

# Oregon Society of Medical Assistants

## House of Delegates Rules

1. **ADMISSION TO THE HOUSE OF DELEGATES**

The OSMA business session may be attended by all individuals.

2. **VOTING BODY**

Delegates and/or Alternates must check in with the credentials desk at the announced time.

3. **SEATING**

The voting body of the HOD will have designated seats. The Delegates shall be seated ten (10) minutes prior to the opening of the session.

4. **ORDERS**

The order of business shall be determined by the HOD agenda.

5. **MOTIONS**

Motions should be introduced and voted upon by the Delegates and OSMA officers. All main motions must be written and signed by the maker and given to the Speaker prior to the end of the session.

6. **DISCUSSION**

Non voting attendees may be granted the right to speak by general consent or a majority vote of the Delegates.

7. **DEBATE**

Delegates shall be limited to one (1) minute debate on each topic. No Delegate shall speak again on that topic until all Delegates have the chance to speak. Total debate per subject shall be five (5) minutes. With the discretion of the Speaker of the House, debate may be extended after a 2/3 vote of the House.

8. **POINT OF INFORMATION**

If any Delegate does not understand the question and needs further clarification, they should rise and ask for a "point of information".

**OSMA HOUSE OF DELEGATES**  
**Friday April 13, 2018**  
**1:45 PM - 3:15 PM**  
**Large Room, Oregon Garden Pavilion, Silverton, Oregon**

**Agenda**

**Call to Order and Welcome**                      **Speaker of the House Karan Drahn, CMA (AAMA)**

**Pledge of Allegiance**                              **Kathy Puckett, CMA (AAMA)**

**Introduction of Head Table**

**Presentation of Tellers, Pages, and Timekeeper**

**Credentials Report**                              **Laura Frenzel, CMA (AAMA)**

**House of Delegates Rules**

**Minutes of the 2017 General Assembly**

**Nominations**                                      **Julie Hass, CMA (AAMA)**

**Board Recommendations**                      **Secretary Larissa Krausz, CMA (AAMA)**

**Reports**

**Budget and Finance Report**

**Bylaws Report**

**Other Reports**

**Officers**

**Teams/Committees**

**Chapters**

**National Delegates**

**Presentation of the Program**                      **Kathy Puckett, CMA (AAMA) Conference Chair**

**Results of Election**

**New Business**

**Announcements and Adjournment**

1 OSMA General Assembly Meeting  
2 April 7, 2017  
3 Chinook Room, Springfield, OR  
4  
5

6 *All attendees in the General Assembly room are current members of OSMA and eligible to vote.*  
7 *Credentials will not be documented in these minutes.*  
8  
9

10 **Call to Order:** President Christy Oldenstadt called the Assembly to Order at 1:40 PM.  
11

12 **Opening Ceremonies:**

13 Pledge of Allegiance: Molly Bilyeu, Speaker of the House  
14 Welcome and Introductions: Christy Oldenstadt, President  
15

16 **Quorum/Eligibility Results:** Johnny Adamson, Parliamentarian. The voting eligibility was  
17 done by count-off. Each voting member in attendance was given a voting card.

18 A quorum has been established.

19 The total number of votes is: 43

20 Majority is: 22

21 2/3 is: 29  
22

23 **Minutes from the OSMA House of Delegates, April 29, 2016 Sessions I and II:** Accepted as  
24 published.  
25

26 **Treasurer's Report:** Brenna Clayton presented the proposed budget for 2017-2018. After  
27 discussion regarding needed funds to re-do the OSMA website, there were two (2) motions:

- 28 1. Jennifer Slusser moved to add \$4000 to the budget for the Communications Team for  
29 Website development, for a total line item #15 of \$4500.00. Seconded. **Passed.**  
30 2. Kathy Puckett moved to accept the proposed budget as amended. Seconded. **Passed.**  
31

32 **Bylaws Amendments:**

- 33 1. **Amendment 17-01: Amend by Renumber and Insert:**

34 **C. The Treasurer shall:**

- 35 1. hold the CMA (AAMA credential);  
36 2. have been a member of OSMA no less than three (3) years;  
37 3. have attended the OSMA House of Delegates no less than two (2) times as a  
38 voting member;  
39 4. have served as an officer of a local Chapter;  
40 5. have a basic understanding of accounting procedures.  
41

42 **Amendment PASSED.**

- 43 2. **Amendment 17-02: Amend by strike out and insert:**

44 Section 2: Vacancy in Office

- 45 A. In the event of a vacancy in any office not provided elsewhere in these  
46 Bylaws, the Executive Board shall appoint a member to serve **until the next**

47 meeting of the OSMA House of Delegates, at which time a new officer can  
48 be elected to begin a new term. This appointee shall meet the qualifications  
49 prescribed in these Bylaws and the OSMA Board Manual.

50 **Amendment PASSED.**

51  
52 **Nominations:** Team Chair Kathy Puckett conducted the Nominations and voting portion of the  
53 meeting.

54 The slate of officer candidates were:

55 President elect: Kathy Puckett  
56 Treasurer: Brenna Clayton  
57 Speaker of the House: Karan Drahn  
58 Vice Speaker: Joyce Garibay  
59 OSMA Delegate to AAMA HOD: Christy Oldenstadt  
60 Molly Bilyeu

61  
62 Nomination from the floor for Secretary: Larissa(Ris) Krausz, Lane Chapter

63  
64 The above candidates were voted into office.

65  
66 Nominations Team: The attending members were asked to vote for 5 of the 8 candidates that  
67 were nominated from the floor. The results were:

68 Chair: Julie Haas, Marion Polk Chapter  
69 Lucy Vang, RCCMA  
70 Jamie Riggs, Marion Polk  
71 Jennifer Slusser, Linn Benton  
72 Johnny Adamson, RCCMA

73  
74 Tellers for the voting were our AAMA sisters from the Washington State Society.

75 Motion to destroy the ballots was **passed by consensus.**

76  
77 **Conference Program presentation and corrections:** The program was presented by Candy  
78 Miller, Lane Chapter. Corrections were announced. Kathy Puckett moved that the Conference  
79 Program be accepted as corrected. Seconded. **Passed.**

80  
81 **OSMA Award Results:** The Medical Assistant of the Year was: Julie Haas, Marion Polk  
82 Chapter. The Betty Hill recipient was awarded posthumously to Sylvia Aldrich, Lane Chapter.  
83 Her husband and daughter were in attendance to receive the award.

