Serving as an ABA Young Lawyers Division District or National Representative can be rewarding and exciting. As the representative of affiliated young lawyer organizations and national organizations, District Representatives and National Representatives have the opportunity to participate in all of the great programming, policy-making, and social activities of the ABA Young Lawyers Division (the “Division”). This position has several important responsibilities, both to the organizations represented and to the Division.

A. General Description

Primary Responsibilities: District Representatives have five primary responsibilities (some of which also apply to National Representatives):

1. Serving as a member of the ABA YLD Council. The Council meets at the Annual and Midyear Meetings and the Division’s Fall and Spring Conferences;
   a. Providing input and voting on recommendations urging the adoption of policy positions by the YLD and the ABA; and
   b. Providing input on YLD planning and development issues;

2. Facilitating communication between the state and local Affiliates and the Division, including utilizing the Affiliate Assistance Team members;
   a. Submitting updated affiliate information for your prospective districts. An electronic form must be submitted annually for each district affiliate.
   b. Assist your District in identifying and certifying delegates for Assembly.

3. Providing hands-on assistance to Affiliates in the planning and implementation of YLD programs and projects;

4. Submitting periodic written reports to the Division and to Affiliates within your District as to matters occurring within each organization; and

5. Assisting in the coordination of Disaster Legal Services programs within your District in partnership with the Federal Emergency Management Agency (FEMA).

The keys to being a successful District Representative are communication, relationships, and team work.

Communication: As a District Representative or National Representative you are the conduit for communication between the Division (including the ABA at-large) and the state and local young lawyer affiliates within the District (your “District Affiliates”), or between the Division and both the national organization and that organization’s Affiliates. This is a two-way responsibility. The District Representative is responsible for
communicating information about the District Affiliates to the Division and for communicating information about the Division to the District Affiliates.

**Relationships:** In order to effectively carry out your District Representative responsibilities, it is important to develop a good relationship with your District Affiliates -- including both District Affiliates who send representatives to the Division’s meetings as well as District Affiliates who do not attend the Division’s meetings. Indeed, the latter are especially important as the Division has less direct interaction with them, and they do not benefit from the energizing impact of the Division’s meetings. Additionally, you will need to get information from your District Affiliate leaders to submit in your own quarterly reports to the Division as well as send the District Affiliate leaders information after Division meetings. Having a good relationship with your District Affiliate leaders makes the flow of information much easier for the District Representative and more beneficial for both the Division and the District Affiliates.

**Team Work:** The Division has many great tools for fulfilling your role and responsibilities, including the Affiliate Assistance Team. The Affiliate Assistance Team offers affiliate bar leaders support and serves as an additional conduit for connecting bar leaders and organizations to relevant tools and resources. District Representatives should work with the Affiliate Assistance Team to serve their District Affiliates, including to help Affiliates implement Division programs within your District. At Division Meetings, District Representatives should strive to introduce the Affiliate Assistance Team members to the officers of your District Affiliates so that they can provide any needed help.

Having strong communication, relationships, and team work are also crucial for District Representatives when a federally declared natural disaster occurs in your District.

**Disaster Legal Services:** In case of a federally declared natural disaster, one of the most important functions of a District Representative is to execute the ABA’s contract with the Federal Emergency Management Agency (“FEMA”). FEMA, through its contract with the ABA YLD, looks to the District Representatives to coordinate volunteers in the District to provide legal services to those affected by the disaster. In order to be prepared to implement legal services should a disaster hit, District Representatives are expected to maintain their FEMA training manuals and implement a disaster plan in their area. The Division’s Disaster Legal Services team can assist with both the preparation for and execution of disaster legal services. Similarly, having good communications and relationships with your District Affiliates are crucial to effectively plan for and implement disaster legal services.

**Council:** Finally, as members of Council, District Representatives and National Representatives are crucial to the ABA YLD governing structure. Council acts as the policy-making body for the Division when the Assembly is not in session and is also asked to provide input on important matters being considered by the Division
leadership regarding the future direction of activities or other internal issues. Your input is important and valued!

