

COMMITTEES AND SECTIONS:
Committee & Section Guide:
(1) Guide for Committees and Sections

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 and Task Forces:** Special committees and Task Forces 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 15, 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 bylaws 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 signatures may be provided electronically in accordance with 12A O.S. art. 15. The proposed section bylaws 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 **Organization**: The section shall prepare bylaws, which among other things, shall provide for the qualification, election, and term of officers. Bylaws and amendments thereto shall be submitted to the Board of Governors for approval, consistent with Paragraph 2.1 above. The section may appoint, from its membership, section committees as it deems advisable.
- 2.4 **Responsibilities**: A section shall undertake the responsibilities of a standing committee to the area of specialized interest of its members. Sections in areas of substantive law shall also:
- (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 or OBA 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, programs for the benefit of section members and sponsorships of section or OBA activities 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 15, 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 bylaw 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 a proposed timeline for the program and expenditure of the funds; 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 or one times the expected annual expenses of the section, whichever is greater; and
- (e) should provide for a carryover fund balance, from year to year, sufficient to meet projected expenses of the section as incurred; and
- (f) No section shall accumulate funds in excess of five times the average dues collection of the section over the preceding three years, or in excess of one times the expected annual expenses of the section, whichever is greater; provided that additional funds may be accumulated for projects approved pursuant to section (b).

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, e and f), may be paid to the General Fund of the OBA.

2.7 **Section Leaders Council.** Each section shall designate a representative to participate in the Section Leaders Council, ("the council"). The council shall submit bylaws not inconsistent with the bylaws of the Oklahoma Bar Association, Oklahoma Bar Association policy or the Oklahoma Supreme Court Rules Creating and Controlling the Oklahoma Bar Association for approval by the Board of Governors.

2.8 **Recommended Best Practices for Sections.**

- (a) Develop a Membership Plan

Work with the OBA Membership Services Department and other OBA staff to develop a long-term plan aimed at increasing your Section membership.

Select a Section membership chair and charge the membership chair with developing initiatives.

Establish a budget for membership development. If your Section has a surplus, consider investing surplus in membership initiatives such as networking receptions, meeting subsidies for new attorneys, first-time attendees, etc. Review what your members want from State Bar Association Section membership, such as:

- Networking opportunities
- Meeting with judges or others with influence in their field
- Participation in CLEs
- Getting updates on developments in field
- Opportunities to develop credentials in their field

Develop a membership recruitment theme for your Section, such as: "Membership Is Everyone's Business"; "It's All about Membership"; "Membership, Membership, Membership." Consider developing a membership challenge for your Executive Committee members, such as by asking them to enroll a new member in the Section or bring a new member to a meeting.

(b) Contact Potential and Existing Members'

Work with the Membership Services Department to prepare a flyer listing the top ten reasons to join your Section. Send out new member welcome letters. Write letters to your target prospective members and follow up with calls and e-mails. Write to all Section members to encourage them to join Section committees or fill committee vacancies. Contact dropped Section members to encourage them to re-join. Reach out to out-of-state and foreign lawyers who are not OBA members to encourage them to join your Section. Recruit OBA members who are not already Section members, but who have a demonstrated interest in your Section's field of law. The OBA CLE Department or other such resources may help you identify members who have shown an interest in the Section's field of law. Go to firms and make presentations to substantive departments (e.g., litigation or trust and estates departments).

(c) Use CLE Programs and Other Programs to Attract Members

Make a pitch to join your Section at the start of each Section-sponsored CLE program. The OBA has existing policy on cosponsoring CLE's. They can be easily done by working with the CLE department and your section can retain a portion of the revenues earned. Hold networking receptions following Section-sponsored CLE programs. Hold free events as a member benefit, such as opportunities to meet judges or other individuals of note, and specifically welcome new members at these events. You may want to implement differential member pricing and charge Section members less for Section activities. Invite and welcome new members to Section programs. Follow up with participants who attend Section events to invite them to join a Section committee or otherwise get involved in the Section.

