NATIONAL CONFERENCE OF THE ADMINISTRATIVE LAW JUDICIARY
2018-2019 COMMITTEES AND DESCRIPTIONS

The following committees have been established as Standing Committees of our Conference for the 2018-2019 year. The number of committees is reduced significantly from prior years in order to concentrate our limited resources to achieve results within those areas. Ad hoc or limited committees or task forces may be established during the year to handle emergent issues, but will not continue as standing committees after they complete their work unless a clear need exists to do so.

These descriptions for the committees have been shortened to address their central functions, which each committee is expected to fully address and to regularly report its activity and progress to the Executive Committee. In some cases, the prior description of committee activity beyond those central functions has been converted into bullet points to show potential optional areas for that committee’s efforts, if it wishes.

1. Budget

Per NCALJ Bylaws, the Chair-Elect shall serve as the Budget Officer of the Conference and Vice-Chair shall serve as the Assistant Budget Officer of the Conference. Work closely with the NCALJ ABA staff representative to monitor and revise the general operating budget and other budgets, ensuring that they are kept up-to-date in the user-friendly, event-oriented format developed for use by the NCALJ officers and Executive Committee. Regularly report the status of each budget to the NCALJ Chair and Officers and provide a status report at Executive Committee meetings. Make recommendations to the NCALJ Chair and Executive Committee as needed to most efficiently monitor and utilize NCALJ financial resources.

2. Communications

The Chair of this committee also automatically serves on the JD Communications Committee. Two members of this committee are the NCALJ Editor to the JD Record and the NCALJ Editor to the Judges Journal. In coordination with the NCALJ Editor to the JD Record and the staff director of the NCALJ, committee members edit and publish the NCALJ segment of the quarterly newsletter in the JD Record for the members of the Conference. Similarly, in coordination with the NCALJ Editor to the Judges Journal, committee members work with that editor to notify the Chair of the Judicial Division Judges' Journal of topics of interest, assist to locate potential authors, and recommend manuscripts, and review, critique and make recommendations for possible publication in the Judges Journal.

3. Education and Programs

Oversee the development of Conference educational programs to ensure their design and objectives will benefit and educate the administrative judiciary on issues of timely importance.
to local, state and federal administrative adjudicators. Such programs should be consistent with the ABA diversity requirements and, where feasible, consistent with the overall yearly themes from the ABA President, and the Chairs of the Judicial Division and NCALJ. Plan, coordinate and organize committee, social, and other events of the Annual Meeting and Midyear Meeting, as appropriate. The Chair of this committee automatically also serves as a member of the JD Programs committee.

Additional, optional areas of effort or focus of the committee may include:

- Develop programs to present and recommend to the Judicial Division Program Committee for the Annual Meeting and, where appropriate, the Midyear Meeting.
- Work with other Judicial Division Conferences and/or other ABA Sections/Divisions to effectively share resources for programming.
- Ensure the inclusion and networking of administrative adjudicators and others involved in the administrative process into NCALJ and Judicial Division program objectives.
- Work with other Judicial Division Conferences and/or other ABA Sections/Divisions for outreach/networking and to effectively share resources.
- Coordinate programs with the Judicial Division, other JD Conferences, other ABA sections and outside groups.
- Work closely with the Annual and Mid-Year Meeting Committees and the Membership Committee to further the education, involvement, and networking of the administrative judiciary.
- Initiate and maintain communication with the Judicial Division Education and Program Committee Chairs, and work with them regarding program proposals, and assist in identifying and recruiting local or host judges and other specialists involved in administrative law to aid in the development of future programming.
- Work with other Judicial Division Conferences, other ABA Sections/Divisions and non-ABA entities, which are devoted to providing quality judicial education.
- Coordinate efforts with the National Judicial College to provide valuable educational opportunities in administrative substantive and procedural law and adjudication, and in related fields.
- Organize and stage annual mock administrative hearings (regarding SSA and other agencies) hosted by NCALJ for Congress and/or the Executive branch and their staff in Washington, D.C.

