



Board Policy for Sections

We are writing (some) new
Board Policy for Sections

WHO IS

'WE'???

- Section Reps elected by the sections for 3 year staggered terms – There are 6 Reps
- Council of Chairs Leadership is the Chair and Vice Chair – Appointed by the State Bar President
- First level of governance for sections.
- This is self-governance for us and it is important we step -up

Section Representatives and Council of Chairs Leadership

Changes to Board Policy Manual

Why?

CURRENT BOARD POLICY
WAS SCATTERED.
CONFUSING. DEFICIENT.
MISSING?

CHANGES AND
IMPROVEMENTS ARE
OBVIOUSLY NEEDED

SOMEONE WAS GOING TO
WRITE POLICIES FOR
SECTIONS. IT SHOULD BE US!

Where to start?

**Develop Minimum
Standards**

MINIMUM STANDARDS GOVERNING DOCS

- Follow Board Policy Manual, SBOT Governing Documents & Laws
- Follow your Bylaws

MINIMUM STANDARDS - PROHIBITIONS

- Protect Confidential Information
- Follow Legislative Policy
- Have all contracts for goods or services reviewed by State Bar Legal Counsel and executed by a duly authorized signatory of the State

MINIMUM STANDARDS - SERVICES & BENEFITS TO MEMBERS

- Maintain an up -to-date website
- Provide member benefits
- Publish 2 newsletters annually

MINIMUM STANDARDS - MEETINGS

- Annual Meeting & Elections
- Organizational meeting by
October 30th of each year
- Meeting Notices to Sections

MINIMUM STANDARDS - FINANCES

- Sound fiduciary management
- Books provided monthly – spelled out
- File your Financial Policy by May 1 . Amend if things change
- File a detailed budget by July 15

SUMMARY

- Follow Governing Docs
- 2 Newsletters
- Up-to-date website
- Provide member services
- Annual Meeting & Elections
- Fall Council meeting
- Protect confidential info
- Don't advocate
- Contracts signed by legal
- File a budget by July 15
- File financial policy/procedures
- Sound fiduciary management

WHAT IS NEW ?

- 1 Newsletter = Now 2
- Financial Policy for review and controls
- A kick-off meeting in October
- Up-to-date Website is a requirement
- Send us your meeting notices
- Sound fiduciary management

THIS IS NOT TOO
MUCH TO ASK!

WHAT HAPPENS IF YOU DON'T?

Current Board Policy

The Board may review a section's fiduciary management of dues income, compliance with this Policy Manual, and membership services to determine whether continuation of the section, and inclusion of the section's dues notice on the annual State Bar dues statement for the coming Fiscal Year, is warranted. In conducting such a review, the Board may seek recommendations of the Section Representatives to the Board Committee and the Council of Chairs.



EEEEEK!





OUR GOAL:

- Make sure people who understand sections are help draft section policy
- Problems? A chance to fix things .
- A two-way process
- That isn't burdensome
- Guidance to Best Practices
- **BEFORE IT REACHES A BOARD LEVEL**



PROCESS:

Role of SRs and COCs

- Section Reps and COCs (assign 2?)
- Periodically , or for cause
- Review process to address possible deficiencies
- Participate in council business
- Make **recommendations** to the section

PROCESS:

- Sections notified of duration, scope, special concerns
- Assigned at least 2 reviewers from Section Rep/COC
- Participate in all business and meetings
- Make recommendations to council throughout review
- **At end of review, IF NEEDED make a recommendation to the Board**

RECOMMENDATIONS to BOARD

- End Review
- Continuation of Section
- Extend Review
- Other Recommendations
- Suspension from Dues Statement
- Dissolution

BEST RESULT?

- End review
 - **No further action needed**

WHAT NEXT?

- Tracy double -checks rest of Board Policy
- Work with legal for solid language
- Board Policy Manual Committee
- Executive Committee Review
- Board Review and Approval
- When? April or June

Q&A

Panel:

Tina Green, Chair
Council of Chairs Committee

Emily Miller, Chair
Section Representatives to the
Board Committee

Tracy Nuckols, Director
Sections Department

