

NATIONAL JUDGES ASSOCIATION

An Association of Judges of Limited Jurisdiction

POLICIES of the COUNCIL of STATE REPRESENTATIVES

As amended:

June 5, 1988	June 9, 1988	May 12, 1991	May 9, 1993
November 11, 1993	May 10, 1995	June 17, 2001	May 7, 2002
June 22, 2003	May 16, 2004	May 21, 2006	June 26, 2007
October 11, 2007	October 29, 2008	October 10, 2009	June 20, 2010
October 10, 2010	June 20, 2011	June 17, 2012	May 19, 2013
2015*	September 6, 2017	May 20, 2018	October 8, 2018

Accepted at the Board of Directors Meeting (*name later changed to the Council of State Representatives*) of the National Judges Association (hereinafter “NJJA” or “association”), on June 21, 1987, at Jackson, Wyoming and to supersede any and all previous Board of Directors’ Policies and approved guidelines in accordance with the NJJA Constitution and Bylaws.

The following Policies of the Council of State Representatives (hereinafter “the council”) shall be binding on all actions of the Council of State Representatives, the Executive Committee and all appointed Committees unless amended by a two thirds (2/3) majority vote of the Council of State Representatives at any meeting.

1. **THE FIRST PRESIDENT** of the National Judges Association, the Hon. Zane E. Azbarea, shall be carried as a Life Member with no dues payment required.

2. **THE MACEACHERN AWARD** - The following rules shall apply regarding the MacEachern Award:

A. **Award Committee** — The Award committee shall consist of past recipients of the Award in good standing and the Executive Director. The Executive Director shall not have a vote unless he or she is a past recipient of the Award.

1. A quorum of this committee shall consist of a majority of the registered committee members present at each Conference.

2. The award committee shall elect a Chairperson annually to preside over the meetings, take notes of the meetings, if needed, and forward material from the meetings to the other members of the committee. The Executive Director shall be prohibited from being elected as the Chairperson.

B. **Nominations and Selection** — Nominations shall be submitted to the Executive Director by March 1st each year on NJJA Form 3. Any nominations received after March 1st shall not be considered for that year but be held over to the following year.

1. NJJA Form 3 shall be available on the NJJA website, or upon request to the Executive Director. It will also be published annually in *The Gavel*.

2. Upon receipt of all nominations, the Executive Director shall immediately forward copies of the nominations, ballots and any supporting materials to each member of the Award committee. The Committee members shall in turn submit the results of their voting to both the Chairperson and the Executive Director no later than the 15th of April. The chairperson and the Executive Director shall then confer and confirm the ballots they each received match

one another.

3. In the event of a tie vote, the Executive Director shall mail a second ballot to each member of the committee and a new vote shall be taken the same manner as above. Each member shall send a copy of their ballot to the Executive Director and the Chairperson. This ballot will only include those nominees who were part of the tie. If after the second ballot a tie still exists, co-winners will be chosen, unless there are more than two nominees still tied. In that case, the Chairperson's vote will be removed, and the winner or co-winners will be chosen. The Executive Director and Chairperson shall confer and confirm the ballots as above.

4. During the presentation of the award, the winner's biography and other information may be read or presented, but not the information of the other finalists. At no time shall the name or names of the other nominees be disclosed. Of the three finalists, the two runners up shall receive a certificate in the mail, recognizing that they are a MacEachern Award finalist.

5. Any nominee not winning the award may be re-nominated the following year and the same documentation may be used for judging. No nominee may be carried over for more than one (1) year. The Executive Director shall write to the nominator of those runners-up to determine if they wish to have their candidate re-nominated for the following year. After one re-nomination process, the application process will need to start over the third year.

6. All information regarding the Award is to be held in strictest confidence; however, the voting members may share information regarding the nominees with any other voting member. The final outcome of the voting shall not be revealed to any person prior to the actual presentation, except that the Executive Director may inform one family member of the winner, so that family may be present during the award presentation.