84  
85 **New Business:** A floor vote was taken as to how the attending members liked the General  
86 Assembly format for future OSMA Annual Meetings. The vote was **positive for continuance.**  
87 There was discussion as to how to proceed with changes, and the changes that will need to be  
88 made in the Bylaws by going forward with a General Assembly. This will be discussed by the  
89 Board at the Summer Board Meeting.

90  
91 **Closing:** President Oldenstadt thanked all attendees for their attendance and participation in our  
92 final General Assembly meeting format. Board meeting for Saturday night will be at 5:30 PM.

**Announcements for 2017-2018**

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<b>OSMA Summer Board Meeting</b>	<b>Aug 5, 2017</b>	<b>Salem Hospital</b>
<b>OSMA Fall Quarterly/ RCCMA</b>	<b>Sept 23,2017</b>	<b>Prov Willamette Falls, OC</b>
<b>AAMA 61<sup>st</sup> Annual Conference</b>	<b>Oct 6-9, 2017</b>	<b>Cincinnati, Ohio</b>
<b>OSMA Winter Quarterly/ Lane</b>	<b>Jan 20, 2018</b>	<b>RiverBendHosp/Springfield</b>
<b>2018 OSMA Annual Conference</b>	<b>April 19-21, 2018</b>	<b>Oregon Gardens, Silverton</b>

Meeting adjourned at 3:10 PM.

Submitted by:

Joce Willis, CMA(AAMA)  
OSMA Secretary 2016-2017

**Oregon Society of Medical Assistants  
Nominations Committee  
Year-End Report to House of Delegates  
April 13, 2018**

The duties of the OSMA Nominations Team are as follows:

1. Be responsible for soliciting, screening and presenting no less than one (1) candidate for each position that becomes vacant in accordance with Article X of the OSMA Bylaws
2. Be responsible for the preparation of the ballots for the elections of officers, Nominations Team and Nominations Team Leader

As of 2/1/18 the OSMA Nominations Team has received requests and applications for Treasurer and Oregon/National Delegate positions. Eligibility and qualifications of each candidate has been verified for the slate of OSMA election ballots. The candidates are:

Treasurer	Brenna Clayton, CMA (AAMA) Marion-Polk Chapter
Oregon/National Delegate	Paula Purdy, CMA (AAMA) River Cities Chapter
Oregon/National Delegate	Julie Haas, CMA (AAMA) Marion-Polk Chapter

If any member wishes to run for any open positions on the OSMA Board an application must be submitted to the OSMA Nominations Team prior to the opening of the 2018 OSMA Pre-Conference Board Meeting so that eligibility and qualifications can be verified. This meeting will convene on 4/12/18 in the evening. The candidate can then be nominated from the floor of the House of Delegates and at that time the name of the candidate will be added to the ballot.

As stated in the OSMA Bylaws Article IX, section 2, Officers shall be elected by majority vote of eligible members. Oregon/National Delegates to the AAMA House of Delegates shall be elected by plurality vote of the eligible members. Alternate Oregon Delegates shall be listed in order by greatest number of votes received. Nominations Team Members (minimum of 5) and Nominations Team Leader (from among the list of Nominations Team Members candidates) shall also be elected

Qualifications and Duties of available positions, with exception of Nominations Committee-this is listed above, are as follows:

**President Elect:**

Qualifications:

1. Be an active member in good standing
2. Have been a member of OSMA no less than three (3) years
3. Have served as a Leader of an OSMA Team
4. Have served as a Chapter President
5. Have attended the OSMA House of Delegates no less than three (3) times as a voting member

Duties:

1. Be familiar with all phases of OSMA's activities, including the work of the Teams
2. Be ex-officio member of all Teams, except Nominations
3. Observe and gain an understanding of the duties of the Presidency and assist the President as requested
4. Assume the duties of the President in the event of her/his absence

- 45 5. Succeed to the office of President in the event of vacancy or at the end of the  
46 current term  
47 6. Be responsible for the judging and awarding of the Betty Hill Outstanding  
48 Service Award, Medical Assistant of the Year Award and Outstanding  
49 Educator Award  
50 7. Appoint for the forthcoming term: Leader of all Standing Team,  
51 Parliamentarian, Inspirational Messenger and Historian. Said appointees  
52 shall be approved at the Pre-Conference Board meeting. These appointments  
53 shall be announced during the House of Delegates  
54 8. Volunteer to be on a Strategy Team of the AAMA

55 **Treasurer:**

56 Qualifications:

- 57 1. Be an active member in good standing  
58 2. Have attended the OSMA House of Delegates no less than one (1) time as a  
59 voting member  
60 3. Have served as an officer of a local Chapter  
61 4. Have a basic understanding of accounting procedures

62 Duties:

- 63 1. Collect all appropriate dues and fees  
64 2. Keep an up-to-date record of all receipts and disbursements of OSMA  
65 3. Balance each monthly bank statement with the account register  
66 4. Deposit and credit all monies in the name of OSMA  
67 5. Pay all bills presented with a receipt and authorized payment voucher within  
68 a reasonable time, provided a vote of the Board is not required.  
69 6. Be authorized to transfer OSMA monies to a “bank of choice” within the  
70 Treasurer’s geographic area  
71 7. Disburse funds as directed by the Executive Board  
72 8. Obtain authorization from the Board of HOD if outside the budget  
73 9. Provide written reports to the Board quarterly  
74 10. Provide a year-end report to the Vice Speaker of the House for inclusion in  
75 the Delegate Packet  
76 11. Have all records available for quarterly audits and information verification  
77 12. Present a proposed budget for the next fiscal year to be presented for  
78 consideration at the House of Delegates

79 **Speaker of the House:**

80 Qualifications:

- 81 1. Be an active member in good standing  
82 2. Have attended the OSMA House of Delegates no less than two (2) times as a  
83 voting member  
84 3. Have served as OSMA President, OSMA Vice Speaker of the House or a  
85 Chapter President

