Policy 7-1: National Convention Policy

Approved By: Board of Directors

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Policy:

The Federal Bar Association (Association) will hold a National Convention (Convention) by September 30 of each bar year absent exceptional circumstances. The following shall be considered the official activities and programs of the Convention: CLE programming, three (3) Luncheons, Exhibitors, Host Chapter Welcome Reception, Membership Reception, and Annual Banquet.

National Convention Committee

The National Convention Committee (Committee) shall be composed of nine (9) members appointed on a three-year rotation by the President of the FBA and one (1) member appointed for a one-year term representing the Host Chapter for the current year Convention. The Chair of the Committee shall be appointed from within the Committee by the President. The Executive Director of the Association or his or her designee shall be an ad hoc member of the Committee. The Committee shall have oversight of all activities associated with the Convention. The Committee shall be responsible for the screening and recommending future sites for the Convention to the FBA Board of Directors (Board). If a member of the Committee is a member of a chapter that is in consideration for Host Chapter, then that Committee member shall not participate in any Committee meetings, discussions, or decision-making pertaining to Convention site selection. Members of the Committee from Chapters submitting a bid may participate in the conference call presentation pertaining to Convention site selection.

Planning and Administration of the National Convention

The Convention is a national conference of the FBA and is planned and administered by the FBA Staff, in close collaboration with the Committee and Host Chapter. As discussed in more detail below, the Host Chapter shall be responsible for the Welcome Reception. The Host Chapter is encouraged to collaborate with the FBA Staff on other events in addition to the Welcome Reception but is not required to do so. The Host Chapter, in close collaboration with FBA Staff, shall raise funds that cover all expenses associated with the execution of the Welcome Reception and shall assist FBA staff in obtaining additional funding for the
Convention through the collection of sponsorship prospects. The Host Chapter shall receive full support from FBA Staff in planning and administering the Welcome Reception if requested.

**Solicitation of Bids**

The Committee shall use the following process to solicit bids. By April 1, a letter from the President and the Chair of the Committee shall be electronically sent to each chapter president and each vice president for the circuits, requesting bids for Host Chapters and locations of the Convention to be held four years hence. Bid proposals must be submitted by the current chapter president on behalf of the chapter. The president of any chapter offering a bid shall certify in writing as part of its bid that the chapter has been provided a copy of this policy and the chapter understands and will be compliant with the policy’s provisions. Bid proposals must be received by the Association's national office headquarters no later than close of business on May 31. Only proposals received by May 31 will be considered by the Committee. All correspondence must be submitted to the national office headquarters and not to members of the Committee or the Board. The FBA Staff shall make all correspondence available to members of the Committee and the Board. No lobbying of individual members of the Committee or Board is permitted.

Bid proposals shall include the following information:

(a) proposed city and Host Chapter’s resources, to include recent chapter activities and programs, chapter recruitment efforts and resulting growth, and identification of chapter leaders who will be responsible for the chapter’s involvement in all phases of planning for, and ultimately implementing, the Convention;

(b) Host Chapter’s commitment to host a Welcome Reception one night of the Convention. The Host Chapter will be responsible for the total cost of this event including venue, food and beverage, entertainment, and transportation to and from host hotel. A proposal for funding and how the funds will be raised for the Welcome Reception shall accompany any proposal. There shall be no charge for registered Convention attendees or FBA Staff to participate in the Welcome Reception;

(c) Host Chapter’s commitment to working with the FBA Staff to obtain sponsorships that cover all expenses associated with the execution of the Welcome Reception plus at least approximately $50,000 for other convention-related events and expenses through the collection of sponsorship prospects;

(d) the relative benefits of the proposed location in terms of travel and hotel costs and local landmarks, museums, etc.; and

(e) Any letters of support from chapter members or leaders, local stakeholders and/or members of the judiciary that the Host Chapter deems helpful to considering its bid.

After the May 31st deadline for written bid proposals, the Committee shall meet for up to one half-hour via conference call with the leadership of each bidding chapter for the purpose of that chapter presenting its proposal.
Convention Site Criteria

The Committee shall use the following criteria in its evaluation and recommendations to the Board of sites for future National Conventions:

(a) reasonable geographic distribution of Convention sites;
(b) proposed city and Host Chapter’s resources;
(c) Host Chapter’s commitment to host a Welcome Reception one night of the Convention;
(d) Host Chapter’s commitment to working with FBA staff to obtain sponsorships in addition to funds needed for the Welcome Reception;
(e) expense to the Association relating to the Convention as provided by FBA Staff;
(f) convenience and availability of dates;
(g) expense to attendees to attend in terms of airfare, hotel, or costs; and
(h) letters of support from chapter members or leaders, local stakeholders and/or members of the judiciary accompanying the bid proposals.

Convention Site Recommendation

After reviewing the Convention bids, the Committee shall recommend a Convention site based on the above-listed criteria. The Committee shall submit a written report to the Board of Directors explaining their recommendation and how the recommended site meets the criteria.

