



MASTER CALENDAR

(At the end of each Council meeting, the Chair should review all items that will take place prior to the next Council meeting.)

June 1st

Fiscal Year Begins

State Bar's and REPTL's fiscal years begin.

Early to Mid-June

Advanced Estate Planning and Probate Course

Chair (or Chair-Elect)

The Chair (or Chair-Elect) presents the Distinguished Probate Attorney Lifetime Achievement Award at the seminar. (See the Advanced Real Estate Law Course in July regarding updating the Section's website to reflect the new recipient of this award.)

Early to Mid-June
(Even Years Only)

Annual Section Meeting

Chair

In even-numbered years, the Chair presides over the Section's Annual Meeting during the Advanced Estate Planning and Probate Course, at which the new Officers and Council Members are elected. At the conclusion of the Section's Annual Meeting, the terms of the prior Officers and Council Members end, and the terms of the new Officers and Council Members begin.

July 15th

Deadline for Submission of Financial Report to Bar

Treasurer (or Financial Guru)

After adoption of the budget at the Spring Council Meeting, the Treasurer should forward a complete financial report for the preceding fiscal year, including a balance sheet and income statement (see Bylaws, Article IX, Section 2). We also include the new budget. [This information is actually submitted to the Bar's Section's Accountant, currently Rhonda Bridges – rhonda.bridges@texasbar.com, and while it is officially the Treasurer's responsibility, our Financial Guru helps take care of this).

Early to Mid-July

Advanced Real Estate Law Course

Chair and Chair-Elect/Secretary Manager, Sections Department

The Chair (or Chair-Elect) presents the Distinguished Real Estate Attorney Lifetime Achievement Award at the seminar. The Chair-Elect/Secretary should remind the Manager of the Bar's Sections Department to update the Section's website to reflect the new recipient of this award and the Probate Attorney award presented at the Advanced Estate Planning and Probate Course in June.

Early to Mid-July
(Odd Years Only)

Annual Section Meeting

Chair

In odd-numbered years, the Chair presides over the Section's Annual Meeting during the Advanced Real Estate Law Course, at which the new Officers and Council Members are elected. At the conclusion of the Section's Annual Meeting, the terms of the prior Officers and Council Members end, and the terms of the new Officers and Council Members begin.

Late July or Early August

State Bar's New Chairs and Treasurers Orientation

Chair and Treasurer

Usually in Austin.

Mid-Summer

Chair and Chair-Elect/Secretary Manager, Sections Department

Review Committees and Conduct Officers' Planning Session

The Chair and Chair/Elect should determine whether any changes are necessary or advisable with respect to the chairs of each committee. Changes should be forwarded to the Manager of the Bar's Sections Department for inclusion on the Section's website.

The officers should conduct a planning session with the assistance of the Manager of the Bar's Sections Department.

Late-Summer

Substantive Committee Chairs Manager, Sections Department

Committee Membership

The chair of each committee should determine whether any changes are necessary or advisable with respect to the committee membership. Changes should be forwarded to the Manager of the Bar's Sections Department for inclusion on the Section's website.

A Week Before the Fall Council Meeting (Odd Years Only)

Initial Legislative Proposals

Ideally, T-REP's substantive committee chairs will circulate their legislative proposals to the Council for review and input by submitting them for posting on the Upcoming Meeting page of the REPTL website.

Substantive T-REP Probate Committee Chairs ETLAC Chair

September or Early October

All Officers

REPTL Council Fall Meeting

The previous officers should conduct an orientation session for the new Treasurer and Council members prior to the Fall Meeting.

Late September or Early October (Odd Years Only)

REPTL Council Fall Meeting

In odd-numbered years, the full Probate and Trust Law Division should review and provide feedback to T-REP regarding the latter's legislative proposals.

Early December

Lifetime Achievement Award Coordinators

Reserve Slots for Presentation of Lifetime Achievement Awards

Coordinators for the respective Distinguished Real Estate or Probate Attorney Lifetime Achievement Awards should contact the TexasBarCLE Program Director or Coordinator for the appropriate Advanced Course to make sure that a time slot is allotted for presentation of the award.

Early December (Even Years)

Chair and Chair-Elect

Reserve Slot for Annual Meeting at Advanced Real Estate

The REPTL Chair should assure that there is time allotted for the Section's Annual Meeting at the Advanced Real Estate Law Course. The Chair-Elect should determine if time should be allotted at the Advanced Estate Planning and Probate Course for a "REPTL Presentation."

**Early December
(Odd Years)**

Chair and Chair-Elect

Reserve Slot for Annual Meeting at Advanced Estate Planning

The REPTL Chair should assure that there is time allotted for the Section's **Annual Meeting at the Advanced Estate Planning and Probate Course**. The Chair-Elect should determine if time should be allotted at the Advanced Real Estate Law Course for a "REPTL Presentation."

