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INTRODUCTION

Welcome

New Hampshire Bar Association Committees are one important way that the Association is able to work on behalf of members, the public and the justice system. Our profession accomplishes a great deal in the areas of member service, public service and service to the justice system through the volunteer work of our members and the coordinating work of the Association. The Association is grateful to all our colleagues who participate in service activities of which we can all be proud, and thanks you for your leadership of an Association committee.

Classes of Committees

The classes of Committees of the Association shall be:

(a) Standing Committees, created by the By Laws for the investigation and study of matters relating to the accomplishment of the general purposes, business and objects of the Association of a continuous and recurring character, within the limitations of the power conferred.

(b) Task forces or other work groups will be created by the President, by resolution of the Association or by the Board of Governors. Any groups so created will investigate and study matters relating to specific purposes, business and objects of the Association of an immediate and non-recurring character. The scope and duration of the group’s effort will be specifically described in the proposal for new action authorizing the group.

Committee Appointments:

Unless otherwise stated in the provision creating a Committee, appointment of members to serve on Committees of the Association shall be made by the President. The Chair of every Committee shall be designated annually by the President, and the President shall have the power to fill vacancies in any Committees. Voting membership of all committees shall be limited to active members of the Association.

It is appreciated if appointed committee members unable to participate in the work of any committee request to be removed so another appointment may be made.

Composition of Committees:

The number and tenure of members of the Committees of the Association shall be:

(a) Standing Committees. Unless otherwise stated in the provisions creating a Committee, the size of the Standing Committees shall be determined by the President, and each member shall serve until the adjournment of the Annual Meeting or until a new committee is appointed.

(b) Special Committees, Task Forces or Other Work Groups. The size of each Special Committee, Task Force or Other Work Group shall be set forth in the resolution creating such Special Committee, and each member shall serve until the adjournment of the Annual Meeting following his or her appointment or until a new committee is appointed.
Special Committees, task forces or other work groups, created or extended by the President, or created by resolution of the Association or the Board of Governors, defining the powers and duties of such Committees, to investigate and study matters relating to specific purposes, business and objects of the Association of an immediate and non recurring character. The life of any Special Committee shall continue until the end of the next annual meeting following its creation unless continued by vote of the Association or the Board of Governors.

Committee Basics

When a Bar Committee puts on an event, or undertakes a project, it is done so under the auspices of the NHBA and as such is subject to policies, procedures and standards that have been set by the Board of Governors and meets the expectation of quality and professionalism expected of NHBA initiatives.

Committees are each assigned a staff liaison, whose function is to provide administrative, technical and as available, historical support as well as guidance as to the policies, procedures and standards that have been established.

Projects involving expenditures must be reviewed in advance with the staff liaison, who will then seek approval on behalf of the Committee. Please note some endeavors may need to be submitted to the Board of Governors for approval; your Staff Liaison can advise you when this action is necessary.

No report, recommendation, project, event, or other action/endeavor of any Committee shall be considered as that of the Association or publicized as such, unless and until it shall have been approved or authorized by the Board of Governors.

Contracts for any Committee endeavor are entered into on behalf of the Association and may only be entered into by the Executive Director or her authorized designee.

Committee chairs should work with their staff liaison in developing a “to do” list for events/projects that details specific tasks to be accomplished, who is responsible for completing each task and the deadline date for completion.

It is ultimately the staff liaison’s responsibility to monitor the event/project planning, to make sure it is occurring as and when it needs to. When it appears planning has “stalled” for whatever reason, the staff liaison can then let their supervisor know so that whatever steps are necessary to ensure a successful outcome are taken.

Committee Responsibilities

Committees are responsible for:

1. Establishing a meeting schedule for the Bar year in conjunction with the staff liaison who will reserve appropriate meeting space at the Bar Center.

2. Meetings of each Committee shall be held, at a minimum, upon the call of its Chair or upon written request signed by three or more members of the Committee.

