

The Official Publication of the Oregon Association of Parliamentarians

Oregon Agenda



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FROM

**THE
DESK
OF
THE
PRESIDENT**



membership in the National Association of Parliamentarians and the Oregon Association of Parliamentarians.

However, we need your help! All of us work with various organizations that can improve their use of parliamentary procedure. This is an excellent opportunity to reach out to those organizations and provide them the training they need. We need your help to reach out to those organizations!

I am excited to see this plan come together and look forward to a great 2017 annual meeting!

Jeff Weston, OAP President

Be sure to save Saturday, March 18th, 2017, on your calendars! The date of our 2017 annual meeting is fast approaching and you don't want to miss it! Look for more details and the call to our 2017 annual meeting in the next issue of *The Oregon Agenda*.

Your board of directors is hard at work planning our 2017 annual meeting. Our goal is to provide parliamentary education via a series of workshops. We are planning workshops on these topics: how to prepare an agenda, how to write minutes, and how to hold elections. We plan to promote these workshops to nonmembers and use the opportunity to encourage

**Next OAP
Board Meeting**

January 14th, 2017, 10 a.m.

Alice Bartelt's Home

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/>

THE MYSTERY OF TO FIX THE TIME TO WHICH TO ADJOURN
ALICE BARTELT, PRP, OAP VICE PRESIDENT

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What happens when an annual meeting is required by the bylaws to be held at a certain time, but there is no quorum present when the meeting is supposed to start? The group may start the meeting, but no substantive business may be decided. The group may recess for a period to try to obtain a quorum. Or the group may start the meeting and then pass a motion to Fix the Time to Which to Adjourn.

The privileged motion to Fix the Time to Which to Adjourn:

1. Takes precedence over all other motions. It yields to motions to Amend or for the Previous Question that are applied to it and yields to any applicable incidental motions that may arise and that must be disposed of before the motion to Fix the Time to Which to Adjourn is voted on. The privileged motion to Fix the Time to Which to Adjourn can be moved even after the assembly has voted to adjourn, provided that the chair has not yet declared the assembly adjourned.
2. Is not applied to any motion. Motions to Amend can be applied to it. The Previous Question can also be moved on it to prevent amendments, although this seldom serves a useful purpose.
3. Is out of order when another has the floor.
4. Must be seconded.
5. Is not debatable.
6. Is amendable as to the date, hour, or place; such amendments are undebatable.
7. Requires a majority vote.
8. Can be reconsidered.

Additionally, the adjourned meeting scheduled by adoption of this motion must be set for a time before that of the next regular meeting. When the assembly has no fixed place for its meetings, the motion should include the place as well as the time of the adjourned meeting. **The effect of this motion is to establish an adjourned meeting—that is, another meeting that will be a continuation of the session at which the motion is adopted.** Unlike a special meeting, an adjourned meeting does not require notice, although it is desirable to give such notice if feasible. The expectation would be that the continued meeting will obtain a quorum so that substantive business can be conducted. At the adjourned meeting, except for the reading of the minutes, business will be taken up from the point at which the previous meeting adjourned or at which questions were postponed.

Forms in which this motion may be made are: "I move that when this meeting adjourns, it adjourn to meet at 2:00 p.m. tomorrow"; "I move that when this meeting adjourns, it stand adjourned to meet at 8:00 p.m. on Wednesday, April 2, at the Riggs Hotel"; or "I move that on adjournment, the meeting adjourn to meet at the call of the chair." (RONR, pp. 242 – 245).

ATTENTION ALL MEMBERS

Any bylaw amendments that are to be considered at the Annual Meeting must be submitted to the OAP Bylaws Chair, Patty Getchell, no later than November 30, 2016.

Submissions for consideration may be sent to pagetchell@centurylink.net
or by phone at 503-440-3293 or 503-458-5445.

THE SECRETARY'S TABLE
TERESA STONE PRP, OAP SECRETARY, NAP SECRETARY

In this article, second in a long (and distinguished?) series concerning OAP's national parent association, the focus is on the NAPOPP. Not a song, not a stick candy, not a soda - though that is a catchy title... Give up? It is the acronym for the National Association of Parliamentarians Operational Policies and Procedures.

