

COMMITTEE CHAIRS

# Playbook

LEAD TOGETHER. ACHIEVE MORE.

Your guide to leading with purpose,  
mobilizing your committee, and  
driving impact—**together**.



**UNIFY**  
Build strong  
connections



**ALIGN**  
Clarify purpose  
and priorities



**ACT**  
Mobilize and  
take action



**AMPLIFY**  
Expand impact  
together

COLLECTIVE  
ACTION.  
LASTING  
IMPACT.



**STRONGER  
TOGETHER.  
GREATER  
TOGETHER.**

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## Preface

Leadership is most powerful when it is collective. The cover of this playbook reflects that principle: individuals moving forward together with purpose, trust, and shared vision. Our Committee Chairs stand at the center of that collective effort. You are not simply managing meetings or coordinating projects—you are shaping the direction of our profession, strengthening our communities, and advancing the mission of our Association through collaboration, innovation, and service.

This Playbook was created to serve as a practical guide and strategic resource for committee leadership. It is designed to help Committee Chairs cultivate engagement, inspire participation, and transform ideas into meaningful action. The work of our committees is where strategy becomes impact. Through your leadership, members develop professionally, emerging leaders find opportunity, and the collective expertise of the legal community is mobilized to address the challenges facing the profession and society.

Our mission is to be the leading voice for the legal profession by advancing the professional success of our members, equal access to justice, and the rule of law. These principles are not abstract ideals; they are the foundation of every initiative, program, policy discussion, and public service effort undertaken through this Association. Committee leadership plays a vital role in bringing that mission to life. Whether through mentorship, advocacy, public education, thought leadership, or community engagement, your work contributes directly to strengthening both the profession and the justice system.

As you use this Playbook, we encourage you to lead with creativity, inclusiveness, and purpose. Great leadership is not measured solely by individual accomplishment, but by the ability to unite people around a shared vision and create lasting impact together. If you need assistance, please do not hesitate to contact your staff liaison. The future of the profession depends upon leaders who are willing to collaborate across perspectives, embrace innovation while honoring tradition, and remain steadfast in their commitment to justice and the rule of law. We thank you for your leadership and for your commitment to moving this mission forward—together.

## Executive Summary

Given the complexity of our Association, policies have been developed to assure the smooth and efficient operation of our committees and so we align in non-profit governance with best practices. The following provides capsulized information regarding some of the Association policies and procedures that are most frequently encountered in considering and implementing activities of committees. Each item identifies the source of the full text for further reference. The staff liaison may be consulted for further information and copies of the full texts, as well as assistance in the administration and projects of the committee.

- **Creation of Committees:** Committees can be designated or abolished by the House, Executive Committee, or President. Their duties are outlined in the Bylaws or in the resolution establishing each committee. *Reference:* Bylaws, Article VI, Section 1(A) and (B)
- **Governance:** The House of Delegates manages the Association's affairs, determines policy, and supervises officers, the Executive Committee, sections, and committees. The Executive Committee sets rules for committee and section operations, including limits on public statements. *Reference:* Bylaws, Article V, Section 1; Article VII, Section 4
- **Committee Oversight:** The Committee on Committees reviews all committees on a three-year cycle to ensure alignment with Association purposes and considers possible restructuring for efficiency. *Reference:* Executive Committee minutes, June 28-29, 2007
- **Duties of Committees:** Each committee's powers and duties are set forth in the Bylaws and the resolution creating it. Committees have a stated purpose and can adopt governance rules, conduct activities via correspondence and subcommittees, and propose amendments to their purpose subject to Executive Committee approval. *References:* Bylaws, Article VI, Section 1(D) & (E), Section 2(C), Section 3(E)
- **Duties of the Chair:** Chairs schedule and lead meetings, develop agendas, ensure the committee fulfills its purpose, maintain productive discussions, and designate someone to take minutes.
- **Duties of Committee Members:** Members are expected to attend and participate in meetings and subcommittees, whether in person or remotely.
- **Membership Appointments and Terms:** The President annually appoints committee members and chairs unless otherwise specified, typically for three one-year terms beginning June 1. Chairs may recommend new members and successors. Vacancies can be filled by the President, and committees may declare a vacancy after three consecutive absences. *References:* Bylaws, Article VI, Section 1(B), Section 2(A), Section 3(B) & 3(E)
- **Diversity Initiatives:** The Association is committed to diversity, equity, and inclusion in all aspects, including committees, and has formalized this in its Bylaws. Committees are encouraged to consider diversity when selecting speakers and forming subcommittees. *Reference:* Bylaws, Article II, Section 2
- **Meeting Operations:** Meetings may be held in person, by videoconference, or conference call with proper notice. One-third of committee members constitutes a quorum unless otherwise stated. Meeting sites must be non-discriminatory. Written minutes must be taken and distributed. *References:* Association Bylaws, Article VI, Section 3(F) & 3(D), Article XIII; House of Delegates minutes, January 23, 1981
- **Financial Policies:** Committee chairs prepare annual budgets, which are reviewed by the Finance Committee and approved by the House of Delegates. Reasonable expenses are reimbursed; travel reimbursement is subject to

specific rules and limits. Outside grants require approval from Finance and Executive Committees. *References:* Financial Policy for Committees, Sections B, F, G; Executive Committee Minutes, January 29, 1976

- **Website and Social Media:** Committees manage their own webpages and online communities. Content coordinators work with the Marketing Department. The Association maintains active social media channels.
- **Reports:** Committees report to the House of Delegates or Executive Committee as requested. Reports must be submitted 75 days in advance for consideration and may be released publicly if not conflicting with Association policy and with proper notice. *References:* Association Bylaws, Article VI, Sections 1(F), 2(D), 3(J); Rules for Consideration of Reports, Section 4
- **Legislative Action:** Committees may announce positions on legislation but must clarify that views are their own unless approved by the Association. Legislative activity must be coordinated with the Department of Government Relations. Legislative proposals require approval and proper documentation. **All legislative activity must be coordinated with the Department of Government Relations.**
- **Amicus Curiae Rules:** Amicus briefs are filed only in the Association's name with Executive Committee approval and must relate to issues of law, not fact, and be consistent with Association policy. *Reference:* Rules for the Filing of Amicus Curiae Briefs, Sections A and B
- **Litigation:** The Association may initiate litigation only with Executive Committee approval. Committees cannot initiate litigation independently. Litigation must address issues significant to the Association and its purposes, and must be brought in appropriate courts. *Reference:* Rules for Commencement of Litigation, Sections A-D

