

**NEW YORK STATE BAR ASSOCIATION
ENVIRONMENTAL LAW SECTION
“GREEN” GUIDELINES**

Approved at the October 3, 2010 Section Executive Committee Meeting

In our efforts to “green” the Bar Association, the Environmental Law Section has adopted the following guidelines to minimize the environmental impact of Section activities.

- 1. Announcements.** To the extent feasible, publicity for Section events or other announcements should be circulated by email. Only one hard copy should be mailed for events.
- 2. Journals.** By 2011, the Section Journal should be available by electronic delivery. Section members will be given a choice to indicate whether they want the Journal to be delivered electronically or by hard copy.
- 3. Meetings.** Whenever feasible, participants should be offered the opportunity to participate in Executive Committee and other committee meetings by telephone, webcast or video link. All agendas and other materials should only be circulated by email or web link (or other electronic form) unless a special request is made. Extra copies of agendas and smaller documents can be made available at the meeting place. Wireless internet access should be provided to live participants, to the extent reasonably feasible and affordable so they can view materials that are on the internet without printing.
 - a. Meeting locations – To the extent feasible, plan meetings at hotels or other office locations that are members of the New York State Department of Environmental Conservation’s (“NYSDEC”) Green Hotel Certification Pilot Program.
 - b. Group Transportation – For meetings that are held in locations that are not easily reached by public transportation, options for group transportation (*e.g.* buses, car pooling) should be considered.
- 4. CLE and Other Presentations.**
 - a. **Remote Participation.** Whenever feasible and permissible under CLE rules, participants should be offered the opportunity to participate by telephone, webinar or webcast.
 - b. **Materials.** No more than a small hard copy book of course materials should be provided, which should include an agenda for the event, and actual outlines or short articles on the materials that will be presented. The book may be accompanied by a CD or web site for more lengthy materials, or may include citations to materials available on the internet. As a general practice, statutes, regulations, and cases will not be reprinted if they can be obtained electronically. An exception would be, for example, a new court decision that is the subject of

the presentation. If Power Point slides are included in the course book, preferably they would be reprinted as six (6) slides to a page, or three (3) slides to a page with room for notes on the side. If possible, participants should be given the web link to download any materials posted on the internet in advance of the session. All printed materials should be printed on recycled paper.

5. **Section Web Site.** Section documentation, including By-Laws, Minutes, Agendas, and Policies, should all be made available on the Section web site. Further, to the extent feasible, Power Point presentations and other materials should be posted after meetings occur.
6. **Promotion by the Pollution Prevention (“P2”) Committee and ELS Members.** The members of the P2 Committee will attempt to meet with the appropriate managers/personnel at the facilities where ELS events will be held to discuss and promote ways to “Green” their operations and encourage becoming “Green Certified” through the NYSDEC. As part of these meetings, the initiatives set forth in the American Bar Association’s “Climate Challenge” program should be discussed and the organizations should be encouraged to sign up for one of the four “tracks” of the Climate Challenge program. Members of ELS should also encourage its firms/organizations/offices to implement some of the Guidelines and to join one of the four tracks of the Climate Change programs. The goal is to have at least 100 enrollees in one of the programs by the fall meeting in 2011.