

OREGON ASSOCIATION  
OF  
PARLIAMENTARIANS

PROCEDURE  
MANUAL

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# PREFACE

The intent of the PROCEDURE MANUAL, hereinafter referred to as the Manual, is to furnish each officer and committee chairman of the Oregon Association of Parliamentarians, hereinafter referred to as the OAP, with a broad understanding of the Association, its policies and purposes, and provide standards of performance for work.

The Manual has been developed from the experiences and reports of past and present officers, committee chairmen, a review of OAP Bylaws and Standing Rules, the National Association of Parliamentarians (NAP) Bylaws and materials. The Manual is to be considered a companion to the OAP Bylaws. Its contents have been compiled by the Bylaws/Procedure Manual Committee and the OAP Board of Directors, hereinafter referred to as the Board and approved by the Board. Amendments to the Manual may be proposed by officers, committee chairmen, and/or the Bylaws/Procedure Manual Committee, for presentation and approval at any meeting of the Board, at which a quorum is present.

The Manual is issued in loose-leaf form or on a thumb-drive to encourage and make it easy for the user to reproduce the standards of performance for officers and committee members, and to amend per VI.A.

The Manual will be justified by use, and by continued amendments to mark the changes brought about by the growth of OAP and advances in technology and is never to be considered final. With the OAP Bylaws remaining the authority at all times for OAP, the Manual is designed to be a working tool, to help each officer and committee chair better serve the Association.

**NOTE: *This Manual (hard copy or thumb-drive) is the property of OAP. It is the responsibility of each member of the Board to keep it up-to-date. Procedures will be approved during the year and new pages, additions and/or amendments to the thumb-drive will be issued.***

# **Procedures Common to All Officers, Committee Chairmen, and Unit Presidents**

## **I) ORIENTATION**

- A. The president shall:
  - 1. Announce the names of the appointed officer (Parliamentarian), the standing committee chairmen, and the Annual Meeting arrangements chairman.
  - 2. Orient new officers, committee chairmen, and unit presidents to their duties and distribute copies of the OAP and NAP Bylaws, Board of Director Standing Rules, and the Manual. The Board is responsible for reviewing and becoming familiar with these documents.
  - 3. Orient the Board on how to request reimbursement for expenses incurred on behalf, or to the benefit of OAP. Reimbursement from OAP shall be requested using the Request for Payment Voucher according to the following:
    - a. Specify officer or committee making the request.
    - b. Attach bills/receipts to voucher and submit to treasurer via the president for approval.
    - c. Non-budgeted expenses or over-budgeted expenses must be approved by the Board in order to be reimbursed.

## **II) COMMITTEE AND UNIT REPORTS**

- A. Reports of committee or unit activities shall be written or provided verbally at each regularly scheduled meeting of the Board. If in writing, sufficient copies shall be made for distribution to each Board member, and a copy for the secretary's files.
- B. Reports shall contain a summary of meetings, attendance, explanation of expenses, if applicable, and conclude with recommendations for Board consideration, if any. If a committee has been inactive, this fact shall be reported to the Board.

## **III) ANNUAL REPORTS**

- A. Officer, Committee and Unit reports shall be written for inclusion in the Annual Meeting Report and:
  - 1. Need not be addressed or dated.
  - 2. Shall be written in the third person.
  - 3. Include the names of members, if applicable.
  - 4. Include the number of meetings and summary of activities.

5. Shall be signed by the officer, unit president or committee chairman, and followed by the official title.
- B. Submission shall be no less than one (1) month prior to the Annual Meeting, to the Annual Meeting arrangements chairman.

#### **IV) RECORDS**

- A. Officers, unit presidents and committee chairmen shall preserve and maintain complete records of financial, material, supply and physical property transactions, correspondence and reports.
- B. Transfer of Records:
1. At the conclusion of their terms of office, retiring officers, unit presidents and committee chairmen shall prepare all records pertaining to their successor.
  2. List the records dating from (insert date) to (insert date), to be transferred to successor or to permanent files.
  3. Keep a copy for the files of the position and give a copy to the successor and a copy to the president, if applicable.
  4. Transfer of office and committee records shall be completed at the first meeting of the Board after the Annual Meeting.
  5. If a committee chair or officer successor is not available, all records shall be given to the OAP president for interim holding. The president shall acknowledge receipt of records and articles.

#### **V) PROCEDURE MANUAL**

- A. Any Board member may propose changes to the Manual at a Board meeting. (For method of amending, refer to VI.A. below). If an amendment is approved, the Bylaws/Procedure Manual Committee chairman shall reflect the change in the Manual.
- B. Board members shall obtain a thumb-drive, or print copy, as requested, of the Manual at the first meeting of the Board after the Annual Meeting.
- C. Chair of the Procedure Manual Committee will hold the official approved version of the Manual. The Procedure Manual Committee will annually review the Manual at the October meeting of the Board.

#### **VI AMENDMENTS**

- A. The Manual may be amended at any meeting of the Board, a quorum being present. For a majority vote requirement, the proposed amendment notice shall be in writing and presented at a prior meeting of the Board. E-mailed to each member of the Board not less than ten (10) days prior to the meeting of the Board at which the proposed amendment is to be considered.

- B. The Manual may also be amended without notice by a two-thirds (2/3) vote at any meeting of the Board at which a quorum is present.

## **VII ANNUAL MEETING**

### **A. Registrations**

1. The Credentials/Registration Committee chairman shall receive the Annual Meeting registrations and accompanying fees mailed to his/her home address or provided in person. The registrant's canceled check shall be his receipt.
2. The committee chairman shall maintain a record of the registrants.
3. Prior to the Annual Meeting the chairman shall transfer funds collected to the treasurer for deposit.
4. When a NAP officer, or representative attending an OAP Annual Meeting, or other event, wishes to consign education materials for sale, the following rules shall apply:
  - a. A commission of at least fifteen percent (15%) shall be retained by OAP for items sold.
  - b. The NAP officer or representative shall be responsible for his/her materials and monies and shall be kept separate from OAP funds.

### **B. Annual Meeting NAP Bookstore items and/or Fun/Fund activity if one is held:**

1. Prior to the event, if desired, a request of the treasurer for the amount of ten dollars (\$10.00) shall be issued to make change in cash sales.
2. During a sales event the chairman or committee member shall be responsible to receive money and make change.
3. The cash or checks are not to be left unattended. Give cash and checks to the treasurer, who shall deposit the funds.

# Board of Directors Members and Meetings

- I) **PURPOSE.** The purpose of the following procedures is to provide guidance to the OAP Board.
  
- II) **COMPOSITION:**
  - A. The Board shall be comprised of the elected officers, the appointed officer, who shall be the parliamentarian, the chairmen of standing committees, and the nominating committee chairman and unit presidents or alternates. (see “C”)
  - B. If a unit president is to be absent from a Board meeting, the vice-president may represent the unit.
  - C. If both the unit president and the vice-president are voting members of the Board, the unit president may appoint an alternate to represent the unit with full voting power.
  
- III) **MEETINGS.** There shall be a minimum of four (4) meetings of the Board held per year, in or as close as possible to the following time-frames:
  - 1. A January meeting
  - 2. A meeting, held within three (3) weeks prior to the Annual Meeting
  - 3. A meeting, held in May.
  - 4. An October meeting
  
- IV) A suggested OAP Board business meeting agenda is in the “Forms” section of the Manual, and may be amended and adjusted as necessary.