## Calendar of Meetings

Date	Meeting type	Location / Report submission Deadlines
Saturday, June 27, 2026	House of Delegates	Bar Center (Virtual Option Available); submissions due by April 13, 2026
Saturday, October 31, 2026	House of Delegates	Bar Center (Virtual Option Available); submissions due by August 17, 2026
Friday, January 22, 2027	House of Delegates	New York Hilton Midtown (Virtual Option Available); submissions due by November 8, 2026
Thursday, January 21, 2027	Gala	Cipriani – Grand Central
Saturday, April 3, 2027	House of Delegates	Bar Center (Virtual Only); submissions due by January 18, 2027
Saturday, June 26, 2027	House of Delegates	Bar Center (Virtual Option Available); submissions due by April 12, 2027

### Annual Meeting Materials Due Date:

CLE materials are due for Annual meeting by Friday, November 6th, 2026

### Finance Committee Key Dates:

Standard meetings typically held throughout the year, and the primary topics covered at each; however, additional meetings are scheduled as needed:

January – Finance Committee meets in person during the Annual Meeting, traditionally held on a Wednesday.

April – Hybrid meeting in Albany with the auditors to review the Tax Form 990 and related audit matters.

June – Finance Committee meets to discuss pending items and review projected year-end financial results.

September – Finance Committee meets with department heads to discuss budgeting needs and priorities for the upcoming year.

October – The full budget book is reviewed during an in-person, all-day meeting.

## **Staff Contacts**

### **Operations and Administration of the Association**

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### **Address Changes and Membership Renewals**

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### **Budget, Financial Policies, and Travel Expenses**

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### **Bylaws, Governance Policies, Reports to Executive Committee and House of Delegates, Litigation, and *Amicus Curiae* Briefs**

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### **Continuing Legal Education and Law Practice Management**

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### **News Releases and Communications**

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## **ESTABLISHMENT, GOVERNANCE, MEMBERSHIP AND DIVERSITY OF COMMITTEES**

Link to Association Bylaws: [Click here](#)

### **Creation of Committees**

The House, Executive Committee, or the President may designate and abolish committees, which have duties set forth in the Bylaws or the resolution establishing the committee.

Reference: Bylaws, Article VI, Section 1(A) and (B)

### **Governance**

The House controls and manages the Association's affairs and determines policy of the Association; supervises, controls, and directs the officers, Executive Committee, sections, and committees.

Reference: Bylaws, Article V, Section 1

The Executive Committee may promulgate rules to supervise the action and functioning of committees (other than the Nominating Committee) and sections, including limits on public statements as deemed appropriate.

Reference: Bylaws, Article VII Section 4

A Committee on Committees has been established to review committees' operations over a three-year cycle. This committee is charged with reviewing all committees to assess whether their activities are within the scope of and relevant to the Association's purposes, whether a committee could be combined with another group or otherwise modified or constituted, and whether committees are functioning in a beneficial manner.

Reference: Executive Committee minutes, June 28-29, 2007

### **Duties of Committees**

The powers and duties of a committee are set forth in the Bylaws generally and in the resolution creating it. Each committee has a stated purpose, set by the House of Delegates or Executive Committee. The chair has the responsibility of submitting to committee members, for their consideration, matters that the chair or any member considers appropriate to this purpose.

References: Bylaws, Article VI, Section 1(D) and (E), Section 2(C)

Each committee has the power to adopt rules and regulations for its own governance and conduct activities through correspondence, use of subcommittees, and by other means. Amendments to a committee's stated purpose must be approved by the Executive Committee.

Reference: Bylaws, Article VI, Section 3(E)

Stationery and envelopes can be provided for chairs. Requests for these materials should be made to the staff liaison.

## **Duties of the Chair**

The committee chair is expected to schedule and preside over meetings, develop meeting agendas, and ensure that the committee is fulfilling the functions set forth in its stated purpose. The chair should ensure that discussions are on topic, productive, and professional. In addition, the chair should ensure that a person is designated to take minutes of the meeting. Sample minutes are included in the Appendix.

## **Duties of Committee Members**

Committee members are expected to attend and participate in meetings, whether in person or remotely. Some committees establish subcommittees for specific purposes; if on a subcommittee, members are expected to participate in subcommittee activities.

## **Membership – Appointments and Terms**

Unless otherwise provided in the resolution establishing the committee, the President annually designates the number of members and appoints the members and chair, who generally serve for three one-year terms, beginning June 1.

To increase awareness of the opportunities for involvement, a committee assignment request form is posted to the website for the general membership early in the year; committee chairs are also asked to recommend new members, give their views on reappointment and, if the chair is concluding his or her service, to suggest a successor. However, the President ultimately makes these decisions, effective at the beginning of his or her term.

Except as otherwise specifically provided, the President may fill vacancies in committee memberships and chairs.

*References:* Bylaws, Article VI, Section 1(B), Section 2(A), and Section 3(B)

Each committee also has the power to declare a vacancy after three successive absences of a member.

*Reference:* Bylaws, Article VI, Section 3(E).

The Member Resource Center should be advised of changes in address, telephone, fax, and e-mail so that the committee rosters can be updated.

## Diversity Initiatives

The Association has taken action to promote opportunity for active participation and leadership in all aspects of the Association. In 2003, the House of Delegates approved the following statement on diversity, which includes committee activities:

The New York State Bar Association is committed to diversity in its membership, officers, staff, House of Delegates, Executive Committee, Sections and Committees and their respective leaders. Diversity is an inclusive concept, encompassing gender, race, color, ethnic origin, national origin, religion, sexual orientation, age, and disability.

We are a richer and more effective Association because of diversity, as it increases our Association's strengths, capabilities, and adaptability. Through increased diversity, our organization can more effectively address societal and member needs with the varied perspectives, experiences, knowledge, information and understanding inherent in a diverse membership.

At the 2023 Annual Meeting, amendments were approved to incorporate a statement of commitment to diversity into the Purposes Article of the NYSBA Bylaws:

The Association holds an unwavering and longstanding commitment to diversity within its membership and leadership ranks based upon its firm belief that diversity, equity, and inclusion must be fostered within the legal community and in society at large. The Association is made stronger and more capable of implementing positive change through the law when its membership reflects the diversity of the individuals and communities served by the legal profession. Accordingly, the Association will promote and advance the full and equal participation of diverse attorneys in the profession and the Association, including diversity based on gender, race, color, ethnic origin, national origin, religion, sexual orientation, gender identity and expression, age, and disability.

Reference: Bylaws, Article II, Section 2.

