigation skills, including a much-anticipated panel program on appellate advocacy, featuring three state supreme court justices and an appellate court judge, as well as a program on legal ethics and competency in the digital age from the Bar’s Commission on Professionalism and Ethics program at the University of Miami School of Law. And, the program will include the annual roundtable discussion by a panel of former state insurance commissioners, featuring the latest insights on challenges and controversies in insurance regulation. We anticipate that this year’s ethics credit will be available in the year’s program.

The program begins with a reception on Thursday evening, a great opportunity for networking and renewing acquaintances. Veteran attendees of the Midwinter Symposium will welcome new attendees at this event on Thursday night. First-time attendees will find a warm and welcoming group of gifted professionals who deeply enjoy the educational meetings and social events. You’ll see why our “regulars” keep coming back. These extraordinary programs begin on Friday morning, with an outstanding networking reception and more diverse and around opportunities on Friday evening. The meeting concludes early afternoon on Saturday to allow for plenty of time to take advantage of the South Florida beaches for the remaining weekend. Bring your family or friends. There is so much to do in the Coral Gables/Miami area.

Members of the Life Insurance Law, Health & Disability Law, Employee Benefits, and Insurance Regulation Committee of ABA TIPS are also welcome to attend the committee’s annual strategic planning sessions on Saturday afternoon, which provide an opportunity for members to shape the future direction of their respective committees.

Anyone interested in outstanding CLE programming and opportunities for networking in a collegial and beautiful setting, must not miss this unique, lively conference in the Florida sun, will not want to miss this meeting. We look forward to seeing you there!

Stephanie A. Robins
Chair, Life Insurance Law Committee

Stephen M. Desaulniers
Chair, Health and Disability Insurance Law Committee

Emily Seymour-Cordal
Chair, Employee Benefits Committee

Bennie L. Johnson
Chair, Insurance Regulation Committee

---

**REGISTRATION FORM**

**ABA TIPS TRUST & INSURANCE PRACTICE SECTION**

**43rd Annual TIPS Midwinter Symposium on Insurance & Employee Benefits Emerging Issues & Litigation Relating to Life, Health, Disability and ERISA**

**January 13-15, 2017 – Hyatt Regency Card Gables • Coral Gables, FL**

**Registration Deadline: December 22, 2016 • Hotel Deadline: December 22, 2016**

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1. **REGISTRATION**: (Please print or type one per person. A photocopy is fine for additional registrants)

   **NAME:**
   **LAST NAME**

   **NAME AS YOU WISH IT TO APPEAR ON YOUR BADGE:**
   **MIDDLE INITIAL**

   **I WISH TO BECOME A MEMBER OF THE ABA:**

   **CITY**
   **STATE**
   **ZIP**

   **PHONE (TOLL-FREE):**
   **EMAIL ADDRESS**

   **SPOUSE ON DEATH NOTICE:**

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**2. REGISTRATION FEES**

   **On or Before After**
   **Registration Fee**
   **TOTAL**
   **TIPS Member** $500 $525 $525
   **ABA Member** $550 $575 $575
   **General Attendance** $495 $720 $720
   **TIPS Insurance Company/International/Employee** $275 $425 $425
   **Law Student** $200 $200 $200

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**3. MATERIALS**

   **a.** I will not be attending the meeting and wish to order program materials on CD-ROM for $150.

---

**4. TOTAL PAYMENT**

   **TOTAL**

**5. PAYMENT INFORMATION**

   **Check**

---

**6. CERTIFICATION**

   **Payment is received in full.**

---

**Note:** We encourage you to register using the online registration, link on this form. If you are unable to register online, please fill the form to register by mail or fax. In order to protect your credit information, we have eliminated credit card processing at this site.
SYMPOSIUM: ANIMAL SHELTER LAW
Sponsored by the ABA Tort Trial & Insurance Practice Section’s Animal Law Committee

October 5, 2016 1:00 pm-5:00 pm
Doubletree by Hilton Seattle Hotel
18140 International Boulevard, Seattle, WA

Topics Include:

- Litigation Involving Shelters
- The Law of Animal Ownership: Resolving Title Disputes Over Companion Animals
- Dangerous Dog Classifications
- Legal Framework for the Million Cat Initiative/Return to Field Paradigm Shift

Speakers:

Richard C. Angelo, Jr., Legislative Attorney, Cat Initiatives, Best Friends Animal Society, Kanab, UT

Adam P. Karp, Animal Law Offices of Adam P. Karp, Bellingham, WA

Jane E. McBride, Illinois Humane, Springfield, IL

Fran Ortiz, Professor of Law, Houston College of Law, Houston, TX

Bruce A. Wagman, Schiff Hardin, San Francisco, CA

Register Online Today at www.americanbar.org/tips

General Admission: $50
Admission + CLE Credit: $100

Scholarships are available for this program. For more information, please visit http://ambar.org/scholarshipfundtips

CLE Information:
The ABA directly applies for and ordinarily receives CLE credit for ABA programs in AK, AL, AR, AZ, CA, CO, DE, GA, GU, HI, IA, IL, IN, KS, KY, LA, MN, MS, MO, MT, NH, NM, NV, NY, NC, ND, OH, OK, OR, PA, PR, SC, TN, TX, UT, VT, VA, VI, WA, WI, and WV. These states sometimes do not approve a program for credit before the program occurs. This course is expected to qualify for 3.6 CLE credit hours in 60-minute states, and 4.4 credit hours in 50-minute states. This transitional program is approved for both newly admitted and experienced attorneys in NY. Attorneys may be eligible to receive CLE credit through reciprocity or attorney self-submission in other states. Questions: contact Ninah Moore at ninah.moore@americanbar.org.
8. Written Course Materials
Written Course Materials

Role of the Program Chair

1. Advise each speaker as he/she is recruited that they are required to prepare written materials of publishable quality for distribution at the seminar. This is a necessity to obtain CLE credit.
2. Appoint an editor to collate and review the written materials (if necessary).
3. Make suggestions to speakers to broaden or limit their coverage of topics (if necessary).
4. Return incomplete materials to panelists for amplifications (if necessary).
5. Monitor the submission of final papers and follow-up with speakers who miss deadline.

Overview

A book of comprehensive written materials that describe and supplement the topics to be discussed by the speakers must be prepared, published, and distributed to attendees at every program. Several accrediting agencies for continuing legal education require that in order for a lawyer to receive credit towards satisfying the state’s requirements, written materials must be distributed at each program.

TIPS programs consist primarily of speeches, panel discussions, and other types of oral presentations. However, to maximize the educational value, it is very important that the oral program be supplemented by written materials, to be organized as a program book.

Written materials should be prepared or selected with three separate purposes in mind:

1. They serve as a guide to each speaker’s presentation
2. They should supplement and elaborate on the oral program
3. They should be a permanent resource tool that can be used by the practitioner to assist him/her in later research on the program’s subject matter.
9. Program Administrative Matters
A. Role of the Program Chair or Designee
   1. Pre-register attendees.
   2. Send notice of receipt of registration to registrants.
   3. Prepare and print final registration lists.
   4. Prepare name badges for registrants.
   5. Order printing of name cards for speakers and other signs.
   6. Request hotel or meeting site to prepare meeting facilities to required meeting specifications.
   7. Send written materials, registration lists, and administrative supplies to hotel or meeting site.

B. Role of TIPS Staff
   1. Receive approval for meeting from Regional Meeting Coordinators.
   2. Apply for CLE Credit after approval of program.
   3. After receiving Uniform Certificate of Attendance from the ABA Center for CLE, prepare MCLE accreditation forms, sign-in sheets and program evaluations.
   4. Coordination of TIPS membership information along with CLE forms are sent to the Program Chair or Designee.

C. Pre-Registration
   Included in the brochure is a registration form that is to be returned directly to the Program Chair or Designee. When the registration form is completed and returned, the Program Chair or Designee sends all monies and credit cards to the ABA office for allocation to the program account. The designee records the registration information; sends an acknowledgement stating that he or she has been pre-registered, the time and place of registration at the program, and any other pertinent information regarding the program. All written materials should be picked up at the TIPS registration desk on the day of the program.

   Later, the designee will prepare a badge for each registrant and keep a current alphabetical listing of attendees.

D. Clerical Assistance at Program Site
   If the program is in Chicago, TIPS Staff will be made available if needed to perform administrative tasks on-site. The assistance is especially important at the registration desk on the first morning of the program. Registration usually begins at least one hour prior to the beginning of the program. For the next hour or two, the volume of work is normally very heavy as registrants arrive, pay tuition fees, pick up written course materials, etc.

   A local temporary personnel agency is the usual source for clerical personnel who are experienced in handling registration desks for conventions. For programs that are not administered by TIPS staff, Planning Committee members for their staff will handle. Request from the staff should be submitted to the temp agency one month in advance. The additional clerical personnel are given precise instructions: how to register people; how to distribute written materials, etc. The staff person at the program maintains close supervision over the registration process. Temporary personnel costs are met by the program account.
E. Audio-Visual
Various types of audio-visual equipment are used. Most basic is sound equipment amplification system, including microphones, loud speakers, etc. The hotel normally provides this equipment as part of the educational function room accommodations for a fee. The audio visual costs are met by the program account.
10. Annual Meeting Program Planning
MEMORANDUM

To: 2017-2018 ABA/TIPS General Committee Chairs and Chairs Elect

From: Debra D. Dotson, Senior Meeting Planner

Date: September 2017

Re: 2018 ABA Annual Meeting Program Planning

This memo describes guidelines and suggestions for planning programs for the 2018 ABA Annual Meeting in Chicago, IL.

1. Establish a coordinating committee and schedule.

   a) Do not try to do it all yourself. Delegation, division of labor, and accountability are the keys to a successful coordinating committee. Designate program chairs as soon as possible.

   b) Involve members from each sponsoring committee.

   c) Program coordinating committees should meet via conference call once each month to confirm assignments and ensure that all tasks are completed.

2. Develop Quality Programs

   a) Programs with practical information regarding a timely subject are the most successful. However, identifying a timely subject matter 12 months in advance of the program date is a difficult task.

   b) Research potential topics and solicit input from committee members.

   c) Confirm whether topics have been previously addressed by other professional organizations.

3. Identify Potential TIPS Committee Co-Sponsors

   a) A limited number of programs will receive final approval for presentation at the Section Conference and Annual Meetings.

   b) Co-sponsored programs with other TIPS Committees are generally viewed more favorably than programs sponsored by only one committee.
4. Don’t Waste Good ideas
   a) If you have some ideas for CLE programs that are not selected for the Annual Meeting, consider presenting the program as a Webinar.

5. Meet deadlines.
   a) The programs that are not accepted are from the committees that fail to meet the deadlines. Historically, one or two outstanding programs never make it out of the concept stage because the sponsoring group does not meet the deadlines.
   b) Avoid missed deadlines by constantly communicating with all program planning committee members. (E-mail is an ideal tool for program planning.)

6. Use Annual Meeting Committee Liaison and TIPS staff assistance appropriately.
   a) The TIPS Section has an excellent Staff of very knowledgeable program planning professionals.
   b) Please note that it is the committees, and not the Staff, that develop program content from the conceptual stage through the final presentation. This process includes the scope of the program, its sub-topics, if any, and speaker selection.
   c) A member of the TIPS Annual Meeting Program Planning Committee is assigned as a liaison to each program to serve as a coach to the planning group. This individual is also available to assist and answer questions regarding program planning.

7. Speaker Reimbursement
   a) Timely reimbursement requests for eligible speakers will be considered subject to a VERY LIMITED budget available. Unless or until you receive written confirmation that the reimbursement request has been approved, we cannot guarantee, nor can you, that funds will be available.
   b) Untimely requests for speaker reimbursement will be subject to consideration only to the extent funds are still available.
   c) Only non-lawyers may receive reimbursement. All requests are subject to budgetary and other considerations within the discretion of the Annual Meeting Program Committee and TIPS Staff.
8. **Recruit and confirm a diverse group of speakers early.**

   a) Begin recruiting Speakers now.

   b) TIPS is committed to equal opportunity and diversity in all professional functions. Accordingly, program planners should strive to compose diverse panels of professionals with varying backgrounds, gender, race and/or national origin. Diversity of Speakers is a factor considered in determining final program approval.

   c) Remember that TIPS represents the interest of the plaintiff’s and defense bar, and the corporate and insurance industry. Please strive to have a balanced presentation that reflects the interest of all sides. This balance will be an important factor in the final approval of any program.

   d) Keep a current list of speakers that have been confirmed in writing.

   e) Many qualified professionals may be interested in speaking at an ABA Annual Meeting.

9. **Know the paper requirements.**

   a) All lawyer speakers (other than judges and academics) must provide a written paper to participate in the program. This requirement is a prerequisite to obtain CLE accreditation for the program.

   b) All Speakers must register and sign an ABA Speaker Release Form.

   c) Written papers must be of publishable quality (many CLE program papers become revenue-generating products for TIPS independent of the program). Editors may reject papers that do not meet quality or form requirements.

10. **All programs must be financially feasible.**

    a) The Annual Meeting format requires each continuing education program to be financially self-sustaining.

    b) TIPS has a very limited budget available to fund the production of these programs. Accordingly, program planners must design financially sound programs that will attract an adequate number of attendees to ensure that TIPS realizes a net gain from the program.
11. **Important Forms.**

   a) The Annual Meeting Program Request Forms provide the basic information regarding your proposed program.

   b) The Committee Business Meeting Request Form confirms that your Committee intends to hold a business meeting and that a room is required.

   c) The Speaker Request Form provides specific information regarding the Speakers confirmed for the program.

12. **Develop a strategic plan to market your program.**

   a) Attracting an audience is a primary goal for program planners. Once the program is designed and the speakers are confirmed, program planners should shift the focus to promoting the program within TIPS, the ABA, and to other professional organizations. Consider working with the TIPS Marketing Manager on a marketing strategy using e-mail or other inexpensive forms of communication to alert the resident lawyers of the city who are in the practice area applicable to your program. If the program will contain high profile speakers, please contact and work with TIPS Media Relations.

   b) Be sure this important task is not overlooked. Historically, many outstanding Speaker panels presented programs to small audiences because the program planners “assumed” that the marketing was handled by other people. Take charge of this task!
TIPS ANNUAL MEETING
August 2 – August 5, 2018
Chicago, IL

Committee/Program Chairs Deadline Schedule

6-Oct-17  Program and Committee Business Meeting Request Forms due to Annual Meeting Program Chair & TIPS staff

6-Oct-17  Program Committee Chairs to submit preliminary program description with Speakers to TIPS Annual Meeting Program Chair & TIPS Staff via e-mail (see e-mail addresses below)

11-14 Oct-17  Fall Planning Meeting in Key Biscayne, FL - review with Committee/Program Chair Program and schedule requests.  (Use this opportunity to seek out co-sponsors for your program).

