

CHECKLIST FOR PRELIMINARY RESOLUTION FORMAT REVIEW

	4.2. Is the resolution submitted in 12-point font, using a Times New Roman typeface, single-spaced, without justification, with margins of one inch at top, bottom, and sides?
	4.3. Does the resolution have a short title of 10 words or less, with initial capitals, identifying the subject of the resolution?
	4.4. Does the resolution have a preamble in the form set forth in the Guidelines which summarizes the nature of the resolution by identifying the decision-making body to whom the resolution is directed, the law to be changed, and the nature of the change?
	4.5.1. Does the first line of the text list <i>only</i> the section or rule number of the law to be amended, added, or repealed, omitting the name of the code or set of rules and the section captions? (Note the exception for resolutions affecting multiple codes.)
	4.5.2. Does the text of the section or rule begin on the next line, without a blank line between the section or rule number and the text or a blank line between subdivisions of the text or between paragraphs within subdivisions? (Note the exception for resolutions affecting multiple codes.)
	4.5.3. Does each new paragraph of the text, whether designated as a separate subdivision or not, begin with a single tab indentation of one-half inch? Are all subsequent lines of each paragraph flush with the left margin?
	4.5.4. Are the lines of the text left unnumbered?
	4.5.5. IS THE CORRECT CODE SECTION CITED? Is the cited section the version that will be current as of the date of the Conference?
	4.5.5. Is all language that is new to the section and all language that is proposed to be relocated within the section underlined? Is all language to be deleted struck over, as if with hyphens, using the "strikethrough" or "overstrike" function of the word-processing program, and without using slash marks or red-lining? Have all changes been accepted and, if the resolution is submitted in Word, are all "track changes" notations omitted?
	4.5.5. Is the text of the resolution followed by a blank line and the following legend? (Proposed new language underlined; language to be deleted stricken.)
	4.5.6. Is the entire section or rule quoted, even though the proposed change affects only part of it, unless the Resolutions Committee chair has granted a waiver in advance? Or has the Resolutions Committee chair approved a waiver?

	<p>4.5.6.1. If a waiver has been authorized, has the following indented legend been inserted in its place?</p> <p>[Subdivision () remains unchanged.]</p>
	<p>4.5.6.2. If a waiver has been received authorizing the omission of multiple subdivisions, has the following indented legend been inserted in their place?</p> <p>[Subdivisions () through () remain unchanged.]</p>
	<p>4.5.6.3, 4.5.6.4. Are references to omitted subdivisions indented without blank lines? (If the next line of text is a new code section, is a blank line separating the next section from the reference to the omission?)</p>
	<p>4.6. Is the word "PROPONENT" stated in all caps, followed by the name(s) of the sponsoring bar association(s) or ten individual members in initial caps?</p>
	<p>4.7. Is there a Statement of Reasons not exceeding 500 words and organized into three sections in the order "Existing Law," "This Resolution," and "The Problem"?</p>
	<p>4.7.2.1. Does "Existing Law" describe the law on this subject as it currently exists?</p>
	<p>4.7.2.2. Does "This Resolution" describes how the resolution would change the existing law.?</p>
	<p>4.7.2.3. Does "The Problem" identify the nature, severity, and frequency of the undesirable consequences that result from existing law and explain how the changes proposed in the resolution would cure or mitigate those problems?</p>
	<p>4.7.3. Is the format of the <i>California Style Manual</i> used when citing to authority?</p>
	<p>4.8. Is there an Impact Statement following the statement of reasons, and does it state whether the resolution would affect laws other than those expressly identified in the text of the resolution, and if so, how?</p>
	<p>4.9. Is there an "AUTHOR AND/OR PERMANENT CONTACT" section listing the person who should be contacted prior to the beginning of the Conference if anyone has any questions concerning the resolution? Does it state that person's name, mailing address, phone number, fax number, and e-mail address in one continuous string?</p>
	<p>4.10. Is there a "RESPONSIBLE FLOOR DELEGATE" listed by name only? If the Responsible Floor Delegate is not known, is the section RESPONSIBLE FLOOR DELEGATE included with a blank for later addition of the name?</p>