Committees are encouraged to consider the diversity policy in selecting speakers for CLE and other presentations. Several existing committees have been created to, in part, further the diversity of the Association, including the Committee on Diversity, Equity, and Inclusion, the Committee on Disability Rights, and the Committee on Veterans. The Women in Law Section has a committee that promotes opportunities for women in the Association. The LGBTQ Law Section and 50+ Section also have several relevant committees. The Committee on Leadership Development is charged with identifying, encouraging, and mentoring prospective leaders of the Association in general. Committees seeking to diversify their program faculty are encouraged to partner with these entities.

## COMMITTEE OPERATIONS

### Meetings

Chairs are urged to be cognizant of the costs and staffing necessary to run in-person or hybrid meetings. Videoconference or conference calls are a practical option, especially for brief or regular meetings. In-person or hybrid meetings should be held at members' offices, or at the Bar Center. Please contact your staff liaison to make necessary arrangements regarding the date and place of a meeting, and issuance of meeting notices and any materials to be distributed to committee members.

It is highly recommended that an agenda be used at all meetings.

The staff liaison can make arrangements for meeting sites, including beverages or food required, and for videoconference or conference call meetings of the committee or its subcommittees. Expenses for such meetings and luncheons are paid by the Association from the committee budget – if money was budgeted for these purposes.

The chair has the power to call a meeting upon due notice, which may be by mail, telephone, or e-mail. The staff liaison can send Microsoft Outlook invitations to members. A meeting shall also be called by the Association Secretary upon the written notice of five members of the committee or the President.

Reference: Association Bylaws, Article VI, Section 3(F).

Unless otherwise provided in the resolution establishing the committee, one-third of the members will constitute a quorum.

Reference: Association Bylaws, Article VI, Section 3(D).

### Meeting Sites

Meetings of the Association and its committees and sections are to be held only at places that are non-discriminatory. Committees are encouraged to hold meetings at law firm conference facilities to minimize meeting expenses, or via videoconference or conference call.

Reference: House of Delegates minutes, January 23, 1981.

### Conference Calls and Videoconferencing

Under the Bylaws, committees, including the Executive Committee, may meet by conference call or similar communications equipment (including videoconference) upon at least 24 hours' notice, where all members participating can hear each other at the same time. A written record of actions taken at the meeting shall be maintained. Some committees have found it useful to conduct some meetings solely by videoconference or offer members the choice of attending or participating by telephone or videoconference, as a means of maximizing participation.

Reference: Association Bylaws, Article XIII

## **Minutes**

Minutes must be taken for each meeting and should record motions and other formal action of the committee, as well as the committee's name, date and place of the meeting, names of attendees, and subjects discussed or reported. Projects or programs should also be listed, together with their status, members responsible, and scheduled completion dates, where appropriate. If the committee does not have a designated person to take minutes, the chair may designate a member to prepare the minutes. It may be appropriate for the staff liaison to prepare the minutes if it is determined that the liaison is sufficiently familiar with the subject matter of the committee's purview – please note that many staff liaisons are not attorneys.

The minutes should be made available as soon as possible after the meeting. The staff liaison will distribute copies to the committee and place the minutes on file at the Bar Center. If the committee uses an online community for archival purposes, then the minutes should also be uploaded to the online community.

Sample minutes may be found in the Appendix.

*Reference:* Association Bylaws, Article VI, Section 3(G).

## **COMMUNICATIONS DEPARTMENT**

### **Department Responsibilities**

The Communications Department has overall responsibility for communicating Association news to members, the news media, the legal profession, and the public. The Department provides professional communications, advice and counseling to Association officers, sections, committees, and other Association entities.

As a committee leader, you have an affirmative responsibility to assist the Association in achieving its strategic communication goals – informing and educating the public about the law, the role of lawyers in society, and the good things they do.

Department staff collaborates with committee and section chairs and staff liaisons to develop news stories and disseminate them to appropriate media outlets. They also prepare news releases; schedule news conferences and interviews; arrange for media training; and prepare fact sheets, press materials and other background information. The Department produces and disseminates the NYSBA Weekly email, which is sent to members each Wednesday, as well as the State Bar News, which comes out twice a year. The Department collaborates with the Publications Design Department on the NYSBA Journal, which comes out four times per year.

The Department is also responsible for the Association's institutional social media feeds, and for ensuring the timeliness of information for the public posted on the Association's website.

Communications advice and assistance may be specifically requested by an Association officer or a section or committee chair. The decision to make a public communication is made by the Communications Department Director in consultation with the President and Executive Director. Primary consideration is given to:

- Whether the publicity will serve the purposes of the Association;
- Whether the matter in question has sufficient news value;
- Appropriate timing.

### **Major Principles Guiding the Association's Media Relations Policy**

- A. The Association acts on behalf of its members and in the public interest. Therefore, the Association is committed to informing the public of its work and to seeking public support on matters of interest to attorneys and the legal profession.
- B. To facilitate public understanding, the Association will cooperate with journalists from the news media whenever possible.
- C. In general, Association business is available for reporting by the news media. However, we recognize our obligation to maintain confidentiality on matters including pending litigation, personnel action, screening of nominees for appointment as Court of Appeals judges, confidential communications with court officials involving the administration of justice, meetings of the Committee on

Professional Ethics, and such other matters are the President and the Executive Director determine.

- D. The Association recognizes that information available to members is automatically open to the public. Thus, with rare exception, materials disseminated for House of Delegates meetings are public information. Any privileged materials will be marked as CONFIDENTIAL or PRIVILEGED and will be accompanied by a note explaining the privileged status of the materials.
- E. The Association will provide only accurate information to reporters. When inaccuracies are published or broadcast, the Association will advise the media of the errors and seek appropriate correction.

### **Guidelines on Statements to the Media**

The Guidelines approved by the Executive Committee in April 2018 are as follows:

- A. News releases relating to policy or positions of the Association shall be cleared by the Association President or authorized designee.
- B. News releases relating to section or committee activities and not involving Association policy or positions shall be cleared by the appropriate section or committee chair, the Association President or authorized designee, and shall be prepared and distributed by the Association's Department of Communications. All such releases shall make it clear that the position stated, or opinion expressed, is that of the section or committee and not that of the Association, unless authorized by the Executive Committee or the House of Delegates.
- C. Media inquiries regarding Association policy or positions shall be referred to the Department of Communications, with input, as needed, by Counsel's Office and the Department of Government Relations. Media inquiries directed to the Association shall be handled by the Association President, the Executive Director, the Director of the Department of Communications, or other authorized staff person, or, when appropriate, by a section or committee chair or another authorized designee.
- D. Media inquiries regarding section or committee activity, not involving Association policy or positions, may be answered by a section or committee chair, when appropriate or authorized, but all such public statements must make it clear that the position stated, or opinion expressed, is that of the section or committee and not that of the Association unless otherwise authorized by the Executive Committee or the House of Delegates.
- E. When practicable, a section or committee chair should advise the Department of Communications that he or she:
  - 1. Intends to make a public statement;
  - 2. Has been contacted by the media for a public statement; or
  - 3. Has made a public statement regarding a section or committee.