3. No report, recommendation, or other action of any Committee shall be considered as the action of the Association or publicized as such, unless and until it shall have been approved or authorized by the Board of Governors.
Committee Member Positions and Duties

Chair. Responsible for leading and directing committee work, submitting any proposals for new action to the Board of Governors, delegating any project tasks to committee members and overseeing all details of their work, and maintaining written and verbal communications with the staff liaison. Ensuring the minutes are recorded at each meeting and providing a copy to the staff liaison. Providing a year-end report to the President-elect each spring when requested.

As a New Hampshire Bar Association Committee Chair, you have a special opportunity to make a valuable contribution to your profession. Committees provide an important service to the membership and the public and are a line of communication between the Bar's leadership and its members. Your dedication and leadership is, in a large part, the key to your Committee's success.

The NHBA Board of Governors is eager to follow your Committee's activities. By also keeping the Staff Liaison informed and completely familiar with your activities and progress, you will be able to obtain advice on procedures, problems, possible pitfalls and overlapping activities of other Association "work groups."

Vice-Chair or Co-Chair. Conduct meetings when the Chair is unavailable and performs all tasks/projects assigned by the Chair.

MEETINGS AND STAFF SERVICES

Meetings: Scheduling, Making Them Work, Minutes, Reports, Elections, Fun

Scheduling – It is most effective to set a meeting schedule for the entire year in September. Meetings may be scheduled monthly, bi-monthly, quarterly or as needed.

Make Meetings Work – by:
- providing sufficient advance notice of the meeting and having a written agenda
- starting and ending on time
- having the needed resources lined up (people, funding, materials, information)

Minutes – The Committee Chair is responsible for providing the minutes of all meetings, or delegating this duty to another committee member and to record attendance at the meetings. The Staff Liaison will record attendance, but is not available to take minutes. The Chair should submit the minutes to the Staff Liaison in sufficient time to include with the next meeting notice. It is requested that the minutes be provided in electronic format for ease in distribution.

Staff Services

Committees are each assigned a staff liaison, whose function is to provide administrative, technical and, if possible, to consult committee history or archives, as well as guidance as to the policies, procedures and standards that have been established.
This support includes:

- working with the Committee Chair to determine the date, time and place of meetings, and making necessary meeting arrangements
- distribution of agenda, minutes and other materials; Committee webpage management
- making arrangements for members to conference call into a meeting when needed

Please give the Staff Liaison sufficient advance notice to provide this important service to you in a timely manner.

The NHBA maintains a master file on each Committee as a record of past and current activities. The Staff Liaison is responsible for maintenance and organization of this file for the Bar Association. Please make sure the Staff Liaison receives copies of all Committee correspondence, notices and publications. These files are extremely helpful when committee members call looking for copies of meeting materials and also historically to see what has transpired over the years.

Conference Rooms at the Bar Center are available for meetings. The Bar Center does have standard audio-visual equipment available at no charge for Committee use based on availability. The Staff Liaison shall reserve meeting room space whether the meeting is to be held at the Bar Center or elsewhere. Offsite meetings should be pre-approved (cost and staff resource assessment). If timely publication of meetings is possible, the information may be picked-up for the NHBA’s website and "Coming Up" section of Bar News.

If you are unfamiliar with the Bar’s resources, the Staff Liaison should be your first call.

Vetting and Proposal for New Action

As the legal profession in New Hampshire has experienced dramatic growth, its professional association has also grown. In the effort to meet continually changing and ever-more-diverse needs, the ability of the New Hampshire Bar Association to control growth in activity has been diminished.

Recognizing that turbulent times can also present great opportunities, both for the profession and the Association, the leadership of the NHBA has initiated a process to address the concern that the organization not become “a mile wide and an inch deep,” and to be sure we are focusing our efforts and resources in the right ways.

The Association faces the ongoing challenge of carrying out core activities and initiating efforts to help members identify, shape, anticipate and prepare for the challenges and opportunities of the future.

In 1998, the Board of Governors began a process to better establish priorities, and coordinate and monitor activities to ensure that the NHBA is meeting our identified goals. A “protocol” was instituted to evaluate new proposals, and for future review of ongoing Association endeavors, to provide better criteria for making decisions about the use of valuable, but limited, resources. (A copy of the Proposal for New Action is attached).
Expenditures

Projects involving expenditures must be reviewed in advance with the Staff Liaison, who will then seek approval on behalf of the Committee. Please note some endeavors may need to be submitted to the Board of Governors for approval; your Staff Liaison can advise you when this action is necessary.