15-Dec-17  Final program descriptions speaker forms due to Annual Meeting Program Chair and TIPS staff.  You must provide the speakers names, address, phone, fax and e-mail addresses

19-Jan-18  Requests for approval of speaker reimbursement due to Annual Meeting Program Chair and TIPS staff.  (NOTE:  Only non-lawyers may receive reimbursement.  All requests are subject to budgetary and other considerations within the discretion of the Annual Meeting Program Committee and TIPS staff--MAKE NO PROMISES TO SPEAKERS)

6-Apr-18  Annual Meeting Housing/Registration information will be sent to Program Speakers by TIPS Staff (Please note that all Speakers MUST register for the Annual Meeting.)

20-Apr-18  Program Chairs to hold coordinating conference call with all speakers and moderators to review program deadlines, paper requirements, and speaker bio’s.

27-Apr-18  All final papers and speaker bio’s are due to Committee Program Chair and TIPS Staff.

11-May-18  Program Chair to send final papers and speaker bio’s electronically to Debra Dotson and Donald Quarles.

1-Jun-18  Program Chairs to hold conference call with all speakers and moderators to confirm program format and audio-visual requirements.

Address Questions to TIPS Staff:

Debra D. Dotson  Donald Quarles
Senior Meeting Planner  CLE Coordinator
Tort Trial & Insurance Practice Section  Tort Trial & Insurance Practice Section
321 North Clark Street  321 North Clark Street
Chicago, IL  60654  Chicago, IL  60654
debra.dotson@americanbar.org  donald.quarles@americanbar.org
312/988-5597 Direct  312/988-5708 Direct
312/988-6230 Fax  312/988-6230 Fax
1. Committee Name: _______________________________________________________

2. Program Chair: _______________________________________________________
   Address: _____________________________________________________________
   Phone ___________________ Fax: ____________________________
   E-mail address ______________________________________________________

3. Are you seeking CLE accreditation:* ___Yes ___No 
   *Please note that speakers MUST provide written materials for a CLE accredited program.

4. First choice day/date: ________________________________________________
   Second choice day/date: ______________________________________________

5. Program Title: _______________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

6. Program Description: ________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

7. Sponsorship:

   We strongly encourage sponsorship by more than one committee, in order to build audience and assure a good turnout. This sponsorship should be a joint venture between both committees and not in name only.

   Committee Name: ________________________________________________
   Program Chair: ________________________________________________
9. **Co-Sponsors:**
   Approval must be obtained if you wish to co-sponsorship from other ABA entities. Please list the Section Program Chair and Director's name that has given consent for the co-sponsorship.

   **Entity Name:**
   ________________________________

   **Contact/Program Chair:** _________________________  **Phone:** _________________________

   **Entity Name:**
   ________________________________

   **Contact/Program Chair:** _________________________  **Phone:** _________________________

10. **Form completed by:** ________________________________

    **Email address:** ________________________________

    **Date:** ________________________________

Please forward completed forms to:

**Address Questions to:**

**TIPS Staff**
Debra D. Dotson  
Senior Meeting Planner  
Tort Trial & Insurance Practice Section  
321 North Clark Street  
Chicago, IL  60654  
debra.dotson@americanbar.org  
312/988-5597 Direct  
312/988-6230 Fax
2018 Annual Meeting, Chicago, IL
Committee Business Meeting Request Form
Due October 6, 2017

Business Meetings are held on Thursday, Friday and Saturday mornings from 8:00 to 9:00 a.m.

1. **Committee Name:** ________________________________________________________________

2. **First choice day/date:** __________________________________________________________
   Morning Meeting: _________________________________________________________________
   Afternoon Meeting: _______________________________________________________________

3. **Second choice day/date:** _________________________________________________________
   Morning Meeting _________________________________________________________________
   Afternoon Meeting _______________________________________________________________

4. **Number of attendees expected:** _______________

5. **Please do not conflict with the following other Committees Business Meetings:**
   ________________________________________________________________
   _________________________________________________________________

6. **Form completed by:** ____________________________________________________________
   Email address: _________________________________________________________________
   Date: __________________________________________________________________________

Please send to TIPS Senior Meeting Planner
Debra D. Dotson
Senior Meeting Planner
Tort Trial & Insurance Practice Section
321 North Clark Street
Chicago, IL 60654
debra.dotson@americanbar.org
312/988-5597 Direct
312/988-8230 Fax
WRITTEN COURSE MATERIALS – ANNUAL MEETING 2018

Deadline Date: May 11, 2018

OVERVIEW

Comprehensive written materials that describe and enhance each speaker’s topic must be prepared, published and distributed to all program attendees. Presentations at programs consist primarily of lectures and panel discussions; written materials supplement the oral presentations and maximize the educational value of the program. CLE accrediting agencies also require written material to be distributed at each CLE program in order for lawyers to receive CLE credit.

Every speaker must prepare written materials. The materials should contain citations to statutory and case law and reference other pertinent material. All material should be the original work of the speaker. Previously published items may be included, if permission to reprint is obtained from the copyright holder. It is the responsibility of the speaker to obtain the reprint permission. If visuals are used to complement a presentation, a hard copy of the information should be included in the materials.

Written materials should be prepared with the following in mind:

1. Written materials serve as a guide to each speaker’s presentation;
2. Written material should supplement and elaborate on the oral presentation;
3. Written materials are a permanent resource for future research.

FORMAT

Final written materials should be in either Word or WordPerfect format and submitted via electronic mail to the Program Chair and TIPS Meetings staff. Speakers MUST also provide a short biography along with their materials. After receiving all written materials, TIPS will arrange to have the program material put on a CD and distributed at the program.

DEADLINES

The deadline by which materials must be received is May 11, 2018. It is imperative that this deadline is met. If the deadline is missed, TIPS cannot guarantee the materials will be included on the program CD distributed at the program to attendees. If a speaker anticipates difficulty meeting the written materials deadline, they must contact Donald Quarles, CLE Coordinator immediately, at 312/988-5708.
SAMPLE COVER FOR ALL PAPERS SUBMITTED FOR ANY PROGRAM

TITLE OF PAPER
(Centered, Underlined and in **Bold Print** if possible)

DATE OF DELIVERY (example: Saturday, August 12, 2017)

ABA Tort Trial & Insurance Practice
Section 2018 Annual Meeting

Speaker’s Name
Speaker’s Title
Speaker’s Complete Company/Firm Name
Speaker’s Complete Address
Speaker’s Office Telephone Number

LEAVE SPACE HERE FOR THE ABA COPYRIGHT
OR
TYPE, “Copyright 2018 American Bar Association”
2018 TIPS ANNUAL MEETING

Audio Visual Request Form

Date of Program: _________________________________________________

Please Return by:   May 11, 2018

Name of Program: ___________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Name of Speaker: ___________________________________________________

Time of Presentation:__________________________________________________

REQUIREMENTS

Please note that the program will have a LCD Projector, Screen and Laptop. However, you will need to provide your materials electronically to Donald Quarles no later than Friday, April 27th. If you require any additional equipment, please indicate below.

Other: __________________________

RETURN THIS FORM TO:

Donald Quarles
CLE Coordinator
American Bar Association
Tort Trial & Insurance Practice Section
321 N. Clark St, MS 18.2
Chicago, IL  60654

donald.quarles@americanbar.org
FAX: 312/988-6230
Sample Speaker Notification and Release Form

TO: Annual Meeting Program Speakers  
RE: ABA, Tort Trial & Insurance Practice Section  
Annual Meeting, August 2-6, 2017, New York, NY
FROM: Felisha A. Stewart, Meetings Coordinator
DATE: 

TIPS is genuinely delighted that you have agreed to speak for the Tort Trial & Insurance Practice Section during the 2017 Annual Meeting in New York, NY.

All TIPS speakers are required to register for the meeting and pay the registration fee. You can expect to receive a special speaker registration form via e-mail during the last week in April. You will also need to make your travel arrangements, to book your airfare, visit www.abanet.org/annual/2017 and select “Airline Discounts”. The ABA airfare discounts can also be obtained by purchasing your tickets under the ABA discount codes (listed below) directly from the airline or from your local travel agency. Please note the deadline for housing and advance registration is TBA.

<table>
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<tr>
<th>Airline</th>
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<td>American Airlines</td>
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<td>United Airlines</td>
<td>800-521-4041</td>
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*The policy of the Tort Trial & Insurance Practice Section of the American Bar Association, as a volunteer organization, is not to reimburse expenses for this program.*

Each speaker in every section program is required to present a paper of publishable quality with detailed research and reference to authorities in advance of the Annual Meeting. Please be sure to consult the latest edition of A Uniform System of Citation, and use footnotes and references to authority at the end of your paper. An electronic copy of your program papers must be sent to your Program Chair. Your papers should be in either Word or WordPerfect format.

Please complete and return the attached ABA Speaker Release Form. The release form must be completed and returned to me by May 13, 2017 in order to have your paper published. TIPS and the ABA will be licensed to use your paper, subject to a decision against the use by the TIPS Communications Committee. Signing the release form will allow ABA to use your paper in the following ways: a) potential further publication of your paper by TIPS; and b) sales of copies of your paper to Section members; and c) possible inclusion of your paper in the WESTLAW or LEXIS databases per ABA licenses with these companies.

Once again, we appreciate your participation, and look forward to a successful meeting. If you have any questions, please call me at 312-988-5672 or e-mail me at Felisha.Stewart@americanbar.org.
TIPS Guidelines for Speaker Reimbursement

In general, it is believed that participation in programs benefits the professional stature of those participating and that reimbursements should not be provided. Exceptions to this policy will be limited, generally, to those in the following categories: judges, full-time academics, government attorneys and non-lawyers.

In cases where exceptions to the policy are requested, the request for reimbursement of expenses must be made by the program planner, in writing, using the appropriate request form, listing in detail the actual amounts anticipated for reimbursement, and be approved by the meeting program chair.

Where reimbursement is approved, a 14-day advance economy airfare or a lesser fare and a per diem of $75 for no more than two days will be provided. The ABA has negotiated discounted airfares with American and United. Therefore, there should not be an instance where the amount requested for airfare exceeds this amount. The speaker will be expected to obtain the lowest possible airline fare. Actual expenses, i.e., hotel charges, meals, taxis, laundry, will not be reimbursed. Fees or honorariums will not be paid to any program participant. If an exception to this policy is requested, a full explanation of why the exception should be made is required.

Officers, Council Members and Committee Officers will not be reimbursed as speakers. Registration fee waivers will be approved for speakers if the following criteria are met:

1. The person is attending the program solely as a speaker and would not otherwise attend; and
2. The person is at the site of the meeting for no more than two nights (the night before and the night of his/her appearance on the program).

PLEASE NOTE: Once an amount is approved, it cannot be applied to other expenses which have not been approved. For example, if $400 is approved for airfare but the actual cost is $220, the remaining $180 cannot be applied to hotel costs, taxis, etc.

DEADLINES
Approved requests for reimbursement should be submitted (mailed, not faxed) no later than 45 days after the expense is incurred, with airline voucher, hotel bill, and copy of approval letter to:

Theresa Livingston
ABA/Tort Trial and Insurance Practice Section
321 N Clark St, MS 18.2
Chicago, IL 60654

Speaker Reimbursement Form can be found in Appendices page 330 or click here.
X: Membership & Membership Involvement
1. Membership Involvement
Membership and membership involvement are among the most critical functions that your committee addresses each year. As a member of a general committee, an individual becomes part of a larger group of individuals who share similar ideas and goals. Membership in a committee means that you are invested and believe in the policies, initiatives, and tasks pursued by the committee each year. Committees are composed of both active and inactive members. Active members often rise to the level of committee leadership. Most of the members of your committee are likely inactive but support the committee in a variety of ways, such as paying yearly dues, attending programs, and spreading by word of mouth news about all of the good things the committee does each year. Therefore, keeping your existing members involved and finding new members is among the goals pursued by each general committee.

There is no magic wand that can be waived to increase membership and keep your existing members involved. The competition for members by other organizations within and outside of the ABA, in comparison to the dwindling amount of money that law firms will pay for bar association membership, puts a strain on obtaining new TIPS members. It also puts a strain on keeping current members satisfied enough to renew their memberships. Notwithstanding the present climate, there are a handful of tools that you can use during the year to increase the flow of new members and to keep existing members wanting more.

A. Welcome Stream

It is critical to inform new and existing members that their membership is important to your committee. When an ABA member joins a TIPS committee, some of our more successful committees send a letter to them to welcome them aboard. A personal letter from the committee chair or vice-chair of membership should be sent out to each new member as soon as you are notified that he or she has joined the committee. Follow up with all committee members in writing (send electronically or by other means) to tell them what the committee has planned during the year. So often, the inactive members are unaware of the hard work that the committee is undertaking each year. Their only interaction may be an e-mail they are not interested in or a newsletter that has passed its relevance. Therefore, informing committee members about what is planned may be a good way to solicit help from other committee members to assist with the website, newsletters, and programs.

B. Recruitment

Do not be shy—and that is worth repeating: Do not be shy! To recruit members, you cannot be hesitant about telling a potential member about the wonderful benefits of TIPS membership. Talking about your committee is your chance to shine by explaining the specific benefits of committee membership. In a one-page letter, you can describe to a potential member how committee membership has helped your professional growth, allowed you to form new friendships around the United States and abroad, and opened doors of opportunity that would not be there without your committee affiliation.

Other suggestions to recruit members include:

- Encourage law firms, consulting firms, and others in your industry to join your committee.
• Encourage potential members to attend a regional meeting of TIPS.
• Develop talking points for committee members to use when speaking to potential members.
• Describe your committee’s publications, programs, and initiatives.
• Describe the types of industry leaders who have joined TIPS, how long they have remained members, and the kinds of contributions they have made to the Section.
• Talk about networking and business opportunities afforded by committee membership.
• Describe how you personally have benefited from committee involvement.
• Encourage corporate law departments to become involved in TIPS.

C. Retention
Retaining members is the key to success. You want your members to renew their committee membership. You can achieve this by, once again, telling your members what the committee is doing during the year and what it has planned.

