

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
- Drug and Alcohol Abuse
- 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
- 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