Judicial Division
National Conference of Federal Trial Judges Bylaws

ARTICLE I - Name and Purpose

1.01 The organization shall be known as the National Conference of Federal Trial Judges (NCFTJ). The NCFTJ is a Conference of the Judicial Division of the American Bar Association (ABA).

1.02 The purpose of the NCFTJ is to provide a forum for its members to improve the administration of justice in the federal trial courts through conferences, seminars, educational programs and other activities; to support efforts to maintain the judicial independence of the federal trial courts; to promote diversity within the federal trial courts; to increase public understanding of the federal trial court system; to enhance the role and general welfare of its members; and to strengthen the federal system of justice at the trial court level.

ARTICLE II – Membership

2.01 Membership is open to all members of the Judicial Division of the American Bar Association who are active, recalled or senior judges of a United States District Court, a U.S. Bankruptcy Court, the U.S. Court of Claims, the U.S. Court of International Trade, the Tax Court, and U.S. Magistrate Judges. NCFTJ membership precludes membership in any other Conference of the Judicial Division of the American Bar Association.

2.02 Former or retired judges who were NCFTJ members in good standing and who continue membership in the Judicial Division of the American Bar Association may participate in the affairs of the NCFTJ, but they will not be eligible to vote or serve on the Executive Committee. The foregoing notwithstanding, members who retire during service of a term of office within the NCFTJ or during service of a term of appointment as a designee or representative of the NCFTJ may complete the term of office or appointment, but may not thereafter stand for re-election or re-appointment.

2.03 Any International Associate of the Judicial Division of the American Bar Association who serves as a judicial officer in another country, equivalent to the courts set forth in Article 2.01, shall be eligible to become an International Associate of the NCFTJ upon invitation. International Associates may participate in the affairs of the NCFTJ, but will not be eligible to vote or serve on the Executive Committee.

2.04 Any NCFTJ member whose annual dues are delinquent by a period of time set by the Board of Governors shall cease to be a member of the NCFTJ. A person who

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ceases to be a member of the American Bar Association shall also cease to be a NCFTJ member.

ARTICLE III - Executive Committee

3.01 The Executive Committee shall consist of the officers as set forth in Article 4, and nine members of the NCFTJ, to be elected by the majority of the Executive Committee members present and voting at the ABA Annual Meeting. The nine elected members of the Executive Committee, three of whom will be elected each year on a staggered basis, shall serve terms of three years each. The term of service will commence upon adjournment of the Annual Meeting at which such member shall have been elected. No Executive Committee member may serve more than two successive terms, except as otherwise provided in these bylaws.

3.02 The Executive Committee shall direct the affairs of the NCFTJ and be vested with the powers and duties necessary for the administration of the business of the NCFTJ, including the adoption of policies and procedures as deemed appropriate. A majority of the Executive Committee shall constitute a quorum.

3.03 The Executive Committee shall hold at least one regular meeting each year at the time and place of the ABA Annual meeting, and at such other times at the call of the Chair. The Chair shall, upon the request of a majority of the Executive Committee, call a special meeting with fifteen (15) days from notice of the request for such meeting. The Chair shall provide the Executive Committee at least ten (10) days notice of the time, place, and agenda for a regular or special meeting.

3.04 The Executive Committee meetings shall be open to attendance by any NCFTJ member except when it meets in executive session. The Executive Committee may meet in executive session upon a vote as stated in 3.05. Neither absentee nor proxy voting will be permitted at any NCFTJ meeting. Executive Committee members may attend meetings either in person or by conference call. Requests to attend a meeting other than in person shall be made to the Chair at least five (5) days before the scheduled meeting.

3.05 Matters before the Executive Committee shall be determined by a majority vote of those Executive Committee members then present, except as otherwise provided in these bylaws.

3.06 The Executive Committee may authorize the appointment of such standing committees, in addition to those otherwise established by these Bylaws, as are necessary to accomplish the purposes of the NCFTJ. The Committee Chair and membership of each NCFTJ standing committee shall be appointed by the Chair of the NCFTJ, and may include any NCFTJ member in good standing. The Chair of the NCFTJ may also appoint special purpose committees to consider and carry out special matters, and the Committee Chair and membership of each NCFTJ special
purpose committee shall be appointed by the Chair of the NCFTJ, and may include any NCFTJ member in good standing.

3.07 All matters coming before any meeting of the Executive Committee may be voted upon by voice vote, written ballot, electronic/digital ballot, or email.

3.08 If any member of the Executive Committee or Officer, as set forth in Article 4, shall fail to attend two business meetings within a calendar year, including conference calls of the Executive Committee, that member’s position on the Executive Committee may be considered to be vacated unless, upon the member’s request, their absence is excused for good cause by action of the Executive Committee or by the Chair. All requests to be excused from business meetings or conference calls shall be in writing and directed to the Chair with notice to the Secretary. If there is no request for an excused absence, or if absences are not excused, the Chair shall notify the Executive Committee member or Officer that their position may be declared vacated.