- 86 4. Have a working knowledge of Robert's Rules of Order, Newly Revised,  
87 Latest Edition

88 Duties:

- 89 1. Preside over the House of Delegates of OSMA  
90 2. Appoint the Teams of the OSMA House of Delegates  
91 a. Credentials-to verify the credentials of the Chapter Delegates, establish if  
92 a quorum exists, and notify the Speaker of the House if any Chapter  
93 Delegates may not be seated  
94 b. Tellers-to be responsible for the distribution, collection and counting of  
95 ballots  
96 c. Reference Team Leaders-to preside over the discussion of issues placed  
97 before the HOD  
98 d. Pages-to assist during the HOD distributing message and reports as needed  
99 e. Timekeeper-to monitor the time each speaker is permitted to speak, and  
100 each topic may be discussed  
101 3. Communicate with the Conference Chair as to room assignments and  
102 availability for effective functioning of the HOD  
103 4. Work with the President to create the agenda for the HOD prior to the Winter  
104 Quarterly  
105 5. Mentor the Vice Speaker of the House in the event the Speaker of the House  
106 is unable to fulfill her/his term  
107 6. Provide a Year-End Report to be included in the Delegate Packet

108 **Vice Speaker of the House:**

109 Qualifications:

- 110 1. Be an active member in good standing  
111 2. Have attended the OSMA House of Delegates no less than one (1) time as a  
112 voting member  
113 3. Have served as OSMA President, OSMA Team Leader of Chapter President  
114 4. Have adequate knowledge of Robert's Rules of order, Newly Revised, Latest  
115 Edition

116 Duties:

- 117 1. Preside over the OSMA House of Delegates in the event the Speaker of the  
118 House is unavailable  
119 2. Assist the Speaker of the House I the appointment of the HOD Teams  
120 3. Provide Delegate Packets to the voting members of the HOD  
121 4. Succeed to the office of Speaker of the House in the event of a vacancy  
122 5. Attend the agenda planning meeting  
123 6. Provide a Year-End Report to be included in the Delegate Packet

124 **Oregon/National Delegate(s):**

125 Qualifications:

- 126 1. Be an active member in good standing for no less than three (3) years



- 127 2. Have served as a member of an OSMA Standing Team or a Delegate to the  
128 OSMA HOD  
129 3. Have served as an Officer of Team Leader of a component Chapter

130 Duties:

- 131 1. Attend all AAMA House of Delegates sessions  
132 2. Attend all AAMA Reference Committee meetings ad caucuses  
133 3. Attend all AAMA meetings as required by the OSMA President  
134 4. Vote as required at the AAMA House of Delegates  
135 5. Submit a Year-End Report, including activities of the AAMA House of  
136 Delegates for the OSMA Delegate Packet

137 Submitted by,  
138 Julie Haas, CMA (AAMA), Marion-Polk Chapter  
139 OSMA Nominations Team Leader 2017-2018  
140

141 Nominations Team Members:

142 Johnny Adamson, CMA (AAMA), River Cities Chapter  
143 Jamie Riggs, CMA (AAMA), Marion-Polk Chapter  
144 Jennifer Slusser, CMA (AAMA), Linn-Benton Chapter  
145 Lucy Vang, CMA (AAMA), River Cities Chapter

Oregon Society of Medical Assistants  
OSMA Bylaws Team  
Year-End Report to House of Delegates  
April 13, 2018

The purpose of the Bylaws Team is to review the bylaws of OSMA, to make changes to the OSMA bylaws when changes are approved by the AAMA House of Delegates and mandated by AAMA bylaws. The Bylaws Team is also responsible for reviewing the bylaws of each Chapter of OSMA, on a rotating basis.

The Bylaws Team met on September 23, 2017, for approximately four hours. The purpose of the meeting was to review the OSMA bylaws to find every reference to the OSMA House of Delegates and to replace said references with General Assembly. The task was accomplished and the **revised OSMA bylaws are included with this report (Bylaws Amendment 18-01)**. If the 2018 OSMA House of Delegates approves the transition to a General Assembly, the Delegates will be asked to adopt the updated bylaws.

No additional bylaws amendments will be presented to the 2018 HOD.

The 2017 AAMA House of Delegates approved the following bylaws amendment. The OSMA bylaws were corrected accordingly and **each chapter is responsible for updating its chapter bylaws to match the AAMA-mandated wording**.

Following is the change that was made to the AAMA (and OSMA) Bylaws:

ARTICLE VI: MEMBERSHIP, Section 2, Qualifications

E. Student member

1. Shall be enrolled in a medical assisting program.
2. May choose a two-year student membership term or a one-year student membership term.
  - a. After a two-year student membership term, the member is then eligible only for either associate membership or active membership (if the member meets the active membership requirements).
  - b. After a one-year student membership term, the member is eligible for a second year of student membership as long as the member renews during the member's one-year student membership term. After the second-year of student membership, the member is then eligible only for either associate membership or active membership (if the member meets the active membership requirements).
  - c. No member is eligible for more than a total of two consecutive years of student membership.

Because this bylaws change was mandated by the AAMA House of Delegates it is not optional. Neither OSMA, nor individual chapters, need to vote to approve the change.

The Chair of the Bylaws Team thanks the members of the team for their active participation in the project of updating the OSMA bylaws.

- 47 Joyce Garibay, CMA (AAMA)
- 48 Bylaws Team Chair
- 49
- 50 Team Members:
- 51 Christy Oldenstadt, CMA (AAMA)
- 52 Candy Miller, CMA (AAMA)
- 53 Karan Drahn, CMA (AAMA)
- 54 Molly Bilyeu, CMA (AAMA)
- 55 Johnny Adamson, CMA (AAMA)
- 56 Kathy Puckett, CMA (AAMA)
- 57 Dawone Youngers, CMA (AAMA), ex-officio

1 **OREGON SOCIETY OF MEDICAL ASSISTANTS**

2 Proposed Bylaws Amendment

3 OSMA House of Delegates

4 Friday, April 13, 2018

5 Oregon Garden, Silverton OR

6  
7 **Amendment 18-01**

8 **Amend by strike out and insert**

9  
10  
11 The OSMA Bylaws include a description and identify the authority of the House of Delegates as  
12 the governing body of OSMA.