# Board of Directors Standing Rules

- I) The Parliamentarian shall be responsible for reviewing the OAP Board of Directors Standing Rules, hereinafter referred to as Standing Rules, for presentation at the post Annual Board Meeting.
- II) Initially the Standing Rules shall be adopted by an affirmative vote of members of the Board at a meeting at which a quorum is present. To be amended or rescinded at a meeting of the Board, at which a quorum is present, shall take a two-thirds (2/3) vote in the affirmative without previous notice, or a majority vote in the affirmative with previous notice.
- III) The Standing Rules may be suspended temporarily by a majority vote in the affirmative.

# Office of the President

- I) **RESPONSIBILITIES.** The president as chief administrative officer shall:
- A. Appoint the parliamentarian.
  - B. Preside at meetings of the Board, Executive Committee and the Annual Meeting.
  - C. Be familiar with:
    - 1. OAP and NAP Bylaws.
    - 2. OAP Procedure Manual, especially *Procedures Common to All officers, Committee Chairmen and Unit Presidents and OAP Board of Directors Standing Rules.*
    - 3. OAP properties including bank accounts.
  - D. Be informed of NAP membership, Registered and Professional Registered Parliamentarian Examination results.
  - E. Encourage membership participation in OAP activities.
  - F. Orient and assist officers, standing and special committee chairmen in understanding assigned responsibilities.
  - G. Serve as ex-officio member with vote, of all committees except the Nominating Committee.
  - H. Serve as official spokesman for OAP.
  - I. Assist and be responsive to units as requested.
  - J. Visit or delegate a member of the Executive Committee to visit, every unit at least once each year.
  - K. Obtain from the immediate past president all business and correspondence for years just completed and any properties belonging to OAP.
  - L. With input and approval of the Board, to fill vacancies in standing committee chairmanships and officer positions other than president.
  - M. In the event of an emergency, call a meeting of the Board by the most expedient means to determine if the Annual Meeting shall be deferred or cancelled.
  - N. Notify the secretary of the place and time of the Board meetings.
  - O. NAP.
    - 1. After the Annual Meeting, send the following to NAP Headquarters:
      - a. Current OAP Bylaws, if amended at the Annual Meeting.
      - b. Names and addresses of newly elected officers.
    - 2. Each year receive from NAP Headquarters, the list of OAP members who have paid NAP and OAP dues and the list of OAP members who have forfeited their memberships. Distribute a copy of these lists to the OAP Board.

**II) ANNUAL MEETING PLANNING AND ASSIGNMENTS:**

- A. With input from the OAP Board, the president shall make the following appointments:
  - 1. Annual Meeting coordinator/arrangements chairman who will assign members to perform the following duties:
    - a. Credentials/Registration
    - b. Program (printed)
    - c. Protocol
- B. Preside at any meetings of the Annual Meeting business committee
- C. Attend meetings of the Annual Meeting arrangements committee, when necessary.
- D. Together with the Annual Meeting coordinator recommend Annual Meeting sites, theme, budget, and fees.
- E. Invite the official NAP officer or guest(s) to the Annual Meeting (at no cost to the individual(s)).
- F. Prepare the official “Call to Annual Meeting” at least forty-five (45) days prior to the Annual Meeting. Submit to the state publication editor the Annual Meeting details to include: “Call to Annual Meeting,” registration form, meeting schedule, biographical information on NAP visitor, notice of pre-Annual Meeting social event, proposed amendments to the bylaws, if applicable, and the Annual Meeting Standing Rules. Submit the **“Official Call”** to the state publication editor for inclusion in the pre-Annual Meeting edition of *The Oregon Agenda*, which shall be distributed to the OAP membership at least thirty (30) days prior to the Annual Meeting.
- G. Not less than forty-five (45) days prior to the Annual Meeting obtain written reports from officers and standing committee chairmen, prepare president’s annual report, the meeting agenda and printed program. Submit the information to the arrangements packet chairman.
- H. Ensure the Annual Meeting program is printed.

**NOTE:** A draft meeting agenda and business outline is located in the “Forms” section of this Manual.

**III) POST ANNUAL MEETING OF THE EXECUTIVE COMMITTEE (in even numbered years)**

- A. The Executive Committee shall meet immediately following the Annual Meeting to vote on the following presidential appointments:
  - 1. State publication editor
  - 2. Standing committee chairmen
- B. Following the meeting of the Executive Committee the president shall:
  - 1. Advise the editor and chairmen of their appointment confirmation.
  - 2. Arrange with the treasurer and newly elected officers a mutually acceptable time to meet at the designated bank to sign the bank and mutual fund signature cards.

# Office of the Vice-President

## I) RESPONSIBILITIES:

- A. Per the OAP Bylaws the vice-president will:
  - 1. Be the chairman of the Education Committee.
  - 2. Be the chairman of the Membership Committee.
  - 3. Be an authorized signatory on checks.
  - 4. In case of a vacancy in the office of president, shall become the president.
- B. In addition, the vice-president shall:
  - 1. Perform the duties of the president in the absence of the president.
  - 2. At each OAP Board meeting, report on the status of parliamentary education provided to members and the public.
  - 3. Submit an educational article for inclusion in each edition of *The Oregon Agenda*.
  - 4. Order from the NAP Bookstore the publications and documents to be offered for sale at the OAP Annual Meeting. In addition, if applicable, order the president's pin for the installation of the newly elected president.
  - 5. After consultation with other members of the Executive Committee, and remaining within budget, purchase a gift for the retiring president. (Note – the gift will be presented by the newly elected president).
  - 6. After consultation with the president and remaining within budget purchase gift(s) for the keynote presenters and/or NAP guest, if present at the OAP Annual Meeting.
  - 7. Perform such other duties as authorized by the OAP Board.

# Office of the Secretary

## I) RESPONSIBILITIES

- A. Per the OAP Bylaws the secretary shall:
  - 1. Serve on the Yearbook Committee.
  - 2. Be an authorized signatory on checks in the absence of the president and vice-president.
- B. The secretary, as chief recorder of the proceedings of the business of OAP will:
  - 1. Be responsible for the records of all proceedings of the business of OAP.
  - 2. Perform such other duties as authorized by the president and/or Board.

## II) DUTIES.

- A. General:
  - 1. Serve as secretary and reporting officer to the Board, and the Executive Committee and the Annual Meeting.
  - 2. Board:
    - a. Keep accurate minutes of each meeting, recording names of members and guests in attendance.
    - b. Attach financial reports to the minutes.
    - c. Not later than two (2) weeks prior to a meeting of the Board, send a copy of the minutes of the previous meeting of the Board via e-mail or mail-UPS, as requested.
  - 3. Executive Committee:
    - a. Notify Executive Committee members of the time and place of the meeting.
    - b. Keep accurate minutes of each meeting.
  - 4. Conduct correspondence as directed by the president and/or Board.
  - 5. Approve **Request for Payment Vouchers** for bills in the absence of the president or vice-president.
- B. Annual Meeting
  - 1. Serve as Annual Meeting secretary.
  - 2. Keep accurate minutes of the Annual Meeting.
  - 3. Serve as secretary to the Annual Meeting Business Committee, reporting to meetings of the Board as necessary.
- C. May Meeting of the Board
  - 1. Retiring secretary. Write and send a copy of the minutes to each retiring and current members of the Board.

2. Incoming Secretary
  - a. Mail courtesy resolution(s) approved at the Annual Meeting to the appropriate people.
  - b. After fourteen (14) days and no challenges to the just held election, destroy the ballots.
  - c. Present the Annual Meeting minutes at the post annual meeting of the Board for approval, along with the previous Board meeting minutes.
3. Receive from predecessor all minutes, reports and correspondence from the previous two (2) years.

