

2026-2028

The Law Association of New Zealand
Committee Guidelines

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The *Law* Association
OF NEW ZEALAND

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The *Law* Association OF NEW ZEALAND

The Law Association of New Zealand, Inc. ("The Law Association") Law Committee Guidelines ("Guidelines") provide guidance for the administration of The Law Association's specialist law committees ("committees"). They are designed to support effective and consistent governance across the committees and to set clear expectations for Convenors and members.

1. Status and Authority

1.1 Committees are established by, and accountable to, The Law Association Council.

1.2 Committees have no independent authority to bind The Law Association, make public statements on its behalf, or incur expenditure, except where expressly authorised by Council or management.

1.3 All committee activities must align with The Law Association's mission, strategic priorities, and representative function.

2. Purpose and Function

2.1 Committees exist to support The Law Association representative function by:

a. contributing to law and policy reform;

b. engaging with the courts, government and industry on legal, policy and operational issues;

c. supporting professional education; and

d. assisting Council with specialist advice when requested.

2.2 Committees operate in the collective interest of The Law Association and the profession, and not as representative bodies for individual members, firms, or sectors.

3. Establishment, Review and Dissolution

3.1 Committees are established by Council resolution following advice from management.

3.2 Each committee must have a clear scope and terms of reference stated at the beginning of each committee term.

3.3 Committees are subject to periodic review by management to assess relevance, effectiveness, duplication, and resourcing.

3.4 Council may restructure, merge, suspend, or dissolve a committee at any time.

3.5 All committee work, records, and intellectual property belong to, and vests in, The Law Association.

3.6 New committees may be established as and when considered appropriate by management, subject to Council approval.

4. Composition and Membership

4.1 Formal committee recruitment is conducted prior to each new committee term. Applications for committee membership are invited from all current members of The Law Association. Applications from individuals outside The Law Association's membership may be accepted as required, subject to Council approval.

4.2 Committees must be of a manageable size, ordinarily no more than fifteen (15) members, unless otherwise approved.

4.3 Committee membership should reflect a balanced mix of experience, practice area and interest, firm or organisation, perspective, and location.

4.4 Committee members should be The Law Association members, unless Council approves an exception.

4.5 Committee members may include lawyers, non-practising lawyers, academics, retired members of the judiciary, public sector representatives, industry professionals and others with relevant expertise, subject to Council

approval. Sitting judges and members of parliament may not serve on committees.

4.6 Where appropriate, management may appoint 'special advisors' to assist committees where it is considered they possess specific skills for the committee. Special advisors are not official members of the committee but may attend meetings at the approval of the Convenor.

4.7 Students and early career participants may be included on committees where appropriate, subject to clear role boundaries and supervision.

4.8 Each committee will have a webpage on The Law Association's website containing committee information, member details, Convenor contact and a list of submissions undertaken.

5. Appointment, Tenure and Attendance

5.1 Committee members are appointed by Council following an application and selection process undertaken by management.

5.2 Selection is based on relevant skill, experience, interest, availability, and the ability to contribute to the committee's objectives.

5.3 Members are appointed for a term of two years, or for the remainder of an active term where appointed to fill a vacancy.

5.4 Applicants may be appointed to a maximum of three committees in any one term.

5.5 Re-appointment is possible, but not automatic, and will be subject to the application and selection process.

5.6 Members may resign by written notice to the Committee Executive, who will inform management.

5.7 Council may remove a committee member where:

a. attendance or engagement is persistently inadequate;

b. conduct raises reputational or regulatory concerns for The Law Association;

c. conflicts of interest cannot be adequately managed; or

d. any other reason determined by management as appropriate.

5.8 Upon resignation or removal, members must return or destroy confidential committee documentation in their possession.

5.9 Committee members must make every effort to attend the ten committee meetings each year. Exceptions may be made for those on extended leave – i.e., sick leave, sabbatical leave, maternity / paternity leave.

5.10 Committee members are encouraged to attend The Law Association's AGM (in person or online) and the yearly 'Committee Thank You' event.

5.11 Committee members will be provided with an induction pack upon being selected for committee membership and will be required to sign a confidentiality agreement.

6. Convenors

6.1 Each committee must have a Convenor or Co-Convenors appointed by Council on recommendation from management.

6.2 After serving as a Convenor for four consecutive years (two terms) the Council, on recommendation from management, will appoint a new Convenor. Rotation from the role of Convenor does not affect appointment to the committee, nor does it prevent appointment to Convenorship of another committee.

