

**HOUSE OF DELEGATES OF THE CONNECTICUT BAR ASSOCIATION, INC.
RULES OF PROCEDURE**

As adopted by the CBA House of Delegates on June 18, 2012

ARTICLE I

Meetings of the House

- 1.1 ATTENDANCE. Pursuant to Article VI, Section 9 of the Constitution of the Association, meetings of the House of Delegates shall be open to all Members.
- 1.2 SEATING. Delegates shall be seated in areas of the House of Delegates that are reserved for delegates.
- 1.3 PRESIDING OFFICER. Pursuant to Article VI, Section 7 of the Constitution, the President, and in the President's absence the President-Elect, shall preside over meetings of the House of Delegates. The presiding officer may turn over the chair from time to time during a meeting in the presiding officer's discretion. In the event the President and the President-Elect are not able to preside over the meetings of the House of Delegates, then the Vice-President shall preside, and in the Vice-President's absence, the Secretary and, in the Secretary's absence, the Treasurer.
- 1.4 DUTIES OF PRESIDING OFFICER. The presiding officer shall:
- (1) preserve order, designating members of the House of Delegates to help if necessary;
 - (2) require that these Rules of Procedure be followed; and
 - (3) decide questions of order and procedure.
- 1.5 QUORUM. Pursuant to Article VI, Section 10 of the Constitution, twenty members of the House of Delegates shall constitute a quorum.

ARTICLE 2

Order of Business

- 2.1 No person shall speak more than 10 minutes at a time except in presenting a Committee Report or with the unanimous consent of the Members of the House of Delegates present.
- 2.2 The privilege of the floor, without vote, shall be extended to any Member for no more than three minutes provided said Member registers at the Registry List prior to the beginning of the meeting, provided that the House of Delegates shall have the power, by two-thirds vote, to further limit or terminate such Member's discussion. If a Member fails to register and wishes the privilege of the floor, it shall be within the discretion of the presiding officer to grant said Member the privilege of the floor.

2.3 Any Member of the House of Delegates may bring up on the calendar at any meeting of the House of Delegates any matter provided said member requests the item to be placed on the calendar at least 15 days before the scheduled meeting and files said request with the Secretary of the Association.

ARTICLE 3

Reports and Resolutions

3.1 **REPORTS GENERALLY.** The annual written report of a Section or Committee to the House of Delegates shall be brief and concise and must be submitted to the Secretary before the date set by the President. The report may be merely an informational one that contains a summary of activities or it may include recommendations for Association action.

3.2 **SUMMARY.** The proceedings of the House of Delegates and the Board of Governors shall be recorded and the minutes shall be prepared by the Secretary of the Association as soon as practicable after a meeting is adjourned. The summary of action shall be sent to each Member of the House of Delegates and the Board of Governors and the Chair of each Committee and Section of the Association.

3.3 **NOTICES.** All agendas for the House of Delegates and Board of Governors shall be posted on the Association's Web site at least three (3) business days before meetings thereof. As soon as practicable after any such meeting, an informal summary of actions taken therein shall be posted on the Association's Web site by the Secretary. As soon as practicable after their approval, any minutes of the meetings of the House of Delegates or Board of Governors shall be posted on the Association's Web site by the Secretary.

3.4 **CONSENT CALENDAR.** Resolutions and other action items that the Executive Committee determines are not likely to be opposed may be included on a consent calendar that shall be attached or incorporated into the meeting agenda. Consideration of the consent calendar must be made a special order and all items on it shall be moved for approval without debate. By written or electronic request of a Delegate received by the Secretary on or before 5:00 PM on the last business day before a meeting of the House of Delegates, any item on the consent calendar may be removed and made the subject of debate. Thereafter, only the President or presiding officer may remove an item from the consent calendar.

ARTICLE 4

Voting

4.1 **VOICE VOTE.** Voting shall be by voice vote or, if the presiding officer is in doubt, by standing vote.

4.2 **ROLL CALL VOTE.** A roll call shall be required if a roll call vote is required by 20 percent of the Members present and voting.

ARTICLE 5

Parliamentary Authority

- 5.1 PARLIAMENTARY AUTHORITY. Pursuant to Article VI, Section 6 of the Constitution, to the extent deemed appropriate by the presiding officer, all meetings shall be governed by *Robert's Rules of Order, Newly Revised*.
- 5.2 PARLIAMENTARIAN. The presiding officer at each meeting of the House of Delegates shall select the parliamentarian to advise the presiding officer.

ARTICLE 6

Amendment of Rules

- 6.1 PROCEDURE. These Rules may be amended, adopted, or rescinded provided that the terms of the proposal shall be contained in the call of the meeting at least 10 days in advance of the meeting and that two-thirds of the Members present and voting shall concur.
- 6.2 CORRECTION. Upon the adoption of an amendment to these Rules, the Secretary may correct punctuation, grammar, or numbering when appropriate, if the correction does not change the meaning.

ARTICLE 7

Committees

- 7.1 COMMITTEES. Committees of the House of Delegates shall be appointed by the President in such numbers of Members of the House of Delegates and for such purposes as the President may deem desirable or as the House of Delegates or these Rules may direct. Meetings of the Committees shall be at the call of the respective chair thereof.

Article 8

[TEXT AS ADOPTED ON NOVEMBER 6, 2006]

Amicus Briefs

The filing of an *amicus curiae* brief will be authorized only on behalf of the CBA. Individual Sections or Committees of the CBA are not authorized to submit *amicus* briefs on their own behalf.

The issues to be addressed and the positions to be advanced in any such *amicus* brief must be consistent with the overall goals and the mission of the CBA, and involve (a) a matter of compelling public interest; or (b) a matter of particular significance to the practice of law, the legal profession, the legal system, or the administration of justice. Any such brief must be of the

highest professional quality, and should present the position of the CBA in a fashion that will assist the court in its analysis of the issues rather than simply repeating arguments presented by the parties or others filing *amicus* briefs. Absent exceptional circumstances, *amicus* briefs will not be authorized with respect to matters at the trial court level.

The filing of an *amicus* brief and approval of the position(s) to be taken in such brief must be authorized by the House of Delegates of the CBA or ó between meetings of the House of Delegates ó by the Board of Governors. The Board of Governors must report on any action taken with respect to a request to file an *amicus* brief at the next meeting of the House of Delegates.

A request to file an *amicus* brief must be submitted by a CBA Section or Committee, following approval by that Section (or its Executive Committee) or Committee. The request should note whether the Section or Committee is acting in response to a request from the court. The Section or Committee shall submit its request for authorization to the Executive Director of the CBA (along with a plain-language summary and explanation of the proposal, the rationale for the proposal, and the basis of the approval ó i.e., whether it was approved by the Section or Committee or an Executive Committee thereof) for distribution to each CBA Section and Committee. The Section or Committee proposal, along with any objection, concurrence, comment or action by another Section or Committee shall then be submitted to the CBA Executive Committee for presentation to the House of Delegates or Board of Governors.

Article 9

Proxies and Remote Attendance

[RESERVED FOR FUTURE USE]

Article 10

Definitions

10.1 DEFINITIONS. All terms defined in either the Constitution or Bylaws of the Association shall have the same meaning as in these Rules.