7. The Junior Past Recipient shall present the award to the current recipient. Should the Junior Past Recipient not be available, another shall be named by the Executive Director to make the presentation.

8. The committee shall not be required to present the Award if it deems the nominee or nominees are not qualified to receive it.

C. **Past Recipients** — No past recipient shall be nominated for a second Award; and if still nominated, the nomination shall not be accepted.

D. “The Gavel” Article: The Chairperson of the Committee shall be responsible for an article regarding the current recipient in the first issue of The Gavel immediately, upon request of the Editor of The Gavel, following the annual meeting.

E. Repealed _____, 2014

F. **Conference Fee Paid and Monetary Award** The top nominee shall be invited to the Annual Conference by the Executive Director, along with notification to one family member. The winning nominee's registration fee, but not travel costs or per diem, shall be paid by the Association with an appropriate check to the Conference Committee, along with a simple note

that this person's fee is being paid for, but with no explanation. In addition, the winner will be awarded at least \$200.00. If the winner of the Award does not attend the annual conference, neither the registration fee nor the \$200.00 will be paid. The Executive Director is responsible for bringing the Plaque, properly inscribed, to the Conference. This plaque is an Association expense.

3. **BUDGET**: A proposed budget for the next organizational year shall be prepared by the Finance Committee and submitted to the general membership at the annual business meeting. No budget shall project a net deficit. No expenditures shall be made except as provided by the budget, except for those associated with the annual conference and governed under policy numbers 2 and 4; provided, however, the Executive Committee may approve budget amendments between line items and/or emergency amendments not to exceed five hundred dollars (\$500.00).

4. **ANNUAL CONFERENCE**:

The Council shall set the maximum conference registration fee as well as the registration fee for retired judges who don't attend the education programs.

A. Conference site proposals shall be submitted two (2) years in advance to the Council of State Representatives at the annual conference council meeting. Selection of the annual conference site for two years hence shall be made at the Council's annual Fall Meeting, with a recommendation presented to the general membership at the following annual Spring Meeting.

Site proposals shall consist of a general prospectus, proposed program and schedule (with specific dates), and a proposed budget. The council shall not approve a budget that does not realistically forecast a net income. The Council will dictate an amount ("*seed funds*") and a time in which that amount will be advanced to the Conference Host Committee. The advance and any net profits should be returned to the association pursuant to subsection (7), below.

B. As part of the selection process, the Council shall then designate the Conference Chair, who is authorized to:

1. Open and maintain a checking and/or savings account in the name of the Association, to deposit funds into same and to draw checks on same for the purpose of paying conference expenses consistent with the approved budget and policy on conference expenditures. A second signature shall be registered on this account, preferably by a member of the Association who resides in another state. Two signatures shall not be required on checks.
2. Receive registration fees, contributions and other monies (on behalf of the Association) as income for the conference.
3. Make commitments and incur expenses in the name of the Association consistent with the approved conference budget.
4. Enter into written agreements on lodging and meeting rooms.
5. Commit the Association conference to payment of travel costs (but not honoraria or remuneration) for speakers; said payments to be consistent with the approved program and budget and in keeping with the policies on conference expense.
6. Repealed May 20, 2006
7. In addition to these authorizations, duties and responsibilities, the chair shall prepare a final written financial report of the conference. It shall be presented to the Council's Fall Meeting next following the annual Education Conference. The conference chair shall forward the advance funds and any net conference income, along with a copy of the report

and all financial records, to the Executive Director/Treasurer within sixty (60) days of the close of the conference. (Note: *This provision dictates protocol for closure of records and disposal of any remaining funds at the end of a conference. It is not intended to indicate an expectation that a conference will always generate a profit or that the chair is personally responsible for the generating the funds if a conference does not generate income.*)

