

The Official Publication of the Oregon Association of Parliamentarians

# Oregon Agenda



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**OFFICIAL CALL**

**FORTY-FIFTH ANNUAL MEETING**

of the

**OREGON ASSOCIATION**

of

**PARLIAMENTARIANS**

on the

**SIXTEENTH DAY OF MARCH 2013, 10:30 A.M.**

at

**HILTON GARDEN INN**

12048 NE Airport Way Portland, OR 97220

**TERESA G. STONE, PRP, PRESIDENT**

## FROM THE DESK OF THE PRESIDENT . . .



Next month will be the OAP Annual Meeting, coinciding with the biennial NAP District 7 meeting. District 7?? Yes, the National Association of Parliamentarians is further defined into eight districts. Beside OAP, District 7

contains the Washington State Association of Parliamentarians (WSAP), the Colorado Association of Parliamentarians (CAP), the Parliamentarians Association of British Columbia (PABC), the Alberta Association of Parliamentarians (AAP) and the following unchartered regions of Alaska, Idaho, Montana, Wyoming, the Northwest Territories and the Yukon Territory (whew!). Each District has its own Director, and District 7's is Weldon Merritt PRP, from Spokane, who is the coordinator of this District meeting, along with Peggy Long, the OAP local coordinator.

Since the last edition of the Agenda in November 2012, the OAP Board met in January to discuss major events upcoming in 2013. At the second Board meeting of the year in early March, the primary work will be on updating the OAP Procedure Manual. In addition, the Board will finalize the preparations for the March 16-17 District 7 meeting and OAP annual meeting, being held at the Hilton Garden Inn, Portland Airport. From then on your OAP Board will focus on preparing for one of the biggest events to happen for (and to!) the OAP- the convening of the National Association of Parliamentarians Biennial Convention at the downtown Hilton Hotel, September 6-9, 2013. Last being held in Oregon over 30 years, ago this is the major event for our association for possibly years to come, and the OAP Board will be asking for assistance from its members. Alice Bartelt, immediate past

president of OAP is the convention coordinator, and is doing a fantastic job on your behalf, but will need many volunteers to assist in holding a convention that OAP can be proud to call "its own." Please (please!) do not hesitate to contact me at [teresastonern@frontier.com](mailto:teresastonern@frontier.com), or Alice at [alicebartelt@comcast.net](mailto:alicebartelt@comcast.net) if you are available to help in anyway. The convention "team" will be reaching out to you in the near future – so why not get ahead of the curve?

Please join as at the District 7 meeting, the OAP Annual meeting and the NAP Convention THIS YEAR!

Teresa Stone, PRP, OAP President

### **DISTRICT 7 CONFERENCE and OAP ANNUAL MEETING**

The District 7 Conference will be held March 15-17 at the Hilton Garden Inn, 12048 NE Airport Way Portland, OR 97220. You will have received a mailed flyer with information and registration and also the *Northwest Star*, the District 7 newsletter, with the details. Please send in your registration by March 1 to get the early-bird registration fee. The OAP Annual Meeting is shown at 10:30 a.m. on Saturday, March 16. Due to an unavoidable conflict in our president's schedule, the Annual Meeting will be convened for the purpose of setting a time to which to adjourn to 11:30 a.m. on Sunday, March 17 at the District 7 Conference hotel. While it is hoped that all OAP members attend the District 7 Conference, OAP members may register for the brunch on Sunday at 10 a.m., followed by the OAP Annual Meeting. Please contact Peggy Long, local arrangements chair, if you plan to only attend on Sunday: [pjl.prp@frontier.com](mailto:pjl.prp@frontier.com) or 503-667-1278.

## UNIT REPORTS

### MT. HOOD UNIT



The unit is continuing to use the lessons disk from NAP for its monthly lessons.

*Peggy Long, President*

### TUALATIN VALLEY



No report.

### ROSE CITY UNIT



In November our members served as Tellers and counted ballots in our unit lesson on preferential voting. We learned a lot and had fun. In January we had two guests join us and they helped us to practice the mock

meeting that we created a few months ago. We're trying to polish it before we begin using it as a recruiting tool. We are also practicing writing opinions. One of our members was asked by another organization to help them with an issue regarding a motion and vote to rescind. Unit members were encouraged to research the issue and to write an "official opinion". Our PRP did give the organization her written opinion.

