



NEW YORK STATE BAR ASSOCIATION
REAL PROPERTY LAW SECTION



BEST PRACTICES GUIDE
NEW SECTION COMMITTEE CHAIRS

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Congratulations on your appointment as a Section Committee Chair!

Thank you for your commitment to the Section, and your Committee.

This guide is designed to assist you throughout your term as Chair. The goal of this resource is to set forth the responsibilities and best practices that accompany your position, and the opportunities and resources available to you. The vitality of the Section largely depends on having active Committees that engage members, and the Section's membership at large. The effectiveness of a Committee's activity level depends, in significant part, on the Chairs of the Section's Committees.

Your contributions to the value of membership are greatly appreciated!

Please note there are three important documents that supplement this Guide:

1. The Section's Bylaws

Many Section activities are governed by the Section's Bylaws, which are reviewed and updated as needed at the request of the Section Chair by the Section's Bylaws Committee. Some of the Bylaw provisions speak directly to the role of Committee Chairs, including their appointment (by the Section Chair) and term. Committee Chairs are strongly encouraged to review the Section Bylaws, which are available either on the Section's website, or through the Section's liaison.

2. A Guide to the Real Property Law Section of the NYSBA

Created in 2016, this publication provides an excellent overview of the Section's structure and governance, how the Section fits within the structure of NYSBA, a description of the mission of each Committee, a description of Section member benefits and a membership application to both NYSBA, the Section and your Committee. This is the perfect tool for Committee chairs to review and to have onhand to distribute to potential new Section or Committee members. An online version of the Guide is available at: www.nysba.org/RealPropertyGuide

3. The Section's Reimbursement Policy

This one-page document provides specific criteria regarding the expenses Committee Chairs may be reimbursed for when traveling to Executive Committee meetings, or meetings of their own Committee.

OVERVIEW

The Section functions in large part through its various Committees. There are two different types of Committees: administrative and substantive. Administrative Committees cover areas such as Membership, Bylaws, Continuing Legal Education, and Website and Electronic Communication. There are also Task Forces and other ad hoc groups formed from time to time to address specific issues of law.

As stipulated in the Section's Bylaws, Committee chairs are appointed by the Section Chair. A one-year term for a Committee Chair begins on June 1 and ends the following May 31. The Bylaws allow a Committee chair to serve up to 7 consecutive terms with a possible extension to 10. Chairs are not required to serve a minimum number of terms, and can determine each year whether they would like to continue for another term. (See **Succession Planning** section of this guide).

The Section's Chair and its officers have oversight over Section Committees. Permission from the Section Chair should be obtained for any significant endeavor of the Committee, such as the creation of a report, planning of a CLE program, an event or a reception, or any activity that would require funding. When Committee Chairs are planning programs or other activities involving the expenditure of Section funds, the Section's Chair and Treasurer must be consulted prior to any commitment of funds being made.

COMMITTEE GOALS: BENEFITS AND OPPORTUNITIES FOR MEMBERS

For many Section members, membership is defined by and limited to receiving the Section's publications, accessing the online Community and qualifying for discounts to attend the CLE programs. For Section members who desire an opportunity to take their Section membership to another level, participation in a Committee provides the primary pathway.

Committee participation should provide the following opportunities to members: networking with other practitioners; working with others on analysis and commentary regarding developments in the law; professional exposure through Section publications and CLE programs; mentoring; advancement in Committee and Section governance; and the opportunity to influence Section and NYSBA positions on issues of interest.

A core function of each Committee is to serve as a source of knowledge in its substantive area, and maintain an expertise and familiarity with current developments. This involves keeping abreast of new regulatory and legislative developments, case law and agency policies. To this end, the Committee Chair should seek to identify, with input of Committee members, new trends or areas of the law in need of clarification or correction.

To function effectively, Committees must develop meaningful assignments to keep Committee members engaged and to provide work product that is beneficial to members of the Section, NYSBA, the profession, and the public. Efforts should be made to involve as many Committee members as possible in this work. The creation and use of subcommittees or assignments to individual members or teams is encouraged.