Contracts for any Committee endeavor are entered into on behalf of the Association and may only be made by the Executive Director or their authorized staff designee.

LEGISLATIVE GUIDANCE AND PUBLIC POSITIONS

Legislative Guidance

If your Committee has input / questions / concerns on pending or necessary legislation, the Legislation Committee should be notified through the Executive Director.

The NHBA, as a unified bar association, is guided by the Chapman decision in making determinations regarding what, if any, position the NHBA should take on pending legislation. The decision-making process includes review of pending legislation by the Legislation Committee and Board of Governors. From time to time, the Board, Committee, Legislative Representative, Researcher or Bar staff may request Committee guidance on a pending issue. As the session moves rapidly and time for feedback is short, your prompt response to these requests is greatly appreciated.

Roadmap for Legislative Advocacy

Excerpt from Article I (purposes) – New Hampshire Bar Association Constitution:

“The Association shall confine its activities before the General Court to those matters which are related directly to the administration of justice; the composition and operation of the courts; the practice of law and the legal profession.”

New Hampshire Bar Association legislative decision-making is a multi-step process. Those steps include:

**STEP 1** – Review by the Legislation Committee, by a specially designed committee or – in exceptional circumstances – by the Board of Governors itself of proposed or pending legislation; to proceed beyond Step 1, each of the following must be answered in the affirmative:

- Is the bill of significant interest to lawyers?
- Does the bill pertain to the administration of justice OR
- The composition and operation of the courts OR
- The practice of law and the legal profession?
- Should the Bar Association take a position on the bill?
STEP 2 – The Legislation Committee and the Board of Governors will take into account the specific wording of the Chapman decision when undertaking this review. A specific legislative position is recommended to the Board of Governors and a vote is taken.

STEP 3 – Once a position is approved by the Board, the presidentially-designated Bar spokesperson (ONLY) provides testimony and/or other information to the General Court (or the position is transmitted in writing to the State’s congressional delegation).

Public Positions

Only the Bar President, or the president’s designees, can speak on behalf of the Association. No member of a Committee, in his or her capacity as such, shall express a position to the public or engage in any activity in the name of or on behalf of the Committee without advance authorization by the Board of Governors. In addition, no Committee or member (acting in his or her capacity as such) may submit an amicus curiae brief in any matter without Board approval. No report, recommendation or other action of any Committee shall be considered as the action of the Association or publicized as such unless or until approved or authorized by the Board of Governors.

Committees are encouraged to contact the Association's Legislation Committee regarding pending legislation that may fall within the Association's legislative parameters. Committee members, as individuals, are encouraged to participate fully in the New Hampshire Legislative process whenever they have interest and knowledge in an area under consideration.

COMMUNICATIONS – RESOURCES AND POLICIES

Correspondence, Notices, Etc.

The Committee Staff Liaison is responsible for disseminating all meeting notices and other official Committee correspondence to members via regular mail or e-mail using the NHBA’s master database. The Committee Chair will provide the Staff Liaison with the information required to produce the notice as well as any other related materials such as minutes for inclusion in the mailing.

It is important that all official Committee correspondence be coordinated by the Staff Liaison. Separate databases introduce the potential for errors and messages not originating from the Bar can create confusion about whether communications are official. The NHBA’s member database is updated daily and is coded with private mailing information so that members receive mailings only at the addresses specified.

Web Pages

Each Committee of the New Hampshire Bar Association has a Web page maintained on the Association’s Web site, www.nhbar.org, in the Members Only section. A complete list of Committee members can be found on each page with up-to-date contact information. This is a place where meeting minutes and materials or other information of interest to Committee members may be posted. Only NHBA members and staff can edit these pages.
Committees are, by terminology and definition, parts of the Bar Association. Committees **are not authorized to represent positions or conduct programs separately from the Bar Association, without specific authorization.** This also applies to information posted for members on the Committee pages, or to information that may be made available to the public.

