

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

1. COSPONSORSHIP

- 1.1** The Board strongly encourages each Section (“Sections”) of the Oklahoma Bar Association to cosponsor a continuing legal education (“CLE”) program every two (2) years in that Section’s field of law with the Continuing Legal Education Department of the Oklahoma Bar Association (“OBA/CLE”). The purpose of a cosponsored CLE is to ensure that the CLE is available to all Bar members by using video recording, webcast capabilities, and archiving of the program in OBA/CLE’s online catalog. This CLE must be coordinated through the Director of Educational Programs. OBA/CLE and Sections may also agree to serve as cosponsors of additional seminars. The terms of cosponsorship and division of finances are listed below.
- 1.2** Sections presenting seminars not involving cosponsorship with OBA/CLE and that exceed 90 minutes in length shall coordinate dates and topics with the Director of Educational Programs to avoid duplication of effort and scheduling conflicts. Section leaders must obtain prior approval from the MCLE Department for any MCLE credit sought to be awarded for attendance at the CLE and must obtain such approval prior to advertising MCLE credit has been approved. Sections are fully responsible for receipt of all monies and payment of all expenses for programs OBA/CLE does not cosponsor.
- 1.3** Complimentary registration to cosponsored seminars is limited to speakers and up to six (6) Section members for a full-day seminar or four (4) for a half-day seminar. Other proposed complimentary or reduced seminar registration fees must be approved by the Director of Educational Programs.
- 1.4** Speaker expenses are intended to cover mileage or other transportation costs, including parking and overnight accommodations for speakers residing more than 90 miles from the seminar site. Anticipated expenses beyond these guidelines must be approved by the Director of Educational Programs. The standard appreciation gift is a \$10 gift card. OBA/CLE does not pay honorariums or speaker fees for non-OBA members speaking at cosponsored events. Sections, subject to applicable Board bylaws regarding the use of Section funds, may provide speaker honoraria, dinners, fees, travel upgrades, or additional gifts as a separate Section expense.
- 1.5** Registration fees for cosponsored seminars are set by OBA/CLE. Sections may use Section funds for full or partial registration scholarships or other seminar-related expenses to encourage attendance.

2. TERMS OF COSPONSORSHIP

2.1 Section Responsibilities and Duties:

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 may also 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 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) Report 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, shared 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.

3. OBA/CLE SERVICES AVAILABLE TO SECTIONS FOR PURCHASE

3.1 Administrative Services:

- (a) Sections and OBA Committees may request OBA/CLE to provide administrative services for non-cosponsored events with six-months advance notice. The Director of Educational Programs may waive the requested time period based on extenuating circumstances and availability of resources. When resources are available, these services may be purchased for a flat fee starting at \$525.00. Fees may be increased or reduced at the discretion of the Director of Educational Programs.
- (b) OBA/CLE will handle registrations that will be maintained in the OBA association management system or other software program and provide MCLE sign-in sheets for the seminar.
- (c) OBA/CLE will handle all logistics for the seminar including room reservation and setup, food and beverage orders, audio/visual equipment and any necessary sleeping room arrangements. Note that availability of Emerson Hall may be limited and will be reserved on a first-come, first-served basis.
- (d) OBA/CLE staff will work registration and monitor the seminar throughout the day as needed.
- (e) Report attendance records as required under MCLE Rules.

3.2 Webcast Services:

- (a) Sections may request live webcasting services or recording from OBA/CLE with at least forty-five days advance notice of the event. The Director of Educational Programs may waive the request time period based on extenuating circumstances and availability of resources. Services will be provided based on availability of staff and equipment at a rate of \$50 per hour to include pre and post production. At the conclusion of the seminar, OBA/CLE will retain the program in the OBA/CLE online catalog and sell as an on-demand program. Revenue generated from online sales will be accounted for on a quarterly basis for one year from the time the program is available in the online catalog. Ten percent (10%) of the revenue from online sales will be transferred to the Section's account.
- (b) Sections not utilizing OBA/CLE administrative services in conjunction with live webcast services must provide a list of names and Bar numbers of those wanting to participate in the webcast no later than 48-hours in

advance of the program. Speaker biographies, materials, and PowerPoints must also be provided no later than 48-hours in advance. Video embedded in a PowerPoint must be provided in a separate file.

Approved:

CLE Task Force approved June 20, 2019
Board of Governors approved August 23, 2019