

# POLICY MADE EASY



Division for Policy Administration  
321 North Clark Street  
21st Floor  
Chicago, IL 60610  
(312) 988-5169  
Fax: (312) 988-5153

# GENERAL OVERVIEW

## DIVISION FOR POLICY ADMINISTRATION

The Division for Policy Administration is a part of the Policy and Governance Group and coordinates the activities of the House of Delegates and its committees and the Board of Governors and its Operations and Communications Committee. It provides primary staff support for the Standing Committee on Constitution and Bylaws. In addition, it provides support to the office of Chair of the House of Delegates and to the office of Secretary of the Association. The Division administers Association elections, the Blanket Authority Policy and the records retention program (including archiving).

### Publications

The Division for Policy Administration produces the following publications:

- Policy and Procedures Handbook
- Constitution and Bylaws
- Summaries of Action of the House of Delegates
- Annual Reports

The Policy and Procedures Handbook and the Constitution and Bylaws are located at <http://www.abanet.org/lawyer.html>.

### Archiving

All policies that are ten years old are reviewed annually. Policies which are ten years old or older and which are outdated, duplicative, inconsistent or no longer relevant are archived. Such archived policies are retained for historical purposes but are not considered current policy of the Association.

### Amicus Curie Briefs

The filing of an Amicus Curie Brief in the name of the Association must be authorized by the Board of Governors or, if necessary, by the Executive Committee of the Board. The Board seeks and considers the recommendation of the Standing Committee on Amicus Curie Briefs on whether a brief should be authorized. Processing the applications, notice requirements and submission to the Board is the responsibility of the Policy Administration Office. The Policy and Procedures Handbook contains the Amicus Curie Briefs procedure.

## GENERAL POLICY QUESTIONS, BLANKET AUTHORITY AND REPORTS

|           |   |   |
|-----------|---|---|
| Contacts: | Alpha M. Brady<br>Director<br>(312) 988-5155<br>bradya@staff.abanet.org | Shirley S. Myles<br>Division Administrator<br>(312) 988-5169<br>myless@staff.abanet.org |
|-----------|---|---|

All reports not adopted as policy must be reviewed and have proper disclaimer language before being distributed.

## CONSIDERING RESOLUTIONS, BUT NOT SURE HOW TO PROCEED?

|           |   |   |
|-----------|---|---|
| Contacts: | Rochelle E. Evans<br>Associate Director<br>(312) 988-5157<br>evansre@staff.abanet.org | Adrienne Barney<br>House of Delegates Administrator<br>(312) 988-5230<br>barneya@staff.abanet.org |
|-----------|---|---|

## CONSIDERING A PROJECT, BUT NOT SURE WHAT APPROVALS ARE NEEDED?

|           |   |   |
|-----------|---|---|
| Contacts: | Marilyn R. Barmash<br>Assistant Director<br>(312) 988-5160<br>mbarmash@staff.abanet.org | Toni Harris<br>Board of Governors Administrator<br>(312) 988-5166<br>harrist@staff.abanet.org |
|-----------|---|---|