Being an association committed to parliamentary procedure and based on RONR, rules have been critical to NAP since its' inception in 1930. As each rule was defined and voted on by the NAP Board of Directors, it was entered into an over-arching document titled, *The NAP Board Standing Rules*, but as time went by the standing rules morphed into way more than a NAP Board Only Rules-to-Live-By document. The following is taken from the NAP Board Meeting of September 9, 2008:

RESOLUTION:

Whereas, The NAP Board Standing Rules is an operating procedures manual which NAP staff and board members reference on a regular basis; and

Whereas, The NAP Board Standing Rules contain policies and procedures which are applicable to all NAP constituent divisions and members; and

Whereas, The NAP Board Standing Rules is a document which members may not realize they should reference even though it is readily available via the NAP Web site; therefore, be it

Resolved, That the NAP Board Standing Rules be

renamed NAP Operational Policies & Procedures Manual.

As most resolutions tend to go, it continues, but the main Resolved reflects the Whereas' in that these Board Standing Rules no longer belong solely to the Board, but to all NAP members.

The NAPOPP Manual is 61 pages long (so far), with 12 chapters (so far), addressing all aspects of the Association and its' operational policies and procedures. Prior to running for NAP Secretary, I read it cover to cover twice to become more knowledgeable of what I might be getting into (I mean, informing my decision...). It quickly brought me up to date on NAP as a whole, headquarters, members, credentialing, how the board functions, officer duties - the secretary's duties - which I found out included being assigned to board committees. At the beginning of a biennium, the president makes the appointments to these committees, which are ratified by the board. So guess what? Upon my election as NAP Secretary, I was appointed by President Randolph to be the chair of the NAP Policy and Procedure Committee, which over-sees the NAPOPP - the manual that taught me in the first place. I indeed have come full-circle.

Please review it for yourself. Go to the NAP website, parliamentarians.org, and on the home page go to the green list on the right, click on Documents, and scroll down to NAP Operational Policies and Procedures.

AUDIT REPORT

April 1, 2015 thru May 1, 2016

On October 6, 2016, the Budget and Finance Committee consisting of Shirley Holmes and Tad Davis met to audit the OAP financial records for the above mentioned dates.

Item checked were:

General Ledger, OAP check book, Bank statements

Records were found to be correct.

Shirley Holmes
Auditor and Chairman

UNIT REPORTS

Rose City Unit

At our September meeting, we discussed what we learned at the National Association of Parliamentarians (NAP) Training Conference. In October, Beverly Przybylski presented a program on preferential voting. Also at our October meeting, we had two guests who joined us as provisional members: Larry Taylor and Pete Lee. We welcome them to Rose City Unit and hope to see them pursue membership in NAP.

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

Members of the Tualatin Valley Unit have an unwritten contract with Coeus, a Titan god of intelligence, as evidence of their desire to gain knowledge and

understanding of *Robert's Rules of Order*. To comply, members agreed to practice completing the ladder of motions including all its elements and answering questions from the Study Guide for the National Association of Parliamentarians Examination for Registration as the program for each meeting unless a change is required. Continued dialogue becomes tool that enables the members to see beyond the obvious.

Chance encounters happen. One day in late September, the brother of a friend visiting from Houston, Texas, came to help me learn how to make greater use of my computer. Among the many pictures on the desktop is a gavel. Without hesitation he remarked, "I see a gavel; are you a parliamentarian?" Initially, there were smiles of disbelief; however, after less excited conversation, I learned he is no longer a dues paying member of the National Association of Parliamentarians (NAP) and outdates me. He joined NAP in 1975.

The Tualatin Valley Unit continues regular meetings on the fourth Tuesday of each month at Elmer's Restaurant, 1250 NW Waterhouse Ave., Beaverton, at 7:00 p.m., requesting arrival at 6:30 p.m.

Lauretta Slaughter, Tualatin Valley Unit President



Above: Beverly Przybylski, Jeff Weston, Elaine Carlson.

Right: Weldon Merritt, Peggy Long

OAP members and friends at the NAP National Training Conference in Broomfield, Colorado in August.





Above: Wanda Sims, Mary Randolph, Teresa Stone.
Right, Teresa Stone and Mary Randolph

More OAP members and friends at the NAP National Training Conference in Broomfield, Colorado in August.



Left seated: Jeff Weston, Beverly Przybylski, Elaine Carlson, Peggy Long. Instructor standing.

Right: Jeff Weston, Beverly Przybylski, Peggy Long.



Above first row on left: Jeff Weston.

The next issue of *The Oregon Agenda* will be in February.

Deadline for articles is February 4, 2017.

Email articles to OAP Editor Beverly Przybylski