

## DATES TO REMEMBER

### AUGUST

1. **Committees** – By **August 15** submit your requested budget (see *Budget form at Resources for Committee Leadership* <https://www.okbar.org/committees/resources-for-committee-leadership/>) for the next year to the OBA Budget Committee by providing a copy to the Director of Administration, Craig Combs (para. 1.4 of **Guide for Committees and Sections**, hereafter “**Guide**”).
2. **SECTIONS** – By **August 15** submit your proposed budget (see *Budget form at Resources for Section Leadership* <https://www.okbar.org/sections/resources-for-section-leadership/>) for review and comment to the OBA Budget Committee by providing a copy to the Director of Administration, Craig Combs (para. 2.6 of **Guide**).

### SEPTEMBER

**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 (appendix 6 of **Guide**).

### OCTOBER

**Committees** – No later than **October 1**, provide the Executive Director with recommendations for appointments/reappointments of committee members and committee chairperson (para. 4.6 of **Guide**).

### NOVEMBER

1. **ATTEND THE OBA ANNUAL MEETING!**
2. **Annual Report – Committees and Sections** – 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 (para. 4.5 of **Guide**).

### 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 provide a draft copy in bill form of the requested legislation. (*Also See Article VIII of OBA Bylaws.*)
3. **Fundraising** – 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 (para. 6 of **Guide**).
4. **Statements to the Press** – 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 !!!**