

YEARLY PLANNER

JANUARY

1. **Determine Meeting Schedule for the Year. Coordinate with Wanda Reece for Meeting Dates and Times.** Any reservations received prior to January 15 will be deemed received on January 15, and if there are multiple requests for a particular date and time the conflict will be resolved as equitably as possible. Requests received after January 15, will be assigned on a first come, first serve basis. The first committee meeting shall take place before the end of February each year, unless in the discretion of the Chairperson and the Executive Director such meeting is unnecessary. A minimum of 10 days' notice is required for all meetings. Remember the Tulsa County Bar Association is not available for video-conferencing on Friday afternoons between Memorial Day and Labor Day.
2. **Send introductory letter and meeting schedule to Committee/ Section Members.** To the extent possible use your committee/section list server address for this and all other committee/section correspondence.
3. **Ask a committee/section member from or near each video-conferencing location to serve as the video-conferencing coordinator for that location.** Make sure the video-conference coordinators know they need to be available at their assigned location 30 minutes prior to each meeting to ensure the video conference link is established and ready to go when the meeting starts. These coordinators should also be sent a copy of the Agenda and all meeting materials in advance so the materials can be distributed to those persons attending at the remote locations.
4. **Ask a committee/section member to act as recording secretary for purposes of taking minutes at each meeting.** The Committee and Section Rules require minutes be taken at each meeting. Meeting minutes are then to be distributed to the Bar Association President, Executive Director, Board of Governor Liaison and each committee member. Committee minutes must list those present and those absent and state whether the absence was excused.

ONE MONTH PRIOR TO MEETING

1. **Confirm Meeting date and time with Wanda Reece.**
2. **Send meeting notice/agenda to each committee/section member.** Again, please use the committee/section list server to the extent possible. Be sure to ask for a response to the notice, the response should indicate at which location the committee/section member will attend the meeting. This will help you make sure to get the appropriate number of written materials sent to the coordinator for that location. An agenda will help keep the meeting on track and when it is sent in advance will allow committee/sections members to be prepared to discuss the meeting topics. Be sure to include a time to approve the minutes of the previous meeting.

TWO WEEKS PRIOR TO THE MEETING

1. **Gather all written materials needed for the meeting and send them to Wanda Reece for copying and distribution to the coordinators for the various remote locations.**

2. **Confirm that your coordinators of the remote locations will be available for the meeting and prepared to operate the video-conferencing equipment for the meeting.** If the coordinator is unable to attend a particular meeting, ask him or her to train another committee/section member to use the equipment prior to the meeting.

ONE WEEK PRIOR TO THE MEETING

1. **Send out a meeting reminder via the committee/section list server.** Do not ask for a response to the notice. This is just a friendly reminder to the section/committee members.

MEETING DAY

1. **Arrive at the location you will attend at least 30 minutes early to make sure the room is set up, materials are ready to be distributed, and to greet committee members as they come into the room.**
2. **Bring extra agendas to the meeting in case someone forgot to bring his or her copy.**
3. **Have everyone at each location introduce himself or herself.** This should be done at every meeting, not just the first meeting. Many times people are unable to attend the first meeting and don't hear the introductions, or sometimes, people may remember a face but not a name. Making introductions a part of every meeting keeps people from being embarrassed by having to ask someone's name.
4. **Make sure your recording secretary takes minutes and passes around a sign-up sheet.**
5. **KEEP THE MEETING AS SHORT AS POSSIBLE.** The committee/section work of the bar association is very important, but remember everyone in the room is volunteering his or her time. Following the Agenda sent out before the meeting will help keep the meeting on track. If someone is dominating the meeting or wasting time, it is your job as chairperson to steer them back on track and keep the meeting rolling.
6. **Thank everyone for their time.** Letting committee/section members know you appreciate them and their time commitment will encourage the members and make them want to assist you with the work of the committee/section.

WITHIN ONE WEEK AFTER THE MEETING

1. **Send a copy of the approved minutes from the previous meeting to the OBA President, Executive Director, Board of Governors Liaison and the committee members.**

2. **Obtain a copy of the minutes for the recent meeting from the recording secretary and make any preliminary corrections that are needed.**
3. **Use the committee list server to send the minutes to the committee/section members to review prior to the next meeting. Also, send a preliminary version of the minutes to the President, Executive Director and Board of Governors Liaison.** Please identify the minutes as "Proposed" so that everyone knows this is not the approved version of the minutes.

AUGUST

1. **Committees** By **August 1** submit your requested budget for the next year to the OBA Budget Committee by providing a copy to the President-Elect and the Director of Administration, Craig Combs.
2. **Sections** By **August 1** submit your proposed budget for review and comment to the OBA Budget Committee by providing a copy to the President-Elect and the Director of Administration, Craig Combs.

SEPTEMBER

1. **Annual Meeting Request** If your section or committee is going to meet at the OBA Annual Meeting, on or before **September 15** complete the Annual Meeting Request Form and return it to the Director of Administration, Craig Combs.

OCTOBER

1. **Annual Report** No later than **October 1** provide the OBA Executive Director with a concise, written report summarizing the activities of the current year.
2. **Recommended Reappointments to Committees** No later than **October 1** provide the Executive Director and President-elect with recommendations for appointment or reappointment of committee members and committee chairperson.

NOVEMBER

ATTEND THE OBA ANNUAL MEETING!

HELPFUL HINTS

1. If your committee or section wants the OBA Board of Governors to take action on an issue, the Executive Director must receive the request at least ten (10) days prior to the Board of Governors' meeting. The request shall set forth the requested action with specificity and be accompanied by a copy of the minutes of the meeting in which the recommendation for action was adopted. If the requested action was not unanimously adopted, you must inform the Board of Governors of the number of votes for and those against the requested action and allow the minority to set forth their position as an attachment to the minutes.

2. If your committee or section is requesting that proposed legislation become part of the OBA's legislative program, you must follow the steps outlined above and a draft copy in bill form of the requested legislation.
3. A committee or section must have approval of the OBA President before it can solicit events for an OBA activity in excess of \$1500.00
4. Neither a committee or section, nor any member in its representative capacity of the committee or section, can express a public opinion or engage in legislative activity without prior authorization from the OBA Board of Governors
5. Ask the staff if you have questions or need assistance. You will find them very helpful.

HAVE A GREAT YEAR!!!!