**A Week Before the
Winter Council Meeting
(Even Years Only)**

*Substantive T-REP
Probate Committee
Chairs*

Circulate Drafts of Legislative Proposals

Ideally, T-REP's substantive committee chairs will circulate drafts of proposed language for their legislative proposals to the Council for review and input by submitting them for posting on the Upcoming Meeting page of the REPTL website.

**Late January or Early
February**

*Nominating
Committee
Treasurer*

REPTL Council Winter Meeting

The Nominating Committee (the three most recent Past Chairs) reports their nominations for the offices of Chair-Elect/Secretary, Treasurer, and four Council Members (two from each Division). Resumes should be circulated among the Council.

The Treasurer submits an initial proposed budget for the succeeding fiscal year.

**Late January or Early
February
(Even Years Only)**

REPTL Council Winter Meeting

In even-numbered years, the full Probate and Trust Law Division should review and provide feedback on the current language of T-REP's legislative proposals.

Right After the Winter Council Meeting

Chair

Solicit Nominations for Lifetime Achievement Awards; Notify Section of Officer and Council Nominations

The Chair should solicit nominations for the Distinguished Lifetime Achievement Awards by eBlast to the entire section. The Chair may also include in that eBlast the names of the new Treasurer and Council member nominees, and the date, time, and place of the Section's Annual Meeting.

Chair

*Chair-Elect/Secretary
Manager, Sections
Department
Keeper of the Roster*

Add Officer and Council Nominees to E-Mail Lists, Website, and Roster

Contact information for the officer and Council Member nominees should be forwarded by the Chair-Elect/Secretary to the Manager of the Bar's Sections Department (and the Keeper of the Roster) for current inclusion on the Council's e-mail lists and later inclusion (after the Annual Meeting) on the Section's website and Roster. The Manager should also contact FirstStep to provide the nominees access to the Council Work Area. The Chair (or Chair-Elect) should inform the nominees that they'll be receiving these e-mails and granted access for their information only, since their terms have not yet begun.

Chair

*Manager, Sections
Department*

Order Plaques or Gifts

The Chair should order plaques or other gifts for the outgoing Council members for presentation to them at the Spring Meeting. These are ordered through the Sections Department of the State Bar.

Chair-Elect/Secretary

The Chair-Elect/Secretary should order a plaque or other gift for the outgoing Chair for presentation to him/her at the Section's Annual Meeting. (Note: This is not as time-critical since it will usually be presented several months after the Spring Meeting.)

April 1st

*Lifetime Achievement
Award Coordinators*

Deadline for Submitting Nominations for Distinguished Lifetime Achievement Awards

Nominations should be submitted to the respective chairs of the Division committees – currently Reid Wilson for the Real Estate Law Division and Lisa Jamieson for the Probate and Trust Law Division. The coordinators should forward any nominations to the respective selection committees.

**April 1st
(Even Years Only)**

LA Chairs

Deadline for Submission of Leadership Academy Applications

**A Week Before the
Spring Council Meeting
(Even Years Only)**

*Substantive T-REP
Probate Committee
Chairs*

Circulate Revised Drafts of Legislative Proposals

Ideally, T-REP's substantive committee chairs will circulate drafts of [hopefully final] language for their legislative proposals to the Council for review and input by submitting them for posting on the Upcoming Meeting page of the REPTL website.

Late April or Early May

*Lifetime Achievement
Award Selection
Committees
Manager, Sections
Department*

REPTL Council Spring Meeting

The Real Estate Division Chair or Chair-Elect and the two most recent Past Chairs report their selection for the Distinguished Real Estate Attorney Lifetime Achievement Award. The three most recent Probate Division Past Chairs report their selection for the Distinguished Probate Attorney Lifetime Achievement Award. The respective chairs of each Division's Lifetime Achievement Award committee should gather biographical information for the nominees to be forwarded to the Manager of the Bar's Sections Department for later inclusion (after each respective award presentation) on the Section's website.

The Council adopts a final budget for the succeeding fiscal year.

**Late April or Early May
(Even Years Only)**

REPTL Council Spring Meeting

In even-numbered years, the full Probate and Trust Law Division should review what is [hopefully] final language of T-REP's legislative proposals.

**Right After the Spring
Council Meeting**

*Lifetime Achievement
Award Selection
Committees
Manager, Sections
Department*

Obtain and Forward Bios for Lifetime Achievement Award Recipients

The respective chairs of each Division's Lifetime Achievement Award committee should gather and forward biographical information for each of the recipients to the Manager of the Bar's Sections Department for later inclusion (after each respective award presentation) on the Section's website.