6.3 A Convenor who has completed the

maximum consecutive service under clause 6.2, must observe a two-year (one term) stand-down period, after which they may apply again for Convenorship of that committee.

6.4 Where a partial term of Convenorship is undertaken, service of less than twelve months will not count toward the four-year consecutive maximum. Service of twelve months or more will count as one term for the purposes of calculating consecutive service.

6.5 Notwithstanding clauses 6.2 to 6.4, the Council retains final discretion to extend a Convenor's term in special circumstances, on recommendation from management.

6.6 Convenors are responsible for committee leadership, chairing meetings, work selection, task allocation, and liaison with management.

6.7 Convenors should work with their Committee Executive to manage attendance at committee meetings, assess member engagement, and escalate issues to management where required.

6.8 Where a Convenor or Convenors are unavailable, they should determine an appropriate Committee member to be acting Convenor to perform the Convenor's function for the duration of that absence.

6.9 Convenors are expected to be the committee's representative in attendance at The Law Association's AGM and yearly 'Committee Thank You' event.

7. Law Committee Executive

7.1 Each committee will be supported by a legally qualified Committee Executive employed by The Law Association.

7.2 The Committee Executive acts in the interests of The Law Association and is responsible for assisting with legal and policy work, ensuring the effective governance, integrity, and compliance with the committee's processes and records, and the proper running of the committee in accordance with these Guidelines.

7.3 Any governance or management issues should be raised with the Committee Executive in the first instance. The Committee Executive will then raise issues directly with management as required.

8. Meetings and Decision Making

Committees meet as scheduled ten (10) times per year: February to November. Meetings are held monthly, with allowance for non-operational periods, such as public holidays.

8.1 Meetings may be held in person, online, or in hybrid (in-person / online). Where a meeting is held online it will be via Microsoft Teams.

8.2 Members are expected to attend regularly, prepare in advance, and provide apologies when unable to attend.

8.3 Quorum is at least half of current membership.

8.4 Where quorum is not met, decisions may be noted but must be ratified at a quorate meeting or by subsequent written confirmation.

8.5 Decision making is by consensus where possible; unanimity is not required.

9. Committee Work

9.1 Committees are required to operate in line with their terms of reference.

9.2 Committees are expected to engage with consultations, interventions and representative work that falls within their area of expertise.

9.3 The decision to engage with a particular consultation, issue or project is a decision for the Convenor in conjunction with the Committee Executive and members.

9.4 Council and management retain final decision making over selection of committee work.

9.5 Committee approach to planning and drafting submissions may differ depending on the nature of each consultation. Submissions must be presented on The Law Association's submission template or letterhead, where possible.

Council and management retain final oversight of committee submissions relating to both content and structure.

9.6 Committees are encouraged to support CPD, LawNews publications, and professional engagement events, as required.

9.7 Each committee provides leadership within its designated legal focus, but no Committee has exclusive authority over any area of law. Collaboration is encouraged where issues intersect.

9.8 Committee members are expected to contribute to committee work as reasonably required, to the satisfaction of the Committee Convenor and management, whether by volunteering or accepting nomination by the Convenor.

10. Subcommittees and Working Groups

10.1 Committees may establish subcommittees (both standing and ad hoc) or working groups for defined tasks, as they see fit.

10.2 Subcommittees have no independent authority and must report to the parent committee.

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12. Approval and Sign-off of Submissions and Work

12.1 Committee submissions, correspondences, and other formal outputs may be approved and signed off by the relevant committee convenor (or their delegate) under authority delegated by Council.

12.2 Where a submission or correspondence is jointly prepared by two committees, each committee Convenor (or their delegate) may approve and sign.

12.3 Where a submission or correspondence is prepared by three or more committees, The Law Association

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13.2 Where a submission or correspondence is jointly prepared by two committees, each committee Convenor (or their delegate) may approve and sign.

Where a submission or correspondence is prepared by three or more committees, The Law Association President (or their delegate) must approve and sign to ensure oversight where multiple inputs and viewpoints are involved.

13.3 Where there are disagreements between members regarding the content of any submission or correspondence, the submission or correspondence should be referred to The Law Association President for oversight and sign-off.

