

**REAL PROPERTY, PROBATE AND TRUST LAW SECTION
MEMBERS'
QUICK REFERENCE GUIDE
2016-2017**

<u>RPPTL Membership & Inclusion Committee</u>			
Position	Name	Email Address	Telephone
Co-Chair	Lynwood F. Arnold, Jr.	larnold@arnold-law.com	(813) 253-2525
Co-Chair	Jason M. Ellison	jellison@elattorneys.com	(727) 898-7210
Co-Vice Chair	Annabella Barboza	annabella.barboza@phelanhallinan.com	(954) 462-7000
Co-Vice Chair	Phillip A. Baumann	pab@estatelawflorida.com	(813) 223-2202
Co-Vice Chair	Guy S. Emerich	gemerich@farr.com	(941) 639-1158
Co-Vice Chair	Brenda B. Ezell	brenda@ezellfirmpa.com	(904) 432-3200
Co-Vice Chair	Theodore S. Kypreos	tkypreos@jonesfoster.com	(561) 650-0429
Co-Vice Chair	Kymberlee C. Smith	kcsmith@kcsmithlaw.com	(954) 500-5277
<p><u>RPPTL Section Administrator</u> Mary Ann Obos mobos@flabar.org (850)561-5626 651 E. Jefferson Street Tallahassee, FL 32399</p>			

WELCOME! We are honored by your decision to participate in RPPTL Section activities. Please read on so that we can help ensure that your experience is valuable and worth returning and repeating.

What is the RPPTL Section Executive Council?

The Florida Bar is divided into "Sections" based on the major substantive areas of the law. The Real Property, Probate and Trust Law ("RPPTL") Section, with over 10,000 members, is the largest substantive Section of The Florida Bar. The RPPTL Section's Executive Council consists of members of the RPPTL Section who serve as the chairperson or vice chairperson of the Section's committees, liaisons from the RPPTL Section to other organizations, or who represent the various Judicial Circuits around the State of Florida as "At Large" representatives. The Executive Council warmly welcomes you to participate in the RPPTL Section.

The RPPTL Section's mission is:

- (a) To provide an organization within The Florida Bar for persons with an interest in real property, probate or trust law and encourage the knowledge and practices of members in those areas of the law;
- (b) To assist in developing real property, probate, trust and guardianship law, and to serve the public generally and The Florida Bar in interpreting and carrying out the public and professional needs and objectives in the fields of real property, probate and trust law;
- (c) To develop standards for ethical and competent practice in real property, probate and trust law;

(d) To develop and maintain professional relationships between real property, probate and trust lawyers and other groups; and

(e) To improve the implementation and application of laws, rules and regulations in the fields of real property, probate and trust law and to accomplish legislative objectives and to improve the administration of real property, probate and trust laws.

RPPTL Section By-Laws.

The RPPTL Section's Executive Council is led by the RPPTL Section's Executive Committee, which consists of the Section's officers and division directors. The Executive Committee coordinates, schedules, and conducts the overall affairs and meetings of the Section. The Executive Committee for the 2016/2017 year is as follows:

Chair - Deborah Packer Goodall
Chair-Elect - Andrew M. O'Malley
Director, Probate and Trust Law Division -
Debra L. Boje
Director, Real Property Law Division - Robert S.
Freedman
Secretary - William T. Hennessy, III
Treasurer - Tae Kelley Bronner

Legislation Committee Co-Chairs - Sarah S.
Butters (Probate & Trust) and Steven H. Mezer
(Real Property)
CLE Seminar Coordination Committee Co-
Chairs - Robert S. Swaine (Real Property) and
Shane Kelley (Probate & Trust)
Director, At-Large Members - S. Katherine
Frazier
Immediate Past Chair - Michael J. Gelfand

The Executive Council has two substantive divisions – the Real Property Division (“dirt”) and the Probate and Trust Law Division (“death”). The Divisions include substantive committees. There are also General Standing committees, which focus on substantive law and initiatives that span both divisions, as well as administrative matters.