Find many section resources at:
www.nysba.org/real

WORK PLAN FOR COMMITTEE CHAIRS

The recommended activities below will assist the Committee Chair in creating a work plan and providing these opportunities and benefits to Committee members:

1. Establish or update the Committee's mission statement annually to post on the Section's website and publish in the Section's Guide. Refer to the mission statement throughout your term.
2. Create an annual agenda. This agenda may be an exact plan for meetings, locations, frequency, speakers, topics of discussion or projects, or it may be a more generalized plan for the upcoming year. Share this agenda with the Section Chair, Section Liaison and Committee members.
3. Hold at least 2 meetings (by teleconference or in person) during each calendar year, which may be held in conjunction with the NYSBA Annual Meeting in January, or the Summer Meeting of the Section. Committee meetings should not only include consideration of various Committee projects, but should provide the opportunity for substantive discussion of developments relevant to the Committee's jurisdiction. There is no required format for meetings. A guest speaker of interest to Committee members can be the anchor of a meeting and a good draw for recruiting new members. A date, venue and all speakers should be finalized at least 2 months prior to a non-CLE Committee meeting. If the meeting is to be accredited for CLE these details should be finalized 5 months prior.

Contact the Section Liaison early in the process for assistance in offering CLE credit at Committee meetings. See CLE section of this Guide.

4. Prepare an agenda for each Committee meeting, maintain attendance records and minutes of each Committee meeting, distribute meeting minutes to Committee members and make the minutes available to Section members. This is useful to members who cannot attend the meeting, and new members will be more likely to engage if they know what to expect at a meeting.
5. Maintain active projects for Committee members, such as monitoring of legal developments; preparation of articles; online Community posts; development of CLE programs, articles for the Section's Journal, webinars and other reports that provide meaningful opportunities for participation of Committee members and promote the interest and mission of the Section.

There is a natural tendency to concentrate involvement and work assignments on a core group of Committee members. While the commitment of these members is highly valued and needed, it is also important that new members be recruited into the active body of the Committee. Delegation of small tasks to new members is one way to engage new members.

Tip: Section *Journal* submissions are ideal projects for Committees. Solicit articles relevant to the Committee's subject area for publication in the *Real Property Law Journal*, which is published quarterly and is a valued member benefit. Committees, Co-Chairs or members may also consider collaborating on an article for the *Journal*.



COMMITTEE MEETINGS

Meetings are typically held at a conference room in a Committee member's firm or office. A call-in number can be obtained from the Section's staff liaison to allow participation of Committee members who are unable to attend in person. Note that if your Committee meeting is for CLE credit, only those attending in person can earn CLE credit.

1. Communicate with Committee members. This can be done via email or through the creation of an online community for your Committee. NYSBA staff assistance is available to facilitate this communication. Send an email to your Committee members at least annually. This is the ideal way to introduce yourself, ask members if they would like to continue to serve as members of the Committee, and invite them to participate as actively as possible. This is also a good opportunity to ask members about the level of involvement they are able to commit, and what types of projects or issues they are interested in working on.

Tip: It is best to have the Liaison send emails to your Committee members on your behalf, or ask the liaison to send you the latest email list. The Committee's membership and member contact information is constantly changing, and your Liaison will have, or can provide, the most current roster or list of email addresses.

2. Attend the Section's Executive Committee meetings and provide written or oral reports of Committee activities. Brief, written reports can be submitted to the Chair in advance of the meeting if a member is unable to attend.

Note: *Committee Chairs may submit a request for reimbursement to travel to Executive Committee meetings that are held separately from Annual or Summer meetings. Committee chairs may also request reimbursement to attend a meeting of their own Committee if they travel 100 miles or more from home or office to attend. Please refer to the entire Reimbursement Policy for other details about qualifying for travel reimbursement.*

3. Seek and encourage diversity among Committee members, in the areas of gender, race, color, ethnic origin, national origin, religion, sexual orientation, age, disability, geographic regions of the state and practice area. The Section has a Diversity Chair, who is a member of the Executive Committee. Please include the Diversity Chair in on your efforts, and the NYSBA's Diversity and Inclusion Specialist (See the **Diversity** section of this guide).

