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Oregon Agenda



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OFFICIAL CALL

FIFTY-SECOND ANNUAL MEETING

OF THE

OREGON ASSOCIATION OF PARLIAMENTARIANS

ON THE

SEVENTH DAY OF MARCH 2020, 9:00 A.M.

AT

HILTON GARDEN INN, PORTLAND AIRPORT

12048 NE AIRPORT WAY

ALICE BARTELT, PRESIDENT

PARLIAMENTARY PROCEDURE AND CIVILITY

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/>



conform to rules that each national party has adopted. As *Robert's Rules of Order Newly Revised* (11th ed.) says, no rules may conflict with rules of their parent organization. RONR (11th ed.), p. 10.

In regard to OAP, we are in need of folks to serve on committees in the coming biennium. We would love to appoint even provisional members to help on these committees. We especially need folks to serve on the Finance Committee and the Bylaws and Procedure Committee. If you like taking photos, we could also use your help in saving pictures for our history. Please let me know if you are interested in any of these positions.

I hope that you all are planning to attend the OAP annual meeting. The theme is Parliamentary Procedure and Civility. Because this is a presidential election year, and there seems to be some rifts in our society, I thought that learning about decorum, public meetings and how to properly use parliamentary procedure during divisive meetings would be a good way to start the election season.

I hope to see many of you at the Hilton Garden Inn on March 7, 2020. Our new District 7 Director, Yvette Keese, from Colorado, will be on hand to give us an NAP update and to install our new officers. She will also be presenting a workshop. We are also planning a dinner on Friday night for anyone who would like to attend. It will also be held at the Hilton Garden Inn. More details about the Annual Meeting and the dinner can be found in other parts of this newsletter.

There will be major-party national conventions in the late summer, and it will be interesting to observe how parliamentary procedure is used at those events. Before delegates even get to the national conventions, there will be congressional district and state conventions. These conventions will have convention rules that

Alice Bartelt, OAP President

**CONSIDERATION BY PARAGRAPH OR SERIATIM
BY ELAINE CARLSON, OAP VICE-PRESIDENT**

During a discussion at a recent parliamentary unit meeting, a new member asked questions about an upcoming bylaw revision in a group he belongs to. One of the seasoned members suggested that these changes could be dealt with most effectively with the motion "Seriatim." The newer member had not heard this term before and was not familiar with how it is used in meetings. This suggested to me a good subject for a quick review, so here are a few points.

continue. Each incidental motion is applicable only in its own type of special circumstance. Most incidental motions are undebatable.

The motion Consideration by Paragraph or Seriatim, one of the incidental motions, is a very useful one when discussing bylaw amendments or other long motions. Incidental motions as a group relate to pending business or to business otherwise at hand, and these relate to the main motion in such a way that they must be decided before business can

By use of Consideration by Paragraph or Seriatim (Consider Seriatim) an assembly can handle a report or long motion that contains a series of resolutions, paragraphs, articles, or sections by opening each part to debate and amendment without a vote until the entire document has been debated. This motion is useful for bylaw revisions, political party platforms, and long resolutions with several sections. When such business is pending, a member can rise and make the motion to Consider Seriatim. It cannot interrupt a speaker, must be seconded, is not debatable, is amendable, requires a majority vote, and cannot be

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reconsidered. A chair can also allow Seriatim by unanimous consent.

When Seriatim is adopted, each section of the pending main motion is usually read, then opened for debate and amendment. No vote is taken at this time. After all the sections have been amended, the chair opens the entire document to amendment. It is possible that later amendments may affect one of the earlier sections, and any necessary amendments may be made. Only then is the entire document voted on, and the result announced. One feature of Consider Seriatim is that each member’s right to debate begins again on each succeeding section.

Those of us seasoned members have seen this motion used most often on bylaw amendments because it is more beneficial to debate and amend all sections before one final vote is taken.

There may be a circumstance when the chair announces that certain business will be handled Seriatim, but a member feels that this method will take too much time. He or she can make the motion Consider as a Whole. This motion has the same characteristics as Consider Seriatim. If adopted, the business will be considered as one document, and a member has only one right to debate.

Source: RONR (11th ed.), Section 6, p.69, ll. 5-35; Section 28, p.276, l. 8 through p.281, ll.1-6.

