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Oregon Agenda



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OFFICIAL CALL

FORTY-SEVENTH ANNUAL MEETING

OF THE

OREGON ASSOCIATION

OF

PARLIAMENTARIANS

ON THE

TWENTY-FIRST DAY OF MARCH 2015, 9:00 A.M.

AT

THE TEA HOUSE

22132 S. KAMRATH ROAD, BEAVERCREEK, OREGON

TERESA G. STONE PRP CP PRESIDENT

OPPORTUNITY, ADVANCEMENT AND POSSIBILITIES

OAP Website: <http://www.oregonap.org/>

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

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



ANNUAL REPORTS

OAP Officers, Unit Presidents and OAP Committee Chairs:

Annual Reports are Due

Please send to the OAP President at teresastonern@frontier.com as soon as possible (but no later than March 10) in order to be included in the OAP Annual Meeting Program

I was elected the OAP President three years ago, and am now beginning my final year in office. I have enjoyed every minute and look forward to the year ahead and defined the theme, OAP - Opportunity, Advancement and Possibilities as the Association's guide (approved by the Board, too!) Under the expert guidance and facilitation of Tad Davis, OAP Treasurer, your Board of Directors is finalizing a Strategic Plan to take the Association forward with this theme. Kudos (and sympathies....) extended to Tad for taking on this important work, guiding us gently, but firmly, back whenever we "mentally wandered into the minutiae." Helpful in this endeavor is OAP being a member of the Non-Profit Association of Oregon, with the ability to network with other non-profits and benefit from workshops, webinars - including strategic planning concepts.

On a personal gratifying note, I just returned from a week of education on parliamentary law and procedure and still the talk was on how great was the 2013 NAP National Convention held in Portland. On behalf of OAP, I was the lucky recipient of these remarks, and again want to thank Alice Bartelt PRP, Convention Coordinator and Elaine Carlson, Assistant Coordinator.

The Board continues to meet quarterly on your behalf and I am continually humbled at the way each Officer and Committee Chair steps up to the plate individually and as a Board. I can expect that each member will come to the meetings prepared and ready to work together to promote the OAP - and the advancement of parliamentary procedure. At this time the Board's focus is on planning the OAP Annual Meeting March 21, 2015.

It will held at a new location this year - The Tea House at 22132 S. Kamrath Rd, Beaver Creek. See the Annual Meeting Agenda included in this edition of *The Oregon Agenda* for times and particulars. Attend for updates on the activities of the OAP this past year, addressing proposed amendments to the OAP Bylaws and a workshop (or two!) All OAP members and guests are welcome. It is the perfect time to network with your fellow parliamentary enthusiasts - or those that are curious, interested, or the "just what is parliamentary procedure?" types! I look forward to seeing you March 21.

Teresa Stone BSN RNC PRP CP
OAP President

DISTRICT 7 CONFERENCE

April 25, 2015

District 7 will meet on Saturday, April 25, 2015 in Seattle. Details will follow as to the location.

We will be honored to have NAP Vice President Mary Randolph, PRP and NAP Directors at Large Jim Stewart, PRP and Jim Jones, RP. Ann McCartney will provide a workshop about teaching parliamentary procedure. She has vast teaching experience, so you won't want to miss it. Jim Stewart will provide an update from NAP and Jim Jones will provide a workshop. The day will begin at 9 a.m. with breakfast provided before the meeting. The day will culminate with dinner at 6 p.m. Further details will be coming to all members at the beginning of March. Please mark your calendars and plan to attend.

About Bylaws

Jeff Weston, Education Committee Chair

Since we will be considering amendments to our bylaws at our 2015 annual meeting, I felt it was appropriate to write an educational article about bylaws.

Bylaws are an important part of every society. "[The bylaws] of a society are the documents that contain its own basic rules relating principally to itself as an organization, rather than to the parliamentary procedure it follows." RONR (11th ed.) p. 12, ll. 8-11. Bylaws fit within a hierarchy of rules that govern a society: Corporate Charter, Bylaws, Rules of Order (Parliamentary Authority and Special Rules of Order), Standing Rules, and Custom. Outside of a corporate charter, bylaws are the highest authority on rules within a society. While many rules of a society can be suspended, a rule contained in bylaws may not be suspended, unless it provides for its own suspension or is in the nature of a rule of order.

Bylaws are important enough to a society that special requirements usually need to be met in order to amend them. Not only do you have the higher voting requirement of amending something previously

adopted, but you also usually have requirements for advanced notice. For example, OAP requires that proposed amendments be sent in advance to the bylaws/procedure manual committee and that 30 days notice of bylaws amendments be given to members. This newsletter contains a number of proposed amendments to OAP bylaws, which itself is fulfilling the requirement that members receive 30 days notice of bylaw amendments.