B. Specific Responsibilities

Below are a list of 10 concrete tasks and responsibilities for District Representatives to perform. Remember, communication, relationships and team work are key.

1. Meet Your Affiliates and Update Your Affiliates’ Contact Information

Upon election as District Representative, ask the out-going District Representative to introduce you to your District Affiliates’ leaders. If the out-going District Representative is not able to assist, call your District Affiliates’ leaders to introduce yourself and explain your role as their District Representative.

Upon assuming the position as District Representative in August 2017, alert your District Affiliates that they should update the contact information of their President/Chair, President-Elect/Chair-Elect and primary staff contact with the ABA. All updates can be submitted via the online form located on the ABA Young Lawyers Division Affiliates page.

Accurate information allows quick distribution of reports or other information to each Affiliate, and allows the Division to ensure that mailings are properly addressed. It is also important that Affiliate information is accurate because the Division uses this information throughout the year to target Affiliates for assistance, discover interesting new projects, identify individuals for YLD appointments, and facilitate other interaction with affiliated organizations.

If your District Affiliates do not update their information in a timely fashion, it will be your responsibility to track down the updated information down and submit via the online form.

2. Complete District Representative Reports

Four times during the year, and following the initial Plan of Action, District Representatives will prepare a written report regarding their District to provide to the Administrative Director, Chair, and designated YLD staff (see chart below). These reports should include new project implementation, disaster assistance, updates on what activities each Affiliate in the District is doing, and whether any of the Affiliates seek or would benefit from the Affiliate Assistance Team’s assistance. You will be provided a template form to complete specific to your District Affiliates. It is important that you reach out to all of your District Affiliates and, if you do not hear back, indicate that you
have no report for that Affiliate. This ensures the Division is aware of the activity and response level of each Affiliate. Your District Representative funding is contingent on providing this report in a timely fashion.

**HOW TO REPORT AS A DISTRICT REPRESENTATIVE**

Send your reports electronically to the individuals noted below:

<table>
<thead>
<tr>
<th>Dana M. Hrelic</th>
<th>M. Cabell Clay</th>
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<tr>
<td><em>ABA YLD Chair</em></td>
<td><em>Administrative Director</em></td>
</tr>
<tr>
<td>Horton, Shields &amp; Knox, P.C.</td>
<td>Moore &amp; Van Allen PLLC</td>
</tr>
<tr>
<td>90 Gillett Street</td>
<td>100 N. Tryon Street, Suite 4700</td>
</tr>
<tr>
<td>Hartford, CT 06105</td>
<td>Charlotte, NC 28202</td>
</tr>
<tr>
<td>Phone: 806-522-8338</td>
<td>Phone: 704-331-3657</td>
</tr>
<tr>
<td>Email: <a href="mailto:dhrelic@hortonshieldsknox.com">dhrelic@hortonshieldsknox.com</a></td>
<td>Email: <a href="mailto:cabellclay@mvalaw.com">cabellclay@mvalaw.com</a></td>
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<table>
<thead>
<tr>
<th>Alia Graham</th>
<th>Young Lawyers Division</th>
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<tbody>
<tr>
<td><em>Program Specialist</em></td>
<td><em>General Mailbox</em></td>
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<tr>
<td>American Bar Association</td>
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<tr>
<td>321 North Clark</td>
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<tr>
<td>Chicago, IL 60654</td>
<td></td>
</tr>
<tr>
<td>Phone: 312-988-5671</td>
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<tr>
<td>Email: <a href="mailto:alia.graham@americanbar.org">alia.graham@americanbar.org</a></td>
<td>Email: <a href="mailto:yld@americanbar.org">yld@americanbar.org</a></td>
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3. **Send Monthly Update Emails to Affiliates**

Each month, the Administrative Director will request one District Representative to assist in creating a brief, quick bullet list of upcoming action items and highlights to send to all Affiliates. This brief “blurb” will be provided by the Administrative Director to all District Representatives, who should forward it to all of the District Affiliates. This will keep each Affiliate informed of the Division’s happenings and upcoming deadlines on a more regular basis. When sending the emails to your District Affiliates, copy the Administrative Director on the email.

