

GUIDE FOR COMMITTEES AND SECTIONS

This guide is a statement of general rules and policies for the operation of committees and sections of the Oklahoma Bar Association. All questions as to responsibility and authority which are not clearly answered herein should be referred to the Oklahoma Bar Association Executive Director.

1. **Committees:**

1.1 **Standing Committees:** Standing committees are appointed to undertake responsibilities where continuity is necessary or desirable.

1.2 **Special Committees:** Special committees are appointed to undertake specific assignments of relatively short duration.

1.3 **Organization:**

(a) **Members:** The membership of a committee shall consist of those persons appointed by the President. Appointments shall be for a term of three years. The initial terms of appointment shall be staggered so that one-third of the terms will expire each year. Members shall serve at the pleasure of the President. Absence from two consecutive meetings (without excuse approved by the Chairperson) may result in removal.

(b) **Ex officio Members:** The President may appoint Law Student Division members and other non-members who have a special interest or expertise relating to the charge of a Standing or Special Committee. Ex officio members shall not be allowed to vote.

(c) **Chairperson(s) and Vice-Chairperson(s):** The Chairperson(s) and Vice-Chairperson(s) are appointed by the President.

(d) **Other Officers:** The committee, from its membership, shall select a secretary and may select such other officers as it deems advisable.

(e) **Subcommittees:** The committee may appoint, from its membership, such subcommittees as it deems advisable.

1.4 **Budget:** Committees shall be funded through the general revenues of the Oklahoma Bar Association. On or before August 1, each committee shall submit to the Budget Committee of the OBA its requested budget for the next calendar year. Such request shall be substantially in the form as may be requested by the Director of Administration. Supplemental budget requests shall be made to the Board of Governors, in care of the Executive Director, and approval thereof shall be

obtained before any expense not included in, or in excess of, the approved annual budget is incurred.

2. **Sections:** Sections are created to provide members of the Bar with a structured form in which to pursue specialized interests which are in harmony with the interests and obligations of the Oklahoma Bar Association.
 - 2.1 **Creation:** The creation of a section and by-laws of the section must be approved by the Board of Governors. Approval of the Board of Governors may be obtained by filing a request for the creation of a section signed by not less than seventy-five (75) OBA members. The proposed section by-laws must accompany that request.
 - 2.2 **Number of Members/Disbandment:** If the membership of any section drops below 75 for one year, the section will be given notice that it will be disbanded if it cannot increase its membership to 75 within the following year. Any unused funds of the section will revert to the OBA upon the disbandment of the section after the two year period has elapsed.
 - 2.3 **General Responsibility:** A section shall undertake the responsibilities of a standing committee to the area of specialized interest of its members.
 - 2.4 **Specific Responsibilities:** Sections in areas of substantive law shall:
 - (a) Cooperate in the continuing legal education of the members of the Oklahoma Bar Association.
 - (b) Cooperate in the development of the legislative program of the Oklahoma Bar Association.
 - (c) Systematically inform section members of the activities of the section.
 - (d) Strive to obtain the involvement of section members in the activity of the section.
 - 2.5 **Finances:** Sections shall be self-sustaining and are expected to finance all section activities through section dues. Section funds are to be utilized for section activities only. Unless otherwise provided in the section budget approved for the year in question, section dues are to be utilized for administrative expenses of the section and programs for the benefit of section members, only.
 - 2.6 **Budget:** Each section shall submit its proposed budget, substantially in the form as may be requested by the Director of Administration, to the Budget Committee of the OBA by August 1, each year, for review and comment regarding compliance with policies which have been adopted by the Board of Governors. The proposed section budget for the coming year shall then be submitted to the Board of Governors before the last day of

November each year for acceptance. Subject to the approval of the Board of Governors, the proposed budget:

- (a) may provide that section officers and members be reimbursed for expenses incurred on behalf of the section. Such a provision shall be specifically approved by the members of the section by resolution or by-law provision and must, in all instances, be consistent with OBA policies for reimbursements; and
- (b) may provide for accumulation of and set aside from year to year of specific amounts based upon plans for expenditure evidenced in the budget by a short description of the specific program or purpose for which the accumulation or set aside is established; and
- (c) to avoid financial loss, should include a long range plan with a brief description of programs and/or activities which require the accumulation of funds and the target reserve to be established before implementation of plans; and
- (d) may include a contingency fund equal to one times the expected annual dues of the section; and
- (e) should provide for a carry over fund balance, from year to year, sufficient to meet projected expenses of the section as incurred.

No section shall accumulate funds in excess of five times the average dues collection of the section over the preceding three years. The proposed budget must be balanced, reflecting expenditures and set asides. Any variance from these guidelines will require prior approval of the Board of Governors. Unbudgeted funds, in excess of those provided for in paragraphs 2.6(b, d and e), shall be paid to the General Fund of the OBA.

