

ENGAGEMENT GUIDELINES
FOR EASL STANDING COMMITTEE CHAIRS

1. Effective Date. These Engagement Guidelines are effective as of January 1, 2023; and, they apply to all *Standing* Committees of the Entertainment Arts and Sports Law section (EASL) of the New York State Bar Association (NYSBA). These Guidelines may be amended or modified from time to time by the EASL Executive Committee.

2. Precatory. Intended to encourage active engagement by EASL members and provide them with enhanced value for their membership in our section, these non-mandatory but strongly recommended Engagement Guidelines do not apply to EASL's *Special* Committees (e.g.: Executive, Nominating, Legislation, Website, Law Students, Young Entertainment Lawyers, Membership, Diversity, Phil Cowan-Judith Bresler Memorial Scholarship, Publications, and Pro Bono).

3. Appendix A, List of All EASL Committees. Attached hereto as Appendix A is a List of all EASL Committees in existence as of January 1, 2023, which list may be amended or modified from time to time by the EASL Executive Committee.

4. Purpose. Primary goals of these Guidelines are to encourage more active engagement and participation in EASL Committees by a diverse and inter-generational mix of law students, young lawyers and more experienced practitioners, to help EASL members achieve their shared personal and professional goals, and to secure the continued successful growth and future of both EASL and its members. Let's lift each other up!

5. Committee Chairs.

(a) Bylaws. Provisions regarding establishment of EASL Committees, as well as the appointment, removal and term of Committee Chairs, are contained in the EASL Bylaws.

(b) Co-Chairs. Generally, each EASL Committee should have no more than two Committee Chairs, each of whom is empowered to act without the other; but, regular dialog and cooperation between or among them (and with all other EASL Committee Chairs) are strongly encouraged (including co-sponsorship of joint programs and events by EASL Committees).

(c) Withdrawal. Each Committee Chair should have and express a willingness to hold a staggered Co-Chair term and/or to withdraw from such role, and act on that willingness, when appropriate to enable new Chairs or Co-Chairs who may be interested in assuming such roles to do so, it being EASL's intent that active members of each Committee should be encouraged to apply for and to become a Committee Chair as vacancies occur.

(d) Removal. The failure of any Committee Chair to attend (in-person, telephonically or virtually by electronic means) three (3) consecutive monthly meetings of the EASL Executive Committee without good cause (e.g., due to illness, work commitment or

vacation) may result in their removal as Committee Chair by the EASL Chair in consultation with the other EASL Officers pursuant to EASL's Bylaws.

6. Committee Members. Each Committee Chair should endeavor to have no less than ten (10) members in their respective Committee, not counting such Committee Chair. Committee Chairs are encouraged to actively communicate (*e.g.*, by quarterly emails) and otherwise engage with their Committee members regularly throughout each year. NYSBA's liaison to EASL can assist with logistics and other support as needed.

7. Committee Meetings, Programs and Events.

(a) Recruitment and Retention of Members. Committee Chairs should endeavor to hold periodic Committee meetings, programs and events (outside of EASL's Annual Meeting), to encourage EASL membership recruitment and retention consisting of, as well as Committee member engagement and active participation by, a diverse and inter-generational mix of law students, young lawyers and more experienced practitioners.

(b) Annual Meeting. Each Committee Chair should endeavor to hold an in-person meeting of their committee members at the EASL Annual Meeting (immediately preceding the meeting that day of EASL's Executive Committee meeting). Meeting room space will be provided by NYSBA. At each such committee meeting, each Committee Chair should inquire of their committee members what programs, events and other services they might want EASL or NYSBA to provide in the coming year. Committee Chairs should then report about such meetings to EASL's Executive Committee at its annual meeting.

(c) Periodic Meetings. Committee Chairs should endeavor to hold (outside of EASL's Annual Meeting) a minimum of three (3) additional periodic Committee membership meetings (in-person, telephonically or virtually by electronic means), programs (CLE or non-CLE) and other events per calendar year (telephone conference calls and virtual meetings may be arranged through NYSBA's liaison to EASL), for substantive law or applicable industry related discussions, informal networking, and other purposes consistent with EASL's mission.

(d) Programs and Events. Programs (CLE or non-CLE) and other events should be planned as far in advance as practicable due the need to coordinate scheduling with NYSBA, especially for CLE programs. Committee Chairs are also encouraged to consult with EASL's District Representatives in order to extend member engagement and participation opportunities (including hybrid in-person/virtual meetings and events) throughout all areas of New York State. For clarity, any CLE program or event organized or planned by an EASL Committee that takes place during EASL's Annual Meeting should *not* be considered a periodic meeting of Committee members for purposes of these Engagement Guidelines.

(e) Committee Funds. Funds are allocated to EASL's Committees by the Section's annual budget (as approved by NYSBA). Committee Chairs are encouraged to use such funds to cover reasonable costs (*e.g.*, food and beverage) of Committee member periodic meetings, programs and events (outside of EASL's annual meeting CLE programs), to otherwise enhance member engagement and active participation, and to recruit and retain EASL members.

8. Law Students; Scholarship. Committee Chairs should reach out to relevant faculty from law schools in New York State (e.g., at the start of each law school semester) to encourage law students to become members of (and to actively engage with) EASL and its Committees. Participation by law students with interests in entertainment, arts and sports law can help promote their personal and professional development, offer them mentoring, networking and career opportunities, and help secure the continued successful growth and future of EASL and NYSBA. Law school faculty should also help ensure that their law students are made aware of and are reminded about *EASL's Phil Cowan - Judith Bresler Memorial Scholarship writing competition*, whose winners are presented with cash awards and recognition at EASL Annual Meetings.

[Rev. 1/4/23]