Topics

- New Meeting Guidelines
- Differences between Sections, Section Councils, and Committees
- Expectations of Councils and Committees
- Expectations of Chairs, Members, and Staff
- Facilitating a Meeting
- Tips for a Successful Year
New 2020-21 Meeting Guidelines

- Meetings for the Fall
- How many meetings
- Zoom Protocols
Sections, Section Councils, and Committees

SECTIONS
- Membership - $30
- Substantive area of the law
- 44 sections

SECTION COUNCILS
- Governing (Executive) body of section
- Produces content for section
- Reviews legislation, proposals, case law
- Creates legislation & proposals
- Keeps section engaged
Sections, Section Councils, and Committees

COMMITTEES

- Standing Committees, Special, Joint, or Ad Hoc Committees
- 26 Standing Committees
- Reviews and creates legislation and proposals
- Creates content for the ISBA
Expectations of Councils & Committees

- Review legislation, proposals, and case law (where appropriate)
- Keep section members engaged
- Produce content (where appropriate)
- ISBA Central
Roles & Expectations

- Members
- Staff
Roles & Expectations of Chairs

- Facilitator-In-Chief
- Impartial
- Prepare!
- Set Expectations of Members
- Set the Tone of the Meeting
Expectations of Members

Members

- Participate
- Prepare
- Contribute to the work of the group

Secretaries

- Record the action of the group
- Find a replacement
- Finalize the minutes within two weeks
Facilitating a Meeting

When to have a meeting?
Robert’s Rules of Order
Establishing Quorum
How to take roll call
Tips for a Successful Year

• Prepare
• Keep the groups productive in between meetings
• Set expectations with members at the first meeting
• Speaking list
• When discussion wonders, redirect ASAP
• How many times can a member speak on a motion?
• Staff is here for you