

Important Deadlines for Sections

Important Dates

January 1

Begin section year. Executive committee officers and members take office.

February 1

Submit [Initial Section Report](#) outlining the section's planned activities, meeting dates for the year, and the chair and goals for each committee and subcommittee.

First week of April (check for the exact date at <https://www.osbar.org/pubaffairs>)

Submit Legislative Summary and full text of proposed legislation to BOG Public Affairs Committee for approval and pre-session filing in even-numbered years prior to legislative session.

October 15

If the Executive Committee is proposing a change in membership dues, the proposed budget and dues shall be provided to the OSB by October 15.

If the section requires a waiver from the BOG to maintain a fund balance that exceeds two years of membership dues, the section shall request the waiver by October 15.

December 1

Submit an [Annual Report](#) with the Member Services Department.

Section treasurer shall submit the section budget to OSB Accounting Department no later than December 1, for approval by the Board of Governors.

December 15

The Chair shall coordinate with Member Services Specialist to distribute the slate of Executive Committee officers and members, as well as the link for voting via electronic ballot. Section members must be provided 14 days to vote.

General Timelines

45 days prior to a House of Delegates Meeting

Any proposed recommendation or resolution considered by the House of Delegates must be submitted to the Chief Executive Officer no less than 45 days prior to the meeting.

At least 14 days prior to any section electronic vote

OSB Member Services Specialist will distribute the proposed slate and electronic ballot link to the section membership along

Within 30 days of any Section Executive Committee Meetings

A copy of the minutes of each meeting shall be delivered to the OSB Member Services Specialist.

At least seven days prior to any scheduled Executive Committee or Section meeting

Secretary or designated volunteer should distribute Executive Committee meeting information and exhibits, taking care to copy Member Services Specialist, Bar liaison and BOG contact.

At least 72 hours prior to any Executive Committee meeting

The Chair shall provide the Member Services Staff with the date, time, location or virtual link, and principal subjects to be discussed at the meeting. The Member Services Specialist will facilitate compliance with Public Meetings Law.