C. Annual conference EXPENSES paid by the conference shall be governed by the following:

1. NJA will provide a hospitality room, beginning with the day of registration and ending with the awards banquet, with a no host bar available. Any alcohol in the hospitality suite will NOT be purchased by organizational funds.
2. Conference facility is instructed NOT to accept any telephone charges on the hospitality room telephone, or any room service charge for the room.
3. No more than two (2) out of state speakers shall be scheduled at any conference. Speakers' expenses shall be limited to coach class air travel, single room rate and actual meal costs for day of presentation plus travel time. (*Final decision left to the Conference Committee*)
4. Conference facility will be instructed to accept charges to the NJA Conference ONLY if signed by the conference chair.
5. Conference packets provided for each registrant shall include copies of available instructional materials and speaker biographies.
6. If any tours are offered to the group, the fee is to be included in the conference registration fee for all attendees, whether they choose to attend the event or not. Instruction is to be offered in the time period to those not (taking) participating in the tour. The conference chair may decide whether or not guests can purchase tickets to individual events during the conference.

D. Annual conference EXPENSES paid by the association include:

1. Provision of a room (at single rate) for the President at the conference. If not used by the President, it will be provided for the President-Elect.
2. All provisions for the Executive Director are an NJA budget line item, not a conference expense.
3. *Notwithstanding Policy (7(G))*, no additional expenses will be paid for any officer, including meals, room service, telephone or other expense. Conference facility is instructed to bill occupants for such expenses. NJA WILL NOT PAY.
4. The Council of State Representatives' Luncheon will be provided for all members of the Executive Committee, the Executive Director, the Editor of "The Gavel", and chairs of committees (reporting) and State Representatives. NJA will pay for Alternate State Representatives ONLY if the State Representative is not present.

Although welcome, anyone attending the Council of State Representatives' Luncheon on the Sunday prior to the education conference who is not a council member or Executive Committee member shall be required to pay for that meal excluding those previously mentioned.

E. In the event of cancellation of registration for the annual conference at thirty (30) days or less, \$25.00 of the conference fee will be nonrefundable. Cancellation at ten (10) days or less, ALL of the registration fee will be retained by NJA. Exceptions may be approved by the Executive Committee only in extreme circumstances.

5. FALL COUNCIL MEETING: EXPENSES

The association is responsible for payment of the President's and the Secretary's room for up to three nights; this does not include travel and per diem. This expense may include the day before the meeting day.

Luncheon during the meeting will be provided for all members of the Executive Committee, the Executive Director, the Editor of THE GAVEL, committee chairs (reporting) and State Representatives. NJA will pay for Alternate State Representatives ONLY if the State Representative is not present.

6. **THE NOMINATING COMMITTEE:** (See Bylaws, Article VIII)

A. The Nominating Committee shall consist of three regular members. *They* shall interview each nominee for an office, unless a nominee is unable to attend. *In that case* a written letter of acceptance may be accepted in lieu of the interview. NO OTHER MEMBER OF THE COUNCIL SHALL MAKE ANY REPRESENTATIONS to any nominee or prospective nominee of the availability of any nominations or of any standing to influence nominations, other than to request a member's agreement to submission on a nomination form. ALL nominations SHALL be made on a written form to be submitted to the Nominating Committee. Nominations must contain the full name of the candidate. The Nomination Committee shall review each nomination, interview the nominee to verify information furnished in support of the nomination and determine the nominee's eligibility for office.

B. The Nominating Committee may serve as the Election Board. Upon completion of the balloting, the Election Board shall collect and count the ballots. They will then certify the results to the membership in written form (with the original document to the Secretary and a copy to the Executive Director).

C. The Nominating Committee shall be chaired by the Senior Director or in his or her absence, by a past Senior Director.

7. **"THE GAVEL":**

"The Gavel" shall be the official publication of the National Judges Association. Therefore, any notices required by and specified within the Bylaws may be published therein. Such publication shall be considered as meeting those requirements, as will electronic or digital forms.

Publication is to be no less than three (3) times a year. One issue is to be released forty five (45) days after the annual spring conference, a second issue available by the end of the calendar year and a third no less than two (2) months prior to the annual meeting. As much as is practicable, the issues are to be sent early in the month of release and will prioritize information regarding meetings held or to be held in the near future.

