

## **NEW YORK STATE BAR ASSOCIATION INTERNATIONAL SECTION**

### **Guidelines for Chapter Leadership**

On November 29, 2022, at the NYSBA International Section Executive Committee's Meeting held at the London Global Meeting, the Executive Committee approved certain changes and updates to the Section's Guidelines for Chapter Leadership. This version amends and supersedes the previous Guidelines for Chapter Chairs in its entirety.

The success of a Chapter depends on the energy and dedication of its Chapter Leaders. The expectations of Chapter Chairs may vary because of the great diversity of countries in which the Section has Chapters. The enthusiasm and commitment to represent and promote the NYSBA International Section's brand are essential elements for the role.

The NYSBA International Section is a global community of lawyers who share a common purpose – to advance the rule of law, create a strong network of international lawyers around the world, and advance education among lawyers and about the law.

To achieve the purpose, we present the following missions and goals of Chapter Leadership.

#### **1. STEERING COMMITTEE**

Each Chapter **should have** a Steering Committee of five (5) members: two (2) Chapter Chairs, one (1) Vice Chair, one (1) Secretary; and one (1) Assistant Secretary.

The Chapters **should define** a specific strategy for each year, focusing on: **(a)** diversity, including gender, minorities, geography, firm type, practice area type, seniority; and **(b)** allocation of responsibilities, including membership, CLE programs and other events.

#### **2. APPOINTMENTS**

To be eligible for a position in the Chapter's Steering Committee, the person **must be a NYSBA International Section's member**, duly registered with the respective Chapter.

The Chapter Chairs, the Senior Officers and the Section Executive Committee may recommend members for the Chapter's Steering Committee, such members to be nominated and approved by the Section Executive Committee

The Steering Committee, including the Chapter Co-Chairs, appointments are valid for a maximum of five (5) consecutive years. Exceptions to the five (5) consecutive year term may occur upon the recommendation of the Section Chair and vote of the Executive Committee.

Non-renewal of a member of the Steering Committee, including the Chapter Chair's, term can be made upon a vote of non-renewal by the Executive Committee, or upon the appointment of a new Chapter Chair. Chapter Chairs who do not keep their NYSBA International Section Membership up to date shall be automatically removed.

### 3. MEMBERSHIP

One of the main tasks of a Chapter Chair is to make contact with lawyers in the Chair's country who are: **(a)** members of the NYSBA International Section; **(b)** members of NYSBA who are not Section members; **(c)** attorneys who are admitted to practice in New York who are not members of NYSBA; and **(d)** non-New York lawyers in your country who want to have closer relationships with New York lawyers. The International Section Liaison can provide information for your country in relation to (a) and (b).

As a result of the actions above described and other actions taken by the Chapters Chairs to connect lawyers with New York law practice or who want to develop a line of communication with lawyers in New York, the smaller Chapters are **expected** to increase to a minimum of five (5) members and the larger Chapters to add, at least, 3 - 5 new members on a yearly basis.

### 4. COMMUNICATION STRATEGY

Each Chapter **shall form** a LinkedIn group or place on NYSBA's website to inform the contact information of the Steering Committee's members and promote the Chapter's events, activities, and for networking purposes.

### 5. CHAPTER MEETINGS

The number of meetings per year may vary depending on the country and the circumstances. For networking, it is recommended to organize face-to-face meetings, so that Chapter members can become acquainted with one another.

Each Chapter **must organize**, at least, one (1) social event per year (for example, a casual dinner or reception for Christmas, Juneteenth, Thanksgiving etc.), which may or may not correspond with an educational program.

### 6. PROGRAMS OF INTEREST

Each Chapter is **required** to organize, at least, one (1) regional webinar (with or without CLE credit, as appropriate for local members) per year with legal content to attract regional attendance and one (1) international webinar (with or without CLE credit) per year to be organized with the Executive Committee.

The International Section Liaison can provide support for marketing materials, technology for webinars or webcasts, and New York CLE credit information.

### 7. PROGRAMS WITH NYSBA INTERNATIONAL SECTION COMMITTEES

Each Chapter is **expected** to reach out to the Section's Committees to organize joint programs and projects that would be of use to the Chapter or the Section.

The International Section Liaison can provide information about the Section's Committees.

### 8. REGIONAL MEETINGS

Each Chapter is **expected** to organize regional meetings with other Chapters near your jurisdiction at its own costs and expenses.

The Section encourages its members to alert the Chapters when they plan a visit to the various countries so that the Chapters may organize social or business events, meetings, round table discussions with the visiting member.

Occasional reminders to this effect may be sent to the entire Section membership with the assistance of the International Section Liaison.

## 9. NYSBA INTERNATIONAL SECTION PUBLICATIONS

Each Chapter **shall encourage** its members to contribute articles or submissions regarding the law of your country as well as international law to our principal publications, the *New York International Law Review*, the *International Law Practicum*, and the *New York International Chapter News*.

From time to time, those publications may be launching surveys about the state of the law in the different countries in which we have Chapters. You can assist with these projects by encouraging a good response from your members and by helping to identify local experts. You should also keep in mind that Chapters are frequently viewed as important resources for information and support in your jurisdiction. The more a Chapter demonstrates understanding of local law and practice, the more likely it is that other Section members will contact Chapter members for legal advice on behalf of clients.

## 10. PRACTICE GUIDE FOR YOUR COUNTRY

The Chapters may compile an article or general brochure about: **(a)** the most important legal principles of; and **(b)** guidelines about international legal practice involving the country that every international practitioner should know.

## 11. ANNUAL MEETINGS AND GLOBAL MEETINGS

The most important meetings of the NYSBA International Section are: **(a)** the NYSBA's Annual Meeting which takes place in New York City in January of each year; and **(b)** the three-day global conference the Section organizes every fall in a major city in different countries.

Each Chapter is **expected** to encourage its members to attend those meetings and to volunteer to participate as a speaker, steering committee member or sponsorship committee member.

The International Section Liaison can provide information about the past and future meetings.

## 12. LOCAL BAR ASSOCIATIONS

Each Chapter is **expected** to contact their local bar associations and establish a communication channel between NYSBA International Section and the bar associations in the countries where we have Chapters.

Chapters are also encouraged to maintain good contacts with local chapters or affiliates of other international bar groups as well as to consider seeking the support of the U.S. embassy or consulate in your jurisdiction, American and other Chambers of Commerce and local law school and related educational institutions. Developing a mailing list with all their contacts can also spur new membership and good attendance and involvement with Chapter activities.

**13. DEVELOP "PRIVATE INTERNATIONAL LAW"**

The Chapter may engage its members in the development of "private international law" with the purpose of having vibrant discussions about the ways in which New York law and the law of all our jurisdictions can be more effective and hospitable to the types of international transactions and relationships we seek to encourage and make real. We ask all the Chapters to become a part of this ongoing discussion and to cooperate with the entire Section in projects related to law development and reform.

**14. ACTIVE PARTICIPATION IN THE EXECUTIVE COMMITTEE MEETINGS**

Each Chapter should attend and actively participate in the Executive Committee's monthly meetings when invited to attend, The input of our Chapter Chairs is essential to the success of planning and membership.

Approved by the Executive Committee on November 29, 2022