As parliamentarians, we are sometimes called upon to assist other societies with bylaws disputes. Starting on page 588, RONR (11th ed.) gives a number of principles of interpretation for resolving ambiguities in bylaws. The first of these is that each society determines the meaning of their own bylaws. Of course, if no ambiguity exists there is no room for interpretation. Additional principles provide guidelines for how to resolve ambiguities.

I look forward to seeing you all at our annual meeting and seeing these concepts in action as we amend our own bylaws!

UNIT REPORTS

Mt. Hood Unit

Mt. Hood Unit finished the lessons on the NAP disk in January. They have a lot of interesting information and are a good resource for unit lessons. The unit will finish the year with preparing our provisional member, Marci Jo Carlton, for the membership exam, using the 300 questions. Then we will continue to work with our member Tad Davis in preparation for the RP exam. We will all benefit from the review and study.

Peggy Long, Mt. Hood Unit President

Rose City Unit

Rose City Unit meets on the third Friday of each month at 7:00 p.m. in the Rose Garden conference room at Lloyd Corporate Plaza, 925 NE 19th Ave., in Portland. Guests are welcome to attend our meetings, but note that access to the building is restricted. If you do wish to attend, please let us know so that we can make sure you make it into the building.

All of our meetings include an educational program on some aspect of parliamentary procedure. In October, Shirley Holmes presented a program on interrupting motions. In November, Jeff Weston gave members an opportunity to practice presiding. In January, Beverly Przybylski had our members work through a mock meeting script. Elaine Carlson will be presenting the program at our next meeting on Friday, February 20th.

We've had two guests show up to recent meetings and express an interest in joining as provisional members. We are hopeful that they will join us and work towards membership in NAP.

Jeff Weston, Rose City Unit President

Tualatin Valley Unit

No Report

TENTATIVE ANNUAL MEETING SCHEDULE

8:30-9:00	Registration, continental breakfast, coffee	10:15-12:00 (cont.)	Oral Officer and Committee Reports, as needed
9:00-10:00	Call to Order Welcome Invocation Pledge of Allegiance Introductions Greetings from the OAP Annual Meeting Coordinator Greetings from the NAP District 7 Director Invitation to attend the NAP District 7 Meeting	12:00-1:00 1:00- 1:30 1:30- 2:00	Proposed OAP Bylaw Amendments Proposed OAP Manual amendments NAP Convention (discussion on): Proposed NAP Bylaw amendments Endorsement of candidates for NAP Office Election of OAP Delegates to the NAP Convention Lunch and networking Continuation of business as necessary OAP Strategic Planning Update
10:00-10:15	Recess	2:00-2:15	Recess
10:15-12:00	Business Session Credentials Committee Report Standing Rules Committee Report Program Committee Report	2:15- 4:00 4:00	PARLor Games Workshop - Teresa Stone PRP Adjourn Sine Die



**Oregon Association of Parliamentarians
2015 Annual Meeting
Registration Form**

Saturday, March 21, 2015—The Tea House, 22132 S. Kamrath Road, Beavercreek, Oregon

Type or print information clearly:

Name: _____

Home Ph: _____ ***Work Ph:*** _____ ***Cell Ph:*** _____

Address: _____

City, State, Zip: _____

Breakfast and lunch included. Contact Tad Davis, 503-544-4280 or tadapdavis@gmail.com, for special dietary needs or other questions related to meals.

REGISTRATION \$50.00; STUDENTS & GUESTS \$25.00

Make check payable to OAP and mail to:

Tad Davis, OAP Treasurer, 7239 SW 34th Avenue, Portland, OR 97219-1716

Check appropriate category:

State Officer ***Unit President*** ***OAP Member***
 Unit Student ***Guest***

Amendment #1 Amend Article III: Divisions/Members, Section 2 Members. A. Unit Members, 1. Regular Members by clarifying qualifications;

Currently Reads	Proposed Amendment	Will Read if Adopted
Article III: Divisions/Members Section 2. Members A. Unit Members 1. Regular Members. A unit regular member is one who is qualified for NAP and OAP membership.	Article III: Divisions/Members Section 2. Members A. Unit Members 1. Regular Members. A unit regular member is one who <u>has met the qualifications</u> is qualified for NAP and OAP membership. <u>A unit regular member is qualified to serve as a delegate to the NAP Conventions, according to Article VII Section 1 H.</u>	Article III: Divisions/Members Section 2. Members A. Unit Members 1. Regular Members. A unit regular member is one who has met the qualifications for NAP and OAP membership. A unit regular member is qualified to serve as a delegate to the NAP Conventions, according to Article VII Section 1 H.