# Office of the Treasurer

## I) RESPONSIBILITIES:

- A. Per the OAP Bylaws, the treasurer shall:
  - 1. If newly elected, assume financial responsibilities immediately following the adoption of the annual audit report at the May Board meeting in even-numbered years.
  - 2. Be an authorized signatory on checks.
  - 3. Serve on the Annual Meeting Committee as comptroller.
  - 4. Serve on the Budget/Finance Committee.
  - 5. Serve as a member of the Yearbook Committee.
- B. In addition, the treasurer will:
  - 1. Maintain accurate records of OAP funds.
  - 2. Receive and disburse funds as directed by the Board using the most current up to date methodology. This will include maintaining an adequate inventory, as applicable, of the:
    - a. Receipt Book for cash receipts
    - b. Financial Record Summary to be used for receipts, disbursements and records of checks issued
    - c. Bank checking account deposit slips
    - d. "Request for Payment" vouchers
    - e. Blank printed checks
    - f. OAP Letterhead Stationery and envelopes
    - g. Postage stamps
  - 3. At the end of the term(s) of office, shall provide the incoming treasurer with all financial record and explanation/orientation as necessary.
- C. Banking and Mutual Funds:
  - 1. Banking
    - a. The OAP checking account shall be carried at the Bank of America, where all deposits will be made, and from which all transfers and/or disbursements of OAP funds will be drawn.
    - b. The signatures of two (2) of the four (4) officers, are required on all checks drawn on the account issued in an amount over one hundred dollars (\$100.00).
    - c. The treasurer will maintain an accurate record of the checking account by:
      - (1) Depositing all monies as soon as feasible.
      - (2) Balancing and reconciling the checking account monthly upon receipt of the bank statement, and at the end of the term(s) of office.

- d. The treasurer will notify the following Bank of America branch of any change in OAP officers:  
 Bank of America, Beaverton Branch #2857  
 12280 S. W. Canyon Road  
 Beaverton, OR 97005  
 Telephone: 503-643-9407  
 Customer Service Center Telephone:  
 503-275-2222
  - e. As soon as can be arranged after the election, new checking account signatories shall go to the bank listed above and sign official documents.
2. Mutual Funds
- a. OAP will receive a quarterly statement of the Columbia Growth Fund. These will be mailed by Columbia at the end of the months of March, June, September, and December. The year-end statement will indicate the annual distribution of income and the distribution of both short-and long-term capital gains.
  - b. All three of these distributions will be reflected as the purchase of additional shares of the fund.
  - c. The treasurer will notify the following institution of any change in OAP officers:  
 Columbia Growth Fund  
 COLUMBIA FINANCIAL CENTER  
 P. O. Box 1350  
 Portland, OR 97207-1350  
 Telephone: 503-222-3606
- D. Disbursement of OAP Funds
- 1. The treasurer shall disburse money only upon receiving a completed, "Request for Payment" voucher, which had been approved by the president. If the voucher is submitted by the president, the secretary and the treasurer shall be the approvers.
    - a. Items to be paid that are within budget require a "Request for Payment Voucher" form, but do not require the president's signature.
    - b. The treasurer's signature verifies that the amount is within budget.
- E. Membership Roster/Unit Files
- 1. The treasurer will:
    - a. Maintain a current OAP membership roster.
    - b. Obtain from the OAP president, a copy of the membership status report received from NAP.

- c. Obtain the following OAP Unit information:
    - (1) Current Officers
    - (2) Current Membership
      - (a) Regular NAP/OAP Members
      - (b) Affiliate NAP/OAP Members
      - (c) NAP/OAP Full-Time Student Members
      - (d) NON-NAP/OAP Unit Student Members
  - d. The roster and unit information shall be reconciled and a copy provided to the President and Editor of *The Oregon Agenda*.
- F. Budget/Finance Committee
- 1. At the call of the Budget/Finance Committee chairman, the treasurer shall meet with the Committee at a mutually determined time, but the Committee shall meet as soon as possible after January 1.
  - 2. The treasurer's records shall be available at this and all Budget/Finance Committee meetings.
  - 3. The treasurer shall submit a completed Treasurer's Periodic Financial Report to the Budget/Finance Committee prior to each OAP Board Meeting.
- G. Internal Revenue Service
- 1. An informational Form 990N must be filed with the I.R.S. by April 15<sup>th</sup> each year.
- H. Audit
- 1. The treasurer's books shall be audited in the even numbered years by the outgoing Budget/Finance Committee and presented to the OAP Board at its May meeting.
  - 2. In preparation for the audit, the treasurer shall deposit all funds received during the period between the Annual Meeting and the date of the audit, closing the financial records for the previous two (2) years.
  - 3. The treasurer will deliver all closed financial records to the Budget/Finance Committee chairman for the audit.

# Office of the Parliamentarian

- I) **PURPOSE.** To work toward preserving the parliamentary rights of OAP members, individuals, groups, or the total membership.
- II) **QUALIFICATIONS.** Be a Registered or Professional Registered Parliamentarian.
- III) **RESPONSIBILITIES.** Per the OAP Bylaws the Parliamentarian shall:
  - A. Serve on the Bylaws Committee.
  - B. Serve as chairman of the Annual Meeting Rules and Courtesy Resolution Subcommittee.
  - C. Have full rights and privileges relating to debating and voting.
  - D. In addition the parliamentarian shall be a consultant to the president, the other officers, committee chairmen and the members on matters of parliamentary procedure.
- IV) **DUTIES.**
  - A. General.
    - 1. Attend and be an advisor to the members of the
      - a. Executive Committee
      - b. Board of Directors
      - c. Annual Meeting
  - B. Annual Meeting. In addition to being the chairman of the Annual Meeting Rules and Courtesy Resolution Subcommittee the parliamentarian shall:
    - a. Be the advisor to the president in the preparation of the business meeting.
    - b. Be the advisor to the other officers as needed.
    - c. Prepare the Annual Meeting Rules.
    - d. Prepare the courtesy resolutions.

# Historian

- I) **PURPOSE.** To have assembled in one place a composite history of OAP.
- II) **COMPOSITION.** A chairman appointed by the president, and additional members as needed.
- III) **DUTIES.** To maintain photographs, press clippings, and/or press releases pertaining to OAP, parliamentary law, and parliamentarians. Assemble such materials in an album and/or a scrapbook in a chronological and orderly fashion. Display scrapbooks and albums at Annual Meetings, workshops and other appropriate OAP or public functions.

# Budget/Finance Committee

- I) **PURPOSE.** The purpose of the Budget/Finance Committee is to provide a continual accounting of the financial status of OAP, to prepare the annual budget, and to conduct the annual and periodic audit and reviews.
- II) **COMPOSITION.** The chairman shall be appointed by the president, and with the treasurer shall constitute the Committee.
- III) **DUTIES.**
  - A. **General.** Examine the financial condition of OAP prior to the meetings of the Board and report the findings and recommendations so that prudent fiduciary responsibility and investment strategy can be exercised by the Board.
  - B. **Audit.** The treasurer's records shall be audited or reviewed as required by the OAP Bylaws.
    1. The **Audit** shall be completed prior to the May meeting of the Board in even numbered years and presented at that meeting for approval.
    2. Items needed for the audit are:
      - a. Cash Receipt Book (OAP)
      - b. Ekonomik RL-17 Financial Record Summary and Check Register
      - c. Reconciled checking account statements
      - d. Quarterly and Annual Statements of the Columbia Growth Fund
      - e. OAP Member Ledger Book
      - f. Paid Request for Payment Vouchers with attached invoices
      - g. Budget for the current year
  - C. **Treasurer's Records-Distributions.** It is to be noted that ALL disbursements from the OAP checking account are to be on the RL-17 Ekonomik Financial Record Summary.
    - a. Total the expense columns on the right side of the Ekonomik ledger which represents the sources of all OAP disbursements.
    - b. The total of all expense columns must equal the total of the checks written column.
    - c. Bank charges which appear on the bank statement must be entered in the RL-17. These charges may include check printing, etc.