4. **Attend Meetings**

District Representatives are considered key leaders of the Division. As a leader, attendance at meetings and passing information to your District Affiliates is integral to the Division’s success. Each District Representative is required to attend all Council meetings, District Representative workshops, District
Representative receptions, YLD Assemblies, and the programming that follows the Fall and Spring Council meetings.

The Council usually meets on the first day of each of the Division’s quarterly meetings. Limited reimbursement will be provided for attendance at the Fall, Spring, and Midyear meetings. ABA policy precludes reimbursement for any ABA member to attend the ABA Annual Meeting.

From time to time, District Representatives may be asked to give an oral report during the Council Meeting or District Representative workshop. Advance notice will be given when formal presentations are expected at either meeting. Often, there will be discussions on various issues where participation will be expected.

If a District Representative is unable to attend a meeting, he or she must inform the Administrative Director in advance. A District Representative may assign a proxy to attend a conference in that District Representative’s place.

5. Send Written Reports After All Meetings

It is your responsibility to send a report to the President/Chair of each of your District Affiliates recapping each Division Meeting or Conference within 30 days after the Meeting or Conference. The Division will provide a standardized report to each District Representative shortly after each Meeting or Conference. Please send the report to all of your District Affiliates, and cc via email the Administrative Director and those designated on the cc list (see above). Reimbursement for attendance at any meeting will not be provided unless the reimbursement request is accompanied, or preceded, by a report to your District Affiliates.

Although a template of the report will already be written for you, please remember that the purpose of the report is to communicate, primarily to the officers of your District Affiliates who were not represented at the meeting. Think of their needs and interests, and remember that their Division knowledge base is much less than that of those Affiliates who regularly send representatives to attend meetings. Consider adding additional comments or highlighting points that may be of particular interest. The report will also highlight any deadlines and action items. In light of this, please follow up with your District Affiliates after you send out the report to see if they have questions or need any assistance from the Affiliate Assistance Team.

If a District Representative is unable to attend a meeting for any reason, arrangements must be made to receive a report on the meeting, in addition to the minutes of the Council meeting, so that District Affiliates can be informed.
Despite an absence, a District Representative’s report to the Affiliates is still required.

6. Maintain Continued Contact with Affiliates

In order to maintain good relationships, it is important to maintain frequent contact with your District Affiliates, either by telephone, by e-mail, or by attending District Affiliate meetings. Only by contact with Affiliates can issues be developed for consideration by the Council or by the Assembly. Further, such contact is essential to communicate with Affiliates on the various programs, projects, and services available from the Division.

Each District Representative should strive to attend at least one Affiliate meeting or function for each of your District Affiliates. Most Affiliates have the capability to participate in meetings telephonically, so please pursue this option if travel is prohibitive for you. District Representatives are encouraged to attend your District Affiliates’ orientation meetings to provide basic information about Division participation and to learn about that Affiliate’s needs early in the year.

Additionally, as referenced above, each District Representative should contact his or her District Affiliates on a quarterly basis concerning their projects, interests, meeting plans, etc. This contact is necessary to complete your quarterly report but is also a good way to build relationships with your District Affiliates and their leaders.

District Representative help is essential to ensuring the success of the Division’s diversity plan. It is important to encourage Affiliates to implement diversity plans locally. In speaking with Affiliates about their programming, membership recruitment and projects, please communicate the Division’s commitment to diversity. Affiliates should be encouraged to seek both women and minorities for all aspects of their programming, including CLE panels, committee appointments, membership marketing plans, etc. This issue is vitally important, not only for the Division, but also for the continued relevance of state and local Affiliates to the profession.

