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Oregon Agenda



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OFFICIAL CALL

FORTY-NINTH ANNUAL MEETING

OF THE

OREGON ASSOCIATION OF PARLIAMENTARIANS

ON THE

EIGHTEENTH DAY OF MARCH 2017, 8:00 A.M.

AT

HILTON GARDEN INN, PORTLAND AIRPORT
12048 NE AIRPORT WAY

JEFFREY WESTON PRESIDENT

PLANTING SEEDS

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/>



**Next OAP
Board Meeting**
Saturday, March 4, 2017
10:00 a.m.

Alice Bartelt's Home

I was elected the Oregon Association of Parliamentarians (OAP) President at our annual meeting last year and have pursued two goals ever since: increase the parliamentary training offered at our annual meeting and get guests to attend. In this issue of *The Oregon Agenda*, you will find the call to our 2017 annual meeting. You will see that I am delivering on the goal of increasing the parliamentary training. We still have a whole day scheduled for our annual meeting but our business session is significantly scaled back. In place of a longer business session I have scheduled three parliamentary workshops. We are still working out the details of these workshops but the tentative topics are: Agendas, Minutes, and Elections.

Increasing the parliamentary training offered at our annual meeting was just the first step. Now we need to reach outside of OAP to find those who will benefit from the parliamentary training we offer. I

have already done some of this work by reaching out to colleagues who may benefit from attending our workshops. Consider any organizations you work with to see if they too could benefit from our workshops. At a recent board meeting for another organization where I serve, I announced the workshops available at the OAP annual meeting and I was pleased to discover a couple of people were interested in finding out more about the work we do at OAP. You may be surprised at who is interested!

My theme for our 2017 annual meeting is **Planting Seeds**. All around us we have the fertile ground of organizations that need our help. From political parties dealing with internal power struggles to non profits trying to improve how they conduct their meetings, there are many organizations that turn to us for guidance and knowledge. By planting the seed of

parliamentary knowledge in these organizations we can help them grow into more effective organizations. In turn, some of the people who we assist now may turn into the seeds of new members within OAP will who then grow and flourish on their own path of parliamentary knowledge.

I look forward to seeing all of you at our 2017 annual meeting and having us all grow our parliamentary knowledge together!

As a heads up, for those OAP members who have never attended one of our annual meetings, our board has approved a 50% discount for OAP members attending their first annual meeting. If you have never been to one of our annual meetings, I hope that you can make it to our meeting by taking advantage of this offer.

Jeff Weston, OAP President

ANNUAL REPORTS are DUE

OAP Officers, Unit Presidents and OAP Committee Chairs: please send to the OAP President at jjweston@gmail.com by March 5th in order to be included in the OAP Annual Meeting Program.

HOW TO INTERPRET BYLAWS

ALICE BARTELT, PRP, OAP VICE PRESIDENT

There are many times when parliamentarians are called upon to interpret the meaning of bylaws. This request for interpretation often comes from organizations that are having a conflict in interpreting what a particular provision in their bylaws mean. *Roberts Rules of Order Newly Revised* (11th edition), has guidelines to help folks decide what provisions in bylaws means. These Principles of Interpretation can be found on pages 588 to 591. Here is a synopsis.

These Principles of Interpretation can be applied to all governing documents.

1. *Each society decides for itself the meaning of its bylaws.* If the meaning is clear, the organization cannot change that meaning. But, if the provision is ambiguous, it must be interpreted in harmony with the other bylaws. If possible, the meaning must also be interpreted in accordance with the intent of the organization at the time that it was adopted. It only takes a majority vote by the group to determine the meaning. At that point, the ambiguous bylaw provision needs to be amended as soon as possible.
2. *When a provision of the bylaws is susceptible to two meanings, one of which conflicts with or renders absurd another bylaw provision, and the other meaning does not, the latter must be taken as the true meaning.* Only the meaning that does not create a conflict should be used.
3. *A general statement or rule is always of less authority than a specific statement or rule and yields to it.* The specific statement that gives the details that implement a particular rule must be given authority. No one has a right to quote a general statement to defeat a specific statement.
4. *If the bylaws authorize certain things specifically, other things of the same class are thereby prohibited.* It is presumed that only items that need to be in the bylaws are there. If something can be done without the bylaws authorizing it, there would be no reason for a bylaw to list specific things of the same class, unless to make all things not listed as being prohibited.
5. *A provision granting certain privileges carries with it a right to a part of the privileges, but prohibits a greater privilege.* So, if an officer is granted the right to do a particular activity, this does not give them the right to increase the scope of that activity.
6. *A prohibition or limitation prohibits everything greater than what is prohibited, or that goes beyond the limitation; but it permits what is less than the limitation, and also permits things of the same class that are not mentioned in the prohibition or limitation and that are evidently not improper.* So, if an officer is allowed to serve only two consecutive terms, they may not serve three, but could serve only one term.
7. *The imposition of a definite penalty for a particular action prohibits the increase or diminution of the penalty.* So, if the provision in the bylaws says that a board member will be dropped from the board if they miss three consecutive meetings, the board may not vote to retain a member who would be covered by that bylaw. However, exceptions could be put into the bylaw to allow the board to take different action.
8. *In cases where the bylaws use a general term and also two or more specific terms that are wholly included under the general one, a rule in which only the general term is used applies to all the specific terms.* An example would be if the bylaws allow for “elected officers” and “appointed officers”, another provision that refers to officers, would include both elected and appointed officers.