D. **BUDGET**

1. Request from the officers and committee chairmen information of any non-recurring or unusual expenditures or income expected for the coming year.
2. From all information gathered, complete the column on the **Proposed Budget Form** and present to the January meeting of the Board for approval.

## **NAP AND OAP DUES**

- A. By January 1 of each year, OAP members shall pay NAP and OAP dues directly to the NAP. NAP and OAP membership, shall be delinquent if dues are not paid by February 1 and NAP/OAP membership is forfeited if dues are not paid by March 1.
- B. The OAP president shall be responsible for notifying NAP of the classification of each member by October 1.
- C. By March 15, NAP shall forward to the OAP president the list of members who are current in dues, and the list of members who have forfeited membership and the dues money that is payable to OAP.
- D. The OAP dues shall be forwarded to the OAP treasurer, along with the listing of current OAP members.
- E. The president will receive notice from NAP of new member(s) who passed the NAP membership examination, or a current NAP member who transfers membership to the OAP. The president shall forward to the treasurer all such membership information and the dues check to the treasurer.

# Bylaws/Procedure Manual

## Committee

### I) **PURPOSE.**

- A. To assure conformity of the OAP Bylaws with those of NAP.
- B. To review and submit the following to the OAP Annual Meeting with recommendations for action:
  - 1. Proposed amendments to the OAP Bylaws.
  - 2. Proposed amendments to the NAP Bylaws, for submission to the NAP Bylaws Committee, according to the required NAP timeline.
  - 3. Proposed amendments to the OAP Standing Rules.
- C. To review and submit the following to the OAP Board for adoption:
  - 1. Proposed amendments to the OAP Procedure Manual.
  - 2. Proposed amendments to the OAP Board of Director Standing Rules.

### II) **COMPOSITION.** The committee shall consist of at least two (2) members, one of whom shall be a chairman appointed by the president, and the parliamentarian.

### III) **DUTIES.**

- A. Pre-Annual Meeting Board meeting
  - 1. Propose amendments to the OAP Bylaws, and NAP Bylaws.
  - 2. Send the proposed Bylaw amendments to the state publication editor no later than February 1, for timely publication in the pre-Annual Meeting issue of *The Oregon Agenda*.
- B. Annual Meeting:
  - 1. Submit proposed OAP/NAP Bylaw amendments to the Annual Meeting with recommendations for action.
- C. May Meeting:
  - 1. Submit a copy of the current OAP Bylaws and the proposed amendments to the NAP Bylaws to NAP Headquarters for forwarding to the NAP Bylaws Committee.
- D. October Board Meeting:
  - 1. Procedure Manual Rules
    - a. Propose amendments to the Procedure Manual.
    - b. Prepare all amendments in the same format.
    - c. Provide paper copies or thumb drive to the Board at least fourteen (14) days prior to the meeting and present to the Board for adoption.

- E. Following the meeting of the Board:
  - 1. Update the Procedure Manual based on changes made at the Board meeting and distribute the updated copies to the Board members by e-mail, thumb drive, or hard copy upon request.

# Nominating Committee

- I) **PURPOSE.** The purpose of the Nominating Committee is to provide a mechanism for the selection of nominees for each elective office of OAP.
  
- II) **COMPOSITION.** The committee shall:
  - A. Consist of three (3) members and one (1) alternate (alternate is to fill a vacancy if one occurs).
  - B. Be nominated and elected by ballot at the Annual Meeting in even-numbered years.
  - C. Be constituted by the three (3) nominees receiving the highest number of votes. The nominee receiving the fourth highest number of votes shall be the alternate.
  - D. The committee members shall elect the chairman immediately following the close of the Annual Meeting.
  - E. Immediately following the close of the Annual Meeting, the Committee chairman shall advise the chairmen of the Yearbook Committee and the State Publication Committee, the names of the Nominating Committee members, including the name of the alternate.
  
- III) **DUTIES.**
  - A. Pre-Annual Meeting
    - 1. Obtain recommendations for officer nominees:
      - a. Submit a request for nominees for offices to the editor of *The Oregon Agenda* to be in the Summer and Fall issues.
      - b. Request nominations from units.
      - c. In January, obtain an up-to-date list of members in good standing from the treasurer.
    - 2. Qualifications and Eligibility
      - a. Nominees for office of president shall have served as an elected officer for one (1) term or have served on the Board not less than one (1) term or two (2) years with an attendance record of not less than fifty percent (50%).
      - b. All nominees must be current with their dues.
      - c. Prior to the January meeting of the Board call a meeting of the Nominating Committee to consider the names of all nominees; contact the Committee's recommendations for office to obtain their consent to serve.

- d. Report the names of all nominees for offices to the January meeting of the Board with a copy to:
  - (1) The president
  - (2) The secretary
  - (3) The editor of the state publication for inclusion in the February issue of *The Oregon Agenda*
- B. At the Annual Meeting at which elections shall be held, read the report of the Nominating Committee.

# Membership Committee

- I) **PURPOSE.** To foster an interest in parliamentary procedure among junior and senior high students and adults, with the secondary benefit of increasing membership in OAP and NAP.
- II) **COMPOSITION.** The vice-president shall be the chairman.
- III) **DUTIES.** Develop plans and programs to gain new members and students. Report plans to the Board for approval. Make progress reports to the Board. Work closely with the Education Committee to qualify students for NAP and OAP. Respond to prospective member inquiries. Receive additional copies of the Yearbook to distribute to new members.

# Publicity/Public Relations Committee

- I) **PURPOSE.** The purpose of Publicity/Public Relations Committee shall be to facilitate communications among members and between OAP and the public by providing an outlet and contact for all public relations.
- II) **COMPOSITION.** The Committee shall consist of the chairman, and other members as needed.
- III) **DUTIES.** General.
  - A. Work closely with the Board and Education Committee chairman regarding OAP activities. Prepare information and publicity releases to the public through the various media including press, trade journals, radio, television, the *District 7 Newsletter*, and the OAP web page, <http://www.oregonap.org/>.
  - B. If there is a cost pre-approval of the president is necessary.
  - C. Keep copies of the newspaper articles concerning OAP activities, copy the editor of *The Oregon Agenda*, and the historian on all articles and photos.
  - D. Provide publicity for the Annual Meeting and educational offerings.
  - E. Transfer official materials to successor.

## State Publication – Editor

### *The Oregon Agenda*

- I) **PURPOSE.** To publish and distribute *The Oregon Agenda* the quarterly state-wide OAP publication. *The Oregon Agenda* shall contain educational information, notice of official OAP activities and updates by the president, officers and units.
- II) **COMPOSITION.** The committee shall consist of one (1) member, the editor, appointed by the president. Other members may be added as needed.
- III) **DUTIES.**
  - A. Publish *The Oregon Agenda*.
  - B. Send to members via e-mail, and by USPS to members upon request. In addition *The Oregon Agenda* shall be posted on the OAP web-page, <http://www.oregonap.org/>.
  - C. Include the president's message, articles, roster changes, bylaw amendments, member updates, and month of next publication.
  - D. Not less than thirty (30) days prior to the Annual Meeting an edition of *The Oregon Agenda* shall be distributed that will include the call to the Annual Meeting, registration form, report of the nominating committee, amendments to the OAP Bylaws/Procedure Manual, if applicable and other information as needed.
  - E. A post Annual Meeting edition of *The Oregon Agenda* shall report the names of newly elected officers and a copy of the Treasurer's Periodic Financial Report.

