

# NEW YORK STATE BAR ASSOCIATION



## The Path to Leadership in the New York State Bar Association



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## It's **YOUR** Bar Association!

*Why* become a bar association leader?

- To **benefit the legal profession and your community** by promoting increased pro bono service, advancing legal procedural and substantive reforms, and increasing professional as well as judicial standards.
- To **benefit your bar association** by advancing its projects, by identifying and initiating new projects that benefit the association and by giving your association more visibility.
- To **benefit your legal practice** through networking, demonstrating your skills, expanding your knowledge, influencing legal developments.
- To **benefit yourself** by making friends, meeting colleagues, obtaining CLE credit, providing satisfaction, achievement and outlets.

## It's **YOUR** Bar Association!

**You** can become a bar leader, and we'll tell you **how** to do it.

**Join** the New York State Bar Association and one or more specialty or local bar associations. Don't **just** be a member, become an active member. Here's how to start on the leadership track — and then climb further:

- Join one or more NYSBA Sections.
- Join one or more committees (NYSBA Committees and/or Section committees).
- Within your local or specialty bar association, volunteer for a committee or a project.

- Attend Section/Committee meetings/events and work on their projects. Bring ideas. Speak up at the events and/or to the Committee leadership and talk to NYSBA staff and Executive Committee liaisons.
- Write for publications of NYSBA or a Committee or Section.
- Participate in CLE panels organized by NYSBA or a Committee or Section.

Once you have become engaged in bar association activities, demonstrated your ability and raised your profile, consider the available leadership positions. If active in a local association or a NYSBA Section, speak to its leaders or liaisons about becoming a leader within that association/Section, or representing that association/Section in NYSBA.

Specifically, consider the following opportunities:

- **Local or specialty bar association** — Seek to become an executive committee member or officer and then to represent your judicial district in the State Bar House of Delegates.
- **NYSBA Section** — Seek election to the Section’s executive committee, and, ultimately, seek to become an officer and/or Section representative in the House of Delegates.
- **NYSBA Committees** — Seek to become Committee vice-chair or chair.
- **NYSBA House of Delegates** — The House of Delegates manages the business and affairs of NYSBA, determines its policies and develops positions on issues that affect the law and the legal profession. The House meets four times a year on Saturday mornings, in April (generally in Albany), June (in Cooperstown), November (in Albany) and the following January (Friday morning in New York City). Most Members of the House of Delegates are selected by county or local bar associations or NYSBA Sections, although some are nominated by the Nominating Committee or appointed by the NYSBA President.

- **NYSBA Nominating Committee**— The Nominating Committee develops a slate of nominees to serve as NYSBA Officers, at large members of the Executive Committee, elected Delegates to the House of Delegates and next year’s at large members of the Nominating Committee. The Nominating Committee meets twice a year in September (in New York City) and in November (in Albany).
- **NYSBA Executive Committee**— Its members are primarily chosen by, and represent, the individual judicial districts. In addition, eight Executive Committee members, including two who are specifically designated as minority representatives, are elected at large. NYSBA Officers also serve on the Executive Committee, and all members of the Executive Committee serve in the NYSBA House of Delegates. The Executive Committee meets at least four times a year, prior to the meeting of the NYSBA House of Delegates.
- **NYSBA Officers**— Officers include Vice Presidents elected from each judicial district, as well as the Secretary, Treasurer, President-Elect (who presides over the House of Delegates) and President. Each Officer also serves on the NYSBA Executive Committee and in the NYSBA House of Delegates.
- **NYSBA Members of the American Bar Association House of Delegates**— The ABA House of Delegates is the policy-making body of the ABA. Its members are chosen by, and represent, state bar associations, major local bar associations and ABA Sections. New York has the largest state delegation in the ABA House, and NYSBA representatives comprise about one-third of the New York delegation. Each NYSBA Member of the ABA House of Delegates also serves in the NYSBA House of Delegates.