3. **Meetings of Committees and Sections:**

- 3.1 **Committees:** The initial meeting of each committee shall be held by the end of February, unless, in the discretion of the Chairperson and the Executive Director, such meeting is unnecessary. The time and place of meeting shall be determined by the Chairperson. A minimum of ten (10) days notice shall be given of all committee meetings.
- 3.2 **Sections:** The organization and meeting procedures of a section, the Executive Board of a section, or officers of a section shall be in accordance with the section's by-laws, as approved by the Board of Governors.
- 3.3 **Scheduling Meetings and Video-Conferencing:** Committee and section meeting times must be reserved with the Meetings Coordinator. Meetings may not be reserved beyond December of the year in question (video-conferencing in Tulsa may not be reserved beyond August until after August 1). In order to achieve

maximum utilization of the Bar's resources, meetings must not exceed 1 hour 50 minutes and must start at any of the following times: 9:00 a.m., 11:00 a.m., 1:00 p.m. or 3:00 p.m. In reserving meeting dates and times you will need to provide the date(s), beginning meeting time(s) and whether or not you request use of the video-conferencing equipment and, if so, which locations you plan to use. The Meetings Coordinator will contact the other locations to check on equipment and meeting room availability and confirm with you the meeting dates, times and locations or, if the meeting sites are not available, ask you to select alternate dates. 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. In the event of any conflict or if any issue arises which is not covered by this policy, the decision of the Executive Director shall be final.

If you determine that you will be canceling a meeting or canceling a video-conferencing location, please so inform the Meetings Coordinator as soon as possible after the decision is made, but not later than 24 hours prior to the meeting.

Use of the video-conferencing equipment will be based on availability on a first come, first serve basis. Availability of video-conferencing equipment cannot be guaranteed. See Appendix "A" for current information on video-conference locations and other details regarding video-conferencing.

4. **Minutes and Reports:**

- 4.1 **Committees:** Minutes shall be kept of all meetings of a committee. Following each meeting, a copy of the minutes shall be promptly delivered to the Executive Director, President, BOG Liaison and each committee member. The minutes shall include a list of members present and members absent. As to each absent member, the minutes shall state whether the absence was excused or unexcused.
- 4.2 **Sections:** Minutes shall be kept of all meetings of a section as well as any meeting of the Executive Board of a section. Following each meeting, a copy of the minutes shall be promptly delivered to the Executive Director, President and each member of the Executive Board of the section. A copy of the minutes of any meeting shall be made available to any section member upon receipt of a request therefore.
- 4.3 **Request for Action of the Board of Governors:** Whenever a section or committee requests action by the Board of Governors, the requested action shall be reflected in the minutes of the section or committee. In addition, the requested action shall be set forth in a letter accompanying the minutes and directed to the Board of Governors in the care of the Executive Director. If there were dissenting votes on the requested action, the number of votes for and against shall be set forth in the minutes and those in the

minority shall be afforded the opportunity to set forth, as an attachment to the minutes, their reasons for dissent.

- 4.4 **Requests or Reports Regarding Legislative Program:** Whenever a section or committee reports on, or requests action with respect to, legislation, it shall, in addition to the requirements of paragraph 4.3, promptly furnish a copy of its minutes to the Board of Governors together with draft copies in bill form of any requested legislation. Except as to matters which are emergency, reports and requests related to legislation shall be submitted on or before such date as may be set by the Board of Governors.
- 4.5 **Annual Reports:** Each committee and section shall, by October 1 of each year, file with the Executive Director a concise, written report summarizing the activities of the current year.
- 4.6. **Recommended Reappointments to Committees:** The Chairperson of each committee shall, by October 1 of each year, provide to the Executive Director recommendations for appointment or reappointment of committee members. The Chairperson shall also include a recommendation of a chairperson for the ensuing year.
5. **Receipts and Disbursements:** Revenues from and expenditures of committees and sections shall be under the general supervision of the Board of Governors.
6. **Fundraising Policy of Committees and Sections:** Before any committee or section of the OBA solicits, in its representative capacity, money, services or property of a value in excess of \$1,500.00 from any person or organization other than its own individual members for any activity, project or program which will be represented to the public as one involving, endorsed or sponsored by the OBA or any of its committees or sections, a written request to conduct the solicitation must be submitted to the President of the Association and written approval obtained from the President. In the event the President does not approve the request, the chair of the committee or section or his or her designee, may present the request to the Board of Governors at a regular or special meeting of the Board of Governors. The Board of Governors shall decide whether the solicitation will be permitted in the manner requested, in some modified form, or prohibited.
7. **Public Positions and Legislative Activity:** No committee or section, nor any member of a committee or section, in his or her capacity as such, shall express a position to the public or engage in legislative activity without prior authorization from the Board of Governors.
8. **Cooperation with Other Committees and Sections:**
 - 8.1 **General:** Cooperation with and respect for other committees and sections is expected. Should conflicts appear in areas of responsibility, purposes or goals, such conflicts should be promptly called to the attention of the Board of Governors.

- 8.2 **Legislative**: Full cooperation should be extended by all sections and committees to the Legislative Committee which is charged by the Board of Governors, under its supervision, with overall responsibility for legislative programs and activity.
- 8.3 **Continuing Legal Education**: Section sponsorship of continuing legal education programs is encouraged.
- (a) In order to avoid duplication of effort, scheduling conflicts, unreasonable fees and budgeting problems, such programs must be approved by the CLE Director.
 - (b) All CLE seminars will be subject to the Board of Governors' Policy on Co-sponsorship of Seminars by OBA/CLE and OBA Sections (Appendix "B").
9. **Assistance by Staff**: The OBA staff shall furnish assistance in arranging meeting places, disseminating meeting notices and disseminating minutes. The OBA staff shall also clarify and coordinate activities of committees and sections and provide general information in amplification of policy. Finally, the OBA staff shall assist in obtaining resource material, including back files and prior year's minutes of meetings of committees and sections.

This Guide for Committees and Sections, as revised, was adopted by the Board of Governors of the Oklahoma Bar Association on the 14th day of December, 2001.

Amended by BOG – March 28, 2008 (Section 1.3)