# Website Committee

- I) **PURPOSE.** Maintain the OAP website to provide NAP and OAP members, and the general public, with up-to-date information about OAP.
- II) **COMPOSITION.** The Website Committee shall be composed of the chairman appointed by the president, with other members as needed.
- III) **DUTIES.** Maintain the OAP website as directed by the Board.
  - A. Ensure that more than one person has all of the information necessary to maintain all elements of the OAP website, <http://www.oregonap.org/>, including, but not limited to:
    - 1. OAP domain name.
    - 2. Hosting account.
    - 3. Databases.
    - 4. Web applications.
  - B. Ensure that the OAP domain name is renewed yearly.
  - C. Ensure that the NAP website correctly links to the OAP website.
  - D. Ensure that any costs associated with the OAP website are promptly paid.
  - E. Provide the Budget/Finance Committee estimated costs for the OAP website.
  - F. Maintain the following information on the website:
    - 1. The latest version of the OAP Bylaws and website version of the Procedure Manual.
    - 2. A list of officers and committee chairs, along with email addresses.
    - 3. OAP unit information as provided by unit presidents.
    - 4. A list of upcoming OAP events.
    - 5. Recent news about OAP.
    - 6. Recent issues of *The Oregon Agenda*, minimally including issues for the past year.

# Yearbook Committee

- I) **PURPOSE.** To provide OAP members with a single document, updated annually, which contains information on OAP and its members.
- II) **COMPOSITION.** The Yearbook Committee shall be composed of the chairman appointed by the president and with other members as needed.
- III) **DUTIES.** Obtain from the president and/or treasurer the names, address and telephone number(s) home, cell, and business, as applicable of all individuals affiliated with OAP.
  - A. List members in alphabetical order with identifying credentials, as applicable.
  - B. Identify if student, affiliate, member-at-large, etc.
  - C. List the current year nominating committee members.
  - D. List names of past president and years served.
  - E. Include the OAP Bylaws and the OAP Standing Rules.
  - F. After updating, distribute Yearbook by e-mail, or print copy as requested ninety days (90) after the Annual Meeting to each member, the OAP Secretary for official files and to NAP headquarters.

## Education Committee

- I) **PURPOSE.** The purpose of the Education Committee shall be to coordinate activities that will further the knowledge of parliamentary procedure to the OAP members and the public.
- II) **COMPOSITION.** Educational activities shall be coordinated by the OAP vice-president, with support as needed by the Board.
- III) **DUTIES.** The education coordinator shall:
  - A. Submit an educational article for publication in each edition of *The Oregon Agenda*.
  - B. Order the educational materials from the NAP Bookstore for sale at each OAP Annual Meeting.
  - C. With assistance from the Board, plan educational events that may include workshops, seminars and the Annual Meeting program.

# Handling of OAP Funds Other Than Annual Dues

- I) **PURPOSE.** To standardize the handling of funds by officers, committee chairmen, and unit presidents other than the treasurer.
- II) **RESPONSIBILITIES.** To receive, disburse and maintain accurate records of all funds budgeted or separately approved by the Board, generated by education committee events or other fund raising events.
- III) **DUTIES.**
  - A. Review and become familiar with:
    - 1. Education procedures
    - 2. "Procedures Common to All Officers, Committee Chairmen, and Unit Presidents".
  - B. The treasurer shall be included in the planning of each event.
- IV) **EDUCATION**
  - A. A preliminary Education Committee budget is adopted at the pre-Annual Meeting of the Board for immediate use of the incoming Education Committee.
  - B. Check writing. The treasurer shall issue checks up to the amount budgeted. Checks exceeding one hundred dollars (\$100.00) shall be countersigned by the president or other officer as designated in the OAP Bylaws (ART. V., Section 6.A.5., B.3., and D.2 .).
  - C. Registration Fees.
    - 1. Registration Fees for education events shall be mailed to the Registration Chairman at his/her home address.
    - 2. The Registration Chairman shall maintain records of registrations and fees on the Pre-registration List Form.
  - D. Materials.
    - 1. Receipt Book for cash fees only paid at the door
    - 2. Printing calculator
    - 3. Cash box
  - E. Prepare a financial report for presentation to the first meeting of the Board following an event.
  - F. During the two (2) week period prior to the event, make periodic transfers of funds collected to the treasurer together with a copy of the Pre-registration List.

# Annual Meeting Committee

- I) **PURPOSE.** To prepare and arrange for the OAP Annual Meeting.
- II) **COMPOSITION.** The Annual Meeting Committee shall be chaired by a member of the OAP Board, who is appointed by the President. The chair shall be representative of an OAP structural unit, and shall rotate on a yearly basis. The membership of the Committee shall be the full OAP Board.
- III) **DUTIES.** The duties of the chair and the Committee shall include, but not be limited to the following:
  - A. date setting
  - B. determining theme
  - C. drafting budget
  - D. initial planning, drafting agenda and Annual Meeting printed program
  - E. determining and contracting the venue, including meal(s)
  - F. contacting and reserving speaker(s) and workshop presenter(s)
  - G. NAP Bookstore order
  - H. Auction, if applicable

# Annual Meeting Responsibilities

- I) **DUTIES:** Prior to the May meeting of the Board
- A. The president shall:
1. Designate the unit responsible for the next Annual Meeting.
  2. Review procedures noting *Procedures Common to All Committees*.
  3. Meet with the coordinator to select a site for the Annual Meeting.
  4. Meet with the coordinator and facility representative to negotiate for meeting rooms and registration areas, including:
    - a. Meeting room(s)
    - b. Guest room(s), if appropriate
    - c. Credentials/Registration
    - d. Sales display
    - e. Marquee, if available
    - f. Lobby easel of meeting locations
    - g. Menu
    - h. Obtain written agreement insuring that menu and room rates do not increase more than a percentage specified
  5. Send a statement to coordinator and comptroller that the president and coordinator are the only liaisons between committees and facility.
- B. The coordinator shall:
1. Accept the appointment from the president.
  2. Review procedures noting *Procedures Common to All Committees*.
  3. Meet with the president to select a site for the Annual Meeting.
  4. Meet with the president and facility representative to negotiate for meeting rooms and registration areas.
  5. Receive from the president a statement that the president and coordinator are the only liaisons between committees and facility.
- C. The comptroller shall:
1. Receive previous Annual Meeting financial reports, Procedure Manual and ideas from the president.
  2. Review procedures noting *Procedures Common to All Committees*.

3. Receive from president a statement that the president and coordinator are the only liaisons between committees and facility.

**II) Prior to the October meeting of the Board:**

**A. The president shall:**

1. Select the Annual Meeting theme, send to coordinator, committee Secretary to make announcement at the October meeting of the Board.
2. Appoint Business Subcommittee Chairmen, to be approved at the October meeting of the Board. Subcommittee Chairmen may, with approval of the president, appoint additional members to their committee, if needed.
3. Notify Business Subcommittee Chairmen of appointment.  
Discuss:
  - a. Annual Meeting theme
  - b. Arrangements with facility
  - c. Copy of duties
  - d. Copy of statement reference only Liaisons between committees and facility
4. Be present at Annual Meeting budget planning meeting.
5. Meet with coordinator and Education Subcommittee Chairman to plan educational presentation, including:
  - a. Subjects to be covered
  - b. Instructors
  - c. Honorarium, if applicable
  - d. Panels, if desired
  - e. Question & Answer session
  - f. Time required
  - g. If the presenter is an NAP officer, the president will introduce. If other than NAP, introduce education chairman who will introduce presenter.
  - h. Recommend fees, if applicable, to be approved by the Board.

