Memorandum

FROM: Priya Purandare, Executive Director
TO: NAPABA Committee Chairs, Affiliate, and National Associate Leadership
DATE: October 31, 2022
RE: 2022-2023 Resolution Cycle

The National Asian Pacific American Bar Association arrives at its positions through a deliberative process centered on adoption of resolutions by the NAPABA Board of Governors. These positions inform and serve as the basis for NAPABA’s public statements, public policy, and legal advocacy. Resolutions remain the recorded public positions of NAPABA and the collective view of the national AAPI legal community until repealed or amended.

The positions originate within and are offered by the NAPABA Committees and Networks, who represent the collected substantive expertise and breadth of views within their specialties across the national AAPI legal community, and the NAPABA Affiliates and National Associates, who represent the geographic diversity of the membership.

We encourage the staff NAPABA Affiliates and National Associate bar associations are encouraged to work with the relevant the Committees to raise local issues or views of their bar on issues for consideration at the national level.

The NAPABA staff serves as a resource to work with the NAPABA Committee and Network leaders to refine the resolutions so they may offer the clearest functional guidance as NAPABA expresses its views and enacts its policy agenda. The staff is also available to assist others interested in offering resolutions for consideration.

I. Schedule

To facilitate the adoption of resolutions, we have established an annual process for proposal and consideration by the Board. The schedule is below.

NAPABA Convention and Committee & Network Meetings
November 3-6, 2022
Las Vegas, Nevada
https://www.napaba.org/page/2022_Convention

Submission Deadline
Monday, January 9, 2023, at 5:00pm ET/2:00pm PT
Submit all materials via email to the NAPABA Policy staff at policy@napaba.org
Final Staff and Committee/Affiliate Revision and Review Period
January 2022
**Staff is available to being this process prior to the submission of the resolution. We strongly encourage you to begin working with staff after the Convention.**

Distribution to the Board of Governors
Late January 2022

Consideration at the NAPABA Board of Governors Meeting
February 4, 2023

II. Purpose of the Resolutions and Drafting Guidance

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 AAPI 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. Resolutions may address issues important to the Asian Pacific American community, reflect solidarity with other communities, 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
- 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, 115th), and similar legislation”). The guidance will also inform the nature of arguments NAPABA will consider in amicus briefs.

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

- Submit new resolutions (including replacements for existing resolutions)
- Update existing resolutions to reflect changes in supporting information or changes in the scope of the resolution
- Motion for the repeal of an existing resolution

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.

III. Submission Instructions
Draft resolutions and supporting information must be submitted no later than 5:00 PM Eastern on Monday, January 9.

Committee, Network, and/or Affiliate leadership must submit draft resolutions and supporting documentation to policy@napaba.org.

The NAPABA staff will review the proposals and work with the submitting entities 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.

Following the revision period, the resolutions will be distributed to the Board for their consideration and consultation with leadership within NAPABA.

IV. Submission Guidelines and Formatting

A. New Resolutions

Submitting entities 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.

The focus of resolution should be on the “Resolved Clauses”. The findings section in the memos should be brief as the accompanying memo will describe more facts and provide analysis to support the Board’s consideration of the issue.

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
- An 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 here. A sample memorandum of support can be found here.

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.

C. Additional Formatting Instructions

Please use the attached format with predefined introductory language. Please use line numbers when formatting your resolution for review.

V. Current Resolutions

The text of active resolutions is available at https://www.napaba.org/page/ActiveResolutions

VI. Questions

If you have any questions, please contact the Policy staff at policy@napaba.org. The NAPABA staff looks forward to working with you during this policy resolution cycle.