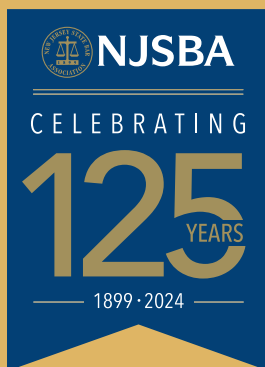


2024-2025

NEW JERSEY STATE BAR ASSOCIATION

LEADERSHIP MANUAL

A guide to resources and
information for section, committee
and division leadership



MISSION STATEMENT OF THE NEW JERSEY STATE BAR ASSOCIATION

The mission of the New Jersey State Bar Association is:

To serve, protect, foster and promote the personal and professional interests of its members.

To serve as the voice of New Jersey attorneys to other organizations, governmental entities and the public with regard to the law, legal profession and legal system.

To promote access to the justice system, fairness in its administration and the independence and integrity of the judicial branch.

To encourage participation in voluntary *pro bono* activities.

To foster professionalism and pride in the profession and the NJSBA.

To provide educational opportunities to New Jersey attorneys to enhance the quality of legal services and the practice of law.

To provide education to the New Jersey public to enhance awareness of the legal profession and legal system.

December 11, 1992
Revised May 2014

NEW JERSEY STATE BAR ASSOCIATION STATEMENT OF DIVERSITY AND INCLUSION

The New Jersey State Bar Association is committed to promoting and fostering a diverse and inclusive bar association.

The association recognizes that the broad concept of diversity includes race, ethnicity, gender, gender identity, sexual orientation, religion, age and disability.

The NJSBA fosters and promotes an inclusive environment that gives value to the unique contributions of diverse individuals and organizations in all aspects of the association.

The NJSBA further recognizes that:

- Increased diversity and inclusion efforts benefit not only the NJSBA, but also the entire legal profession and the greater community that we are all a part of.
- Bringing diverse individuals and viewpoints together creates opportunities for all.
- In order for the NJSBA to become truly diverse, such inclusive efforts, must be supported by all Sections/Divisions/Committees of the NJSBA through continuous and heartfelt actions.
- Diversity and inclusion requires ongoing training and education of the entire profession, in order to enable its members to break down barriers that have previously prevented progress.
- Creating a diverse and inclusive environment requires a commitment and consistent momentum towards the future of the profession, and achieving diversity and inclusion requires unwavering commitment by the NJSBA and the entire profession.

For these aforementioned reasons, the New Jersey State Bar Association reaffirms its commitment to diversity and inclusion and agrees to:

- Support the diversity and inclusion goals adopted by the American Bar Association and other bar associations throughout the nation as follows: Goal III, “Eliminate Bias and Enhance Diversity. Objectives: 1. Promote full and equal participation in the association, our profession, and the justice system by all persons. 2. Eliminate bias in the legal profession and the justice system.”; and
- Support and maintain a Leadership Academy for all individuals, particularly attorneys newer to the profession, attorneys of color and other diverse attorneys that would benefit from intense yearlong training by legal scholars to help these individuals prepare for growth and leadership roles;
- Increase access and representation of all minorities and diverse individuals in law firms, legal departments, bar associations, law schools and other organizations;
- Measure and encourage hiring, recruitment and retention of diverse attorneys in the legal profession.

April 10, 2015

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INTRODUCTION

You are the chair of a New Jersey State Bar Association division, section or committee. Leading a section or committee is a prestigious career benchmark and an important task. As a member of the NJSBA leadership team, your work will be a substantial service to your colleagues and can provide a public service as well.

Your energy, initiative and resourcefulness will be the driving forces that determine what your division, section or committee will accomplish during your tenure as chair. You need to set goals, establish a timetable for achieving them and decide how to motivate your members.

This manual addresses these issues and provides useful information regarding the New Jersey State Bar Association resources available to you. All volunteers who have been appointed to your committee or who have joined your section or division have already expressed an interest in your area, providing a built-in incentive. Your challenge is to harness their energy and expertise to meet your objectives.

FIRST STEPS

Four simple steps can get you started on the right track:

1. **Set the ground rules. Make certain that your members have a clear understanding of the group's purpose, structure, boundaries and resources.**
2. **Poll your members for suggestions about a plan of action.**
3. **Set a definitive timetable to implement your program and achieve your objectives.**
4. **Work to carry out your plan, including your members in the process.**

Making a positive start will go a long way toward ensuring a productive year for your division, section or committee. This manual will take you beyond the starting point. It will answer many questions and help to resolve problems that may arise during the year ahead. If you ever have a question or need help on an issue that is not covered in this manual, please do not hesitate to contact the association's professional staff for assistance.

SECTIONS, COMMITTEES AND THE YOUNG LAWYERS DIVISION

SECTIONS AND THE YLD

Sections and the YLD keep association members abreast of developments in substantive areas of law. As voluntary groups within the NJSBA, they elect their own officers and choose their areas of activity. Each of our 34 sections and the YLD has its own bylaws. You must be familiar with the bylaws governing your section or division and they may be found on the NJSBA website as part of the Leadership Library

Ground Rules to Remember

1. While each section and the YLD maintain a degree of autonomy, all business must be conducted in accordance with the bylaws of the association with the approval of the Board of Trustees. This includes:
 - The communication of any positions on issues to outside groups
 - Action on legislative issues
 - Cosponsorship of meetings with an outside group or organization
 - Any program or event that will require the expenditure of funds exceeding the section's budget
 - Any award criteria and vetting process
2. The section or division secretary should take minutes at each meeting and retain the minutes once they are approved. An electronic file should also be sent to ncrippen@njsba.com for posting on the YLD or section microsite in CommunityNET to update section members.
3. Each section is allocated funds based on its membership, to be used for expenditures that will provide a benefit to the entire section.

Receipts should be submitted to the executive director for reimbursement. (Please see the section on **Finances** for more information.)

Membership and Programs

Section and YLD membership is only open to association members. Membership numbers can run in the hundreds, and often sections or the division will divide into subcommittees. A governing body is usually established for each section to oversee and coordinate the work of the subcommittees and to plan programs for the year. Most sections and the YLD sponsor at least one major annual activity or program at the NJSBA Annual or Mid-Year meetings and can work with the Institute for Continuing Legal Education to present discounted CLE programs for their members. You can stimulate involvement in your section and section meetings through

email to members via CommunityNET discussion groups, direct mail to your members, a section newsletter, or contributions to *The Bar Report*, *New Jersey Lawyer* or *The Docket*. Contact the NJSBA Communications Department for assistance in promoting your programs.

Election of Officers and Meeting Requirements

In accordance with NJSBA policy, each section is required to hold one general section meeting each year. Sections are encouraged to hold an additional membership meeting at the Association's annual meeting. Each section's election of officers should occur by June 1 of each year, and any changes in leadership should be conveyed to the Executive Director.

Communications with Your Members

All communications with your members must go through the NJSBA to ensure the most up-to-date contact information is used. Contact your Section and Committee Services Manager for assistance. We also encourage chairs make frequent use of CommunityNet, which is a listserv that reaches all of your members and is kept most up-to-date. For assistance on using CommunityNet, contact Nicole Crippen at ncrippen@njsba.com.

Dues and Finances

A dues payment is assessed for each section to help defray section expenses. All section dues are billed directly from association headquarters on the annual dues statement. Association members may also join sections throughout the year by completing a form online at njsba.com or by calling Member Services at 732-249-5000. New members are accepted as soon as dues are received.

COMMITTEES

Committees are formed to meet specific needs of the association and its membership. Like sections and the YLD, committees must act in accordance with the bylaws of the association and approval of the Board of Trustees. Committees are charged with making recommendations for action in connection with their subject area to the Board on such matters as legislative positions, comments on Court Rules and special recognition awards. Committee members are appointed each year by the president, and are selected based on their interest and ability. Members can request an appointment to a committee by writing to the president or through the NJSBA website. Suggestions for appointments can also come from officers and trustees. Additionally,

committee chairpersons are asked to evaluate committee members at the conclusion of the year and recommend members for reappointment.

After members have been appointed, you should acquaint them with the committee, its work and membership. Include an introduction, a definition of the committee's assignment and scope of activity, any pertinent background information and short- and long-term plans. Divide large committees into

subcommittees to facilitate work or to pursue limited subjects. Subcommittees should have definite goals and report regularly to the full committee.