13.4 The Law Association reserves the right to amend, remove, or otherwise modify any committee submission or output prior to publication or release.

13.5 All submissions and committee outputs remain subject to Council oversight.

14. Attendance by Other Law Association Representatives and Guests

14.1 Representatives of the Law Association from Marketing, CPD, LawNews, or other departments, may attend committee meetings as required, except where prior permission to exclude has been obtained from management.

14.2 Such attendance does not confer committee membership or decision-making rights, unless expressly approved by Council.

14.3 Guests and guest speakers may attend committee meetings with the approval of management, on a case-by-case basis.

15. Conflicts of Interest

15.1 Members must declare any actual, potential, or perceived conflicts of interest to the Committee Executive at the earliest opportunity.

15.2 Conflicts must be recorded and managed transparently, including withdrawal from discussion or decision-making, where appropriate.

15.3 Failure to disclose conflicts may result in steps being taken to remove the conflict, including termination of committee membership.

16. Confidentiality and Information Handling

16.1 Committee members must treat committee, CPD, and related business of The Law Association as confidential, unless authorised otherwise.

16.2 Chatham House rules will apply to monthly committee meetings.

16.3 Members must comply with The Law Association's privacy policy.

16.4 The Law Association adheres to the requirements of the Privacy Act 2020.

17. Media, External Communications and Proceedings

17.1 Only authorised representatives may speak publicly on behalf of The Law Association.

17.2 Committee members must not engage with media or external stakeholders as The Law Association representatives without prior approval of management.

17.3 Where a committee is engaging with representatives in government or industry, communication should go through the Committee Executive, unless otherwise agreed by the committee.

17.4 Committee members must not act in their capacity as representatives of The Law Association in any proceedings without permission from Council.

17.5 Social media posts relating to committee membership and work by committee members are permissible but must adhere to confidentiality requirements and Chatham House rules, be non-political and avoid reputational risk to The Law Association.

18. Conduct, Behaviour and Safety

18.1 While robust discussion and debate is encouraged, committee members are expected to act professionally, respectfully, and in accordance with The Law Association's values.

18.2 Bullying, harassment, discrimination, or other inappropriate conduct will not be tolerated.

18.3 Committee activities are subject to The Law Association health and safety obligations.

19. Complaints and Conflict Resolution

19.1 The Law Association takes all complaints seriously. Internal committee issues should initially be discussed with the Committee Executive and Convenor, with escalation to management as necessary.

19.2 Complaints involving conduct, work content, reputational risk, governance and disputes should be escalated to management.

19.3 Council, in conjunction with management, will determine the appropriate response, including investigation, mediation, or removal, as necessary.

20. Neutrality and Independence

20.1 Committees must operate in a non-political and non-partisan manner.

20.2 All committee outputs must focus on the merits and operation of the law, procedure, or policy.

21. No Legal Advice

21.1 Committees do not provide legal advice to the public.

21.2 Committee discussions, outputs, and submissions are provided for general policy, law reform, representative and professional purposes only.

22. Reporting and Accountability

22.1 Committees report to Council (via management), as required.

22.2 Reporting is required as part of The Law Association's auditing requirements.

22.3 It is the responsibility of the Committee Executive to report committee outputs to management - including, submissions, interventions and projects for the purposes of publicity.

23. Review and Amendment

23.1 These Guidelines are subject to periodic review. Council and management may make amendments at any time.

24. Member and Committee Benefits

24.1 In order to attract and reward members, The Law Association may provide a range of benefits to committee members, from time to time.

24.2 Any such benefits are discretionary and may be varied, suspended, or discontinued at any time without notice.

25. Recording of Meetings

25.1 Committee meetings may be audio or video recorded by Committee Executives for minute-taking purposes.

25.2 Recordings remain the property of The Law Association, are subject to privacy requirements, and will only be retained as long as necessary.

26. Intellectual Property

26.1 All intellectual property created by committee members in their capacity as committee members belongs to The Law Association.

26.2 Members may not reuse or publish committee work without permission from The Law Association.

Appendix A

Referenced Policies

The following Law Association policies and documents apply to committee operations, as amended from time to time:

a. Conflicts of Interest Policy
b. Privacy Policy
c. Health and Safety Policy
d. Any other policy approved by Council and notified to committee members

Appendix B – The Law Association committee / management contact details

Appendix B

The Law Association committee / management contact details

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For every lawyer,
at every step.

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