4. Federal Administrative Adjudication

Serve as the Conference resource for matters pertaining to federal administrative adjudication and work with the ABA and Judicial Division to develop recommendations to improve federal administrative adjudication and to aid those adjudicators in performing their jobs. Provide timely reports of developments and information to the NCALJ Executive Committee and membership and serve as a clearinghouse of information in this area.
Additional areas of effort or focus of the committee may include:

- Report on Congressional and agency activities, legislation and regulations that affect federal administrative adjudication.
- Promote improvement of federal administrative adjudication by working with the State and Local Administrative Adjudication Committee to jointly focus on judicial independence, fair judicial selection and performance evaluations (when utilized), judicial tenure, compensation, benefits, security and facilities.
- Promote excellence in federal administrative adjudication through networking, education, scholarly studies (e.g. by ACUS and law journals), mock hearings and improvement of Federal law affecting administrative adjudication, such as the Federal APA, the Model Code of Judicial Conduct and the Model Code of Ethics for ALJs.
- Develop a list of contact information of federal administrative adjudicators, including administrative judges, administrative law judges, immigration judges, and administrative appellate judges and sponsor education seminars for those adjudicators.
- Evaluate and propose improvements for the special needs of the federal administrative judiciary relating to judicial independence and performance. Prepare materials and guidelines for judges preparing speeches or testimony on this important subject.
- Gather, evaluate and organize general information regarding the selection procedures for administrative adjudicators and the criteria used by the Federal Government in determining judicial salaries and other benefits.
- Serve as liaison to continue the working relationship with the ABA Section of Administrative Law and Regulatory Practice in their efforts to pass resolutions to improve the salaries of federal administrative adjudicators for all levels of jurisdiction and to assist them in implementing improvements.
- Provide guidance regarding the effects of model codes on judicial selection, tenure and compensation of federal administrative adjudicators.
- Develop a clearinghouse to providing guidance and support to federal administrative law judges concerned with, or confronted by, incidents caused by lack of security.
- Investigate, evaluate and develop suggestions and guidelines for use by federal administrative agencies on how these agencies can provide improved security during administrative hearings.
- Serve as liaison and maintains a close working relationship with other federal administrative law entities such as the National Association for Administrative Law Judges, and others, to compare and evaluate instances where problems have occurred, and to propose solutions.
- Monitor and work to improve working conditions and other benefits for federal administrative adjudicators.
5. Immigration Law

Maintain current information regarding significant developments and issues in immigration law and provide liaison to Immigration Judges and their Association to assist, where possible, with the solution of those issues. Through that liaison, explore areas of common interest with Immigration Judges to find areas where we can work together with them.

6. Judicial Outreach

This committee works with the other Conferences of the Judicial Division in the new Judicial Outreach program to seek and support participation by all judges in the ABA to speak with groups in our respective communities to inform them about the role of the courts, law and judges in American life and government. This committee actively encourages participation by all NCALJ EC members during the designated Judicial Outreach week, utilizing the materials available on the ABA Judicial Outreach website.

7. Membership, Diversity and Recruiting Committee

Continually seeks and promotes the membership, active participation and retention of all eligible administrative adjudicators, including minorities at every level of our Conference.

Additional areas of effort or focus of the committee may include:

• Ensure that new members are promptly welcomed by letter from the Chair with enclosed materials about NCALJ and a concurrent request for their preferences for assignment to committees and invitation to attend our next programs at Midyear or Annual, and prompt assignment to and integration into the activities and work of their newly assigned committees.

• Similarly, existing members should be contacted by the new Chair right after the new ABA year begins on September 1st of each year to ask for their assessment of their experience in the Conference to date. At the same time, they should also be requested to express their preference for committee assignments, and asked if they have yet attended any of our programs at midyear or annual. They should also be asked what we can do to improve their membership experience and to add perceived and actual value to their membership. These responses must be recorded in a membership database so we can follow through on their involvement, participation and retention, and avoid sending duplicate communications.

• Coordinate efforts of other NCALJ committees to attract members, including minorities, through sound marketing principles and the dissemination of quality information and strategies to increase membership.
• Maintain liaison with other ABA entities and bar associations, including minority and specialized bar associations, in an effort to target select groups or regions for solicitation to membership. This effort should also target to potential members who attend attending our NCALJ programs.
• Promote and retain membership in NCALJ through personal contacts, speaking engagements, contacts with judicial and other professional association, letters, and publications.
• Establish and maintain a telephone campaign to encourage potential members to join the Conference, and to retain current members by surveying how to best serve their changing needs and by contacting those whose memberships are about to expire.
• Prepare scripts and guidelines for use in conducting telephone recruitment/retention campaigns.
• Annually evaluate what works, and what doesn’t, to objectively improve our methods and results obtained in membership, diversity membership and participation, and retention.