Appoint a secretary at the first meeting to take minutes and keep committee records.

An electronic file of the minutes should also be sent to ncrippen@njsba.com for posting on the committee's microsite in CommunityNET to update committee members.

DIVISION AND SECTIONS

Division

Young Lawyers Division

Sections

Administrative Law
Banking Law
Bankruptcy Law
Business Law
Casino Law
Certified Attorneys
Child Welfare Law
Civil Trial Bar
Construction Law

Criminal Law
Dispute Resolution
Elder and Disability Law
Entertainment Arts and Sports Law
Environmental Law
Family Law
Federal Practice and Procedure
Health Law
Immigration Law
Individual Rights
Insurance Law
Labor and Employment Law
Land Use Law

Lesbian Gay Bisexual and Transgender Queer Rights
Local Government Law
Military Law and Veterans' Affairs
Minorities in the Profession
Municipal Court Practice
Product Liability and Mass Tort
Public Utility Law
Real Property Trust and Estate Law
Solo and Small-Firm
Taxation Law
Women in the Profession
Workers' Compensation

COMMITTEES

Standing Committees

Amicus
Bylaws and Resolutions
Continuing Legal Education (CLE)
Advisory
Diversity
Election
Finance and Operations
Insurance Benefits
Judicial Administration
Judicial and Prosecutorial Appointments
Law Office Management
Legislative
Meeting Arrangements and Program
Membership
New Jersey Lawyer Editorial Board
Nominating
Pro Bono
Professional Responsibility

Special Committees

Animal Health, Welfare, Agriculture and Veterinary Practice
Animal Welfare Law
Antitrust Law
Appellate Practice
Artificial Intelligence
Automobile Litigation and No-Fault
Aviation Law
Business and Commercial Litigation
Cannabis and Psychedelics Law
Class Actions
Consumer Protection Law
Cyber Security
Election Law
Equity Jurisprudence
Ethics Diversionary Program
Fidelity and Surety Law
Franchise Law
Government, Public Sector and Public Interest Lawyers

Higher Education
In-House Counsel
Insurance Defense
Intellectual Property Law
International Law and Organizations
Lawyer Well-Being
Lawyers in Transition
Legal Education
Malpractice Insurance
Maritime and Admiralty Law
Media Law
Medical Malpractice
Paralegal
Privacy Law
Public Finance Law
Racial Equity in the Law
Renewable Energy Cleantech and Climate Change
School Law
Securities Law
Senior Lawyers
Special Civil Part

POLICIES AND PROCEDURES

FINANCES

Committees

Committees must obtain prior approval of the Board of Trustees before making any expenditures. No specific funds are allocated to individual committees. Reimbursements for incidental expenses are unusual. You should use the services of the association to duplicate and mail copies of reports, meeting notices and other materials to members.

Your committee may seek state bar payment for special projects or expenditures. In such cases, a detailed written proposal should be submitted to the Executive Director for consideration by the Board of Trustees. Include an explanation of the project's value and an estimated budget, and submit the request as far in advance as possible. If your request is approved, payment will be coordinated through the executive director.

Sections and Divisions

Each section is allocated funds based upon its membership, which can be used for section initiatives that will benefit the entire section, such as speaker fees or section awards. Sections with fewer than 400 members are allocated \$500 for the fiscal year; sections with between 400 and 800 members are allocated \$750 for the fiscal year; and sections with greater than 800 members are allocated \$1,000 for the fiscal year. Any extraordinary expense, above and beyond the budget allocation, must be submitted to the Board of Trustees for approval prior to making the expenditure. In such cases, a detailed written proposal should be submitted to the Executive Director for consideration by the Board of Trustees with an explanation of the expenditure as far in advance as possible. If the board approves the expenditure, payment will be coordinated through the Executive Director.

In addition, sections and divisions may secure sponsorship monies to underwrite the cost of a section or division event, with the goal of lowering the cost of the event for participating members.

General Financial Policy

If your meeting includes food and beverage expenses, those expenses should be prorated among the participants. Meetings department staff will set the price in advance, as well as prepare and mail meeting notices to your members asking for payment in advance by check or by VISA, MasterCard or American Express. This procedure is usually easier than collecting funds at the door. If a section or committee meeting is held outside of the Law Center, any agreement or commitment must be in writing and approved and signed in advance by the Executive Director. The NJSBA pays for all meal and beverage expenses for members of standing committees when those committees conduct meetings at the Law Center.

State Bar funds are available when necessary to pay for a non-lawyer's meal when they attend a division, section or committee meeting, with approval of the Executive Director. When a non-lawyer guest speaker or participant is invited, the meetings department staff should be notified in advance so that payment can be arranged and food can be ordered. Please note that the Chief Justice has specifically prohibited members of the Supreme Court or the Administrative Office of the Courts staff involved in the disciplinary system from being association guests at meetings, which includes accepting meals without payment. A separate policy covers reimbursement for speakers at the Annual and Mid-Year meetings. It is reviewed in detail in the following section.

Reimbursement for any approved expenses can be obtained by sending invoices, accompanied by vouchers, to the executive director within 90 days of the expenditure for presentation and review by the treasurer. Failure to do so within the allotted timeframe may result in non-reimbursement.

The NJSBA's policy concerning business relationships of NJSBA leaders is, as follows:

CONFLICTS OF INTEREST

NJSBA committee, section and division officers and chairpersons have an affirmative obligation to act at all times in the best interests of the NJSBA.

The NJSBA's Conflict of Interest Policy specifically states:

All NJSBA section, committee and division officers and chairpersons, and all NJSBA staff members, shall be prohibited from engaging in any business transaction on behalf of the Association or any entity thereof with any relatives or business associates of said officers, chairpersons or staff members. This policy may be waived by the Board of Trustees where prior notice and full disclosure is provided.

Speakers at association events, whether paid or not, may receive intangible business benefits from their appearance. Thus, a conflict of interest may arise when a non-attorney speaker is engaged to speak at an association event by a member who is a relative or business associate of the speaker. To address this conflict, the Board of Trustees shall be required to approve, after review and recommendation by the Meetings, Arrangements and Program Committee, any non-lawyer speaker engaged by a member to speak at an association event if the speaker has a familial or business relationship with that member or any member of the committee, section or division sponsoring the event. Any request for approval of such a speaker should be forwarded to the NJSBA Meetings Department as far in advance of the proposed speaking engagement as possible. In the event a question regarding the definition of familial or business relationship arises, it shall be resolved by the Meetings, Arrangements, and Program Committee.

SPEAKER REIMBURSEMENT POLICY

Reimbursement requests for NJSBA invited guests and speakers who are not NJSBA members or individuals eligible for membership must be submitted to the Executive Director in advance for approval prior to any commitment being made. For Annual and Mid-Year meetings, nonmember speakers must have prior approval of the Executive Committee. The Meeting Arrangements and Program Committee generally reviews such requests first. Approval will be based on the unique value of the speaker's participation to the success of the program and the amount of reimbursement sought.

The following policy covers speakers only. Family expenses are the responsibility of the speaker. When reimbursement has been approved in advance, it will be made upon written request by the individual speaker, with receipts accompanying the request, according to the following parameters:

Travel: Mileage at the prevailing IRS rate, plus tolls and parking.

Air Travel: Coach, round-trip.

Car Rental: Standard rates.

Hotels: Convention hotel, single, for one night.

Meals: MAP meal plan, if applicable. If not, meals are not to exceed the then current NJSBA *per diem* rate (currently \$50 per day).

Incidental Expenses: Reasonable and necessary expenses not specifically authorized elsewhere in this policy.

Members of the association who participate as panelists or speakers at programs sponsored by sections or committees are required to pay the registration fee unless their participation is limited to appearing on a specific program, and only in such cases where a specific waiver has been authorized by the Executive Committee.

YOU AND THE TRUSTEES

POLICY STATEMENTS

Only the Board of Trustees can establish official policy of the New Jersey State Bar Association. Before that policy is established, the trustees actively seek and carefully consider recommendations from appropriate sections and committees. This method of adopting official policy preserves the association's strong, unified voice.

