

FORMAT FOR RESOLUTIONS SUBMITTED TO CCBA

File Name: Should be initials of the proponent association and the sequential number of that association's resolutions for that year, e.g. LACBA-01-2017, LACBA-02-2017, etc.

Font: Times New Roman, 12-point font,

Justification: single spaced, without justification

Margins: 1 inch at top, bottom and sides

Title: short title of 10 words or less, identifying subject of the resolution, initial caps, underlined, e.g. Bonds: Determination of Excessiveness

Digest: Provide a limited description (15 words or less) of the resolution, preferably starting with the area of law and a colon (e.g. "Criminal Law: expungement for infractions").

Preamble:

To amend:

RESOLVED, that the Conference of California Bar Associations recommends that legislation be sponsored to amend Code of Civil Procedure section 996.030 to read as follows:

To add an entirely new section by that number:

RESOLVED, that the Conference of California Bar Associations recommends that legislation be sponsored to add Code of Civil Procedure section 996.030 to read as follows:

To repeal (delete):

RESOLVED, that the Conference of California Bar Associations recommends that legislation be sponsored to repeal Code of Civil Procedure section 996.030 as follows:

Text: The first line of the text lists only the section or rule number of the law to be amended, added, or repealed. Do not include section captions (publisher's headings) because they may vary depending upon the publisher.

Begin the text of the section or rule on the next line. Do not leave a blank line between the section or rule number and the text. Do not leave a blank line between subdivisions of the text or between paragraphs within subdivisions. Leave blank lines only when multiple sections or rules are being affected. In that event, leave a blank line between the sections or rules.

Do not number the lines of the text of the resolution.

Do not use outline format. Instead, each new paragraph, whether designated as a separate subdivision or not, begins with a single tab indentation of one-half inch. The degree of indentation is the same for all levels of subdivisions. For instance, there is no

greater indentation for the first line of subdivision (a)(1)(B) than there is for the first line of subdivision (b). All subsequent lines of each paragraph are flush with the left margin.

Underline all language that is new to the section and all language that you propose to relocate within the section. (See “or ordered” in the sample resolution.) If the entire section is new, underline the entire text, including the section number. Similarly, all language to be deleted must be struck over, as if with hyphens. (See “any” in the sample resolution.) Use the “strikethrough” or “overstrike” function of your word-processing program. Do NOT use slash [/] marks or a red-lining function. The text of every resolution is followed by a blank line and this legend:

(Proposed new language underlined; language to be deleted stricken.)

Proponent: “Proponent” is stated in all caps, followed by the name(s) of the sponsoring bar association(s) or ten individual members in initial caps. For instance:

PROPONENT: XYZ County Bar Association

Statement of Reasons: It must not exceed 500 words. The statement of reasons must be organized into the following two sections in the following order: “The Problem” and “The Solution.” Use the format of the California Style Manual when citing to authority.

The Problem: 200 words or less

The Solution: 300 words or less

Impact Statement: The impact statement must follow the statement of reasons. It states whether the resolution would affect laws other than those expressly identified in the text of the resolution, and if so, how.

Author: Next, list the person who should be contacted prior to the beginning of the Conference if anyone has any questions concerning the resolution. This may either be the resolution’s author or some other responsible person within the delegation of the sponsoring bar association, such as the chair of the association’s delegation. State that person’s name, mailing address, phone number, fax number, and e-mail address in one continuous string, rather than in separate lines. For example:

AUTHOR AND/OR PERMANENT CONTACT: Linda Woo, 1234 Main Street, Suite 567, Los Angeles, CA 90001-0001, voice 213-456-7890, fax 213-456-7892, e-mail Linda.Woo@aol.com

Responsible Floor Delegate: This is the delegate who should be contacted on the Conference floor if anyone has any questions concerning the resolution during the Conference. It may be the same person as the author or permanent contact, or someone else. List only the delegate’s name, not the address or phone numbers. For example:

RESPONSIBLE FLOOR DELEGATE: Richard Doe

To learn more details about CCBA’s guidelines, please click [here](#).