4. Maintain an active presence on the Communities, particularly for substantive Committees. It may help to appoint a Committee member to post updates in the substantive area, including major cases and legislation. Post Committee meeting information on the Section's online Community and invite Section members to join the Committee.
5. Recruit new Committee members at Section meetings and functions, respond to inquiries from Section members who are interested in joining the Committee, and put them in touch with the Section's staff Liaison. Work with the Section's Membership Committee to develop additional initiatives to recruit, engage and retain members.
6. Submit reports to the Executive Committee in advance of each Executive Committee meeting. Your Committee may also be asked to submit a special report or provide feedback in relation to pending legislation, or an initial report regarding Committee goals.
7. Periodically check your Committee roster on the Section's website to stay current on who has joined. Rosters on the web site are accessible by any visitor, so no contact information is listed. If you would like a detailed Committee roster, which includes the contact information for all Committee members, request a copy from your Section Liaison at any time.

Important Information: Who Can Join My Committee?

A Section member may join any Section Committee by submitting a request to NYSBA. As long as they are a NYSBA or a Section member, they are automatically added to the Committee roster. Permission from the Section or Committee Chair is needed only when a member is to be added to the Executive Committee, Nominating Committee, the Bylaws Committee, a Task Force or Working Group.

How are Members Dropped from a Committee?

If the NYSBA or Section membership dues of a Committee member are not renewed, the NYSBA database automatically drops the member from the roster of all of the Sections and Committees they have joined. This means that the member no longer receives Committee meeting notices until NYSBA and Section membership is paid. This commonly happens when a member moves to a new firm, or when renewal invoices go directly to a firm's Finance Department.

CLE AND NON CLE MEETINGS

NYSBA Liaisons and Staff Support

NYSBA staff in Albany can coordinate logistics for Committee meetings such as scheduling, identifying and contracting with venues, providing call-in numbers, distributing Committee meeting notices, circulating Committee meeting materials, tracking RSVPs, and website updates.

NYSBA can provide other specialized assistance and a wide array of services to its membership at large. Whenever a Committee Chair has a question about potential assistance that may be available, the Committee Chair should contact the Section's Staff Liaison.

Non-CLE Committee Meetings

If the Committee is interested in holding a Committee meeting that does not involve CLE credit, please contact the Staff Liaison to coordinate the meeting. Non-CLE Committee meetings can feature a speaker and be recorded (audio only) if the site has the technology available to do so. These recordings can be posted on the Section's Online Community for free to generate interest in a Committee, and to allow Committee members unable to attend in person to still have access to the information.

Please note that the venue for any meeting is required to be ADA Compliant. New venues are asked to complete a compliance form prior to the meeting or program.

Generally, the Committee Chair should select a meeting date 2-3 months prior, and create an agenda or confirm a featured speaker that can be listed in the Committee meeting notice.

If the Committee Chair or Committee member has a space at their law firm that can accommodate a Committee meeting, please put the Section Liaison in touch with the facilities staff at the firm.

NYSBA staff can make catering arrangements, provided that the Section officers have approved this as an expenditure. The Section Liaison will also handle the distribution of the meeting notice, tracking of RSVPs, AV arrangements, and the shipping of membership and other materials to the meeting site.

The Committee Chair should consider posting the meeting notice on the Section's Online Community, to encourage other Section members to attend and join the Committee.

CLE Committee Meetings

If the Committee is interested in holding a Committee meeting that does involve CLE credit, please contact the Real Property CLE Program Attorney in the CLE Department (see opposite page) five months prior.

Committee chairs are asked to provide a proposed date and venue for the meeting, a list of confirmed speakers and their affiliations, a title for the program and each segment, and an overall description of the program. Committee Chairs should convey to all speakers that CLE materials will be required from each of them to accredit the program. The deadline for the materials will be provided by the CLE Department.

Basic Guidelines for a Committee CLE:

The CLE Program Attorney will provide you with further details, but here are some accreditation basics:

- One credit of CLE is awarded for each 50-minute segment of instruction, or one half credit for a 25-minute segment. Credit hours are calculated in no less than 25-minute segments.
- Consider the level of difficulty of your discussion, and whether it is appropriate for newly-admitted attorneys (which would make the credits transitional), or experienced attorneys only (non-transitional).
- The credits will be classified as either Areas of Professional Practice; Ethics and Professionalism; Skills; Law Practice Management; or Diversity, Inclusion and Elimination of Bias.
- Speakers are awarded 3 credits per 50 minutes of instruction, and moderators are awarded 1 credit for 50 minutes.
- All speakers are required to submit CLE materials (specifics will be provided).
- All attendees sign-in to receive CLE credit, and submit a verification form at the end of the meeting. These items need to be mailed to the Bar Center for processing certificates.