For active members, talk to other committees to learn what they have done to keep their members coming back for more. You may want to consider hosting committee dinners (Dutch treat), telephone conferences to discuss the direction of the committee, regional receptions or networking functions where a local attorney is honored or a group of lawyers can get together, and/or one-hour CLE programs followed by networking opportunities. Take some time to think about what attracted you to the committee in the first place and what keeps you involved.

Another ideal way to retain members is to help others get published or to be part of a CLE panel of speakers. Soliciting articles from your members is a “win-win” because you get material for the committee newsletters and your authors gain a medium for their articles to be published. The same holds true for becoming a speaker or part of TIPS’s faculty of speakers.

D. Solicit Ideas from Others—and Keep Spreading the Word!
Do not be afraid to contact one of your peers for ideas on committee membership retention. You are not expected to know all of the answers, and your fellow TIPS leaders and the TIPS staff are here to help guide you through the membership year.

Understand that active membership may not be possible or desirable for every member. However, the goal is to retain your existing members each year and grow your new member body. Keep spreading the word about your committee, and the fruits of your efforts will be realized.
2. Membership Best Practices
TIPS Membership Best Practices

A. RECRUITMENT & DIVERSITY

**Committee Recruitment** - Recruit TIPS members who report they practice in the area of law covered in your committee by sending them an e-mail. Be sure to communicate the importance of membership in your committee and how it can enhance their practice. To send out an e-mail, or get a mail list contact TIPS Membership Specialist Linda Wiley at linda.wiley@americanbar.org.

**Mini Brochures** - Keep the mini brochures handy to give out to potential members when you attend other programs and events.

A summary of **TIPS Member Benefits** is available at TIPS website – www.ambar.org/tipsmembership

**Diversity**
Always consider and remember the importance of diversity in gender, ethnicity, sexual orientation, geography, practice setting (in house, defense, plaintiff) and type of member (law student, young lawyer, associate, and partner). The TIPS Committee on Diversity and Inclusion has a Diversity Tool Kit and Diversity Plan for your use.

For questions about diversity and inclusion, visit the TIPS Committee on Diversity and Inclusion webpage by clicking here or contact the Committee’s Staff Liaison Norma Campos at norma.campos@americanbar.org.

B. COMMUNICATION

**Welcome**
At the beginning of the year (September) prepare an e-mail through your listserv to send to your current members, introducing yourself, plans for the year (include initiatives, CLE programs, and other events, with dates, if known). Invite members to contact you (or a designated person) to become involved – let them know areas where you need volunteers.

**ListServe**
Every committee has a listserv to keep members up to date on upcoming committee events or plans. You need to send information via the listserv through your ABA staff member, so send out time sensitive information early enough to give the member sufficient time.

Identify new developments in your area of law and communicate them to your members through your listserv. Also post on your webpage and consider publishing in your next newsletter. To send out a Listserv messages, contact TIPS Program Associate Daniel Chavez at daniel.chavez@americanbar.org.

**Newsletter**
Produce a newsletter 2-4 times a year. This is your exclusive work product for your members. Newsletters can help retain and attract new members. For newsletter questions, please refer to
the Section VI of the Nuts & Bolts or contact Program Associate Daniel Chavez at daniel.chavez@americanbar.org.

New Members
As soon as possible, send a welcome message to your new committee members, encouraging them to be active. Lists are sent on a monthly basis. Samples of cover letters and welcome letters are available on the leadership portal. For questions regarding member lists contact TIPS Membership Specialist Linda Wiley at linda.wiley@americanbar.org.

Dropped Members - ABA Drops for Non Payment of Dues
The ABA has Drops for Non Payment (DNPs) in September, January and April. When available, a list of dropped committee members will be sent to you. Call or send an e-mail encouraging those that retained their ABA membership to renew TIPS and your committee. To retain a copy of your committee’s dropped member list contact Membership Specialist Linda Wiley at linda.wiley@americanbar.org.

Development of Communication Pieces
Budget next year to create a committee brochure that can be distributed at various programs and events.

Create and utilize brochures, flyers, cards, surveys, and other promotional items regarding your Committee and its meetings, teleconferences, programs, events, etc.

• Budget Questions and Funding Applications, contact TIPS Associate Director Jennifer L. Michel at jennifer.michel@americanbar.org.
• Brochure design (once funding is approved) and examples of other committee brochures contact TIPS Membership Specialist Linda Wiley at linda.wiley@americanbar.org.

New Developments
Be vigilant in identifying developments in the areas of practice of your Committee (important cases, new statutes/regulations, etc.) and immediately communicate these news alerts to your Committee members (via list serve email, website, Twitter, LinkedIn, etc.)

Also, communicate this information to TIPS, which can assist in pushing alerts to TIPS membership at large. Some type of analysis or explanation of the law or change should be included to make the update meaningful, but it does not have to be extensive at the alert stage.

A more extensive analysis can be done in a subsequent newsletter or some other article or publication. In this way, the alert is also promoting your GC’s newsletter and other TIPS publications, and encouraging our members to look for it.

Technology - Webpage
Appoint a Technology Vice- Chair to keep your webpage updated and fresh.

Update your webpage to include a brief welcome message from the Chair to members and prospective members.

Look at your committee webpage and locate your social media page or link. Be sure to participate in the conversation and if you have not joined your LinkedIn page, be sure to do so.
For questions regarding committee webpages and technology, please contact TIPS Marketing Manager Carlos Vivanco at carlos.vivanco@americanbar.org.

C. Social Media
Sign up, create groups or pages and utilize social media (LinkedIn, Facebook, and Twitter) which is an excellent communication vehicle to stay in touch with your members.

Recruit members through your social media page.

Consider making it a habit to include your social media URL on all correspondence to members and potential members. Encourage them to join LinkedIn, like Facebook, or tweet your Twitter account. This information should be available on your committee webpage.

Visit our PowerPoint Social Media Primer for these and other ideas on the TIPS Leadership Portal by clicking here.

D. 2016-17 Standing Committees – Task Force Leadership

Committee on Outreach to Law Students
Michael Childers – Lawyer Co-Chair
Amber Busby – Student Co-Chair

Committee on Outreach to Young Lawyers
Latanishia Watters

Plaintiffs Policy Task Force
Patrick Broom

E. Wrap Up --Q & A

Note: Information and all forms are available on the TIPS Leadership Portal by clicking here. We are confident that by doing the above, you will increase your membership, have active members who will be engaged and will be able to assist you and your Committee to achieve your goals. You will also ensure the future vitality and success of your Committee and of TIPS.
3. Sample Letters
New Member Sample Letter

This letter is for new committee members. You will get a list of your new members on a quarterly basis.

Name
Address
City, State, Zip

Re: Name of Committee

Dear ________________________:

The TIPS office in Chicago recently notified me that you joined the ________________ Committee. The Chair and I would like to personally welcome you to our Committee.

As a member you’ll receive first notice of programs and activities sponsored by the committee and receive an electronic link to our periodic newsletter, Committee News. You can find our latest newsletter at (link address).

The TIPS Section provides many opportunities for members to become involved in Committee activities. Involvement can mean writing a newsletter article, planning a meeting or program, or becoming a leader in the Committee by receiving a Vice-Chair appointment. If you want to further increase your involvement, you can become a Newsletter or Website Vice-Chair. In other words, the chances for involvement are great and varied. If you want to be involved, contact our Committee Chair, Name of Chair at (email address) concerning your willingness to participate.

In addition to the continuing legal education programs and social events offered at the Fall and Spring Meetings of the Section, the ________________ Committee also sponsors (a /several) meeting(s) which may be of interest to you. This year, the meeting(s) include (name, date and location). TIPS also offer a wide range of CLE programs at the ABA Annual Meeting. For a complete listing of Committee and Section programs and meetings, visit the TIPS website at http://www.abanet.org/tips/cle/calendar.html.

If you decide to attend one of these meetings, please make sure to contact me at (e-mail/telephone number) and I will be pleased to personally welcome and introduce you to the committee and Section members. Attendance at these meetings are great networking opportunities!

Welcome again to the ________________ Committee. We hope to serve you for many years to come. Or we hope our association will be a long and fruitful one. (which ending do you like?)

Very truly yours,

______________________________
Vice Chair of Membership, (Name of Committee)

______________________________
Chair, (Name of Committee)
Committee Drop Sample Letter

Date

Name
Address
City, State Zip

Re: Name of Committee

Dear _____________________:

The TIPS office in Chicago recently notified us that you dropped your membership in the ____________ Committee. As Membership Vice-Chair and Diversity Vice-Chair of that committee, we would like you to reconsider. The ______________ Committee realizes that you have many choices in which professional organizations you belong to and believes it can best serve your needs.

Our Committee continues to be the place to acquire the knowledge and skill you need to help you better serve the interests of your clients. Every year, in partnership with [list another committee(s) you have partnered with] Committee offers a seminar addressing the issues at the forefront of our field. The next joint meeting will be held in [City, State of next stand-alone meeting or program] on [Month, Date Range, Year]. By attending the conference and participating in the Committee, you will have the opportunity to meet colleagues not just in your state, but throughout the country.

The _____________________ Committee is always seeking members who would like to participate in leadership rolls.

To renew your membership in the ABA and TIPS, log on to: http://www.abanet.org/tips/memberpush.html. When you renew, make certain to indicate that you wish to be a member of the _____________________ Committee. There is no cost to join the Committee once you are an ABA and TIPS member.

Let us be the first to say, welcome back.

Sincerely,

Membership Vice-Chair
Diversity Vice-Chair
Date

Dear ABA Tort Trial and Insurance Practice Section (TIPS) Member:

Our records indicate that you are a TIPS member whose areas of practice include dispute resolution, mediation and/or arbitration. Get more value from your TIPS membership by joining our Alternative Dispute Resolution (ADR) Committee today. Membership is free!

The ADR Committee explores the practical implications of using arbitration, mediation, negotiation, and other means of alternative dispute resolution. As the ADR field continues to expand and generate increased attention by government, corporations, and individuals involved in a dispute. Gain a professional advantage as the Committee brings together the plaintiff, defense, corporate, and government counsel bars perspectives to the ADR process. As a member you will also:

- Receive issues of our ADR Committee Newsletter. Each newsletter will include a “war story” or “lesson learned” column and another one where a member can publish a short description of a public service project or initiative in which the member is involved. This newsletter is sent electronically.
- Receive first notice of programs and activities sponsored by the Committee.
- Enjoy the many opportunities to become involved in ADR Committee activities.

Our plans this year include but are not limited to: public service projects; a Teleconference program for Spring 2009; continuing legal education programs for the ABA 2009 Annual Meeting in Chicago; and the formation of the Psychology of Dispute Resolution Sub-Committee.

It would be a pleasure to welcome you to the TIPS ADR Committee. To join the Committee, simply visit http://www.abanet.org/tips/about/committees.html or complete and fax the Committee Enrollment Form on the back of this letter to 312-988-6230. If you have any questions or would like to discuss ADR Committee membership in more detail, please do not hesitate to contact me via email at sfarina@proverisscientific.com, or our Membership Vice-Chair, Sandra Tvarian Stevens, via email at sstevens@wileyrein.com.

Sincerely,

Chair’s Name
Chair, TIPS (Name of Committee)
4. Outreach to Law Students
The Standing Committee on Outreach to Law Students (http://apps.americanbar.org/dch/committee.cfm?com=IL504000) was established to develop ways for TIPS to increase and enhance law student membership and involve law student members in TIPS leadership. ABA studies and experience have shown that law students who become members of a Section are more likely to renew their membership in the Section after graduation, and law students who become leaders in the Section often serve the Section for many years after they become new lawyers. Further, by involving law students in Section deliberations, TIPS can better understand the needs of law student and young lawyer members.

To accomplish these goals, the Committee:

1. Provides educational and career development programs to law students and TIPS’s student members.
2. Administers the law student liaison program by soliciting and selecting law student liaisons between the ABA Law Student Division and (a) TIPS Long-Range Planning Committee, (b) TIPS Diversity in the Profession Committee, and (c) TIPS Law in Public Service Committee. The ABA Law Student Division appoints their Division’s liaison to the TIPS Council.
3. Administers the law student vice-chair program by soliciting and selecting student members as vice-chairs for TIPS general committees.
4. Organizes, publicizes, and conducts the TIPS Law Student Writing Competition and helps promote the publication of winning papers.
5. Administers the mentoring program for student vice-chairs.

The General Committees interface with the Law Student Standing Committee in two primary respects.

**Law Student Vice-Chairs**

The Standing Committee recruits and selects the law student vice-chairs for all TIPS general committees. See https://abanet.qualtrics.com/SE/?SID=SV_3NVL126D2EhUAF6. Students interested in a student vice-chair position submit an application to the Standing Committee by March 1 each year. The applications must include a résumé, and the Standing Committee encourages the applicant to include a one-page statement detailing his or her interest in a particular TIPS general committee. Often students do not have a specific preference, but when they do, the Standing Committee attempts to accommodate their preference.

The Standing Committee encourages the general committee chairs, chair-elects, and vice-chairs to recruit student members of their committees to apply for their student vice-chair position. The law student recruited by the general committee leadership should include this recruitment in the interest statement included in an application to the Standing Committee, which will be a primary factor considered by the Standing Committee in selecting student vice-chairs.

Finally, the Standing Committee encourages the general committees to engage their student vice-chair and other student members of their committees in committee programs. Active involvement of student members in TIPS will facilitate their educational development and networking opportunities, provide additional member assistance to accomplish the work of the committee, and enhance the retention of student members in TIPS upon their law school graduation and admission to the bar.
XI: Diversity & Inclusion
1. Diversity & Inclusion
Building a bridge to success depends on the strength of the diversity of your committee. The concept of diversity has been around us for quite some time. In many ways, the growth of our society has been driven by the contributions of diverse groups and assemblies who have come together for a common cause. So too, the growth of TIPS has been nurtured by a diverse group of attorneys who have joined together to provide leadership, inspire professional excellence, and improve the civil justice system. At the forefront of the Section’s pursuit of excellence are its general committees.

TIPS builds its strength through the contributions of a diverse group of attorneys that include plaintiffs’ attorneys, defense counsel, law professors, judges, and law students. What makes diversity so special in TIPS is that the concept and idea of having a diverse membership does not begin or end with diversity based on religion, gender, or ethnicity. Instead, diversity for TIPS relates to having a wide spectrum of practitioners who offer insights on issues facing multiple practice and substantive law areas, as well as issues facing members of the public who deal with disabilities or who are lesbian, bisexual, gay, or transgender. TIPS makes concerted efforts to ensure that its doors are open to anyone, regardless of gender, race, sexual orientation, or practice area. It is that commitment to diversity that strikes at the core of inspiring the Section’s members to achieve excellence in the civil justice system.

