

The Official Publication of the Oregon Association of Parliamentarians

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# Oregon Agenda



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**FROM**

**THE  
DESK  
OF  
THE  
PRESIDENT**



Thank you to all who participated in the Oregon Association's annual meeting. We were a small group, but had great training from several of our members. Tina Penman, RP, gave us information about using Google Docs and Google Hangouts, even though she was in Ohio. Larry Taylor, RP, demonstrated how to use Zoom, an on-line meeting application. I use Zoom for many of my meetings and it is a great, fairly-easy-to-use tool for both the participants and the host. Jeff Weston, who is an important part of continuing education at NAP, explained the program used by the education committees to do much of the distance training, Adobe Connect. Finally, Beverly Przybylski, PRP, presented a workshop called "Electronic Meeting Minutia." This included information about special

meeting rules that should be adopted for electronic meetings. Thank you all for excellent work.

We also heard from Kevin Connelly, NAP Secretary and District 7 Director. The district meeting will be held in Colorado on June 21 and 22. You should have received the announcement of this a few days ago. If you are interested in attending and did not receive the notice from Kevin, I will be happy to send it to you. Kevin also indicated that NAP is striving to reach 5,000 members. There are currently 3,118 members. Oregon has been doing its share gaining new members and units. The Cascade e-unit was certified. A special thank you goes to Larry Taylor for his work on this. As of April 1, OAP has 34 members. With much interest in parliamentary procedure among various groups, OAP has the potential for much greater growth.

The next NAP event is the convention in Las Vegas, September 5 to 8, 2019. The following were elected as association delegates: Beverly Przybylski, PRP; Jeff Weston; Jeremy Likens, RP; Larry Taylor, RP; Alice Bartelt, PRP; Teresa Stone, PRP; and Elaine Carlson will serve as our alternate. There are many ways to serve as a delegate. Every unit receives one delegate,

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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/>

*(President's message, continued from page 1)*

plus one for each additional five members. We will work to make sure that anyone who attends the convention is able to vote in some capacity.

With the convention being held a fairly short distance away, there is the opportunity for OAP's new RPs to take the Professional Qualifying Course. It will be held in conjunction with the convention. OAP is blest to have three new RPs and a number of other of our members studying to become registered. With only two PRPs currently living in the Portland metro area, it will be great to have folks qualify for PRP status to be able to better serve more clients.

Finally, last weekend, I served as parliamentarian for an organization that I have belonged to for almost 50 years. I have been their parliamentarian a number of times in the past. Two of our members told me that they use material that I presented years ago during a parliamentary workshop in other organizations that they belong to. One of those people would like me to train some non-profit groups located in her area. This tells me that our information is timeless and valuable, and that training is one of the most effective ways to spread the word about how to run efficient and effective meetings.

Alice Bartelt, OAP President

**Next OAP Board Meeting**

**TBA**

Deadline for articles in the October issue of *The Oregon Agenda* is October 5, 2019.

Email articles to [OAP Editor](#)

### **OAP BYLAWS AMENDMENTS**

**BY PATRICIA GETCHELL, PRP-R, BYLAWS/PROCEDURE MANUAL COMMITTEE CHAIR**

The following proposed bylaw amendment was presented by the committee at the March 2019 OAP Annual Meeting and was adopted. The words "on the 3rd Friday/and or Saturday" were struck from Article VII: Meetings, Section 1.

The current bylaw now reads: "An annual meeting shall be held in March, at a place determined by the Board of Directors, for the purpose of electing officers and electing a nominating committee in even-numbered years, electing delegates and alternates to NAP conventions in odd-numbered years, receiving written reports of officers, chairmen of standing and special committees and unit presidents of their year's activities, and transacting such other business as properly comes before it."

Additionally, an emergency bylaw amendment was accepted and adopted based on a recommendation from the investment firm, Raymond James. A new section was added to the duties of the treasurer. Article V: Officers, Section 6. Duties of Officers, Subsection D.2. "Be authorized to open and close accounts, and transfer assets between accounts, as directed by the Board of Directors or the Association."

The updated bylaws were forwarded to Larry Taylor for inclusion on the OAP website and President Alice Bartelt to copy all OAP members. The current OAP bylaws may be found on the OAP website at <https://www.oregonap.org/>.

