

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.

MARCH

• **Annual Meeting Request** On or before **March 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 OBA Director of Administration.

JULY

• **ATTEND THE OBA ANNUAL MEETING!**

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 OBA Director of Administration.
2. **Sections** By **August 15** submit your proposed budget for review and comment to the OBA Budget Committee by providing a copy to the OBA Director of Administration.

OCTOBER

• **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

• **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!!!!