

The Ohio Parliagram

REVEILLE! WAKE UP AND RISE TO THE CALL, OAP
December 2017-January 2018

INSIDE THIS ISSUE

- 1 Message from the President
- 2 For RP's and PRP's
- 3 Convention Memories
- 3 Donations and Sponsorships
- 3 New Members
- 4 North Coast Meeting
- 5 Application for Provisionals
- 6 Call for Presenters
7. Presenter Application
- 8 OAP Units
- 8 Did you Read the Question

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Message from the President

By Laura V. Womack, OAP President

View from the Top

In a few months, you will receive a copy of the *Pre-Annual Session Parliagram*. It will contain information that your Board has been working on this term and requires your input and action at the 49th Annual Session. Therefore, please make plans to attend. Look for more details in each issue of the *Parliagram* and on the Ohio Association of Parliamentarians website.

At the beginning of your President's term (2016-2018), your president determined very early that the governing documents of OAP would be our priority and it has been. The final steps will be presenting Bylaw and Standing Rule amendments at the 2018 Annual Session. There will also be advisement on a few editorial changes.

Strictly speaking, for the past several months, the Bylaws Chairman and OAP Board have taken a look at your Bylaws and Standing Rules. The focus was the review of what is stated as the procedures and to assure that they are in compliance with the National Association of Parliamentarians Bylaws since the 41st Biennial Convention. Other possible areas of concern were editorial changes. These changes will be the last for this President's term.

Recently, at a Special Meeting of the Executive Board, several proposed amendments were discussed and final determination was to present these amendments at the 49th Annual Session. According to the OAP Bylaws, previous notice of all amendments must be given in the *Pre-Annual Session Parliagram* sixty days prior to the Annual Session in the even numbered years. This announcement is called Previous Notice. The requirements used for adopting the proposed amendments are previous notice and a two-thirds vote.

Please see *Message* on page 2

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Continued on page 8

For RP's and PRP's

The webmaster, Deborah Willis, requests that any RPs and PRPs that are willing to accept new clients provide their contact information to her at Mruss72650@aol.com. This will allow the webmaster access to a larger pool of parliamentarians to contact when requests are received through the website or other media contacts.

Currently the webmaster is contacting PRPs and unit presidents in the area of the request and asking them if they are available, and if not, to identify PRPs and RPs in their units who may be available to accept new clients. This communication is done via email. This process creates a time delay which might be reduced if RPs and PRPs who are available to take new clients are pre-identified so she may contact them directly.

Requests range from answering parliamentary questions to bylaws review to serving as convention parliamentarian. When you contact her you may also want to discuss your interests.

Message from page 1

All proposed amendments are considered main motions and both primary and secondary amendments are allowed. In most cases, amendments to Bylaws take effect immediately, unless the assembly adopts a proviso for the amendment to take place at another time.

We invite you to come to the 49th Annual Session. There is much more to do and with your presence, we can make it happen!



Seasons
greetings

NAP Convention Memories



Miami Valley Unit at NAP Convention 2017



OAP at NAP Convention 2017

Donations/Sponsors Sought

The upcoming Annual Session in May is going to be a special one as OAP celebrates its 50th Anniversary. Special events are in the plans and your assistance is needed to make the Session an event full of wonderful memories.

The committee is searching for ways to keep the costs reasonable and so each unit is asked to donate a gift basket for the auction. Please contact Ed Magiste with the theme of your basket, along with a suggested minimum bid. Sponsorship/donations by members or businesses are also sought. Perhaps you know of a business near you or a patron that would assist in the effort. Please contact Ed Magiste at e.j.magiste@csuohio.edu.

Become A Sponsor

Congrats, New Members!

The North Coast Unit is proud to announce that 3 of our provisional members are now very proud members of NAP. Laura Harps, Diana Brown-Brumfield, and Yvonne Oliver all passed the membership exam on Sunday December 4.



The North Coast Unit Hosts its 32nd Annual Meeting

by Deborah Willis

On November 13, 2017, seventeen members and three guests of the North Coast Unit gathered at Bravo Cucina Italiana in Woodmere, Ohio for the Unit's 32nd Annual Meeting and Dinner. Viola Catledge served as the Annual Meeting Coordinator. Highlights of this year's Annual Meeting included annual reports, the election and installation of officers, and the awarding of the Marguerite Moore Award.

James Williams, PRP, was presented with the Unit's prestigious Marguerite Moore Award. Marguerite Moore was a charter member of the North Coast Unit and had served in all of the elected positions of the unit during her membership. Mrs. Moore was diligent, loyal, committed and professional in everything she did. It was these qualities which led the Unit to establish an award in her memory after her death in 2009. The award criteria is that the recipient:

1. Has been a member of the Unit at least 3 years
2. Is a member of the National Association of Parliamentarians
3. Has served as a unit committee chairman
4. Demonstrates regular attendance
5. Has presented at least two parliamentary lessons
6. Has assisted outside groups with understanding parliamentary procedure by serving as an officer, committee chairman, or presenting parliamentary information in some way.