## **Providing Legal Expertise to the Media**

The Association strives to cooperate with the media as much as possible. As such, many times journalists call the department looking to speak to a legal expert about an issue related to a specific area of law that has nothing to do with the Association or Association policies. When this occurs, the Department of Communications will refer reporters to the appropriate committee or section chair or official who may be able to assist. Whenever possible, we ask that section and committee chairs or their designees please provide assistance to the media in these circumstances, and that when doing so they stress that they are speaking as individuals, not as representatives of the Association or a section or committee.

Should you have any questions related to providing assistance to the media or would like guidance on how to handle requests from the media, the Department of Communications is always willing and able to provide any help or guidance you need.

## FINANCIAL POLICIES

The topics in the Financial Policy for Committees are budget procedures, control of Association funds, adjustments and supplements to committee budgets, reconsideration and appeals, payment, or reimbursement of expenses of committee members, and consultants' expenses.

### **Budget Preparation**

Each committee chair is responsible for the preparation of the proposed annual budget. Requests for proposed budgets are sent to committee chairs and the proposals should be submitted by the first week of July. The financial impact of meetings and continued and new projects should be considered. The Finance Committee requests that all expenses be carefully reviewed with the goal of reducing costs while still maintaining necessary and beneficial services. Cost-saving ideas include using videoconference or conference calls rather than on-site meetings and using law offices or the Bar Center rather than private clubs for in-person meetings. Additionally, the Association's print shop is significantly less expensive than using outside printers. Assistance in preparing the budget is available from the staff liaison, the Senior Director of Finance, Associate Director of Finance, or, for specific activities, from the relevant departments on staff. In accordance with the above-referenced Financial Policy, if the proposed budget is not received by the date set, the budget will be prepared by the Senior Director and liaison.

Reference: Financial Policy for Committees of the Association, as amended effective January 1, 2015, Section B (2) and (3)

The Finance Committee approves income and expense budgets for each committee. In November, the House of Delegates reviews and approves the Association budget for the forthcoming year. Committee budgets are effective upon adoption by the House.

Reference: Financial Policy for Committees, Section B (4)

It is generally expected that committees, with the assistance of Association staff, will perform all reasonable tasks, such as preparation of studies and reports. Where particular projects require special expertise or effort beyond that which may be reasonably expected of volunteers, consultants may be retained. Such retention by a committee requires specific advance approval from the President or Finance Committee, including the terms of employment and compensation limitations.

Reference: Financial Policy for Committees, Section G

### **Outside Grants**

Association committees, section Executive Committees, and section committees are required to obtain approval of the Finance and Executive Committees prior to the filing of applications for financial grants from sources other than The New York Bar Foundation.

Reference: Executive Committee Minutes, January 29, 1976, Paragraph 4

## Reimbursement

The Association pays for reasonable telephone, postage, or reproduction expenses incurred in connection with committee business. Please note, however, that the bulk of mailings and reproduction should be handled through the Bar Center to reduce the burden on committee members' staffs and costs. A reimbursement request form and supporting receipts and related information should be submitted through the committee liaison to request reimbursement of travel and other expenses.

## Travel Expenses

Association members are encouraged to participate in meetings of committees in person, by video or by telephone conference call. Committees are encouraged to hold meetings by video or conference call where practicable; when an in-person meeting is necessary, meetings should be scheduled at a centralized location and appropriate time to complete all business within a single day and to allow members to complete travel within a single day. Committees are encouraged to make use of the Bar Center as a meeting site for in-person or hybrid meetings.

Reference: Financial Policy for Committees, Section F (1)

Committee members may apply for reimbursement of actual, reasonable travel expenses after attending the first committee meeting of the calendar year (including the Annual Meeting if the committee meets during the Annual Meeting). Committee members will not be reimbursed for expenses relating to the first meeting of the calendar year, including if the first meeting is held concurrent with the Annual Meeting.

Reference: Financial Policy for Committees, Section F (1)

The following categories of actual, reasonable travel expenses of a committee member who travels to a committee meeting held at a location 100 miles or more away from the member's office are reimbursable: a) air, train or bus fare at economy rates; b) reasonable ground transportation; c) an auto mileage allowance at a rate per mile determined annually by the Finance Committee for driving his or her own vehicle, plus actual tolls and parking charges incurred; d) overnight hotel or motel accommodations, but only if the committee meeting is so early or late in the day as to prevent the member from completing travel during the day of the meeting. The total reimbursement allowed per meeting (currently \$600) is reviewed annually by the Finance Committee.

Reference: Financial Policy for Committees, Section F (1)

## Committee Meetings

- January – Finance Committee meets in person during the Annual Meeting, traditionally held on a Wednesday.
- April – Hybrid meeting in Albany with the auditors to review the Tax Form 990 and related audit matters.
- June – Finance Committee meets to discuss pending items and review projected year-end financial results.
- September – Finance Committee meets with department heads to discuss budgeting needs and priorities for the upcoming year.
- October – The full budget book is reviewed during an in-person, all-day meeting.

## **WEBSITE AND SOCIAL MEDIA**

The Association website is a fully featured site, offering opportunities for personalization and customization. In addition, the site serves as a home for individual committee webpages.

Each committee is asked to assign a content coordinator to manage the flow of content from members to the committee website. Coordinators should forward all requests to the committee liaison who will communicate with the NYSBA Marketing Department to satisfy these requests.

In addition to a website, committees may establish “Communities,” private discussion groups enabling committee members to join in discussions and share resources. The Association also has a strong social media presence, including Facebook, Instagram, and X.

The Association’s Social Media and Digital Communications Policy, Blogging Policy, and Communities Policy are included as appendices to this manual.

## REPORTS

Committees are encouraged to prepare reports on means of improving the legal system. A committee may report to the House of Delegates at any time or shall report when requested to do so by the President or Chair of the House, or by vote of the House. Any committee, with House approval, may report to the Association at any time.