OAP Proposed Bylaw Amendments

On behalf of the OAP Bylaws/Procedure Manual Committee, Patricia Getchell, PRP-R, Chair, the following bylaw amendments will be presented at the 2020 OAP Annual Meeting. **This serves as official notice.**

Amendment #1: To remove double signature requirement when paying by check.

Amend Article IV: Dues, Fees, and Finances, Section 3. Payments by striking out the entire section and renumbering the remaining sections.

Currently Reads	Proposed Amendment	If Adopted, Will Read
Checks for payment of items over one hundred dollars (\$100) require two (2) authorized signatures.	Checks for payment of items over one hundred dollars (\$100) require two (2) authorized signatures.	

Rationale: Most payments are now either electronic through bill-pay or EFT, or automatic through the debit card. There are few routine payments over \$100. Very few checks are actually written.

Amendment #2: Corrects annual audit to biennial audit.

Amend Article IV: Dues, Fees, and Finances, Section 5. Audit, subsection B, by striking out the word “annual” and inserting the word “biennial”.

Currently Reads	Proposed Amendment	If Adopted, Will Read
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 The Oregon Agenda.	The annual <u>biennial</u> 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 The Oregon Agenda.	The biennial 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 The Oregon Agenda.

Rationale: As indicated in Article IV: Dues, Fees, and Finances, Section 5. Audit, subsection A, the audit is done in even numbered years, therefore it is a biennial audit.



**PARLIAMENTARY TALK BEGINS TAPING FEBRUARY 6
BY LARRY TAYLOR, PRP**

Keri Capen and Larry Taylor, PRP are launching a TV show/internet video entitled Parliamentary Talk. Inspired by NPRs Car Talk and Philosophy Talk, the objective of the show is to imbue parliamentary procedure with real life situations. The TV show will be broadcast live in the Salem area from their CCTV studios, and will be available on the internet.

The show will be a great opportunity to spread the awareness of parliamentary procedure and drive up interest in studying the subject material.

If you know of real-life situations where the membership needed help, please let Larry and Keri know. Current shows include misbehavior by a neighborhood association board and a non-profit whose annual meeting had requirements they couldn't meet due to a lack of a quorum.

The show website is at: Parliamentarytalk.org, where show ideas can be submitted.

Deadline for articles in the next issue of *The Oregon Agenda* is April 4, 2020.

Email articles to [OAP Editor](#)

**OAP Nominating Committee Report 2020
Shirley Holmes, RP-R, Chair**

The nominating committee of Wyn Bowler, Tad Davis and Shirley Holmes nominates the following to serve for the upcoming term:

President	Alice Bartelt
Vice-President	Lawrence Taylor
Secretary	
Treasurer	Beverly Przybylski

The committee was unable to find a candidate for the office of secretary.

Any member can be nominated from the floor if they meet the requirements. *Per the OAP Bylaws Article V; Section 4. Term. A. An officer shall serve a term of two (2) years or until the successor is elected and assumes office. D. No officer may serve in the same office for more than two (2) consecutive terms...* If anyone is interested in serving on the board as an officer please let a member of the committee know either prior to, or at the Annual Meeting.

The office of secretary is still needed. If you are interested in this position we would appreciate your consideration to participate on the board.

**WHAT IS A PARLIAMENTARIAN?
BY LARRY TAYLOR, PRP**

Earlier this year, I was honored and delighted to be asked to serve as parliamentarian for the Clatsop County Board of Commissioners. This is a mysterious role to many people. Some wondered why there was a need for a parliamentarian when the county already had legal counsel. Others wondered what

exactly does a parliamentarian do. Parliamentary procedure is a completely separate body of knowledge from what an attorney studies when they pursue a law degree. It would be unusual for an attorney to study parliamentary procedure in law school.

Parliamentarians advise and are experts on parliamentary procedure and the rules of democracy. Parliamentary procedure is nonpartisan and is based on the concept of majority rule. Parliamentarians protect the rights of the majority, the minority and

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UNIT REPORTS

Cascadia eUnit

Cascadia eUnit continues to grow. The unit now has six NAP members, six provisional members, and 12 prospective members. The newest prospective member is from Vancouver BC.

Study topics for the coming months include: Subsidiary Motions (Keri Capen), What are in the Minutes (Paul Belz-Templeman), Amending Bylaws (Larry Taylor), and Unanimous Consent (Paul Belz-Templeman).