Additionally, At-Large Members (ALMs) are elected to the Executive Council as geographically-based representatives of the Section's members. All efforts are made to ensure that each Judicial Circuit has at least one ALM. The ALMs work on Section projects, serve as a conduit for communication between Section leadership and Section members, represent the Section throughout the State, and participate on the Section's various committees. It is through the ALMs that the work of the Executive Council is disseminated to the members of the Section.

The Executive Council is comprised of approximately 260 members. The Council meets five times during the Bar year, which runs from July 1-June 30. Four meetings are held at different locations across Florida, and one is held out-of-state. The meetings last about three days. The schedule starts with committee meetings, followed by a division roundtable discussion during which committees report on their activities and proposed legislation is vetted. The meetings conclude with the Executive Council Meeting, which usually occurs on a Saturday morning, during which all Executive Council members have an opportunity to discuss and vote upon legislative proposals and positions of the RPPTL Section. If a legislative position is adopted, it is proposed to the Legislature by the Section's legislative consultants.

Annually the Section's Officers and ALMs are nominated by the Section's Long Range Planning Committee, which is composed of the Section's past chairs. Officers and ALMs are elected by the membership at the annual convention, which usually occurs in May or June. The Section Chair, with the advice of other Executive Committee members, appoints committee chairs and vice-chairs, who also serve one year terms.

Committee Meetings

Committee meetings are generally held in conjunction with the in-state Executive Council meetings. A committee chair may also schedule meetings at other times. For committees where in person attendance

is not mandatory for purposes of participation (which will depend upon the committee, as determined by committee leadership), a committee chair may allow participation by telephone conferencing, for which the committee has been assigned a conference line facility. However, not all committees will necessarily have telephonic access. For more information regarding committee scheduling and telephonic attendance, please contact the committee chair.

Registering for Meetings

Prior to each Executive Council meeting, an Executive Council Registration Form, a Committee Registration Form, and a Meeting Schedule will be posted on the Section website (www.RPPTL.org). The EC Registration Form is for Executive Council members only. The Committee Registration Form should be utilized by non-Executive Council members. The Meeting Schedule provides the date, time, and room for all committee meetings, as well as for the division roundtables, the Executive Council meeting, and social events.

Non-Executive Council members are invited to attend most committee meetings. Although registration is not required in order to attend a committee meeting, it is encouraged so that arrangements can be made for ample seating in the meeting room. If attending a committee meeting for the first time, please introduce yourself to the committee chair and request information about being placed on the committee roster (requirements for committee membership and voting rights may vary among the committees). Committee agendas and membership guidelines are posted on the committees' webpages on the RPPTL website. Additionally, the Membership and Inclusion Committee would appreciate the opportunity to welcome new committee members and provide guidance as to the meetings, and requests that you contact a representative listed above so that your attendance can be appropriately coordinated and Section leadership can ensure that the meeting rooms are appropriately sized.

Because the Executive Council is so large, the space limitations of many venues prevent the Section from inviting all Section members to all meeting events. The social events to which non-Executive Council members are invited will appear on the Committee Registration Form. It is important to complete and return the Committee Registration Form as early as possible and by the deadline, as failure to timely register may result in you not being able to attend a sold out event.

Non-Executive Council member attendance at the division roundtables and the Executive Council Meeting is invited on a space-available basis, but seats at the tables and meals are reserved for Executive Council members. Please contact a Membership and Inclusion Committee representative listed above for more information or if you would like to attend these events.

Hotel Reservations

The Section website has the most up-to-date information for upcoming meetings. Reservation blocks with reduced room prices for the hotels hosting the Executive Council meetings generally are sold out well in advance of the meetings. However, the meetings are usually held in locations with numerous surrounding hotels of varying expense. It is recommended that you arrange for your accommodations well in advance of the Executive Council meeting.

If you must cancel a reservation that is within the Section's hotel block, then please first check with the Section Administrator to enable someone who is on the waiting list to secure the room at the Section's room block rate.