## QUESTIONS REGARDING ELECTION PROCEDURES, CREDENTIALS FOR SERVICE IN HOUSE OF DELEGATES

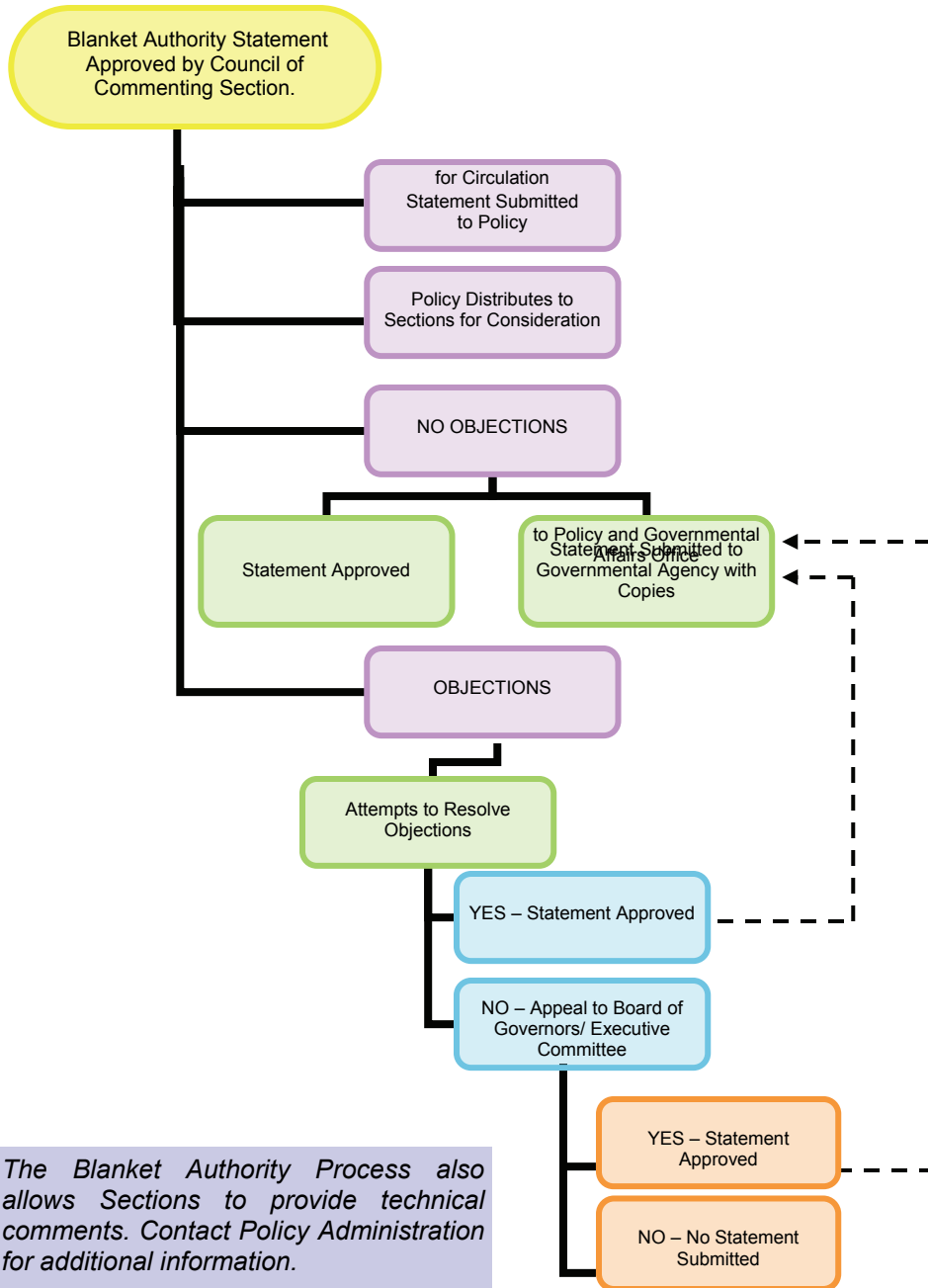
|           |  |  |
|-----------|--|--|
| Contacts: | Carri L. Kerber<br>Technology and<br>Committee Manager<br>(312) 988-5161<br>ckerber@staff.abanet.org | Kathryn R. Jones<br>Administrative Assistant<br>(312) 988-5216<br>joneska@staff.abanet.org |
|-----------|--|--|

## RESEARCH, REQUEST FOR HISTORICAL INFORMATION

|          |   |
|----------|---|
| Contact: | Richard Collins<br>Librarian / Record Supervisor<br>collinsr@staff.abanet.org<br>(312) 988-5162 |
|----------|---|

# Blanket Authority

Blanket Authority allows Sections of the Association to present statements within their particular expertise and jurisdiction to appropriate government agencies while providing prior notice to other sections, divisions, and officers.



The Blanket Authority Process also allows Sections to provide technical comments. Contact Policy Administration for additional information.

## HOUSE OF DELEGATES

The House of Delegates has the ultimate responsibility for establishing Association policy on professional and public issues. The House elects officers of the Association and members of the Board of Governors upon nominations by its Nominating Committee. It elects members of the Committee on Scope and Correlation of Work upon nominations by the Scope Nominating Committee. It has the sole authority to amend the Association's Bylaws. It may amend the Constitution upon a vote of two-thirds or 150, whichever is greater, of the members present and voting. It authorizes committees and sections of the Association and discontinues them. It sets Association dues upon recommendation of the Board of Governors. The House is the judge of its own members. As of February 15, 2008 the House of Delegates consisted of 555 members.

