

The Official Publication of the Oregon Association of Parliamentarians

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# Oregon Agenda

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## OFFICIAL CALL

### FORTY-SIXTH ANNUAL MEETING

OF THE

### OREGON ASSOCIATION

OF

### PARLIAMENTARIANS

ON THE

**FIFTEENTH DAY OF MARCH 2014, 8:30 A.M.**

AT

**THE CLACKAMAS BANQUET & CATERING CENTER**

15815 SE 82ND DRIVE, CLACKAMAS, OREGON 97015-8551 (DENNY'S)

**TERESA G. STONE PRP CP PRESIDENT**

*CREATING THE FUTURE OF OAP*



## ANNUAL REPORTS

OAP Officers, Unit Presidents and OAP  
Committee Chairmen:  
Annual Reports are due. Please send to  
Teresa Stone at [teresastoneRN@frontier.com](mailto:teresastoneRN@frontier.com)  
by March 1  
to be included in the Annual Meeting Program

This is probably over long, so grab a cup of coffee.... The NAP National Convention has come and gone, and it was a success in every way! OAP can be proud of the work and commitment of the members and Board alike in “pulling off” an event that can be bragged about for years. Under the meticulous guidance of Alice Bartelt, Convention Coordinator, it came across as effortless, when we all know that behind the scenes is where all that “effortless” work was done. The Leadership Conference was almost standing room only, the workshops were great, the food wonderful and the delegate meetings were, shall we say, a venue for witnessing parliamentary procedure at its most intricate and finest... And Mary Randolph of Washington was voted in as the new NAP Vice-President! With her solid commitment and service to NAP in the past, the future of our national association is indeed in good hands. OAP is now the home of the NAP District 7 Director—Alice Bartelt, past president of the OAP and current Board Parliamentarian. She was voted in at the District 7 meeting held last March and officially took the Director position at the national convention. Thank you all! A personal note, my husband Eric, who worked the credentialing table all through the convention, took General Henry M. Robert's grandson, Henry M. Robert III, up to Bonneville Dam to see the picture and big write up on General Robert at the Visitor's Center. General Robert, the first Corps of Engineers' personnel to be stationed in Oregon, began the process of defining the potential large scale navigation of the Columbia River, how it could be opened for transporting, and the eventual development of the dams along the river. The Corps of Engineers staff came out of the wood-work to be with Henry during his visit, to take his picture next to

his grandfather's and to hang on his every word. My husband and Mary Randolph's husband, Bill, felt privileged to assist Henry in removing this from his bucket list of things to do!

After convention, your OAP President focused on our own OAP—its operations, resources, strengths, weaknesses, where we've come from, but more importantly where we are going with our small (but mighty!) association. I asked Board member, Tad Davis, if he would be our facilitator and guide the Board in a strategic planning process. Lucky for us (not so much for him), he agreed. The Board met in October and after the business meeting, finished the day with our first strategic planning session. The Board members were so engaged in formulating a plan that would carry us into the future that we needed a second session, which was held on November 11th—and a third on January 12th—with homework assigned! We all know a strategic plan is not static, it is a living document, and therefore changeable at any time the OAP deems necessary. The Board will share the strategic plan with the membership for your input when the gavel comes down on the draft document, so stay tuned!

The OAP Annual Meeting is March 15—please come to "your" meeting to interact with your colleagues, enjoy the workshops, elect the 2014-2016 Board of Director Officers, approve the 2014 budget and hear from the NAP VP Mary Randolph and the District 7 Director Alice Bartelt. I look forward to being with you all—new and "seasoned" members alike!

Teresa Stone BSN RNC PRP CP  
OAP President

**MARY RANDOLPH  
NAP VICE-PRESIDENT**



The OAP Annual Meeting is pleased to welcome as our guest, NAP representative Mary Randolph, PRP, Vice-President of the NAP and a Trustee on the NAP Educational Foundation. Ms.

Randolph is a Professional Registered Parliamentarian with over twenty years experience in parliamentary procedure. She has the privilege of residing in the beautiful Pacific Northwest, our own District 7, and travels throughout the United States to provide services to local, regional and national clients. Her objective as a practicing parliamentarian is to assist an association by applying parliamentary principles and procedures to such a degree that the organization may accomplish its business in a fair and efficient manner.