OBTAINING NECESSARY AUTHORIZATION

The Board of Trustees meets each month to act on association business. To bring a policy issue to the attention of the board, a full report on the issues involved must be submitted to the executive director, along with copies of any formal resolutions or motions approved by the committee, section or division for consideration by the trustees. When necessary, the board or the Executive Committee can meet on very short notice, in many instances by a telephone conference call, to reach immediate decisions. When urgent problems arise, call the executive director or the president. Following authorization by the Board of Trustees, the NJSBA president may designate chairpersons or members of a division, section or committee to express the association's official position in public statements, before legislative bodies and before government agencies. If no such designation is made, the president will communicate on behalf of the association, as set forth in the association's bylaws.

REPORTS ENCOURAGED

The Board of Trustees encourages communications from division, section and committee chairpersons. Reports on activities, suggestions for action and recommendations for formal policy are always welcome and should be sent to Paula Saha, psaha@njsba.com.

Divisions, sections and committees will also be asked to complete a report on their activities midway through the year.

A state bar association trustee serves as liaison to your division, section or committee. You will find that the liaison can offer valuable information and assistance, and will serve as your link to the Board of Trustees.

JURISDICTION

The jurisdiction of each section, committee or division is usually defined by the group's bylaws or approved charge. If the scope of your committee or section does not cover your work adequately or overlaps with that of another committee or section, please discuss proposed changes with the executive director. Board consideration will be arranged if necessary.

REPRESENTATION OF THE NJSBA

The association's bylaws and policies clearly outline the role of the division, sections and committees in the area of representation of the association, as follows:

- The president, or a person designated by the president, shall express the policy of the association as determined by the association or by the Board of Trustees.
- No division, section, committee (entity), other member, or employee may represent the association or any other entity thereof before any legislative body, court, governmental agency, or other tribunal, or communicate with any news media or the general public on behalf of the association, or any other entity thereof, unless authorized to do so by the Board of Trustees.
- No entity, or member thereof, shall communicate any view or position on behalf of said entity before any legislative body, court, governmental agency or other tribunal, or to any news media or the general public, unless authorized by the Board of Trustees.
- Whenever representation requires the filing of any report or brief, no such report or brief shall be filed until a copy thereof has been submitted to and approved by the Board of Trustees.
- No report, recommendation or other action of any entity other than the Judicial and Prosecutorial Appointments Committee shall be considered as the action of the association until it shall have been approved by the Board of Trustees.
- No entity or any member thereof shall release any report of such entity to the public without the approval of the Board of Trustees.

- The Board of Trustees may authorize an entity to communicate the view of the entity upon a finding either that the association has taken no position on the issue or that the communication does not conflict with the best interests of the association.
- An Entity may communicate its view or position before a legislative body, governmental agency, court, or other tribunal, or to the news media in the following circumstances:
 - a. The particular communication is approved by the Board of Trustees; or
 - b. The matter giving rise to the need for the communication is sufficiently urgent that it cannot await a meeting of the Board of Trustees, and the particular communication is approved by at least a majority of the Executive Committee, provided that for the determination thereof, the Executive Committee may meet by conference call or be assembled in a meeting, and further provided that the matter shall be reported to the Board of Trustees at its next meeting.

The entity shall in such communication specifically disclaim any representation of the association in the matter.
- Members who, when making a public communication, permit themselves to be identified as having an official connection with the association or one of its entities, shall, if the association has determined a policy on the subject matter of the utterance, fairly state that policy and, if expressing a view at variance with it, clearly identify the variance as the member's personal views only. If there has not been, or the member has no knowledge of, any such policy determination, the member shall nevertheless identify the communication as personal views.

BOARD OF TRUSTEES MEETING DATES 2024-2025

June 14, 2024

July 17, 2024

September 20, 2024

October 18, 2024

November 15, 2024

December 12, 2024

January 24, 2025

February 28, 2025

March 21, 2025

April 11, 2025

May 14, 2025

Agenda materials for the Board of Trustees meetings are due at the Law Center at least TWO WEEKS before the date of the meeting.

COMMUNICATIONS

COMMUNICATIONS

Letting Lawyers Know

The work of your section, committee or division is of interest to other lawyers. NJSBA staff can bring news of issues and activities to the attention of your colleagues throughout the state, using print and electronic media.

Each issue of the *New Jersey Law Journal* includes two pages of association news, titled *The Bar Report*. Coverage includes action by the board, legislative and *amicus* initiatives, events and work of sections and committees, and profiles of members. It also reports on news from our related organizations including the New Jersey State Bar Foundation, the New Jersey Institute for Continuing Legal Education, the New Jersey Lawyers Assistance Program and the New Jersey Commission on Professionalism in the Law. The association maintains full editorial control over the pages.

New Jersey Lawyer is the association's professional journal, which is published six times a year and covers substantive areas of New Jersey law. You are invited to propose articles or issues for the *New Jersey Lawyer* Editorial Board to consider.

To submit ideas, stories and pictures, contact Tom Nobile at tnobile@njsba.com.

Media Relations

The president is the official spokesperson for public comment on association policies and positions. As a practical matter, other individuals may be designated to provide factual information on behalf of the state bar, as required by demands of timeliness or expertise. These individuals may include other officers, the executive director, NJSBA staff members or section and committee chairs. The president makes that determination.

Specific guidelines limiting statements by NJSBA members are established in Article IX of the association's bylaws, which is outlined under the subheading "Representation of the NJSBA" on page 7 in the "You and the Trustees" section of this manual.

The NJSBA is often the source of information regarding the law and the legal profession for news reporters, print, electronic and broadcast. We encourage reporters to contact us, and we promote positions the board has adopted on legal, legislative or judicial issues.

All communication with reporters, except those conducted directly by the president, is handled by the association's communications department staff. All written statements disseminated to the media are specifically reviewed and approved by the executive director.

Any personal observations should be clearly explained as your own views and not those of the New Jersey State Bar Association.

When you are asked to participate in a broadcast appearance to discuss an issue the Association has not taken a position on, you must make it clear that you are not speaking on behalf of the Association, but are expressing your own opinions.

CommunityNET

NJSBA section, committee and YLD members have connected communities in the association's secure, web-based member network called CommunityNET. Through these online communities, members can interact with peers, get answers to tough questions, and talk or share about important issues online using egroup discussions, shared file libraries and blogs. Blogs published on CommunityNET may also be excerpted in *The Bar Report* and used in the *Daily Briefing*. From njsba.com, click on the Community navigation button to get to CommunityNET.

As a section, committee or YLD chair, you can use CommunityNET to send meeting reminders, legislative alerts, or share anything that you feel is pertinent to your members.

Each section, committee and the YLD has a page in CommunityNET. It displays the activity of your group and information your members need. For assistance, questions, training and instructional materials, contact Nicole Crippen at ncrippen@njsba.com.

Social Media

The NJSBA shares information about the association, its members, benefit providers and others on its social media platforms. The association uses a wide range of platforms and customizes the messaging to best suit each. To find the NJSBA on social media look for @NJStateBar on Twitter and Instagram; facebook.com/NJStateBarAssociation; linkedin.com/company/njstatebar; and youtube.com/New-JerseyStateBar.

In addition, the association uses a single hashtag on post-

ings, in order to promote its work and brand. That hashtag is #NJStateBar.

Newsletters

Sections and the Young Lawyers Division are expected to publish at least two and up to four newsletters each year as a service to members and to stimulate interest in activities.

Failure to do so is required to be brought to the attention of the Board of Trustees.

A section member should be appointed to serve as general editor and work with communications department staff to establish a production schedule. Your newsletter is an important part of the valuable and professional services your section offers its members and the legal profession. Newsletters are distributed by email only. They are posted on the section's CommunityNET page, and content may also be excerpted for *The Bar Report* and electronic media.

Responding to Criticism of Judges

The NJSBA will respond to unjust criticism of judges and court opinions. The system operates through county trustees, who consult with the judge who was criticized and the assignment judge. A report is made to the NJSBA Executive Committee, which decides whether, and how a response will be made. Write to the President or Executive Director to initiate a response.

CONTINUING LEGAL EDUCATION

Continuing legal education programs are terrific vehicles to promote a section or committee. Seminars allow sections and committees to educate the New Jersey legal community about topics important to specific practice areas and highlighting members as speakers. There are two ways to schedule a CLE program.