We meet on the third Friday of the month. Our next meeting will be Feb 15th at 7:00 p.m.

Beverly Przybylski, PRP  
Rose City Unit President

## ANNUAL DUES

To be a member in good standing, you must have paid your NAP, OAP and unit dues. Being eligible to vote at the Annual Meeting is based upon having paid your dues as of Mar. 1, 2012. Your dues are due on January 1, late by February 1, and delinquent by March 1. You may pay your dues online by going to [www.parliamentarians.org](http://www.parliamentarians.org).

**Next Board Meeting: March 2, 2013, 10 a.m.  
at Alice Bartelt's home.**

## BYLAWS

There are several proposed bylaw amendments to consider at the Annual Meeting. They are attached to this newsletter email as a separate document. Please review before the meeting.

Patricia Getchell, PRP  
Bylaws/Procedure Manual Chair

All officers and committee chairmen:  
Annual reports are due by March 4 to be included in the Annual Meeting program. Please email to Peggy Long in Microsoft Word.

## BEST PRACTICES FOR ELECTRONIC DOCUMENTS

For my educational article in this issue of The Oregon Agenda, I'm going to talk about best practices for electronic documents. As parliamentarians, we work with a large number of electronic documents, from agendas, minutes, bylaws, and everything in between. From my time working with various organizations, I've come up with a number of best practices for electronic documents that I would like to share.

There are a number of formats for electronic documents. Most text documents are written using a word processor, such as Microsoft Word. While word

processors are great for creating and editing documents, their native file formats aren't the best choice for distributing documents. Some readers may not have the word processor you are using to create the document, or they may not have the same version. If you distribute an electronic document using the native file format of your word processor, many readers will not see the document the way you intended, and some readers may be unable to open your document at all. To solve this problem, distribute your electronic documents using a format that everyone can open. I prefer the Portable Document Format (PDF) for sending documents because it is an open standard and there are free PDF viewers widely available. When you distribute your document as a PDF document, you know that your readers will see the document the way you intended.

Readers of your electronic documents are likely working with a large number of electronic documents from various sources. You want your readers to be able to determine the nature of a document by simply looking at its file name. Is the document related to OAP, or a unit you are a member of? Is the document a meeting agenda, minutes from a meeting, or something else? What is the date of the meeting that this document pertains to? What is the version of the document? Use descriptive file names for your documents that include as much information as necessary to determine the nature of the document.

While using descriptive file names is important, you also need to use consistent file names. Imagine you are looking for minutes for a particular meeting inside a folder with dozens of documents. Now imagine you have documents with various file names such as "2012-10-05 RCU Minutes" and "River City Unit Minutes - Nov 9 2012 - Draft". If your folder contains dozens of documents, all with inconsistent file names such as the examples I gave above, it will be difficult to find the document you are looking for. Use consistent file names for your documents to make them easier to find.

When dealing with electronic documents that pertain to a specific date, be sure to include the date in the file name. I suggest using the ISO 8601 format for dates in file names. This format specifies that date and time values are organized from the most significant item to the least significant item. Additionally, the format specifies that you use four digits for the year, and two digits for the month and day. For example, the date for August 5th, 2012 is represented as "2012-08-05". By using this format for dates in file names, documents will be listed

chronologically when they are sorted by file name.

The final consideration of file names is that of the version of the document. No matter how simple your document is and how certain that the version you are sending is the "final" version, there is a good chance that you will see something that needs to be fixed and then you end up sending a "truly final" version. If you simply send an updated version of the document with the same exact file name, your readers will then have two files with the same name, but with different contents. How do they know which version they are reading? To solve this problem, include a version number in every document you send. This way readers can easily tell which version of the document they are reading.