Oregon Association of Parliamentarians  
Annual Financial Report  
December 1, 2017 - November 30, 2018

**BANK STATEMENT BALANCE DECEMBER 1, 2017**

	<u><b>\$6,504.16</b></u>		<b>2018 Budget</b>
<b>Revenue</b>		<b>Notes</b>	
Dues	\$830.00		\$680.00
Donations	\$20.00		
Annual Meeting (2018)	\$720.00		\$720.00
Old website closed	\$15.29		
Investment recovery (partial)	\$374.14	1	
Dividend	\$0.15		
Unfunded			\$1,680.00
 <b>Total Revenue</b>	 <u><b>\$1,959.58</b></u>		 <u><b>\$3,080.00</b></u>
 <b>Expenses</b>			
Office Expenses	(\$10.83)		
Gifts			(\$25.00)
Committees			
Board Meeting	(\$25.00)		(\$150.00)
Meetup (partial 2017 & 2018)	(\$239.82)	2, 3	(\$200.00)
Website hosting	(\$129.60)		(\$50.00)
Website design	(\$1,000.00)		(\$1,000.00)
Other			(\$100.00)
Scholarship			(\$300.00)
Dues - Nonprofit Assoc/Oregon			(\$35.00)
President's Travel (2017 & 2018)	(\$1,000.00)	3	(\$500.00)
Annual Meeting expenses (2017)	(\$583.60)	3	
Annual Meeting expenses (2018)	(\$730.97)		(\$720.00)
Returned bank item	(\$60.00)	4	
Bank fees	(\$38.00)	5	
IRS	(\$275.00)	6	
Delegate expenses (2015)	(\$250.00)	7	
OnPoint Credit Union - new acct	(\$5.00)		
 <b>Total Expenses</b>	 <u><b>(\$4,336.99)</b></u>		 <u><b>(\$3,080.00)</b></u>

**COMBINED BANK STATEMENTS BALANCE NOVEMBER 30, 2018**

**\$4,126.75**

**MEMBER SAVINGS ACCOUNT**

**\$5.00**

**Notes for financial report on page 3**

1. Unless otherwise directed, this will be transferred to the investment fund after that is established
2. This is \$89.94 every six months
3. Some checks not cashed until nearly a year after they were written
4. Bank returned deposited check past stale date
5. Returned check fee and two months of below minimum balance
6. Fee to reinstate 501(c)(3) status
7. Reimbursement expense submitted very late (expect another next year)

**IT'S ALL ABOUT AMENDMENTS AT THE 2019 CAP ANNUAL MEETING, SUMMER INSTITUTE, AND DISTRICT 7 CONFERENCE**

District 7 and the Colorado Association of Parliamentarians (CAP) invite you to attend CAP's Annual Meeting and 16th Annual Summer Institute (SI), and the district conference, June 21-22 in Greenwood Village, CO, featuring great workshops; "Make Friends with Amendments," "Dealing with the Problem Child," "Let's Consider Reconsider," and an interactive workshop, "Filling Blanks."

Headlining presenters include Thomas (Burke) J. Balch, JD, PRP; Kevin R. Connelly, PRP, CP; and Weldon Merritt, PRP, CPP.

Register before June 7 and your name will be entered into a drawing for a chance to win a \$100 refund of this year's Summer Institute and District 7 Meeting registration fees. There will be two lucky winners!

All the details can be found at [www.coloradoparliamentarians.org/summerinstitute2019](http://www.coloradoparliamentarians.org/summerinstitute2019).

**FBLA RESTORES PARLIAMENTARY COMPETITION BY LARRY TAYLOR, RP, YOUTH COMMITTEE CHAIR**

Five teams from across Oregon competed in the parliamentary procedure competition at the 2019 statewide gathering in Portland. "We hope this is a trend that continues," says Youth Committee Chair Larry Taylor. The parliamentary competition was cancelled in 2018 due to so few teams registering. Judges this year were Alice Bartelt, PRP; Keri Capen, and Larry Taylor, RP. The participating high schools were Oakland, Scappoose, North Lake, and Yoncalla (which sent two teams). No teams were fielded from the Portland Metro area. "We are still searching for the secret sauce that piques the interest of high schoolers," says Taylor. "I would like to do for parliamentary procedure what the show GLEE did for choir. "



From left: Larry Taylor, Alice Bartelt, and Keri Capen.



OAP President Alice Bartelt, PRP, as seen presiding during the 2019 Annual Meeting in Oregon City last month. In attendance were 16 members/affiliates.

## UNIT REPORTS

### Cascadia eUnit

Cascadia eUnit held its first organizational meeting on June 26, 2018. NAP certification was received on Feb 8, 2019. "It was a journey," says organizer and current President Larry Taylor.

The idea for the electronic unit began well before the first meeting. Oregon has three units, all based in the Portland Metro area. Keri Capen drove from Salem to attend the Rose City Unit meetings, which meant she sometimes spent more time on the road than in the meeting. Keri and Larry decided to form an electronic unit, to serve those interested in studying parliamentary procedure but lived too far away to drive to Portland.