The first, and the one that provides the widest exposure, is to schedule a program through NJICLE. NJICLE seminars are marketed to the 40,000 practicing attorneys in New Jersey as well as the New York and Pennsylvania legal communities. The seminars are advertised through the NJSBA Marketing and Communications departments. They are typically two hours or more in length. The NJICLE programming attorneys and staff will assist you in preparing, promoting and presenting the seminar. Existing division, section or committee members receive special discounts when they register for any cosponsored seminars.

The second way is to schedule a CLE meeting. CLE meetings are typically 90 minutes or less in duration, are

usually done in conjunction with business meetings and are open only to members of the section, committee or division. The NJSBA can help you reserve space for the CLE meeting and send meeting notices to your members. Staff will also work with NJICLE to ensure that the topics are MCLE compliant and that they don't conflict with the NJICLE seminar schedule. (If they do, you will be asked to choose an alternate date.) Pursuant to Section 1.2 of the NJSBA Policy Manual, no section, division or committee events, other than routine business meetings, shall be scheduled within one month before or one month after the NJSBA Annual and Mid-Year Meetings without approval of the Board of Trustees.

All incoming division, section and committee chairs are welcome to contact Lisa Westerman Spiegel, Esq., Associate Executive Director, Continuing Legal Education at 732-214- 8554 or 908-420-6105 (cell), or lspiegel@njsba.com when planning an NJICLE seminar or for more information about CLE.

DIVERSITY INITIATIVES

The New Jersey State Bar Association is committed to fostering a diverse and inclusive bar association, and bar leaders play an integral role in achieving that goal.

The NJSBA recognizes that the broad concept of diversity includes race, ethnicity, gender, gender identity, sexual orientation, religion, age and disability.

The Association has taken concrete steps to making the NJSBA more inclusive.

Recent efforts to institute systemic reforms to ensure the bar association would attract and retain a diverse membership can be traced to Cynthia M. Jacob, who served as president from 1996 to 1997 and made diversity and inclusion a key theme and major initiative of her tenure. As part of her initiative, she asked the General Council Executive Committee to study ways in which the NJSBA could strengthen diversity in the leadership and membership. From that work emerged the Diversity Committee, a standing committee of the association that promotes and nurtures diversity through relations with the affinity bar associations and all Association sections and committees.

In 2015, the NJSBA Board of Trustees approved an updated diversity and inclusion statement that reflects a strong vision and commitment for long-term sustainable progress, a NJSBA Diversity and Inclusion Action Plan and Individual Checklist.

Under the plan, each Division, Section and Committee is encouraged to:

- Adopt a diversity and inclusion plan consistent with the objectives of this Diversity and Inclusion Action Plan
- Complete an Individual Diversity and Inclusion Action Plan Checklist.
- Monitor and track the number of diverse individuals that participate in its respective programs and events as speakers, moderators and panelists.
- Monitor and track the number of its training and education programs that address diversity and inclusion issues, whether as a sole focus or as an integrated part of their meeting agenda and/or CLE programs.
- Seek out diverse presenters in the Division/Sections/Committees to participate in CLE programs or other bar-related events, including Mid-Year and Annual Meetings.
- The Senior Managing Director of Diversity, Inclusion and Member Engagement works with the association and extended legal community to develop initiatives that advance an inclusive profession.

If a section, committee or division is interested in participating in any of the above initiatives, or learning more about ways to increase diversity and inclusion within their group, please contact Paula Saha, Senior Managing Director of Diversity, Inclusion and Member Engagement, at psaha@njsba.com.

ADVOCACY

The Legal and Government Affairs Department spearheads the Association's efforts to advocate on behalf of its members before the state's three branches of government. The Department assists in developing comments on court rules, regulations and legislation. The Department works with relevant Association sections and committees to advance the Association's legislative, judicial administration and *amicus* programs.

The *Capitol Report*, published weekly in *The New Jersey Law Journal* and on njsba.com, provides NJSBA members with current information about the organization's advocacy efforts, including the status of legislation, regulations, new laws, gubernatorial and legislative appointments, judicial appointments, pending *amicus* matters, court rule proposals and regulatory matters.

LEGISLATIVE ADVOCACY

As the voice of New Jersey attorneys, the NJSBA works closely with the Legislature, the Governor's office and other stake holders on issues that affect the practice of law, access to the courts, judicial administration, and related budgetary issues. The Association also works closely with an outside lobbying group to help promote its positions and priorities.

How does the NJSBA determine what issues to advocate?

The NJSBA Board of Trustees determines those issues on which the Association will advocate, with the assistance of the Legislative Committee and the Association's sections and committees.

Legislation is one aspect of review. Sections, committees and divisions may also review rules and regulations or recommend policies or issues for potential legislation. Review begins with a determination as to whether the legislation fits the criteria for advocacy. This is so that the NJSBA can remain focused on its core mission of advocating for New Jersey's legal community and access to the courts.

The criteria used to determine whether a position should be taken on a particular bill is as follows:

- The bill directly affects lawyers as a profession.
- The bill affects public access to the judicial system, fairness in the administration of justice or the independence and integrity of the judicial branch.
- The bill affects a constitutional right.

- The bill has the potential of making substantial changes to the practice of law in a substantive practice area.
- The bill was drafted by an NJSBA Section/Committee/Division.

The Legislative Review Process

The Association's legislative review process is guided by the Legislative Committee. Members of the Legislative Committee meet regularly to review and discuss the legislative position forms submitted by the sections/committees/division to recommend an overall position to the Board. The Association strives to place on the committee a diverse group of attorneys—both in terms of practice and backgrounds—to review the various positions of the sections/committees.

The Legislative Committee collects information from relevant sections and committees and may move a bill to the Board agenda with a recommendation or it can remand legislation back to a section/committee/division for further examination or analysis. A final policy determination on legislation is the sole province of the Board of Trustees.

The New Jersey State Bar Association legislative policy-making process involves several steps outlined below:

Bill Referral: NJSBA sections/committees review legislation, regulations, rules, or policies referred by the Government Affairs Department or a bill of interest that the section/committee/division deems important to track. Also, sections/committees/division are encouraged to draft amendments, redraft bills or suggest reforms in the law by drafting new legislation, if the section/committee/division feels this would be helpful.

Recommending a Position: After discussing the legislation, regulation, rule or policy, the section/committee/division can recommend any of the following:

- Support the bill;
- Support the bill with amendments;
- Oppose the bill;
- Take no position on the bill; and
- Table the bill and refer it to additional sections/committees/division. This position is conveyed by completing and submitting to the Government Affairs Department a Legislative Position Form (LPF)

A blank form is included in the Appendix

Legislative Committee Review: The NJSBA Legislative Committee reviews all submitted LPFs and votes on the recommendations received. The Legislative Committee may adopt the recommended position, recommend a different position, take no position, or table the bill and refer it back to the section/committee/division or to other sections/committees/division for further review.

Board of Trustees Review: The NJSBA Board of Trustees, which has final policy-making authority, votes on each bill referred by the Legislative Committee and determines the official NJSBA position. The Executive Committee may act on the Board of Trustees' behalf on emergent legislation.

Bill Position: The NJSBA implements the Board of Trustees' policy-making decision on legislation.

Bill Referrals and Updates

The Association receives updates from activity within the Legislature following session days, committee hearings, etc. These updates include, but are not limited to, bills proposed for introduction, introduced bills and bills that have been reported on by committees. NJSBA staff reviews these reports, and identifies bills to be referred to the sections/committees/division utilizing the criteria for advocacy. If a section/committee/division flags a bill that has not been referred, NJSBA staff should be notified and the bill will be monitored accordingly. If a bill is referred that falls outside the scope or expertise of a section/committee/division, the NJSBA should be notified and it will be moved from the group's tracking list.

Review and Responding to Legislative Requests

The Government Affairs Department may refer a bill no more than three times unless requested by the section/committee/division for an extension of time to respond to same; at which time the bill will continue to be referred and monitored. If a position is not received and a request for an extension of time has *not* been received, the Legislative Committee may act and make their recommendation to the Board. This ensures the NJSBA can address bills within a reasonable time-frame.

Legislative Position Forms

Legislative Position Forms (LPFs) are critical tools that initiate the legislative process and inform the NJSBA of the issue and the position relative to the issue. The forms ask questions that give the Government Affairs Department the ability to understand the position of the section/committee/division and to indicate the level of involvement the group is willing to have in advancing its position on a particular bill.