(d) Expand Diversity of Section Membership

Appoint a diversity chair charged with promoting membership to diverse groups. At CLE programs, encourage speaker diversity. Reach out to members of OBA's Diversity Committee and Leadership Classes. Hold joint programs with minority bars, specialty bars and county bars. Use conference calling/video conferences to make meetings more accessible. Make Section programs accessible to government and public interest lawyers. Make out-of-state and foreign lawyers who attend your programs feel welcome. Hold regional events throughout the state.

(e) Recruit Young Lawyers and Law Students

Develop ways to attract law student members, such as holding panels at law schools or offering career days. Develop programming attractive to young lawyers, such as CLE programs designed for introductory topics and for bridge-the-gap programming. Enlist a Young Lawyer Section representative to join your Executive Committee. Contact new attorneys who have a substantive interest in your Section field. Consider pod casts by senior Section members that can be promoted to young lawyers. Hold a Young Lawyers event targeted to those who are likely to join your Section. Develop an electronic newsletter that can be targeted to tech-savvy young members. Review your Website information and make sure it is attractive to young members and that it contains up-to-date information. Use the OBA list-serve for your Section. Consider a law student competition such as a writing competition and offer free Section membership to winners; as well as potentially other awards. Enlist law school professors to speak at CLE programs and ask them to invite students in their classes to attend. Establish a Young Lawyer Fellowship to encourage newly admitted lawyers to participate in your Section.

(f) Use Your Section Website Information to Promote Membership

- Review your OBA Section Website information and make sure it contains up-to-date information on your Section meetings, publications and events.
- Appoint a Webmaster or communications committee to update and maintain OBA Website information on a timely basis and ensure it contains substantive information of interest.
- Make your Section Executive Committee/Leadership contact information ~~is~~ available in your Section Website information so that potential members can contact Section Officers.
- Have a link to Top 10 reasons to join your Section on the Website.
- Use your Section's OBA Website space to solicit members who want to become more involved in your Section or your Section's committees. Let members know they can sign up online year round.

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 each meeting shall be determined by the Chairperson. A minimum of ten (10) days' notice shall be given to committee members prior to each 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 bylaws, as approved by the Board of Governors. Each section shall meet at least annually and elect officers and plan its budget. Any section failing to meet and organize annually shall be subject to dissolution or such other action as the Board of Governors may take.
- 3.3 **Scheduling Meetings, Phone Conferencing and Videoconferencing at the OBA (also see Appendix 1):**
- (a) The dates and times of committee and section meetings to be conducted at the Oklahoma Bar Center **must be** reserved with the OBA Meetings Coordinator. Meetings may not be reserved beyond December of the year in question.
 - (b) When scheduling a meeting at the Bar Center, (1) provide the date, (2) time, (3) expected length of meeting and (4) any additional meeting needs, i.e. conference call, phone/video conferencing, miscellaneous equipment needs and/or special room set up. The meetings coordinator will reserve video conferencing equipment at other locations if necessary and available.
 - (c) Dates, times and meeting room requests will be granted on a first come, first serve basis. In the event of a conflict or if any issue arises which is not covered by this policy, the decision of the Executive Director shall be final.
 - (d) In order to achieve maximum utilization of the Bar's resources, meetings must not exceed 2 hours and be conducted within the normal operating hours of the OBA.
 - (e) **CANCELLATION** - If you determine that you will be canceling a meeting or videoconference, 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.

4. **Minutes and Reports:**

- 4.1 **Committee Minutes:** Minutes shall be kept of all meetings of a committee. Following approval of the minutes, a copy of the same shall be delivered to the Executive Director and President within a reasonable period of time. The minutes shall include a list of members present. Copies of all minutes as amended or approved by the committee shall be attached to the annual report identified in Paragraph 4.5. The Clients' Security Fund Committee is exempt from providing its minutes to the Executive Director and President.

The minutes of the Clients' Security Fund Committee are kept by the General Counsel's office and are also exempt from being attached to the annual report identified in Paragraph 4.5.