At the OAP Annual Meeting, VP Randolph will present an educational workshop, and provide an update on NAP activities.

Please join your fellow OAP members on Friday, March 14th, for dinner with VP Randolph. Do not pass up the opportunity to get to know Mary and enjoy great conversation and of course, great food!

**ANNUAL DUES**

If you have not already done so, please pay your dues—Unit, OAP and NAP. To be a member in good standing, you must have paid all three dues. Being eligible to vote at the Annual Meeting is based upon having paid your dues as of March 1, 2014. Your dues are due on January 1, late by February 1, and delinquent by March 1.

**YOU ARE INVITED**

TO A NO-HOST DINNER WITH  
**NAP VP MARY RANDOLPH**

Friday, March 14 ~ 6:30 p.m.

ELMER'S RESTAURANT

16087 SE 82nd Dr., Clackamas

*RSVP* [teresastonern@frontier.com](mailto:teresastonern@frontier.com)

**NEW OAP WEB SITE**

Jeff Weston, Web site Committee Chair

Last year, the Oregon Association of Parliamentarians launched a new web site. While this new web site currently functions very similarly to the old web site, the new web site gives us more power and control over the site's content. For instance, the new web site allows us to publish articles that anyone can comment on, which provides a level of interaction that wasn't available to us before. I invite all OAP members to take a look at the new web site, create an account, and comment on items that catch your attention. If you have suggestions for the new web site, please let the web site committee know.

You can find the new OAP web site at the following URL: <http://www.oregonap.org/>

**NOMINATING COMMITTEE REPORT**

Beverly Przybylski, Nominating Committee Chair

The following slate is offered for election to office at the OAP Annual Meeting, March 15, 2014.

President	Teresa Stone
Vice President	Jeffrey Weston
Secretary	Shirley Holmes
Treasurer	Tad Davis

## UNIT REPORTS

### Mt Hood Unit

No Report

have both requested to transfer to our unit. Pat has been attending our meetings regularly since we met her at the NAP biennial convention. Jim hopes to attend every other month.

### Rose City Unit

During this past summer we held a picnic potluck at the home of Laretta Slaughter. We had such a good time we held our annual holiday party there in December.

We had a guest at our January meeting who is sorting through a parliamentary pickle. Sharon McCloud will also visit the Tualatin Valley Unit, which is closer to her home. We hope she will join NAP and one of our Units.

We continue to remain in contact with Jonathan Stewart, JD, MS, RN, who we met at the District 7 meeting during the NAP biennial convention this past September. Jonathan is an Alaskan MAL who is moving to the Portland/Vancouver area in late January. He has been encouraged to visit all the Units once he gets settled.

We meet at Lloyd Corporate Plaza, 925 NE 19th Ave, Portland on the third Friday of the month. Our next meeting will be February 21st at 7:00 p.m.

Beverly Przybylski, PRP, President

### Tualatin Valley Unit

We are pleased to announce that Pat Howard, a MAL in Portland and Jim Little, a MAL who lives in Silverton

No Report



## Oregon Association of Parliamentarians 2014 Annual Meeting Registration Form

*Saturday, March 15, 2014—The Clackamas Banquet & Catering Center, 15815 SE 82nd Dr, Clackamas*

*Type or print information clearly:*

*Name:* \_\_\_\_\_

*Home Ph:* \_\_\_\_\_ *Work Ph:* \_\_\_\_\_ *Cell Ph:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*City, State, Zip:* \_\_\_\_\_

***LUNCH INCLUDED. Contact Elaine Carlson, 503-465-9168, for special dietary needs or other questions related to food.***