Completing Legislative Position Forms

The sections/committees/division are encouraged to provide thoroughly completed LPFs, as the information provided on these forms are reviewed by the Legislative Committee, Board of Trustees and/or Executive Committee. They are also used to create letters to bill sponsors and statements to advocate the NJSBA's final position.

Incomplete LPFs may cause delays in the legislative process and, in worst-case scenarios, key legislation may be overlooked if a section/committee/division fails to clearly express the impact that a specific bill or rule proposal may have on their area of practice.

You've Provided An LPF...Now What?

A section/committee/division's involvement does not end upon submitting an LPF. It is only the first step. Once the Board has adopted the position of the section/committee/division, members of the Government Affairs Department will work closely with the chair or persons identified as subject matter experts in the issue being addressed to formulate a plan to advocate the position of the Board when necessary. Members may be asked to participate in meetings, testify or just provide background information on the issue.

E-mail updates will be provided about the NJSBA's advocacy efforts in relaying our formal position to the Legislature. These updates will be circulated to the Executive Committees of sections/committees/division that have shown a particular interest and had previously taken a position.

Board of Trustees Policy on Confidentiality of Legislative Materials

Materials distributed and prepared for the use of the NJSBA Board of Trustees in its consideration and deliberation

of legislative and regulatory matters is for the use of the Board of Trustees, NJSBA Executive Committee and NJSBA Legislative Committee only. The legislative recommendations made by a section, committee or division shall be communicated in an appropriate manner by Government Affairs staff. The materials used by a section, committee or division to reach a legislative policy recommendation shall be provided to the Board of Trustees, Executive Committee, Legislative Committee and any section, committee or division as may be appropriate to formulate, review or discuss a legislative position.

The material shall not be distributed to groups outside the NJSBA or to a section, committee or division that has not taken part in the deliberation on the legislation at issue or that does not need the materials for the purposes of formulating, reviewing or discussing a legislative recommendation as determined by the Government Affairs staff in consultation with the executive director. A legislative position adopted by the Board of Trustees shall become the official position of the Association and is subject to appropriate communication.

Grassroots Advocacy

The Association encourages NJSBA leaders to advise the Government Affairs staff of any professional or personal relationships they may have with legislators. At important times during the passage of high priority legislation, the government affairs staff contacts bar leaders to ask that they write or call their key legislator(s) to express and advance the NJSBA's position on the legislation.

NJSBA Events in Trenton

The NJSBA holds periodic Town Hall meetings in Trenton and elsewhere, at which members hear bar leaders, legislators, and gubernatorial, partisan and Office of Legislative Services staff discuss the lawmaking process in New Jersey.

If a section/committee/division would like to have a legislator or public official attend a future meeting, the Government Affairs Department can help facilitate that request.

Member Recognition

Annual Distinguished Legislative Recognition Awards are presented to the NJSBA members who advance the Association's legislative efforts.

JUDICIAL ADMINISTRATION

Concerns, suggestions and ideas that your division, section or committee may have regarding the operation and management of the municipal, state and federal court system are important to the development of the Association's judicial administration program. You can make your views known by contacting the NJSBA's General Counsel, who will communicate your position to the Judicial Administration Committee for review and recommendation to the Board of Trustees. The committee is actively involved in reviewing and developing proposed reforms of the judicial system. The Board of Trustees reviews the committee's recommendations and determines what issues the NJSBA will pursue.

The State Bar Association also reviews court directives, Supreme Court committee reports and proposed court rules for general comment and input. When an issue arises that pertains to a particular section or committee, you will be sent the corresponding material for review and comment. In order to meet court deadlines for submission of comments, it is essential that your section or committee comment promptly, so that the Board of Trustees can review your recommendations and respond to the court as quickly as possible.

Amicus Curiae Participation

The state bar frequently seeks to participate as *amicus curiae* in appellate cases that are important to the legal profession or the system of justice. NJSBA participation is usually sought at the state supreme court level, but the Association will occasionally seek to participate at the state appellate level if the matter presents extenuating circumstances. The types of cases in which the Association has been involved are widely varied. A sampling of cases include matters involving legal malpractice issues, access to justice questions, and overarching policy issues in specific practice areas. A full listing of cases in which the NJSBA has participated, as well as a copy of the briefs filed in each can be found at njsba.com.

If your section or committee believes the NJSBA should seek to participate in a pending appellate-level case, you should complete an *amicus* request form, found in the Appendix or on the NJSBA website, and submit it to the general counsel. All requests will be reviewed by the NJSBA *Amicus* Committee, which then makes a recommendation to the Board of Trustees.

LEGAL ASSISTANCE PROGRAMS

Encouraging participation in voluntary *pro bono* activities is part of the mission of the New Jersey State Bar Association. The following programs are run by the NJSBA:

MILITARY LEGAL ASSISTANCE PROGRAM

Administered through the legal and government affairs department, this program has been created to assist military personnel deployed to Iraq or Afghanistan since 2001 with their legal needs on a voluntary *pro bono* basis. It offers assistance in four areas: family law, employment law, debtor-creditor law and medical disability appeals. Members of the military who contact the New Jersey State Bar Association are referred to volunteers qualified to assist them with their specific legal issues. All NJSBA members are eligible to participate in the program.

Section/committee leaders are urged to encourage their members to volunteer to participate in the program. Participants can receive a *Madden pro bono* exemption for volunteering 25 or more hours with the program each year. For more information, visit njsba.com or email mlap@njsba.com. A volunteer form is included in the Appendix and is available online.

MASS DISASTER RESPONSE PROGRAM

The legal and government affairs department coordinates the NJSBA's Mass Disaster Response Program, which assists disaster victims with free legal information and assistance such as in the aftermath of Hurricane Sandy. The NJSBA is an active participant in the State Disaster Legal Response Team, which aims to provide a coordinated statewide legal response when an appropriate need arises.

LEGAL SERVICE CLINICS

The NJSBA periodically organizes legal service clinics in various parts of the state, where attorneys volunteer to offer on-the-spot advice and guidance to those facing legal issues.

MEETINGS

All **standard business meetings**, whether virtual, in-person, with or without CLE credit should be arranged through your NJSBA Staff liaison. Virtual meetings are scheduled through Zoom using the most advanced methods to safeguard your privacy and security. In-person meetings will be conducted in accordance with local, state and federal health and safety guidelines. It is important to note that **ALL virtual and in-person meetings require pre-registration** to maintain privacy and security standards.

Your NJSBA staff liaison can assist with the logistics of your virtual or in-person business meeting. Standard in-person business meetings will necessitate room reservations, as well as menu selection.

Your NJSBA staff liaison can assist you with the logistics of your virtual or in-person business meeting. For all sections, the liaison is Section Services Manager, Brian Doyle, who may be reached at bdoyle@njsba.com. For all committees, the liaison is Justin Gumpel, who may be reached at jgumpel@njsba.com. It is crucial to note that you, as chair, are not authorized to sign contracts on behalf of the NJSBA. Meetings Department staff has extensive experience in dealing with food and facilities pricing, caterers and banquet managers and can get you the best prices available for your business or social function. They will check availability, as well as the health and safety protocols at various sites.

THE LAW CENTER

The New Jersey Law Center is an ideal venue for section, committee and division meetings. It provides a convenient location and comfortable setting with catering facilities and meeting and conference rooms to accommodate groups of eight to 250.

HOW TO SCHEDULE YOUR MEETINGS

We encourage you to schedule and book your meetings for the year as far ahead of time as possible, but certainly allow a minimum of four weeks to process your request and properly promote the meeting.

The Leadership Library includes an online form to request your meetings for the year. Be sure to provide your preferred meeting dates and times, as well as alternate ones in case space (virtual or in-person) availability is an issue.

Once the information is processed and registration is posted online, an email invitation to register for the event will be sent to eligible participants. Section and committee

members must be up to date on their membership to register and attend these meetings

What if I have special requests?

Please notify your staff liaison, allowing as much time as possible, for the following:

- Special communications to members
- Audio/visual needs
- Planned entertainment

Why is pre-registration required?

- First and foremost, to provide the highest level of privacy and security to our members and meeting attendees.
- To ensure the appropriate size virtual or in-person space is reserved.
- To provide adequate food and seating for in-person events.
- To ensure eligible meeting attendees receive the appropriate participant login details for virtual events.
- To enable NJSBA to forward important cancellation or rescheduling information if necessary.

