

The Official Publication of the Oregon Association of Parliamentarians

Oregon Agenda



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OFFICIAL CALL

FIFTY-FOURTH ANNUAL MEETING

OF THE

OREGON ASSOCIATION OF PARLIAMENTARIANS


ON THE

TWELFTH DAY OF MARCH 2022

BEVERLY PRZYBYLSKI, PRESIDENT

LET'S GET BACK TO BASICS

**FROM
THE
DESK
OF
THE
PRESIDENT**



As we wrap up the second year of my two-year term as president, I look forward to welcoming you to the OAP Annual Meeting in March. The board of directors waited until the last minute (on purpose) to decide whether or not to meet in person this year. By an overwhelming majority, the board voted to meet virtually, so our planning is now focused on how to best deliver that to you.

Our theme this year is “Let’s Get Back to Basics.” Although a *virtual* meeting may not seem very basic, the meeting itself is still very basic. You will see much in the way of basic parliamentary procedure just by attending the meeting itself. There will be motions adopted to organize our meeting, a budget will be presented for approval, elections of officers and a nominating committee will occur, and a proposed bylaws revision will be presented. Interspersed among the business will be workshops. The tentative agenda can be found on page 6 in this newsletter. The meeting and workshops are open to the public, so please invite your friends. There is no cost.

In news about OAP, the Mt Hood and Cascadia units have decided to merge. The MHU went virtual about a year or so ago and immediately benefitted with an increase in attendance since many of the members, for a variety of reasons, could not attend in-person meetings. Members from both units have already been meeting.

I don’t know how to stress the importance of your involvement in OAP. We are a very small association and if we want to keep our association, it will take more of you to make it work. By the time renewals are calculated and NAP lets us know who paid dues and who was dropped for non-payment (or resigned) I estimate that we will have about 30 members left. Presently, we have a small group of members who are doing all the work. Please consider sharing your talents with our association. Most committee work is very minimal, requiring a couple hours a month, often less (such as the Budget/Finance Committee). The board meets four times a year. We’ve been meeting via Zoom and the meetings are quick, usually lasting not much more than an hour.

Another way you can help the Oregon units is by transferring your MAL (member-at-large) membership to a unit. Currently all the units are meeting virtually, but at present it is anticipated that Rose City Unit and Tualatin Valley Unit will meet in person as soon as conditions change. If you only want to meet on-line, please transfer to Mt Hood Unit. If you want to meet in person and live or work in the Portland area and west, the Tualatin Valley Unit might be a good fit. If you are in Portland and east, then the Rose City Unit may work best for you. Please talk with me about this. We need you in our units!

These two matters—getting involved and transferring to a unit—are very important to the survival of the Oregon Association. I’m not kidding. We need your help. Please contact me.

The final matter to report to you is that the board of directors decided not to obtain directors and officers (D&O) insurance due to its high cost. Instead, the board will consider incorporating.

I look forward to seeing ALL of you on March 12th!

Beverly Przybylski, OAP President

Deadline for articles in the next issue of
The Oregon Agenda is April 3, 2022.

Email articles to [OAP Editor](#)

OAP HISTORY

TERESA STONE PRP CP-T, OAP HISTORIAN

... and for your reading assignment—the fifth installment in the OAP Chronicles, and beware there will be a quiz!! (not....)

1977

The Ninth Annual OAP Convention was held in Salem at the Holiday Inn on April 23, 1977. Bethel Smith was the convention chairman. Mrs. George Marjan, NAP Vice-President conducted a workshop and installed the officers: President, Lucretia Nicholson; Vice-President, Bethel Smith; Secretary, Ella Beckus; Treasurer, Mary Goodwin.

The Barlow Unit was dissolved in May 1977. The Fall Institute was held at the Elks Lodge Hall on September 24, 1977 in Milwaukie. The theme for the Institute was, "So You Have Been Elected—Now What?" District 7 Director, Mrs. L. Pohndorf, conducted one of the workshops at the Institute.

1978

OAP President Miriam Drake and the Board of Directors define OAP's message, "Learn Today, Plan Today for Tomorrow's Meeting." A study group was organized which is meeting twice monthly and is being taught by Alice Pohl, RP. The President urges each member to PTP, "Parliamentary Procedure, Top Priority." The objectives of the OAP are:

1. To cooperate with NAP for the purpose of studying and teaching Parliamentary Law;
2. To bring into closer cooperation the parliamentarians and students of Parliamentary Law in the State of Oregon; and
3. To promote the educational programs of the NAP Departments of Education and Registration at the local level.

