



# Federal Bar Association

## **Policy 7-1: Annual Meeting and Convention Policy**

**Approved By:** Board of Directors

**Date Approved:** 9-21-2023

**Date Effective:** 10-1-2023

### **Policy:**

The Federal Bar Association (Association) will hold an Annual Meeting and Convention (Convention) by September 30 of each bar year absent exceptional circumstances. The Annual Meeting Committee (Committee) is responsible for determining the format and length of the Convention. Attendees who have met any applicable registration and payment requirements will have the opportunity to attend the official activities and programs of the Convention: CLE programming, Host Chapter Reception, Awards Program, Presidential Installation, and Annual Meeting/National Council Meeting.

### **Solicitation of Bids**

According to Bylaw 8a2a, the Committee is responsible for planning and administering the annual meetings of the Association and for recommending to the Board of Directors sites and dates for future annual meetings. The Committee shall use the following process to solicit bids. By April 1, a letter from 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 three 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 comply with the policy's provisions. Bid proposals must be received by the Association's national office headquarters no later than the 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 Association Staff shall make all correspondence available to members of the Committee and the Board. Lobbying of individual members of the Committee or Board is prohibited.

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 identifying the 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 Host Chapter 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 Host Chapter Reception shall accompany any proposal;
- (c) Host Chapter's commitment to working with the Association Staff to obtain sponsorships that cover all expenses associated with the execution of the Host Chapter Reception plus at least

- \$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 31<sup>st</sup> deadline for written bid proposals, the Committee shall meet via conference call with the leadership of each bidding chapter for the purpose of that chapter presenting its proposal. 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 bid-submitting chapters may participate in the chapter's conference call presentation to the Committee pertaining to Convention site selection.

### **Convention Site Criteria**

The Committee shall use the following criteria to evaluation and to recommend to the Board sites for future Annual Meeting and Conventions:

- (a) reasonable geographic distribution of Convention sites over time;
- (b) proposed city and Host Chapter's resources;
- (c) Host Chapter's commitment to host a Host Chapter Reception one night of the Convention;
- (d) Host Chapter's commitment and ability to obtain sponsorships in addition to funds needed for the Host Chapter Reception in collaboration with Association staff;
- (e) expense to the Association relating to the Convention as projected by Association Staff;
- (f) convenience and availability of dates as provided by Association staff;
- (g) expense to attendees to attend in terms of airfare, hotel, or other 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 a Board's regularly scheduled meeting 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 three years hence. The individual bid proposals shall be available for review by the Board. 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.

### **Planning and Administration**

The Convention is a national conference of the Association and is managed by the Association Staff, in close collaboration with the Host Chapter. As discussed in more detail below, the Host Chapter

shall be responsible for the Host Chapter Reception. The Host Chapter, in close collaboration with Association Staff, shall raise funds that cover all expenses associated with the execution of the Host Chapter Reception and shall assist Association Staff in obtaining additional funding for the Convention through the collection of sponsorship prospects. The Host Chapter shall receive full support from Association Staff in planning and administering the Host Chapter Reception if requested.

### **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 Association Staff to identify potential venues, sponsors, activities, and local VIPs. The Host Chapter, in collaboration with the Association Staff, shall be responsible for raising funds to administer the Host Chapter 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.

The Host Chapter will also assist the Association Staff to obtain at least \$50,000 additional sponsorships above the funding needed for the Host Chapter Reception by identifying and cultivating sponsorship prospects. The Host Chapter Committee shall be the voice of the Host Chapter to the Committee and Association Staff.

The Host Chapter with the aid of Association Staff agree to manage and/or to submit the following to Association Staff according to a mutually agreed-upon timeline:

- To establish a planning committee(s) chaired by and comprised of FBA member(s);
- To identify sponsorship prospects and to engage in initial solicitation outreach;
- To ensure expenditures remain within mutually agreed upon budget for Host Chapter Reception and any additional items and programming;
- To identify proposed reception venue and draft associated budget - including venue, food and beverage, entertainment, and transportation to and from host hotel;
- To identify assigned session topics, titles, descriptions, and learning objectives, coordinated by the Host Chapter Committee;
- To help ensure strong attendance by the state and local legal community; and
- To coordinate optional programming activities (civics day, local court-related activities, etc.)

Association Staff will manage:

- Hotel venue selection in consultation with Host Chapter;
- Contract negotiation and execution;
- Timeline including deadlines for committee and speakers;
- Budget including registration pricing and sponsorship levels;
- Marketing plan and attendee communications;
- Onsite staffing and logistics;
- Attendee registration procedures;
- Awards administration;
- CLE panel selection in consultation with the Host Chapter and the Professional Development Committee;

- CLE approval and reporting management and distribution of electronic CLE materials (if applicable);
- Administrative support for sponsorship solicitation and deliverables; and
- Hotel venue coordination including, but not limited to, food and beverage, room block, and audio-visual specifications.

### **Budgeting and Financing the National Convention**

The Convention shall be a self-funded activity of the Association. Association Staff shall be responsible for establishing a budget to fund all Convention events, as described in this policy. There shall be two primary sources of funding: (1) sponsorships, and (2) registration fees. The Host Chapter, with support and assistance from Association Staff, is responsible for establishing a draft budget to fund the Host Chapter Reception to be included in the proposed Convention budget.

Association Staff will present a proposed budget for the Convention to the Association's Budget and Finance Committee for its approval as part of the fiscal year, national operating budget process. 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 net surplus Convention income remains after all Convention-related expenses have been reconciled and paid, the Host Chapter shall be entitled to receive 20% of that surplus. Any loss resulting from the activities of the Convention, excluding the Host Chapter Reception, shall be the responsibility of the Association. The Host Chapter shall be responsible for pursuing unpaid sponsorship invoices solicited by the chapter for its Host Chapter Reception funding, and any loss resulting from the Host Chapter Reception.

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

The following meetings and activities may be held during or close to the Convention: National Board Meeting, Foundation of the FBA Board Meeting, Sections and Divisions events, standing committee meetings, civics day, and other leadership 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 site selection, Host Chapter, planning, budgeting, funding, 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.

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#### **Change Notice:**

Amended Policy (9/21/23) will take effect starting with the 2025 National Convention, although Host Chapters may follow the policy sooner. Amended 9/4/2014; 3/23/2018; 9/21/23.