- 4.2 **Sections Minutes:** Minutes shall be kept of all meetings of a section as well as any meeting of the Section Executive Board or a Section Committee. Following approval of the minutes, a copy of the same shall be delivered to the Executive Director and President within a reasonable period of time. The minutes shall include a list of members present. Copies of all minutes as amended or approved by the applicable governing body of the section shall be made available to any section member upon request therefore and shall be attached to the annual report identified in Paragraph 4.5.
- 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 emergencies, 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 **November 15** (or first Friday after the Annual Meeting) 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 "2").
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.
10. **Free and Discounted OBJ Advertising:** OBA sections and committees receive three free full-pages of ad space in the Oklahoma Bar Journal each calendar year if the ad is not promoting a CLE course in competition with OBA CLE. An ad promoting a CLE course not offered in conjunction with the OBA CLE Department can be purchased at a 40 percent discount. The three full-pages can be made up of various sizes of ads. For example, one full-page ad, two half-page ads and four quarter-page ads. After a section has exhausted its three free pages, it will be charged for any additional ads at the 40 percent discounted rate. A design fee may be charged.

This Guide for Committees and Sections, as revised, was adopted by the Board of Governors of the Oklahoma Bar Association on the 8th day of December, 2017.

FOR REFERENCE ONLY

Sec. 1-Committees, para. 1.3 (a), (b) and (c) --removed necessity of BOG approval from (a) and (c) and added (b) -- Amended by BOG 3-28-08;
Sec. 1.2 to add “and Task Forces” – Amended by BOG 12-08-2017;
Sec. 1.4 – change budget due date – Amended by BOG 12-08-2017;
Sec. 2.1 – add electronic signature approval – Amended by BOG 12-08-2017;
Sec. 2.3 – “and amendments thereto” – Amended by BOG 12-08-2017;
Sec. 2.3, 2.4, 2.5, 2.6, 2.8, 3.3, 4.1 and 4.2 - Amended by BOG 6-22-12;
Sec. 2.6 para. (d) and (f) -- Amended by BOG 12-12-2014;
Sec. 2.6 – change budget due date – Amended by BOG 12-08-2017;
Sec. 2.7 and 2.8 added - Amended by BOG 11-2-11;
Sec. 3.1 – sentence restructuring – Amended by BOG 12-08-2017;
Sec. 3.2 – sections must meet annually, elect officers, plan budget and are subject to dissolution -- Amended by BOG 2-18-11;
Sec. 3.3 – added phone conferencing; (para. a)-sentence clarification/removal of videoconferencing w/Tulsa; (para. b, c)-new; (para. d)-sentence restructuring; (para. e)-added title and removed references to use of videoconference equipment – Amended by BOG 12-08-2017;
Sec. 4.1 to add CSF exemption -- Amended by BOG 8-17-12;
Sec. 4.1 and 4.2 – added “Minutes” to title – Amended by BOG 12-08-2017;
Sec. 4.5 – changed due date of annual report – Amended by BOG 12-08-2017;
Sec. 8.3 (b) – changed appendix number – Amended by BOG 12-08-2017;
Sec. 10 – new para re: free advertisements in OBJ for sections – Amended by BOG 12-08-2017;
Appendix 1.1 – amended to reflect use of new videoconferencing service – Amended by BOG 12-08-2017;
Appendix 2 – updated – Amended by BOG 12-08-2017;
Appendix 3 – updated – Amended by BOG 12-08-2017;

COMMITTEES AND SECTIONS:
Committee & Section Guide:
(2) Meetings and Communication Methods

MEETINGS AND COMMUNICATION METHODS

I. MEETINGS

- A. Committee and section meetings to be held at the Oklahoma Bar Center **must be** scheduled through the OBA Meetings Coordinator.
- B. Scheduling requests for the upcoming year may be submitted beginning December 15.
- C. Room requests must include: **(1) date, (2) time, (3) expected length of meeting** and **(4) additional meeting needs** (such as video or phone conferencing, miscellaneous equipment needs, and special room set up). Reservation confirmations will be emailed to the Chair or person submitting the request.
- D. **Cancellation of Meeting** – It is imperative to notify the meetings coordinator **immediately** upon making the decision to cancel a meeting. Either the chairperson or meetings coordinator will timely notify all members of the cancellation.
- E. Committees and sections can meet in person at the Bar Center, by phone/video conferencing, by phone conference, or any two compatible variations.