*REGISTRATION \$50; STUDENTS, \$25 with ID*

***Make check payable to OAP and mail to:***

*Elaine Carlson, OAP Treasurer, 46 SE 192nd Avenue, Portland, OR 97233-5702*

***Check appropriate category:***

\_\_\_\_ *State Officer*  
\_\_\_\_ *Unit President*

\_\_\_\_ *Delegate*  
\_\_\_\_ *OAP Member*

\_\_\_\_ *Unit Student*  
\_\_\_\_ *Guest*

## TENTATIVE ANNUAL MEETING SCHEDULE

8:30 - 9:00    Registration and coffee 9:00 - 10:00    Call to Order Pledge of Allegiance Invocation Welcome Introductions Greetings from NAP Greetings from District 7 10:00 - 10:15    Recess 10:15 - 12:00    Business Session Elections	12:00 - 1:30    Lunch, provided 1:30 - 2:00      Continuation of business, if necessary 2:00 - 3:00      Workshop - <i>What is a Parliamentarian?</i> Mary Randolph NAP Vice-President 3:00 - 3:30      Forum - <i>The Logistics of Holding a</i> <i>Workshop</i> . Discussion lead by Mary Randolph 3:30 - 3:45      Recess 3:45 - 4:00      Installation of OAP Officers 4:00                Adjourn Sine Die (OAP Executive Committee to meet following adjournment)
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### OAP JOINS TWITTER AND FACEBOOK

Jeff Weston, Publicity/Public Relations Chair

The Oregon Association of Parliamentarians (OAP) now has a presence on Twitter and Facebook! *Follow* us on Twitter and *Like* us on Facebook to stay current on the latest events happening within OAP.

During the last OAP board meeting, the OAP board established goals of getting 25 followers on our Twitter account and 25 likes on our Facebook page. Spread the word to others who may be interested in OAP!

OAP on Twitter: <https://twitter.com/OregonAP>    OAP on Facebook: <https://www.facebook.com/OregonAP>

### STATUS REPORT OF THE OAP'S STRATEGIC PLANNING

Tad Davis, OAP Finance Chair

At the request of Madam President, the OAP board has been engaged in a strategic planning workshop for several months. The basic structure of a strategic plan is as follows:

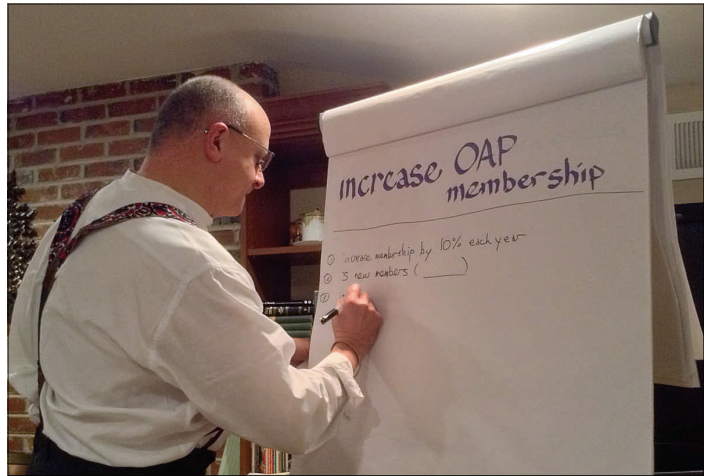
ELEMENT	DESCRIPTION	EXAMPLE
<b>Vision</b>	what we want; the long-term ideal	<i>a world without poverty</i>
<b>Mission</b>	what we do for our stakeholders; our purpose; our means for achieving the vision	<i>our mission is to provide our customers with an exceptional dining experience for a reasonable price</i>
<b>Principles</b>	beliefs, shared values	<i>the customer is always right</i>
<b>Objectives</b>	big picture	<i>increase membership</i>
<b>Goals</b>	S.M.A.R.T. – Specific, Measurable, Achievable, Relevant, Time-Dimensioned	<i>add five new members in 2014</i>
<b>Strategies</b>	means for achieving goals	<i>workshops</i>
<b>Action Plans</b>	implementation of strategies	<i>ParliPro 101 workshop at Sellwood Library on 2/31/2014</i>

*(Continued on page 6)*

(Continued from page 5)

An organization should have only one vision and one mission, but will have several objectives and goals and possibly multiple strategies and action plans for each goal. The action plans must be aligned with the vision and mission. For instance, it would be a noble effort for the OAP to raise money for the latest foreign natural disaster, but that is not the mission of parliamentarians.