On the committee level, maintaining strength through diversity is not just a goal, it is a way of life at TIPS. TIPS wants all practitioners, regardless of who we may represent or whether we are corporate counsel or work in a law firm, to feel welcomed. It is through diversity that our Section has expanded over the years to have 31 different general committees.

As you think about how to maintain the core of your committee, think of whether the committee is as diverse as it could be. That does not mean that TIPS is expecting a certain percentage of a particular group or practice area to be involved in your committee or TIPS. Rather, the idea is to look at different markets to see where your committee can build new bridges with particular groups of practitioners, or repair old bridges that may have weakened or fallen regarding practitioners who used to be part of TIPS. Cultivating a diverse group of committee members will lead to new ideas, initiatives, and activities that the committee may not have otherwise pursued. In all, the commitment to diversity should be part of the conversation at the committee level.

The phrase “think outside the box” means to think differently, unconventionally, or from a new perspective. This phrase often refers to novel or creative thinking. Working with a diverse group of members in your committee will help you to not only think outside the box, but will breathe life into a broader set of ideas and goals for your committee that will create the level of success you want to achieve.

Building a bridge to success is in your hands; you can achieve it, through diversity.
2. ABA Diversity & Inclusion CLE Policy
ABA Diversity & Inclusion CLE Policy

Exhibit 3.11 as Amended and Resubmitted June 10, 2016 at 4:30 p.m. Central by the Diversity and Inclusion 360 Commission:

The ABA expects all CLE programs sponsored or co-sponsored by the ABA to meet the aspirations of Goal III by having the faculty include members of diverse groups as defined by Goal III (race, ethnicity, gender, sexual orientation, gender identity, and disability). This policy applies to individual CLE programs whose faculty consists of three or more panel participants, including the moderator. Individual programs with faculty of three or four panel participants, including the moderator, will require at least 1 diverse member; individual programs with faculty of five to eight panel participants, including the moderator, will require at least 2 diverse members; and individual programs with faculty of nine or more panel participants, including the moderator, will require at least 3 diverse members. The ABA will not sponsor, co-sponsor, or seek CLE accreditation for any program failing to comply with this policy unless an exception or appeal is granted. The ABA implementation date for the new Diversity & Inclusion CLE Policy shall be March 1, 2017.

A subcommittee of SCOCLE will be created which will include representatives from SOC. If for some rare or extraordinary reason a panel does not comply and not be granted an exception for one time only on behalf of that panel the entity can opt to pay a fine of $2500 to the diversity center rather than lose CLE credit for that panel. This exception can only be granted one time.
3. TIPS Diversity Plan
Introduction

The Tort Trial & Insurance Practice Section (TIPS) of the American Bar Association (ABA) is committed to diversity and inclusion, and demonstrates this commitment by promoting equal participation by minorities, women, attorneys with disabilities and LGBT attorneys in the Section and in the legal profession as whole. Diversity strengthens the Section by providing its members with unique and valuable perspectives from exceptionally skilled, knowledgeable and experienced attorneys across a variety of practice areas.

TIPS diversity goals are set forth in the Section’s Long Range Strategic Plan (Rev. May 2011), and in Goal 4 of its Bylaws (Revised 2014) which states, “TIPS will advance diversity in the profession.” This goal is aligned with the ABA’s stated Goals in this regard which provide that, “[t]he ABA will eliminate bias and advance diversity.” (Goal III Rev. 2008)

Recognizing the value of diversity and inclusion, TIPS established the Standing Committee on Diversity & Inclusion (the Diversity Committee) to assist the Section in meeting its diversity goals. The Diversity Committee has the following Mission Statement (adopted by TIPS Council, Fall 2013):

*It is the mission of the TIPS Diversity Committee to advance diversity and inclusion at all levels within the Section, regardless of race, ethnicity, age, gender, religion, sexual orientation, gender identity, gender expression, disability, economic status and other diverse backgrounds. The TIPS Diversity Committee will work closely with TIPS leadership to promote the Section’s diversity goals, support the general committees, and promote the value of having diverse professionals and groups included in all Section activities.*

The Diversity Committee is pleased to present the following TIPS Diversity Plan. It is intended to build upon the goals set forth in the Section’s Long Range Strategic Plan, and highlight the important roles played by leadership and staff members that will be instrumental to the successful execution of the Plan and the furtherance of the Section’s goals.

To further the Section’s goal of advancing diversity throughout the profession, the Plan incorporates the following long range goals and objectives:
1. Raise awareness that diversity and inclusion are valued within the Section;
2. Maintain and increase diversity in the Section’s membership;
3. Maintain and increase diversity in the Section’s leadership;
4. Balance programs, publications and activities to include diverse contributors; and
5. Maintain and formulate strategic alliances to further promote diversity and inclusion within the Section.

I. RAISE AWARENESS THAT DIVERSITY AND INCLUSION ARE VALUED WITHIN THE SECTION

One of the fundamental principles upon which TIPS is built is the premise that the inclusion of diverse members from varied backgrounds is a source of great strength for the Section. The specific acts identified below will aid this spirit and continue to foster the Section’s goals.

1. The Diversity Plan will be available on the TIPS website for review by all Section members. (Staff Liaison)

2. A copy of the Diversity Toolkit, a list of diversity contacts and resources, and updates to the Nuts and Bolts Handbook will be provided to all current and incoming General Committee Chairs and Chair-Elects during Orientation or General Committee Board meetings. (SCOPE and Correlation Committee and General Committee Board Chair)

3. A copy of the Diversity Toolkit will be distributed to Standing Committee Chairs at the beginning of each bar year. (Staff Liaison)

4. The Section Chair is encouraged to communicate the critical importance of diversity and inclusion, the necessity for implementing the Diversity Plan and the Diversity Committee’s role to all TIPS members. (Section Chair and Staff Liaison)

5. The Diversity Committee will provide content for the TIPS Diversity webpage which will be updated regularly to include diversity materials and events available to all Section members. (Technology Manager and Diversity Committee Staff Liaison)

6. The Diversity Committee’s website will include a link to the ABA diverse speaker’s database. (Diversity Committee Staff Liaison)

7. The Diversity Committee is encouraged to seek administrative and financial support from the TIPS Council to facilitate the Section’s diversity and inclusion policies, including education outreach projects, CLE programs and external affinity bar association outreach. (Diversity Committee)
8. The Diversity Committee Chair will provide a report on the Committee’s activities to TIPS Council at each of the Council’s annual four in-person meetings. (Diversity Committee Chair)

II. MAINTAIN AND INCREASE DIVERSITY IN THE SECTION’S MEMBERSHIP

General members are the lifeblood of the Section. TIPS members rely on the exceptional programs and content provided by the Section to help them succeed and prosper in their individual practice areas. The Section’s programs and content are enhanced by the inclusion of talented and knowledgeable diverse members who provide important perspectives making the continued addition of these members even more important to TIPS. The following are steps to be taken to reach this Section goal.

1. The Orientation Committee Chair will encourage each of the General Committees to invite diverse non-TIPS lawyers, law students and young lawyers to TIPS meetings and programs. (Orientation Committee Chair)

2. The Standing Committee on Law Students will distribute information on scholarship opportunities to diverse law students. (Standing Committee on Law Students)

3. The TIPS Diversity Officer will coordinate with the Chair of the Standing Committee on Law Students to send personal invitations to the Dean of Students of targeted law schools informing them of scholarship opportunities available to diverse law students and inviting them to join Section meetings and programs. (Targeted law schools are those schools which have a geographic proximity to the locations where the TIPS meetings and programs will be held). (Diversity Officer and Standing Committee on Law Students)

4. The Standing Committee on Law Students, the Task Force on Outreach to Young Lawyers and the Membership Committee will collaborate with the Diversity Committee to develop materials and initiatives geared towards diverse lawyers with practice areas encompassed under the TIPS specialties. (Standing Committee on Law Students, Task Force on Outreach to Young Lawyers, Membership Committee)

5. The Diversity Committee Newsletter Editor will reach out to the Diversity Chairs of the Young Lawyer Division and Law Student Division for article submissions that can be published and promoted in TIPS publications. (Diversity Committee Newsletter Editor)

6. The Diversity Committee will use available technology and social media to market diversity events to all lawyers within the ABA. (Diversity Committee)
III. MAINTAIN AND INCREASE DIVERSITY IN THE SECTION’S LEADERSHIP

1. Each General Committee Chair shall appoint a Diversity Vice-Chair to serve as a liaison between the General Committee and the Diversity Committee. (General Committees)

2. General Committee Diversity Vice-Chairs should participate in the Diversity Committee’s monthly conference calls, and serve as a resource to their Committee for all diversity-related programming and panelist needs. (Diversity Vice-Chair of each General Committee)

3. The General Committee Diversity Vice-Chairs should report resource requests and their individual Committee needs as a Diversity Committee agenda item during monthly calls. (Staff Liaison and General Committee Diversity Vice-Chairs)

4. The Diversity Committee will continue to support the Scope and Correlation Committee’s “Success Worksheet”, which includes diversity as an important evaluative component for each General Committee. (Scope and Correlation Committee)

5. General Committee and Standing Committee Chairs are encouraged to identify diverse candidates or those who have a demonstrated or stated commitment to diversity and inclusion when recommending Committee succession plans and Committee vice-chair appointments. (General and Standing Committee Chairs, Staff Liaison)

6. Information on the path to Section leadership and the nomination process for Council elections will be communicated to all TIPS members annually through email, in a TIPS publication, webinar, or as part of an in-person workshop. (Scope and Correlation or Orientation Committee)

IV. BALANCE PROGRAMS, PUBLICATIONS AND ACTIVITIES TO INCLUDE DIVERSE CONTRIBUTORS

1. The CLE Board will continue to incorporate the inclusion of experienced and knowledgeable diverse participants in TIPS CLE programs. (CLE Board)

2. The Editorial Boards will continue to include experienced and knowledgeable diverse authors in TIPS publications. (Editorial Boards)

3. The Diversity Committee will publish a quarterly diversity newsletter that will focus on a particular ABA Goal III entity, highlight expert authors and/or highlight a diverse General Committee member. (Diversity Committee)
4. The Diversity Staff Liaison will reach out to ABA Goal III entities about upcoming TIPS diversity programs and/or webinars for purposes of potential marketing and ad space in publications which may thereafter be presented to the Section Chair and Finance Officer for consideration. (Diversity Staff Liaison)

5. The Diversity Committee will publish an annual dashboard that provides a comprehensive review of the Diversity Plan action items in the summer issue of the diversity newsletter. (Diversity Committee Chair, Newsletter Editor)

V. MAINTAIN AND FORMULATE STRATEGIC ALLIANCES TO FURTHER PROMOTE DIVERSITY AND INCLUSION WITHIN THE SECTION.

1. The Diversity Committee Chair will develop and/or support ongoing external affinity bar association outreach efforts to encourage external affinity bar association members to join the Section and become active members. (Diversity Committee Chair)

2. The Diversity Committee Chair may request funding to continue the Section’s representation at external affinity bar association meetings. (Diversity Committee Chair)

3. The Diversity Committee Chair will encourage and explore sponsorship of collaborative programming and communication between TIPS and national external affinity bar associations. (Diversity Committee Chair)

4. At least annually, the Diversity Committee Chair and Diversity Officer will identify and contact the leadership of national affinity bar associations that align with TIPS Goal 4, and provide them with information on TIPS membership, benefits and diversity goals. (Diversity Committee Chair and Diversity Officer)

5. With the assistance of the ABA Diversity Center, the Diversity Committee Staff Liaison will assist with the creation and/or submission of TIPS-related materials to be sent to ABA Goal III entities and external affinity bar associations. (Staff Liaison)

6. The Diversity Committee may request funding for attendance at events and programs presented by the ABA’s Goal III Commissions and Groups including the Spirit of Excellence, Margaret Brent Luncheon and Stonewall Awards Reception. (Finance Committee and Diversity Committee Chair)

7. The Diversity Committee Chair is encouraged to make recommendations to the Section Chair-Elect for an individual or individuals to serve as Section representatives to ABA Goal III Commissions and groups. (Diversity Committee Chair)
8. The Diversity Committee Chair may request funding for Staff to compile TIPS-related diversity materials as part of the ABA Diversity Center’s Joint Exhibits Program. (Diversity Committee Chair and Staff Liaison)

9. The Diversity Committee may seek administrative and financial support from TIPS Council to participate in outreach to schools or organizations in underrepresented and underprivileged areas to encourage diverse students to pursue a career in the legal profession. (Diversity Committee)

Finally, it is the intention of the Diversity Committee that the Section’s Diversity Plan be assessed on an ongoing basis. Every three years the Diversity Committee, in coordination with the Section Diversity Officer, will conduct a formal review of the Section’s Diversity Plan incorporating new ideas, information and resources as it continues to promote the goals of diversity and inclusion into the Section.
4. TIPS Diversity Toolkit
TIPS Diversity Toolkit
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   B. TIPS Strategic Plan, Goal 4

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   C. Standing Committee on Diversity in the Profession
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4. Resources
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   C. TIPS Embracing Diversity Newsletter
1. Introduction

We are pleased to provide you with this “TIPS Diversity Toolkit.” The Toolkit is the result of several years of collaboration between the TIPS Chief Diversity Officer and the TIPS Diversity Committee to help general committees support and achieve TIPS Diversity goals. The Toolkit is intended to acquaint you with ideas and resources and to inspire you to embrace diversity and inclusion within your committee. It is important to recognize that diversity and inclusion are important not only to TIPS but also to our members.

If you have ideas or comments on how to improve the Toolkit, please feel free to contact us or any of the committee members.

Sincerely,

Thea Capone  
TIPS Secretary/Chief Diversity Officer

Akira Heshiki  
TIPS Diversity Committee Chair
2. Why Does the ABA and TIPS Embrace Diversity?

ANSWER: IT’S PART OF OUR MISSION!
The American Bar Association’s mission is “To serve its members, the profession and public by defending liberty and delivering justice as the national representative of the legal profession.” To achieve this mission, the ABA set forth four goals. Of those, Goal III specifically addresses diversity.

