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Oregon Agenda



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PRESIDENT

Jeffrey Weston
1255 NW 9th Avenue #301
Portland OR 97209-2887
503-806-4984
jjweston@gmail.com

EDITOR

Beverly Przybylski, PRP
1412 NW 14th Street
Battle Ground WA 97604-3227
360-687-1954
beverlyp9@comcast.net

FROM

**THE
DESK
OF
THE
PRESIDENT**



I had an opportunity over the past few weeks to meet with a couple of women from the Oregon Community Foundation to discuss parliamentary procedure. At one point I was asked to describe the perfect meeting. I immediately called up my memory of a typical meeting agenda and started thinking through the process of a typical meeting: call to order, approve minutes, hear reports, etc. Before I started speaking about these items in a typical meeting, it occurred to me that the perfect meeting begins long before the meeting is ever called to order.

I hope that everyone is enjoying their summer. While the Oregon Association of Parliamentarians board and our units take a break from business meetings over the summer, we remain busy. Summer is filled with various conventions and our professional parliamentarians are hard at work at these conventions. Also, the National Association of Parliamentarians (NAP) is holding their training conference at the end of August in Broomfield, Colorado. The NAP Training Conference is a good opportunity to improve your parliamentary knowledge and network with other parliamentarians. I hope to see you there!

For me, a large part of a perfect meeting is having everyone prepared for the meeting. The secretary has prepared minutes for the last meeting. The president has prepared an agenda for the meeting. Officers and committee chairs have prepared their reports. All members have had an opportunity to review these materials before the meeting. Anyone who wishes for the society to take some action has prepared their motion. When everyone is prepared for a meeting in this way, the meeting runs smoother. Your members will be able to spend more time on substantive work, such as debating the merits of a particular course of

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

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

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

OAP Meetup Group <http://www.meetup.com/Oregon-Association-of-Parliamentarians/>

UNIT REPORTS

Rose City Unit

Rose City Unit is hosting a summer picnic! All Oregon Association of Parliamentarians members are welcome. You should have already received an invitation with more details. I hope that we will see you there!

Rose City Unit is currently on a break from our regular business meetings for the summer. Our next meeting is Friday, September 16th, at 7:00 p.m. For our program all members will be asked to discuss what they learned at the National Association of Parliamentarians Training Conference. Jeff Weston will bring snacks. We meet once per month, usually on the third Friday of the month, at 7:00 p.m., from September until May, with the exception of December when we hold a holiday potluck instead of a regular meeting. We meet 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.

Jeff Weston, Rose City Unit President

Tualatin Valley Unit

The summer months are passing with no attention to the unit's plans. Giving time to travel and family leaves thoughts of hope that September greets us with the freshness we need to study Robert's Rules of Order.

The officers for the 2016-2017 program year are:

President	Lauretta Slaughter
Secretary	Beth McQuestion
Treasurer	Wyn Bowler

Minutes and the accounting of other activities during our last year were maintained in notable fashion by Leslie Hatcher. Her attention to detail is amazing.

The program for the September 2016 meeting will begin with questions from the study guide for examination for the registration test.

Lauretta Slaughter, TV Unit President

THE SECRETARY'S TABLE

TERESA STONE PRP, OAP SECRETARY, NAP SECRETARY

As serving at the national level is a new experience for me, I thought some of the workings at the top level of the National Association of Parliamentarians might be informative for you too. So, at the last OAP (Oregon Association of Parliamentarians) Board meeting held on May 9, I suggested writing an article for *The Oregon Agenda* on a regular basis. Well, as you are indeed reading this, the board agreed. Thusly, I will start off this initial article with some probably way too basic information about the leadership of NAP.