The coordinators for those committees should order a plaque or other gift for their respective award recipients as soon as their identities are determined, for presentation and the respective Advanced Courses.

*Lifetime Achievement
Award Coordinators*

The Chair and Chair-Elect should confirm that awards for their respective divisions have been ordered through Visible Applause (Tom Ferguson; tom@visibleapplause.com)

Chair & Chair-Elect

Early May

Chair

Send Annual Meeting Notice to REPTL Membership

Notice of the time and place of the Annual Meeting and of the nominees (officers and council positions) reported at the Winter Meeting must be published in the Reporter or distributed to the Section membership **thirty days prior to** the Annual Meeting (Bylaws, Article V, Section 3). Notice may be distributed by e-mail (Bylaws, Article XI).

May 31st

Fiscal Year Ends – State Bar's and REPTL's fiscal years end.

June 1st

Fiscal Year Begins – Return to the beginning of this calendar!

(Last revised 7/24/23)

LITIGATION SECTION MASTER CALENDAR 2022-2023

6/1/2021	SBOT fiscal year begins	
7/13/2021	Lit Section Annual Meeting and General membership meeting to elect new officers	
7/15/2021	Send new Council and Officer roster to SBOT Sections Department	Chair
7/15/2020	Litigation Section Budget due to SBOT Executive Director	Chair and Treasurer
Mid-July	Advocate Summer Issue electronically published	Advocate
8/2/2021	SBOT Orientation for Chair, Chair-Elect and Treasurer	Chair, Chair-Elect and Treasurer
8/14/2021	New Council Member Orientation	Immediate Past Chair
8/31/2020	News for the Bar published	News for the Bar
8/31/2020	Section membership dues finalized	Treasurer
September 24-25, 2021	Council Fall Meeting Abilene	Chair
Mid-October	Advocate Fall Issue mailed to members	Advocate
10/15/2020	Council of Chair meeting, Texas Law Center, Austin	Chair
10/22/2020	Solicit Nominations for Luke Soules Award	Luke Soules Committee
10/22/2021	Send Grant Applications to non-profits and News for the Bar	Grants
11/17/2021	Annual Meeting deadline to submit date and time preference for CLE program	Annual Meeting
11/30/2021	Section membership dues finalized	Treasurer
12/1/2021	Send 1/4 page Bar Journal Ad (free) to Bar Journal	Membership
Early January 2021	Advocate Winter Issue mailed to members	Advocate
1/6/2022	Annual Meeting deadline to submit programming for brochure (topics and speakers)	Annual Meeting
1/13-14/2022	Litigation Update	Litigation Update
1/13/2022	Council Meeting	Chair
2021 or Annual Meeting	Present Luke Soules award	Luke Soules Committee
1/15/2022	Update Litigation Section Council Notebook	Chairs of all committees
2/1/2022	Registration and hotel reservations for Annual Meeting	
2/1/2022	Deadline for Internship Applications to Allow Awards in time for Organizations to Hire for Summer	Grants
2/5/2022	Send blast email to membership inviting self nominations or nominations to Council	Nominations
2/12/2022	Grant Application Deadline	Grants
2/15/2022	News for the Bar- Deadline to Submit Materials	News for the Bar
2/15/2022	Committee Meets and Votes on Internships and Presents Recommendations to Council for Award of Internships	Grants
2/26/2022	Grant Applications forwarded to to Grants Committeee members	Grants
2/25/2022	Council of Chair meeting, Texas Law Center, Austin	Chair
2/28/2022	News for the Bar published	News for the Bar
3/1/2022	Deadline for Receipt of Grant Applications	Grants
3/2/2022	Annual Meeting deadline to order awards, plaques, food and beverage and AV	Annual Meeting
3/12/2022	Deadline to submit nominations to Council	Nominations
3/26/2022	Nominations Committee submits proposed slate to Executive Committee	Nominations
3/30/2022	Deadline for Committee to Meet and Award Grants and Inform Recipients	Grants
Early April 2021	Advocate Spring Issue mailed to members	Advocate
April ____, 2021	Council Spring Meeting Location t.b.d. (address next year budget, Grants, and Nominations)	Chair
4/13/2022	Annual Meeting deadline for cle articles, ppts, speaker bios and photos	Annual Meeting
4/15/2022	News for the Bar- Deadline to Submit Materials, Ask Recipients to Send Materials (video from phone or laptop) to Annual Meeting	
4/16/2022	Send email blast to membership reminder of renewing Section membership	Membership
5/21/2022	Executive Committee and Nominations Committee finalizes new Council Members and Officer listing	Exec and Nom Committee
5/30/2022	News for the Bar published	News for the Bar
6/1/2022	SBOT fiscal year begins	
June 17-18, 2022	Annual Meeting	
	Send membership welcome message and log-in info to website	Membership