3.09 In the event of a vacancy, the Chair shall designate a successor who shall serve the balance of the term. Any member of the NCFTJ appointed to fill the unexpired term may be eligible for election to two complete three year terms after having completed serving the unexpired term.

ARTICLE IV - Officers

4.01 The officers of the NCFTJ shall be a Chair, a Chair-Elect, Vice-Chair, Secretary, and Immediate Past Chair. The Chair of the NCFTJ shall be the principal executive officer of the NCFTJ.

4.02 All officers shall serve a one year term beginning upon adjournment of the ABA Annual Meeting at which such officer shall have been elected. The Chair shall preside at all NCFTJ meetings of the Executive Committee and perform such duties as are provided herein or as directed by the Executive Committee. The Chair shall serve as the NCFTJ delegate to the Judicial Division Council.

4.03 The Chair-Elect shall succeed to the office of Chair upon completion of the one year term without further action of the NCFTJ. The Vice-Chair shall succeed to the office of Chair-Elect at the completion of the one year term without further action of the NCFTJ.

4.04 In the event of a vacancy in the position of Chair, the Chair-Elect shall succeed to such office and shall serve for the unexpired term and for the following year. If the Chair-Elect assumes the position of Chair prior to the expiration of the term of the Chair, or if the position becomes otherwise vacant, the Vice-Chair shall succeed to the position of chair-Elect until the next ABA Annual Meeting.
In the event of a vacancy in the position of Vice-Chair or Secretary, for any reason other than expiration of the term, the Executive Committee shall select a NCFTJ member to serve in that position until the next ABA Annual meeting.

4.05 The Secretary shall be the custodian of all books, papers, documents, and other property of the NCFTJ. The Secretary shall keep a true record of the proceedings of all NCFTJ meetings.

4.06 The NCFTJ Delegate to the American Bar Association’s House of Delegates shall serve as an ex-officio officer and member of the Executive Committee. The NCFTJ Delegate to the ABA House of Delegates shall be a member of the NCFTJ, appointed by a majority of the Executive Committee, and serve for a three year term. The NCFTJ Delegate to the ABA House of Delegates may be reappointed for a single additional three year term. In case of a vacancy, the Chair shall designate a successor who shall serve the balance of the term. Any member of the NCFTJ appointed to fill the unexpired term may be eligible for election to two complete three year terms after having completed serving the unexpired term.

ARTICLE V – Committees

5.01 There shall be Standing Committees as follows: (1) Nomination Committee, (2) Membership Committee, (3) Educational Programs Committee, (4) Ethics and Professionalism Committee, (5) Diversity Committee, (6) Congressional Affairs Committee, and (7) Judicial Clerkship Program Committee. Other Standing Committees may be established from time to time by vote of the Executive Committee as set forth in 3.06.

5.02 The Chair shall appoint a Nomination Committee not later than 90 days after the close of the ABA Annual Meeting. The Nominating Committee shall consist of at least three members of the NCFTJ who are not candidates for a position on the Executive Committee of the NCFTJ. The Chair of the Nominating Committee shall be the Immediate Past Chair of the NCFTJ. Vacancies on the Nominating Committee shall be filled by the chair. The Nominating Committee shall submit its report listing one or more candidates for each position to the Chair, which report must be received no less than thirty days prior to the ABA Midyear Meeting. The Nominating Committee shall also consider various diversities in the nomination process, to include, but not limited to, geography, court jurisdiction, race, ethnicity, gender, disability, and sexual orientation.

5.03 Consistent with the power delegated in Article 3, the Chair of the NCFTJ may appoint committees to consider and carry out special matters that may be deemed of importance or of benefit to the NCFTJ. The Chair shall state the purpose of each appointed committee, which committee shall exist for a term not to exceed one year, unless extended for no more than two additional single year terms upon the majority vote of the Executive Committee.
5.04 The Executive Committee may remove any Committee member or Committee Chair for the failure to perform delegated duties. Any Committee member or Committee Chair so removed may be replaced by the Chair of the NCFTJ as set forth in 3.06.

ARTICLE VI - Governance

6.01 These Bylaws may be amended at any ABA Annual Meeting of the NCFTJ by a two-thirds (2/3) vote of the members of the Executive Committee then present, and provided, further, that no amendment so adopted shall become effective until approved by the Judicial Division Council and the ABA Board of Governors.

6.02 No salary or compensation for services shall be paid to or by any Officer, member of the Executive Committee, or any committee member, except as may be specifically authorized by the ABA Board of Governors.