The nine-member NAP board is elected every other year at the National Convention, with the current board having been elected in September of 2015. To serve on the NAP board, a member must have the PRP designation. The convention delegates in attendance elect a president, vice-president, secretary, treasurer, three directors-at-large from the NAP general membership and two district directors from among the eight district directors. The 2015-2017 president, Mary Randolph, is a member of the Washington State Association of Parliamentarians, as

is Kevin Connelly, the District 7 Director, who serves on the NAP Board. They both attended and spoke at the 2016 OAP Annual Meeting and are affiliate members of OAP. The vice president is Jim Jones from Illinois and the treasurer is Wanda Sims from Maryland. The directors-at-large include Darlene Allen of Washington DC, Ann Rempel from Kansas and Alison Wallis from Louisiana. In addition to District Director Connelly, the other district director serving on the board is Michigan's Joyce Brown-Watkins of District 4. So even though the northwest is well represented, the board is geographically diverse.

A very important position is the parliamentarian that serves the president during the biennium. This is not an elected position, or a voting member of the board, and the president is free to choose her parliamentarian. President Randolph chose Roger Hanshaw from West Virginia, who assists her at all board meetings, and the convention over which she will preside in 2017. Well, that's it. Not too long and not too short and I hope that I didn't put you to sleep!

RULES FOR ELECTRONIC MEETINGS OR HOW TO AVOID CONFUSION
ALICE BARTELT, PRP, OAP VICE PRESIDENT

It has been my pleasure to serve several international organizations as their parliamentarian. While these groups hold regular meetings of their boards in person at different times during the year, there is often business that must be transacted using electronic means. One of these groups uses conference calling. The other uses Skype or Go to Meeting. Electronic meetings save these groups time and money in being able to transact important business between in-person meetings. But, there need to be rules in place to allow everyone to voice an opinion and to be able to reach decisions.

Of course, both of these groups use *RONR, 11th Edition*, as their parliamentary authority. In addition, at least one of them has adopted special rules of order for these types of meetings. Here are some special rules that all groups should consider when holding these types of meetings.

- Roll call will be taken to establish a quorum
- A speaking order will be established by name, and each person will be given the opportunity to voice their opinion (or to pass) before a final decision is made on a motion
- All motions must be presented in writing, preferably before the meeting convenes, and must be sent to other members of the board

- Each member must state their name before speaking unless they have just been called upon
- Each person shall be limited to 2 minutes each time that they speak, unless they ask for an extension of 1 minute
- A time keeper will be appointed at the beginning of each meeting
- No member may speak twice on a subject until all who wish to speak the first time have spoken
- All votes shall be roll call votes

There are other rules that could be adopted as well, such as only allowing the business that was in the notice of the meeting to be transacted, unless the agenda is amended at the beginning of the meeting. Any further rules would depend upon the nature of the organization and how business is generally conducted by the board.

In the DVD Version of *RONR, 11th Edition*, there is a section entitled "Sample Rules for Electronic Meetings." The section covers both bylaws that should be in place to allow such meetings, and several different sets of sample rules. If you should be in a position to write rules for an electronic meeting, this is a great resource.

The next issue of *The Oregon Agenda* will be October.
Deadline for articles is Monday, October 10th.
Email articles to OAP Editor Beverly Przybylski

**Next OAP
Board Meeting**

Friday, October 21st,
3:00 p.m.

Alice Bartelt's Home

(From the President, continued from page 1)

action, rather than dealing with minutiae that could have been dealt with before the meeting.

While we as parliamentarians are well aware of the preparation required to ensure a smooth meeting, others may not be aware of how such preparation could benefit their meetings. It never hurts to remind the people that we work with that the perfect meeting begins well before the meeting actually starts.

Jeff Weston, OAP President



Summer

Picnic!!



Rose City Unit


National Association
of Parliamentarians
cordially invites you and your
spouse/guest to a
Summer Picnic
Sunday, August 14, 2016
at 4:00 p.m. at the home of
Shirley Holmes



Shirley is fixing spaghetti!!

*Bring your favorite salad,
garlic bread or dessert.*

*Beverages and table service
will be provided.*



*Address and directions will be
provided after you RSVP*

Shirley Holmes at

holmes6656@comcast.net



or 503-644-1230