II. MEETING ROOMS

- A. Dates, times and meeting rooms are scheduled on a first come, first serve basis. In order to avoid scheduling conflicts, schedule meetings early. Conflicts or issues not covered by policy will be resolved by the Executive Director.
- B. Food cannot be served in the board room or president's conference room. Use the placemats provided to protect the table surface from damage.

III. PHONE CONFERENCING / VIDEO CONFERENCING SERVICE

- A. All members can attend meetings by phone or video using personal electronic devices from any location utilizing the service provided by the Oklahoma Bar Association. Joining a meeting through videoconferencing requires an electronic device with a camera and microphone.
- B. Instructions will be provided by the meetings coordinator.
- C. CLE may be obtained through this medium **IF** the chair strictly adheres to the MCLE rules and MCLE policy regarding video conferencing at the Bar Center. (See Appendix 1.1.)
- D. Room-to-room videoconferencing services may be available in some locations, rental fees may be charged for the second room.
- E. All videoconferencing is scheduled through the meetings coordinator.

IV. PHONE CONFERENCE CALLS

- A. Each committee and section is assigned a specific phone conference number.
- B. Using the phone conference number, meetings can be held telephonically without scheduling through the meetings coordinator. Calls will be verified for accounting purposes.
- C. The meetings coordinator will provide the call-in information to the chair and the information will be included in the meeting notice.

V. MYOKBAR COMMUNITIES (aka COMMITTEES AND SECTIONS)

- A. **Discussion Post Messages Delivered Once a Day:** Each committee and section has a community page. Each community can discuss a specific topic using the discussion posts. Discussion posts are **preset to deliver the posted messages to the members once a day** around midnight. However, each member has the option of changing the settings to allow the posts to be delivered real time.
- B. **Immediate Delivery of Messages:** Committee and Section Chairs can email members from the committee or section community page using the email function which is only accessible by officers. Meetings coordinator will provide instructions and details on use of email function.
- C. **Events:** For all meetings or events held **outside** of the Bar Center, the Chairperson should post the meeting information (date, time, location if applicable, and methods available to participate) on the community page under the “Events” tab.

The event or meeting information of all meetings or events (date, time, location if applicable, and methods available to participate) held **inside** the Bar Center will be posted on the Community page under the “Events” tab.

COMMITTEES AND SECTIONS:
Committee & Section Guide:
Requirements for CLE via videoconferencing service

**OBA POLICY CONCERNING THE USE OF A VIDEOCONFERENCING SERVICE TO
DELIVER OK MCLE APPROVED PROGRAMS**

1. All OBA Sections will complete and submit a copy of the Uniform Application for Accreditation of a CLE Activity to the MCLE office prior to the program, <https://www.okmcle.org/providers/forms>
- MCLE Rules require that applications be submitted at least 45 days prior to the program. However, we will accept applications submitted in less time, as long as the application is submitted prior to the program.
- The required attachments include a program agenda that identifies the times, subject(s) and speaker(s). We do not need to see a copy of the materials that will be made available to the attendees before the program. However, we do need to know the total number of pages, in what form the materials will be delivered to the attendees and when the attendees will receive those materials.
2. The maximum length of a CLE program using the videoconferencing service is 50-60 minutes.
3. The maximum number of remote participants using the videoconferencing service is 100.
4. At present, there will be no charge to Sections using the videoconferencing service for CLE programs.
5. Debra Jenkins and Doc Lattimore are responsible for the meeting set up.
6. Debra will request technical support from the IT department if there are any connectivity issues she or Doc cannot resolve.
7. The Section must designate someone to confirm and report attendance.
8. OBA members who are participating remotely must login to the videoconferencing service using their full name as it appears on the OBA Roster and their Bar number.
9. Remote participants must be visible during the entire CLE presentation.
10. It was recommended that a roll call of the remote participants be conducted at the conclusion of the program.
11. The attendance reporter must request the timed verification report from Debra. Debra will request the report from Robbin. Debra will send the report to the attendance reporter.
12. When the attendance reporter has confirmed the list of remote participants by visual confirmation, roll call and from the timed verification report, the reporter will post credit for all attendees to the OK MCLE website within 30 days.

