1. Review existing resolutions and reports for format, content, and structure. Consult the ABA Drafting Guide for Resolutions with Reports

2. Identify a team of drafters. Drafters have the following responsibilities:
   a. Conduct legal and policy research (per guidelines below) and draft the resolution and report (a template is available on the Criminal Justice Section ("CJS") website and should be used in all circumstances);
   b. Circulate the draft to your committee (if applicable);
   c. Circulate a draft to any other relevant CJS committees who may have an interest in the topic area. CJS Staff Attorneys can assist with this process;
   d. Submit the draft resolution and report to CJS by the deadline for the next Council meeting, periodic reminders of deadlines will be sent by email and CJS publications (if you are unable to attend in person, you will need to find someone who can attend in person and effectively present and defend the resolution);
   e. Present the resolution and report to the Criminal Justice Council in person at one of its regularly scheduled meetings;
   f. Respond to requests for information or suggested changes from other ABA sections and entities prior to the House of Delegates meeting; and
   g. Consult with CJS staff between the council meeting and the House of Delegates meeting to assist with edits and revisions to the resolution and report, as well as drafting executive summaries and related information pieces.

3. Conduct ABA Policy and Standards Research for Required Section of Report:
   a. On the CJS Policy Website, research whether any related or similar policy exists. If so, include the meeting year and notation (midyear or annual), the resolution number, and the text of the resolution. If your proposed resolution is contrary to or amends, revises, or extends existing policy, include a statement in your report describing same.
   b. On the CJS Standards website, research whether any related or similar standards exist. If so, identify the standard or standards by name and number, and include the text of the standard. If your proposed resolution is contrary to, or amends, revises, or extends existing standards, include a statement in your report describing same.
   c. Complete the Summary of Resolution and Executive Summary sections of the Resolution and Report to the extent possible.
d. Resolutions should be cited as YEAR – Meeting (e.g. AY or MY) – Resolution Number. For example, 2016 AY 108B

Tips for Drafters:
- Short resolutions are best. If you have an extensive topic, consider breaking it up into multiple resolutions, each with its own report. That way the emphasis of each resolution remains clear, and if one resolution does not pass, you still have the remaining resolutions. You can also have one report that relates to multiple resolutions.
- Reports should be no longer than fifteen (15) pages. Please be sure to follow the format of recent reports to ensure that all required information is included.
- The required section on existing ABA policy and/or standards is essential and should be as complete and extensive as possible. This ensures consistency amongst ABA policies, as well as alerts the Council and the House of Delegates as to any changes in policy, updates, or extensions of current policy positions.
- The more input and “buy-in” that you can obtain prior to the council meeting, the easier the process. Additionally, you will have the best product possible, considering all angles, and following the balanced prosecutor-defense-judicial-academic approach that makes CJS so unique.

CJS staff is available to assist with circulating drafts and answer any questions you may about drafting resolutions or the policy making process within the ABA. The best guide is to review recent resolutions and reports, and use those as you develop your own. Thank you for all that you do for the Section --- as our policies are the backbone of our lobbying and amicus efforts!

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