At the Meetings

Registration. Check in at the Section registration desk as soon as soon as you arrive. Review the schedule to determine the registration desk hours. The sooner that you pick up your registration packet and name tag, the better. **Everyone** wears name badges at all Section

events. This is not only for security purposes, but it also breaks the ice with newcomers and encourages networking within the group.

Attire. Business casual attire is usually suggested for the committee meetings. Remember that if you are a student affiliate member or just starting to become involved in the Section, this is likely your first impression upon the leaders of your profession. Polished and conservative dress is expected.

New Member Orientation. A New Member Orientation is provided at some of the Executive Council meetings. Please review the schedule of events for the Executive Council meeting (posted on the RPPTL website), or contact the Membership and Inclusion Committee, to determine if an orientation will be held at an upcoming Executive Council meeting and for additional information.

Committee Participation. The level of participation by non-Executive Council members varies from committee-to-committee. The Committee Meeting Schedule will note those Committees in which participation in deliberations and voting is limited to Committee members only, and those that require invitation for attendance. However, as noted above, the Membership and Inclusion Committee requests that you contact a representative listed above so that your attendance can be appropriately coordinated. We will be able to inform you of logistics prior to the committee meeting – we can tell you where to sit, whether participation is invited, possibly introduce you to the committee chair, and likely pair you with a Committee member for orientation.

We suggest that you attend the Membership and Inclusion Committee meeting; we want your feedback, and our goal is to make all attendees of the Executive Council meetings feel welcome.

Questions. The Registration desk is always a good resource for answering questions that you may have. Additionally, please feel free to contact any Membership and Inclusion Committee member. The RPPTL website contains a significant amount of relevant information, too. You must be a member to obtain a username and password (please email webmaster@rpptl.org and reference “RPPTL” in the subject line). Or, ask the person next to you! Seriously, we are a very friendly group, each of us was at one time a new member, and we are all here to help and support each other, especially new members.

How to Get Involved

The Section is always looking for volunteers, and is a fulfilling organization for you to become involved. The educational, networking, and career benefits cannot be overstated. Here are some suggestions for getting involved:

Actionline: A quarterly publication entitled “Actionline,” emphasizing short practice tips and important case law and legislative updates, is circulated to all Section members. Consider writing or co-authoring an article for the publication.

Join a Committee: Many of the committees are looking for members to get involved, especially the smaller committees. Joining a committee is a great way to meet members practicing in your area and to jump-start your RPPTL career!

Continuing Legal Education Seminars: The Section is constantly providing CLE presentations. If you have a topic that you believe should be included in one of our programs, please reach out to Bob Swaine or Shane Kelley, our CLE Seminar Committee Co-Chairs, who can work with you to turn it into a CLE presentation.

Research: Actionline articles, CLEs, and legislative initiatives all require research. Let us know if you're interested, and we will find a research volunteer opportunity for you!

Bar Journal: The Section provides a more scholarly researched and documented article for each monthly edition.

Fellows Program: You may hear the "Fellows" mentioned at the Executive Council meetings. Consider applying! The Fellows Program is a competitive process that invites young RPPTL attorneys to apply for one of four positions (two Real Property and two Probate, and Trust positions) offered annually. The two-year program offers financial assistance for attending the Executive Council meetings. Fellows participate in substantive committees during their program participation and are paired with mentors to guide them through the Executive Council experience.

Say Hello: Do not hesitate to speak to the member next to you, or if you are not at a meeting, calling a member.

Social Media: Be sure to "like" the RPPTL Facebook page, which can be found at <https://www.facebook.com/FLRPPTL> and follow us on Twitter at @RPPTL_FL https://twitter.com/RPPTL_FL. Press Control and then click on one of the icons below to navigate there as well!



We are thrilled that you have chosen to participate with your peers as one within the most successful group within the Bar, and look forward to working with you in the pursuit of knowledge, collegiality and professionalism, generally to improve the practice of law within the State of Florida.

Please do not hesitate to ask questions. Questions are encouraged.

WELCOME AND THANK YOU!