Finally, I have found it useful to include basic information about an electronic document in the footer of each page of the document: the current page, the total number of pages, the name of the file, and the date and time that the file was last edited. Knowing the current page helps people when working with long documents, especially when referring to a specific page when working with a group of people. Knowing the total number of pages lets the reader know if they have the entire document. Knowing the file name helps the reader to differentiate between different files, particularly different versions of the same file. Knowing the date and time that the file was last edited helps the reader to know if they have the most recent version of a document. When working with multiple documents, especially paper copies of documents, it is easy to get confused and forget exactly what document you are looking at. Having this information available at the bottom of every page helps the reader to quickly determine what document they are looking at.

While I realize that this is a lot of information, it really boils down to three things. First, use a file format that will enable the most readers to view your document as you intended. Second, use a file name that provides enough information to determine the nature of the document. Third, put basic information in the footer of every page so that readers can quickly determine what document they are reading. With just a little bit of extra effort, you can greatly help out the readers of your electronic documents.

Jeff Weston, OAP Vice-President  
[jjweston@gmail.com](mailto:jjweston@gmail.com)

## PROPOSED AMENDMENTS TO THE BYLAWS

Current Wording	Proposed Changes	Wording, If Adopted
<p>Article X, Section 1, F. <b>Membership/Extension</b></p> <p>Article X, Section 3, F. The <b>Membership/Extension Committee</b> shall:</p> <ol style="list-style-type: none"> <li>1. Be composed of the vice-president as chairman, at least one (1) member from each unit and a member-at-large.</li> <li>2. Meet at least three (3) times a year: <ol style="list-style-type: none"> <li>a. At least once during the Fall, Winter and Spring quarters.</li> </ol> </li> <li>3. Upon notification of a new member, send a welcome letter and a copy of the Yearbook.</li> </ol>	<p>Article X, Section 1, F. <b>Membership</b></p> <p>Article X, Section 3, F. The <b>Membership Committee</b> shall:</p> <ol style="list-style-type: none"> <li><del>1. Be composed of the vice-president as chairman, at least one (1) member from each unit and a member-at-large.</del></li> <li><del>2. Meet at least three (3) times a year: <ol style="list-style-type: none"> <li>a. At least once during the Fall, Winter and Spring quarters.</li> </ol> </del></li> <li><u>3. Contact members-at-large who have not paid NAP dues and encourage them to do so.</u></li> <li>4. Upon notification of a new member, send a welcome letter and a copy of the Yearbook.</li> </ol>	<p>Article X, Section 1, F. <b>Membership</b></p> <p>Article X, Section 3, F. The <b>Membership Committee</b> shall:</p> <ol style="list-style-type: none"> <li>1. Contact members-at-large who have not paid NAP dues and encourage them to do so.</li> <li>2. Upon notification of a new member, send a welcome letter and a copy of the Yearbook.</li> </ol>

Text of proposed change: Amend Oregon Association of Parliamentarians bylaws by striking "**Membership/Extension**" from Article X, Section 1, Paragraph F and replacing it with "**Membership**". Also amend the bylaws by striking Paragraph F of Article X, Section 3, and replacing it with the following:

"F. The **Membership Committee** shall:

1. Contact members-at-large who have not paid NAP dues and encourage them to do so.
2. Upon notification of a new member, send a welcome letter and a copy of the Yearbook."

Rationale: Updates the name of the membership committee to be consistent with Article V, Section 6, Paragraph B, Item 2. Eliminates membership requirements of the committee that are excessive given our size. Eliminates requirements for meeting regularly that are excessive given the responsibilities of the committee. Adds a requirement that the committee contact members-at-large who have not paid NAP dues and encourage them to do so.

Current Wording	Proposed Changes	Wording, if Adopted
<p>Article X, <b>Section 2. Term.</b> The term of office for committee chairmen shall be consistent with that of the elected officers, except for the state publication chairman, who shall assume his/her duties following the publication of the post-annual meeting issue.</p>	<p>Article X, <b>Section 2. Term.</b> The term of office for committee chairmen shall be consistent with that of the elected officers, <u>with the following exceptions:</u></p> <ol style="list-style-type: none"> <li>1. <u>There are no limits on the number of consecutive terms a committee chairman can serve.</u></li> <li>2. <del>except for the</del> The state publication chairman, <del>who</del> shall assume his/her duties following the publication of the post-annual meeting issue.</li> </ol>	<p>Article X, <b>Section 2. Term.</b> The term of office for committee chairmen shall be consistent with that of the elected officers, with the following exceptions:</p> <ol style="list-style-type: none"> <li>1. There are no limits on the number of consecutive terms a committee chairman can serve.</li> <li>2. The state publication chairman shall assume his/her duties following the publication of the post-annual meeting issue.</li> </ol>