Additionally, District Representatives may be asked to assist the Division in reminding Affiliates of upcoming meetings and programs, and the relevant deadlines for each. Please encourage participation by the Affiliates in all Division activities, including but not limited to, conference programming, events, and Assembly meetings.
7. Recruit and Revitalize Affiliates

In addition to contact with existing Affiliates, District Representatives are asked to reach out to other young lawyer organizations within their respective Districts in an attempt to encourage affiliation and participation within the Division. Although the Division has over 300 Affiliates, in virtually every state there are active unaffiliated young lawyer organizations. District Representatives are encouraged to recruit a new Affiliate in their Districts, if the District Representative learns of a new or unaffiliated young lawyer organization. Please refer to the Division Bylaws for information on which organizations are eligible for affiliation and the procedures to affiliate. Feel free to contact the Administrative Director or the Affiliate Assistance Team Director for assistance in this process.

A District may also have inactive Affiliates that can be revitalized with personal attention. Quality is at least as important as quantity. Please remember that whether affiliating a new group, or revitalizing an inactive Affiliate, the Affiliate Assistance Team can be a primary partner.

8. Disaster Legal Services Program

This ABA YLD’s disaster legal services program performs the ongoing function of providing free legal assistance to victims of natural or other disasters in cooperation with the Federal Emergency Management Agency (FEMA). Each District Representative is responsible for ensuring that a network is in place in the event that FEMA requests delivery of legal services within that District.

When the President declares a “major disaster” in any part of the country, under the Robert T. Stafford Relief and Emergency Assistance Act, federal assistance is made available to supplement the efforts and resources of state and local governments and voluntary relief organizations. This federal assistance is coordinated by FEMA and includes the furnishing of free legal services to low-income victims of such major disasters pursuant to Sec. 415 of the Act.

The ABA Young Lawyers Division identifies attorneys willing to implement this statutory provision by rendering free legal services on a volunteer basis whenever a "major disaster" is declared. These lawyers may spend several hours at a FEMA disaster application center providing legal guidance to qualifying individual victims and/or provide their names and telephone numbers to be included on a list of volunteers available to provide individual legal assistance to such victims.
The disaster assistance provided, for example, in the wake of the September 11, 2001 tragedy and Hurricanes Katrina and Rita in 2005, has not only served to help those most in need, but also helped to enhance the image of the profession nationwide. District Representatives receive special training to assist in the performance of this extremely important function.

9. Prepare Resolutions and Certify Delegates for Assembly

Another critical function for District Representatives is to solicit and help Affiliates develop resolutions for consideration either by the YLD Council or by the Assembly. Some District Representatives may also be called upon to debate resolutions in the Assembly throughout the bar year.

For Assembly at Midyear and Annual, it is also the responsibility of District Representatives to assist their Districts with identifying and certifying Assembly delegates. The number of delegates allotted to each District can be found here. You should communicate with leaders of your District Affiliates to identify a full delegation and ensure that the delegates are certified by the proper deadlines.

10. Transitioning to the New District Representative

When your term as a District Representative ends, it is your responsibility to help transition your District to the next District Representative. This transition should include introducing the new District Representative to your District Affiliates’ leaders, informing the new District Representative about the status of your District (such as which Affiliates tend to attend Conferences or which Affiliates may be harder to engage), and reviewing your District’s Disaster Legal Services Plan with the new District Representative. Think back to when you first started your term and what information about your District was really helpful to know (or what information you wish you had known!) Additionally, if the new District Representative is able to attend the Spring Conference or Annual Meeting prior to the start of their term, take some time to introduce them to Division Leaders and the Affiliate Assistance Team.

Additionally, if you, or your District, need help identifying, or electing, your District’s next Representative, you should reach out to the Division’s Administrative Director and/or the Division’s Chair for assistance. They can put you in touch with your predecessor, who will likely be very helpful in finding your successor.