13  
14 If the 2018 House of Delegates votes to approve a General Assembly as the future governing  
15 body of OSMA, this amendment will remove reference to an OSMA House of Delegates and  
16 insert the words General Assembly. These changes require additional changes to the wording of  
17 the OSMA bylaws. The following pages reflect those changes in red throughout the OSMA  
18 bylaws.

19  
20 **OSMA BYLAWS**

---

21 Oregon Society of Medical Assistants

22 Affiliate of the American Association of Medical Assistants

23  
24 **Article I – Name**

25 The name of this organization shall be Oregon Society of Medical Assistants, hereinafter known  
26 as OSMA. It is a constituent society, affiliated with the American Association of Medical  
27 Assistants, hereinafter known as AAMA.

28  
29 **Article II – Purpose**

30 The purpose of OSMA is to enable medical assisting professionals to enhance and demonstrate  
31 the knowledge, skills and professionalism required by employers and patients; protect medical  
32 assistants' right to practice; and promote effective, efficient health care delivery through optimal  
33 use of multi-skilled CMAs (AAMA).

34  
35 **Article III – Organizational Policy**

36 Section 1. OSMA is hereby declared to be a mutual benefit organization. It is not, nor shall it  
37 ever become a trade union or collective bargaining agency. No person otherwise qualified for  
38 membership in OSMA shall be denied membership. No person who participates in the activities  
39 of organizations whose purpose is to overthrow the government of the United States shall be a  
40 member of OSMA.

41  
42 Section 2. The fiscal year of OSMA shall be from May 1<sup>st</sup> through April 30<sup>th</sup>.

43  
44 Section 3. The OSMA annual budget will be based on the average of the actual income from the  
45 previous four years.

46

47 **Article IV – Dissolution**

48 Section 1. In the event of dissolution of OSMA, the Executive Board shall, after payment of all  
49 liabilities, distribute any remaining assets to nonprofit medical or charitable institutions, or  
50 projects designated by a majority of the delegates at a meeting called for the purpose of  
51 dissolution.

52  
53 Section 2. The President shall notify the AAMA Executive Office of its dissolution within ten  
54 (10) days of the meeting at which dissolution is approved by the ~~delegates~~ **members** of OSMA.

55  
56 Section 3. It shall be the responsibility of the President and Treasurer to complete all necessary  
57 federal and state forms upon dissolution. Copies of those forms will be sent to the AAMA  
58 Executive Office.

59  
60 **Article V – Component Chapter**

61 Section 1. Component Chapters, hereinafter known as Chapters, shall consist of those county or  
62 district Chapters of medical assistants contained within the geographic limits of the state of  
63 Oregon, which hold unrevoked charters from OSMA. They shall be under the jurisdiction of  
64 OSMA.

65  
66 Section 2. A Chapter may become an affiliate of OSMA by submitting a copy of its bylaws to  
67 the OSMA Bylaws Team for review, and when approved by the OSMA Board, be presented to  
68 the OSMA ~~House of Delegates~~ **General Assembly**. An affirmative vote of at least two-thirds  
69 (2/3) of the eligible voting members **in attendance** shall be required for acceptance.

70  
71 Section 3. A Chapter's bylaws shall not be in conflict with the bylaws of OSMA or AAMA. The  
72 bylaws of OSMA shall supersede those of a Chapter.

73  
74 Section 4. A Chapter found guilty of any conduct or action deemed in violation of the Code of  
75 Ethics, the bylaws of AAMA or the bylaws of OSMA by the OSMA Board shall be given sixty  
76 (60) days in which to conform or ask for a hearing before the Board or the charter may be  
77 revoked. Chapter members shall be notified by certified mail by the OSMA Board.

78  
79 Section 5. A Chapter's charter may be revoked by a two-thirds (2/3) vote of the ~~House of~~  
80 ~~Delegates~~ **General Assembly** provided a Board Recommendation is presented. Reinstatement  
81 may be accomplished by the same procedure. In the event of revocation, a final accounting of  
82 Chapter finances shall be due to the OSMA Treasurer, no later than 30 days after the Chapter  
83 charter is revoked.

84 A. All Chapter funds, after payment of outstanding bills, shall be surrendered to the  
85 OSMA Treasurer.

86 B. The OSMA treasury shall hold those funds in reserve for a period, not to exceed three  
87 (3) years,  
88 in the event local members-at-large choose to reestablish an active chapter.

89  
90 Section 6. Application for Chapter affiliation or acceptance or use of any privileges of  
91 membership in OSMA shall be deemed and taken to be an agreement on the part of the Chapter  
92 to be bound by the bylaws of OSMA, together with regularly adopted amendments thereto, and

93 the actions of OSMA or officers thereof, taken pursuant to such bylaws, exclusive of any other  
94 remedy.

95  
96 Section 7. Any Chapter may withdraw from OSMA by submitting written resignation with two-  
97 thirds (2/3) of the signatures of their active membership to the OSMA Board. In the event of  
98 withdrawal, a final accounting of Chapter finances shall be due to the OSMA Treasurer, no later  
99 than 90 days after the Chapter is dissolved. This accounting must include the distributions of  
100 Chapter funds in accordance with the Chapter's Bylaws.

## 101 **Article VI – Membership**

### 102 Section 1 – Classes

103  
104 There shall be seven (7) classes of membership: active, life, sustaining, associate, affiliate,  
105 student and honorary.

106 A. Membership in a Chapter, OSMA and AAMA shall be required for all classes, except  
107 honorary, unless there is no Chapter in the area.

108 B. If there is no Chapter within the member's county of residence, the member shall be  
109 designated as an OSMA member-at-large.

110 C. No other membership or quasi-membership classes shall be permitted by a Chapter or  
111 OSMA.

### 112 113 Section 2. Qualifications

114 A. Active – an active member shall be one of the following:

115 1. An AAMA Certified Medical Assistant (CMA) holding current credential  
116 status and whose CMA (AAMA) credential has not been revoked as provided by  
117 the AAMA Certifying Board Disciplinary Standards and Procedures for the CMA  
118 (AAMA).