An Institute was held in February with an attendance of 80 registrants. There were three regular and three special board meetings, plus numerous committee meetings during the year. The President represented the OAP at the District 7 Conference

in Seattle, August 18, and the NAP Mid-Term Board Meeting, October 13-15, in Kansas City, MO. The president also met several times with the Portland Chamber of Commerce and the Greater Portland Convention Bureau in planning and laying strategy to secure the NAP National Convention for 1985. An invitation is being prepared to be presented at the NAP Convention in October of 1979.

Through the efforts of some of the members, some influential large associations are bringing before their boards a proposal to establish regular classes in parliamentary procedure so that their organizations can be more effective forces in the state and be more responsive to the needs of their members. Coming up to the Tenth Annual Convention of April 8, 1978, a contest was sponsored by Editor Don Drake to select a permanent name for the state publication. The OAP Board served as the panel of judges appointed to select the winning name. And the winner was "The Oregon Agenda," submitted by Barbara Pennington of the Esther L. Barker Unit. A masthead identifying "The Oregon Agenda," was developed and approved by the board. Officers elected at the convention were: President, Miriam Drake; Vice-President, none; Secretary, Betty Jones; Treasurer, Earl Hall. The proposed 1979-1980 budget was adopted with a total income of \$342 and total expenditures of \$342.

The Fall Institute was held at the Red Lion Inn, Portland Center. Mr. William Evans, Vice-President of NAP and co-author of *Robert's Rules of Order, Newly Revised* conducted the all-day seminar. Seventy-five persons attended the Institute.

This concludes today's lesson in the feeding and watering of the fledgling OAP—until the next edition of The Oregon Agenda, that is....

OAP BOARD OF DIRECTORS MEETING
Wednesday, March 2, 2022, 3:00 p.m.

ALL OAP members welcome. Register in advance:

<https://us02web.zoom.us/meeting/register/tZMkceyqrjgiE9P8hPGDaQ9-c8DYZNd7q7Jc>

After registering, you will receive a confirmation email containing information about joining the meeting.



Soar to new heights.
2022 NAP Training
Conference
Albuquerque, NM
September 8-11, 2022

BYLAWS REVISION AT ANNUAL MEETING

JEFF WESTON, CHAIR

BYLAWS/PROCEDURE MANUAL COMMITTEE

During our 2021 annual meeting members authorized the OAP Bylaws/Procedure Manual Committee to prepare a proposed revision to our bylaws for consideration at our 2022 annual meeting. The committee is hard at work on this revision with a focus on simplifying our bylaws. We are also taking a close look at our officer and committee responsibilities to simplify and clarify those as well. While we've done a lot of work already, there is still more work left to do and we don't have a draft we can share with our members just yet. We will make the proposed revision available to our members when we finish it. We plan to have it complete with enough time for members to review it before our annual meeting.

OAP NOMINATING COMMITTEE REPORT 2022
ALICE BARTELT, PRP, CHAIR

The OAP nominating committee, comprised of Alice Bartelt, Chair (Mt Hood Unit); Paul Belz-Templeman (Cascadia Unit), Jeff Weston (Rose City Unit), and Wyn Bowler, Alternate (Tualatin Valley Unit), are pleased to announce the following slate for nomination for office for the 2022-2024 term:

President	Beverly Przybylski
Vice-President	Ron Herbison
Secretary	Teresa Stone
Treasurer	Paul Belz-Templeman

Nominations will also be taken from the floor during the annual meeting.

Additionally, three members and an alternate will be elected to the Nominating Committee to serve the next term, 2022-2024.

UNIT REPORT

After a couple of months hiatus, the unit met in January. The program was about committees. To guide the discussion we used "How, What and When in Committee Procedures," written by Alice Pohl. This small book was published in 1979. Alice was a long-time member of NAP and AIP, and well known in the area as a parliamentarian. See her 2011 obituary in the Oregonian: <https://obits.oregonlive.com/us/obituaries/oregon/name/alice-pohl-obituary?id=26966042>

Wyn Bowler, President

BYLAWS—BACK TO BASICS

RON HERBISON, PRP, OAP PARLIAMENTARIAN

The assembly of an organization has full and sole power to act for the entire organization, and does so by a majority vote, but for any limitation or delegation it imposes on itself. The bylaws of an organization is the fundamental governing document that places such limitations or delegation. RONR 56:2. These rules principally relate to the organization itself and should define its primary characteristics, prescribe how it functions, and only contain rules so important that they should not be changed at the whim of a majority. RONR 2:8.