While the above-listed functions describe primary duties, District Representatives may also be asked to take on special information-gathering or other responsibilities during the course of the year.
C. Removal

Because the District Representative role is so critical to the maintenance of the Division’s Affiliate network, the Division’s Bylaws provide that “the Council may, by two-thirds vote for a stated cause after previous notice and due process, rescind any election or otherwise remove any district representative.” (See Bylaws Section 3.4(b)(4). Tangible evidence of the importance of this role is reflected in the fact that the Division spends approximately $80,000 per year on District Representative travel reimbursement. The Division cannot afford individuals in the role of District Representative who do not fulfill their responsibilities.

National Representatives may be removed in the same manner as the District Representatives pursuant to the Bylaws, Section 5.2(a)(7).

D. The Council

Pertinent Articles of the Bylaws of the Division provide as follows:

§ 3.1. Affiliation

(a) Recognition. The Council shall recognize as an Affiliate any organization that applies for affiliation if—
(1) it is a constituent or an Affiliate of a bar association or other organization represented in the ABA House of Delegates, and its membership is limited to that organization’s youngest members or those most recently admitted to practice; or
(2) young lawyers are at least three-fourths of its membership.

(b) National Affiliates. The Council may recognize as a “national Affiliate” any Affiliate that applies for such recognition if it includes
(1) chapters (by whatever name called) in at least ten states, and
(2) at least six thousand young lawyers.

(c) Withdrawal. The Council may withdraw its recognition, including recognition as a national Affiliate, from any Affiliate if
(1) the Affiliate is then unqualified for such recognition, or
(2) the Affiliate so requests.

§ 3.2. Outreach

(a) Policy. The Division operates as a federation of autonomous Affiliates. The Division’s purposes include exchanging ideas and promoting
communication among them and organizing conferences and other programs for their benefit.

(b) **Conferences.** The Division shall annually organize two national conferences, one in the spring and one in the fall, for Affiliate outreach.

§ 3.3. **Autonomy**

Each Affiliate’s participation in the Division is voluntary. Neither these bylaws nor any action taken under their authority can bind an Affiliate or subject it to a political, financial, or other obligation that it does not voluntarily assume, except to the extent that the bylaw or action affects the Affiliate’s representation in the Division.

§ 3.4. **Districts**

For the purposes of this section 3.4, a “state” includes the District of Columbia, the Virgin Islands, the Federal Bar Association, and the Military Bar Association.

(a) **Organization.** The Affiliates are organized into the following districts:
   (1) Maine and Vermont;
   (2) Connecticut and Rhode Island;
   (3) Massachusetts and New Hampshire;
   (4) New York;
   (5) Pennsylvania;
   (6) New Jersey;
   (7) Delaware and the District of Columbia;
   (8) Maryland and Virginia;
   (9) North Carolina;
   (10) South Carolina and the Virgin Islands;
   (11) Florida;
   (12) Alabama and Georgia;
   (13) Mississippi;
   (14) Louisiana;
   (15) Illinois and Indiana;
   (16) Kentucky and Tennessee;
   (17) Minnesota and Wisconsin;
   (18) Ohio and West Virginia;
   (19) Iowa and Nebraska;
   (20) Michigan;
   (21) North Dakota and South Dakota;
   (22) Kansas and Missouri;
   (23) Arizona and New Mexico;
   (24) Arkansas and Oklahoma;
   (25) Southern and central Texas;
(26) Northern and western Texas;
(27) Nevada and Utah;
(28) Colorado and Wyoming;
(29) Oregon and Washington;
(30) Idaho and Montana;
(31) Northern California;
(32) Southern California;
(33) Alaska and Hawaii; and
(34) Federal Bar Association and Military Bar Association.

Where a state includes more than one district, the Affiliates in that state may (otherwise the Council shall) define the districts’ boundaries.

(b) District Representatives.