CLE Beyond Committee Meetings

Committees can also assist with the CLE planning for the Section's Annual Meeting and Summer meeting by reaching out to the Programs Chairs of those events well in advance.

Committees interested in conducting a half-day or full-day CLE with the use of webcast, recording or WebEx, should coordinate with the Section's CLE Committee Co-chairs (see the Executive Committee Roster) and the CLE Department's Real Property Program Attorney six months in advance.

CLE Staff Contacts:

Real Property CLE Program Attorney
Sally Bratten, Esq.
sbratten@nysba.org | (518) 487-5550

Amy Jasiewicz, Section and Meetings Coordinator
ajasiewicz@nysba.org | (518) 487-5682

Kathy Suchocki, Esq.
Senior Director, Continuing Legal Education
ksuchocki@nysba.org | (518) 487-5590



DIVERSITY INITIATIVES

The Association has taken a number of actions to promote diversity through active participation and leadership in all aspects of the Association. In 2003, the House of Delegates approved the following statement of diversity which includes Committee activities:

The New York State Bar Association is committed to diversity in its membership, officers, staff, House of Delegates, Executive Committee, Sections and Committees and their respective leaders. Diversity is an inclusive concept, encompassing gender, race, color, ethnic origin, national origin, religion, sexual orientation, age and disability.

We are a richer and more effective Association because of diversity, as it increases our Association's strengths, capabilities and adaptability. Through increased diversity, our organization can more effectively address societal and member needs with the varied perspectives, experiences, knowledge, information and understanding inherent in a diverse membership.

When selecting speakers for CLE and other presentations, Sections and Committees are encouraged to keep the diversity policy in the forefront.

Several existing Committees have been created to, in part, further the diversity of the Association. Among them are: the Committee on Diversity and Inclusion; the Committee on Women in the Law; the Committee on LGBT People and the Law; and the Committee on Disability Rights. Committees seeking to diversify their program faculty are encouraged to partner with these Committees. The NYSBA Diversity and Inclusion Specialist is available to assist Sections and their Committees with diversity initiatives.

DIVERSITY & INCLUSION ACTION TIPS

"Diversity is being invited to the party; inclusion is being asked to dance." Verna Myers

KNOW: The impact of implicit bias on outreach.

- Take the Harvard Implicit Association Tests –<https://implicit.harvard.edu/implicit/takeatest.html>.

Reflect on the sources of implicit biases and how can they be changed. Have a facilitated discussion with your entity.

- Assess what people from traditionally underrepresented populations (affected groups) are missing. Identify where they are in the legal community and the community at large, for outreach purposes.

INCLUDE: Go outside your comfort zone. Build relationships and cultural competence.

- Ask someone from an affected group to lunch once a month. Talk "diversity" by asking sincere questions and actively listening to their answers. Tell them what you are trying to do and ask for their assistance.
- Invite diverse members from other NYSBA Sections and Standing Committees to your meetings. Co-sponsor programs with the existing NYSBA (diversity) Committees who work in part to further the Association's commitment to diversity, and attend their meetings and events.
- Hold meetings at different geographic locations throughout the state to engage different populations.

DO: Set small and large goals for yourself and your entity.

- Identify former NYSBA members within affected groups and invite them to re-engage. Tell them what you are trying to do and ask for their assistance.
- Create a task force to identify a list of professional and community based organizations where diverse attorneys are employed, volunteer or sit on the Board of Directors. Invite them to become members or re-engage.

NYSBA DIVERSITY RESOURCES:

Minika Udoko, JD

Diversity & Inclusion Specialist
mudoko@nysba.org
(518) 487-5503

Serves as a resource to NYSBA sections and staff liaisons regarding programming focused on promoting diversity, inclusion, and the elimination of bias, such as the: Section diversity leadership development, membership and programming.

