

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.

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. Attendance must be taken at each meeting and a completed attendance sheet returned to the meetings department.
3. 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 bstraczynski@njsba.com for posting on the YLD or section microsite in CommunityNET to update section members.
4. 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 thousands, 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 dis-

counted 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, through the *New Jersey Lawyer* or *The Bar Report*, the NJSBA's pages of the *NJ Law Journal*. 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.

Mailings

Please coordinate all section and subcommittee mailings through NJSBA headquarters to ensure the most up-to-date contact information is used, and to eliminate any costs to you or your firm. The New Jersey Law Center has a fully equipped mailroom that can duplicate and mail reports, minutes, flyers, etc., to your members. You can also send an email to your section members using CommunityNET. Contact Barbara Straczynski at bstraczynski@njsba.com or 732-937-7524.

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.

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 bstraczynski@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 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 Law
 Antitrust Law
 Appellate Practice
 Automobile Litigation and No-Fault
 Aviation Law
 Business and Commercial Litigation
 Cannabis Law
 Class Actions
 Consumer Protection Law
 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
 Internet and Computer Law
 Lawyer Well-Being
 Lawyers in Transition
 Legal Education
 Malpractice Insurance
 Maritime and Admiralty Law
 Media Law
 Medical Malpractice
 Paralegal
 Privacy Law
 Public Finance Law
 Renewable Energy Cleantech and Climate Change
 School Law
 Securities Law
 Senior Lawyers
 Special Civil Part