119 2. Anyone who was an active member on December 31, 1987, who has never  
120 been a CMA (AAMA), and who has maintained continuous active membership.  
121 Continuous active membership shall be defined as having dues postmarked or  
122 submitted electronically to the AAMA Executive Office by December 31 (the  
123 controlling time is that of sending, not that of receiving).

124 B. Life – a life member shall be an active member who has **provided outstanding**  
125 **service to OSMA.** ~~had a~~ Life membership **is conferred by an affirmative vote of at**  
126 **least two-thirds (2/3) vote of the voting members of the** ~~House of Delegates~~  
127 **General Assembly** ~~for outstanding service to OSMA.~~ Only one (1) life membership  
128 may be conferred in any year. Nominations, with supporting documentation,  
129 submitted no later than Winter Quarterly Board meeting may be made by a Chapter  
130 or a member of the OSMA Board.

131 C. Sustaining – a sustaining member shall be anyone who has been an active or associate  
132 member for at least two (2) years, and who has retired from medical assisting, is  
133 eligible for sustaining membership. This membership shall be forfeited if not  
134 renewed annually.

135 D. Associate – an associate member shall be a medical assistant who is not yet a CMA  
136 (AAMA) and who does not fall under any other category.

137 E. Student member

138 1. Shall be enrolled in a medical assisting program.

- 139                   3. May choose a two-year student membership term or a one-year student  
140 membership term.
- 141                   a. After a two-year student membership term, the member is then eligible  
142 only for either associate membership or active membership (if the  
143 member meets the active membership requirements).
- 144                   b. After a one-year student membership term, the member is eligible for a  
145 second year of student membership as long as the member renews  
146 during the member's one-year student membership term. After the  
147 second-year of student membership, the member is then eligible only  
148 for either associate membership or active membership (if the member  
149 meets the active membership requirements).
- 150                   c. No member is eligible for more than a total of two consecutive years  
151 of student membership
- 152 F. Affiliate – an affiliate member shall be one who is not eligible for another class of  
153 membership but who is interested in the profession of medical assisting.
- 154 G. Honorary – an honorary member shall be one who is not eligible for active  
155 membership but has made outstanding contributions to the advancement of medical  
156 assisting and/or OSMA. Honorary membership is conferred by **an affirmative vote  
157 of at least two-thirds (2/3) vote of the voting members of a House of Delegates  
158 General Assembly**. No more than two (2) honorary memberships may be conferred  
159 in any year. Nominations, with supporting documentation, submitted to the OSMA  
160 Board at least sixty (60) days prior to the annual conference, may be made by a  
161 Chapter or a member of the OSMA Board. Honorary membership in OSMA does not  
162 transfer to AAMA.

163  
164 Section 3. Privileges

- 165 A. Active and Life members, who are CMAs (AAMA) holding current credential status  
166 and whose dues have been paid by December 31<sup>st</sup>, are eligible to serve as President,  
167 President Elect, Treasurer and Oregon Delegate to the AAMA House of Delegates.
- 168 B. All classes of membership, except Honorary, whose dues are paid by December 31<sup>st</sup>,  
169 are eligible to serve as Secretary, Speaker of the House, Vice Speaker of the House,  
170 Leaders of Teams and all other appointed positions.
- 171 C. Privileges on the Chapter level shall be determined by the Chapter.

172  
173 Section 4. Revocation

- 174 A. Any member who has had their CMA (AAMA) credential revoked by the Certifying  
175 Board as provided by the AAMA Certifying Board Disciplinary Standards and  
176 Procedures for the CMA (AAMA) will immediately lose their membership and all  
177 privileges attached thereto and shall not be allowed reinstatement, unless the  
178 revocation of the credential is rescinded by the Certifying Board. No refund of any  
179 dues amount will be made.
- 180 B. Any member attempting to promote unionization of OSMA or its membership  
181 automatically forfeits membership.
- 182

183 **Article VII – Dues**

184 Section 1. Annual state dues for all classes of members shall be fixed by the ~~House of Delegates~~  
185 **General Assembly** upon recommendation of the OSMA Board. Dues shall become due and  
186 payable November 1<sup>st</sup> and shall be delinquent if not postmarked or submitted electronically to  
187 the AAMA Executive Office by December 31<sup>st</sup> (the controlling time is that of sending, not that  
188 of receiving). Dues shall be billed by and payable to the AAMA Executive Office. State and  
189 local reimbursement shall come from AAMA.

- 190 A. Full dues will be assessed for active, associate and affiliate members.
- 191 B. One-half dues shall be assessed for sustaining members.
- 192 C. Dues will be assessed for student members.
- 193 D. Members-at-large shall only be assessed OSMA and AAMA dues.
- 194 E. OSMA shall pay AAMA dues for OSMA Life members.
- 195 F. Honorary members are not required to pay dues.

196  
197 Section 2. Dues for a new member joining on or after September 1 shall be credited to the  
198 following year.

199  
200 Section 3. To serve as a delegate ~~or~~ or alternate **to the AAMA House of Delegates**, or as an  
201 **OSMA** officer, a member's dues shall be postmarked or submitted electronically to the AAMA  
202 Executive Office by December 31 (the controlling time is that of sending, not that of receiving).  
203 Officers and delegates must maintain current membership during their terms of office.

204  
205 Section 4. OSMA and its component Chapters shall offer reciprocity to members transferring  
206 membership from a constituent society and/or component Chapter. The transferring member  
207 shall present proof of current AAMA membership status.

208  
209 Section 5. Membership belongs to the individual and shall be nontransferable and nonrefundable.

210  
211 **Article VIII – Officers and Their Qualifications**

212 Section 1. The officers of OSMA shall be President, President Elect, Secretary, Treasurer,  
213 ~~Speaker of the House~~, Vice Speaker ~~of the House~~, and Immediate Past President.

214 Section 2. All candidates for OSMA office and elected officers must have paid membership  
215 dues by December 31<sup>st</sup> of the previous year and maintain membership throughout their term of  
216 office.

217  
218 Section 3. A candidate for President, President Elect or Treasurer shall be a CMA (AAMA)  
219 holding current status and shall be an active or Life member whose credential has not been  
220 revoked as delineated in Article VI, Section 4.