A. ABA Goal III: Eliminate Bias and Enhance Diversity.
   Objectives:
   1. Promote full and equal participation in the association, our profession, and the justice system by all persons.
   2. Eliminate bias in the legal profession.

TIPS commitment to fulfilling Goal III is led, in part, through the role of the Chief Diversity Officer, who is accountable for monitoring the Section’s efforts to grow a diverse membership and leadership.

B. TIPS Strategic Plan, Goal 4: TIPS will advance diversity in the profession.
   Strategies:
   1. TIPS will continue to increase diversity in Section membership.
      a. Analyze the relevant data, including previous Goal IX/3 reports, to measure our progress.
      b. Identify and recruit members from underrepresented groups.
      c. Identify and recruit members from corporate and government entities.
   2. TIPS will continue to increase diversity in Section leadership.
      a. Develop programs for expanded involvement of diverse members.
      b. Ensure that diverse members are aware of leadership opportunities.
   3. TIPS will balance its programs, publications, and activities to reflect diversity.
      a. Ensure that speakers on TIPS CLE programs and authors of publications are diverse.
   4. TIPS will provide training and education on the importance and value of diversity.
      a. Promote and create a video on diversity for the profession, corporations, and other bar associations.
      b. Regularly conduct an Ethics, Professionalism, and Diversity CLE.
      c. Increase circulation of the Diversity newsletter.
   5. TIPS will form strategic alliances to promote diversity.
      a. Partner with and develop liaison relationships with diverse bar associations.
      b. Partner with and develop liaison relationships with other groups which advance diversity.
3. How does TIPS achieve its Diversity Goals?

A. We encourage Diversity in our leadership ranks.

In addition to having our Chief Diversity Officer monitor and report on the Section’s progress, we have created a Leadership Academy to strengthen the leadership pipeline by increasing the diversity of leaders in the communities. This goal has been borne out by diverse members making up each class of the Leadership Academy since its inception in 2007.

More information about TIPS Leadership Academy can be found by going to the TIPS website.

Similarly, we support diversity as part of the criteria for selection in our other leadership programs such as TIPS NOW! and TIPS Connect! which provide younger lawyers and diverse lawyers the opportunity and ability to be active in TIPS leadership.

Finally, TIPS encourages its General Standing Committee to appoint a Diversity Vice-Chair for each committee to maintain accountability for diversity in each of its committee meetings, CLE programs, and speaking opportunities.

B. TIPS recognizes leaders in Diversity.

TIPS Liberty Achievement Award
The Liberty Achievement Award was created to recognize those attorneys and judges who take leadership roles in promoting diversity in the legal profession. They demonstrate a commitment to diversity and inclusion through their career choices, leadership positions, significant substantive legal work in areas of diversity, as well as community service and/or pro bono work in diversity.
Past recipients include:
2016  Wendy Shiba
2015  Hon. Timothy C. Evans
2014  Okianer Christian Dark
2013  Steven Shapiro
2012  Sandra S. Yamate
2011  Dennis W. Archer
2010  Sandra R. McCandless
2009  Hon. Shelvin Louise Marie Hall
2008  Hon. Mathew J. Perry, Hon. Bernice Donald, and Catherine Christian

C. Standing Committee on Diversity and Inclusion
Formerly known as the Standing Committee on Diversity in the Profession and WAMI (Women and Minority Involvement) before that, TIPS created the Diversity Committee in 1988 to ensure that TIPS continues to identify and recommend ways to eliminate barriers to justice and discrimination in the profession and to continue to make progress on our diversity goals.

The Committee’s Mission Statement reads:

It is the mission of the TIPS Diversity Committee to advance diversity and inclusion at all levels within the Section, regardless of race, ethnicity, age, gender, religion, sexual orientation, gender identity, gender expression, disability, economic status and other diverse backgrounds. The TIPS Diversity Committee will work closely with TIPS leadership to promote the Section’s diversity goals, support the general committees, and promote the value of having diverse professionals and groups included in all Section activities.

The Committee consists of 24 members and is currently chaired by Akira Heshiki.

Diversity Committee work has included the following activities:

- Creating the Embracing Diversity Newsletter which is released on a quarterly basis.
- Launching TIPS Connect! A scholarship initiative to reach out to external bar associations to promote attendance of diverse individuals to TIPS meetings.
- Creating the speaker series A View from the Trenches to help build awareness and educate TIPS members on diversity issues.
- Creating a diversity webinar “Why It Works and Why It Matters: The Business Case for Diversity”.
- Creating a video entitled “The Diversity Factor: Capturing the Competitive Advantage.”
- Creating an Education Outreach Initiative involving outreach to underrepresented and disadvantaged middle school students.
- Creating a Diverse Speakers Database to help identify qualified diverse speakers for CLE programming.
- Co-sponsoring a Section Public Service Project including homeless shelter clean-ups days, legal will clinics, book drives, etc.

D. General Committee support of TIPS Diversity Mission.
The final way in which TIPS can continue to work on its diversity goals is through the work of each of the General and Standing Committees.
Some ways in which each committee can do this include the following:

- **Leadership:**
  - Appoint a Diversity Vice-Chair – this person is responsible for opportunities for the committee to participate in or support TIPS diversity initiatives.
  - Consider adding a diversity-related role to your committee’s scope statement or mission statement.
  - Promote diverse authors in committee newsletters, or other positions of visibility and leadership.
  - Consider nominating someone you know for the Liberty Achievement Award.

- **Meetings:**
  - When hosting meetings or CLE programs reach out to members of the local affinity bar organizations to partner with them or to invite them to participate in the TIPS diversity programs. A list of some of these national organizations can be found on the TIPS Diversity Webpage under Sites of Interest.
  - When inviting diverse individuals to attend your meetings, please be sure to welcome them to the event and introduce them to other participants.
  - Consider allocating time at each meeting to discuss how diversity can be improved or incorporated within the mission of the committee.
  - Attend and support the TIPS Diversity Networking Receptions during TIPS Leadership meetings. Though TIPS hosts a welcome reception at each meeting, the TIPS Diversity Committee can provide you with a list of diversity-related events at larger leadership meetings.
  - Consider hosting at locations which may build awareness of diversity issues (e.g. African-American heritage museum).
  - When designing a CLE program, consider incorporating how diversity may impact a particular practice area or the topic at hand. Some states require Diversity CLE credits. (e.g. the impact of the Environmental Justice movement for the Environmental Law Committee, History of discriminatory practices in Life Insurance or Health Care.)
  - When identifying speakers for your CLE programs, use the ABA Diverse Speakers Database and include diverse speakers.

Supporting and moving closer toward the Diversity goals is part of everything we do in TIPS.

Need more ideas? Or have a great idea to share? Contact the TIPS Diversity Committee Chair, Akira Heshiki, or your Diversity Committee staff liaison, Norma Campos.
4. Resources

Please see the attached sample resources including our website snapshot, a list of diverse bar associations, and our committee newsletter.

A. The Diversity Committee Website.

The TIPS Diversity Committee website can be found [here](#). The website features a letter from the current chair, committee goals, the committee roster, a member spotlight, and helpful resources. The Committee page also highlights the Committee’s newsletters, minutes and upcoming events. The Section Diversity Plan and Mission Statement are also found on this page.

The Committee webpage provides clickable links to the various leadership positions within the Committee via the ABA membership directory. To reach out to members of the committee, click on a committee member name.

B. Diverse Bar Associations and Helpful Links.

ABA Diverse Speakers Database
Commission on Hispanic Legal Rights & Responsibilities
Commission on Disability Rights
Commission on Racial & Ethnic Diversity in the Profession
Commission on Sexual Orientation and Gender Identity
Commission on Women in the Profession
Center for Racial and Ethnic Diversity
Coalition on Racial and Ethnic Justice
Council for Racial and Ethnic Justice
National Bar Association
National LGBT Bar Association
National Hispanic Bar Association
National Native American Bar Association
National Asian Pacific American Bar Association
National Association of Women Lawyers

C. TIPS Embracing Diversity Newsletter

The Committee’s newsletter – *Embracing Diversity* - is published four times annually. Each edition focuses on a particular Goal III entity and issue: disability, minority, LGBT and gender. Publishing
this document enables the committee to explore all areas of the Section’s diverse membership as well as other ABA diversity-related events. If your general committee is interested in publishing an article in *Embracing Diversity* or is interested in re-publishing an article in their committee newsletter, please contact Staff Liaison Norma Campos at Norma.Campos@americanbar.org.
5. Examples of Past Diversity Initiative
Volunteers Needed

Sign-up Today!

Join the ABA TIPS Diversity Committee, Staff Counsel Committee and Law in Public Service Committee for a youth outreach program with McNair Middle School students during the ABA TIPS Section Conference in Atlanta, GA. Volunteers will meet with 60-80 students for the Committee’s “A Day in the Life of an Attorney” program. Attorneys will discuss their professional experience in the legal industry and encourage students to explore the possibility of a law-related career. The program is followed by a TIPS hosted pizza lunch with the students.

Participants should meet in the lobby of the InterContinental Buckhead on Wednesday, May 11 at 9:45am for transportation to the school. Business attire is recommended. You should expect to return between 1:00pm and 1:30pm.

School Information:
McNair Middle School
2800 Burdett Road
College Park, GA 30349

Please contact Staff Liaison Norma Campos at Phone: (312) 988-5574 or Email: norma.campos@americanbar.org to sign-up prior to the spring section conference.
A Day in the Life of an Attorney
Thursday, October 20, 2016
San Diego, CA
Volunteers Needed

Join the ABA TIPS Diversity Committee, Staff Counsel Committee and Law in Public Service Committee for a youth outreach program with King Chavez Preparatory Academy during the 2016 Fall Leadership Meeting in Coronado, CA. Volunteers will meet with 25 students for the Committee’s “A Day in the Life of an Attorney” middle school outreach program. Attorneys will discuss their professional experience in the legal field and encourage students to explore the possibility of a law-related career. The program will include a pizza lunch with the students.

Participants should meet in the lobby of the Hotel Del Coronado on Thursday, October 20 at 11:00am for transportation to the school. Business attire is recommended. You should expect to return between 1:00pm and 1:30pm.

School Information:
King Chavez Preparatory Academy
500 30th St
San Diego, CA 92102

Please contact Staff Liaison Norma Campos at Phone: (312) 988-5574 or Email: norma.campos@americanbar.org to sign-up
XII: Public Service
1. Public Service
Goal 5 of the Section’s strategic plan provides that: “TIPS will elevate the importance of public service within the Section and around the country.” Each general committee should actively participate in public service projects, whether the committee develops a stand-alone project or cosponsors and participates in the public service projects organized by the Section’s Law in Public Service Committee (LIPS). On the following pages are examples of recent public service projects organized by LIPS and by general committees. For a summary of TIPS’s pro bono projects and awards, see the article from The Brief included in these materials.

A LIPS liaison is appointed to each general committee, and the general committees should communicate with the LIPS liaison regarding public service project ideas and opportunities. See the TIPS Public Service Project form included in these materials. LIPS can assist the general committee with stand-alone projects and seeks volunteers for the LIPS sponsored public service projects that are held at the TIPS Fall, Midyear, Section, and Annual Meetings. Publicity should be coordinated with the Section’s Public Relations Committee.

General committees also should submit nominations to LIPS in the spring of each year for the Section’s Edmund S. Muskie Pro Bono Award and the Public Service Honor Roll Award. Nomination forms for these awards are included in this notebook.
2. Examples of Past Public Service Projects
Help us give back to Phoenix!
Public Service Project
Friday, October 16th

Volunteer with the ABA Tort Trial & Insurance Practice Section to give back to the local Phoenix community! Join us for the Fall 2015 TIPS public service project with the HonorHealth Desert Mission Food Bank on Friday, October 16th. Volunteers should plan to meet in the lobby of the Westin on the day-of at 8:45 AM for transportation to the project and are encouraged to dress casually.

The HonorHealth Desert Mission was founded by the local Presbyterian Church’s Desert Mission in 1927 providing food and medical supplies to families who migrated to the Phoenix area to find relief from their respiratory ailments in the desert climate. Today, Desert Mission continues to work to meet the health and social needs of the community by offering a wide range of resources, including a Food Bank, Children’s Dental Clinic, medical and behavioral health centers, Adult Day Center for seniors, early childhood education and programs to help create stronger neighborhoods.
Volunteers Needed
Sign Up Today!

Friday, October 21
9:00 AM - 11:00 AM
Hotel Del Coronado

Join the TIPS Law in Public Service Committee as we team up to assist Stop Hunger Now! a meal packaging program that provides dehydrated and high-protein nutritious meals to the hungry. These packaged meals will be used to support education programs and help save lives in developing countries around the world.

Volunteers will meet for this on-site project on Friday, October 21 from 9:00 AM to 11:00 AM in the Hotel Del Coronado, site of the 2016 TIPS Fall Leadership Meeting.

To sign-up and volunteer, please contact ABA Staff Liaison Norma Campos at norma.campos@americanbar.org.
The American Bar Association Tort, Trial & Insurance Practice Section in partnership with Georgia Soldiers’ Angels presents...

Vetting for Vets

Free Resume Writing and Interviewing Skills Workshop and Lunch for Military Veterans

Saturday, May 14, 2016

11:00 AM—1:00 PM
Fort McPherson VA Clinic
1701 Hardee Ave., SW

Presented by:
ABA TIPS Standing Committee on Law in Public Service &
Georgia Soldiers’ Angels

This free workshop is designed to assist military veterans in:

Writing dynamic stand-out resumes
- Please bring a copy of your resume with you
- 1 on 1 counseling session with American Bar Association Attorneys
- Translating military service into civilian job requirements

Preparing for interviews by providing
- Mock interview experience
- Post-interview consultation

For more information contact Norma Campos at
email: norma.campos@americanbar.org or
Phone: (312) 988-5574
3. Muskie Award and Honor Roll
The award recognizes TIPS members who have the attributes embodied by Senator Muskie: his dedication to justice for all citizens, his public service, and his role as a lawyer and distinguished leader of TIPS. In addition to individuals, formal or informal groups, such as corporate legal departments or persons working cooperatively on a pro bono project, may be nominated, so long as a significant number of members of the group belong to TIPS. (Only TIPS Officers, Immediate Past Section Chair and immediate past and present Public Service Committee members are ineligible.)

Please attach a resume for the person or group you are nominating and also write a brief narrative describing how the individual or group has provided outstanding pro bono service as defined in Rule 6.1(a) of the ABA Model Rules of Professional Conduct (see below), which places particular emphasis on service to low income people. You may also attach supporting materials which might include additional references, letters of support and documentation such as news articles.

