



Association of American Law Schools

**ACTION
REQUESTED**

October 25, 2012

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MEMORANDUM 12-17

TO: Deans of Member Schools

FROM: Susan Westerberg Prager, Executive Director

SUBJECT: Designation of Elected Law School Representatives to the AALS House of Representatives

To prepare for the Association's 2013 Annual Meeting in New Orleans, and to update our records and mailing lists, we would appreciate your providing us with the name of your school's primary and alternate representatives for the AALS House of Representatives.

The Bylaws of the Association (Section 3-2) provide, in part, "The Faculty of each member school shall select the individual who is to represent the school in the House of Representatives and an alternate representative to serve in the absence of the regular representative."

The representative should plan to attend the First Meeting of the House at 5:15 p.m. on Saturday, January 5, 2013, and the Second Meeting of the House at 5:45 p.m. on Sunday, January 6, 2013, or ensure that the alternate representative can attend.

We will need an accurate list to permit timely mailing of agenda materials for the House of Representative sessions. Thus, we ask that you send an email to hor@aals.org, with "2013 AALS HOR Representative" in the subject line, containing the following information: school name, name of the AALS Representative, and name of the Alternate AALS Representative. We would appreciate receiving this information at your earliest convenience, but not later than **November 30, 2012**.

Thank you for helping us prepare for the 2013 Annual Meeting.