221  
222 Section 4. A candidate for Secretary, ~~Speaker of the House~~ or Vice Speaker ~~of the House~~ shall be  
223 a member of any class, except Honorary.

224  
225 Section 5. Additional qualifications for specific officers shall be:

- 226 A. The President Elect shall:
  - 227 1. hold the CMA (AAMA) credential;
  - 228 2. have been a member of OSMA no less than three (3) years;



- 229 3. have served as an OSMA Officer or Chapter President;
- 230 4. have attended the OSMA House of Delegates **or General Assembly** no less
- 231 than two (2) times as a voting member.
- 232 B. The Secretary shall:
- 233 1. have been a member of OSMA no less than two (2) years;
- 234 2. have served as an officer of a Chapter;
- 235 3. have attended the OSMA House of Delegates **or General Assembly** no less
- 236 than one (1) time
- 237 as a voting member.
- 238 C. The Treasurer shall:
- 239 1. hold the CMA (AAMA) credential;
- 240 2. have been a member of OSMA no less than three (3) years;
- 241 3. have attended the OSMA House of Delegates **or General Assembly** no less
- 242 than two (2) times as a voting member;
- 243 4. have served as an officer of a local Chapter;
- 244 5. have a basic understanding of accounting procedures.
- 245 D. The Speaker ~~of the House~~ shall:
- 246 1. have been a member of OSMA no less than two (2) years;
- 247 2. have served as OSMA President, OSMA Vice Speaker, ~~of the House~~ or a
- 248 Chapter President;
- 249 3. have attended the OSMA House of Delegates **or General Assembly** no less
- 250 than two (2) times as a voting member.
- 251 E. The Vice Speaker ~~of the House~~ shall:
- 252 1. have been a member of OSMA no less than one (1) year;
- 253 2. have served as an OSMA Team Leader or a Chapter President;
- 254 3. have attended the OSMA House of Delegates **or General Assembly** no less
- 255 than one (1) time as a voting member.

## 256 **Article IX – Nominations and Elections**

### 257 Section 1. Nominations

- 258 A. There shall be a Nominations Team of no less than five (5) members as follows:
- 259 1. All members shall be nominated from the floor during ~~Session I of the House~~
- 260 ~~of Delegates~~ **the General Assembly**;
- 261 2. No more than two (2) members shall be from the same Chapter;
- 262 3. Team members shall be elected by plurality vote of the eligible members of the
- 263 ~~House of Delegates~~ **General Assembly** on written ballot;
- 264 4. **The individual who receives the most votes shall serve as** Team Leader. ~~shall~~
- 265 ~~be elected by plurality vote of the eligible members of the from the~~
- 266 ~~Nominations Team candidates on written ballot;~~
- 267 5. The Immediate Past President shall be ex-officio member.
- 268 B. Nominations for officers and Oregon Delegates to the AAMA House of Delegates
- 269 may be made from the floor, during ~~Session I of the House of Delegates~~ **the General**
- 270 **Assembly**, provided the Nominations Team has examined the qualifications,
- 271 determined eligibility and received consent from each member to be nominated.
- 272
- 273

### 274 Section 2. Elections

- 275 A. The election of Officers, Oregon Delegates to the AAMA House of Delegates and the  
276 Nominations Team shall be held ~~prior to the last session of~~ **during** the OSMA House  
277 ~~of Delegates~~ **General Assembly**.
- 278 B. Positions to be considered for election are as follows:
- 279 1. President Elect
  - 280 2. Secretary
  - 281 3. Treasurer
  - 282 4. ~~Speaker of the House~~
  - 283 5. ~~Vice Speaker of the House~~
  - 284 6. Oregon Delegate to the AAMA House of Delegates & Alternates (minimum  
285 of 2 each)
  - 286 7. Nominations Team Members (minimum of 5)
  - 287 8. Nominations Team Leader (from among the list of Nominations Team  
288 Member candidates)
- 289 C. Officers shall be elected by majority vote of the eligible members of the OSMA  
290 ~~House of Delegates~~ **General Assembly**.
- 291 D. Oregon Delegates to the AAMA House of Delegates shall be elected by plurality  
292 vote of the eligible members of the OSMA ~~House of Delegates~~ **General Assembly**.  
293 Alternate Oregon Delegates shall be listed in order by greatest number of votes  
294 received.
- 295 E. Voting shall be done by written ballot.
- 296 F. The Tellers Team report and tally sheet shall become a permanent record attached to  
297 the minutes of the ~~final session of the House of Delegates~~ **General Assembly**.
- 298 G. Installation of Officers shall be held after the election at the OSMA Annual  
299 Conference and prior to the OSMA Transitional Board meeting.
- 300

## 301 **Article X – Officers – Terms of Office, Vacancy in Office, Removal from Office**

### 302 Section 1. Term of Office

- 303 A. The term of office for President and President Elect shall be one (1) year or until  
304 their successor is elected.
- 305 B. The term of office for Secretary shall be two (2) years. They shall not serve more  
306 than two (2) consecutive terms.
- 307 C. The term of office for Treasurer shall be one (1) year. There shall be no term limit  
308 provided quarterly audits are performed.
- 309 D. The term of office for ~~Speaker of the House~~ and ~~Vice Speaker of the House~~ shall be  
310 one (1) year. They shall not serve more than two (2) consecutive terms.
- 311

### 312 Section 2. Vacancy in Office

- 313 A. In the event of a vacancy in any office not provided for elsewhere in these Bylaws,  
314 the Executive Board shall appoint a member to serve until the next meeting of the  
315 OSMA House of Delegates, at which time a new officer can be elected to begin a  
316 new term. This appointee shall meet the qualifications prescribed in these Bylaws  
317 and the OSMA Board Manual.

- 318 B. In the event of a vacancy in the office of President Elect, the office shall remain  
319 vacant until the next meeting of the OSMA House of Delegates when a President  
320 shall be elected.
- 321 C. In the event of a vacancy in any office not provided for elsewhere in these Bylaws,  
322 the Executive Board shall appoint a member to serve the unexpired term. This  
323 member shall meet the qualifications prescribed in these Bylaws and the OSMA  
324 Board Manual.

