



The Advocacy Institute Is Pleased to Announce

PROGRAM ANNOUNCEMENT

THE NUTS AND BOLTS OF COUNSELING MULTI-MEMBER BOARDS

**April 23, 2013
10:00 a.m. to 12:00 p.m.
124 Halsey Street
7th Floor, Monmouth Room
Newark, New Jersey**

Program Summary

Providing legal counsel to multi-member boards requires not only a sound knowledge of the substantive law guiding agency decision-making, but familiarity with the Open Public Meetings Act, quorum requirements, recusal issues, hearing procedures and the APA standards for final decision-making. This presentation will provide an overview of the relevant laws, as well as practical guidance to assist in consensus building.

Who Should Attend?

This program is intended for those attorneys who appear before and counsel multi-member boards. Others, however, may find the issues discussed of interest

Who Is the Faculty?

AAG Sharon Joyce, is the Deputy Director of the Division of Law in Newark. She began her career at the Division of Law in 1979 after graduating from NYU School of Law. Throughout her tenure, AAG Joyce has represented multi-member boards including professional licensing boards, pension boards, the Board of Trustees of UMDNJ, and the Board of Directors of University Hospital.

CLE Credit

NJ CLE Credit: This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 2.0 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

NY CLE Credit: 2.0 substantive credits (pursuant to the approved jurisdiction policy).

PA CLE Credit: 1.5 substantive credits (\$3.00 mandatory registration fee required).

How Do I Register?

State Employees

Most State employees are able to register for this course by going to <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> and creating an AGAI Course Registration account. To do so, your computer **must** be attached to the government's Garden State Network. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.

Non-State Employees or State Employees not Connected to the Garden State Network

If you are not a State employee, or are otherwise unable to access the AGAI Course Registration System through the Garden State Network, kindly email the Advocacy Institute at: AdvocacyInstitute@lps.state.nj.us for an authorization code to allow you access to the AGAI Course Registration System through the My New Jersey portal. **Setting up your account through the portal is a two-step process, the details of which are set forth in the next two paragraphs.**

Once you receive the portal authorization code you will be prompted to go to the My New Jersey portal at <http://www.state.nj.us/> and create a portal account. This is Step 1 of the process, which you need only do once.

Upon setting up your portal account, you need to set up your AGAI Course Registration System account. This is Step 2. To do so, log on to the My New Jersey Portal <http://www.state.nj.us/>. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a new user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.