The TIPS Council will select one recipient who will receive the Award at the 2016 Spring Section Conference in Atlanta, GA.

Please take the time to make a nomination. This is an excellent opportunity to recognize the good works of many TIPS members.

The deadline date for Muskie nominations is in October.

Should you have questions about the application please contact Program Specialist Norma Campos via email norma.campos@americanbar.org or call (312) 988-5574.
PAST EDMUND MUSKIE PRO BONO SERVICE AWARD RECIPIENTS

1997  Lisa L. Smith and Alan M. Wishnoff
1998  Brittan L. Buchanan
1999  No award given
2000  Steven C. Choquette
2001  Linda E. Rosenzweig
2002  Robert Edward Hirshon
2003  John P. Buckley
2004  David Deehl
2005  A Bruce Jones
2006  Larry P. Schiffer
2007  David Siegal
2008  Victor Garo
2009  Linda Klein
2010  Patricia L. McKinnon
2012  Peter Antonucci
2013  Janis C. Puracal
2014  Erin K. Higgins
2015  Joshua D. Lee
2016  W. Scott Welch, III
The Law in Public Service Committee has established an honor roll to recognize Tort Trial and Insurance Practice Section lawyers who do pro bono and public service work. The number of award recipients in any given year shall be limited to 25. The TIPS Law in Public Service Committee shall select award recipients from nominations as well as its own list of qualified candidates.

Criteria for Qualifications:

1. Must be a Tort Trial & Insurance Practice Section Member.
2. Groups, such as corporate legal departments, law firms, and public agencies working cooperatively on a pro bono project, so long as a significant number of members of the group are TIPS Members.
3. Significant number of hours during the past 12 months, or over an extended period of time, without fee or expectation of fee, providing:
   a. Direct legal services to children or persons of limited means or charitable religious, civic, community, governmental, and educational organizations in matters that are designed primarily to protect the legal rights or address the legal needs of children or persons of limited means.
   b. Public service of a legal nature or otherwise, the purpose of which is to educate, support, protect, or otherwise enhance the quality of life of those in need locally or nationally.
   c. Serving on or taking a leadership role in local, state, or national committees or organizations, including bar associations, that provide volunteer legal services for children, the poor, and disadvantaged persons, or otherwise enhance the lives of those in need.
   d. Other public service contributions.

Should you have questions about the application please contact Program Specialist Norma Campos via email norma.campos@americanbar.org or call (312) 988-5574.
Past Honor Roll Awardees

2014  Lyndon Bittle
       Joshua D. Lee

2013  No Award Given

2011  Jim J.S. Holmes
       Peter A. Antonucci
       Harmony I. Loube
       Susan Holden
       Steven G. Hall

2010  No Award Given

2009  Jerrilyn T. Malan
       George T. Lewisis

2008  Peter Neeson
       Michelle Rozovics
       Joseph Siprut
XIII: Appendix
STAFF LISTING
American Bar Association - Tort Trial & Insurance Practice Section
321 North Clark Street, Chicago, IL 60654-7598
General Phone: (312) 988-5607  Fax: (312) 988-6230  tips@americanbar.org

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<td>Anthony J Sbarra</td>
</tr>
</tbody>
</table>

**Professional Liability Insurance**

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>Michael Machua Millett</td>
</tr>
<tr>
<td>2011</td>
<td>Richard Bale</td>
</tr>
<tr>
<td>2012</td>
<td>Perry S Granof</td>
</tr>
<tr>
<td>2013</td>
<td>Perry S Granof</td>
</tr>
<tr>
<td>2014</td>
<td>Barbara Costello</td>
</tr>
<tr>
<td>2015</td>
<td>John Colquitt Rogers</td>
</tr>
<tr>
<td>2016</td>
<td>Ari R Magedoff</td>
</tr>
</tbody>
</table>

**Property Insurance Law**

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>Richard D Gable Jr</td>
</tr>
<tr>
<td>2011</td>
<td>Renee C Callantine</td>
</tr>
<tr>
<td>2012</td>
<td>Francis J Maloney III</td>
</tr>
<tr>
<td>2013</td>
<td>Kellyn J W Muller</td>
</tr>
<tr>
<td>2014</td>
<td>Jonathan C Lerner</td>
</tr>
<tr>
<td>2015</td>
<td>Heidi Hudson Raschke</td>
</tr>
<tr>
<td>2016</td>
<td>Christina M Phillips</td>
</tr>
</tbody>
</table>

**Self-Insurers and Risk Managers**

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>James Tortorella</td>
</tr>
<tr>
<td>2011</td>
<td>Christopher H Westrick</td>
</tr>
<tr>
<td>2012</td>
<td>Emily R Gifford</td>
</tr>
<tr>
<td>2013</td>
<td>Jose Ramirez</td>
</tr>
<tr>
<td>2014</td>
<td>Daniel R Spragg</td>
</tr>
<tr>
<td>2015</td>
<td>Charles J Stoia</td>
</tr>
<tr>
<td>2016</td>
<td>Dainen N Penta</td>
</tr>
</tbody>
</table>

**Staff Counsel**

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>Denise Di Mascio</td>
</tr>
<tr>
<td>2011</td>
<td>Laura Sidwell Maki</td>
</tr>
<tr>
<td>2012</td>
<td>Thomas M McNally</td>
</tr>
<tr>
<td>2013</td>
<td>M Gerard Gregoire</td>
</tr>
<tr>
<td>2014</td>
<td>M Gerard Gregoire</td>
</tr>
<tr>
<td>Year</td>
<td>Name</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>2010</td>
<td>Jennifer Stephens Gaytan</td>
</tr>
<tr>
<td>2011</td>
<td>Tammy L Ortmann</td>
</tr>
<tr>
<td>2012</td>
<td>Ronald A Damashek</td>
</tr>
<tr>
<td>2013</td>
<td>William Jacob Long IV</td>
</tr>
<tr>
<td>2014</td>
<td>Ryan C Squire</td>
</tr>
<tr>
<td>2015</td>
<td>Steven Ray Parker</td>
</tr>
<tr>
<td>2016</td>
<td>James Walson</td>
</tr>
</tbody>
</table>

### Title Insurance Litigation

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>Cynthia L Choate</td>
</tr>
<tr>
<td>2016</td>
<td>Cynthia L Choate</td>
</tr>
</tbody>
</table>

### Toxic Torts and Environmental Law

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>Stanley Goos</td>
</tr>
<tr>
<td>2011</td>
<td>Jennifer Shepard Kilpatrick</td>
</tr>
<tr>
<td>2012</td>
<td>Joshua D Lee</td>
</tr>
<tr>
<td>2013</td>
<td>Brian D Gross</td>
</tr>
<tr>
<td>2014</td>
<td>Beth M Kramer</td>
</tr>
<tr>
<td>2015</td>
<td>Deborah Smith</td>
</tr>
<tr>
<td>2016</td>
<td>Eliot M Harris</td>
</tr>
</tbody>
</table>

### Litigation and Trial Practice

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>Stephen E Chappelear</td>
</tr>
<tr>
<td>2011</td>
<td>William G Kelly</td>
</tr>
<tr>
<td>2012</td>
<td>Elizabeth B Shirley</td>
</tr>
<tr>
<td>2013</td>
<td>Erika Elizabeth Anderson</td>
</tr>
<tr>
<td>2014</td>
<td>Amy Lane Hurwitz</td>
</tr>
<tr>
<td>2015</td>
<td>Amy Lane Hurwitz</td>
</tr>
<tr>
<td>2016</td>
<td>Rebecca Louise Bush</td>
</tr>
</tbody>
</table>

### Workers' Compensation Liability Law and Employers'

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>Alan S Pierce</td>
</tr>
<tr>
<td>2011</td>
<td>Lindsey Ellen Mills</td>
</tr>
<tr>
<td>2012</td>
<td>Joshua Glade Holden</td>
</tr>
<tr>
<td>2013</td>
<td>Anthony J Macauley</td>
</tr>
<tr>
<td>2014</td>
<td>Stacy A Tees</td>
</tr>
<tr>
<td>2015</td>
<td>Stacy A Tees</td>
</tr>
<tr>
<td>2016</td>
<td>Catherine T Surbeck</td>
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</table>
# AMERICAN BAR ASSOCIATION

## Request for Reimbursement of Expenses

<table>
<thead>
<tr>
<th>Purpose of Expenditure:</th>
<th>☐ Meeting</th>
<th>☐ Other</th>
<th>Date ____________________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dates of Meeting</th>
<th>(MONTH)</th>
<th>DAYS)</th>
<th>(YEAR)</th>
<th>____________________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Location of Meeting</th>
<th>____________________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Tort Trial and Insurance Practice Section</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Committee Meetings Attended (List individual meetings and dates) or Expenses Related to (Be specific)</th>
<th>____________________________</th>
</tr>
</thead>
</table>

**Mailing Directions:**

The completed original form is to be mailed to:

(Do NOT FAX OR EMAIL)

---

## MEETINGS AND TRAVEL EXPENSE

<table>
<thead>
<tr>
<th>ITEM AND DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

### TRANSPORTATION

- **Air (maximum of 14-day advance Sat. nt. stay over economy fare) or Rail (Service fees are not covered)**

- **Airline**
  - Destination:
  - Departure City:

- **Automobile:** (if used instead of air or rail but not to exceed economy air fare rate) Miles @ .575/mile $________

### SECTION POLICY DOES NOT AUTOMATICALLY PROVIDE PER DIEMS. SEE NOTE BELOW REGARDING PER DIEMS. ARE YOU REQUESTING PER DIEMS? $________

**ATTACH HOTEL BILL** # of days per diem $________

### Total Meetings and Travel Expense $________

### EXPENSE NOT RELATED TO TRAVEL

- **Statement attached (telephone, postage, office expense, etc.)** $________
- **Group Dinner Reimbursement** (must list each person attending, and submit detailed original receipt, not credit card receipt) (prior approval required) $________

### Total Reimbursement Requested $________

### MAKE CHECK PAYABLE TO:

- **ABA MEMBER ID #** ____________________________

- **NAME**
  - (Individual, Firm or Company Name)

- **ADDRESS**
  - (Street address or P.O. Box)

  - (City, State and Zip Code)

### ☐ Check here if this is an address change

The financial liability of the Association to any committee is limited to the funds credited to this on the financial records of the Association. (Bylaws Art. 28.5) “Some or all of the documentary support attached consists of copies of the original receipts. Those originals are on file in the law firm/practice in _______ (city).”

**Note from Staff:** ____________________________

---

**By signing below, I certify that I have read the ABA’s Business Conduct Standards (“BCS”) and that this expense report and the business I have conducted on behalf of the ABA comply with the BCS (see below for link).”**

---

**Signature of Section Chair (or designee) certifies that expense has been authorized by the Section Council (By-Laws Article 27.5)**

---

**PLEASE NOTE: ORIGI NALS OF AIRLINE TICKETS or E-TICKET ITINERARIES MUST BE SUBMITTED. BCS:**

[Click here](http://www.americanbar.org/content/dam/aba/migrated/about/ABA_Business_Conduct_Standards.authcheckdam.pdf) to access the fillable form in the Leadership Portal
TIPS ENTERPRISE FUND PROJECT PROPOSAL

Please complete all sections. Attach additional sheets as necessary.

Submitted By: _________________________________________________________________

Email Address: ________________________________________________________________

Address: ______________________________________________________________________

Phone: _______________________________________________________________________

Sponsored by: _________________________________________________________________
(Committee Name)

Committee Chair Name: _________________________________________________________

Committee Chair Signature*:______________________________________________________

Co-sponsored with (list co-sponsoring committees; include names and signatures* for each committee’s Chair)______________________________________________________________

* Signatures denote that the entity has discussed and supports the application.

Are all committees involved in this project in compliance with the submission of all written required forms and reports ___Yes ___No

1. PROJECT TITLE AND DESCRIPTION:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

2. WHAT ARE THE PROJECT’S PURPOSES AND GOALS?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

3. WHAT TIPS’ PURPOSES AND GOALS WILL THIS PROJECT PROMOTE AND HOW?
____________________________________________________________________________

Click here to access the fillable form in the Leadership Portal
4. WHAT MARKETS/CONSTITUENCIES ARE TO BE SERVED, BOTH INSIDE AND OUTSIDE THE ABA:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

5. PROJECT CHAIR: (Name, Address, Telephone, Email and Fax Number):

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

6. PROPOSED SITES AND DATES FOR ANY EVENTS: (List 3 alternatives).

1.____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

2.____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

3.____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

7. IS PROJECT TO BE CONDUCTED IN CONJUNCTION WITH ANY OTHER MEETING OR SPECIAL EVENTS? If so, describe:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

8. IF APPLICABLE, HAS PROPOSED EVENT BEEN APPROVED BY THE CLE BOARD? Yes No

9. WAS FUNDING REQUESTED IN FORM A (THE BUDGET REQUEST FORM)? IF SO, WHEN, AND WHAT RESPONSE WAS RECEIVED?

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

10. HAS PROJECT BEEN PREVIOUSLY UNDERTAKEN BY TIPS OR OTHER ORGANIZATIONS WITHIN THE LAST YEARS (OR MONTHS)? If so, describe:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

11. DO YOU ANTICIPATE THAT THIS PROJECT WILL CREATE A RECURRING EVENT WITHIN TIPS OR THE ABA? IF SO, PLEASE DESCRIBE HOW OFTEN IT
WILL RECUR, WHAT GROUP WITHIN TIPS WILL ASSUME FUTURE RESPONSIBILITY FOR THE EVENT.

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

12. SCHEDULING CONFLICTS SHOULD BE AVOIDED WITH THE FOLLOWING ORGANIZATIONS’ MEETINGS:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

BUDGET

Attach Financial Impact Statement (See Appendix)

SCHEDULE AND TIMELINE

Attach a detailed schedule timeline for the project that includes all significant milestones for the project and the anticipated date of completion.

