



NEW YORK STATE BAR ASSOCIATION

To: NYSBA Section and Committee Chairs

From: Department of Governmental Relations  
1 Elk Street  
Albany, New York 12207  
Phone: 518-463-3200; Fax: 518-487-5694

Re: Designation of Legislation Subcommittee Members

Throughout the legislative session, the Association's Department of Governmental Relations monitors legislation and coordinates efforts by the Association, its sections, and committees to support or oppose particular bills. Part of that effort involves distributing legislation and providing "alerts" to the Association's sections and committees regarding action on legislation by the Legislature and the Governor.

Creation of legislation subcommittees within the Association's sections and committees has proven to be among the "best practices" to enhance internal communication on legislation and to coordinate advocacy efforts to influence action by the Legislature and the Governor.



In determining which members will serve on your subcommittee, consider the following guidelines:

The subcommittee should include the section/committee chair and chair-elect, to facilitate involvement of the section/committee leadership and to provide continuity when officer-holders change.

The subcommittee should limit the number of members to facilitate rapid response (three to six members in total).

The subcommittee members should represent as many viewpoints of your section or committee as is practicable, to spot issues or conflicts, and to help build consensus.

The subcommittee should include members who are familiar with or willing to learn about the legislative process.

### LEGISLATION SUBCOMMITTEE DESIGNATION FORM

**DATE:** \_\_\_\_\_

**NAME OF SECTION/COMMITTEE:** \_\_\_\_\_

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**Subcommittee Member Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

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**E-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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**Subcommittee Member Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

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**E-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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Subcommittee Member Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

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Subcommittee Member Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

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Subcommittee Member Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

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Please complete and return this form to Barbara Mahan via e-mail at [BMahan@nysba.org](mailto:BMahan@nysba.org) or fax at 518-487-5694

Use the link below to access this form and other useful information relating to legislation at the Legislation Resource Center on the Association's web site.

<http://www.nysba.org/LegislativeResourceCenter>