How to access Virtual Meetings

Once you are registered to attend a virtual meeting, the Zoom participation link will be emailed to you. Participants can also access the link through the NJSBA website by logging in and clicking on the “My Links/Handbooks” tab. Attendees may also contact the Customer Service Department at customerservice@njsba.com or 732-214-8500.

PROMOTION

Meetings are promoted using various means of communication. Notifications are emailed and posted to our website calendar. We also encourage chairs to post upcoming meetings and relevant materials to the CommunityNet listserv.

CONDUCTING YOUR MEETING

For best results, you should set a specific agenda for your meeting that includes a clear and concise statement of your objectives. Appoint a secretary at your first meeting to take minutes and keep a record of your work. Send an electronic file of the minutes to ncrippen@njsba.com for website posting. Other jobs relating to your objectives should be assigned to various members, giving them a chance to participate in

your division, section or committee's work. Please be certain that your members understand the policies outlined in this manual.

You should make a special effort to welcome any new members present at your meeting. Letting each individual know that their contribution is significant is one of your most important roles as a bar leader. It encourages participation and helps the association maximize its potential.

RECORDING VIRTUAL MEETINGS

Food and Beverage for In-Person Meetings

The meetings department can make any food arrangements necessary for your meeting, including kosher, vegetarian, etc. Please notify the meetings department of your food preference and any cost considerations you may have when setting up your meeting. The NJSBA pays for all meal and beverage expenses for members of standing committees when that committee conducts a meeting at the New Jersey Law Center.

A specific menu should be selected at least two weeks prior to the meeting. If no selection has been made by that time, the meetings department will plan a meal for you based on your previous menu selections. Three days prior to your function, the meetings department must provide a food guarantee to the caterer. Meals will be provided only for those attendees who have pre-registered.

Accommodations can be made to cover the meal cost for any non-lawyer guest at division, section or committee meetings, outside of the Annual or Mid-Year meetings, with prior approval from the executive director. You must notify the meetings department if any non-lawyer guest speaker or participant is invited to attend your meeting, so that food arrangements can be made. As stated previously in this manual (see "Finances" and "Speaker Reimbursement Policy" sections), the NJSBA does not pay for food, beverage or overnight accommodations for any New Jersey lawyer who is eligible for membership in the association.

Virtual meetings have made recording easy to do, but the implications of distributing that recording as well as storage and record keeping are far from simple. NJSBA meetings may be recorded at the request of the section/committee/division chair for the sole limited purpose of review for taking written minutes. The recording is not to be distributed beyond that

point or for any other purpose. The recording will only be available for 21 days.

CLE MEETINGS

One of the benefits of membership is access to timely, low-cost CLE put on by sections, committees and divisions, and we encourage you to think about hosting such programs. These CLE meetings must be two hours or less and may be coordinated through your NJSBA Staff liaison, who will shepherd the process of CLE approval. They will also work with NJICLE staff to ensure that the topics are MCLE compliant and that they don't conflict with the NJICLE seminar schedule.

Events longer than two hours and open to the general public, should be coordinated through the New Jersey Institute for Continuing Legal Education.

Please note also that NJSBA policy does not allow CLE meetings to be scheduled in the 30 days prior to the Annual Meeting and Convention, or between Thanksgiving and Dec. 31.

JOINT MEETINGS

Jointly sponsored meetings of NJSBA sections, committees or the Young Lawyers Division with outside groups require advance approval of the Executive Director. Your request for approval of a joint meeting should be submitted to your NJSBA Staff liaison. Please allow additional time for this process.

ANNUAL MEETING AND CONVENTION AND MID-YEAR MEETING

Sections, committees and the Young Lawyers Division generally conduct substantive programming at the Annual and Mid-Year meetings. These programs can feature noted speakers on a particular area of law or review emerging social or professional issues. A Request for Programs will be sent out to leadership in advance of the Annual Meeting, and Mid-Year meetings. All programs will be screened by the Meeting Arrangements and Program Committee, which determines final programming for both the Mid-Year and Annual meetings.

2024 Mid-Year Meeting

November 2–9
Dublin, Ireland

2025 Annual Meeting and Convention

May 14–16
Borgata Hotel Casino & Spa, Atlantic City

ANNUAL REPORTS AND MEETING MINUTES

Appoint a secretary at your first meeting to take minutes. An electronic file of the minutes should be sent to ncrippen@njsba.com for inclusion on CommunityNET. Upon request, the meetings department will reproduce and distribute minutes via email. Sections and the Young Lawyers Division can send minutes to their members for review using CommunityNET. Contact the communications department for assistance.

All sections, committees and the Young Lawyers Division will be asked to submit an annual report to the executive director. The report should detail all activities, projects and events in which your division, section or committee has been involved since May of the previous year. It should also include any activities, projects and events that are anticipated for the following six months. This report provides an

opportunity for the division, sections and committees to reflect on the work they have accomplished and gives direction for the future. Copies of the annual report should be circulated to all members of the section, committee or division by direct mail, email or through a newsletter, and may be considered for publication by the association.

The Young Lawyers Division, sections and committees are urged to submit written reports to the Board of Trustees to analyze or recommend legislation or encourage a specific association action or policy position. Submit copies of such reports to the trustees through the executive director. All reports must be endorsed by the Board of Trustees before being publicly released (see bylaws provisions in the “You and the Trustees” section of this manual). The association’s staff will duplicate and distribute the reports as necessary.

MEMBERSHIP

OVERVIEW

Membership development, recruitment and retention, are constant priorities for the New Jersey State Bar Association. As a bar leader, you play an important role in building the value of membership by contributing in these key areas of focus:

RECRUITMENT

The best endorsement of the association is the endorsement of members—especially the leadership. Since you may find yourself in the company of attorneys who specialize in areas of law that relate to your section, committee or division, please remember, our policy allows you to invite non-members to one meeting to give them the opportunity to see the true value of membership in the NJSBA and sections and committees. To access the non-member section meeting registration form, please have them email membership@njsba.com.

You can also work with the Membership department and your assigned staff liaison on any membership recruitment initiatives for your particular section, committee or division. The Director of Membership focuses on member development, recruitment marketing and can partner with you to increase the number of members for your particular group.

Non-members should be directed to join the NJSBA by visiting jointhenjsba.com, emailing membership@njsba.com or by calling 732-249-5000.

RETENTION

As a bar leader, you know the value of being involved. From expanding your network to building your name within the profession, retention is a key strategy to the success of the association and your section. Here are some simple ways to help build member retention:

- Work closely with your assigned Section and Committee Services Manager to plan networking events and other engagement opportunities throughout the year. They can

provide technical and logistical assistance as well as recommendations of past successful events that other groups have done that might work for you.

- Remind section members to renew their NJSBA membership. Please note that if their NJSBA membership lapses, so too does their section, committee or division membership. Send simple email reminders or close out meetings by asking members to ensure that their membership is up-to-date. If you need any marketing support or language to send out to members, please email Paula Saha at psaha@njsba.com.
- Develop your community with CommunityNET. Through discussion, file sharing and other tools, your community can be an essential resource to your members and an effective communication tool for you to broadcast news, pose a question and/or just start a conversation with the entire section, committee or division. Members tell us that CommunityNET is one of the top benefits of membership.
- Co-sponsor events with NJICLE and other sections and committees for a great way to connect similar practice areas.
- Sponsor programs that are open to ALL NJSBA members.

MEMBER BENEFITS

In addition to the benefit of belonging to your section, committee or division, NJSBA members enjoy a variety of benefits which include exclusive access to online and in-person networking events, education resources to help them stay in the know, leadership and professional development opportunities, and over \$3,500 in member-only discounts to trustworthy brands and services year-round. Please visit the MEMBERSHIP tab at njsba.com for a full listing of our benefits.

If you would like to suggest or have an idea for a potential member benefit that we aren't currently offering, please email psaha@njsba.com.

PROFESSIONALISM AND OTHER PROGRAMS

ETHICS DIVERSIONARY PROGRAM

At the request of the New Jersey Supreme Court, the New Jersey State Bar Association established the Ethics Diversionary Program, which addresses and re-educates attorneys involved in matters of minor misconduct as defined by R. 1:20-3 (i) (2) (A). Attorneys are referred to the program by the Office of Attorney Ethics as an alternative to formal ethics proceedings. In all cases, these referrals are confidential.

