Section Council & Committee Chair Training

June 2020

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

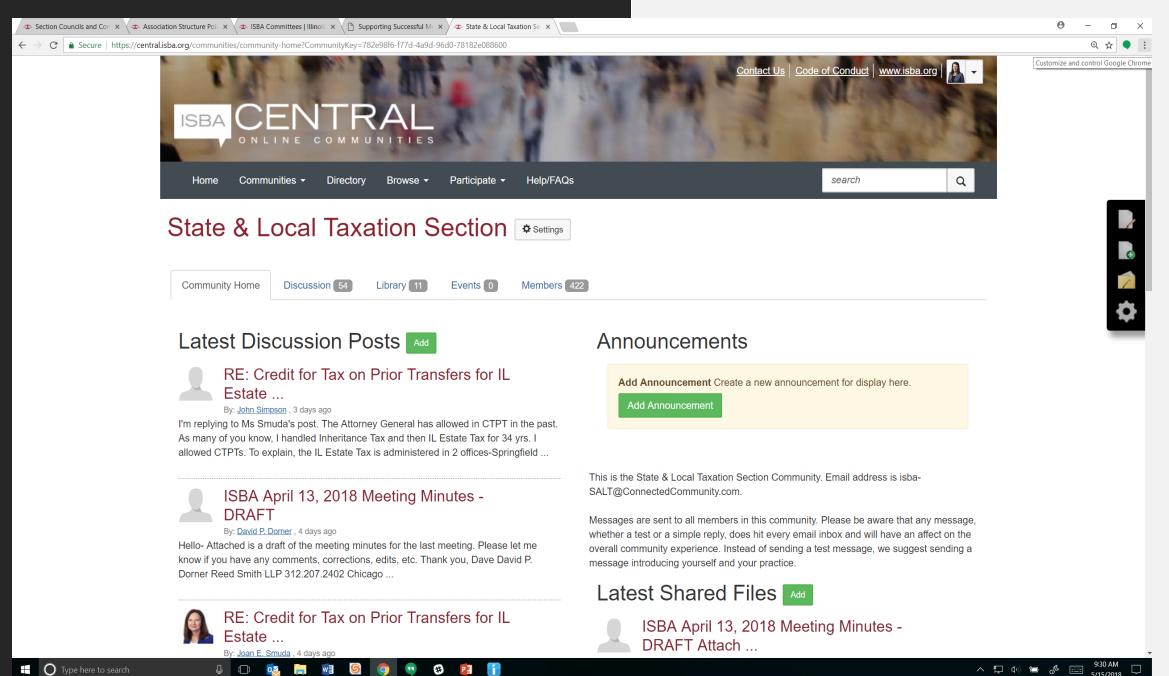
Expectations of Councils & Committees

Review legislation, proposals, and case law (where appropriate)

Keep section members engaged

Produce content (where appropriate)

ISBA Central



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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

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- 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