**B. The coordinator shall:**

1. Receive from the president the selection of Annual Meeting theme.
2. Appoint subcommittee chairmen as needed to be approved at the October meeting of the Board, including:
  - a. Decorations
  - b. Hospitality & pages
  - c. Timekeepers
  - d. Memorial
  - e. Annual Meeting packets
  - f. Signs and message board
  - g. Fun/Fund time

3. Notify arrangements subcommittee chairmen of appointment. Discuss:
    - a. Annual Meeting theme
    - b. Arrangements with facility
    - c. Copy of duties
    - d. Copy of statement reference only Liaisons between committees and facility
    - e. Arrangements with facility
    - f. Copy of duties
  4. Be present at Annual Meeting budget planning meeting.
- C. The comptroller shall:
1. Consult with the president and coordinator in preparation of preliminary Annual Meeting budget, which shall include all meeting expenses and shall be approved at the October meeting of the Board.

**III) Prior to the January meeting of the Board:**

- A. The president shall:
1. Invite all guests who are to be part of the Annual Meeting. This invitation shall include:
    - a. Date and time of meeting
    - b. Name and address of facility
    - c. Meals, if complimentary
    - d. Reservations made
    - e. Transportation arrangements
    - f. Copy of tentative program
    - g. Request for promotional material:
      - (1) Biographical data
      - (2) Arrival date and time
      - (3) Departure date and time
      - (4) Special personal needs for stay
      - (5) Sightseeing possibilities, if applicable
    - h. Props & equipment needed or other requests
    - i. Include brochures on Portland
    - j. Friday Night Welcome Dinner
  2. Inform coordinator of arrival time of invited guests and/or workshop instructors.
  3. Arrange welcome of NAP officer or out of town guest by the president and Hospitality Subcommittee Chairman.
  4. Purchase gift for NAP visitor.
- B. The coordinator shall:
1. Arrange Friday night dinner with OAP members and guests.
  2. Arrange for person to lead Pledge of Allegiance.
- C. The comptroller shall prepare the first Annual Meeting financial report for the January meeting of the Board

# Annual Meeting Business Subcommittee

- I) **PURPOSE.** The purpose of the Annual Meeting is to elect officers, elect a Nominating Committee, elect delegates and alternates to the NAP convention in odd years, receive written reports of officers and chairmen of standing committees and unit presidents of their year's activities, and transact such other business as properly comes before the Annual Meeting.
- II) **COMPOSITION.** The Annual Meeting Business Subcommittee shall consist of:
- A. The president as Annual Meeting Business Subcommittee chairman.
  - B. The vice-president as Annual Meeting Event Subcommittee chairman.
  - C. The secretary as Annual Meeting secretary and reporter.
  - D. The treasurer as Annual Meeting comptroller.
  - E. The parliamentarian as Annual Meeting Rules and Courtesy Resolutions Subcommittee chairman.
  - F. The OAP Publicity/Public Relations Chairman as Annual Meeting Publicity Subcommittee Chairman.
  - G. The following presidential subcommittee appointments:
    - 1. Credentials/Registration subcommittee chairman
    - 2. Election subcommittee chairman
    - 3. Program (printed) subcommittee chairman
    - 4. Protocol subcommittee chairman
- III) **DUTIES OF PRESIDENT.** The president shall:
- A. Provide the appointed subcommittee chairmen with a copy of the procedures pertinent to their committee.
  - B. Prepare a written report for the next business subcommittee chairman (president).
- IV) **DUTIES OF COMMITTEE.** The Annual Meeting Business Subcommittee shall:
- A. Meet prior to the January Board meeting to:
    - 1. Prepare the preliminary Annual Meeting budget for approval.
    - 2. Decide on the proposed theme for the Annual Meeting.
  - B. Call other meetings as necessary

# Annual Meeting

## Credentials/Registration

- I) **PURPOSE.** The purpose of Credentials/Registration at the Annual Meeting is to determine the number of OAP members who have paid the registration fee and are in attendance and therefore entitled to vote; and to properly identify and register guests who have paid the Annual Meeting registration fee (note-fee requirement is not applicable for qualifying guests, such as a NAP representative and/or workshop presenter, if other than an OAP member).
- II) **COMPOSITION.** The composition of the Credentials/Registration Subcommittee shall consist of a chairman appointed by the president, and other OAP members as needed.
- II) **DUTIES.** The chairman shall coordinate with the treasurer to identify all members and guests who have pre-paid to attend the Annual Meeting. On the day of the Annual Meeting, prior to the call to order, the subcommittee chair, or designee shall be at the registration table to greet and registrar all attendees. Each attendee shall sign the registration list, which shall have blank lines for those who pay the registration fee on site. Each attendee will be provided a name badge and the Annual Meeting program.

# Disciplinary Procedure Committee

I) **PURPOSE.** The purpose of the OAP Disciplinary Procedure Committee is to process complaints of offenses of alleged unprofessional conduct of a member, occurring in a meeting and offenses occurring outside a meeting.

II) **COMPOSITION.** The Committee shall:

- A. Be composed of a chairman who is a Professional Registered Parliamentarian member and two (2) members who are Registered or Professional Registered Parliamentarians (if possible) and who are not members of the Board.
- B. Members of the committee who are not Registered or Professional Registered Parliamentarian members must have been an OAP member seven (7) or more years and have served on the Board at least three (3) years.
- C. Be nominated by the president and elected by the Board at the post Annual Meeting of the Board.
- D. Report only to the Board.

III) **COMPLAINTS.**

- A. Complaints alleging a violation of *The Standards of Professional Conduct for Oregon Association of Parliamentarians* against another member of OAP shall:
  - 1. Be sent to the chairman of the Disciplinary Procedure Committee.
  - 2. Be in writing and signed by the complainant.
  - 3. State fully the facts surrounding the acts or omissions complained of and the nature and extent of the violations alleged.
- B. Processing of Complaint. Copies of a complaint, with any accompanying documents, shall be sent by the chairman to the members of the Disciplinary Procedure Committee, who:
  - 1. Shall conduct, under the supervision and control of the chairman, such investigation as they may deem appropriate, and,
  - 2. Shall decide by vote in a committee meeting, one of the following:
    - a. That the complaint be dismissed as inconsequential or frivolous because it fails to comply the requirements in III, A., 3 above, or,

- b. That efforts shall be made to resolve the alleged violation without the necessity of a hearing, or,
    - c. That the accused may be afforded a hearing on charges and specifications growing out of the complaint.
- C. Arrangements for Hearing. When a hearing is to be afforded an accused, the chairman of the Disciplinary Procedure Committee shall:
  - 1. Draw up appropriate and inclusive charges and specifications covering the nature and extent of the violations alleged.
  - 2. Serve a copy of the charges and specifications signed by the chairman, on behalf of the Committee, on the accused.
  - 3. Notify any necessary witnesses to the committee to appear and present evidence.
  - 4. The hearing shall be conducted substantially as provided in *Robert's Rules of Order Newly Revised 11<sup>th</sup> Edition, Section 63 Investigation and Trial*. The Committee shall act as the managers for the OAP unless another manager is appointed by the president.
- D. Report of the committee:
  - 1. After the conclusion of the hearing the Committee shall be a majority vote, agree to a written report of its findings of fact, conclusion as to the guilt or innocence of the accused of charges and specifications, and the Committee's recommendations as to the appropriate disposition of the matter.
  - 2. The Committee may recommend exoneration of the accused or one of the following penalties:
    - a. Require that the accused take a certain remedial action, failing which a further penalty may be imposed.
    - b. Reprimand with or without the requirement that an apology be made to the aggrieved party.
    - c. Suspension from membership for a definite period.
    - d. Expulsion from membership.
    - e. Deposed from office.
- E. Disposition by the Board:
  - 1. The OAP secretary shall inform the accused of his right within thirty (30) days to submit a written statement in defense to the secretary for distribution to the Board.