Reference: Association Bylaws, Article VI, Sections 1(F), 2(D) and 3(J)

### **Executive Committee and House of Delegates Consideration**

Committees bringing reports to the House of Delegates and/or Executive Committee are asked to submit reports at least 75 days in advance of the meeting at which the report will be considered. Please submit all reports in Word format. The scheduling of reports after the 75-day deadline requires the approval of the Association President and, for reports requiring approval of the House of Delegates, the Chair of the House (i.e., the President-Elect). The report will be converted to PDF format and posted to [www.nysba.org/reportsgroup](http://www.nysba.org/reportsgroup). A notice about the report will then be e-mailed to the Reports Group – all members of the House of Delegates, Executive Committee, section chairs, committee chairs, and staff liaisons. Those wishing to comment on reports are asked to do so at least 15 days before the meeting; comments may be sent to [reportsgroup@nysba.org](mailto:reportsgroup@nysba.org). Comments will be distributed to the House and/or Executive Committee in advance of the meeting. The NYSBA Affirmative Legislative Proposal Form is included as an appendix to this manual and should be submitted to the Reports Group together with the report / affirmative legislative proposal.

These scheduling rules do not apply to: reports relating to internal finance, governance, or membership benefit issues of the Association, unless a majority of the Officers, in their discretion, decide that these rules or a variant of these rules should apply to a particular report; requests for amicus briefs; or requests to support, sponsor or oppose proposals to the American Bar Association House of Delegates. The Executive Committee and/or House of Delegates may consider and act on such reports or proposals without prior notice to the Reports Group.

Sections and committees that are preparing a report for submission to the House and/or Executive Committee are encouraged to contact other sections and committees that are likely to have an interest in the subject matter of the report for their input as part of the drafting process.

Reference: Rules for Consideration of Reports, Section 4

Committees also are encouraged to establish a rapid response system for expediting review and comment in those situations where the Association needs comments on a report in a short time frame.

### **Release of Reports**

Reports of an Association group other than legislative reports (see “Legislative Action” section) may be distributed by the group in its own name to the public, government entities, and other appropriate recipients if the report does not conflict with Association policy and if it is conspicuously noted that the positions expressed are solely those of the group and not the Association. Notice of the intended release of such reports should be

given to the President and Executive Director, in coordination with the staff liaison to the committee, at least five business days in advance. The President may waive this notice requirement at the request of the group chair. When a waiver request is made, authorization is deemed provided unless the President notifies the group to the contrary prior to the intended release date. There are procedures concerning the withholding of approval or request for modifications.

Reference: Rules for Consideration of Reports, Section 4(b).

### **Communication with Executive Committee and House of Delegates**

In addition to having a staff liaison, each committee is assigned a member of the Executive Committee to serve as liaison, aiding in communication and coordination between the committee and the Executive Committee on matters pertaining to the governance of the Association and issues of interest to the committee.

Minutes of the Executive Committee and House of Delegates meetings are posted online after meetings.

### **LEGISLATIVE ACTION**

Unless the Association has taken a contrary position, committees are permitted to announce their support or opposition to pending legislation at the state or federal level but must conspicuously disclose that the position is their own and not that of the Association. Committees may not present positions that are contrary to policy adopted by

the Executive Committee or House of Delegates. **All legislative activity must be coordinated with the Department of Government Relations.**

Legislation being proposed by a committee requires the approval of the Executive Committee or, in some cases in which the bill is of broad interest to the membership, the House of Delegates. After a proposal is approved and introduced in the Legislature, the committee chair or designee may be called upon to assist in guiding the bill through the legislative process, including in the drafting of legislative memoranda, support letters, and other advocacy-based communications.

The Department of Government Relations monitors bills introduced in the State Legislature and will work with committees regarding legislation falling within their areas of expertise. In preparing comments on bills, the chair or designee may select bills that warrant reports, memoranda, or statements of a position.

Additionally, the Department may solicit comments from a committee at a legislator's request. The NYSBA Legislative Memorandum Form is included as an appendix to this manual and should be submitted to the Government Relations Department together with the comments / legislative memorandum prepared by the committee.

Committees should consider designating certain members or a subcommittee to handle legislative requests and liaise with the Department of Government Relations, especially if the committee has a strong legislative focus.

A report, memorandum, or other statement representing the work of a committee should be prepared with the same precision as a memorandum of law or a pleading. The name of the committee must be prominently displayed on the document. Immediate action may be necessary to ensure that the comments are received by members of the Legislature in a timely manner.

When legislation passes both Houses in the Legislature, the Governor's Office often requests input from the Association. In those instances where a legislative report or memorandum has previously been prepared on a bill that is before the Governor for action, that report or memorandum will be delivered to the Governor's Counsel by the Department of Government Relations. When no report or memorandum has been prepared, the Department will coordinate activity on the bill with the person designated by the committee chair to handle comments on bills. The substantive text of comments should first be sent to the Department. The text will be placed in the appropriate format and delivered to the Governor's Office by the Department. Meetings with the Governor's Office will be arranged by the Department when appropriate. To ensure compliance with the NYS Lobbying Law, **all legislative activity must be coordinated with the Department of Government Relations.**

## AMICUS CURIAE RULES

*Amicus* briefs are filed only in the name of the Association upon Executive Committee approval. Committees cannot make filings on their own but may propose briefs for Executive Committee consideration. The filings must be made at the appellate level in a Federal or a New York State Court or the highest appellate court of another state. The brief must focus on issues of law, not fact. Except in cases where the court has requested the Association's participation, the proposed brief must be expected to make a significant contribution to the resolution of issues in the case and must be:

1. consistent with previously stated policy of the Association; or
2. plainly one that would be supported by a large majority of the membership as policy to be adopted by the Association; or
3. of particular importance to the Association or lawyers generally.

Reference: Rules for the Filing of *Amicus Curiae* Briefs, Sections A and B.

## LITIGATION

On rare occasions, it may be appropriate for the Association to serve as a party to litigation to advance the interests of its members. Such litigation must be commenced in the name of the Association. Executive Committee approval is required; when appropriate, the Executive Committee may ask for House of Delegates consideration.

Sections and committees cannot initiate litigation on their own. Applications are to be submitted to the President. If the President and Chair of the House believe the proposal has no substantial chance of approval, they may disapprove the application and so advise the submitting group. Executive Committee approval requires a two-thirds vote of those present at a meeting but no less than a majority of the full committee.

Litigation is to be brought only in New York State or Federal courts on the basis that:

1. The issues are of unique significance to the Association or lawyers generally, consistent with Association policy, or likely to be supported by a large majority of the membership.
2. The interests to be protected are germane to the Association's stated purposes.
3. Individual Association members would have standing to commence the litigation but neither the claim presented, nor the relief requested, requires the participation of individual members.

Reference: Rules for Commencement of Litigation, Sections A-D.

