

## 2019 – 2020 CALENDAR FOR SECTIONS

### JUNE 2019

1	SBOT fiscal year begins
1	Due date for 2019 SBOT bar dues and legal services fee
13-14	State Bar of Texas Annual Meeting – JW Marriott, Austin
28	Deadline to receive nominations for 2019-2020 Leadership SBOT class

### JULY 2019

4	Holiday – Independence Day (Texas Law Center closed)
15	Sections budget for 2017-2019 fiscal year due to Executive Director
29	Orientation for SBOT section chairs and treasurers – Texas Law Center, Austin

### AUGUST 2019

31	Final notice for SBOT Bar Dues emailed
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### SEPTEMBER 2019

1	Suspension date for SBOT bar dues and legal services fee delinquents
2	Holiday – Labor Day (Texas Law Center closed)
5	SBOT Executive Committee Meeting – Texas Law Center, Austin
12	Posting deadline for agenda of September 20 SBOT Board of Directors Meeting
19-20	SBOT Board of Directors Meeting – Renaissance Austin Hotel, Austin

### OCTOBER 2019

25	Council of Chairs – Texas Law Center, Austin
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### NOVEMBER 2019

11	Holiday – Veterans Day (Texas Law Center closed)
12	Annual Meeting Deadline: Submit date and time preference for your CLE programs, section meetings, council meetings, socials, and special events.
28-29	Holiday – Thanksgiving (Texas Law Center closed)

Appoint Committee Chairs and Annual Meeting Chair. Set 'action' deadlines for the year

Send your new council and officer's roster to the Sections Department

Send your meeting schedule for the year to your Council, Board Advisor(s) and the Sections Department

Remind your drop-offs to re-join the section

Update your website with new council, officers and committees

Send bylaws or dues changes from Annual Meeting to Sections Department

Section membership is 'solid' by August 31

Welcome your section members... and make sure they can log-in to your website!

Start your Annual Meeting Programming, Agenda and Speakers!

How are you going to use your free ¼ Page Bar Journal Ad?

## DECEMBER 2019

13	SBOT Holiday Party – Texas Law Center, Austin
24-26	Holiday – Christmas (Texas Law Center closed)

## JANUARY 2020

1	Holiday – New Year’s Day (Texas Law Center closed)
6	Annual Meeting Deadline: Submit programming for the registration brochure: CLE topics, speakers, and speaker contact information and firm.
15	Posting deadline for agenda of January 24 SBOT Board of Directors Meeting
9	SBOT Executive Committee Meeting – Texas Law Center, Austin
24-25	SBOT Board of Directors Meeting – Texas Law Center, Austin
20	Holiday – Martin Luther King Jr. Day (Texas Law Center closed)

## FEBRUARY 2020

1	Register and make guest room reservations for Annual Meeting ( <a href="http://www.texasbar.com/annualmeeting">www.texasbar.com/annualmeeting</a> )
17	Holiday – Presidents Day (Texas Law Center closed)
28	Council of Chairs – Texas Law Center, Austin

## MARCH 2020

2	Filing deadline for nominating petitions for SBOT and TYLA President-elect and director positions
2	Annual Meeting Deadline: Order special awards, council and chair plaques. Food and beverage, and audio visual orders due.

## APRIL 2020

1	Distribution of SBOT and TYLA paper and electronic election ballots
1	Deadline for standing committee and section year-end reports for publication in the Texas Bar Journal
13	Annual Meeting Deadline: Course materials for app: CLE articles, PowerPoints, speaker bios and photos.
16-17	SBOT Board of Directors Meeting – Sheraton, Georgetown (Announcement of Chair of the Board election results)
30	Annual SBOT bar dues and legal services fee statements mailed

Dues increases or name changes should be decided in time for January Board meeting to be printed on the Dues Statement

Nominate a large section representative to the Board of Directors – elections are in February.  
(2 large positions this year)

Solicit nominations for your section council and awards

Finalize your Annual Meeting Plans!

Annual Meeting Resolutions Due April 1

Section budgets are due July 15. Plan for next year’s budget NOW

Start process for obtaining bids and booking retreats, CLE courses and Council Meetings for next year

## MAY 2020

1	National Law Day
11	New Lawyers Induction Ceremony – Frank Erwin Center, Austin
25	Annual Meeting: Last day for early bird registration
25	Holiday – Memorial Day (Texas Law Center closed)

## JUNE 2020

1	SBOT fiscal year begins
1	Due date for 2020 SBOT bar dues and legal services fee
25-26	State Bar of Texas Annual Meeting – Hilton Anatole, Dallas

**Work on your year end Section Report for publication in the Texas Bar Journal**

**Don't mail newsletters in May, June or first part of July – your section membership is at 50% occupancy!**

**Members who join in March- May will also be members for the next fiscal year**

**Leadership SBOT Nominations due June 1**

**Invite new council members to attend your Annual Meeting. Brief incoming Chair on what they need to know for the upcoming year.**

**Relax, plan your vacation, and enjoy being Immediate Past Chair!**