Larry Taylor, President

Mt Hood Unit

The next unit meeting will be on Wed, Feb 12, 2020, 1:00 p.m., at Heidi's of Gresham Restaurant, 1230 NE Cleveland Ave, Gresham. The agenda includes (A) finding a new unit meeting time that works for all members and (B) developing a monthly program plan based on the Registered Parliamentarian (RP) exam.

Tad Davis, President

NOTICE

NEWLY ELECTED OFFICERS

There will be a brief meeting of the newly elected officers immediately following adjournment of the 2020 annual meeting to approve appointments.

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members that are absent from meetings.

During meetings, a parliamentarian is an adviser to the presiding officer. In normal circumstances, the parliamentarian sits near the presiding officer so issues can be handled discretely.

Outside of meetings, which is where most of the work of parliamentarians occur, a parliamentarian reviews items on forthcoming agendas, and prepares the presiding officer on how best to handle items so that democracy is best served. This includes the processes for creating motions and the appointments to boards and commissions.

Many people find themselves in the role of presiding with no training in how to properly conduct meetings. County Commissioner Sarah Nebeker, the board chair, deserves enormous credit for pursuing training and getting advice on how best to preside.

Are there problems in how commissions and councils are run? Examples I've observed of various deliberative bodies in my 20 years in Clatsop County include:

- Adjourning meetings before the business is complete and without the consent of the council.
- Mishandling of motions, which includes new motions made before prior motions are disposed of, and multiple amendments improperly handled. This results in confusion and lack of clarity about what is being voted upon, which can lead to suboptimal decision-making.
- Absence of an adopted parliamentary authority, which results in a lack of clarity on what the rights of members are. With no or few rules, inordinate power can be usurped by the mayor or presiding officer, marginalizing the members of the council.
- Speaking off topic or for excessive lengths of time, which abuses the rights of other council members to properly conduct business.
- Improper use of the consent calendar, which should only be used for routine or noncontroversial matters.

The rules of parliamentary procedure have been developed over hundreds of years to ensure democracy prevails when groups meet and make decisions.

As a resident of Clatsop County, I want my elected representatives to know their rights in meetings so they can effectively execute their role. Ignorance is no excuse for poor performance in office.

Once upon a time, parliamentary procedure was commonly taught in high schools because it addresses the application of democracy in civilian society. Clatsop County Community College is to be commended for allowing me to teach parliamentary procedure. It is the only college in Oregon's educational system where any of Oregon's six professional registered parliamentarians teach.

By learning and adhering to the principles of parliamentary procedure, our boards and councils can only improve in the administration of their work.

[As published in the *Daily Astorian* and reprinted with permission of the author.]

TENTATIVE ANNUAL MEETING SCHEDULE

8:00a - 9:00a	Breakfast		Proposed Bylaws Amendments
9:00a - 9:45a	Business		Report of Nominating Committee
	Call to Order		Officer Elections
	Welcome	9:45a - 10:15a	Update from NAP
	Invocation	10:15a - 10:30a	Recess
	Pledge of Allegiance	10:30a - 11:15	Workshop
	Introductions	11:15a - noon	Workshop
	Greetings from the OAP Annual Meeting Coordinator	Noon - 1:00p	Lunch
	Credentials Committee Report	1:00p - 1:45p	Workshop
	Standing Rules Committee Report	1:45p - 2:30p	Workshop
	Program Committee Report	2:30p - 3:00p	Installation
	Approve Annual Budget		Announcements
			Adjourn Sine Die



Oregon Association of Parliamentarians 2020 Annual Meeting - Registration Form

Saturday, March 7th, 2020, Hilton Garden Inn Portland Airport, 12048 NE Airport Way - Portland

Type or print information clearly:

Name: _____ Email : _____

Home: _____ Work: _____ Cell: _____

Address: _____

City, State, Zip: _____

Registration: \$60.00

OAP Members attending for the first time: \$30.00

Breakfast and lunch included. Contact Larry Taylor, Annual Meeting Coordinator, 971-235-7164 or [Lawrence d taylor@yahoo.com](mailto:Lawrence_d_taylor@yahoo.com), for special dietary needs or other questions related to meals.

Complete this registration form, make check payable to OAP, and mail to:
Patty Getchell, PRP-R, OAP Credentials & Registration Chair, 92336 Simonsen Rd, Astoria OR 97103-8227, or register and pay on-line at <https://www.oregonap.org/annual-meeting>.

Check appropriate category: OAP Member OAP Member (1st time attendee) Guest

Registration Deadline

Your registration form and payment must be received by Saturday February 29th.