COMMITTEES AND SECTIONS:
Committee & Section Guide:
(3) Cosponsorship of Seminars

POLICY OF BOARD OF GOVERNORS ON
COSPONSORSHIP OF SEMINARS BY OBA/CLE DEPARTMENT AND OBA SECTIONS

1. COSPONSORSHIP

- 1.1 The Sections of the Oklahoma Bar Association (“Sections”) and the Continuing Legal Education Department of the Oklahoma Bar Association (“OBA/CLE”) may agree to serve as cosponsors of seminars. The terms of cosponsorship and division of finances are listed below.
- 1.2 Sections presenting seminars not involving cosponsorship with OBA/CLE are required to coordinate dates and topics with the Director of Educational Programs to avoid duplication of effort and scheduling conflicts. Sections are fully responsible for receipt of all monies and payment of all expenses for programs OBA/CLE does not cosponsor.

2. TERMS OF COSPONSORSHIP

2.1 Section Responsibilities and Duties:

- (a) Develop program title, learning objectives, outline and faculty list by deadline established by OBA/CLE. The Section will designate one of their Section members to serve as the program moderator for the event.

2.2 OBA/CLE Responsibilities and Duties:

- (a) Market the program in a variety of ways which may include one or more of the following: designing and placing ads in the OBA/CLE magazine mailed to all active members and also available digitally and in an App; placing the ad on the OBA/CLE website; setting up online registration; running the ad in one or more editions of the Bar Journal and/or E-News, and direct email to appropriate members.
- (b) Send necessary information to faculty, including presentation focus sheet, faculty consent form for use of materials, guidelines for writing materials, PowerPoint tips, audio visual request form, and biographical information form. OBA/CLE will assist with any necessary hotel reservations and provide a form for reimbursement of expenses.
- (c) Set deadlines in order to receive the materials in advance of the seminar. Materials will be prepared to include a title page, table of contents, agenda and faculty biographies. The materials will be

uploaded to enable registrants to access them electronically in their MyOKBar account or online classroom. Hard copies of materials will be available for purchase.

- (d) Handle registrations that will be maintained in the OBA association management system or other software program, and provide MCLE sign-in sheets at each seminar. Receive and handle all seminar-related correspondence.
- (e) OBA/CLE will handle all of the logistics for the seminar including room reservation and set up, , food and beverage, audio/visual equipment and speakers'/staff sleeping room arrangements.
- (f) OBA/CLE staff will work registration and monitor the seminar throughout the day as needed.
- (g) Maintain attendance records as required under MCLE Rules.

2.3 Division of Finances for Cosponsorship: OBA/CLE will collect all registration fees and pay all expenses. Upon final accounting, twenty percent (20%) of the net profit for the in-person seminar and live webcast will be transferred to the Section's account. Net profit is the difference between the total income received from seminar registrations and total expenses directly incurred from the seminar(s). The expenses incurred refer to out-of-pocket, direct expenses and not indirect expenses, such as labor, employee or attorney time. In the event of a net loss, the Section shall be responsible for 20% of the net loss, payable to OBA/CLE out of Section funds.

Approved: by Board of Governors December 8, 2017.

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(4) Yearly Planner

YEARLY PLANNER

JANUARY

1. **Determine Meeting Schedule for the Year. Coordinate with OBA Meeting Coordinator for meeting Dates and Times.** If there are multiple requests for a particular date and time the conflict will be resolved as equitably as possible. All requests 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.
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. **If there will be a group of members assembling at the same location to attend the meeting using the video conferencing service, ask a committee/section member from or near the 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 15 minutes prior to each meeting to ensure the video conference link is established and ready to go when the meeting starts. All meeting materials should be sent and made available to the members prior to the meeting.
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 approved by the committee/section before being distributed to the Bar Association President and Executive Director. Committee minutes must list those present.

