

MEETINGS

All meetings, whether virtual or in-person, and with or without CLE credit, should be arranged through the NJSBA Meetings Department. Virtual meetings will be scheduled through Zoom using the most advanced methods to safeguard your privacy and security. In-person meetings, although not being scheduled as of this printing due to COVID-19, will be conducted in accordance with local, state and federal health and safety guidelines when appropriate. **It is important to note that ALL virtual and in-person meetings require pre-registration in order to maintain our privacy, and security standards.**

The meetings department can assist with the logistics of your virtual meetings, which include reserving a virtual meeting room, recommending the most suitable format for your gathering (meeting, webinar or conference call) to accommodate active discussion, polling, happy hours, etc., the distribution of materials and ensuring registration and participation links and/or dial-in information is disseminated.

In-person meetings, once deemed to be safe again, will necessitate appropriate meeting room reservations, as well as menu selection, the duplication and distribution of materials, meeting registration and contract review (if off-site), all of which the meetings department will assist you with.

Meetings held outside the New Jersey Law Center require contracts with hotels or other meeting venues. If you are considering holding a meeting off-site, please contact the meetings department and the staff will check availability, as well as the health and safety protocols at various sites. Additionally, meetings department staff have 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.

Also, and most importantly, section, committee and division chairs and members are not authorized to sign contracts on behalf of the NJSBA.

Concerns regarding accreditation requirements for your meeting may be directed to Lisa Spiegel at 732-214-8554.

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.

MEETING SET-UP

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. We encourage you to book your meetings for the year using the **Monthly Meeting Schedule Form (see Appendix)**. Schedule meetings as far in advance as possible, allowing for at least four weeks to process your request and properly promote the meeting. Upon receipt of information from you, an electronic invitation to register for the event will be forwarded to eligible participants and will include such pertinent information as date, time, meeting format, location if applicable, cost, agenda and speakers.

As noted above, pre-registration is required for all meetings. Eligible participants may use the registration link emailed to them, or they may contact the Customer Service Department at customerservice@njsba.com or 732-214-8500.

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. This will be especially important as new meeting room capacities are determined to provide for social distancing.
- To ensure eligible meeting attendees receive the appropriate participant login details.
- To enable NJSBA to forward important cancellation or re-scheduling information if necessary.
- **Once you are registered to attend a virtual meeting, the Zoom participation link (or conference call dial-in details) will be emailed to you two days prior to the meeting, again the day before the event and a third time the day of the program.**

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 (see **Law Center Menus** in Appendix). 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.

PROMOTION

Meetings are promoted using various means of communication. They are emailed, posted to our website calendar and sent via the USPS when appropriate.

SPECIAL REQUESTS

Please notify the meetings department, **allowing as much time as possible**, for the following:

- Special email notification to members
- Audio/visual needs
- Entertainment

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 bstraczynski@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 his or her contribution is significant is one of your most important roles as a bar leader. It encourages participation and helps the association maximize its potential.

SEMINARS

The association encourages the division, section and committees to conduct seminars and workshops on specific areas of the law. They should be financed by a fee charged to participants. If some unusual circumstance requires an NJSBA appropriation, please contact the NJSBA senior managing director of meetings.

CLE SEMINARS

All section, committee and division CLE meetings of two hours or less may be coordinated through the meetings department. Events longer than two hours and open to the general public, should be coordinated through the New Jersey Institute for Continuing Legal Education.

JOINT MEETINGS

Jointly sponsored meetings of NJSBA sections, committees or the Young Lawyers Division with outside groups require advance approval of the Board of Trustees. Your request for approval of a joint meeting should be submitted to the meetings department. 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 generated approximately eight months in advance of the

Annual and Mid-Year meetings, and submissions must be made through our online portal. All programs will be screened by the Meeting Arrangements and Program Committee, which determines final programming for both the Mid-Year and Annual meetings.

2020 Mid-Year Meeting

Due to COVID-19, the 2020 Mid-Year Meeting has been cancelled. Plans are underway to reschedule this event in March 2021. Silverado Resort and Spa, Napa, California

2021 Annual Meeting and Convention

May 19–21
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 bstraczynski@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.