A. Members of NJA receive the publication as part of their membership package; others may subscribe for twenty five dollars (\$25.00) per year. Requests for subscriptions may be sent to the Executive Director who will then supply necessary information to the Editor. Upon request from the Editor, the Executive Director may assist with invoicing processes for advertising as well.

B. The Publisher/Editor is to send complete a financial statement to the Executive Director by May 1 of each year. The report is to include a full accounting of number of issues, cost of publishing and postage, total number mailed of each issue, the amount of advertising income for the year and the number of individual subscriptions. If direct billing for costs of each issue is directed to the Executive Director, the report may be limited to volume and numeric information only.

C. Official notices to be included in the course of a year shall include the MacEachern Award information (see policy #2), proposed bylaw change adopted by the council at their fall meeting for the Winter or Spring issue and the Secretary's notice of the annual meeting for the April issue.

D. State Representatives are to provide information to the Editor from their individual states, including the death of any state member of the association or their immediate families. (They should also advise the Chaplain.) In addition, submission of a copy of any state publication to the Editor is encouraged.

E. Information from the National Judges' Education & Research Foundation is welcome for publication.

F. The Executive Director/Treasurer is to provide the Editor/Publisher with address labels for all current members.

G. EDITOR EXPENSES: In the event that the Editor of "The Gavel" attends the annual conference or the Fall Council meeting in his or her official capacity, the NJA may elect to reimburse the expenses incurred for travel (either mileage or coach rate air fare), conference registration fees and reasonable costs of accommodations. Accommodation costs subject to this policy shall be limited to the evening before the meeting or conference commences through the morning following the final scheduled general membership event. All requests for reimbursement shall be in writing, accompanied by proper receipts and submitted to the Executive Director within thirty (30) days of the event. (June 17, 2012)

8. **STATE REPRESENTATIVE RESPONSIBILITIES** will include but not be limited to:

- A. To assure the election of a representative and an alternate representative from the state and report same to the Executive Director.
- B. Attend all meetings of the Council of State Representatives and of the Association membership.
- C. Act as liaison between the Association and their state members, sharing information with all members within their state.
- D. Be responsible for recruiting new members and maintaining current members.
- E. Keep "The Gavel" editor informed of news from the state and or write articles of interest to other members for publication therein.
- F. Monitor state (or government entity) caucus.
- G. Provide news of NJA for in-state publications such as state association publications or local news media.
- H. Attend (and encourage the alternate representative to attend) general membership meetings. Be visible to both the association and state members.
- I. Advise the Education Committee of all state members who are eligible for any Judicial Education Achievement Awards not less than sixty (60) days prior to the annual meeting.
- J. Coordinate with the Membership Committee on any regional educational seminars or programs.
- K. (Repealed 5-20-06)
- L. Upon receipt of the notification list of delinquent members from the Executive Director, contact those members and encourage their continued participation in the association. Provide information of status of members to the Executive Director.
- M. Notify the Executive Director of dates of state conferences and educational programs. Information should be forwarded as soon as possible.

N. ALTERNATE REPRESENTATIVES RESPONSIBILITIES shall include these same responsibilities in partnership with the state representative or in sole performance should the state representative be unable to act.

(Noted: #8: This portion works in partnership with the Constitution.)

9. ANNUAL DUES:

The dues year cycles on a fiscal year basis, beginning July 1st and ending June 30th.

A. Dues received after January 1st will be credited for eighteen (18) months; that is, until the following dues period is invoiced. This exception applies to new members ONLY.

B. The following schedule of dues shall be applicable as of the 2019 membership renewal cycle:

1. Regular Members' dues are apportioned according to salary.

a. \$-0-up to \$3,500.00	\$ 50.00
b. Retired Judges	\$ 50.00
c. \$3,501.00- \$7,000.00	\$ 75.00
d. \$7,001.00-\$30,000.00	\$100.00
e. \$30,001.00 & up	\$150.00
2. Associate members \$ 75.00
3. Lifetime Membership \$350.00

C. Dues for the members of the state of Vermont are excepted from the 2018 revision due to a longstanding agreement reached between the association and the state association of Vermont. The Vermont Association of Assistant Judges pays the dues for their entire membership through the association (not through individual members' payments) for a previously agreed upon rate of \$60.00 per member. *May 20, 2018*

10. VOUCHERS shall have receipts attached and be approved in writing by the President or President-Elect as well as the Executive Director/Treasurer before payment.