Mr. Williams is the Unit's fifth recipient of the award since its inception in 2010. Previous recipients include Frank Williams, PRP-R (2012), Laura Womack (2013), Patricia Lewis, PRP (2015), and Patricia Koch, PRP (2016). The Award was presented by Sandra Evans, Awards Committee Chairman.

The Membership Committee Chairman, Deborah Willis, recognized Patricia Koch and Shirley Jordan Seay. Mrs. Koch was recognized for the time she has given to prepare interested persons throughout northeast Ohio for the NAP membership and Registered Parliamentarian exams; the majority of the Unit's twenty-eight members successfully passed their exams through participation in Mrs. Koch's monthly study groups. Mrs. Jordan Seay was recognized for her efforts to grow the Unit, having promoted the Unit to her affiliates and encouraging six of the Unit's eight new 2017 members to join the Unit. They were presented with a token of appreciation.

Patricia Lewis, outgoing Vice President, thanked the outgoing officers and presented them with a gift. She then installed the Unit's newly elected officers:

President: Patricia Koch

Secretary: Eva Bekes

Vice President: Deborah Willis

Treasurer: Laura Harps

The installation was highlighted by Mrs. Lewis' original poetry about the responsibilities of each of the positions as each new officer was installed and presented with a gift.

The North Coast Unit looks forward to another successful year with the President's theme "*Better Meetings Make a Difference: Digging Deeper*", members continuing to improve parliamentary skills, study for credentialing, and are working collaboratively with the Lori-El Unit as hosts of the 2018 OAP 49th Annual Session and Fiftieth Anniversary celebration in Cleveland, Ohio on May 4 & 5, 2018.

OAP

Ohio Association of Parliamentarians

APPLICATION FOR PROVISIONAL MEMBERSHIP

Check: ___ *Provisional Member

Unit: _____

*Provisional member - OAP only (Non-NAP member)

Date: _____

I, _____, hereby apply for membership in Ohio Association of Parliamentarians.

Home address _____

City: _____ State: _____ ZIP Code _____

Home Phone: _____ Business Phone: _____ Cell _____
(include Area Code) (optional)

Fax: _____ E-mail address: _____

List your parliamentary interests:

- 1. _____
- 2. _____
- 3. _____

- I agree to participate actively in OAP activities where possible.
- My intention is to apply for the NAP membership examination in my Unit.
- OAP dues for the current year must accompany this application. (Current OAP Provisional dues are \$5.00 upon application; and thereafter, due and payable by January 1 of each year. Dues are delinquent: February 1.)
- Include a copy of this application with payment.

Signature Date

TO BE COMPLETED BY THE MEMBERSHIP CHAIRMAN

Membership approved: _____ Date: ____/____/____

Class of membership: ___ Provisional Unit: _____

Membership Chairman

Ohio Association of Parliamentarians Provisional Membership Application.

Please make check payable to: OAP
Mail to: Laura V. Womack, Treasurer
26320 Dennisport Dr.
Oakwood Village, Ohio 44146-5950

Call for Presenters
Ohio Association of Parliamentarians
2018 Annual Session
Friday, May 4 & Saturday May 5, 2018
IT'S PENDING. LET'S DEBATE. TAKE ACTION!
Cleveland State University-Student Center Ballroom
Cleveland, Ohio

The Ohio Association of Parliamentarians (OAP) was chartered July 27, 1968 and will be celebrating the 50th anniversary of its chartering during the 2018 Two Day Annual Session. We invite you to be a part of OAP's remarkable history by being a presenter at the Annual Session.

The purpose of OAP is to promote the study of parliamentary procedure and the educational programs of the National Association of Parliamentarians (NAP). Our goal is to encourage the understanding and use of the Robert's Rules of Order to enable groups of all types and sizes to meet effectively, making decisions in a fair and consistent process that makes good use of everyone's time.

To that end, we encourage our members to consider being workshop presenters at the Annual Session. We have some extremely talented members, and as we encourage learning by doing. Again this year, we encourage our experienced presenters to partner with a member who has not made presentations at an OAP Annual Session or NAP Conference to co-present with them. Workshop topics that are in line with the session theme "IT'S PENDING. LET'S DEBATE. TAKE ACTION!" are encouraged. By request, we would like to offer two training tracks, one geared towards community members and those with a basic working knowledge of Roberts Rules of Order, Newly Revised 11th Edition, and one that is "beyond the basics" geared towards those who minimally have passed the NAP membership exam, are studying for the RP exam, or are already RPs and PRPs. **Please submit your proposal on the attached form by December 31, 2017.** If selected to be a presenter your registration fee for the Annual Session will be complimentary, however, we ask that you submit your registration form to ensure we have an accurate count for materials and refreshments.

