

# POLICY MADE EASY



September 2018

Policy and Planning Division  
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# GENERAL OVERVIEW

## POLICY AND PLANNING DIVISION

The Policy and Planning Division 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 Member Service 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 Policy and Planning Division produces the following publications:

- ABA Leadership Directory ("Redbook")
- Annual Reports
- Constitution and Bylaws
- Policy and Procedures Handbook ("Greenbook")
- Summaries of Action of the House of Delegates

The Policy and Procedures Handbook and the Constitution and Bylaws are located at [http://www.americanbar.org/groups/leadership/house\\_of\\_delegates.html](http://www.americanbar.org/groups/leadership/house_of_delegates.html)

### Archiving

All policies that are ten years old or older 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 Policies which are ten years old or older and which are outdated, duplicative, inconsistent or no longer relevant are archived.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 only 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 and Planning Division. The Policy and Procedures Handbook contains the Amicus Curie Briefs procedure.

## QUESTIONS AND HOW TO PROCEED

### BOARD OF GOVERNORS

- Blanket Authority and Reports  
Janae LeFlore, Director, [janae.leflore@americanbar.org](mailto:janae.leflore@americanbar.org)  
Shirley S. Myles, Division Administrator, [shirley.myles@americanbar.org](mailto:shirley.myles@americanbar.org)
- Projects and Approvals  
Carri L. Kerber, Assistant Director, [carri.kerber@americanbar.org](mailto:carri.kerber@americanbar.org)
- Co-Sponsorship  
Janae LeFlore, Director, [janae.leflore@americanbar.org](mailto:janae.leflore@americanbar.org)

### HOUSE OF DELEGATES

- Resolutions with Reports  
Janae LeFlore, Director, [janae.leflore@americanbar.org](mailto:janae.leflore@americanbar.org)  
Adrienne Barney, HOD Administrator, [adrienne.barney@americanbar.org](mailto:adrienne.barney@americanbar.org)

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

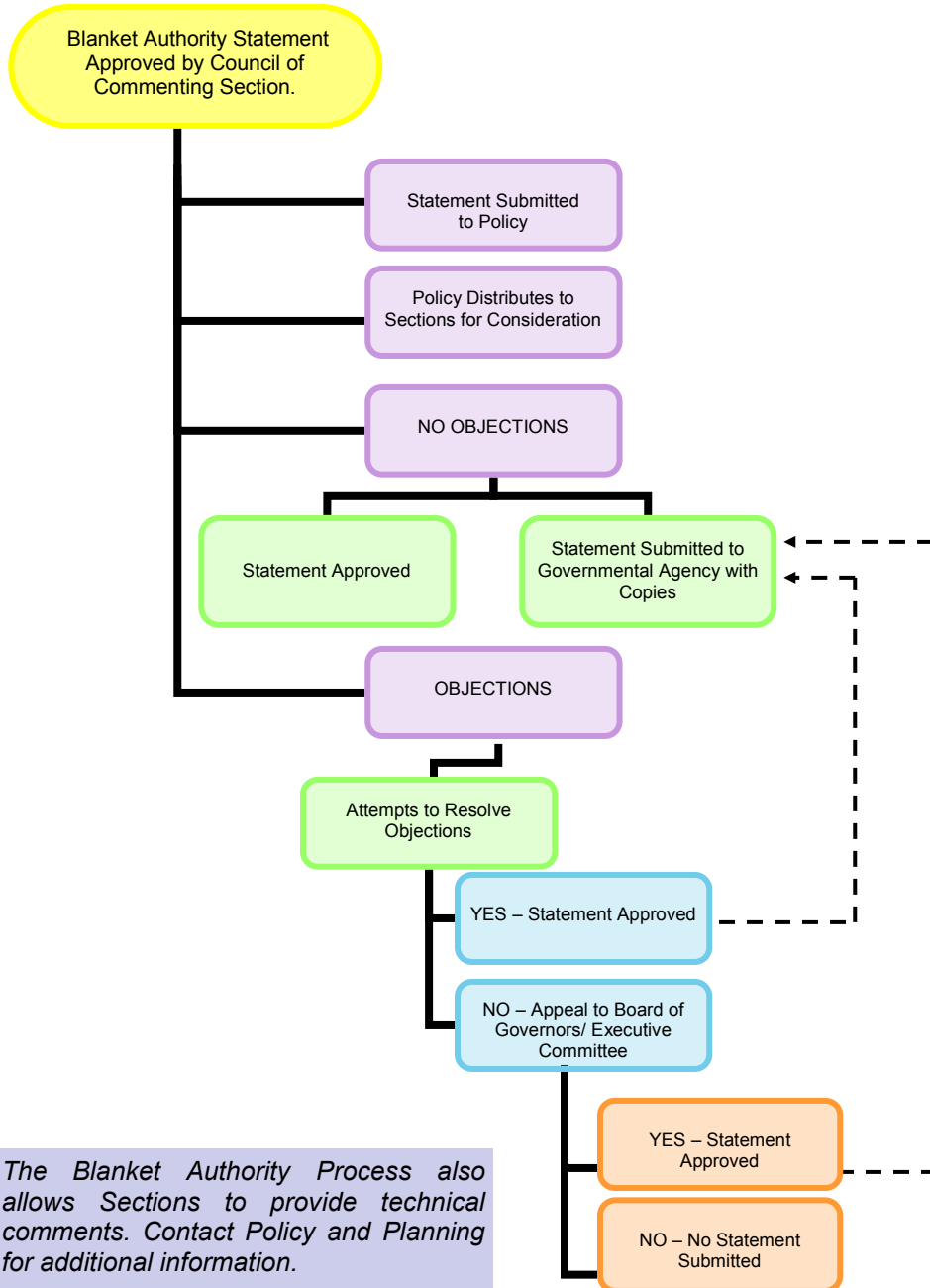
- House Committees, Election Procedures, Member Credentials  
Leticia Spencer, Business Manager, [leticia.spencer@americanbar.org](mailto:leticia.spencer@americanbar.org)  
Kathryn R. Jones, Administrative Assistant, [kathryn.jones@americanbar.org](mailto:kathryn.jones@americanbar.org)