The NJSBA, through its Ethics Diversionary Committee, develops the structure and content of this program and monitors the respondents' participation and fulfillment of the program.

For more information, please contact Amy Conrad at aconrad@njsba.com, 732-214-8501.

NEW JERSEY COMMISSION ON PROFESSIONALISM

The New Jersey Commission on Professionalism in the Law is a cooperative venture of the judiciary, the New Jersey State Bar Association and New Jersey's law schools. Its goal is to help improve the professional behavior and attitudes of lawyers and judges, thereby improving the profession and bolstering public confidence in the justice system. The commission hosts an annual Professionalism Luncheon, where lawyers throughout the state are recognized for having earned a stellar reputation for integrity and professionalism.

Membership on the commission includes judges from the federal and state courts, practicing lawyers, the deans of New Jersey's law schools and public representatives.

For information, contact Sharon Balsamo, NJSBA liaison to the commission, at sbalsamo@njsba.com, 732-937-7505 or visit the New Jersey Commission on Professionalism at njsba.com.

BAR FOUNDATION AND PUBLIC EDUCATION

The New Jersey State Bar Foundation is a nonprofit organization founded to carry out the charitable and educational purposes of the organized bar. Since the inception of the foundation's continuous, law-related educational programming for the public in 1988, public response has been overwhelming. The foundation's public education services and programs include the following:

FREE PUBLICATIONS

The foundation offers a number of free publications, either in print or online, including *Consumer's Guide to New Jersey Law*; *The Students Rights Handbook* cosponsored with the American Civil Liberties Union of New Jersey; *The Right to Special Education in New Jersey*, cosponsored with Education Law Center; *Domestic Violence: The Law and You*; *Law Points for Senior Citizens (Forth Edition)*; *What You Need to Know About Plagiarism*; *Disability Law: A Legal Primer (Sixth Edition)* cosponsored with the Essex County Bar Association; *AIDS and the Law*, cosponsored with the Hyacinth Foundation; *Starting and Succeeding With a New Business*; *Residential Construction and Renovation—A Legal Guide for New Jersey Homeowners* and *What You Need to Know About Adoption*.

For educators, the foundation offers a number of civics publications, including the *Bill of Rights Bulletin*, a 24-page newsletter containing articles, puzzles and constitutional trivia, *The Bill of Rights Up Close*, a 28-page newsletter that takes a deep dive into the Bill of Rights, as well as *Beyond the Bill of Rights*, a 24-page newsletter that covers the 17 amendments added to the U.S. Constitution after the Bill of Rights was ratified. In addition, on our website we also provide *Constitutionally New Jersey*, a 12-page newsletter devoted to the New Jersey Constitution, and *Historical Documents of New Jersey and the United States*, which contains the U.S. Constitution in its entirety, as well as the three iterations of New Jersey's Constitution. All of these publications may be downloaded from the foundation's website at njsbf.org. Some are available in print, Braille and audio.

The Legal Eagle

The foundation's popular legal newspaper for kids, *The Legal Eagle*, is distributed to elementary, middle and high schools throughout the state. The newspaper, published three times a year, is a resource for students and teachers that helps stimulate discussions about the law and how it can impact everyday life. Topics covered in the past year include free speech, student privacy, religious freedom and various aspects of climate change.

Respect

As a result of the popularity of *The Legal Eagle's* special diversity issue, the foundation launched a new publication in October 2001. Intended for middle and high school students,

the *Respect* newsletter highlights issues of diversity. Topics covered in the past year include voter suppression, the Crown Act, CRT and Asian American hate crimes.

NJSBF BLOGS

The foundation publishes three blogs containing a wealth of civics content. Our civics blog, *The Informed Citizen* has covered such topics as equal justice under the law, democratic norms, diplomacy, as well as governing during a pandemic. In addition, we publish blogs for *The Legal Eagle* and *Respect*, where we periodically update stories that have been published in the newsletters, as well as post all published articles. All blog posts include discussion questions and relevant glossary words for ready-made lesson plans.

ONLINE CONTENT

Due to the pandemic, the foundation made a conscious decision to provide more online content and launched two webpages devoted to online content for educators. Our **SEL Webinars and Online Content for Educators** page contains webinars and related handouts for educators and students. Our **Mock Trial and Civics Online Content** page contains lesson plans devoted to mock trial, as well as lesson plans devoted to civics. Both pages contain lesson plans for the elementary, middle and high school level. Additionally, all lessons and curriculum that correspond with our violence prevention/anti-bias trainings are on our website and can be accessed at any time.

MOCK TRIAL COMPETITION

Initiated in 1982, the Vincent J. Apruzzese High School Mock Trial Competition, open to all public and private schools in the state, has taught nearly 116,000 students the fundamentals of our court system. Through playing the roles of witnesses, attorneys and jurors, thousands of students each year learn firsthand about the judicial system by trying their cases before judges and attorneys in courtrooms and at the New Jersey Law Center in New Brunswick. Our state competition has produced two national champions. New Jersey is one of only a few states to win the nationwide competition twice.

Elementary and middle school students can also learn about trial procedures and the court system through the foundation's highly successful Law Fair and Law Adventure competitions, as well as a Mini-Court Guide for teachers of grades K-2.

HELPING PEOPLE WITH DISABILITIES

The foundation, the Community Health Law Project and the New Jersey Institute for Continuing Legal Education sponsor annual conferences on issues of interest to persons with disabilities, their families and the professionals who serve them. The free conferences deal with healthcare, housing, education, guardianship, estate planning, the Americans

with Disabilities Act and much more.

VIOLENCE PREVENTION/ANTI-BIAS TRAININGS FOR EDUCATORS AND SCHOOLS

Committed to the promotion of a positive school climate and violence prevention, the Foundation provides comprehensive programming that supports schools in establishing strong conflict resolution and peer mediation programs, active school climate teams and solid trauma informed and restorative anti-bullying policies, effective social and emotional learning content and relevant anti-bias programming suitable for differing school populations. Our trainings include Conflict Resolution, Peer Mediation, Social Emotional Character Development, The Role of the School Climate Team, How to Teach the Holocaust, Understanding HIB Characteristics, Trauma Sensitive Schools, as well as a three-part series that includes workshops on Unconscious Bias, Talking About Race and Being an Antiracist. In addition, the Foundation launched a new curriculum and training series that complements New Jersey's Amistad law, titled *Breaking Bias: Lessons from the Amistad*. The curriculum aligns with NJ state learning standards for social studies. Attendees to all trainings receive relevant and ready to use lessons, curriculum, or guides along with corresponding posters to take back to their classrooms. Finally, we host webinars for educators that were created in response to the pandemic and all of the upheaval that came with it. Currently those webinars include: *Self-Awareness: a Boost for Ourselves and Our Students*, *Resilience: Getting Through Stressful Times*, and *Motivation: Keeping it up*. The Foundation regularly adds new programming content to keep up with curriculum mandates and issues facing school communities.

COURT NIGHT

The foundation invites county and specialty bar associations to participate in a public education program in recognition of

Law Day on May 1. The foundation offers funding for these programs through its Court Night initiative. Court Night Programs honoring Law Day have been part of the foundation's core mission to educate the public about New Jersey law for over 25 years. The Court Night program provides an opportunity for people to learn about the court system from judges, local attorneys, administrators and court personnel. Previous topics covered have included civil, criminal, and family divisions of the Superior Court, municipal court matters, special seminars on legal issues including family law, wills and estate planning, employment law, landlord/tenant matters and constitutional law.

COSPONSORSHIPS

To maximize the impact of its public education mandate, the foundation combines its efforts with those of other non-profit organizations in cosponsoring law-related and violence prevention initiatives, projects, conferences and publications. Major grants given by the foundation in the past have supported such projects as domestic violence pamphlets, advanced healthcare directives kits, conferences on family law and immigrant rights, as well as programs for the developmentally disabled, handbooks for children leaving foster care and career mentoring events for inner-city youth.

For more information about New Jersey State Bar Foundation programs and publications visit the foundation online at njsbf.org. If you are interested in participating in a public education program, or would like information on any program, please contact the foundation's executive director.

SOCIAL MEDIA

@NJStateBarFdn can be found on Facebook, Twitter and Instagram. On YouTube and LinkedIn we can be found by searching New Jersey State Bar Foundation. Please take a moment to follow us on Twitter and Instagram and like our Facebook page, inviting your friends to like the page as well.