Research and develop pertinent data to guide the Sections' diversity and inclusion initiatives, and develop analytical tools (such as the Association's Diversity Report Card) for assessing impact of the Association and Sections' diversity efforts.

Maintains the newly created NYSBA Section Diversity Chair Community Page, a place for Section Diversity Chairs to connect, ask questions and share ideas. Diversity chairs are automatically given access to this

Community, but you must log on to the NYSBA website to utilize the Community page.

Mark Wilson

Manager of Bar Services
mwilson@nysba.org
(518) 487-5540

Provides outreach opportunities with Affinity Bar Associations throughout New York State.

OTHER RESOURCES and REFERENCE MATERIALS:

ABA Diversity Portal – <https://www.americanbar.org/diversity-portal.html>

Moving Diversity Forward: How to Go from Well-meaning to Well Doing, Verna Myers (2011).

Institute for Inclusion in the Legal Community – www.iilp.com/



LEGISLATION: TAKING POSITIONS AND COMMITTEE OPINIONS

The Committees can make recommendations to the Section's Executive Committee for action, however no action of a Committee is effective unless approved by the Section's Executive Committee. Any position of the Section's Executive Committee needs to be approved by the NYSBA President.

Sections that seek the NYSBA President's approval on a position, report or statement must provide a minimum notice of 5 business days to the President through the NYSBA's Governmental Relations Department. The Department will ensure that all aspects of the position are consistent with current NYSBA policy.

Here are some general considerations for Sections regarding legislation:

1. DEVELOPMENT OF NYSBA LEGISLATIVE PROPOSALS

It is essential that Sections and Committees communicate with the NYSBA Department of Governmental Relations regarding issues that they plan to address, as well as their timetable. Governmental Relations will work with the Sections and Committees to navigate our policy-development process. Any legislative proposal from a Section or Committee must be submitted to and approved by the Executive Committee and/or the House of Delegates before it can be submitted to the Legislature. Once approved, it becomes a policy of the Association, not the submitting Section or Committee.

2. PROMOTING APPROVED NYSBA PROPOSALS

After a proposal has been approved it becomes a policy of the Association, with advocacy conducted or overseen by the leadership. The Section or Committee that initiated the proposal should anticipate working with Governmental Relations to assist in its promotion in the Legislature. There cannot be any Section or Committee activity independent of this process.

3. SUPPORTING AND OPPOSING NON-NYSBA LEGISLATIVE PROPOSALS

Under the Association bylaws, Sections and Committees may support or oppose proposals pending in the Legislature without obtaining Executive Committee or House approval. However, this au-

thority is not absolute, and is subject to the general supervisory authority of the Executive Committee over Sections and Committees set forth in the bylaws. Several issues need to be addressed before a Section or Committee may submit a memorandum or other document in support of, or in opposition to, a pending proposal, or take any other action.

To ensure that the position to be taken does not conflict with a previously adopted policy of the Association, a proposed memorandum must be reviewed by the President. To allow this process to work, any document that a Section or Committee wishes to issue supporting, opposing or commenting on a pending proposal must be submitted to Governmental Relations. Under our bylaws, the President has five business days within which to complete the review.

Any communication to the President of the United States or White House officials may be submitted only by the President of the Association.

1. General Considerations

- a. Review the "NYSBA Guidelines for Effective Advocacy" approved by the Association's Executive Committee in January 2015. If the Association's advocacy activities are to be effective, we must deliver clear, concise, and coherent "messages" to state and federal public officials based on the general interests of the entire Association. Responsibility for the Association meeting this objective lies with the Association's Department of Governmental Relations, which is at the center of all of our legislative activities, both in Albany and in Washington.
- b. Create a small legislative committee that will provide expertise and continuity from year to year. Involve the Section Chair in communication on legislative priorities and in coordinating activities. Involve the Section Chair-Elect in order to maintain continuity from year to year.
- c. Consider involvement in the following areas:
 - commenting on pending legislation by issuing legislation memoranda through the NYSBA Department of Governmental Relations;
 - drafting and promoting affirmative legislative proposals;



