

# THE AMERICAN LAW INSTITUTE

## PROJECTS COMMITTEE CHARTER

(Adopted by resolution of the Council on May 14, 2007, and effective on May 17, 2007.  
Amended on January 16, 2015.)

### I. Purpose

The Projects Committee advises the Director, Executive Committee, and Council regarding ongoing and potential projects designed to implement the purposes of the Institute as stated in its Certificate of Incorporation.\*

### II. Membership

The Projects Committee should have no fewer than seven members and may not have more than thirteen members, one of whom is the President. After receiving recommendations from the President, the Executive Committee appoints the remaining members of the Projects Committee, including its Chair and, if desired, a Vice Chair. All members of the Projects Committee must be members of the Institute and a majority must be members of the Council.

### III. Meetings

The Projects Committee meets as often as it determines is appropriate, but not less than once each year.

### IV. Authority and Responsibilities

The Projects Committee's authority and responsibilities are as follows:

- A. Advise the Director with respect to priorities and policies bearing on the Institute's choice of projects.
- B. Suggest to the Director specific projects and issues that might usefully be addressed in an Institute project.
- C. Advise the Director on proposals for projects referred to the Projects Committee by the Director. When the Director recommends a project to the Council or Executive Committee for its approval, report to that body the Projects Committee's recommendation, if any, with respect to the proposal, including any reservations, concerns, conditions, or minority views.

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\* "The particular business and objects of the society are educational, and are to promote the clarification and simplification of the law and its better adaptation to social needs, to secure the better administration of justice, and to encourage and carry on scholarly and scientific legal work." From the Institute's Certificate of Incorporation (1923).

D. Discuss with the Director any potential projects that the Director is investigating or developing, and assist, as may be requested by the Director, in further investigation helpful to potential project development.

E. Discuss ongoing projects with the Director, including their progress, scope, quality, and boundaries, and performance of the Reporters; as may be requested, advise the Director on any significant issues or problems that have emerged.

F. Review the annual report of the Director regarding the Institute's experience under the procedures set forth in the *Policy Statement and Procedures on Conflicts of Interest with Respect to Institute Projects*.

## **V. Director's Responsibilities**

A. Before submitting a proposal for a new Restatement, Principles, statutory, or other substantial law-reform project to the Council or Executive Committee for its approval, the Director shall seek the advice and recommendation of the Projects Committee. In doing so, the Director should ordinarily provide the Projects Committee, in advance of any meeting to consider the matter, with the following materials and information: (1) a prospectus that includes a description of the project's purpose, need, and scope, and the probable form of the final work product; (2) an estimated budget and timetable; (3) the curriculum vitae of the proposed Reporter or Reporters; (4) the name, description, and experience of any organization that is proposed as a cosponsor of the project; (5) a description of how the proposed project would fit in with current projects and how it may relate to past projects; and (6) any unusual aspects about the proposed project, including but not limited to the substance of the proposal, the proposed methodology, and the human, financial, and other resources necessary to complete the project.

B. The Director should inform the Projects Committee of significant issues and problems reported or observed in ongoing projects, including those regarding progress, scope, quality, and boundaries, and may seek the Committee's advice.