2. Upon receipt of a written statement in mitigation from the accused, or the expiration of the time provided for such submission, the secretary shall submit to all members of the Board the documents received from the Disciplinary Procedure Committee together with any statement in mitigation received from the accused.
3. At a special meeting of the Board the accused and the complainant shall be afforded a personal hearing if either requests one.
4. A penalty of any form of expulsion shall require a two-thirds (2/3) vote for its imposition. Exoneration and all other forms for penalties shall require a majority vote for adoption.
5. The secretary shall promptly notify the accused of the exoneration or penalty adopted by the Board.
6. The decision of the Board shall be final, and no appeal may be taken within the structure of OAP.

**IV) CONFIDENTIALITY OF PROCEEDINGS.** All proceedings and documents connected with the disciplinary procedures shall be sealed and held by the secretary in strict confidence, except:

- A. Appropriate officers or members may be given such information regarding a disciplinary proceeding as is necessary and proper for the effective execution of any penalty imposed, and
- B. With respect to any penalty of expulsion, notice shall be published in *The Oregon Agenda* that the subject of the penalty is no longer a member of OAP.

**V) NOTIFICATION TO THE ACCUSED.** All notices required by these procedures and regulations to be given to an accused shall be certified mail, return receipt requested, delivery restricted to the address.

*Adopted from National Association of Parliamentarians Rules for Disposition of Complaints by the Ethics Committee-January 2000.*

*Documents recommended for consideration later than 2000:*

- 1) *NAP: Rules of Reporting and Disposing of Ethics Complaints 2005.*
- 2) *AIP: Rules for Handling Complaints and Reporting Ethical Violations- Complaints Alleging a Violation of the Joint NAP-AIP Code of Ethics (amended 1/30/2012)*

# Document Retention Schedule

There are documents that must be kept as permanent records and there are documents that can be destroyed after a time. The following is a retention schedule of documents for the OAP.

## I) PERMANENT RECORDS

- A. Minutes of the meetings of the Board (including attachments, such as officer and committee reports, financial reports, budgets, and attendance)
- B. Bylaws
- C. Procedure Manual
- D. OAP Standing Rules
- E. Board of Directors Standing Rules
- F. Title papers:
  - 1. All contracts (in effect and expired)
  - 2. Leases (in effect and expired)
- G. Tax exempt status documents
- H. Historians' Annual Reports
- I. Annual Meeting Packet:
  - 1. Annual Meeting Program (printed)
  - 2. Annual Meeting Agenda
  - 3. Credential and Registration Reports
  - 4. Annual Meeting Rules
  - 5. Proposed Budget
  - 6. Preliminary Annual Financial Report
  - 7. Officer & Committee Reports
- J. *The Oregon Agenda*
- K. The OAP Yearbook
- L. Member Ledgers
- M. Correspondence of historical importance
- N. Final (Audited) Annual Report of the Treasurer

## II) SEVEN (7) YEAR RETENTION

- A. Bank Statements (with reconciliation)
- B. All Request for Payment Vouchers with attached bills/receipts
- C. Ledger/Transaction Register (business)

## III) THREE (3) YEAR RETENTION

- A. Committee files
- B. General Correspondence
- C. Equipment purchased (log & location)
- D. Inventory of materials & supplies

1. Annual Meeting
  2. Others as directed by the Board
- E. Receipt book for cash/checks

**IV) DISCARD MATERIAL** (made inactive by date or organization action)

- A. Correspondence from which information has been recorded in the minutes and/or appropriate action taken
- B. Election Ballots (Fourteen (14) days from election, provided no challenge to the election.)
- C. General correspondence

# FORMS



**ANNUAL MEETING  
SAMPLE REGISTRATION FORM**

**ANNUAL MEETING SCHEDULE**

**Saturday, March XX, XXXX**

REGISTRATION	8:30 A.M.
BUSINESS MEETING	9:00 A.M.
LUNCHEON	12:00 A.M.
WORKSHOP (Presenter)	1:00 P.M.
QUESTIONS & ANSWERS	
COMPLETION OF BUSINESS MEETING (as needed)	
ADJOURNMENT	4:00 P.M.

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Cancellation policy: The registration fee may be refunded only upon notification to the credentials/registration chairman (Telephone : \_\_\_\_\_) at least seven (7) days prior to the workshop date. A partial refund of \$\$\$\$ may be given upon notice of six (6) days or less.

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**OREGON ASSOCIATION OF PARLIAMENTARIANS 2013 ANNUAL MEETING REGISTRATION FORM  
Saturday, March XX, XXXX - Denny's Conference Center - Clackamas, Oregon**

Name \_\_\_\_\_ Home PH: \_\_\_\_\_ Work PH: \_\_\_\_\_

Address \_\_\_\_\_

City, State,  
Zip \_\_\_\_\_

Check appropriate category:

\_\_\_ State Officer \_\_\_ Unit President \_\_\_ Delegate \_\_\_ OAP/NAP Member \_\_\_ Guest

Check your Luncheon preference: \_\_\_\_\_XXXXXXXX \_\_\_\_\_XXXXXXXX

Registration Fee: \$40.00 if postmarked no later than March X. An additional charge of \$5.00 if postmarked after March X.

Make check payable to OAP and mail to:

OAP Registration  
PO Box XXXXX  
Portland, OR XXXXX

Call if you have questions: XXXXXX (XXX) XXX-XXXX

**ANNUAL MEETING  
QUORUM AND CREDENTIALS WORKSHEET**

**Article VII, Section 1. D., Quorum.** The voting members who are registered and in attendance shall constitute a quorum, provided that one-half (1/2) of the units are represented and two (2) elected officers are present.

<b>Board Members in attendance</b>	<b>YES</b>	<b>NO</b>
Budget & Finance Committee	_____	_____
Bylaws Committee	_____	_____
Historian	_____	_____
Parliamentarian	_____	_____
Publicity	_____	_____
State Publication	_____	_____
Yearbook Committee	_____	_____
Units Represented	_____	_____
<b>TOTAL BOARD</b>	_____	_____

<b>Elected Officers in attendance</b>	<b>YES</b>	<b>NO</b>
President	_____	_____
Vice-President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
<b>TOTAL ELECTED OFFICERS</b>	_____	_____

	<b>Total</b>
Units represented	_____
Voting Members Registered	_____





**OREGON ASSOCIATION OF PARLIAMENTARIANS  
REQUEST FOR PAYMENT VOUCHER**

(Attach invoices/receipts)

**EXPENDITURES**

Date \_\_\_\_\_

Voucher No. \_\_\_\_\_

\_\_\_\_\_  
Title of office or committee

*These columns for treasurer  
Use only*

ITEM/PURPOSE/PROJECT	Amount	Budget	Approved
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
	_____	_____	_____
<b>Total Expenditures</b>	_____	_____	_____

\_\_\_\_\_  
(Indicate if payee is other than yourself)

\_\_\_\_\_  
(Signature/Title of Person requesting payment)

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**PAYMENT APPROVAL**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(President/Presiding Officer/Title)