- 325
- 326 Section 3. Removal from Office
- 327 A. An officer who fails to perform the required duties or gives just cause for removal  
328 from office shall be removed from the office by the Executive Board. An officer  
329 whose credential has been revoked as delineated in Article VI, Section 4 shall be  
330 removed from office.

- 331
- 332 **Article XI – Duties of Officers**
- 333 Section 1. In addition to the duties set forth in these Bylaws, officers shall perform such duties as  
334 are implied by their respective offices and are consistent with standard parliamentary procedure  
335 and/or as required by law.

- 336
- 337 Section 2. Specific duties are enumerated in the OSMA Board Manual.

- 338
- 339 Section 3. The President shall:
- 340 A. preside at all OSMA meetings except meetings of the ~~House of Delegates~~; **General**  
341 **Assembly**;
- 342 B. be Chair of the Board;
- 343 C. report to the ~~opening session of the House of Delegates~~ **General Assembly**;
- 344 D. be ex-officio member of all teams except Nominations and teams of the ~~House of~~  
345 ~~Delegates~~ **General Assembly**;
- 346 E. have the power, in the event of a Team Leader vacancy, to appoint a Leader from  
347 among the members of that team, when possible.

- 348
- 349 Section 4. The President Elect shall:
- 350 A. assume the duties of the President in the latter's absence;
- 351 B. succeed to the office of President in the event of vacancy;
- 352 C. appoint, subject to confirmation by the Board, Leaders of Standing Teams, except  
353 Nominations, and miscellaneous positions for the ensuing year, having secured each  
354 member's consent to serve.
- 355 D. automatically succeeds to the office of President at the end of the term as President  
356 Elect.

- 357
- 358 Section 5. The Secretary shall:
- 359 A. record and transcribe the minutes of all regular and special meetings of the Board,  
360 Executive Board and ~~House of Delegates~~ **the General Assembly**.

361 B. maintain the permanent records of all regular and special meetings of the OSMA  
362 Board, Executive Board and ~~House of Delegates~~ **the General Assembly**.

363  
364 Section 6. The Treasurer shall:

- 365 A. be responsible for the collection and distribution of funds for OSMA.  
366 B. present a proposed budget based upon the average of the actual income received by  
367 the OSMA during the previous four years, for the ensuing fiscal year to be approved  
368 by the ~~House of Delegates~~ **General Assembly**.

369  
370 Section 7. The Speaker ~~of the House~~ shall:

- 371 A. preside at the ~~session of the House of Delegates~~ **General Assembly**.  
372 ~~B. inform Chapters of the number of Delegates eligible to be seated;~~  
373 ~~C. set the deadline for Chapters to submit the names and addresses of their Delegates and~~  
374 ~~Alternate Delegates to be seated at the House of Delegates;~~  
375 ~~D.~~**C.** appoint ~~House of Delegates~~ **General Assembly** teams to include ~~Credentials,~~  
376 ~~Reference Teams, Tellers, Pages~~ and other teams as may become necessary.

377  
378 Section 8. The Vice Speaker ~~of the House~~ shall:

- 379 A. preside at meetings of the ~~House of Delegates~~ **General Assembly** in the absence of  
380 the Speaker;  
381 **B. collect year-end reports for inclusion in the Delegate Packets **electronic distribution****  
382 **to the membership, via the OSMA web page, no less that 60 days prior to the**  
383 **General Assembly.**  
384 C. succeed to the office of Speaker ~~of the House~~ in the event of vacancy;  
385 **D. obtain a head count of eligible voters in the General Assembly.**

386  
387 Section 9. The Immediate Past President shall serve as Chair of the Past Presidents Council.  
388

## 389 **Article XII – Boards**

390 Section 1. Board

- 391 A. The Board shall consist of the Officers identified in Article VIII, the Standing Team  
392 Leaders identified in Article XIII, and the Presidents of each Chapter ~~or their proxies~~.  
393 Each position shall carry one (1) vote. The Parliamentarian and Professional Liaison  
394 shall serve as ex-officio member without a vote.  
395 B. The Board shall meet quarterly to conduct the business of OSMA. It shall meet prior  
396 to the ~~first session of the House of Delegates~~ **General Assembly** and following the  
397 close of the ~~House of Delegates~~ **annual Conference**.  
398 C. Special meetings of the Board may be called by the President or one-quarter (1/4) of  
399 its members.  
400 D. The Board shall be authorized to vote by mail, email, teleconference call, or  
401 facsimile, with the report of any actions taken verified and made part of the minutes  
402 of the next meeting of the Board.

403 E. A majority of the members of the Board shall constitute a quorum.

404

405 Section 2. Executive Board

406 A. The Executive Board shall consist of the Officers identified in Article XI, with one  
407 (1) vote each. The Parliamentarian shall be ex-officio member without a vote.

408 B. The Executive Board shall be empowered to act, by a majority vote of its members,  
409 for OSMA between quarterly Board meetings.

410 C. Meetings may be called by the President or any two (2) Officers. A documented  
411 attempt to notify all Executive Board members of such a meeting must be made.

412 D. A majority of the members of the Executive Board shall constitute a quorum.

413

414 Section 3. Past Presidents Council

415 A. The Past Presidents Council shall consist of the three (3) most recent Past OSMA  
416 Presidents.

417 B. The Immediate Past President shall serve as chair.

418 C. The Professional Liaison may be appointed to this council at the discretion of the  
419 OSMA Board.

420 D. This Council shall be responsible for the selection and submission of OSMA and its  
421 members for AAMA Excel Awards.

422 E. This Council shall participate on the Bylaws Team.

423 F. In the event of vacancy, this Council shall solicit other Past OSMA Presidents to fill  
424 the position. Appointment shall be made by the Executive Board.

425 G. This Council shall maintain an up-to-date mailing list of past OSMA Presidents.

426

427 **Article XIII – Teams**

428 Section 1. The Teams of OSMA shall be standing, special and teams of the ~~House of Delegates~~  
429 **General Assembly.**

430 A. In addition to the duties set forth in these Bylaws, Team Leaders shall perform such  
431 duties as are enumerated in the Board Manual.

432 B. All standing team leaders for the forthcoming year, except Nominations, shall be  
433 appointed by the President Elect and presented to the Board at the pre-conference  
434 Board meeting.