(1) Election. The Affiliates in each district, with each Affiliate (other than a national Affiliate) whose territory falls wholly or partly in the district having one vote, shall biennially elect a district representative. Each odd-numbered district shall elect its representative in each even-numbered year, and vice versa. The Council may make general rules that supplement these bylaws for electing district representatives, subject to which the Affiliates in each district may likewise make rules for nominating and electing their representative.

(2) Eligibility.

(A) No person shall be eligible as a district representative unless he or she—
   (i) can and does continue as a member throughout his or her term;
   (ii) keeps his or her principal office or residence in the district throughout his or her term;
   (iii) has been a member since the preceding annual meeting; and
   (iv) registered for and attended the preceding annual or midyear meeting or at least one national Affiliate-outreach conference since the preceding annual meeting.

(B) A district may waive the requirements in section 3.4(b)(2)(A)(iii)-(iv) if no person is eligible under them or if no eligible person will serve.

(C) No person shall succeed himself or herself, directly or otherwise, as a district representative.
(3) **Rotation.** Where a district includes more than one state, that district shall not elect a representative whose principal office is in the same state as the retiring representative’s principal office, unless no Affiliate in the other state nominates a successor. This paragraph 3.4(b)(3) does not apply to any election filling a vacancy, or to the election following such an election if the former election already accomplished the required rotation; or where the retiring representative moved his or her office into the state since the preceding annual meeting.

(4) **Tenure.** Each district representative takes office when the Assembly adjourns sine die at the next annual meeting, and serves until his or her successor takes office. The Council may, by a two-thirds vote for a stated cause after previous notice and due process, rescind any election or otherwise remove any district representative.

(5) **Duties.** The district representative shall represent the district to the Division, and vice versa, and shall perform such other duties as the Council prescribes.

(6) **Proxies.** The Council may provide by rule for voting by proxy in the case of an absent district representative.

V. **Council**

§ 5.1. **Function**

The general executive and administrative authority resides in the Council, which shall enjoy all the powers that the Division may exercise, except those powers (including the authority to amend these bylaws) explicitly reserved to the Assembly. Except as these bylaws otherwise provide, the Council may act on the Division’s behalf in any matter except to the extent that such action is inconsistent with these bylaws or with any action by the Assembly within the last six years.

§ 5.2. **Composition**

(a) **Voting members.** The Council consists of—

(1) the officers (§ 6.1);
(2) the immediate past Chair;
(3) the constitutional representatives (§ 8.1);
(4) the directors (§ 10.1(b));
(5) the chair of the ABA Law Student Division, or his or her proxy;
(6) the district representatives or their proxies (§ 3.4(b)); and
(7) a representative from each national Affiliate (§ 3.1(b)), who is a member of that Affiliate. These bylaws and action taken under their authority shall apply to each such representative in the same manner as they apply to a district representative with respect to removal.

No person shall become a councilor unless he or she is a member. No councilor shall vote in more than one capacity.

(b) Nonvoting members. The Council may provide for nonvoting members, who shall likewise serve as nonvoting members in the Assembly.

§ 5.3. Meetings

(a) Regular. The Council shall regularly meet in conjunction with each meeting of the Assembly and each national Affiliate-outreach conference (§ 3.2(b)).

(b) Special. The Council may provide by rule for special meetings.

(c) Quorum. A simple majority of the Council’s members constitute its quorum.

(d) Rules. The Council may provide for voting by mail or by telephone, provided that, before the result is determined,

(1) the procedure is communicated to each member entitled to vote, and

(2) each such member enjoys a reasonable opportunity to vote.

§ 5.4. Review and delegation

Subject to the Assembly’s review, the Council enjoys the same powers of review and delegation as the Assembly.