## List of Sections

Section name	Brief description	Separate Seasonal section meeting	Season	2026/2027 meeting dates	Chair name	Chair term start
50+ Section	Issues affecting lawyers aged 50 and over, including retirement and senior-practice concerns. <a href="#">nysba</a>	No	Annual Meeting	January 19 – 22, 2027	Hon. Adam Seiden	6/1/26
Antitrust Law Section	Antitrust and competition law practice and policy. <a href="#">nysba</a>	Yes	November 2025	William Howard Taft Event	<a href="#">William V. Reiss</a>	Annual Meeting 2026
Business Law Section	Corporate, transactional, and commercial business practice. <a href="#">nysba</a>	Yes	Spring	Business Law Section 2025 Spring Meeting, April 4, 2025, New York City. <a href="#">nysba</a>	Luca Melchionna	6/1/26
Cannabis Law Section	Cannabis regulation, compliance, and related business issues. <a href="#">nysba</a>	No	Annual meeting	January 19 – 22, 2027	Jeffrey Schultz, Esq.	7/1/26
Commercial & Federal Litigation Section	Commercial and federal court litigation practice. <a href="#">nysba</a>	Yes	Spring	Commercial & Federal Litigation Section Spring Meeting; Smooth Moves CLE	Maryann Stallone	6/1/26
Corporate Counsel Section	In-house and organizational counsel. <a href="#">nysba</a>	No	Annual Meeting	January 19 – 22, 2027	TBD	6/1/26
Criminal Justice Section	Criminal law, procedure, and policy. <a href="#">nysba</a>	Yes	Spring	May 8, 2026	David Cohn, Esq.	6/1/26 (2 <sup>nd</sup> Year)
Dispute Resolution Section	Arbitration, mediation, and	Possibly joint	Spring (joint)	Referenced in a 2025 DRS calendar as a	Loretta Mae Gastwirth	6/1/26

Section name	Brief description	Separate Seasonal section meeting	Season	2026/2027 meeting dates	Chair name	Chair term start
	ADR processes. <a href="#">nysba</a>	spring program		joint “Labor & Employment Section & Dispute Resolution Section Joint Spring Meeting MCLE Program” (date not clearly visible in snippet). <a href="#">nysba</a>		
Entertainment, Arts & Sports Law (EASL) Section	Entertainment, arts, media, and sports law. <a href="#">nysba</a>	Yes	Spring	2025 EASL Spring Meeting, May 14, 2025, 1:30 p.m.–7:00 p.m. <a href="#">nysba</a>	Judah S. Shapiro	N/A
Elder Law & Special Needs Section	Elder law, long-term care, and special-needs planning. <a href="#">nysba</a>	Yes	Summer	Elder Law and Special Needs Section Summer 2025 Meeting, Baltimore, MD, July 17–19, 2025. <a href="#">nysba</a>	Tammy Lawlor	6/1/26
Environmental & Energy Law Section	Environmental regulation and energy law. <a href="#">nysba</a>	Yes	Spring	Environmental & Energy Law Section Legislative Forum 2026. <a href="#">nysba</a>	Steve Russo	6/1/26
Family Law Section	Matrimonial and family law practice. <a href="#">nysba</a>	Yes	Summer	Family Law Section 2025 Summer Meeting in Saratoga, July 10–12, 2025. <a href="#">nysba</a>	Lisa R. Schoenfeld	2/1/28

Section name	Brief description	Separate Seasonal section meeting	Season	2026/2027 meeting dates	Chair name	Chair term start
Food, Drug & Cosmetic Law Section	Regulation of food, drugs, devices, and cosmetics. <a href="#">nysba</a>	No	Annual Meeting	January 19 – 22, 2027	Janet B. Linn, Esq.	6/1/26
General Practice Section	General practitioners across diverse subject areas. <a href="#">nysba</a>	No	Annual Meeting	January 19 – 22, 2027	Sarah Gold, Esq.	6/1/26
Health Law Section	Health care regulation, reimbursement, and compliance. <a href="#">nysba</a>	Yes	Fall	Health Law Section Fall 2026 Meeting, TBD	James E. Dering	6/1/26
Intellectual Property Law Section	Copyright, trademark, patent, and related IP. <a href="#">nysba</a>	No	Annual Meeting	January 19 – 22, 2027	Nyasha Foy, Esq.	6/1/28
International Section	Cross-border and international practice. <a href="#">nysba</a>	Yes	Fall Global meeting; Spring Regional meeting	Buenos Aires, October 2026	Helen Naves	6/1/26
Judicial Section	Judicial concerns and court administration. <a href="#">nysba</a>	No	Annual Meeting	January 19 – 22, 2027	Hon. Karen M.C. Cortes	6/1/26
Labor & Employment Law Section	Labor and employment law practice. <a href="#">nysba</a>	Yes	Fall and Spring	Joint Meeting – April 2026; Fall meeting October 2	Ilyana Titus	6/1/26
LGBTQ+ Law Section	Legal issues affecting LGBTQ+ individuals and communities. <a href="#">nysba</a>	No	Annual Meeting	January 19 – 22, 2027	Eric J. Wursthorn	6/1/26

Section name	Brief description	Separate Seasonal section meeting	Season	2026/2027 meeting dates	Chair name	Chair term start
Local and State Government Law Section	Lawyers working in or with local and state governments. <a href="#">nysba</a>	Yes	Fall	Local and State Government Law Section Fall Meeting 2025, Saratoga Springs, September 19–21, 2025. <a href="#">nysba</a>	Chris Trapp	6/1/26
Real Property Law Section	Real estate transactions, finance, and land use. <a href="#">nysba</a>	Yes	Summer	Real Property Law Section Summer Meeting, July 9 – 11	John E. Jones, Esq.	6/1/26
Tax Section	Federal, state, and local tax law. <a href="#">nysba</a>	Yes	Summer	Tax Section 2025 Summer Meeting, June 12 – 14, 2026	Lucy Farr	Annual Meeting 2027
Torts, Insurance, & Compensation Law (TICL) Section	Tort, insurance coverage, and workers' compensation. <a href="#">nysba</a>	Yes	Fall	Fall Destination Meeting, November 12 - 24	Don Gerace	2/1/26
Trial Lawyers Section	Civil trial practice and advocacy. <a href="#">nysba</a>	Yes	Fall	Fall Destination Meeting, November 12 - 24	Seth Rosner	2/1/26
Trusts & Estates Law Section	Trusts and estates, estate planning, and fiduciary litigation. <a href="#">nysba</a>	Yes	Spring and fall	Trusts & Estates Law Section 2026 Spring Meeting, May 7-9, 2026; Fall Meeting, TBD	Tara Ann Pleat	Annual Meeting 2026
Women in Law Section	Issues affecting women in the profession and gender equity. <a href="#">nysba</a>	No	Annual Meeting	January 19 – 22, 2027	Morghan Richardson	6/1/26