**It’s *YOUR* Bar Association!**



# NYSBA

## Road To Participation In New York State Bar Association Governance

*Opportunities and Procedures*



# Road To Participation In NYSBA Governance

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# *House of Delegates*

## **County/Local Bar Delegates**

- 1 per 100-299 NYSBA members in county
- 2 per 300-999
- 3 per 1000-1999 with 1 for each additional 1000 or major fraction thereof

For counties with less than 100:

- 1 per aggregate 50-299
- 2 per 300-999
- 3 per 1000 plus 1 for additional 1000 or major fraction thereof

\*Elected by county/local bars

\*May designate 1 alternate; 2 alternates for bars with 6 or more delegates

## **Sections**

- 1 for 1500 or fewer members
- 2 per 1501-2000
- 3 per 2001-3500
- 4 for 3501 or more
- 4 for Young Lawyers Section

\*Most elected; some appointed by Chair

\*May designate 1 alternate

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## **Specialty Bars**

Seats not designated

## **Elected Delegates**

- 3 per district

\*Nominated by Nominating Committee with due consideration to recommendations from district members

## **Diversity Seats**

- 12 seats, at least 2 and no more than 4 from each judicial department

\*Appointed by the President, subject to confirmation by the Executive Committee

## **Non-Resident Seats**

- 2 seats

\*Appointed by the President, subject to confirmation by the Executive Committee

*All members of the House of Delegates begin their terms on June 1 of each year*



# *Executive Committee*

**President-Elect** 1-year term; nominated by Nominating Committee;  
Elected at Annual Meeting;  
Informal upstate/downstate rotation;  
Becomes President the following year

**Secretary** 1-year term (4-year maximum);  
Nominated by Nominating Committee;  
Elected at Annual Meeting

**Treasurer** 1-year term (4-year maximum);  
Nominated by Nominating Committee;  
Elected at Annual Meeting

**Vice Presidents (14)** 1-year term (4-year maximum);  
Recommended by each District delegates (2 in  
1st Judicial District) with due consideration by  
Nominating Committee;  
Elected at Annual Meeting

**Members at Large (6)** 2-year term (4-year maximum)  
At least 2 from 1st Judicial District  
Efforts toward geographic/ethnic/gender diversity;  
Nominated by Nominating Committee  
Elected at Annual Meeting

**Members at Large  
Diversity Seat (2)** 2-year term (4-year maximum)  
May not be from the same Judicial District;  
Nominated by Nominating Committee;  
Elected at Annual Meeting

*All members of the Executive Committee begin their terms on  
June 1 of each year*

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# *President-Elect*

## **Eligibility:**

- Must have been, or at the time of selection serves as, a member of the House
- Is not eligible for nomination while serving on the Nominating Committee

*Source: Bylaws, Article IV; Article VIII, Section 1(B)*

## **Terms:**

- 1-year term
- Maximum of 1 term in this capacity; then succeeds the President

*Source: Bylaws, Article VII, Section 2*

## **Selection procedure:**

- Those seeking this position file a declaration of candidacy with the Secretary no later than September 1 of the year in which the Nominating Committee will consider candidates
- Nominating Committee presents slate of nominees (November House meeting)
- Election by the House at the Annual Meeting (late January)

*Source: Bylaws, Article VIII, Section 1; Article XI*

## **Duties:**

- Chairs the House
- Co-Chairs the President's Committee on Access to Justice
- Serves as ex-officio on the Finance Committee with voting rights
- Assists the President in meeting with local bars, overseeing Sections and Committees and activities of the Association

*Source: Bylaws, Article IV, Section 2*

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# Secretary

## Eligibility:

- Is not eligible for nomination while serving on the Nominating Committee

*Source: Bylaws, Article IV; Article VIII, Section 1(B)*

## Terms:

- 1-year term
- Maximum of 4 consecutive terms

*Source: Bylaws, Article VII, Section 2*

## Selection procedure:

- Candidacies submitted to the Nominating Committee
- Nominating Committee presents slate of nominees (November)
- Election by the House at the Annual Meeting (late January)

*Source: Bylaws, Article XI*

## Duties:

- Service on the Executive Committee and House
- Issues notice of meetings; maintains records of proceedings and other matters