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**PAYMENT RECORD**

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Check No. \_\_\_\_\_

Signed \_\_\_\_\_  
Treasurer

## **BOARD AGENDA (sample)**

- A. Reports of Officers:
  - 1. Secretary-Approve minutes of the previous meeting(s) of the Board
  - 2. Treasurer
    - a. Provides the most up to date Financial Report(s)
    - b. Present bills for payment/approval
  - 3. President
  - 4. Vice-President
- B. Standing Committee reports:
  - 1. Budget/Finance Committee
  - 2. Bylaws/Procedure Manual Committee
  - 3. Education Committee
  - 4. Other Standing Committee reports, as appropriate
- C. OAP Unit presidents' reports
- D. New Business
- E. Good of OAP – General Announcements
  - 1. Announcements
  - 2. Announce date, time and place of next meeting.
- F. Adjourn

**OREGON ASSOCIATION OF PARLIAMENTARIANS  
ANNUAL MEETING**

Date:

Place:

City:

Theme/Program:

8:30 AM	Registration and breakfast	name of chairman
9:00 AM	Call to Order	name of president
	Invocation	name
	Pledge of Allegiance	name
	Welcome	arrangements chair
	Greetings from NAP	name of officer/guest
	Introductions	president
	Memorial (if needed)	name
	Business Meeting	president
10:30 AM	Break	
10:45 AM	Business Meeting continues	
Noon	Luncheon and auction, if applicable (announce time to reconvene)	
1:30 PM	Business Meeting continued	
	Education Event	
	Election of Officers	
	Election of Nominating Committee	
3:00 PM	Installation of Officers	installing officer or designee
3:30 PM	Adjourn sine die	president

## BUSINESS AGENDA

### ANNUAL MEETING REPORTS

Credentials/Registration chairman  
Annual Meeting Standing Rules – **Action Report** parliamentary  
Program-**Action Report** parliamentary  
*(NOTE: Reports for the officers, units, and committees will be found in the section “OTHER REPORTS” in your Annual Meeting packet.)*

### OFFICERS VERBAL REPORTS (remove officers/names below if no report to be given)

President name  
Vice-President name  
Secretary name  
Treasurer name  
Parliamentarian name

### UNIT PRESIDENTS VERBAL REPORTS (remove officers/names below if no report to be given)

Mt. Hood unit president  
Rose City unit president  
Tualatin Valley unit president

### COMMITTEE VERBAL REPORTS (remove officers/names below if no report to be given)

\*Budget/Finance name  
*Present the pre-Annual Meeting audited Treasurer’s Periodic Financial Report to the Annual Meeting for information. Present the annual budget for adoption.*

\*Bylaws/Procedure Manual name  
*Present proposed bylaw amendments or revision for adoption, as applicable.*

Annual Meeting Arrangements name  
Education name  
Historian name  
Membership name  
State Publication name  
Yearbook name

*\*These reports require action by the assembly. The other committee reports may/may not require action.*

**OFFICER ELECTIONS** (*even numbered years*)

Report of Nominating Committee

name

Nominations from the floor

president

*If there are additional nominations from the floor, appoint one (1) to three (3) tellers.*

*Where there is more than one (1) nominee for any office, the election committee will distribute, collect and count the ballots for that office, which will require a majority vote in the affirmative to elect.*

Call for the report of the tellers for the contested office(s). Declare (the elected officer(s) and also the uncontested election of the other officers), the elected officers for the \_\_\_\_\_year.

Election of Nominating Committee

president

Call for the nominations for the nominating committee. Three (3) committee members and one (1) alternate shall be elected.

*After the nominations, the president shall appoint three (3) tellers. Balloting instructions shall be given by the president i.e., members may vote for three nominees. When four (4) or more members are nominated the tellers shall distribute ballots to the voting body, collect and count the ballots, which will require a plurality vote to elect. When called upon by the president, a representative teller shall report the results to the assembly.*

The president shall declare the three (3) nominees receiving the highest number of votes the members of the nominating committee. The member receiving the fourth highest number of votes shall be the alternate.

COURTESY RESOLUTIONS

parliamentarian

ANNOUNCEMENTS

president

Adjourn sine die

president

**OREGON ASSOCIATION OF PARLIAMENTARIANS**  
**TRANSFER OF FILES AND/OR OAP MATERIALS**

**Received From Immediate Past Chairman/Officer:**

\_\_\_\_\_

**Committee/office:**

\_\_\_\_\_

**The following files/items/materials pertaining to the committee/office:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Committee/Officer (Retiring)** \_\_\_\_\_

**(Position of Committee)** \_\_\_\_\_

**Chairman/Officer** \_\_\_\_\_

**Administrative Year** \_\_\_\_\_ **to** \_\_\_\_\_

**Committee** \_\_\_\_\_

OREGON ASSOCIATION OF PARLIAMENTARIANS

2012 ANNUAL MEETING  
PROPOSED BUDGET (example)

Income

Registration	15	@	\$	45.00	=	\$	675.00
Educational Materials						\$	25.00
Auction						\$	35.00

Total Receipts \$ 735.00

Expenses

Meeting Room						\$	0.00
Lunch	15	@	\$	25.00	=	\$	375.00
Guest Speakers Meals						\$	50.00
Guest Speakers Gift						\$	30.00
Printing						\$	100.00
Convention decorations						\$	25.00

Total Expenses \$ 580.00

Net Annual Meeting Income \$ 155.00

**OREGON ASSOCIATION OF PARLIAMENTARIANS**  
**ANNUAL MEETING**  
March XX, \_\_\_\_\_

**OAP OFFICERS**

President	_____ / _____
Vice-President	_____ / _____
Secretary	_____ / _____
Treasurer	_____ / _____
Parliamentarian	_____ / _____

Mt. Hood Members	_____ / _____
	_____ / _____
	_____ / _____
	_____ / _____
	_____ / _____

Rose City Members	_____ / _____
	_____ / _____
	_____ / _____

Tualatin Valley Members	_____ / _____
	_____ / _____
	_____ / _____

Members-at-Large	_____ / _____
	_____ / _____
	_____ / _____

Guests	_____ / _____
	_____ / _____
	_____ / _____

**Budget/Finance  
committee  
Proposed  
Budget**

**Standing Committees**

**OAP ANNUAL BUDGET**

<b><u>ESTIMATED REVENUES</u></b>				<b>Budget</b>
Dues	Full-time Students	@ \$10.00	0.00	
	Unit Members	@ \$20.00	0.00	
	Member-at-Large	@ \$30.00	0.00	
Total Annual Dues				\$ 0.00
Fees and/or Donations				
Annual Meeting				
Education Committee Event(s)				
Miscellaneous				
<b>TOTAL ESTIMATED REVENUE REQUIREMENTS</b>				<b>\$0.00</b>

\$0.00

<b><u>ESTIMATED EXPENSES/DISTRIBUTION</u></b>				
Printing			\$	
Postage				
Stationery/Office Supplies				
Officer's Expenses				
Committee Expenses				
	Education Committee Event(s)			
	Other Committee Event(s)			
Annual Meeting				
Miscellaneous				
	Bank Charge			
	Gifts			
	Leadership Training			
	President's Travel			
	Web Hosting Fee			
<b>TOTAL EXPENSES/DISBURSEMENTS</b>				<b>\$0.00</b>

\$0.00

SUBMITTED:

Treasurer \_\_\_\_\_

Date: \_\_\_\_\_

**This Procedure Manual was adopted March 1995 and amended in part as follows:**

**October 1998**

**January 1999**

**January 2000**

**March 2000**

**June 2000**

**May 2013**

**A total revision of this Procedure Manual was completed by the Bylaws/Procedure Manual committee and adopted by the OAP Board May 28, 2013.**