### ARCHIVES, RESEARCH AND HISTORICAL INFORMATION

Richard Collins, Librarian/Records Supervisor  
[richard.collins@americanbar.org](mailto:richard.collins@americanbar.org)

# 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 and Planning 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 September 1, 2018 the House of Delegates consisted of 596 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

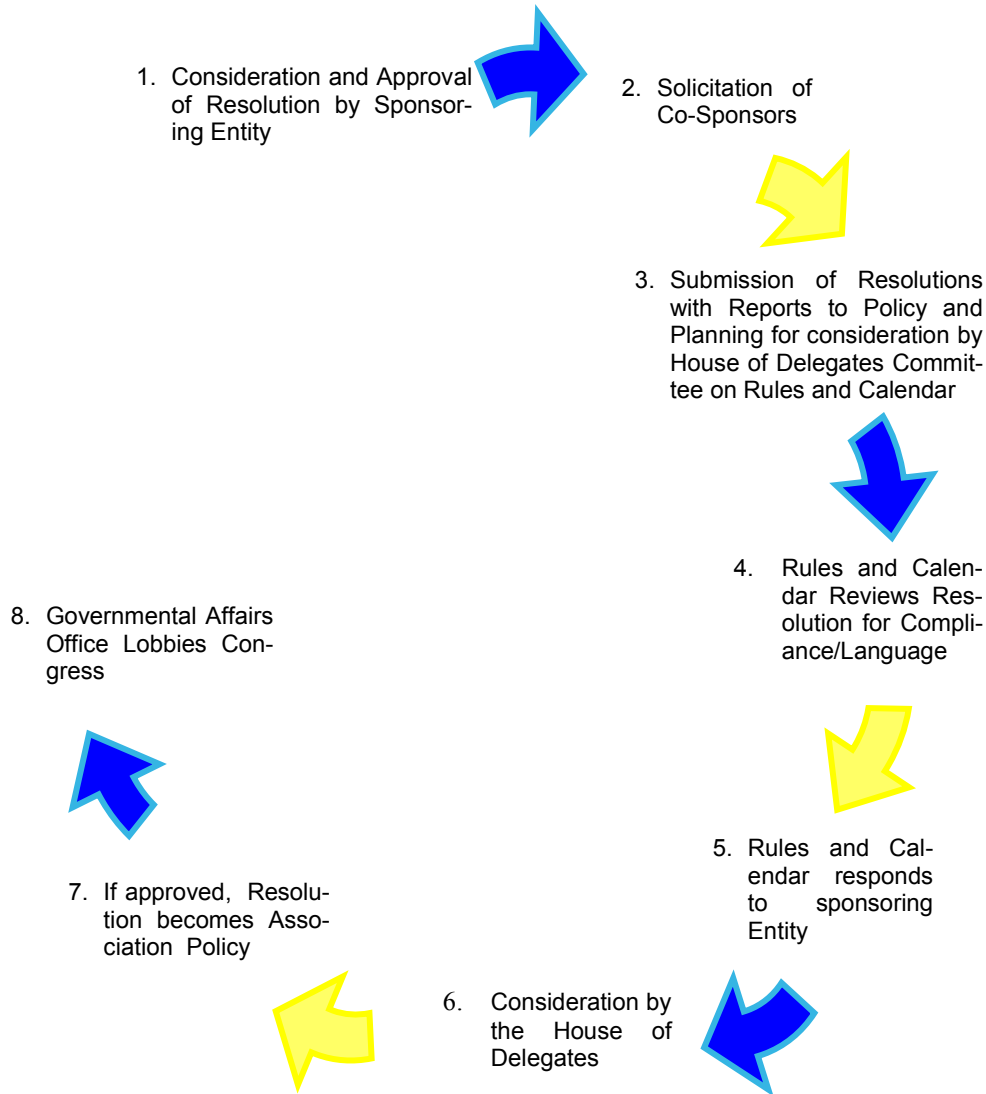
## THE BOARD OF GOVERNORS

The Board of Governors shall oversee the management of the Association. 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 42 members. Every third year there is a Secretary-Elect and Treasurer-Elect, bringing the total membership of the Board to 44. 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:

- Member Services
- Profession, Public Service and Diversity
- Finance and Internal Operations

# 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