### House Committees

- Advisory Committee to the Chair of the House of Delegates
- Credentials and Admissions
- Drafting
- Issues of Concern to the Legal Profession
- Nominating Committee
- Resolution and Impact Review Committee
- Rules and Calendar
- Select Committee
- Steering Committee of the Nominating Committee
- Technology and Communications
- Tellers

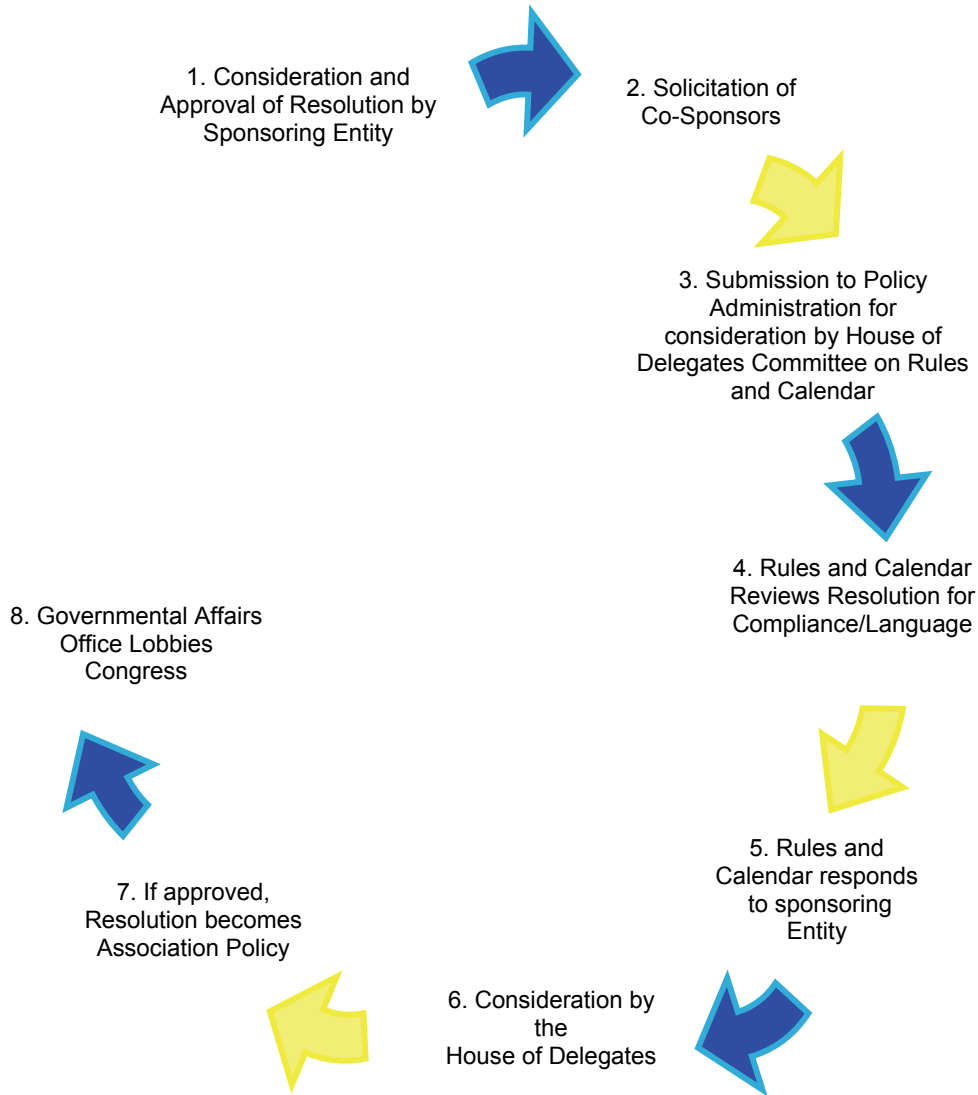
## THE BOARD OF GOVERNORS

The Board of Governors is the administrative agency of the House of Delegates. The ABA Constitution provides that between meetings of the House, the Board may perform, not inconsistently with any action taken by the House, the functions the House itself might perform. The Board is composed of 38 members. Every third year there is a Secretary-Elect and Treasurer-Elect, bringing the total membership of the Board to 40. The ABA Constitution also provides that the Board may establish committees to carry out its functions. The Board has delegated to its standing committees the authority to make recommendations to the Board or to take independent action on certain specified matters.

### Board Committees:

- Executive
- Finance
- Operations and Communications
- Program and Planning

# How an Idea Becomes Legislative Policy



# Board of Governors Approval Process

- ACTIVITIES THAT REQUIRE APPROVAL OF BOARD OF GOVERNORS**
- Awards, Contests
  - Bylaw Amendments
  - Communications Issues
  - Contracting Authority Issues
  - Co-Sponsorship with Outside Organizations
  - Corporate Support Issues
  - Financial and Insurance Matters
  - Meeting and Travel Issues
  - Representation in Outside Organizations
  - Membership Issues
  - Financial Matters including Appropriations, Appeals of Budget Decisions, Grant Projects and Proposals, and Creation and Modification of Program Support Funds
  - Programmatic Initiatives that were not included in Entity Annual Plan

