

**BOARD OF GOVERNORS**  
**(1) Agenda Policy**

**OKLAHOMA BAR ASSOCIATION**  
**POLICY FOR BOARD OF GOVERNORS MEETING AGENDAS**

1. All parties shall submit requests for items to be included on the meeting agenda for a regular monthly meeting of the Board of Governors to the Executive Director not later than ten (10) days prior to the meeting date. The proposed agenda shall be circulated to members of the Board of Governors by e-mail not later than seven (7) days prior to the Board meeting. In order for an item to be added to the agenda less than ten (10) days prior to the meeting date, the President, Vice President or Executive Director must authorize doing so. Notice of the addition with supporting materials shall be e-mailed to members of the Board of Governors as soon as possible.
2. Unless waived for good cause by the Executive Director, an item submitted for inclusion on the meeting agenda shall be submitted in a written format similar to Exhibit A attached hereto. The Executive Director shall determine if the proposed action is ripe for decision and meets bylaw and policy requirements. If any deficiencies are noted, the Executive Director shall notify the submitting party as soon as reasonably possible.
3. The Executive Director shall, when appropriate, list items which appear to be routine and noncontroversial as a part of a consent agenda. At the time the consent agenda is called to order, any member of the Board of Governors may request that an item listed within the consent agenda be transferred to the regular portion of the agenda. If no such request is made, all items within the consent agenda shall be voted on as a group without discussion.

Approved by Board of Governors January 18, 2002.

Amended by Board of Governors August 24, 2010. (Para. 1-Exchanged authority to give permission from Exec. Comm. to Pres., Vice Pres. or Exec. Dir.)

PLEASE PRINT OR TYPE

**PROPOSED AGENDA ITEM**

**for OBA Board of Governors meeting of \_\_\_\_\_, 20\_\_.**  
(All items to be submitted no later than 10 days prior to the regularly scheduled meeting.)

DATE RECEIVED BY EXECUTIVE DIRECTOR: \_\_\_\_\_

1. Committee, Section, Individual submitting: \_\_\_\_\_

2. Subject: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Recommendation/Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Background: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Compliance with OBA Policy: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_