TWO WEEKS PRIOR TO MEETING

1. **Meeting coordinator will confirm Meeting date and time with Chairperson.**
2. **Send meeting notice/agenda electronically to each committee/section member.** Use the community page through MyOkBar to send and provide meeting notices and agendas to the members prior to the meeting. When sending the notice, ask for a response from each member as to whether the member will attend the meeting in person, by phone and/or video conference, and whether they will be eating lunch if provided. Provide the head count to the OBA Meetings Coordinator.

When the agenda is sent in advance, it will help keep the meeting on track and will allow committee/sections members to be prepared to discuss the meeting topics. Be sure to include approval of the minutes of the previous meeting on the agenda.

3. **Send all written materials needed for the meeting to members using the committee/section community page in MyOkBar.**

ONE WEEK PRIOR TO THE MEETING

Send out a friendly meeting reminder via the community page of the committee/section. 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 where you will attend at least 15 minutes early to make sure the room is set up, and to greet committee members as they come into the room.**
2. **Bring extra agendas and/or materials 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 and Executive Director, and all committee/section 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/section community page in MyOkBar to send the minutes to the committee/section members to review prior to the next meeting.** Please identify the minutes as "Proposed" so that everyone knows this is not the approved version of the minutes.

AUGUST

1. **Committees** By **August 15** submit your requested budget for the next year to the OBA Budget Committee by providing a copy to the Director of Administration, Craig Combs.
2. **Sections** By **August 15** submit your proposed budget for review and comment to the OBA Budget Committee by providing a copy to the Director of Administration, Craig Combs.

SEPTEMBER

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

OCTOBER

1. **Recommended Reappointments to Committees** No later than **October 1** provide the Executive Director with recommendations for appointment or reappointment of committee members and committee chairperson.

NOVEMBER

1. **ATTEND THE OBA ANNUAL MEETING!**
2. **Annual Report** No later than November 15 or the first Friday after the Annual Meeting, provide the OBA Executive Director with a concise, written report summarizing the activities of the current year.

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 funds 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!!!!



(Appendix 4)

COMMITTEES AND SECTIONS:
Committee & Section Guide:
(5) Expense Claim - FORM

OKLAHOMA BAR ASSOCIATION
1901 NORTH LINCOLN BOULEVARD
P. O. BOX 53036, STATE CAPITOL STATION
OKLAHOMA CITY, OK 73152-3036
405-416-7000

EXPENSE CLAIM FORM

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Description of Goods or Services (Attach supporting documentation)	Amount
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----

Claimant signature

OBA No.

Date

=====

OBA OFFICE USE ONLY

=====

Acct No. ____ - ____ - ____ - ____ \$ _____

____ - ____ - ____ - ____ \$ _____

____ - ____ - ____ - ____ \$ _____

Director of Administration

Date

Director Approval

Date

Vendor Number

COMMITTEES AND SECTIONS:
Committee & Section Guide:
(6) Annual Meeting Request - FORM

**OKLAHOMA BAR ASSOCIATION
ANNUAL MEETING REQUEST FORM**

GROUP NAME: _____

CONTACT NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

E-MAIL: _____

.....

PREFERRED MEETING DATE:

WEDNESDAY _____ THURSDAY _____ FRIDAY _____

PREFERRED MEETING TIME: _____ AM/PM TO _____ AM/PM

TYPE OF MEETING: _____ SEMINAR/BUSINESS MEETING
_____ RECEPTION
_____ BREAKFAST OR LUNCHEON

MEETING ROOM

SETUP: _____ CLASSROOM STYLE _____ U-SHAPED
_____ THEATER STYLE _____ HOLLOW SQUARE
_____ BANQUET STYLE _____ HALF CIRCLE
_____ CONFERENCE STYLE