- meeting with legislators and their staff regarding particular legislative issues; and,
 - analyzing and preparing “white papers” on legislative issues.
- d. When the NYS Legislature is in recess, set priorities. Identify major issues and goals for the upcoming legislative session. Part of this issue-identification process is consideration of whether a topic or a particular report produced by the Section may be of interest to the news media. Make contact with the NYSBA Departments of Media Services and Governmental Relations to discuss particular issues and reports. Such contact should be early in the process, before release of the final product.
 - e. Coordinate activities with NYSBA leadership and staff. Consider activities in the context of NYSBA legislative priorities. Keep in mind that the portion of the year when the Legislature is not in session is the time when the Association conducts its process for identifying NYSBA legislative priorities for the following legislative session. (For example: The NYSBA Steering Committee on Legislative Priorities submitted the 2018 legislative priorities for approval by the Association’s Executive Committee in November 2017.)
 - f. The Legislature is a “political institution” that does not operate by the same model and timetables used by most business or professional institutions. Recruit members who have had experience with the legislative process. Create a mechanism for rapid and effective response at certain times, especially during critical stages of the legislative session.
 - g. The New York State Lobbying Act requires registration of lobbyists and periodic reporting with regard to lobbying activities. The Act applies to lobbyists and public corporations, and to clients or employers of lobbyists, who in any calendar year either reasonably anticipate expending, incurring, or receiving, or actually expend, incur, or receive, more than \$5,000 of combined reportable compensation and expenses for lobbying activities. More information may be obtained from the web site of the New York State Joint Commission on Public Ethics (<http://www.jcope.ny.gov/>). You may also call the Department of Governmental Relations with specific questions about compliance with the Lobbying Act.
2. Affirmative Legislative Proposals
 - a. Each year the Association presents affirmative legislative proposals to the New York State Legislature. This legislation is the work of NYSBA Sections and Committees, but before presentation to the Legislature the proposals must first receive the approval of the NYSBA Executive Committee or the House of Delegates.
 - b. When seeking approval of a legislative proposal by the NYSBA Executive Committee or House of Delegates, consider the format in which the proposal is submitted. **PLEASE PROVIDE a “Memorandum in Support” with any legislative proposal submitted to be considered for approval by the Association’s**

Executive Committee or House of Delegates. The Governmental Relations Department can provide a sample Memorandum of Support to use as a model.

When preparing an affirmative legislative proposal for submission to the NYSBA Executive Committee or House of Delegates, consider the legislative calendar.

3. Prohibition on “Gifts” to Public Officials

- a. Ethics and lobbying laws have a direct impact on the activity of the New York State Bar Association, its Sections, Committees, and members. It is important to conduct all activity on behalf of the Association so as to ensure compliance with the provisions of the state’s Lobbying Act (“Legislative Law”). Provisions that prohibit gifts to public officials are of particular importance. These provisions apply to any gifts given to public officials by the New York State Bar Association due to the fact that the Association is the client of a lobbyist (both internal staff and external consultants) registered with JCOPE.

- b. Judges

For our purposes, the state judiciary is not governed by the gift provisions of the Lobbying Act and the Public Officers Law. With regard to programs and events organized by the New York State Bar Association, the applicable rule is found in the Chief Administrator’s Rules Governing Judicial Conduct. In particular, Rule 100.4(D) (5) (a) provides as follows:

- (5) A judge shall not accept, and shall urge members of the judge’s family residing in the judge’s household not to accept, a gift, bequest, favor or loan from anyone except:
(a) a gift incident to a public testimonial..., or an invitation to the judge and the judge’s spouse or guest to attend a bar-related function or an activity devoted to the improvement of the law, the legal system of the administration of justice.

For additional details, see the “NYSBA Guidelines for Effective Advocacy” at www.nysba.org.

Governmental Relations Department

Legislation Relating to Real Estate Law or Proposed Positions, Statement or Opinions by the Committee or Section

Governmental Relations Department
Ronald Kennedy, Esq., Director
518/487-5652
rkennedy@nysba.org

Kevin Kerwin, Esq., Deputy General Counsel
518/487-5574
kkerwin@nysba.org

Did You Know?

The NYSBA’s current structure includes dozens of specialized substantive law sections and more than 60 standing, special and other Committees.

FAQ: What is the Difference Between a NYSBA Committee and a Section Committee?

