

## Memorandum

FROM: Navdeep Singh, Policy Director  
TO: NAPABA Committee Chairs, Affiliate, and National Associate Leadership  
DATE: September 26, 2018  
RE: 2018-2019 Policy Resolution Cycle

Every year National Asian Pacific American Bar Association (NAPABA) Committees are invited to submit resolutions for consideration by the NAPABA Board of Governors (the Board). These resolutions and the input of the Committees are critical in defining the advocacy agenda and positions of NAPABA. Affiliates and National Associates are encouraged to work with NAPABA Committees to submit resolutions of interest to their members.

### I. Background

NAPABA resolutions inform the policy priorities and positions NAPABA takes in its public advocacy, statements, and in fulfilling its mission to serve as a voice for the national Asian Pacific American (APA) legal profession.

Draft resolutions should relate to the goal of “promot[ing] justice, equity, and opportunity for Asian Pacific Americans” or “foster[ing] professional development, legal scholarship, advocacy and community involvement” consistent with NAPABA’s mission.<sup>1</sup> Resolutions may address general issues of civil rights, immigration, diversity, or other matters related to the practice of law and the profession where the membership feels that NAPABA should have a position on the record (including areas of import to your area of practice).

Resolutions are intended to:

- Express a sense of NAPABA on a particular issue

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<sup>1</sup> NAPABA’s mission may be found at <http://www.napaba.org/?page=About>

- Provide substantive policy guidance for NAPABA's positions on issues before or that may come before the courts, legislature, and other agencies

The substantive policy guidance provides the principles by which NAPABA will evaluate support or opposition to legislation and administrative proposals. This guidance may take the form of discussion of principles (such as "NAPABA supports a path to citizenship for undocumented persons, which includes...") or reference to specific bills (such as "NAPABA supports a path to citizenship as outlined in the DREAM Act of 2017 (S.1615, 115<sup>th</sup>), and similar legislation"). The guidance will also inform the nature of arguments NAPABA will consider in amicus briefs.

The resolutions provide guidance when considering matters before the Coalition of Bar Associations of Color (CBAC) at the Annual Meeting in March and the basis for issues under consideration for the Annual Lobby Day in May.

Committees may offer resolutions for consideration by the Board to define or update NAPABA's positions. Committees may:

- Submit new resolutions
- Update existing resolutions to reflect changes in supporting information or changes in the scope of the resolution

An informational webinar will be held on Wednesday, October 10, 2018, at 1:00 PM Eastern to provide a brief overview of the policy resolution process. The webinar will be recorded. [Please register online here.](#)

Affiliates and National Associates are encouraged to work with relevant committees to develop, draft, and submit policy resolutions. The NAPABA policy staff can assist in identifying appropriate committees.

Additional information, including sample materials, may be found online on the [NAPABA website](#).

## **II. Submission Instructions & Schedule**

Draft resolutions and supporting information must be submitted no later than 5:00 PM Eastern on Wednesday, November 28, 2017.

Committee chairs must submit draft resolutions and supporting documentation to Navdeep Singh ([nsingh@napaba.org](mailto:nsingh@napaba.org)), copying Oriene Shin ([oshin@napaba.org](mailto:oshin@napaba.org)).

The NAPABA staff will review the proposals and work with the Committees to refine them, provide suggested edits, including formatting changes, or collect additional information in preparation for their consideration by the Board. The NAPABA staff is also available to work with you while you develop and draft the resolution, prior to submission.

### **III. Submission Guidelines**

#### *A. New Resolutions*

Committees may raise new topics or new policy resolutions as they deem appropriate or in consultation with NAPABA staff. If the resolution is intended to replace or revoke a previous policy resolution, language clearly stating which resolution is being replaced or revoked should be included.

All new resolutions must include supporting documentation to aid the Board in its consideration. This documentation should include:

- A summary of the purpose of the resolution
- Background on the issue, including supporting facts, cases, scenarios, or statistics
- A explanation of NAPABA's interest in the issue and the position taken in resolution

An example of the format for a resolution may be found in attached "Statement of Support for Anti-Human Trafficking Efforts" or by reviewing other active resolutions. A sample memorandum of support for a human trafficking resolution is attached.

#### *B. Updating Resolutions*

The Committee may update or amend resolutions to reflect changes in statistics, data referenced, legislation, current events, or other such information deemed necessary to provide up-to-date guidance to NAPABA as it develops and executes its policy platform.

If NAPABA has a resolution that the Committee feels is already germane to the topic or issue under consideration, the Committee may propose an amendment to the existing resolution, as opposed to proposing a new resolution.

If the changes are updating statistics or legislation (for example, due to title change), a footnote citation is all that is required. If the change is substantive please submit supporting documentation, as described above.

All resolutions must be submitted with 'Track Changes' reflecting the requested edits (a redlined version) so the Board and staff may compare the proposed changes with the existing resolution.

#### **IV. Current Resolutions**

The text of active resolutions is available at <http://www.napaba.org/?page=ActiveResolutions>

If you have any questions, please contact the NAPABA Policy Staff at [nsingh@napaba.org](mailto:nsingh@napaba.org) and [oshin@napaba.org](mailto:oshin@napaba.org) or (202) 775-9555. The NAPABA staff looks forward to working with you during this policy resolution cycle.