E. Programs for Affiliates

District Representatives and National Representatives are the direct link between the Young Lawyers Division and YLD Affiliates. The Division looks to the District Representatives and National Representatives to contact Affiliates to ascertain how Division projects can best serve them, and to relay any and all important information to them about the services and value that the Division offers throughout the year. It is, therefore, important to be thoroughly familiar with the services offered.
1. **Affiliate Outreach**

The Young Lawyers Division has three goals to which it is dedicated: (1) promoting the involvement of more young lawyers in public service projects throughout the nation to meet the needs of the public; (2) helping young lawyers in their professional and career development; (3) assisting in the development and maintenance of effective bar leaders. It accomplishes these goals by assisting state and local bar young lawyer affiliated organizations in creating, managing, and effectively maintaining public service programs in their communities, and professional development and bar leadership programs for the bar.

Information concerning successful programs is gathered by the Division and made available to Affiliates through publications, its clearinghouse, and national workshop conferences. District Representatives should help disseminate information about these products and programs throughout the year. In addition, if possible, the Division sends members of the Affiliate Assistance Team to consult with Affiliates who need assistance. This assistance may be general or related to a specific program or area. District Representatives can assist by connecting these members to the appropriate Affiliates. The Division provides funds through a subgrant program to aid Affiliates in starting and implementing public service programs. Finally, the Division provides funds for scholarship programs aimed at increasing the ranks of minority young lawyers, solo/small firm practitioners, and government/public sector/military service lawyers within the Division. This is information that District Representatives should plan on communicating to the Affiliates in their District regularly.

2. **National Conferences**

Each year, the Division sponsors two national conferences (typically in the fall and spring) for Affiliate leaders and members. These conferences are devoted to promoting innovative public service, professional development, and bar leadership project ideas to Affiliates. The Division solicits program ideas from Affiliates far in advance of these Conferences and encourages Affiliates to submit proposals. District Representatives can help by communicating deadlines for submission of these ideas, as well as the forms and links necessary to complete the submissions, to their Affiliates.

These conferences are extremely valuable as they allow leaders of state and local bar associations to meet and discuss ideas, experiences, successes and common problems. For these conferences, the Division provides a two (2) day per diem reimbursement of $100 per day to a maximum of three (3) representatives (four if one is a minority, solo/small firm practitioner, or government/public sector/military service lawyer) for each Affiliate.
In addition, the Division provides airfare reimbursement to selected Affiliates who are either new Affiliates or who have otherwise not attended any recent conferences. Affiliates selected are those who have sound organizations but who have not been financially able to send someone to a conference. District Representatives are encouraged to contact any Affiliates that may qualify for this extra reimbursement and would benefit from attending a conference. Many Affiliates do not know about the availability of this additional funding, so spread the word! Recommendations will be solicited approximately 30 days prior to each meeting. After all of the recommendations have been received, they will be reviewed by the Affiliates Director, and notification of the extra reimbursement awards will be made within sufficient time such that plans can be made to attend the meeting.

District Representatives should contact registrants from their respective Districts prior to each Meeting or Conference to provide information about the meeting and to welcome them. District Representatives are encouraged to get to know attendees from their Districts and participate in their activities.

3. Affiliate Assistance

The Affiliate Assistance Team’s primary duty is to respond to requests for information and technical assistance from Affiliates regarding general organizational or specific public service programming issues. The assistance can be in the form of written materials, telephone consultations, or, wherever appropriate, on-site assistance by the Affiliate Assistance Team and YLD staff at YLD expense. The Team will operate under the leadership of both the Affiliates Outreach Director and the Bar Leadership Director.

4. Subgrants

The Division promotes public service by awarding subgrants to young lawyer Affiliates for projects. The public and member service subgrants information is sent throughout the year and the proposals are due in early March. Priority is given to public service projects that provide services to the public that are not currently being provided or that propose an innovative approach to a significant public need. First-time applicants for subgrants and Affiliates with low annual budgets will also receive special consideration. Priority for a member service subgrant is given to Affiliates with small annual budgets, new Affiliates and minority projects. For more detailed information about Affiliate Programs and Benefits, please refer to the Division’s website. This is an excellent opportunity for Affiliates around the country to secure funding from an outside source for excellent new programs at home. District Representatives should include
information about these opportunities in all of their quarterly communications with their Affiliates.