11. MEMORABILIA: Policy on the sale of memorabilia will be determined by the council.

12. PRESIDENT ELECT: The President-Elect shall plan the mid-year meeting of the council with the assistance of the Executive Committee. A tentative date and location shall then be submitted to the council at the meeting held at the annual conference by the President Elect. He or she shall also be responsible for notifying the membership at the annual meeting of all committee assignments and appointments of officers during the Presidential term.

13. SECRETARY: The Secretary shall turn over all files and permanent records to the newly elected secretary within thirty (30) days of the end of the office term. If not previously done, copies of pertinent correspondence shall be forwarded to the Historian and the Executive Director/Treasurer.

14. REPORTS: When written reports are presented to the council, to the general membership meeting or to the Executive Committee, copies should be prepared for the secretary's official minutes, the Executive Director/Treasurer's files and for the Historian. Any correspondence (or a copy thereof) relating to an NJA member(s) or to the membership should be filed in the Executive Office, with an additional copy to the Historian. *(Footnote: Historical documents have been lost due to a lack of care.-CH)*

15. **EXECUTIVE DIRECTOR/TREASURER DUTIES:** (*ADMINISTRATIVE*)

- A. The Executive Director is responsible for bringing the President's gavel and Executive Committee name plates to all meetings as well as bringing the MacEachern award (and information) and the Past President's plaque to the annual conference.
- B. Each January, the Executive Director shall send a list of DELINQUENT MEMBERS to each state representative and alternate state representative, along with a list of current membership for the state.
- C. Within fourteen (14) days after receiving any minutes of the annual meeting, executive committee or council meeting from the Secretary, the Executive Director shall mail a copy of the minutes to the members of the Executive Committee, the Historian, and the Editor of The Gavel or any member who requests a copy of same.
- D. The Executive Director will provide a list of members whose dues are current and paid to the conference chair immediately before the annual conference.
- E. The Executive Director will be the keeper of all original historical documents and items.
- F. Each year the Executive Director will send to each member in good standing a certificate showing the member's name and the year. The certificate will be 8 1/2 x 11 inches in size.
- G. EXECUTIVE DIRECTOR/TREASURER EXPENSES:

The association shall be responsible for expenses of the Executive Director/Treasurer when he or she is performing official duties or appearing on behalf of the association including the annual conference or the fall meeting of the council. Costs allowed are for the rate of coach class air fare and/or mileage in accordance with IRS allowance; a per diem allowance of \$8.00(breakfast), \$12.00 (lunch) and \$24.00(dinner) and a reasonable room rate plus conference fees.

16. **EXECUTIVE DIRECTOR/TREASURER DUTIES:** (*For FINANCIAL Matters*)

The Executive Director/Treasurer shall strive to stay within all line items of the budget and will not exceed the budget on any line item without the written approval of the Executive Committee.

- A. After the adoption of the annual budget at the annual general membership meeting and again beginning the first of January following, the Executive Director/Treasurer will closely monitor the line item expenses paid. Expenditures are to be compared to the adopted budget line items.
- B. A detailed report of expenditures for expenses is to be prepared on April 1st, October 1st and January 1st of each year. The report is to be sent to the Finance Committee for review. After review with the Executive Director/Treasurer, the chair of the committee will consolidate any committee member concerns and forward them to the council before the fall meeting and before the annual conference for any appropriate action.
- C. Any line item expense of five hundred dollars (\$500.00) or more will require a voucher as well as the approval and signatures of the Executive Director/Treasurer and the President or President-Elect before payment. This requirement applies whether or not the item is budgeted, but does not apply to the conference advance ("*seed funds*").
- D. The Executive Director/Treasurer will pay all bills within a reasonable time after receipt.
- E. Reimbursement requests for travel and/or related expenses incurred on behalf of association directed business will be submitted to the Executive Director/Treasurer and are to be accompanied by receipts for said expenses.

