

2020 – 2021 CALENDAR FOR SECTIONS

JUNE 2020

1	SBOT fiscal year begins
1	Due date for 2019 SBOT bar dues and legal services fee
25-26	State Bar of Texas Annual Meeting On Demand
30	Deadline to receive nominations for 2020-2021 Leadership SBOT class

JULY 2020

3	Holiday – Independence Day (Texas Law Center closed)
15	Sections budget for fiscal year due to Executive Director

AUGUST 2020

10	New Section Chairs and Treasurers Orientation – Virtual (Zoom)
31	Final notice for SBOT Bar Dues emailed

SEPTEMBER 2020

1	Suspension date for SBOT bar dues and legal services fee delinquents
7	Holiday – Labor Day (Texas Law Center closed)
10	SBOT Executive Committee Meeting
17	Posting deadline for agenda of September 25 SBOT Board of Directors Meeting
24-25	SBOT Board of Directors Meeting

OCTOBER 2020

23	Council of Chairs
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NOVEMBER 2020

2	Annual Meeting Deadline: Submit date and time preference for your CLE programs, section meetings, council meetings, socials, and special events.
11	Holiday – Veterans Day (Texas Law Center closed)
26-27	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 2020

24-25	Holiday – Christmas (Texas Law Center closed)
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JANUARY 2021

1	Holiday – New Year’s Day (Texas Law Center closed)
4	Annual Meeting Deadline: Submit programming for the registration brochure: CLE topics, speakers, and speaker contact information and firm.
12	SBOT Executive Committee Meeting – Texas Law Center, Austin
14	Posting deadline for agenda of January 22 SBOT Board of Directors Meeting
18	Holiday – Martin Luther King Jr. Day (Texas Law Center closed)
21-22	SBOT Board of Directors Meeting – <i>Holiday Inn, Tyler (Tentative)</i>

FEBRUARY 2021

1	Register and make guest room reservations for Annual Meeting (www.texasbar.com/annualmeeting)
15	Holiday – Presidents Day (Texas Law Center closed)
22	Annual Meeting Deadline: Order special awards, council and chair plaques. Food and beverage, and audio visual orders due.
26	Council of Chairs – <i>Texas Law Center, Austin (Tentative)</i>

MARCH 2021

1	Filing deadline for nominating petitions for SBOT and TYLA President-elect and director positions
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APRIL 2021

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
5	Annual Meeting Deadline: Course materials for app: CLE articles, PowerPoints, speaker bios and photos.
15-16	SBOT Board of Directors Meeting – <i>Hilton, Waco (Tentative)</i> (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 2021

3	National Law Day
10	<i>New Lawyers Induction Ceremony – Frank Erwin Center, Austin (Tentative)</i>
17	Annual Meeting: Last day for early bird registration
25	Holiday – Memorial Day (Texas Law Center closed)

JUNE 2021

1	SBOT fiscal year begins
1	Due date for 2021 SBOT bar dues and legal services fee
17-18	State Bar of Texas Annual Meeting – <i>Omni, Fort Worth (Tentative)</i>

Additional Notes

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!