

**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.