*Source: Bylaws, Article IV, Section 4*

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# Treasurer

## Eligibility:

- Is not eligible for nomination while serving on the Nominating Committee

*Source: Bylaws, Article VIII, Section 1(B)*

## Terms:

- 1-year term
- Maximum of 4 consecutive terms

*Source: Bylaws, Article VII, Section 2*

## Selection procedure:

- Candidacies submitted to the Nominating Committee
- Nominating Committee presents slate of nominees (November)
- Election by the House at the Annual Meeting (late January)

*Source: Bylaws, Article XI*

## Duties:

- Service on the Executive Committee and House
- Member of the Finance Committee
- Maintains finances of the Association
- Reports at Association Annual, Executive Committee and House meetings on the financial condition of the Association

*Source: Bylaws, Article IV, Section 5*

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# Vice Presidents

## Number of Seats:

- 14 (1 for each of the 13 judicial districts, except for the First Judicial District, which has 2)

*Source: Bylaws, Article IV, Section 3(A)*

## Eligibility:

- *Must have been or currently serves on the House of Delegates*
- *Is not eligible for nomination while serving on the Nominating Committee*

*Source: Bylaws, Article IV, Section 3; Article VIII, Section 1(B)*

## Terms:

- 1-year term
- Maximum of 4 consecutive terms

*Source: Bylaws, Article VII, Section 2*

## Selection procedure:

- The Nominating Committee members from the particular district recommend a nominee for Vice President for the Committee's consideration. In selecting the nominees, the Bylaws call for the Committee members to consult with the members of the House from that jurisdiction by a meeting no later than 90 days before the House meeting held during the Annual Meeting.
- The district members of the Nominating Committee file a written report with the Nominating Committee Chair concerning the nominee and manner of soliciting and consulting views, at least 10 days in advance of the meeting at which the nominations will be made.
- In making the nominations for Vice President, "the Nominating Committee shall give due consideration to the recommendations of the district representatives from each respective district." The Nominating Committee reports its nominees for Vice President.
- Election takes place at the House meeting during the Annual Meeting (late January).

*Source: Bylaws, Article VIII, Article XI*

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## **Duties:**

- Service on the Executive Committee and House of Delegates
- Promotion of communication and cooperation between the Association and local bar associations and any federation in the district, working in collaboration with elected delegates; visitations and other initiatives to stimulate coordinated efforts with local bars
- Representation of the President or arranging for meetings in the district for the President, as requested

*Source: Bylaws, Article IV, Section 3(B) and (C)*

# *Members-At-Large of the Executive Committee*

## **Number of seats:**

- 11, including not less than 2 from the First District

*Source: Bylaws, Article VII, Section 1(F)*

- Two of the members-at-large shall be selected to further ethnic and racial diversity and may not be drawn from the same Judicial District.
- Two members-at-large serve as section delegates to the House of Delegates within three years of their selection.
- One member-at-large serves as a section delegate to the House of Delegates from the Young Lawyers Section within three years of the time of selection.

*Source: Bylaws, Article VII, Sections 1(F)(1), 1(F)(2) and 1(F)(3)*

## **Eligibility:**

- Membership on the House of Delegates or service as a Section Chair at the time of selection or service on the House or as Section Chair within 3 years preceding selection

*Source: Bylaws, Article VII, Section 1(F)*

- Is not eligible for nomination while serving on the Nominating Committee

*Source: Bylaws, Article VIII, Section 1(B)*

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**Terms:**

- 2-year term
- Maximum of 4 years of combined service as Vice President and member-at-large of the Executive Committee; members-at-large may serve no more than 2 consecutive terms in that capacity

*Source: Bylaws, Article VII, Section 4*

**Selection procedure:**

- Candidacies submitted to the Nominating Committee
- The Nominating Committee nominates members-at-large
- Election takes place at the House meeting during the Annual Meeting (late January)

*Source: Bylaws, Article VIII; Article XI*

**Duties:**

- Service on the Executive Committee and House of Delegates

*Source: Bylaws, Article IV, Section 3; Article V, Section 3(G)*

## *Elected Delegates to the House of Delegates*

**Number of seats:**

- 39 (3 from each judicial district)

