



NABE Classroom: Online Training for Bar Professionals.

Meet you in the classroom!



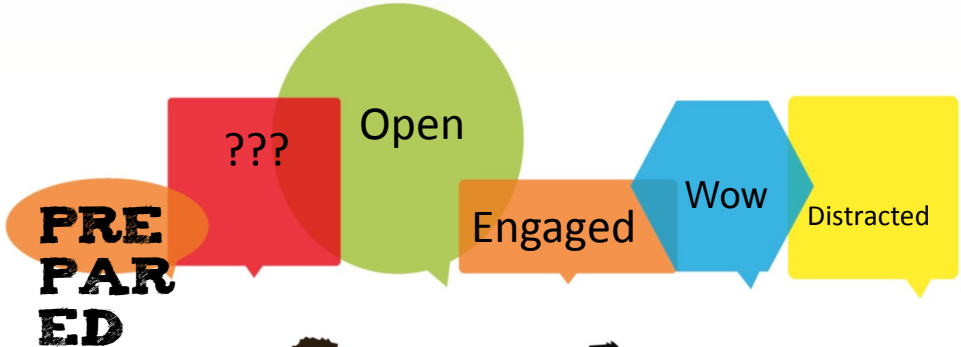
Deck the Halls with Good Governance Best Practices



- **Presenter:**
- **Elizabeth Derrico**
Associate Executive Director
- *New York State Bar Association*

Seasonal Wishes





Let's Shed Some Light on the Subject



“It is better to light one candle than curse the darkness.”



- Orientation
- Shared Expectations

***“The plans that we’ve made,
walking in a winter wonderland”***



**Have a plan,
a strategic plan**

The Center of the Governance Universe

THE AGENDA



PREPARED

“All is calm, All is bright.”



CERTIFIED NORTH POLE MAIL



House of Delegates Reports Group

Settings

Community Home

Discussion 0

Library 130

Blogs 1

Events 2

Members 451

130 Entries



Most Recent ▾

Create New Library Entry

Folders

- House of Delegates Reports Group
 - 2014
 - 2013
 - 2012
 - House Handbook
 - House of Delegates Rules
 - 2015
 - January - NYC
 - March - Albany
 - June - Cooperstown
 - November - Albany
 - November 7, 2015 House of Delegates Materials
 - 2016
 - January - NYC

Folder Contents

New View

- 2016 Association income and expense budget
- Agenda for November 7, 2015 House of Delegates meeting
- August 26, 2015 Executive Committee conference call minutes
- Broome County Bar Association re Death Gamble Report
- Comments from TICL Section with respect to Professional Discipline Report
- Committee on Professional Discipline Report
- Committee on the New York State Constitution Report
- Committee on Women in the Law Report on FMILA
- Complete set of House of Delegates agenda materials
- COSAC Report re Temporary Practice and Foreign Lawyers
- Financials
- July 23, 2015 Executive Committee conference call minutes
- June 2015 Executive Committee minutes
- June 2015 House of Delegate meeting minutes
- Labor and Employment Law Section re Women in the Law FMILA report
- Mailing cover memo
- New York City Bar Association comments with respect to "Death Gamble"
- November 2015 Bylaws Report
- NYCLA Death Gamble Report
- Treasurer's Report
- Women's Bar Association of the State of New York in support of the NYCLA

“Making a list”

A Good Agenda

- **Consent Agenda**
- **Timed**
- **Who will speak or present the issue**
- **Action to be taken**
 - **Informational**
 - **Approve**
 - **Accept**
- **Staff or Cover Memo**

“Children listen to hear sleigh bells in the snow”



Opportunities

- Guest speakers, presenters
- What if questions
- Liaison updates
- Revisit the strategic plan
- Community partners

“Checking it Twice”



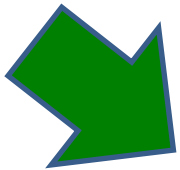
- Dry run on controversial issues
- Scheduling resolution
- Rules of Engagement
- Devil’s Advocate/Curmudgeon
- Big picture reports with trends
 - Membership
 - Engagement
 - Revenues
- Executive Director and Other Staff Reports

“Won’t You Guide My Sleigh Tonight”



Staff or Cover Memo

- **Vote of the committee, section or entity presenting the report**
- **Who had input into the report? Was it circulated and to whom?**
- **What are the pros and cons?**
- **Draft motion**



Run through the agenda with the presiding officer and other presenters

“Jingle Bell Time is a Swell Time.”

- **Project the agenda on a screen/monitors along with any motions**
- **Feed ‘em**
- **Ask: What are we missing?**
- **Time Keeper from the Board**
- **Take a break**
- **(Go to BLI)**



“Gonna Find Out Who is Naughty and Nice.”

Minutes

- Prompt
- Brief-Action
- Robert’s Rules

Check List

- Who wasn’t at the meeting that needs to know what happened promptly

Debrief

Evaluate



Some Final Thoughts





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..... *Meet you in the classroom!*

Thank you for participating in today's session!

Reach Elizabeth via her website at:
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Access session materials and other webinar
registration online at www.nabenet.org

Questions? Contact Rebecca at:
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