With the approval of the Committee Chair, information may be posted on its Committee Web page. Postings to the Web site will be administered by the Bar staff liaison.

Committee Web pages on the Bar's Web site are housed in the members-only, password-controlled area. Committee Web pages hosted other than at the Bar’s Web site are not allowed.

**Web Pages Disclaimer**

Committee Web pages are provided to members as a service of the New Hampshire Bar Association. The NHBA accepts no responsibility for the opinions and information posted on this site at the request of individual members. The NHBA disclaims all warranties with regard to information posted on this site, whether posted by the NHBA; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall the NHBA be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on its Web site.

Committee members are instructed not to request the posting of any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants the NHBA and users of this list the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information.

**E-bulletins**

The NHBA e-Bulletin is a regular electronic newsletter made available to all Bar members. The e-Bulletin is emailed weekly, usually on Wednesday.

Committees may request, through their staff liaison, that items be posted to the Bar membership to promote, for example, resources or to solicit information for the Committee from the Bar as a whole; or for other purposes that both advance the interests of the Committee and are relevant and of potential assistance to the Bar as a whole.

Requests for posting items to the e-Bulletin should be made to the Staff Liaison. These messages will then be passed on to the Communications Department for e-mail dissemination at its discretion, either in a regular e-Bulletin, or promptly if the message is urgent.

**Public Relations**

To avoid confusion or duplications of effort regarding communications from the Bar with the public and with the news media, news releases and announcements of events open to the public should be made in coordination with the Director of Marketing and Strategic Communication. The Communications Department can assist in disseminating news releases and announcements, and encourages Committee officers to contact the Staff Liaison and the Director of Marketing and Strategic Communication if they are considering a public event or announcement.
The *Bar News* welcomes submissions from NHBA Committees, including meeting announcements, reports on projects, and articles on substantive legal issues. *Bar News* is published once a month, usually on the third Friday of each month. See [www.nhbar.org](http://www.nhbar.org), under the Publications area, and click on Editorial Submission Information for the editorial calendar and list of deadlines.

Committee Chairs are encouraged to contact the *Bar News* Editor with questions or story ideas. The *Bar News* reserves the right to edit or reject submissions.

**Member Communications Resources**

In addition to traditional communication vehicles such as Bar News, website and the weekly email newsletter (NHBA e-Bulletin), other tools are available to Bar committees such as targeted emails and/or online surveys. These tools, used selectively and in collaboration with the Communications Department, can provide committees with valuable information either from the committee members or from the Bar as a whole.

It is customary for committees seeking to send email to groups of members to coordinate this outreach through the Communications Department which monitors the frequency of group emails sent to Bar members and helps ensure quality control. The Bar Association wants to avoid "wearing out our welcome" with too many emails in members' inboxes. Also by using "best practices" in emailing groups of members, the NHBA minimizes the number of NHBA emails that are diverted by spam filters.

**THANK YOU!**

Chairing a Committee, while requiring the donation of valuable time and hard work is also a rewarding experience. Thank you, in advance, for your help and your willingness to move the profession in a positive direction. Your work will benefit all New Hampshire lawyers and the public we serve.
New Hampshire Bar Association
Proposal for New Action

Please answer the following questions in a proposal no longer than 3 pages. A separate resource budget may be attached. This proposal will be reviewed by the appropriate committee (or committees) of NHBA Board and staff members, with a resulting recommendation to the NHBA Board of Governors. Please be sure to consult with the appropriate Association staff member(s) and/or the Executive Director as you prepare the proposal. Their advice and assistance will be crucial in order to adequately assess the proposal and to help facilitate good communication between all who may be involved and/or impacted by the proposed action plan.

1. **WHAT ARE YOU PROPOSING?** Please write a summary of the new or changed Action you are proposing to the Board of Governors.

2. **WHO WILL DO IT?** Who is the main contact person for the action? What committees, sections, task forces, etc. are responsible for implementing the Action? Who are the other key volunteers? Are there other organizations that could effectively perform the Action? Could the Action be outsourced?

