

**FEDERAL PRACTICE COMMITTEE
UNITED STATES DISTRICT COURT, NORTHERN DISTRICT OF IOWA**

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 eight to twelve (8-12) members who are attorneys who are admitted to practice in the state of Iowa and before United States District Court for the Northern District of Iowa. The Chief Judge for the District shall select eight to twelve (8-12) members who are considered learned in the areas of federal civil or criminal law. In selecting members, the Chief Judge shall strive to balance membership geographically throughout the District.

 - B. Term of Service: The appointment to the Committee shall be for a three (3) year term, which term shall commence on the 1st day following the Annual Meeting at which the member of the Board was appointed. The active Judge for the District shall make the initial appointments. The terms of the appointments are to be staggered to ensure continuity of membership such that approximately one-third of the members of the Board shall be appointed at each Annual Meeting. Once appointed, a member of the Committee shall be eligible for reappointment for no more than one (1) additional consecutive three-year term.

 - C. Chairperson: The Chief Judge shall select a Chair. The member selected 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, and the Clerk of

Court shall also serve as ex officio members of the Committee. The Clerk of 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 September 1 for the installation of new members and to set the Committee's agenda for the year. 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 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.

ADOPTED BY FEDERAL PRACTICE COMMITTEE AUGUST 13, 2015