World class organizations not only develop strategic plans, they broadcast them throughout the organization, and seek buy-in from its members. To do so is to show leadership and inspire ideas that are aligned with the vision and mission.



Tad Davis facilitating the third OAP strategic planning session.

Here is the OAP's strategic plan (Plan) so far, but it is subject to an official board vote, and even after the vote, the Plan is still a living document that is never really finished.

### Strategic Plan of the Oregon Association of Parliamentarians

1. **Vision Statement** – Our vision is effective meetings for every organization through parliamentary leadership.
2. **Mission Statement** – OAP is dedicated to teaching effective meeting management through the use of parliamentary procedure.
3. **Principles** –
  - a. reflect a commitment to fundamental parliamentary principles
  - b. programs and services are to be re-evaluated regularly
  - c. promote knowledge and awareness of parliamentary procedure
  - d. maintain a fiscally and operationally sound organizational structure
  - e. encourage partnerships and inclusiveness
  - f. effective meeting management starts with us
4. **Objectives** –
  - a. increase OAP membership
  - b. increase public awareness of OAP
  - c. educate the public and OAP members
  - d. maintain financial stability
  - e. increase number of credentialed members
  - f. increase geographic diversity of OAP units

The OAP's Plan is modeled after, and borrows from, the NAP's strategic plan, as presented at the national convention here in Portland last September. The OAP board is currently in the process of gathering suggested goals that apply to the Objectives above, and the next step will be to evaluate and prioritize those goals. If you have S.M.A.R.T. goals you would like the board to consider, or feedback on the Plan, please send them to [tadapdavis@gmail.com](mailto:tadapdavis@gmail.com).



## RESEARCH QUESTIONS

Jeff Weston, Education Committee Chair

Parliamentarians frequently need to look up passages in various rule books quickly. This is such an important skill that the Registered Parliamentarian (RP) exam contains a section devoted solely to looking up passages in Robert's Rules of Order Newly Revised (RONR). In order for all of us to work on our research skills, and to give practice for those of us planning to take the RP exam, my educational article for this issue of The Oregon Agenda presents 10 passages taken from the 11th edition of RONR for you to look up. These passages come from areas in RONR that I found particularly interesting, so my hope is that we will all learn something in addition to working on our research skills. For anyone struggling to find all 10 passages, about a week after this issue of The Oregon Agenda goes out, I will post the answers on the Oregon Association of Parliamentarians web site: <http://www.oregonap.org/>

1. The only exceptions to the rule that a point of order must be made at the time of the breach arise in connection with breaches that are of a continuing nature, in which case a point of order can be made at any time during the continuance of the breach.
2. This is proper because their evident object is not to suppress without debate the items laid on the table, but instead to advance consideration of something they consider more urgent.
3. In small boards, and in committees, most parliamentary rules apply, but certain modifications permitting greater flexibility and informality are commonly allowed.
4. However, a motion can be made to Suspend the Rules so as to take away from him the authority to preside during all or part of a given session.
5. If a motion to strike out and insert involves enough words that several secondary amendments--particularly to the words to be struck out--might be possible, it is often best to take any amendments to the words to be struck out first, because members who wish to perfect the words to be inserted by secondary amendment may need to know exactly what language those words will replace, to be able to perfect them effectively.
6. Sometimes several changes throughout a motion or resolution are needed in order to achieve one end, in which case these separate amendments are proposed and adopted by a single subsidiary motion to Amend.
7. In the ordinary case, it is now the recommended practice that all of society's rules of this kind be combined into a single instrument, usually called the "bylaws," although in some societies called the "constitution"--or the "constitution and bylaws," even when it is only one document.
8. The minutes are thus approved without any formal vote, even if a motion for their approval has been made.
9. Since such a ballot is improper, in order to defeat a candidate for an office it is necessary to vote for an opposing candidate, thus avoiding the anomaly of an assembly refusing to elect anyone to an office.
10. A legitimate use of the motion to close nominations would be, for example, to end the delay of an election by numbers of nominations obviously intended only to honor persons who have no chance of being elected.

LOOKING FORWARD TO SEEING YOU  
AT THE  
OAP ANNUAL MEETING  
MARCH 15, 2014