SPECIAL NEEDS: _____ MICROPHONES -- HOW MANY: _____
_____ HEAD TABLE -- TO SEAT HOW MANY: _____
_____ STANDING PODIUM
_____ TABLE TOP PODIUM
_____ PHONE LINES
_____ OH PROJECTOR AND SCREEN
_____ OTHER A/V NEEDS (Please list)

BEVERAGES: _____ COFFEE _____ TEA _____ SOFT DRINKS _____ ALCOHOL

WILL YOU WANT FOOD? _____ YES** _____ NO

EXPECTED ATTENDANCE: _____

If you have any questions about items above, please contact Craig Combs at 405-7040, fax 405-416-7001 or e-mail at CraigC@okbar.org.

**Applicable menus will be mailed to you.

COMMITTEES AND SECTIONS:
Committee & Section Guide:
(7) Web Policies & Procedures

Oklahoma Bar Association **Policies and Procedures for the Website**

The policies and procedures of the website for the Oklahoma Bar Association are specified herein.

1. **Identification and Ownership of Website.**

- 1.1 **Identification.** The Universal Resource Locator (URL) for the website of the Oklahoma Bar Association is www.okbar.org.
- 1.2 **Ownership.** The website is owned by the Oklahoma Bar Association. The address for the Oklahoma Bar Association is 1901 N. Lincoln Blvd., P.O. Box 53036, Oklahoma City, Oklahoma 73152-3036. The telephone numbers are voice: (405) 416-7000 and fax: (405) 416-7001.

2. **Purposes of the Website.**

- 2.1 **Purposes.** The purposes of the website are to serve the members of the Oklahoma Bar Association and the general public. Priority in publication will be given to content that meets the following objectives:
- 2.2 **OBA Member Services.** Provide services to OBA members by:
 - (b) The creation and maintenance of a website to assist lawyers in their practices and in the development of relationships with fellow colleagues and members of the public;
 - (c) The creation of access to information about the OBA and current professional issues; and,
 - (d) The enhancement of electronic access for the legal community to the Internet.
- 2.3 **General Public Services.** Provide services to the general public by:
 - (a) The creation and maintenance of a web site to assist the general public in learning about the law and the legal system.
 - (b) The increase of access to the OBA by the general public.
 - (c) The increase of public understanding of lawyers and the legal profession.

3. **Administration and Site Management.**

- 3.1 **Administration.** The OBA website shall be the responsibility of the Director of Public Information with technical assistance from the Manager of

Information Systems. The Public Information Committee and the Website Subcommittee shall assist the Director of Public Information and the Manager of Information Systems in the development of the website, the review of content for the website, and the monitoring of Internet technology and trends. The duties of the Public Information Committee and the Website Subcommittee shall be as defined by the Director of Public Information, the Manager of Information Systems, and the committee members and shall adapt as necessary for the development and maintenance of the website.

- 3.2 **Location of Webpages.** The location of any web pages for OBA departments, sections, committees, and other appropriate entities shall be on the OBA web server.
- 3.3 **Site Management.** All content of the OBA web site is subject to the editorial and technical standards as established by the Director of Public Information and the Manager of Information Systems. After prior approval of conformance with these standards, all content subject to upload to the OBA website shall be installed to the host server by either the Director of Public Information, Public Information departmental staff, or the Manager of Information Systems.
- 3.4 **Content of Website.** OBA departments, sections, committees, and other appropriate entities may provide content for the OBA website. Such content shall comply with the editorial standards as established by the Director of Public Information. Such content shall also comply with the technical standards as established by the Manager of Information Systems. The editorial and technical standards shall be published in an OBA Website Guidebook and shall be subject to modification as necessary.
- 3.5 **Standard for Content Maintenance.** The individual, department or entity submitting content is responsible for regular maintenance of the content for accuracy and currency. Material submitted to the OBA website shall generally remain on the site until such time that it is necessary to remove or replace the content. Any content on the website shall comply with the Rules of Professional Conduct.
- 3.6 **Copyrights.** The individual, department, or entity submitting content for publication on the OBA website shall certify copyright ownership of the content. The certification of copyright ownership shall comply with the policy as issued by the Director of Public Information. The website shall give public notice of the copyright ownership of the compiled content of the website. The owner of the compiled content is the Oklahoma Bar Association.
- 3.7 **References to Website.** Any references to information contained within the OBA website shall be to the OBA main or home page exclusively.
- 3.8 **Advertising.** Advertising on the OBA website shall be subject to the standards established by the Board of Governors and the provisions of the host for the site. The initial host for the website, ONENET, prohibits advertising.