Form submitted by__________________________________________________________

Information developed in consultation with____________________________________

Date_______________________________________________________________________

Attach: Financial Impact Statement
CLE Program Proposal (If applicable)
Publication Proposal Form (If applicable)

Send to: Jennifer L. Michel at jennifer.michel@americanbar.org
FINANCIAL IMPACT STATEMENT

1. NAME OF PROJECT: _______________________________________________________________

2. EXPECTED TIME FRAME:
   Start date: ____________       Conclusion date: ____________

3. GROSS BUDGET REQUEST $___________

4. ESTIMATED TOTAL NUMBER OF REQUIRED FACE-TO-FACE PLANNING MEETINGS ________
   a. ESTIMATED NUMBER OF PLANNING MEETINGS HELD IN CONJUNCTION WITH OTHER TIPS OR ABA REGULAR MEETINGS: ________
   b. ESTIMATED NUMBER OF PLANNING MEETINGS HELD ON OTHER OCCASIONS: ________
   c. ESTIMATED NUMBER OF PEOPLE EXPECTED TO ATTEND PLANNING MEETINGS: ________
   d. ESTIMATED EXPENSE FOR PLANNING MEETINGS FOR WHICH REIMBURSEMENT WILL BE REQUIRED: $__________
   e. ATTACH AS AN EXHIBIT YOUR COMPUTATIONS UPON WHICH THE ABOVE ESTIMATE IS BASED.

5. EXPENSES FOR TELEPHONIC COMMUNICATIONS: $__________

6. ESTIMATE OF EXPENSES FOR PRINTING/DUPLICATION OF DOCUMENTS: $__________

7. ESTIMATE OF EXPENSES FOR MEETING ROOMS OR MEALS AT MEETINGS AND CONFERENCES: $__________

8. CONSULT THE SECTION DIRECTOR TO DETERMINE WHETHER STAFF SERVICES WILL BE REQUIRED ABOVE AND BEYOND ROUTINE AND EXPECTED STAFF SERVICES. IF THE INFORMATION RECEIVED FROM THE STAFF DIRECTOR IS THAT SUCH SERVICES WILL BE REQUIRED, PLEASE SUPPLY THE ESTIMATE GIVEN YOU BY THE STAFF CONCERNING STAFF ADMINISTRATIVE EXPENSES CONNECTED WITH THE PROJECT: $__________

9. MISCELLANEOUS EXPENSES: DESCRIBE BELOW WHAT EXPENSES YOU EXPECT WILL BE REQUIRED THAT DO NOT FALL WITHIN THE ABOVE CATEGORIES AND LIST THE ESTIMATED COST OF EACH.
   ____________________________________________$_____ 
   ____________________________________________$_____ 
   ____________________________________________$_____ 
   ____________________________________________$_____ 
   TOTAL $__________

Click here to access the fillable form in the Leadership Portal
2018-2019 Bar Year Planning and Budgeting Form A
Due December 15, 2017

Committee: ________________________________________________________________
Submitted By: __________________________________________________________________
Date: ___________________________________________________________________

The information below is to be completed by the Committee Chair-Elect for plans/activities occurring during their term as chair for the 2018-2019 Bar Year. This form is intended to serve as a planning and budgeting tool to assist staff for overall section budgeting.

Please do not request funds for travel expenses to section meetings. Per the TIPS Financial Policy, Chairs and Chairs-Elect are funded to attend Fall Meeting and the Spring Section Conference. Chair-Elect Designees are also funded to attend the Spring Section Conference.

Please do not request reimbursement for office expenses.

Preliminary approval of budgetary requests below will occur during Summer 2018.

Please complete sections 1-9 and additional details in red.

1. **Program Vice-Chair:** ____________________________________________________
   
The Program Vice-Chair is responsible for programs to be held during your term as Chair. If you are planning a CLE program, please reach out to TIPS CLE Director Janet Hummons for a program proposal form and details.

2. **Membership Vice-Chair:** ________________________________________________
   
The Membership Vice-Chair is responsible for recruitment and retention efforts. The Membership Vice-Chair will be responsible for attending membership training as provided during Orientation at the Fall Meeting.

3. **Diversity Vice-Chair:** __________________________________________________
   
The Diversity Vice-Chair is responsible for development of ideas, program planning and initiatives which will increase involvement of women, ethnic minority members, disabled members and LGBT members. Your Diversity Vice-Chair is also responsible for the balance between plaintiffs, defense and insurance industry representatives.

4. **Newsletter Vice-Chair:** _________________________________________________

[Click here](#) to access the fillable form in the Leadership Portal

Please return form via email to: [jennifer.michel@americanbar.org](mailto:jennifer.michel@americanbar.org)

Due: December 15, 2017
The Committee Newsletter Vice-Chair is responsible for development and gathering of newsletter articles. The Newsletter Vice-Chair will serve as the editor of the newsletter, will work with TIPS staff and is responsible for three editions per bar year.

Number of newsletters anticipated: ______________________
Anticipated # of pages per newsletter: ____________________
Anticipated Mailing Dates: ______________________________

5. Technology Vice-Chair: ____________________________________

The Committee Technology Vice-Chair is responsible for creating/expanding the committee’s technology needs including a website and social media presence.

6. Publications Vice-Chair: _________________________________

Your Committee Publications Vice-Chair is responsible for communication to the TIPS Book Publishing Editorial Board for development of book ideas that may be useful to the committee’s membership. Efforts should be made to produce articles worthy of publication in both The Brief and the Tort Trial and Insurance Law Journal, including but not limited to the Annual Survey of Law.

Anticipated books, articles:

Anticipated completion dates:

7. Committee Business/Planning Meetings:

☐ TIPS Fall Meeting – October 10-14, 2018 (Amelia Island, FL)
☐ ABA Midyear – January 23-29, 2019 (Las Vegas, NV)
☐ TIPS Section Conference – April 30-May 5, 2019 (New York, NY)
☐ ABA Annual Meeting – August 8-13, 2019 (San Francisco, CA)
☐ Another time and location (specify):
  ☐ Conference Calls

Please note that General Committees typically do not meet at Midyear Meeting due to the condensed schedule.

Will your committee be planning conference calls?
How many calls do you anticipate?
How many members will be dialing in?
What is the planned duration of the call?

Please note that the committee must pre-arrange poly-coms for in-person business meetings with the ABA TIPS Staff and Meetings Team. Poly-coms are only permitted for committees anticipating to have 6 or more committee members present on the phone.
8. **New Projects and Requests:**

   Description of project:

   Anticipated completion date:

   Travel costs: $____________________
   Duplicating Costs: $____________________
   Postage Costs: $____________________
   Telephone Costs: $____________________
   Other: $____________________
   Total Estimated Cost: $____________________

Which of the TIPS goal(s) and strategy(s) (list #) does this activity support and how? Please be as specific as possible. Details are critical.

9. **Liaison Activities:**

   Do you anticipate travel expenses to attend meetings with other ABA entities or outside organizations by nature of your position as chair of a general committee?
   
   □ Yes
   □ No

   Name of Organization:
   Number of trips in 2018-2019:
   Date and Location:
   Name of person attending:
   Approximate total cost (including airfare):

   Why is it necessary to attend instead of communicating through email and phone?

   Which of the TIPS goal(s) and strategy(s) (list #) does this activity support and how?
FORM B
2017-18 General Committee Activity Progress Report

Committee: ________________________________________________________________
Submitted by: ____________________________ Committee Chair
Date: _______________________________________

Please complete the report in its entirety and forward to Norma Campos
(norma.campos@americanbar.org), TIPS office, no later than February 15, 2018. The report will be
distributed to the Scope & Correlation Committee and the Membership Committee.

Based on the 2017-2018 Planning and Budgeting Form, please indicate if your Committee has met its
goals.

1. Programs
   Have you conducted or will conduct:
   - [ ] Regional Meetings/Programs
   - [ ] Teleseminar/Webinar Program
   - [ ] Committee Midyear CLE Program
   - [ ] National CLE Programs
   - [ ] 2017 Annual Meeting Program

2. Newsletters
   Please check if completed:
   - [ ] Fall 2017 Newsletter
   - [ ] Winter 2018 Newsletter

3. Membership Activities
   Have you initiated your membership recruitment plans?  [ ] Yes  [ ] No

4. Website
   Is your website up-to-date?  [ ] Yes  [ ] No

5. Publications
   Please check if completed:
   - [ ] Law Journal Annual Survey
   - [ ] Book or Monograph
   - [ ] Article for TortSource or The Brief

6. Committee Business/Planning Meetings:
   Have you conducted either type of business meeting?
   - [ ] In person business meeting
   - [ ] Conference call business meeting

Send via email to: Norma Campos at norma.campos@americanbar.org by February 15, 2018

Click here to access the fillable form in the Leadership Portal
A. Summary of the Year's Activities

Please provide a brief summary of the committee’s 2017-2018 activities:

B. Implementation of Section Goals

Goal 1:
TIPS will provide networking, leadership, involvement and professional development opportunities for members. (Include all deliverables in this section identified in the committee’s strategic plan document, including leadership succession and communications with members.)

Activities conducted in 2017-2018 in support of Goal No. 1:

Activities planned for 2018-2019 in support of Goal No. 1:

Goal 2:
TIPS will be the primary source of education and knowledge for tort, trial, and insurance practice.

Activities conducted in 2017-2018 in support of Goal No. 2:

Activities planned for 2018-2019 in support of Goal No. 2:

Goal 3:
TIPS will be a national voice for the advancement of the civil justice system.

Activities conducted in 2017-2018 in support of Goal No. 3:

Activities planned for 2018-2019 in support of Goal No. 3:

Goal 4:
TIPS will advance diversity in the profession. (Include recruitment and retention efforts identified in the committee’s strategic plan document.)

Activities conducted in 2017-2018 in support of Goal No. 4:

Click here to access the fillable form in the Leadership Portal.
Activities planned for 2018-2019 in support of Goal No. 4:

Goal 5:
TIPS will elevate the importance of public service within the Section and around the country.

Activities conducted in 2017-2018 in support of Goal No. 5:

Activities planned for 2018-2019 in support of Goal No. 5:

Goal 6:
TIPS will be financially secure and stable.

Activities conducted in 2017-2018 in support of Goal No. 6:

Activities planned for 2018-2019 in support of Goal No. 6:

C. Strategic Plan Status
Have you completed the 2017-2018 goals as set forth in your committee’s strategic plan? ___Y ___N
Is your committee on target to implement plans for 2018-2019? ___Y ___N

D. Review of Committee Name and Scope Statement
Committee Name
a. The Committee name should remain the same. ___ (check if applicable)

OR

b. The Committee name should be changed to________________________. The Scope and Correlation Committee will review this proposal. Please include the rationale.

Committee Scope Statement (Note: These can be found in Section E.3 of the Policy & Procedure Guidebook.)
a. The Committee scope statement reflects the current scope of the committee's activities and should remain unchanged. ___ (check if applicable)

OR

b. The Committee scope statement does not reflect the current scope of activities of the committee and should be changed. A revised scope statement with rationale for review by the Scope and Correlation Committee is attached.

Send via email to: Norma Campos at norma.campos@americanbar.org by May 15, 2018.
**Scope and Correlation Committee**
**General Committee Criteria for Success Worksheet - 2017-18**

Committee Name: ____________________________________________
Date Reviewed by Scope Liaison: _______________________________

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points Available</th>
<th>Date Completed</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Current web site</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. 4-year Leadership Succession Plan</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Strategic Plan every 3 years (awarded each year plan is in place)</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Timely reporting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Form A - Budget (due December 15th)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Form B - Mid-Year Report (due February 15th)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Form C - Annual Report (due May 15th)</td>
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<td>10 total</td>
<td></td>
</tr>
<tr>
<td>5. 2 Newsletters (5 points each)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>a. Newsletter No. 1</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Newsletter No. 2</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Business Meetings (5 points each)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. In-Person Business meeting</td>
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<tr>
<td>b. Other Business meeting</td>
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<td></td>
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<td>7. Any two of these three (10 points each):</td>
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<td>20 total</td>
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<tr>
<td>a. Annual Law Survey/TIPS Journal</td>
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<td>b. Publication</td>
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</tr>
<tr>
<td>c. CLE program (any format)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Report after each business meeting under 6, above (5 points each)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Report after in-person meeting</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Report after other meeting</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Membership</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Introductory letter from new chair to current members</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Contact with new and recently dropped members</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Periodic emails/news alerts to membership</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Other membership outreach, including surveys, mentor programs, brochures</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Diversity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Meeting Attendance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. GCB (four in person meetings)</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Orientation (Fall and Spring)</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Minimum Point Expectation:</strong></td>
<td><strong>122</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Activities after Minimum**

*If more space is needed, use a separate sheet to track additional meeting dates and activities.*

Click here to access the fillable form in the Leadership Portal.
TIPS COMMITTEE NEWSLETTER TRANSMITTAL FORM

(Please type or print)

Committee Newsletter:

Issue:

Editor:

Person Submitting:

Firm:

Address:

Telephone:

Fax:

E-mail:

Date Submitted:

The purpose of the transmittal is to assist Editors in making the appearance of the Newsletter meet with the Editor's approval. The design of the Newsletter, if formatted by the Editor according to the 2010-2011 Newsletter Guidelines, will not be changed. However, placement of graphics, pictures, etc. must be indicated on this form. TIPS may insert advertisements throughout Newsletters. Graphic placements not indicated by the Editor will be made at the discretion of TIPS.

♦ Newsletters must be submitted in Word 2003 (or earlier version) to the TIPS office unformatted. All graphics and photos must be submitted in a jpg, eps, or tif file separately from the word document. The Newsletter will be formatted by the Designer using the TIPS Newsletter Template.

PLEASE E-MAIL THIS FORM ALONG WITH YOUR NEWSLETTER TO: TIPS Program Associate Daniel Chavez at Daniel.chavez@americanbar.org
Committee Newsletter

You have available seven special options which may include any combination of the following: 1) Graphics  2) Photos  3) Screens (shaded areas)  4) Images per Newsletter.

I. COVER PAGE

A. Headline  Title

Choose One: ___ Blue    ___ Black  *Please Note: Headlines will appear in Blue unless specified

B. Pull Quote  If yes, choose ___ Round  ___ Square  ___ Rectangle  ___ Oval ___ Solid Black w/Reversed Print

___ Solid Black w/Reversed Print  ___ Black Text Only  ___ Blue Text Only  ___ No Preference

*Please Note: Pull quotes will appear in solid blue text unless specified

Pull Quote Wording

C. Picture  [special option] ___ Yes  ___ No Page Location: ___ Left Justify ___ Right Justify ___ Center

D. Graphics  [special option] ___ Yes  ___ No Graphic Type: _________________________

Size: _______  Page Location: ___ Left Justify ___ Right Justify ___ Center

II. INSIDE COVER - Page 2

A. Staff will generate the Committee’s Leadership using current ABA Membership information. You only need to pick the look you would like the leadership box to have.