Amendment #2 Amend Article III: Divisions/Members, Section 2 Members. B. Affiliate Members by clarifying qualifications;

Currently Reads	Proposed Amendment	Will Read if Adopted
Article III: Divisions/Members Section 2. Members B. Affiliate Members. A unit affiliate member is a regular member who is counted in another unit for OAP and NAP delegate representation.	Article III: Divisions/Members Section 2. Members B. Affiliate Members A unit affiliate member is a regular member <u>of another OAP unit</u> who is counted in another <u>that OAP</u> unit for OAP and NAP delegate representation.	Article III: Divisions/Members Section 2. Members B. Affiliate Members. A unit affiliate member is a regular member of another OAP unit who is counted in that OAP unit for NAP delegate representation.

Amendment #3 Amend Article III: Divisions/Members, Section 2 Members. C. Members-at-Large by clarifying qualifications;

Currently Reads	Proposed Amendment	Will Read if Adopted
Article III: Divisions/Members Section 2. Members C. Members-At-Large. A member-at-large, a regular member who is not a member of any unit.	Article III: Divisions/Members Section 2. Members C. Members-At-Large. A member-at-large (MAL), <u>is one who has met the qualifications for NAP and OAP membership,</u> a regular member who is not a member of any <u>OAP</u> unit. <u>An MAL is qualified to serve as an NAP delegate according to Article VII Section 1. H.</u>	Article III: Divisions/Members Section 2. Members C. Members-At-Large. A member-at-large (MAL), is one who has met the qualifications for NAP and OAP membership, who is not a member of any OAP unit. An MAL is qualified to serve as an NAP delegate according to Article VII Section 1. H.

Amendment #4 Amend Article III: Divisions/Members, Section 2 Members. D. Charter Members by deleting charter member classification as there are no more charter members in OAP;

Currently Reads	Proposed Amendment	Will Read if Adopted
Article III: Divisions/Members Section 2. Members D. Charter Members: Unit members and members-at-large who joined OAP before December 1, 1968 shall be known as charter members.	Article III: Divisions/Members Section 2. Members D. Charter Members: Unit members and members-at-large who joined OAP before December 1, 1968 shall be known as charter members.	Deleted.

Amendment #5 Amend Article III: Divisions/Members, Section 6 Reinstatement, delete A & B and replace with reference to NAP bylaws.

Currently Reads	Proposed Amendment	Will Read if Adopted
Article III: Divisions/Members Section 6. Reinstatement: A. Application by a member for reinstatement, within a two (2) year period of the forfeiture date of March 1, must be accompanied by a reinstatement fee of one dollar (\$1.00) per year and current year dues. B. A former OAP/NAP member who applies for reinstatement more than two (2) years after termination of membership shall submit an NAP application for membership and meet all current requirements for the given classification.	Article III: Divisions/Members Section 6. Reinstatement: A. Application by a member for reinstatement, within a two (2) year period of the forfeiture date of March 1, must be accompanied by a reinstatement fee of one dollar (\$1.00) per year and current year dues. B. A former OAP/NAP member who applies for reinstatement more than two (2) years after termination of membership shall submit an NAP application for membership and meet all current requirements for the given classification. <u>In accordance with NAP Bylaws Article III, Members., Section 2., Reinstatement A.B.C.</u>	Article III: Divisions/Members Section 6. Reinstatement: In accordance with NAP Bylaws Article III, Members., Section 2., Reinstatement A.B.C.

Amendment #6 Amend Article IV: Dues, Fees and Finances, Section 2. Fees add OAP to clarify which board of directors;

Currently Reads	Proposed Amendment	Will Read if Adopted
Article IV: Dues, Fees, and Finances Section 2. Fees. Fees for the annual meeting, education events and other for-profit activities shall be determined by the board of directors.	Article IV: Dues, Fees, and Finances Section 2. Fees. Fees for the annual meeting, education events and other for-profit activities shall be determined by the <u>OAP</u> board of directors (<u>Board</u>).	Article IV: Dues, Fees, and Finances Section 2. Fees. Fees for the annual meeting, education events and other for-profit activities shall be determined by the OAP board of directors (Board).

Amendment #7 Amend Article IV: Dues, Fees and Finances, Section 3. Payments clarify OAP board and reword to be more specific;

Currently Reads	Proposed Amendment	Will Read if Adopted
Article IV: Dues, Fees, and Finances Section 3. Payments. Checks for payment of items over one hundred dollars (\$100) require two (2) signatures.	Article IV: Dues, Fees, and Finances Section 3. Payments. <u>OAP</u> checks for payment of items over one hundred dollars (\$100) require <u>the signatures of two (2) officers approved as signatories.</u> two (2) signatures.	Article IV: Dues, Fees, and Finances Section 3. Payments. OAP checks for over one hundred dollars (\$100) require the signatures of two (2) officers approved as signatories.

