

**FEDERAL PRACTICE COMMITTEE
UNITED STATES DISTRICT COURT
DISTRICT OF NORTH DAKOTA**

BY-LAWS

- I. Federal Practice Committee: The purpose of the Committee is to serve as liaison between the Bench and Bar. The Committee suggests changes to local rules of court and procedures; advises the Court concerning perspectives of the Bar on the operation of the Court; undertakes special projects at the request of the Chief Judge; and, in general, offers assistance and advice to work with the Court to improve the administration of justice.

- II. Membership, Terms and Officers:
 - A. Membership: The Committee shall consist of nine (9) attorneys who practice law in this District. The active Judges for the District shall select eight (8) members from the Bar, who are considered learned in the areas of federal civil or criminal law. Four (4) members shall be from the Eastern Division and four (4) members shall be from the Western Division. The Judges shall request that the State Bar Association of North Dakota nominate one (1) member of the North Dakota federal bar for appointment to serve on the Committee.

 - B. Term of Service: The term of appointment to the Committee shall be for three (3) years. The Court shall make initial appointments of such duration to assure that the terms of service are staggered to ensure continuity of membership. Members of the Committee shall be eligible for reappointment for no more than two (2) consecutive terms.

 - C. Chairperson: The Committee as its first order of business shall elect a Chair. The member elected as Chair shall serve as Chair for the duration of their term. The Chair shall organize and lead Committee meetings; act as liaison between Court and Committee; make subcommittee assignments as necessary; and perform administrative duties as necessary.

 - D. *Ex Officio* Members: The judicial officers of the District and Bankruptcy Courts shall serve as *ex officio* members of the Committee. The United States Attorney for the District, the Federal Public Defender for the District, the CJA Panel Representative, the Clerk of the District Court, and the Clerk of the Bankruptcy Court shall also serve as *ex officio* members of the Committee. The Clerk of District Court shall perform the duties of Secretary as directed by the Committee.

- III. Meetings: The Committee shall meet when called by the Chair. In addition, the Committee shall meet as follows:
 - A. Annual Planning Meeting: To be held on or before August 1 for the installation of new members and to set the Committee's agenda for the year. In odd numbered

years, the Annual Planning Meeting may be held in conjunction with and at the site of the Eighth Circuit Judicial Conference.

- B. Annual Meeting with the Court En Banc: The Chair, in consultation with the Chief Judge, shall convene a meeting of the Committee with members of the Court. The Chair and Chief Judge shall set the agenda for the meeting.
 - C. Reimbursement for Expenses: Reasonable expenses incurred by the Committee in fulfilling its purpose, as well as expenses of members incurred to attend meetings of the Committee or any subcommittee, may be reimbursed. An Advisory Committee consisting of the Chief Judge, Chair and the Clerk of the District Court shall determine proper expenses for reimbursement in compliance with the Non-appropriated District Court Fund Plan.
- IV. Subcommittees: The Chair shall appoint such subcommittees as may from time to time be necessary to facilitate the work of the Committee including but not limited to the following: Local Rules Subcommittee; Federal Practice Seminar Subcommittee; and Practice and Procedure Subcommittee.

Approved July 17, 2023.