5. **The Affiliate Blog and the e-Affiliate**

Public Service, membership service, and bar leadership informational tips and articles also appear in *The Affiliate*, a bimonthly newsletter mailed to state and local bar leaders. The Division also offers any Affiliate member the opportunity to register for the *e-Affiliate*, an online version of the newsletter. These publications offer opportunities to Affiliates for national spotlights, so District Representatives should keep their eye out for excellent Affiliate programs and initiatives that can be highlighted on this national stage.

F. **State and Local Affiliate Plans of Action**

1. **Regional Structure**

   To better facilitate relationships and communication between the Division and state and local bar Affiliates, the Division offers, among other resources, regional conferences, programming at national conferences, and constant communication via the YLD’s website, Facebook page, Twitter feed, *The Young Lawyer* and *The Affiliate* newsletter. Additionally, Affiliate leaders are provided with resources, responsibility and recognition to lay the groundwork for developing stronger, more effective relationships with existing Affiliates, attracting new Affiliates, and continuing to provide relevant benefits, services and programs.

2. **National Affiliate Outreach**

   At the Fall and Spring Conferences, the Affiliate Assistance Team, in conjunction with other Division leaders, implements workshops specifically designed to assist Affiliates.

3. **Communication Beyond National Meetings**

   Information regarding training, financial and other resources for Affiliates is disseminated through *The Young Lawyer* newsletter, *The Affiliate*, the YLD’s website, Facebook and Twitter. These communications bring together Affiliates who might not otherwise be in touch with each other, due to financial or time constraints.

4. **Leadership Recognition**

   State and local bar Affiliates not only have an opportunity to submit their Affiliate projects and receive recognition in the form of a YLD Award of Achievement, but individual Affiliate leaders, as well as District Representatives, are also recognized for their leadership excellence.
A primary goal of the foregoing information is to enhance the work of the Division, its District Representatives, National Representatives and state, local and national young lawyer organizations in serving the public and the profession.

G. PROCEDURAL POLICIES

1. Reimbursement (See the ABA YLD Reimbursement Policy which is housed on the ABA Young Lawyers Division Leadership web page.)

2. Correspondence
Copies of correspondence relating to Division business should be sent to the Administrative Director and the designated persons on the carbon copy list. If it is a special project, the correspondence should be sent to the person in charge of the project involved, the Chairperson or Project Director of the Committee or project involved, and the Administrative Director. If correspondence concerns matters of interest to Council members, copies should be forwarded to them.

3. ABA Policies
No member of the American Bar Association may represent the Association or the Division before a legislative body, court, or governmental agency unless specifically authorized by the ABA House of Delegates or Board of Governors. There are no exceptions to this rule.

In dealing with groups or individuals outside the Association, the general rule is to always speak on one's own behalf, and never on behalf of the Association or Division, unless express authorization has been requested and obtained in advance.

4. Council Agenda Items
Every effort is made to ensure that agendas and supporting documents are delivered to District Representatives and National Representatives sufficiently in advance of each Council meeting to permit an opportunity for review of the issues to be considered. In order to do so, each item to be brought to the attention of the Council must be received by the Administrative Director by the deadline date. Except under unusual circumstances, if materials are not received by the deadline date, they will not be considered at the meeting. Questions regarding a particular matter should be addressed to the Administrative Director.

5. Resolutions (For more information go to http://www.americanbar.org/groups/young_lawyers/about_us/assembly.html)
6. **Vote-by-Mail Procedure**

In order for the Division to take action on important and timely issues between meetings of the Council, the Division has in place a vote-by-mail procedure. (For more information see the Vote-by-Mail Procedure in your DR Manual distributed at the Leadership Conference.)