Section name	Brief description	Separate Seasonal section meeting	Season	2026/2027 meeting dates	Chair name	Chair term start
Young Lawyers Section	Early-career lawyer development and networking. <a href="#">nysba</a>	No	Annual Meeting	January 19 – 22, 2027	Marcella Jayne	6/1/26

## List of Committees

<b>Committee Name</b>	<b>Chair</b>	<b>Description of Work</b>
Animals and the Law	Kirk Passamonti	Examines legal issues involving animal welfare, animal rights, and regulation affecting animals.
Association Insurance Programs	Tom Maroney	Oversees insurance-related member benefit programs and risk-management initiatives.
Artificial Intelligence & Emerging Technologies	Vivian Wesson	Examines AI's legal, social, ethical impacts, focusing on justice, regulations, privacy, and advising courts.
Attorney Professionalism	Andrew Oringer	Promotes ethics, civility, professionalism, and standards of conduct within the legal profession.
Bylaws	Tim Fennell	Reviews and recommends amendments to NYSBA governing rules and organizational bylaws.
Children and the Law	Linda Kostin	Addresses legal issues affecting children, including welfare, custody, education, and juvenile justice.
Civil Practice Law and Rules	Thomas Wiegand & John Loss	Studies and recommends reforms to New York civil procedure laws and court rules.
Civil Rights	Hanna Madbak, Edward Kopk, Denise Miranda	Focuses on protection and advancement of civil rights and equal justice issues.
Committee on Committees	Don Doerr	Assists with committee appointments, organization, and committee governance matters.
Communications & Publications	Hon. Barry Kamins & Dan Erksine	Oversees association communications, publications, and dissemination of legal information.
Continuing Legal Education	Robert Ansell	Develops and supports CLE programming and attorney education initiatives.

Corporate Governance	Adrienne Koch & Mike deFreitas	Ensures integrity, accountability, transparency, and effective governance for the bar association.
Courts of Appellate Jurisdiction	Henry Mascia	Examines issues involving appellate courts, appellate practice, and judicial administration.
Disability Rights	William Juhn & Laureena Jacobsen Novotnak	Addresses legal and policy issues affecting persons with disabilities and accessibility rights.
Diversity and Inclusion	Richard Washington & Lony Leung	Promotes diversity, equity, and inclusion within the legal profession and NYSBA leadership.
Education	Nelson Mar, Claire Sellers, John Gross	Supports attorneys in education law, covering diverse school and public sector legal issues.
Families and the Law	Susan Lindenauer & Linda Gehron	Studies legal matters affecting families, including domestic relations and family policy.
Immigration Representation	Karin Anderson Ponzer	Focuses on immigration law practice and access to legal representation for immigrants.
Law Practice Management	Brett Scher	Provides guidance on managing legal practices, technology, finance, and operations.
Law, Youth and Citizenship	Jennifer Smith	Supports public legal education and civic education programs for students and young people.
Lawyer Assistance	Jacqueline Cara & Judge Richard Wallace	Assists attorneys dealing with mental health, substance abuse, stress, and wellness challenges.
Lawyer Referral Service	Courtney Radick & Tim Fennell	Oversees lawyer referral and public legal access programs.
Leadership Development	Catherine van Kampen & Christopher McNamara	Develops leadership skills and future leaders within the association and profession.
Legal Aid	Gretchen Gonzalez & Abja Midha	Supports access-to-justice initiatives and

		legal services for underserved populations.
Legal Education and Admission to the Bar	Prof. David Marshall & Prof. Suzanne Darrow-Kleinhaus	Examines legal education standards and bar admission policies.
Legislative Policy	Kevin Kerwin	Advises NYSBA leadership on legislative priorities and public policy advocacy.
Mandated Representation	Laurette Mulry	Focuses on assigned counsel systems and representation obligations in criminal and family courts.
Mass Disaster Response	Daniel Tambasco	Coordinates legal assistance and policy responses related to disasters and emergencies.
Media Law	Matt Leisch	Studies issues involving freedom of the press, defamation, privacy, and communications law.
Membership	Helen Naves, Vivian Wesson & Courtney Radick	Develops strategies for member recruitment, retention, and engagement.
New York State Constitution	Christopher Bopst & Hon. Carmen Ciparick	Examines constitutional issues and proposed amendments affecting New York State governance.
President's Committee on Access to Justice	Rez Islam & Michelle Wildgrube	Promotes initiatives to improve public access to legal services and the court system.
Professional Discipline	Richard Gutierrez	Addresses attorney disciplinary systems and professional accountability.
Professional Ethics	Wally Larson	Issues ethics guidance and studies rules governing attorney conduct.
Standards of Attorney Conduct	Roy Simon & Jim Walker	Develops and evaluates standards governing attorney behavior and professional responsibility.
Technology and the Legal Profession	Alexander Paykin	Examines legal technology, cybersecurity, AI, and innovation affecting law practice.

Tort System	Souren Israelyan	Studies tort law developments, liability systems, and civil justice reform.
Veterans	Gary Port & Jessica Thaler	Addresses legal issues affecting military veterans and service members.

## **Appendix**

- a. Governance at a Glance
- b. Agenda Template
- c. Minutes Template
- d. Welcome email for new members
- e. Form from Committee on Committees for review
- f. Budget Committee Worksheet Template

# NEW YORK STATE BAR ASSOCIATION

## GOVERNANCE AT A GLANCE

Action of Section	NYSBA Executive Committee Approval	House of Delegates Approval	Finance Committee Approval	Coordination and Consultation with Governmental Relations Department and NYSBA Leadership
Amend Section Bylaws	✓			
Annual Section Budget	✓	✓	✓	
Expenditure of Surplus Funds			✓	
Modify Section Dues Structure			✓	
Develop Affirmative Legislative Proposals*	✓			✓
Issuance of Position, Statement or Report Regarding Legislative Action**				✓ 5-day Rule Applies
Promoting Approved NYSBA Proposals				✓
Supporting or Opposing Non-NYSBA Legislative Proposals				✓ 5-day Rule Applies
Compliance with Lobbying Law				✓
Gifts to Public Officials (prohibited except under limited circumstances)				✓

\* Proposals that are expected to have broad interest may also be brought to the House of Delegates.