The first annual meeting of the Cascadia eUnit will be April 28, 2019, where officers will be elected. At-large members of OAP can join Cascadia as a primary member.

"We've had 61 people express interest in studying parliamentary procedure from outside the Portland Metro area," says Taylor. "We hope to convert that interest into actual participation." Three should be taking the NAP member exam by the end of next month, which is a good start.

The best way to join is to go to the Cascadia eUnit entry on the OAP website, and select the link to join. The OAP website is at [www.OregonAP.org](http://www.OregonAP.org).

Larry Taylor, President

### Rose City Unit

The Rose City Unit offered programs this winter that has been meaningful for members. In February, Jeff Weston presented on web meetings and parliamentary procedure. In March, Larry Taylor presented on best practices for writing bylaws. In April, Elaine Carlson presented a review of parliamentary procedure.

To support the National Association of Parliamentarians, the Rose City Unit voted to purchase a brick which will be used in the new space.

Members had a meaningful experience at the Oregon Annual Meeting on March 30 and they look forward to the next meeting in 2020. They also look forward to the upcoming NAP convention in Vegas in September.

Rose City Unit warmly welcomes you to join our monthly meeting. The last meeting of the year, the Rose City Unit Annual Meeting, will be held on Friday, May 17th from 7 p.m. to 9 p.m. at 919 NE 19th St, in Portland.

Tina Penman, President

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### POSTPONE TO A CERTAIN TIME BY ELAINE CARLSON, OAP VICE-PRESIDENT

I recently prepared a unit lesson on Order of Business and the motion ***Postpone to a Certain Time***, partly to clarify in my own mind the correct way to postpone business and how it is handled in the agenda or order of business of the next meeting. This article hits on the high points and mentions several important rules to remember.

The subsidiary motion, ***Postpone to a Certain Time***, is useful when an assembly prefers to consider the pending main motion later in the same meeting or at

another meeting. This motion takes precedence over the main motion, the subsidiary motions to *Postpone Indefinitely*, to *Amend*, and *Commit*. Its characteristics: it is out of order when another has the floor, must be seconded, is debatable, is amendable as to the time to which the main motion is postponed, requires a majority vote in its simple form, and an affirmative vote on the motion can be reconsidered.

Assemblies meeting less than at quarterly time intervals,

*(Continued on page 6)*



(Postpone, continued from page 5)

can postpone the main motion to the next meeting. If the assembly meets less often, the question cannot be postponed beyond the present session, and it may be necessary to provide for an *adjourned meeting* to handle the motion.

Another important rule to remember is that **Postpone to a Certain Time** can only be applied to the immediately pending main motion. This is one important characteristic of subsidiary motions. It is not in order to postpone a class of business composed of several items such as reports of officers or committees. Each report can be postponed individually as it is called for. The assembly can vote to suspend the rules and take up items out of the scheduled order of business if they wish. Suspend the rules always requires a two-thirds vote.

Remember also that any matter that the bylaws specify be handled at certain session, such as election of officers or delegates, cannot be postponed to another meeting. This is another situation where the assembly may set an adjourned meeting if necessary.

As mentioned above, majority vote is required simply to postpone the motion to the next meeting. This item of business comes up under General Orders when this category is reached in the order of business. If two or more motions were postponed, each is taken up in the order in which it was made at the previous meeting.

If members desire to make the postponed motion a Special Order, the member should state in the motion that the item of business be made a special order for that meeting. This requires a two-thirds vote. The

motion can specify a certain hour when it is to be considered. A special order for a particular hour cannot be considered before that hour except by a two-thirds vote. In the Order of Business, Special Orders are considered after Reports of Officers, Boards, and Standing Committees.

A matter of pressing importance can also be made the special order for the meeting. The special order for the meeting will come up as soon as the minutes have been approved, and nothing else will be considered until it has been disposed of. A two-thirds vote is required since the specified time stipulates that any rules interfering with it shall be suspended for its consideration. If there is business that members want to be handled before any other matter at the next meeting, postponing and making the motion a Special Order is the step to take.

Another point to remember is that a special order does not interfere with a recess or adjournment that is scheduled for a particular hour. When that hour arrives, the chair announces it, and declares the assembly in recess or adjourned, even if a special order is pending that was made before the hour of recess or adjournment was fixed.

Most of us have postponed an item of business to the next meeting, but we can use Postpone to a Certain Time to not only postpone but also to make it a Special Order for priority handling.

For more information review *RONR* Chapter 14 Postpone to a Certain Time (or Definitely), pp. 179-191, and Chapter 41 Order of Business; Orders of the Day; Agenda or Program, pp. 351-375.