*Source: Bylaws, Article V, Section 3(C)*

**Terms:**

- 1-year term
- Maximum of 4 consecutive terms of combined delegate capacities, with membership on the Executive Committee tolling this computation

*Source: Bylaws, Article V, Section 4*

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## Selection procedure:

- The Nominating Committee members from the particular district recommend nominees for 3 Elected Delegates for the Committee's consideration. In selecting the nominees, the Bylaws calls for the Committee members to consult with the members of the House from that jurisdiction by a meeting no later than 90 days before the House meeting held during the Annual Meeting. The district members of the Nominating Committee file a written report with the Nominating Committee Chair concerning the nominee and manner of soliciting and consulting views, at least 10 days in advance of the meeting at which the nominations will be made.
- The Nominating Committee reports its nominees for Elected Delegates. In making the nominations for Elected Delegates, "the Nominating Committee shall give due consideration to the recommendations of the district representatives from each respective district."
- Election takes place at the House meeting during the Annual Meeting (late January)

*Source: Bylaws, Article VIII; Article XI*

## Duties:

- Service on the House of Delegates

*Source: Bylaws, Article V, Section 3*

# *Local Bar Representatives to the House of Delegates*

## Number of seats:

- Delegates: Varies depending on NYSBA membership population of local bar.
- Membership calculated as of December 31 of year preceding selection.
- 1 delegate for county bars with 100-299 NYSBA members
- 2 delegates for county bars with 300-999 NYSBA members
- 3 delegates for county bars for first 1,000 members plus 1 delegate for each additional 1,000 members or major fraction thereof



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In a judicial district where county bars have less than 100 NYSBA members, delegates are designated cooperatively by those county bars according to aggregate membership.

- 1 delegate for 50-299 NYSBA members
- 2 delegates for 300-999 NYSBA members
- 3 delegates for first 1,000 members, plus 1 delegate for each additional 1,000 or major fraction thereof.

New York City Bar Association and the New York County Lawyers' Association entitled to same number of delegates.

*Source: Bylaws, Article V, Section 3*

### **Alternates:**

- 1 alternate for local bars with up to 5 delegates
- 2 alternates for local bars with 6 or more delegates

*Source: Bylaws, Article V, Section 3(L)*

### **Eligibility:**

- Active or non-resident Association membership
- Other criteria as set by particular local bar association

*Source: Bylaws, Article V, Section 3*

### **Terms:**

- 1-year term, with maximum 4 consecutive terms in any combination of delegate capacities for regular delegate; further term limits within the 4-year cap may be set by particular local bar
- Service as an alternate tolls the 4-year limit as a delegate except if an alternate attends 2 or more House meetings substituting for the delegate; such attendance then constitutes a year of service
- Those completing 4 years as a delegate are not eligible to be an alternate the next year

*Source: Bylaws, Article V, Section 4(C)*

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**Selection procedure:**

- Selected at the same time as regular delegates
- Procedure varies as determined by local bar

*Source: Bylaws, Article V, Section 3*

**Duties:**

- The House manages the business and affairs of the Association, determines Association policies, and develops positions on reports on issues affecting the law and profession. Delegates review and present views on issues under consideration.

*Source: Bylaws, Article V, Section 1*

**Meetings:**

Quarterly: January – New York City; April – Albany; June – Cooperstown; November – Albany

## *Section Representatives to the House of Delegates*

**Number of seats:**

**Delegates: Varies depending on NYSBA membership population of section. Membership calculated as of December 31 of year preceding selection.**

- 1 delegate for sections with 1500 or fewer members
- 2 delegates for sections with 1501-2000 members
- 3 delegates for sections with 2001-3500 members
- 4 delegates for sections with 3501 or more members
- 4 delegates for the Young Lawyers Section

*Source: Bylaws, Article V, Section 3(E)*

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## **Alternates: 1 alternate per section**