- 3.9 **Use of Oklahoma Bar Association Logo.** The Oklahoma Bar Association logo is a registered trademark of the OBA and any use thereof shall reflect registered trademark status under the provisions of Federal trademark law.

4. **Linking.**

- 4.1 **Linking Policy.** It is recognized that linking is an inherent part of all Internet web sites and that appropriate links to and from the web site of the OBA are encouraged. All external links from the web site of the OBA shall be subject to the approval of the Director of Public Information. All links to the web site of the OBA shall be subject to a linking policy that shall be stated on the web site.
- 4.2 **Delegation of Approval Authority.** The Director of Public Information has the authority to delegate responsibilities to such OBA personnel as necessary to implement section 4.01.
- 4.3 **Linking Criteria.** All internal links to departments and divisions of the OBA, including the Oklahoma Bar Foundation are acceptable. No entity shall have the right for an external link on the OBA web site. All external links are subject to the approval of the Director of Public Information, whose approval shall be discretionary and subject to the policies of the OBA in effect at the time, and shall further qualify under one of the following categories:
- (a) Links to web sites of federal, state, or local political subdivisions, agencies, offices, departments, or commissions of the executive, legislative, or judicial branches of government;
 - (b) Links to web sites of international, national, state, local, and practice-specific bar associations;
 - (c) Links to web sites of law schools, law libraries, and law student organizations;
 - (d) Links to web sites of law journals, legal magazines, and other legal publications;
 - (e) Links to web sites containing information, materials, and resources used for legal research;
 - (f) Links to web sites listing opportunities for legal employment;
 - (g) Links to web sites of publishers of legal information or program materials, including books, audio tapes, video tapes, and electronic media;
 - (h) Links to web sites characterized as an Internet search engine or an Internet directory;
 - (i) Links to vendor web sites who are either approved or endorsed by the OBA or who are sponsoring an event or program of the OBA;

- (j) Links to other web sites that contain information that further the goals of the OBA and/or improving the quality of legal services; and,
 - (k) Links to other web sites that are consistent with the goals of the OBA.
- 4.4 **Policy for Linking to OBA Web Site.** Other web sites may link to the OBA web site subject to the express approval of the Director of Public Information. This policy shall be published on the OBA web site. The Director of Public Information is authorized to deny linking authority to any web site or entity that shall be deemed adverse to the best interests of the OBA.
- 4.5 **Revocation of Linking Privileges.** The Director of Public Information is authorized to remove any link previously authorized as an external link on the OBA web site. The Director of Public Information is authorized to rescind any linking privilege granted to link to the OBA web site. The grounds for removal or rescission shall be web site content or actions detrimental to the best interests of the OBA.
- 4.6 **Appeal of Linking Privileges.** If the Director of Public Information denies approval for an external link or for linking privileges; or, removes an existing external link; or, rescinds an existing linking privilege; then, the party subject to said action may appeal the action of the Director of Public Information. The appeal shall be to the Board of Governors of the OBA. The decision of the Board of Governors to either accept or reject consideration of the appeal shall be final.

Issues Reserved at this Time:

1. Advertising
2. Links to OBA member web sites
3. List of OBA members, etc.
4. Compensation for links and/or advertising.

FOR REFERENCE ONLY:

(Approved by BOG September 18, 1998;
Amended by BOG April 17, 1999, adding Section 4. Linking;
Amended as to formatting by the BOG December 14, 2001;)

SEE Director Craig Combs or
Roberta Yarbrough for a copy of the Tax letter.