Note: This section below is similar in scope to the Constitution Article V. The council will need to address whether or not to leave the language in both documents. This issue is NOT evidenced in the language that follows on the duties of committees.

17. DUTIES OF APPOINTED OFFICERS

- A. Chaplain: The Chaplain will offer prayer or arrange for a prayer to be offered at the council meeting and at the annual association meeting. The Chaplain will plan and or conduct a devotional service on Sunday morning at the annual conference or will work in partnership with the conference chair to prepare the event.
- B. Sergeant at Arms: The officer will arrange for the flag to be properly displayed at all council and association meetings. He/she shall lead the Pledge of Allegiance at all times.
- C. Historian: The historian will take photos at all association meetings and organize a history book that includes all agendas of all conference events and meetings. A display of previous event(s) is to be featured at the annual conference.
- D. Parliamentarian: The parliamentarian will attend all meetings and monitor all procedures so that they are in accordance with the association Constitution and Bylaws, as well as these policies of the council. Additionally, the officer will verify that meeting conduct is in conformity with Roberts Rules of Order ©.
- E. Editor of “The Gavel”:** (See also #7) The editor is responsible for publishing at least three editions annually of The Gavel and providing distribution to association membership.
This office is not addressed in the Constitution in Article V.

18. DUTIES OF COMMITTEES:

- A. Membership Committee: This committee is to work directly with the Vice-President to formulate a plan to recruit judges from a particular state (chosen by the Vice-President. The committee will also assist state representatives to recruit new members in their state.
- B. Bylaws Committee: This committee will recommend appropriate and timely changes to the Constitution and Bylaws. After review with the council, the committee will draft and prepare the recommended changes for presentation to the general membership for further action pursuant to Article X of the Constitution and Bylaws.
- C. Credentials Committee: This committee’s responsibility is to verify that:
 - 1. A quorum is present before any official action is taken on a given issue, or business is conducted. A quorum is defined as the Executive Committee plus representation from at least five states.
 - 2. The people voting at any given time at any association meeting are to be verified as members in good standing.
- D. Education Committee: This committee will:
 - 1. Assist the President and membership with all educational needs.
 - 2. Develop and provide a suggested curriculum for the conference chair of the annual conference.
 - 3. Develop and provide the conference attendees with an evaluation form in which to review each class and instructor; compile results and comments to assist with future conference curriculum.
 - 4. Confirm CLE hours and the number thereof prior to the conference with the approval of the hosting state’s Supreme Court or state bar (depending on that state’s recognized protocol for that purpose). (Reworded)

5. Maintain a directory of instructors and presenters, with their area of expertise for use at future conferences.
6. Establish a five year curriculum of education.
- E. Finance Committee: This committee will:
 1. Oversee the association's annual budget.
 2. Review association financial records with the Executive Director/Treasurer.
 3. Conduct an annual audit and present a report to the general meeting at the annual conference.
 4. Present a draft budget for approval at the general membership meeting at the annual conference.
- F. Resolutions Committee: This committee will write and present for consideration any resolutions of acknowledgment, condolences, recognitions or other similar proclamations for the general membership meeting at the annual conference.

19. **TRAVELING ON ASSOCIATION BUSINESS**: When officially authorized by the association and within the approved budget, MAY be reimbursed the actual rate of coach class air fare and/or mileage in accordance with IRS allowance; a per diem allowance of \$8.00(breakfast), \$12.00 (lunch) and \$24.00(dinner) and a reasonable room rate. This action may include the President, other elected officers or membership committee members, but is NOT limited thereto. Reimbursement requests are to be submitted to the Executive Director/Treasurer with receipts and attached to a voucher and written report. Copies are to be sent to the Secretary and Historian as well.