A: NYSBA Committees typically focus on overarching issues impacting the legal profession, such as Access to Justice, Standards of Attorney Conduct or the CPLR. There are administrative Committees as well. Members have the opportunity to apply to become a member of a NYSBA Committee once a year, and they are appointed to a Committee by the NYSBA President.

SUCCESSION PLANNING

Serving as Chair of a Committee requires a commitment of time to attend Executive Committee meetings, and plan and conduct Committee meetings and other work that forwards the Committee's mission.

The Section strives to have at least two Co-Chairs of the Committee, to both diversify Section leadership regionally, and to share the leadership commitment and responsibilities.

If you are not serving with a Co-Chair, or are beginning to search for your successor as Chair, please reach out to the Section Chair to ask that one be appointed. The Chair will likely ask if there is someone who you recommend to serve.

Review the Committee's roster for the names of active members who have contributed to the work of the Committee, or indicated an interest in doing more. Active Committee members make excellent Committee leaders. When seeking a Co-Chair, consider recommending a member who is from a different practice area, geographic region, etc.

If no co-chair or successor is apparent on the Committee, the Section Chair will ask the Executive Committee for any recommendation for a co-chair or a successor. Section and Committee chairs may wish to consider sending an email out to the Committee first, then the Section at large, to solicit names for consideration.

Committee Chairs that would like to end their tenure should notify the Section Chair as early as possible. The ideal transition of the Chair position would begin a year in advance to allow time to identify and appoint a successor, and have the incoming Chair serve alongside the outgoing chair for a period of several months and up to a year, as many Committee activities are annual. It is recognized that circumstances may not allow for such advanced notice. Committee Chairs that would like to end their tenure should notify the Section Chair as early as possible.



REAL PROPERTY LAW SECTION COMMITTEES

A Section Committee can be a substantive or administrative Committee. Members may join by a simple request to NYSBA staff or the Committee Chair any time of year, but must be a NYSBA and Section member. Members interested in joining a Section's Executive, Nominating, or Bylaws Committee, or a Section Task Force, must submit a request to the Section Chair for consideration.

Committees of the Real Property Law Section

Consider coordinating with other Committees of the Section. For a list of Committee Chairs, go to: www.nysba.org/RealProperty/Committees

- Committee on Attorney Opinion Letters
- Committee on Awards
- Commercial Leasing Committee
- Committee on Condemnation, Certiorari, & Real Estate Taxation
- Committee on Condominiums & Cooperatives
- Committee on Continuing Legal Education
- Committee on Diversity
- Committee on Green Real Estate
- Committee on Land Use and Environmental Law
- Committee on Landlord and Tenant Proceedings
- Committee on Legislation
- Committee on Low Income & Affordable Housing
- Committee on Membership
- Committee on Not-for-Profit Entities and Concerns
- Committee on Professionalism
- Committee on Public Interest
- Committee on Publications
- Committee on Real Estate Construction
- Committee on Real Estate Financing
- Committee on Real Estate Workouts and Bankruptcy
- Committee on Student Affairs
- Committee on Title and Transfer
- Website and Electronic Communications Committee

REAL PROPERTY LAW SECTION STAFF CONTACTS

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Section & Meetings Services Department
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ajasiewicz@nysba.org

For questions related to:

The Real Property Law Section Multi-Day Summer Meeting/Annual Meeting CLE

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Diversity and Inclusion

Minika Udoko, JD
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Governmental Relations Department

Legislation Relating to Real Estate Law or Proposed Positions, Statement or Opinions by the Committee or Section
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CLE Department Sponsored Programs

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Online Communities

Brandon Vogel, Social Media and Web Content Manager
518-487-5644
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The N.Y. Real Property Law Journal

Simone Smith, Section Publications Coordinator
518/487-5671
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NYSBA Member Resource Center

Join NYSBA or the Section, purchase products or register for events
1(800)582-2452 toll free
or (518) 463-3724
mrc@nysba.org

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Special thanks to the Environmental Law Section and the Labor and Employment Law Section, as their *Committee Chair Manual* and *Handbook for Committee Chairs* were invaluable and used as models in the creation of this Guide.





NEW YORK STATE BAR ASSOCIATION
REAL PROPERTY LAW SECTION

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BEST PRACTICES GUIDE

New Section Committee Chairs