\*\* Any communication to the President of the United States or White House officials may be submitted only by the President of the Association.

# NYSBA STRUCTURE AND GOVERNANCE

## House of Delegates

The control and administration of the NYSBA is vested in the House of Delegates, the decision and policy-making body of the Association. The House meets four times a year (January, April, June and November). Action taken by the House of Delegates becomes official NYSBA policy.

At the present time, the House of Delegates is composed of approximately 300 members. A simple representational formula allows for the diverse voices of lawyers within the state to be represented.

## Executive Committee

The 30-member Executive Committee has the authority to act and speak for the NYSBA, consistent with previous action of the House of Delegates, when the House is not in session. It also approves affirmative legislative proposals drafted by Sections and Committees.

The Executive Committee meets quarterly and at other times as necessary. The Executive Committee is composed of the President, President-Elect, Treasurer, and Secretary of the Association. In addition, there are vice-presidents from each of the thirteen judicial districts in the state (the 1st district has two vice presidents) and eleven members-at-large. The immediate past president is also a member of this body. All officers are elected to serve one-year terms.

## OFFICERS

Nominations of candidates for all offices are submitted by the NYSBA Nominating Committee. NYSBA officers are elected by the House of Delegates and include the President, President-Elect (who automatically becomes President the year following that of election), Secretary, and Treasurer.

### The President

Serves for one Association year, from June 1 to May 31. The President and his or her designee is the official spokesperson in expressing policy of the Association as determined by the House of Delegates. Unless otherwise provided, the President appoints the chairs and members of committees of the Association.

### The President-Elect

Serves a term of one Association year, from June 1 to May 31, chairs the House of Delegates, and performs such other duties as the President may assign, or the duties of the President, should the President become disabled and unable to perform the duties of office.

## Finance Committee

The Finance Committee is responsible for the continuing supervision of all of the financial affairs of the Association (except those specifically assigned to the Audit Committee). The Finance Committee prepares the budget for submission to the House of Delegates. The six members of the Finance Committee are appointed by the President. The President, President-Elect, Treasurer and Immediate Past President serve as ex officio members and are entitled to vote on deliberations of the Committee.

## NYSBA Committees

The NYSBA Committees listed in the Bylaws have specific functions to perform that are essential to the harmonious operation of the organization. The House of Delegates, the Executive Committee or the President may designate additional committees of the Association. The President annually appoints the members, designates the chairs and fills vacancies in committees of the Association (except as otherwise provided for in the Bylaws).

## NYSBA Sections

NYSBA Sections are established by the House of Delegates. Each Section may adopt Bylaws, not inconsistent with the Bylaws of the Association, but such Bylaws become effective only upon approval by the Executive Committee. Each Section may create committees of the Section relating to particular branches of the Section.

## **SAMPLE COMMITTEE MEETING AGENDA**

Name of the Committee

Date of the meeting

Time of the meeting

Location of the meeting

Dial-in instructions for conference call

Purpose of the Meeting [What do you plan to accomplish?]

1. Roll Call
2. Approval of the minutes of the last meeting
3. Discussion and action items

Tip: Note on the agenda what action is to be taken: adopt a report, make a recommendation to another body, write a letter. It helps focus the discussion.

4. Receiving reports from liaisons and subcommittees
5. Old business
6. New business
7. Date and place of next meeting
8. Adjourn

## SAMPLE COMMITTEE MINUTES TEMPLATE

NEW YORK STATE BAR ASSOCIATION

[Committee/Section name]

[Meeting location]

[Date]

### MINUTES

Present: [List members]

Guests: [List any guests attending the meeting]

1. The minutes of the [date] meeting were [approved] or [amended to \_\_\_\_\_].
2. [Topic. Should reflect listing on meeting agenda.] Include a brief description of the subject matter discussed. If action is taken by the group, you should reflect that action. Example: "After discussion, a motion was adopted to approve the report and recommendations." If the report is solely informational, the minutes may state "The report was received with thanks."
3. [Other topics discussed should proceed in the order contained in the agenda.]

There being no further business to come before the [section/committee], the meeting was adjourned.

Respectfully Submitted,

[Name of recorder or secretary]



Taa Grays, Esq.  
NYSBA, President  
1 Elk Street  
Albany, New York, 12207  
917-230-7336  
[tgrays@nysba.org](mailto:tgrays@nysba.org)

Dear \_\_\_\_\_:

Thank you for being ready to make an impact! I am pleased to confirm your appointment as a Member of the Committee on \_\_\_\_\_, effective June 1, 2026.

As you embark on your committee work, below are few things to keep in mind to guide your activities:

1. **Committee Chair** - The committee chair will set the direction for your work. The chair is expected to identify the goals and priorities of the committee for the bar year. To ensure that goals are met, the chair will schedule and preside over meetings, develop meeting agendas, create subcommittees (if needed) and ensure that the committee is fulfilling the functions set forth in its stated purpose. Your committee chair will be in touch with you soon inviting you to the first meeting.
2. **Meeting Schedule** – Many committees meet 9 –10 times during the year. Some committees may meet less but the subcommittees meet more regularly as the work of the committee is done at that level. The chair will set the meeting schedule in the first meeting.
3. **Communities** - This tool is the way you can communicate with fellow committee members to exchange information to do the work of the committee. Visit [this link](#) to learn more about how to set up and access communities. Visit [this link](#) to see the communities' etiquette.
4. **Social Media Policy** - As part of your work, you may need to post information about your committee's activities. Please review [this policy](#) before you post.
5. **Advocacy to Legislators** – Many committees review legislation and regulations and provide comments. These [guidelines](#) discuss how to work with our Government Relations team to engage with legislators.
6. **Remember** - Please bring your energy, ideas and passion to each meeting!

I look forward to your contribution to advancing the Association's mission.

Sincerely,

Taa Grays  
President, New York State Bar Association

TG/mao

cc: \_\_\_\_\_, Esq., Chair  
\_\_\_\_\_, NYSBA Liaison

**Detail Budget Worksheet - Committees**

**5300 Postage and Shipping** **Amount**

**Total Postage & Shipping** -

**5300 Awards and Grants** **Amount**

Name of the event / award:

**Total Awards & Grants** -

**5470 Committee Meetings** **Amount**

**Total Committee Meetings** -

**5475 Travel Expense** **Reason for Travel** **Amount**

Name of the individual traveling:

**Total Travel Expense** -

**5480 Meeting & Program Costs** **Proposed Meeting** **Amount**

Type:

**Total Meeting & Program Costs** -

**5700 Graphics** **Amount**

**Total Graphics** -

**TOTL** -