20. **SCHOLARSHIPS**:

In order to encourage greater participation at the Annual Conference of the NJA:

A. Conference Participation Award: At the beginning of each Annual Conference, the council will determine which state has the most registrants (at the conference); the state representative will receive one registration scholarship to the next conference. The Executive Director will be responsible for notifying the recipient of the award within thirty (30) days after the conference.

B. Most New Members Award: The names of all new members who have joined the association since the last conference will be placed into a drawing at the first council meeting of the conference.

1. A state with **more** than five (5) new members will have a separate drawing for that state, with the drawing to be done as allowed for any drawing scholarships.
2. All other new members from states having less than five (5) new members will be entered into a common drawing. For this drawing, if there are:

1-7	names	1 name is drawn
8-12	names	2 names are drawn
13-20	names	4 names are drawn
3. The President will draw the names.
4. In the event of a scholarship award given to a judge and the recipient not then being able to attend the conference, the state representative will have discretion to award the scholarship in question to another judge in their state who will be in attendance, with preference given to new judges. State representatives are to notify the Executive Director by March 1st of the names of the judges in their state who are receiving scholarships. The Executive Director will be responsible for written notification to the judge and to the conference chair of the award.

21. **OTHER AWARDS**:

A. President's Award of Merit: Any member of the association may nominate another individual (who is not a judge) or a judicial organization for this award.

1. The individual or organization nominated need not be a member of the association to qualify.

2. An example of service would be a person / organization that has/have provided this association with support by providing funds, judicial instruction over time without expectation of remuneration, or support staff who has labored far more than asked to enrich a conference, event or performed an act that selflessly promotes the goals of this association.

3. The written nomination should be sent to the Executive Director before March 1st.

4. The Executive Director will then provide mailed nomination packets to the Executive Committee. The committee will then select any recipients. The name(s) of the recipients will be sent to the Executive Director by April 1st.

5. A presentation shall be made at the President's Luncheon at that year's conference. This award shall be the premier award at the Luncheon. The Executive Director is responsible for preparing the award for presentation.

B. President's Award of Excellence: This award will be given at the President's discretion.

(This award needs some clarification and discussion of framework and limitation of monetary award.-CH)

22. **PROTOCOL FOR REQUEST FOR LEGISLATIVE ACTION**: This section outlines association protocol in the event that a request is received for assistance regarding a legislative issue:

1. **MAKING & RECEIVING THE REQUEST FOR ASSISTANCE**:

a. Information regarding the request needs to first be funneled through the state representative to association leadership. If the representative isn't immediately available, the alternate representative can act in that capacity. The state representative or alternate is responsible for contacting the leadership of the NJA, through the President or the Executive Director (or both concurrently). ***Information provided must be prepared and concise in order to avoid a response that is not complete or is inaccurate.*** Contact should be made by all methods available to avoid failure to reach leadership (ie., email, telephone, text, etc.) in a timely manner.

b. When the President is contacted directly, the Executive Board should be immediately notified (including the executive director) and a conference conducted for the purpose of determining:

1. If a response is appropriate
2. The nature or level of the response
3. The speed with which the response should be prepared
4. Designation of the responsible person(s) to provide the response

c. If the Executive Director is contacted by the state representative, the director is responsible for contacting the President immediately.

2. **Election of response**:

a. The Executive Board should choose one of the following options as a result of their discussion of the request:

1. No response
2. A written response or testimony to be coordinated and presented through the state representative
3. A telephonic testimony that the state representative shall coordinate in conjunction with the chosen presenter and association leadership.
4. Oral direct testimony may be provided by a person chosen by the executive board in partnership with the state representative. Expenses of travel shall be borne by the association for this type of action. If the requesting state can share or assume those costs, that action would be welcome. However, the cost should not be a determinate factor for the decision of whether or not to provide the support.
5. The state representative should be notified by the President of the action and decision of the board. After the event, a summary of any action taken by the board should be incorporated into association records. Copies of all written presentations and information should also be archived in association records.

Revised 10/2/2018//May 29, 2019 for final approval.