Choose One: ___ Plain box  ___ Screened box [special option]  ___ Graduating Blue Screen [special option]

B. Table of Contents Format  Choose One: ___ Plain Box w/Blue Border ___ Blue Screen ___ Solid Blue w/Reversed Print

___ Plain Box w/Black Border  ___ Black Screen ___ Solid Black w/Reversed Print

III. BACK ONE HALF PAGE - ANNOUNCEMENT

Print color  Choose one ___ Plain Box w/Blue Border ___ Blue Screen ___ Solid Blue w/Reversed Print ___ Plain Box w/Black Border  ___ Black Screen ___ Solid Black w/Reversed Print

IV. CHAIR AND/OR EDITOR COLUMN  (will appear on page 3 of your Committee Newsletter)

We suggest that you include a photo of the Chair and/or Editor. The photo is a special option.

Suggestion: Please limit to 100 words or less.

*Please Note: Headlines will appear in Blue unless specified
You have available seven special options, which may include any combination of the following: 1) Graphics 2) Pictures 3) Screens (Shaded Areas) 4) Images per Newsletter.

A. **Headline** *Choose One:* ___ Blue ___ Black  *Please Note: Headlines will appear in Blue unless specified*

B. **Pull Quote** *If yes, choose:* ___ Round ___ Square ___ Rectangle ___ Oval
___ Solid Blue w/Reversed Print ___ Solid Black w/Reversed Print ___ Black Text Only ___ Blue Text Only
___ No Preference

**Pull Quote Wording**

C. **Picture** [special option] ___ Yes ___ No  Page Location: ___Left Justify ___Right Justify ___Center

D. **Graphics** [special option] ___ Yes ___ No ___ Size  Page Location: ___Left Justify ___Right Justify ___Center

**SPECIAL REQUIREMENTS**

You have available seven special options, which may include any combination of the following: 1) Graphics 2) Pictures 3) Screens (Shaded Areas) 4) Images per Newsletter.

A. **Headline** *Choose One:* ___ Blue ___ Black  *Please Note: Headlines will appear in Blue unless specified*

B. **Pull Quote** *If yes, choose:* ___ Round ___ Square ___ Rectangle ___ Oval
___ Solid Blue w/Reversed Print ___ Solid Black w/Reversed Print ___ Black Text Only ___ Blue Text Only
___ No Preference

**Pull Quote Wording**

C. **Picture** [special option] ___ Yes ___ No  Page Location: ___Left Justify ___Right Justify ___Center

D. **Graphics** [special option] ___ Yes ___ No ___ Size  Page Location: ___Left Justify ___Right Justify ___Center

**SPECIAL REQUIREMENTS**
You have available seven special options, which may include any combination of the following: 1) Graphics 2) Pictures 3) Screens (Shaded Areas) 4) Images per Newsletter.

A. **Headline** Choose One: ___ Blue ___ Black  *Please Note: Headlines will appear in Blue unless specified

B. **Pull Quote** If yes, choose: ___ Round ___ Square ___ Rectangle ___ Oval
   ___ Solid Blue w/Reversed Print ___ Solid Black w/Reversed Print ___ Black Text Only ___ Blue Text Only
   ___ No Preference

**Pull Quote Wording**

C. **Picture** [special option] ___ Yes ___ No  Page Location: ___ Left Justify ___ Right Justify ___ Center

D. **Graphics** [special option] ___ Yes ___ No ___ Size  Page Location: ___ Left Justify ___ Right Justify ___ Center

SPECIAL REQUIREMENTS

NEWSLETTER ARTICLE No. _________
Title_______________________________________________________________________________________________________
_______________________________________________________  Author_____________________________________________

You have available seven special options, which may include any combination of the following: 1) Graphics 2) Pictures 3) Screens (Shaded Areas) 4) Images per Newsletter.

A. **Headline** Choose One: ___ Blue ___ Black  *Please Note: Headlines will appear in Blue unless specified

B. **Pull Quote** If yes, choose: ___ Round ___ Square ___ Rectangle ___ Oval
   ___ Solid Blue w/Reversed Print ___ Solid Black w/Reversed Print ___ Black Text Only ___ Blue Text Only
   ___ No Preference

**Pull Quote Wording**

C. **Picture** [special option] ___ Yes ___ No  Page Location: ___ Left Justify ___ Right Justify ___ Center

D. **Graphics** [special option] ___ Yes ___ No ___ Size  Page Location: ___ Left Justify ___ Right Justify ___ Center

SPECIAL REQUIREMENTS
PUBLICATION AGREEMENT: REGULAR CONTRIBUTOR TO A PERIODICAL

FROM: AMERICAN BAR ASSOCIATION, Tort Trial & Insurance Practice Section, located at:
321 North Clark Street
Chicago, IL 60654
Attn: Vickie Shea

TO: Name of Editor/Copyright Owner (“You”):
Address:

[Joint authorship: If the Work has more than one author whose individual contributions are "inseparable parts of a unitary whole," each author must sign a separate counterpart to this agreement. All such counterparts shall be considered collectively as one and the same agreement.]

The American Bar Association (“ABA”) is pleased to commission you to prepare for publication various articles (“Contribution(s)”) to be included in forthcoming issues of its periodical:

Periodical Name: ABA TIPS    Committee Newsletter    Volume:    Issue: Winter 2011

License Terms: You agree to prepare various Contribution(s) on topics that are individually assigned by the periodical editor, which are appropriate in length and character for that individual issue of the Periodical, and which meet the editorial standards of the ABA. Nevertheless, the suitability of the Contribution(s) for publication shall be determined by the ABA at its sole discretion.

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Nothing herein shall obligate the ABA to publish the Contribution(s) in the Publication, however if we do not publish the Contribution(s) by 1/1/2012, then all rights granted in the Contribution(s) will automatically revert back to You. If the foregoing terms are satisfactory, please sign and date this agreement below and return it to the project coordinator.

Signature: ___________________________  Date: ___________________________
ABA PUBLISHING PROPOSAL FORM

Thank you for your interest in ABA Publishing. Please complete this proposal form and submit to Rick G. Paszkiet, director, ABA Entity Book Content Publishing (contact information is below). Along with this proposal, please include a brief outline or table of contents and an introduction or sample chapter, if available. Any additional supporting materials are always helpful as well.

All proposals are reviewed quarterly.

***********************************************************************

Proposal submitted by: ___________________________________________________________

Address: ______________________________________________________________________

City/State/Zip: __________________________________________________________________

Business Phone: ______________________ Home Phone: _____________________________

E-Mail: ___________________________ Fax Number:_________________________________

A. CONTENT INFORMATION OF THE PROPOSED BOOK:

1. Working title: _______________________________________________________________

2. Briefly describe your proposed book.

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________
3. At what level will the subject matter be treated?
   - [ ] Beginner
   - [ ] Intermediate
   - [ ] Advanced

4. Do you know of any other publications that cover the same or similar subject matter? Please list them.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

If there are other publications that cover similar subject matter, how will your proposed book differ from others on the same subject?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

5. What is the proposed length of your book in typewritten pages (8 ½ by 11, 12 pt type, double spaced) __________________. Please keep in mind that 100 pages of typewritten pages translate into 69 pages of typeset pages.

6. Do you think your proposed publication should be supplemented or revised in the future?
   - [ ] No
   - [ ] Yes
   If yes, how often will you prepare the supplements? __________________

Do you have the commitment from authors and contributors to produce timely supplements? __________________

7. Please attach an outline and/or a proposed table of contents. If one is not available, when will your be able to produce it? __________________ Please also send a sample chapter, if available.
B. INFORMATION REGARDING THE AUTHOR(S)

1. Author (check one)
   - ☐ Individual Author  ☐ Multi-Author  ☐ ABA Committee ___________________

2. Name and address of editor / author(s) if different from “submitted by” on page 1; if a committee work, please supply name and address of primary contact for the book:

________________________________________________________________________
________________________________________________________________________

3. Please identify any other book(s) and articles you have written and have had published.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4. Are you a member of an ABA section, division or forum?  ☐ No  ☐ Yes  If yes, please identify the entities and committee(s) of which you are a member.

________________________________________________________________________
________________________________________________________________________

5. Individual authors please attach your resume(s) or CV(s), including: any awards; media appearances; key-note speaking; seminars, workshops, or conferences taught, led, or on which you served as a panelist; previous publications (articles, monographs, etc.)

C. COPYRIGHT INFORMATION

1. Has the book you propose here been previously published in any format by any other publisher?  If so, please give details.

________________________________________________________________________
________________________________________________________________________
2. Will it be necessary to obtain any special copyright releases for any material to be reprinted?
   □ No □ Yes If yes, please describe the necessary releases and the holder of the copyright and estimate the likelihood that the holder of the copyright will consent without additional costs.

__________________________________________________________________________

__________________________________________________________________________

D. INFORMATION REGARDING REVIEWING/EDITING BOOK

1. Proposed Timetable
   
a. First draft submitted by: ____________________________________________________

b. Completed manuscript to be submitted by: ______________________________________

Please note, that completed manuscripts typically are submitted one year from acceptance. Every manuscript is peer-reviewed. Once a final, approved manuscript is submitted to ABA Publishing, a book typically is produced in four to six months, depending on the length of the manuscript.

E. INFORMATION REGARDING BOOK PRODUCTION /FORMAT

1. What software will you use to prepare the manuscript? (ABA Publishing prefers Microsoft Word for text files.)

__________________________________________________________________________

ABA Publishing books are usually produced in paperback and in 6 x 9 or 7 x 10 format. If your book would differ from this norm (such as three-hole punch or 8½ x 11 format), please describe why this format would need to be used.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

_________________________
2. Will your book benefit from being published with a CD-ROM containing charts, forms, other appendix-type material? If so, please describe the contents.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

3. Please list any special features that you plan to include in the book, such as illustrations. Will you be able to provide the illustrations or do you need assistance from ABA Publishing on the graphics?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

F. INFORMATION REGARDING MARKETING
1. What is the target audience for your book (e.g., small, medium, large law firms; practicing attorneys; non-attorney professionals; corporate counsel; litigators; legal administrators; law schools; etc.)?

__________________________________________________________________________
__________________________________________________________________________

2. Please identify any persons who might be appropriate to write a review for the finished book.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
3. Please identify any persons who might recommend the book and consent to their recommendations being used in marketing brochures (testimonials).

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

4. Please suggest any special marketing strategy or promotional ideas you may have.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

G. MISCELLANEOUS

1. Please include any other comments helpful to support your proposal.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Please submit your proposal to:
Richard G. Paszkiet
Director
ABA Entity Book Content Publishing
American Bar Association
321 N. Clark
20th Floor
Chicago, Illinois 60654
312/988-6040
312/988-6030 (FAX)
rick.paszkiet@americanbar.org
www.abanet.org
PUBLICATION AGREEMENT: CONTRIBUTION TO A COLLECTIVE WORK -- PERIODICAL

FROM: AMERICAN BAR ASSOCIATION, _____, located at:
321 North Clark Street
Chicago, IL 60654
Attn: _____

TO: Name of Copyright Owner (“You”): _____
Address: _____

[Joint authorship: If the Work has more than one author whose individual contributions are “inseparable parts of a unitary whole,” each author must sign a separate counterpart to this agreement. All such counterparts shall be considered collectively as one and the same agreement.]

The American Bar Association (“ABA”) is pleased to consider publication of the article, tentatively entitled:

Title of Work: ("The Work") By: ("Author")
in the ABA publication: Periodical Name: Volume: Issue:

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Please sign and date below and return this agreement to the program coordinator. Execution of this Agreement does not obligate the ABA to publish your presentation or other materials.

I hereby consent to the use of my presentation and other materials as described and agree with the provisions of this release form:

Signature: ______________________________ Date: ________________________________

========================================================================
U.S. GOVERNMENT EMPLOYEES, PLEASE CHECK [a] OR [b]: _____  [a] This Work was written on my own time and was not required by my assigned job or official duties as a U.S. Government employee. _____  [b] This Work was written as part of my assigned job or official duties as a U.S. Government employee.

AMERICAN BAR ASSOCIATION
OFFICE OF THE GENERAL COUNSEL
APPROVED

S. Scott Litowitz
TIPS PROGRAM PROPOSAL

National Program ______  Regional Program ______
Committee Midyear Program _____  TeleConference CLE ______
Other: ___________________________

Submitted By: ____________________________________________

Address:
________________________________________________________________________

Phone: ___________________________________________________________________________
Fax: _____________________________________________________________________________

Sponsored by: ____________________________ (Committee Name)

Co-sponsored with ____________________________________________ *

• If the program is to be co-sponsored with other than TIPS’ Committees, what is the proposed financial arrangement?

Will CLE credit be requested for this program?  Yes ________  No ________

If so, who will apply for the CLE accreditation? (please indicate if the ABA Tort Trial & Insurance Practice Staff or if this is a co-sponsored event, the co-sponsoring entity will be applying for the accreditation?

______________________________________________________________

Please Note:
Be reminded that if the ABA is applying for CLE accreditation, your budget will need to reflect the cost of the accreditation with a minimum of $1,100.00. This is a standard cost and will need to be paid from your meeting revenues.
PROGRAM TITLE:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

PROGRAM CHAIR: (Name, Address, Telephone and Fax Number):

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

PROPOSED SITES AND DATES: (List 3 alternatives).

1.________________________________________________________________________________
2.________________________________________________________________________________
3.________________________________________________________________________________

IS PROGRAM TO BE PRESENTED IN CONJUNCTION WITH ANY OTHER MEETING OR SPECIAL EVENTS? If so, describe:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

HAS SUBJECT MATTER BEEN PREVIOUSLY COVERED BY TIPS OR OTHER ORGANIZATIONS WITHIN THE LAST _____ YEARS (OR MONTHS)? If so, describe:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
ARE THERE ANY LEGAL ORGANIZATION MEETINGS WHICH SHOULD BE AVOIDED?
If so, list:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

CHECK THE SUPPORTING MATERIALS SUBMITTED HEREWITH:
(All items listed below must be attached with proposal before approval is granted)

_____ Program Outline
_____ Faculty (Names, Addresses, Telephone, Title, Biographical Summary)
_____ Marketing/Publicity Plan
_____ Budget (All funds collected will be sent and handled by the ABA Tort Trial & Insurance Practice Staff)

Send to: Janet L. Hummons Ninah F. Moore
(National Meetings) (Committee Midyear Meetings, Teleconference CLE, & Regional)