NEW JERSEY LAWYERS ASSISTANCE PROGRAM

Confidential Support and Assistance

The New Jersey Lawyers Assistance Program (NJLAP) is a confidential, free, and independent program assisting attorneys, judges, law students, and law graduates with a range of emotional and professional challenges and supports, including but not limited to, substance use and mental health concerns affecting personal and professional well-being. NJLAP offers assessments, referrals to substance use disorder and mental health resources if necessary, and ongoing support.

As part of the vision to help attorneys achieve and maintain well-being, NJLAP delivers prevention and educational

programs throughout the state. NJLAP maintains an active social media presence, sharing news, updates and mental health-related information of special interest to attorneys. A quarterly newsletter focuses on "balance" and its importance. Funding for NJLAP is provided by a minimal assessment on all lawyer license renewal fees.

No matter the problem, you need not manage alone.

Call 800-246-5527 (800-24NJLAP) or visit the NJLAP website, njlap.org, for more information.

APPENDIX

SUPREME COURT OF NEW JERSEY

STUART RABNER
CHIEF JUSTICE



RICHARD J. HUGHES JUSTICE COMPLEX
PO Box 023
TRENTON, NEW JERSEY 08625-0023

Directive #03-19
[Supersedes Directive #01-08]

TO: Assignment Judges

FROM: Chief Justice Stuart Rabner *SSR*

SUBJECT: Excusal of New Jersey State Bar Association Officers, Trustees, and Members from Trial Dates to Attend Bar Association Meetings

DATE: March 12, 2019

Consistent with the long-standing policy established by prior directives, this superseding directive is issued to reaffirm the previously stated principles set forth most recently in Directive #1-08 regarding the excusal of New Jersey State Bar Association officers, trustees, and members from trial dates to attend Bar Association meetings.

Trial judges should honor the requests of any officer or trustee of the New Jersey State Bar Association to be excused from trial commitments on the day of a scheduled NJSBA trustees and/or officers meeting. There continues to be approximately 40-50 NJSBA trustees and officers, and they meet ten or so times a year. Reasonable notice of such meetings should be given to the Assignment Judge by any trustee or officer who requires an excuse from specific trial commitments. When reasonable notice is given, denial of a request should be limited to extraordinary circumstances, such as the previous scheduling of a matter involving many attorneys where it is clear that the rescheduling would prove very difficult. The same policy continues to apply to members of the NJSBA's Judicial and Prosecutorial Appointments Committee, and to those members of the General Council who plan to attend the annual or semi-annual Bar Association General Council meetings, again subject to reasonable prior notice to the court.

Thank you.

cc: Hon. Glenn A. Grant, Administrative Director
Hon. Carmen Messano
Hon. Jack Sabatino
Hon. Joseph Andresini
Steven D. Bonville, Chief of Staff
AOC Directors and Assistant Directors
Clerks of Court
Trial Court Administrators
Special Assistants to the Administrative Director

REQUEST FOR NJSBA *AMICUS* PARTICIPATION

Your contact information:

Name: _____

Address: _____

Phone Number: _____

E-Mail Address: _____

NJSBA Member Number : _____

.....

Case Information:

Name of Case: _____

Names of Counsel/Parties They Represent:

Status of Case: _____

Issue(s) on Appeal/Certification:

Identify the issues you believe would be of interest to the organized bar. (Add Additional Pages if necessary):

If requested and if not representing a party, would you be willing to participate in drafting a brief in this matter for the NJSBA: ☐ yes ☐ no



Please include copies of the following for consideration:

1. Petition for Certification.
2. Response to Petition for Certification.
3. Any other briefs filed in the Supreme Court.
4. All briefs filed in the Appellate Division.
5. The Appellate Division decision.
6. Any current briefing schedule or other scheduling Order issued by the Court.

Please forward this completed form, along with copies of the documents indicated above to Sharon A. Balsamo, Esq., NJSBA Counsel and Director of Legal Affairs at sbalsamo@njsba.com. E-mailed documents are preferred, but if not available, paper copies may be mailed to:

Sharon A. Balsamo, Esq.
New Jersey State Bar Association
One Constitution Square
New Brunswick, New Jersey 08901

All inquiries may be addressed to Sharon Balsamo at sbalsamo@njsba.com or 732-937-7505.



MONTHLY MEETING SCHEDULE

New Jersey State Bar Association
 Meetings Department
 1 Constitution Square
 New Brunswick, NJ 08901
 Fax: 732-249-2815 • Phone: 732-249-5000
 Email: meetings@njsba.com

Section/Cmte: _____

Chair: _____

Phone: _____

Fax: _____

Email: _____

PLEASE ENTER DATE & SPECIAL INSTRUCTIONS FOR MEETING BELOW:

Virtual and in-person meeting rooms will be allocated on a first come, first served basis.

Month	Weekday M T W TH FR SA	Date MM/DD/YY	Time	Alt. Date MM/DD/YY	NJSBA Use	Special Instructions
June						
July						
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						



NEW JERSEY STATE BAR ASSOCIATION

CONFIDENTIAL LEGISLATIVE POSITION FORM

BILL #: _____ SECTION/COMMITTEE NAME: _____

DATE OF MEETING: _____ TOTAL VOTE COUNT: _____

SECTION/COMMITTEE CONTACT PERSON RE LPF: _____

Does this bill fall within the purview of the New Jersey State Bar Association's "Criteria for Reviewing Legislation?" YES ☐ NO ☐ Please check which measure, if any, the bill falls under:

- ☐ The bill directly affects lawyers as a profession.
- ☐ The bill affects public access to the judicial system, fairness in the administration of justice or the independence and integrity of the judicial branch.
- ☐ The bill affects a constitutional right.
- ☐ The bill has the potential of making substantial changes to the practice of law in a substantive practice area.
- ☐ The bill was drafted by an NJSBA Section/Committee/Division.

If the bill does not fit any of the above criteria, please do not fill out the remainder of the Legislative Position Form.

Does the bill fall within the scope of the section/committee? YES ☐ NO ☐

If you answered "yes" please detail how the bill affects the section/committee:

Section/Committee Voting Position: SUPPORT ☐ OPPOSE ☐ NO POSITION ☐

Does the Section/Committee believe the bill warrants any of the following:

- ☐ **Testimony before Committees:** A contact person designated by the section/committee to give testimony before the Senate/Assembly Committees. CONTACT PERSON: _____
- ☐ **Meetings with the Bill Sponsor & other Legislators:** A contact person(s) designated by the section/committee to attend meetings with the bill sponsor and other legislators and in an effort to convey NJSBA position.
- ☐ **CONTACT PERSON:** _____
- ☐ **Further Lobbying Activity** _____

Please explain in detail the section/committee position:

| |

NEW JERSEY STATE BAR ASSOCIATION

If you chose to oppose the bill, would the section/committee consider supporting the bill with amendments? ☐ YES ☐ NO

If checked "yes", please detail proposed amendments:

If there was a minority position, please detail below:

Please list any other sections/committee this bill should be referred to:

--

Additional Comments:

NJSBA LEGISLATIVE INFORMATION:

Upon receipt of a generated LPF, the Government Affairs Department will circulate the position to any other relevant section/committee the bill may impact for their review and comment. The bill then goes before the Legislative Committee which reviews the various LPF's received and makes a recommendation to the Board. The Legislative Committee may vote to table and refer the bill to another section/committee, vote to take no position or adopt the position of a section/committee. The Board reviews the recommendations received from the Legislative Committee and like the Legislative Committee, can vote to adopt the position, take a different position or vote to take no position. The Board may also choose to refer the bill to another section/committee. Please note, once the Board takes action on a bill, it represents the official NJSBA position that will be advanced. The section/committee will be notified of the outcome of the Board of Trustee's vote. **Please note, no section/committee shall advance their section/committee's position on behalf of the NJSBA except in conjunction with the NJSBA, through outreach by the Government Affairs Department.**

Please submit your Legislative Position Form to bdoyle@njsba.com or via facsimile to (732) 249-2815. If you have any questions, please contact (732) 249-5000.

NJSBA

**NEW JERSEY STATE BAR
ASSOCIATION**

ONE CONSTITUTION SQUARE
NEW BRUNSWICK, NEW JERSEY 08901
PH 732-249-5000 FAX 732-249-2815
NJSBA.COM