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

Quiz: To lay a motion on the table - what is this mystical table where it is placed? Yep - it's the secretary's. In keeping with the responsibilities of serving in the office - holder of all paperwork, documents, minutes, membership rolls, etc., is the motion that is temporarily being put aside (NOT "killed," according to *RONR*). By the way, I believe a different less dramatic word could be used...).

Now back on subject - the NATIONAL (AP) picture.

The NAP Board of Directors meets every month per an AdobeConnect conference call; 90% being held on the second Tuesday at 4:30 p.m. PST/PDT. The meetings are also included in the NAP Calendar of Events on the website. Unless the meeting is held in executive session, all NAP members are invited to dial in and attend as a guest. The meetings usually last about an hour. AdobeConnect allows all of us to simultaneously hear and see each other. However, thankfully, unless an extenuating circumstance, all the Board and the guests will see is President Randolph up in the right hand corner. But the Board has the right to be seen, by clicking the "turn the camera on me, I did my hair" button, when recognized by the chair. We all had to know how to use AdobeConnect; how to raise our hand, how to be called on to speak, and to use the "chat box" to type in a motion. That is, the Board went through an intensive orientation to optimize our meeting experience. (I think that is the fancy phrase to use these days, along with, "going forward...").

Substituting for two of the monthly conference call meetings are face-to-face meetings at the National Training Conference hotel or Convention hotel, depending on which is the upcoming event. Usually, it is the March meeting that is held in person, and again in conjunction with the actual National Training Conference or Convention.

About two weeks before the meeting, I send out a reminder to the Board members that their written reports are due a couple of days before the meeting. This allows me time to collate the agenda, the reports, any accompanying documents (such as a budget, an update or communiqué) and send back out to the Board. At that same two-week date, I send an email reminder to the eight District Directors and to over 60 NAP members who want to be reminded about the upcoming meeting. If you would like to be added to the reminder list, just send an email to me at teresastoneprpn@gmail.com.

After the meeting, as most secretaries do, I draft the minutes, and send the document to the NAP MAC (the Minutes Approval Committee). I lovingly ☺ call this part of the minutes approval process, the "MAC ATTACK." When the minutes are approved, the document is then routed to NAP headquarters for posting on the website. At the end of the biennium it will be my responsibility to define a history of the past two years.

And now, until the next time, my theoretical pen will fall silent.

The next issue of
The Oregon Agenda
will be in April.

Deadline for articles is
April 8, 2017.

Email articles to
OAP Editor Beverly Przybylski

Would you be surprised to learn that you can make corrections and approve the minutes of a meeting that you did not attend? It is true! You can find the precise quote on page 355 in the 11th edition of *Roberts Rules of Order Newly Revised*.

UNIT REPORTS

Rose City Unit

While the bad weather kept many people home, we were still able to hold our holiday party in December. Karen Johnson led us through a mock meeting that prompted some interesting discussion on tricky parliamentary problems. At our January



meeting, President Jeff Weston led a discussion on the motions **Point of Order** and **Appeal**.



Our next meeting is on February 17th and Elaine Carlson will present a program on the motion to **Postpone to a Certain Time**. We continue to see guests attend our meetings from Meetup and welcome everyone who has an interest in parliamentary procedure.

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 party instead of a regular meeting. We meet in the Rose Garden conference room at Lloyd Corporate Plaza, 919 NE 19th Avenue, 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.



Above are pictures from our lively November meeting.

Jeff Weston, Rose City Unit President

Tualatin Valley Unit

While the highlight of the TV Unit experience each month is the program which will continue through the year to feature becoming totally familiar with the ladder of motions and preparing to take the examination for registration, we take time to learn for each other. Due to our interest in parliamentary procedure, we find ourselves in situations where members must become familiar with unfamiliar documents. At the last meeting, for one member it was the *California Code for Non-Profit Organizations* and for another it was the method for amending Oregon Homeowners Association Bylaws. Again we are reminded that our learning is increased as we discuss the challenges experienced by others.

At a cost of 31.95 (pounds) the reader may purchase *Meeting Procedures: Parliamentary Law and Rules of Order for the 21st Century*. The author is James

Lochrie. From the internet address you find a description of the book as follows: "A complete guide to meeting procedures. From voting to rules on quorum, this guidebook is packed with simplified information that avoids jargon, meeting the needs of most non-profit organizations and professional associations. The author emphasizes the principles of meetings and introduces the use of modern technology in meetings." The book was published in 2003 and contains 232 pages. James Lochrie is a Certified Professional Parliamentarian and a Professional Registered Parliamentarian. The author lives in Toronto, Ontario, with clients throughout Canada and the United States. He was president of the American Institute of Parliamentarians from 1999 - 2001. His name does not appear in the 2013 - 2015 issue of the NAP Membership Manual.

Lauretta Slaughter, Tualatin Valley Unit President