Text of proposed change: Amend Oregon Association of Parliamentarians bylaws by striking Section 2 of Article X, and replacing it with the following:

"Article X, Section 2. Term. The term of office for committee chairmen shall be consistent with that of the elected officers, with the following exceptions:

1. There are no limits on the number of consecutive terms a committee chairman can serve.
2. The state publication chairman shall assume his/her duties following the publication of the post-annual meeting issue."

Rationale: We have limited members who have the skill or desire to serve as committee chairmen. These members may need to serve as committee chairmen for longer than the two consecutive terms that is currently permitted.

### **Website Committee**

Text of proposed change: Amend Oregon Association of Parliamentarians bylaws by adding "K. **Website Committee**" to the end of Article X, Section 1. Also amend the bylaws by adding the following to the end of Article X, Section 3: "K. The **Website Committee** shall maintain the OAP website as directed by the board of directors."

Rationale: Formally recognizes the website committee in the OAP bylaws.

Current Wording	Proposed Changes	Wording, if Adopted
<p>Article X: Committees, Section 3, Duties of Standing Committees, Subsection A. The Budget/Finance Committee shall:</p> <ol style="list-style-type: none"> <li>1. Conduct the annual audit.</li> <li>2. Prepare the annual budget.</li> </ol>	<p>Article X: Committees, Section 3, Duties of Standing Committees, Subsection A. The Budget/Finance Committee shall:</p> <ol style="list-style-type: none"> <li>1. Conduct the <del>annual</del> <u>an</u> audit <u>in even numbered years, at any time there is a change in the office of treasurer, and at other times as directed by the board of directors, and present to the OAP board at the Spring meeting.</u></li> <li>2. Prepare the annual budget <u>for presentation to the OAP board at the January meeting.</u></li> </ol>	<p>Article X: Committees, Section 3, Duties of Standing Committees, Subsection A. The Budget/Finance Committee shall:</p> <ol style="list-style-type: none"> <li>1. Conduct an audit in even numbered years, at any time there is a change in the office of treasurer, and at other times as directed by the board of directors, and present to the OAP board at the Spring meeting.</li> <li>2. Prepare the annual budget for presentation to the OAP board at the January meeting.</li> </ol>

Rationale: Since OAP doesn't have very many financial transactions per year, an audit every two years will make sure that the Financial Record Summary is balanced for the incoming treasurer.

Current Wording	Proposed Change	Wording, If Adopted
<p>Article IV: Dues, Fees, and Finances; Section 5, Audit A. The financial records of OAP shall be audited annually, at any time there is a change in the office of treasurer, and at other times as directed by the board of directors.</p> <p>B. The annual audit of the treasurer's records shall be presented to the May meeting of the board of directors for approval, and published in the next Oregon Agenda.</p>	<p>Article IV: Dues, Fees, and Finances; Section 5, Audit A. The financial records of OAP shall be audited <del>annually</del> <u>in even numbered years</u>, at any time there is a change in the office of treasurer, and at other times as directed by the board of directors.</p> <p>B. The annual audit of the treasurer's records shall be presented to the <del>May</del> <u>Spring</u> meeting of the board of directors for approval, and published in the next Oregon Agenda.</p>	<p>Article IV: Dues, Fees, and Finances; Section 5, Audit A. The financial records of OAP shall be audited in even numbered years, at any time there is a change in the office of treasurer, and at other times as directed by the board of directors.</p> <p>B. The annual audit of the treasurer's records shall be presented to the Spring meeting of the board of directors for approval, and published in the next Oregon Agenda.</p>

Rationale: The amendment is to make uniform the language with the amendment changes to Article X.