Bylaws should be written with the least restrictive language necessary, and only with sufficient detail, to meet the desired goal. RONR 56:8. Readability is important to ensure they are accessible to all members however, indisputable meaning is more important. Each sentence should be written so that it is impossible to quote out of context. Precision is important. Every word choice, punctuation, sentence structure, and omission is important. RONR 56:11. From experience, if you see bylaws written by an attorney, Run!

While no list is exhaustive, the basic bylaw provisions will relate to:

- (I). Name. The full, exact, and properly punctuated name of the society should be given. RONR 56:17.
- (II). Object. A general concisely expressed statement that sets the boundaries within which business can be introduced. It should not be a vision or mission statement but a statement which each fit within and further express. RONR 56:18.
- (III). Members. Eligibility and obligations of membership should be outlined. Dues or assessments must be authorized in the bylaws. Some organizations may require certain actions such attendance to maintain membership. Classes of members, and any limitation upon a class, if any, must also be provided for in the bylaws. RONR 56:19-22.
- (IV). Officers. Officers, including honorary, should be delineated. Their selection should be provided for which traditionally include methods of nominations, election, term and filling vacancies. Duties of each officer maybe provided for, however, it is only

recommended to include duties not included in the adopted parliamentary authority. RONR 56:23-32.

(V). Meetings. When or how meetings are held should be provided for. Provisions regarding regular, special, and annual meetings are common. Remote meetings may occur, provided all participants have simultaneous aural communication, if provided for in the bylaws. The quorum should also be provided for, without such, a majority of the entire membership is the default. RONR 56:33-38.

(VI). Board of Directors. An administrative body with delegated authority is usually included except for in small organizations. The composition, delineation of powers, and any special rules relating to how that body operates should be included. RONR 56:39.

(VII). Committees. Committees tend to be the workhorse of organizations that consider, investigate or take action on certain matters. RONR 50:1. Standing committees have special authority related to their subject area and should be provided for in the bylaws. The method of appointing ad hoc committees may also be provided. RONR 56:44-46.

(VIII). Parliamentary Authority. “The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are no inconsistent with these bylaws and any special rules of order that [may be adopted].” RONR 56:49.

(IX). Amendment. The bylaws should always provide a method for their amendment. These normally include notice and a higher-than-majority vote requirement. If no provisions are provided for they can be amended by a 2/3s vote if previous notice is given, or by a majority of the entire voting membership. RONR 56:50.

Bylaws may be subordinate to Articles of Incorporation or governing documents of superior organizations. In such cases, the bylaws must conform with the superior document, and may omit provisions governed by the latter. The bylaws of a subordinate organization should not include provisions that restate requirements as the subordinate organization has no control over those requirements, unless those provisions are

(Continued on page 6)

TENTATIVE ANNUAL MEETING SCHEDULE
LET'S GET BACK TO BASICS

<p>10:00 a.m. Call to Order Invocation Pledge of Allegiance Introductions Memorial Service Greetings from NAP Business Credentials/Registration Report Adopt Standing Rules Adopt Program Appoint Minutes Approval Committee Adopt 2022-2023 Annual Budget</p>	<p>11:30 a.m. Resume Business Proposed Bylaws Revision 12:30 p.m. Recess 1:00 p.m. Resume Business Resume Bylaws Revision (if necessary) Election of Officers Installation of Officers Election of Nominating Committee 1:30 p.m. Workshop Brief Break 2:40 p.m. Workshop 3:30 p.m. Reconvene Announcements Adjourn Sine Die</p>
<p>10:30 a.m. Workshop Brief Break</p>	

Oregon Association of Parliamentarians
2022 Annual Meeting—Registration Form
Saturday, March 12th, 2022, 10:00 a.m.

Pre-registration is required for the electronic meeting as the room will only be available to those who have registered. ***You may register up to the day of the meeting.***

https://us02web.zoom.us/meeting/register/tZwodeGvqTgsHteF_qAOPa3IM8_hM7tiseeT

The above is NOT the URL to the meeting, it is to register. After registering, you will receive a confirmation email with the link to join the meeting. This confirmation is unique to you. Do not share.

Where to go if you have questions?

Registration Issues:

Jeff Weston, Website Committee Chair jjweston@gmail.com

Workshops:

Alice Bartelt, PRP, Education Committee Chair alicebartelt@comcast.net

All Other Questions:

Beverly Przybylski, PRP, OAP President beverlyp9@comcast.net

(Bylaws Basics, continued from page 5)

required to be included.

Bylaws contain whatever limitations that are placed on the powers of the assembly and obligations of

membership. It is good policy for every member to be given a copy. A member should become familiar with these rules to be prepared to fully participate in the organizations activities. RONR 2:13.