Amendment #8 Amend Article IV: Dues, Fees and Finances, Section 5. Audit. B. by changing “Spring” meeting to “May” meeting; this will be consistent with other meeting references;

Currently Reads	Proposed Amendment	Will Read if Adopted
Article IV: Dues, Fees and Finances Section 5. Audit: 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 <u>The Oregon Agenda</u> .	Article IV: Dues, Fees and Finances Section 5. Audit: B. The annual audit of the treasurer’s records shall be presented to the <u>May</u> Spring meeting of the board of directors for approval, and published in the next <u>The Oregon Agenda</u> .	Article IV: Dues, Fees and Finances Section 5. Audit: 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 <u>The Oregon Agenda</u> .

Amendment #9 Amend Article VII: Meetings, Section 1. Annual Meetings. By deleting “on the third (3rd) Friday and/or Saturday” to allow for more options for the annual meeting day.

Currently Reads	Proposed Amendment	Will Read if Adopted
Article VII: Meetings An annual meeting shall be held on the third (3 rd) Friday and/or Saturday in March.....	Article VII: Meetings An annual meeting shall be held on the third (3rd) Friday and/or Saturday in March.....	Article VII: Meetings An annual meeting shall be held in March.....

Amendment #10 Amend Article VIII: Board of Directors, Section 4. C. Meetings by deleting Current “C” and replacing it with clearer direction regarding electronic and phone conferencing;

Currently Reads	Proposed Amendment	Will Read if Adopted
Article VIII: Board of Directors Section 4. Meetings. C. Meetings may be conducted by mail or telephone conference when necessary. All actions taken by mail or telephone conference shall be verified and made a part of the minutes of the next meeting of the board of directors	Article VIII: Board of Directors Section 4. Meetings. C. <u>The OAP Board of Directors and all committees shall be authorized to meet by telephone conference call or through other electronic communications media so long as all members can simultaneously hear each other and participate during the meeting. All actions taken by mail vote shall be included in the next minutes of the Board.</u> Meetings may be conducted by mail or telephone conference when necessary. All actions taken by mail or telephone conference shall be verified and made a part of the minutes of the next meeting of the board of directors).	Article VIII: Board of Directors Section 4. Meetings. C. The OAP Board of Directors and all committees shall be authorized to meet by telephone conference call or through other electronic communications media so long as all members can simultaneously hear each other and participate during the meeting. All actions taken by mail vote shall be included in the next minutes of the Board.

Amendment #11 Amend Article VIII: Board of Directors, Section 4. Meetings, Add “D” to further clarify electronic communication to OAP members;

Currently Reads	Proposed Amendment	Will Read if Adopted
Article VIII: Board of Directors Section 4. Meetings	Article VIII: Board of Directors Section 4. Meetings <u>D. Unless members indicated otherwise to the OAP Board in writing, all communication required in these bylaws, including meeting notices, may be sent electronically.</u>	Article VIII: Board of Directors Section 4. Meetings D. Unless members indicated otherwise to the OAP Board in writing, all communication required in these bylaws, including meeting notices, may be sent electronically.

Amendment #12 Amend Article VIII: Board of Directors, Section 5. Emergency, A. delete “State wide, national, worldwide or other” emergency and replace with “an” emergency to use simpler language;

Currently Reads	Proposed Amendment	Will Read if Adopted
Article VIII: Board of Directors Section 5. Emergency A. In the event of state-wide, national, world wide or other emergency, the board of directors may cancel or defer the annual meeting.	Article VIII: Board of Directors Section 5. Emergency A. In the event of state-wide, national, world wide or other <u>an emergency as determined by the board of directors, the annual meeting may be cancelled or deferred.</u> may cancel or defer the annual meeting.	Article VIII: Board of Directors Section 5. Emergency A. In the event of an emergency as determined by the board of directors, the annual meeting may be canceled or deferred.

Amendment #13 Amend Article X: Committees, Section 3. Duties of Standing Committees, A. The Budget/Finance Committee shall: Section 1. Delete “Spring” Meeting and insert “May” to comply with all references to Board meeting times;

Currently Reads	Proposed Amendment	Will Read if Adopted
Article X: Committees Section 3. Duties of Standing Committees. A. The Budget Finance Committee shall: 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.	Article X: Committees Section 3. Duties of Standing Committees. A. The Budget Finance Committee shall: 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 <u>May</u> Spring meeting.	Article X: Committees Section 3. Duties of Standing Committees. A. The Budget Finance Committee shall: 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 May meeting.