8. Nominating

This is a required, special purpose committee, established by our Bylaws, which is appointed by the Conference Chair and approved by the Executive Committee. Following the Bylaws, Goals and Objectives of the Conference, this committee is responsible to publicize expected vacancies in the Fall issue of the Conference Newsletter, to consider the applications of candidates who have expressed an interest in filling various positions as NCALJ officers or as members of the Conference Executive Committee, to prepare a slate of nominees and to announce the slate of nominees to the membership. This committee is further responsible for working with the Membership, Minority and Recruiting Committee to advise members on the procedures for candidacy as well as ways to further their NCALJ involvement toward becoming a future nominee for the Executive Committee.

9. Sponsorship and Non-Dues Revenue:

Explore ways in which we can ethically offer sponsorship opportunities to outside groups which will agree to either underwrite one or more of our revenue-generating programs or to contribute to NCALJ, perhaps through our 501(c)3 FJE fund. Also work with the Lawyers’ Conference to explore ways in which they can assist us in this effort in ways that we cannot.

10. State, Local, and Central Panel Administrative Adjudication

Promote improvement of state, local, and central panel administrative adjudication by working with the Federal Administrative Adjudication Committee and jointly focusing on judicial independence, fair judicial selection and performance evaluations (when utilized), judicial tenure, compensation, benefits, security, and facilities. Establish and strengthen liaison relations among and with central hearing agencies in order to report the development and successes of creating central hearing agencies on the state and local levels. Work with the ABA
and Judicial Division to develop recommendations to improve state, local, and central panel administrative adjudication and to aid those adjudicators in performing their jobs.

Additional areas of effort or focus of the committee may include:

• Promote excellence in administrative adjudication through networking, educational programs, mock hearings, and improvement of laws affecting adjudication, such as the Model State APA, a Model Central Hearing Agency Act, the Model Code of Judicial Conduct, and the Model Code of Ethics for State ALJs.

• Develop a list of contact information of state and local administrative adjudication offices and adjudicators.

• Serve as the point of contact for NCALJ and provide timely reports of developments and information in this area to the NCALJ Executive Committee and membership.

• Evaluate and propose improvements for the special needs of the state and local administrative judiciary relating to judicial independence and performance. Prepare materials and guidelines for judges preparing speeches or testimony on this important subject.

• Gather, evaluate and organize general information regarding the selection procedures and criteria used by the individual states and localities in determining judicial salaries and other benefits.

• Provide guidance regarding the effects of model codes for states on judicial selection, tenure and compensation.

• Provide expertise on the evaluation of state or local Administrative Law Judges, Administrative Judges, and other members of the administrative judiciary with an emphasis on evaluation as a tool for improving performance rather than a tool to interfere with judicial independence, i.e., developmental rather than judgmental.

• Providing guidance and support to administrative law judges concerned with or confronted by incidents caused by lack of security. Evaluate and develop suggestions and guidelines for use by administrative agencies on how these agencies can provide improved security during administrative hearings.

• Serve as liaison and maintain a close working relationship with other administrative law entities such as the National Association for Administrative Law Judges to compare and evaluate instances where such problems have occurred.

11. Strategic Planning

Evaluate and periodically revise the current Strategic Plan at each annual and mid-year meeting (including the mission statement, goals, objectives and action steps, as well as deadlines and persons responsible to complete the stated actions) and develop recommendations for changes, additions or improvements to guide the future direction of NCALJ. Maintain communication and a working relationship with NCALJ committee chairs to balance and coordinate their respective committee activities, objectives and goals with the NCALJ Strategic
Plan. Conduct a brainstorming session at the Mid-Year Executive Committee Meeting, with a focus on the Strategic Plan.

Other

The prior committees which have been sunsetted are listed here in case it proves necessary to reactivate one or more of them to deal with emergent issues of continuing importance and relevance to NCALJ. They are: ADR in Administrative Adjudication; Administrative Adjudication Task Force; Ethics; International Law; Labor and Employment Law; Special Education; and Technology.