The Committee Chair shall be placed on the agenda of the Board’s regularly scheduled meeting held during the Convention each year for the purpose of presenting the Committee’s evaluation of potential sites and its recommendation for a site and Host Chapter for the Convention to be held four years hence. The individual bid proposals shall be available for review by the Board as necessary. The selection of the Convention site and Host Chapter is subject to Board approval.

All chapters that have submitted a bid proposal shall be notified of the Board’s action in a reasonable and timely manner.

Role and Responsibility of the Host Chapter

The Host Chapter will be the official local host of the Convention. After the Board selects a Host Chapter and site for a given year, that Host Chapter shall promptly establish a Host Chapter Committee. A Host Chapter may also establish subcommittees, such as, for example, CLE, Social Events, Speakers/Special Guests, Sponsorship, etc. The Host Chapter shall commit to working closely with FBA Staff to identify potential venues, sponsors, activities, and local VIPs. The Host Chapter, in collaboration with the FBA Staff, shall be responsible for funding and hosting the Welcome Reception one night of the Convention. The Host Chapter will be responsible for the total cost of this event including venue, food and beverage, entertainment, and transportation to and from host hotel. There shall be no charge for registered Convention attendees and FBA Staff to attend the Welcome Reception. The Host Chapter will also assist the FBA Staff to obtain additional sponsorships above the funding needed for the Welcome Reception by identifying and cultivating
sponsorship prospects. The Host Chapter will also be responsible for identifying and organizing up to half of the CLE tracked sessions and at least two General Session speakers and shall submit CLE proposals to the Committee. The Host Chapter is encouraged to propose to the FBA Staff new ideas and events for the meeting in the Host Chapter city. The Host Chapter Committee shall be the voice of the Host Chapter to the Committee and FBA Staff.

**Budgeting and Financing the National Convention**

The Convention shall be a self-funding activity of the Association. With the exception of the Host Chapter’s Welcome Reception, FBA Staff shall be responsible for establishing a budget to fund all Convention-specific events, as described in the policy statement above. There shall be two primary sources of funding: (1) sponsorships, and (2) registration fees. The Host Chapter, with support and assistance from FBA Staff if requested, is responsible for establishing a budget to fund the Welcome Reception.

FBA Staff will present a proposed budget for the Convention to the Association’s Budget and Finance Committee at least fourteen (14) months prior to the Convention. The Budget Committee is responsible for including the Convention’s approved estimated receipts and expenditures in the budget for the fiscal year in which the Convention will be held. A final budget, consistent with the approved proposed budget, shall be prepared immediately upon completion of the planning of all events for the Convention.

If any surplus in sponsorship revenue that has been obtained by the Host Chapter and FBA Staff by working collaboratively remains after all convention-related expenses have been reconciled and paid, then in that event the Host Chapter shall be entitled to receive 20% of that sponsorship revenue surplus. Any loss resulting from the activities of the Convention, excluding the Welcome Reception, shall be the responsibility of the Association. Any loss resulting from the Welcome Reception shall be the responsibility of the Host Chapter.

**National Convention Format**

The Convention will begin officially on Thursday morning. The official closing of the National Convention will be on Saturday evening. During this time frame, attendees who have met any applicable registration and payment requirements will have the opportunity to attend the following activities and events: CLE programming, a luncheon each day, Host Chapter Welcome Reception, Membership Reception, and the Annual Banquet. In collaboration with and with the prior approval of the FBA Staff, the Host Chapter may choose to offer a Wednesday evening event or reception, at the Host Chapter's expense.

At least one and one-half (1.5) days of CLE shall be offered. The Committee is responsible for selecting the CLE presentations after reviewing the CLE session and general session proposals that have been selected by the Host Chapter. In preparing these programs, the Committee shall submit a call for CLE presentation proposals in advance of the Convention. Proposals must be received by the national office headquarters by the deadline set forth in the call for presentations. Only proposals received by the deadline shall be vetted by the
Committee. All individuals or groups who submitted a proposal shall be notified of the Committee's decision in a reasonable and timely manner.

**Related Activities Held During or Around the National Convention**

The following meetings and activities may be held during or close to the Convention: Board Meeting, National Council Meeting, FBA Annual Meeting, Foundation of the Federal Bar Association Board Meeting, Federal Bar Building Corporation Board Meeting, Sections and Divisions meetings, Vice President of the Circuits meetings, training meetings, and business meetings.

Meetings of these types held during or close to the Convention shall be funded by the Association or the FBA entity holding the meeting. No Convention funds shall be used to fund or support these meetings.

**Purpose:**

To formalize the policy of the Association regarding the Convention as it relates to the Convention, site selection, Host Chapter, planning, budgeting, funding, composition of the National Convention Committee, Convention format, and roles and responsibilities. For the purposes of this policy, if any deadline herein specified is a Saturday, Sunday or federal legal holiday, the next succeeding business day shall substitute for that specific deadline.

**Change Notice:**