Proposal Submission Guidelines: When developing your proposal, please keep in mind we want to provide workshops that will assist officers and members of local community organizations and municipal clerks in having more productive meetings. We also want trainings that intermediate and advanced OAP members will find helpful to them in their study and enhancement of their parliamentary work. Please be creative in designing a presentation that fully involves attendee participation through role playing, demonstration scripts, discussion, questions, and engaging interactive activities. We want to make sure that everyone takes something away from the session that they can use in their work with the organizations they are involved with.

Session Length: Each session will be **60 minutes** including question/answer/discussion time.

A .pdf fillable form for workshop presenter proposals is available on the OAP website under "2018 Annual Session." Or use the one on the next page.

Several workshops have been proposed, but there are still openings. RP's and PRP's, this will count toward your continuing education credits needed. And for all of you, you will gain the opportunity to polish your presentation skills. Remember, everyone there will be encouraging you to SUCCEED! You can do it!

Call for Presenters
Ohio Association of Parliamentarians
2018 Annual Session
Friday, May 4 & Saturday May 5, 2018
IT'S PENDING. LET'S DEBATE. TAKE ACTION!
Cleveland State University-Student Center Ballroom
Cleveland, Ohio

Workshop Proposal

Please provide the following information by **December 31, 2017**, to Deborah Willis
mrus72650@aol.com

Title of Presentation:

Level your presentation is best suited for: _____Beginner
_____ Intermediate _____Advanced

Presenter's name, NAP membership category, OAP Unit affiliation (If applicable), email address

Presenter's biography (200-word maximum)

Co-presenter's name, NAP membership category, and OAP Unit affiliation (if applicable)

Co-presenter's biography (200-word maximum)

Description of presentation (200-word maximum)

Learning objectives (3-5 specific objectives)

- 1.
- 2.
- 3.
- 4.
- 5.

Special equipment requests:

Indicate what interactive activities will occur during your session to encourage attendee participation:

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OAP Units

NORTH COAST: President - Patricia Koch, PRP (patriciaakoch75@gmail.com). Usually meets 3rd Monday at 6:00 PM (4th Monday in January) at Warrensville Height County Library, 4415 Northfield Road, Warrensville Heights, OH. No regular meetings in July, August, December.

CENTRAL OHIO: President - Myra Myers, PRP (mmyers.myers@gmail.com). Usually meets 1st Monday at 7:00 PM at Worthington Municipal Building, 6550 North High Street, 2nd Floor, Worthington, OH. No regular meetings in July and August.

MIAMI VALLEY: President - Betty Reed (snookey@siscom.net). Usually meets 3rd Tuesday at 6:00 PM at Clark County Library, Park Shopping Center Branch, 1061 North Bechtle Ave., Springfield, OH.

LORI-EL: President - Ed Magiste, Ph.D (e.j.magiste@csuohio.edu). Usually meets 1st Thursday at 7:00 PM at Elyria YWCA Residence, 318 West Avenue, Elyria, OH. No regular meetings in January, July and August.

QUEEN CITY: President - Robert Rosell, PRP (rlrosell.prp@gmail.com). Meets 3rd Friday at 10:15 AM at Oakley Library, 4033 Gilmore Avenue, Cincinnati, OH. No regular meetings in July, August, and December.

Did you Read the Question Correctly?

By Barbara D. Whitaker, PRP, OAP Editor

When I was in anesthesia school my instructor presented us with a big test right before Christmas. As it was the holidays and she knew that we were stressed that we might now be invited back to continue our studies, (it was that “weed ‘em out” test) she decided to throw in a bonus question. It was: “Can you name Santa’s Reindeer?”

I diligently wrote down all of the names from the famous “Night Before Christmas” poem and added Rudolph for good measure. (This was before those other reindeer were added, like Olive, the Other Reindeer, etc..) And then I read the question again.

I realized she didn’t ask for the names of the reindeer. She just wanted to know if I could name them. So I wrote “Yes” at the top of the names. She questioned me as I turned it in as to why I had written down the names since it was a yes/no question. “To prove I didn’t lie when I answered the question ‘yes,’” I said. “You passed,” she answered, “Merry Christmas. See you in January.”

The moral of the story, when taking tests be sure to read and re-read the questions before answering. What you think is the question and the actual question may be different. It could make a difference in your advancement and self-esteem. Some questions are asking yes/no, others are worded in the negative, some are “pick a winner”, and still others want an essay answer. And, don’t forget, some are worded differently than the study questions.

P.S. - It’s Dasher, Dancer, Prancer, Vixen, Comet, Cupid, Donner, and Blitzen - Actually the last two were originally Dunder and Blixem and have been changed over the years from Dutch reindeer to German meaning Thunder and Lightning in English.

COMMITTEE CHAIRMEN

Continued

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DATES TO REMEMBER

OAP Annual Session

May 4-5, 2018
Cleveland, Ohio

NAP Training Conference

Buffalo, NY
September 7-9, 2018

SUBMISSION DEADLINES

All submissions for the *Parliagram* are to arrive to the Editor no later than the first day of the even numbered months.

