

# Section Council & Committee Chair Training

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June 2020

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# 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





# State & Local Taxation Section Settings

Community Home Discussion **54** Library **11** Events **0** Members **422**

## Latest Discussion Posts Add

 **RE: Credit for Tax on Prior Transfers for IL Estate ...**  
By: [John Simpson](#), 3 days ago  
I'm replying to Ms Smuda's post. The Attorney General has allowed in CTPT in the past. As many of you know, I handled Inheritance Tax and then IL Estate Tax for 34 yrs. I allowed CTPTs. To explain, the IL Estate Tax is administered in 2 offices-Springfield ...

 **ISBA April 13, 2018 Meeting Minutes - DRAFT**  
By: [David P. Dornier](#), 4 days ago  
Hello- Attached is a draft of the meeting minutes for the last meeting. Please let me know if you have any comments, corrections, edits, etc. Thank you, Dave David P. Dornier Reed Smith LLP 312.207.2402 Chicago ...

 **RE: Credit for Tax on Prior Transfers for IL Estate ...**  
By: [Joan E. Smuda](#), 4 days ago


## Announcements

**Add Announcement** Create a new announcement for display here.  
Add Announcement

This is the State & Local Taxation Section Community. Email address is isba-SALT@ConnectedCommunity.com.

Messages are sent to all members in this community. Please be aware that any message, whether a test or a simple reply, does hit every email inbox and will have an affect on the overall community experience. Instead of sending a test message, we suggest sending a message introducing yourself and your practice.

## Latest Shared Files Add

 **ISBA April 13, 2018 Meeting Minutes - DRAFT Attach ...**

# 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
- 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