*Source: Bylaws, Article V, Section 3(L)*

### **Eligibility:**

- Active or non-resident Association membership
- Delegate may, but need not, be a section officer
- Other criteria as set by particular section

*Source: Bylaws, Article V, Section 3*

### **Terms:**

- 1-year term, with maximum 4 consecutive terms in any combination of delegate capacities for regular delegate; further term limits within the 4-year cap may be set by particular section
- Service as an alternate tolls the 4-year limit as a delegate except if an alternate attends 2 or more House meetings substituting for the delegate; such attendance then constitutes a year of service
- Those completing 4 years as a delegate are not eligible to be an alternate the next year

*Source: Bylaws, Article V, Section 4(C)*

### **Selection procedure:**

- Varies – some elected by Section; others appointed by Section Chair; others designated based on position held, e.g., immediate past Chair
- Selected at same time regular delegates chosen

*Source: Bylaws, Article V, Section 3*

### **Duties:**

- The House manages the business and affairs of the Association, determines Association policies, and develops positions on reports on issues affecting the law and profession. Delegates review and present Section views on issues under consideration

*Source: Bylaws, Article V, Section 1*

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## **Meetings:**

Quarterly: January – New York City; April – Albany; June – Cooperstown; November – Albany

# *Nominating Committee Members*

## **Number of seats:**

- District members: 2 members for the first 3,000 NYSBA members in the district, excepting the First District which is allocated 3; plus another member for each district with each additional 3,000 members or major fraction thereof
- Members-at-large: 3
- Additional district members: 1 alternate for a district's initial 2 members and another for each additional 3 members or major fraction thereof
- Alternate member-at-large: 1

*Source: Bylaws, Article VIII, Section 1(C)*

## **Eligibility:**

### **District members:**

- One of the district members must be a member of the House at the time of selection; the other must be a member of the House within 2 years from that point or currently is, or within 2 years of the time of selection was, a section or committee chair

### **Alternate district members:**

- Member of the House within 2 years of selection or Section officer or Committee Chair at the time of selection or within 2 years from that point

### **Member-at-large:**

- Members of the House at the time of selection

*Source: Bylaws, Article VIII, Section 1(C)*

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## **Terms:**

- 1-year term
- Maximum of 6 consecutive terms as a regular or alternate member or combination of these capacities

*Source: Bylaws, Article VIII, Section 1(D)*

## **Selection procedure:**

### **District members:**

- The Vice President and 3 Elected Delegates from the particular district selects nominees for 2 district members of the Nominating Committee and 1 alternate. In this process, the Bylaws calls for the Vice President and Elected Delegates to actively solicit and consult with the members of the House from that district by a meeting no later than 30 days before the House meeting at which the Nominating Committee is to be named (April)
- The Vice President then files a written report with the President regarding the manner of soliciting and consulting views, at least 10 days in advance of the House meeting at which the Nominating Committee is to be named
- Election takes place at the April House of Delegates meeting.

### **Duties**

- Service on the Nominating Committee in developing a slate of nominees, including President-Elect, Secretary, Treasurer, Vice Presidents, Elected Delegates to the House, Executive Committee Members-at-Large, and Nominating Committee Members-at-Large

*Source: Bylaws, Article VIII, Section 1*

## *Association Committees*

Number of seats:

- Varies depending on size of Committee and number of vacancies

*Source: Bylaws, Article VI*

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## **Eligibility:**

- Active or non-resident Association membership

## **Terms:**

- 1-year term, with general procedure of rotating off after 3 consecutive terms

*Source: Bylaws, Article VI*

## **Selection procedure:**

- Request appointment (through submission of Committee appointment request form published annually in State Bar News; or by submission of a letter to the Association Executive Director; or make interest known to the Committee Chair)
- Appointments of all chairs and members made by the President in May for service effective June 1

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

## **Duties:**

- Participation in work of Committee. Depending on mission, Committees analyze legislation; prepare reports on improvements needed in the law, regulations or court procedures; conduct programs and publish educational materials for the profession and public.





NEW YORK STATE BAR ASSOCIATION

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[www.nysba.org](http://www.nysba.org)