3. **WHAT NEED DOES IT ADDRESS?** Please describe the value of the Action to NHBA members, the administration of justice, and/or the public. Please describe the role of the Action in furthering the NHBA strategic or long range plan and/or operating mission.

4. **HOW WILL YOU MEASURE YOUR RESULTS?** Please tell us how you will know if the Action is successful. What specifically will be the outcomes of the action? How will you know that the need has been met?

5. **WHEN WILL THE ACTION BE ACCOMPLISHED?** Please estimate a timeline to implement the Action. If applicable, determine the termination date for the Action. If the Action is to be ongoing, please indicate regular evaluation periods.

6. **WHAT RESOURCES WILL BE NEEDED?** Please describe, as thoroughly and specifically as possible, what resources this action will need. Please include a detailed budget of income and expenses associated with the Action (including potential outside sources of support); staff and volunteer time; and physical space and equipment use. Be sure to identify other NHBA actions you know of that may be adversely affected if the Action is implemented - that is, whether NHBA resources must be diverted from other Actions, and if so, which ones.

Submitted by: _________________________________________

Date: _________________________________________
The Continuing Legal Education Committee of the New Hampshire Bar Association is committed to the preparation and presentation of quality continuing legal education programs on topics of interest and concern to the members of the Bar. The Committee’s success results from adherence to high standards of quality regarding the content and faculty of its programs.

The Committee recognizes that it is one of many committees of the NHBA, and it encourages communication from and participation by members of the Bar, and especially other committees and sections of the Bar, in the process of the preparation and implementation of continuing legal education programs. To this end, the Committee has adopted the following policies to define the Committee’s charge vis a vis other Bar committees and sections and to aid anyone who wishes to assist the Committee in developing a particular continuing legal education program.

1. The Committee is the appropriate NHBA committee to administer and coordinate continuing legal education programs to the NHBA membership at large and should be responsive to the needs and interests of the members of the NHBA who desire further legal education.

2. All members of the NHBA and all committees and sections of the NHBA, through their Chairs, are encouraged to submit proposals to the committee for continuing legal education seminars which they feel would be of interest and benefit to NHBA members.

3. Proposals for new seminars should be submitted to the Chair of the Committee and to the Director of Continuing Legal Education, in writing, substantially in the form of the attached Program Proposal Form.

4. When planning all seminars, the Committee will draw upon the expertise and shared knowledge of the members of the other committees and sections of the NHBA but will retain control over the determination of the content and faculty of any seminars.

5. The Committee’s advertisements and literature for seminars which have resulted from significant cooperation of and participation by other committees or sections of NHBA will so state.

6. The Committee recognizes that other committees and sections of the NHBA may wish to present continuing legal education programs to their members which qualify for NHMCLE credit. Education programs which are developed by, and primarily for, a particular committee or section rather than for the Bar membership at large, and do not exceed 90 minutes in length, do not normally require the active involvement of the CLE Committee; however, Bar Section and Committee Chairs are asked to inform the Director of Continuing Legal Education of the program topics, either directly, or through their assigned NHBA Staff Liaison.
NEW HAMPSHIRE BAR ASSOCIATION
CONTINUING LEGAL EDUCATION PROGRAM

PROGRAM PROPOSAL FORM

Date____________________

Your Name _________________________________________________________________

Address _________________________________________________________________

Phone # _________________________________________________________________

Primary Contact(s) for Committee or Section Endorsed Proposal (names and phone numbers)

___________________________________________________________________________
___________________________________________________________________________

I. Suggested Title of Program

___________________________________________________________________________

(title should be brief and descriptive)

II. Program Description/Overview. Please attach a description (limit 50 words) of the program.

III. Program Objectives. Upon completion of the program, each participant will:

___________________________________________________________________________
___________________________________________________________________________

IV. Target audience for this program (areas of practice, level of experience, non-lawyer personnel?):

___________________________________________________________________________

V. Program Topical Outline. Please attach an outline of the topics to be covered by the Program.

VI. (Optional) Suggested Instructor(s). Please attach a list of suggested instructors and promotable qualifications.

Proposal Considered on ____________________________

(date)

Recommended Action _________________________________________________________