435 C. All team materials and records are the property of OSMA and shall be kept in good  
436 order. These shall be passed to the succeeding team leader at the transitional Board  
437 meeting.

438 **D.** Team leaders shall summarize the year’s progress and team’s recommendations in a  
439 written year-end report. Report shall be submitted to the Vice Speaker ~~of the House~~  
440 for inclusion in the ~~delegate packets~~ **electronic distribution to the membership, via**  
441 **the OSMA web page.**

442 E. In the event of a vacancy in a Team Leader position, the President shall appoint a  
443 new Leader from the existing team members whenever possible.

444 F. A majority of the members of any team shall constitute a quorum.

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Section 2. The Standing Teams are:

- A. Bylaws
- B. Communications
- C. Leadership & Mentoring
- D. Membership & Marketing
- E. Nominations
- F. Public Affairs
- G. Strategic Planning

Section 3. Duties

A. Bylaws – this team shall:

1. review the bylaws of the OSMA annually and recommend changes.
2. review the bylaws of Chapters for compliance with the Bylaws of AAMA and OSMA.
3. review the Bylaws of any Chapter wishing to become a component Chapter of OSMA.
4. incorporate AAMA mandated changes to bylaws and return two (2) copies to AAMA within thirty (30) days of notification. Any action taken by OSMA that is inconsistent with such mandated language shall immediately be null and void.
5. have Past Presidents Council members serve as members of this team.
6. have the Parliamentarian be ex-officio member without a vote.

B. Communications –this team shall:

1. manage the OSMA website: [www.onlineosma.org](http://www.onlineosma.org), the OSMA Facebook pages, and any other social media (Linkedin, Twitter) if added
2. manage the inquiry line email ([info@onlineosma.org](mailto:info@onlineosma.org)) by responding to messages or forwarding messages to the appropriate OSMA Board member within at least 15 days.
3. prepare an annual postcard, containing dates and locations of all OSMA events for the next calendar year, to be distributed to all members of OSMA via USPS during the last week in December of each year.

C. Leadership & Mentoring – this team shall:

1. coordinate coaching and training opportunities for all members.
2. create, update, and maintain currency of documents included in the leadership manual.

D. Membership & Marketing

1. This team shall be responsible for the retention and recruitment of OSMA members.
2. This team’s subcommittees shall include Speakers Bureau and Certification.
  - a. Speakers Bureau shall maintain an out-reach program promoting the CMA (AAMA) credential.
  - b. Certification shall provide assistance to members for recertification of the CMA (AAMA) credential.

E. Nominations

- 489 1. The members of this team and the Team Leader shall be elected in  
490 accordance with Article IX, Section 1 of these Bylaws.  
491 2. The Nominations Team shall be responsible for soliciting, screening and  
492 presenting a slate of nominees for each elected position, except this team's  
493 members, by Winter Quarterly Board meeting.  
494 3. This team shall prepare the ballots for the elections at the annual  
495 conference.

496 F. Public Affairs – this team shall:

- 497 1. be the public voice of OSMA.  
498 2. respond to all inquiries regarding Scope of Practice, Right to Practice and  
499 other issues.  
500 3. refer to the Executive Director of AAMA, all inquiries of a legal nature or  
501 that require further explanation.

502 G. Strategic Planning – this team shall:

- 503 1. evaluate the needs of OSMA and incorporate them into the strategic plan.  
504 2. oversee compliance with current strategic plan.  
505 3. provide support to other teams and positions striving to achieve set goals.

506 Section 4. Special Teams

- 507 A. Special (ad hoc) teams shall be appointed by the President to perform a special  
508 function or task subject to approval by the Board.  
509 B. Such a team shall confine its work to the purpose for which it was established and  
510 shall submit a report to the House of Delegates.  
511 C. Special teams shall serve until their function is complete or until dissolved.

512 Section 5. House of Delegates Teams

513 A. ~~Credentials – this team shall:~~

- 514 ~~1. verify the credentials of voting members of the House of Delegates.~~  
515 ~~2. present the Credentials Report to the Speaker of the House to establish a quorum.~~  
516 ~~3. provide ribbons and seating for the voting members of the House of Delegates.~~  
517 ~~4. have a Chair appointed by the Speaker of the House and may be a voting member~~  
518 ~~of the House of Delegates.~~

519 A. Tellers – this team shall:

- 520 1. **be** appointed by the Speaker **who also designates the team chair**;  
521 2. be responsible for the distribution, collection and counting of ballots during  
522 the House of Delegates **General Assembly**.

523 ~~3. be responsible for the reproduction of ballots when necessary.~~

524 ~~4. have team's Chair and members appointed by the Speaker of the House and may not be~~  
525 ~~voting members of the House of Delegates or their alternates; and shall total an odd number not~~  
526 ~~less than three (3).~~

527 ~~3. not be voting members of the House of Delegates **OSMA General**~~  
528 ~~**Assembly** or their alternates;~~

529 ~~4. total an odd number not less **fewer** than three (3).~~

530 B. Pages

- 531 1. ~~Pages are to serve the House of Delegates in whatever capacity is needed.~~



533 2. ~~Pages are appointed by the Speaker of the House and may not be voting members of the~~  
534 ~~House of Delegates~~

535

536 ~~C. Reference Teams~~

537 1. ~~The Reference Teams shall be: Officer, Team and Miscellaneous Reports; Budget and~~  
538 ~~Finance; and Bylaws.~~

539 2. ~~Each team shall consist of a chair, a secretary, a timekeeper and an ex officio member.~~

540 3. ~~Each team shall present the reports and recommendations, if any, in the delegate packet to the~~  
541 ~~voting members of the House of Delegates. The sessions shall be open to all members and guests~~  
542 ~~and shall facilitate open discussion.~~

543 4. ~~Each team shall meet in closed session to review the member's comments and return to the~~  
544 ~~next session of the House of Delegates with voting recommendations.~~

545 5. ~~Each team shall present its voting recommendations to the voting members of the House of~~  
546 ~~Delegates. The voting members shall vote on the original or amended recommendation.~~

547

548 **Article XIV – ~~House of Delegates~~ General Assembly**

549 Section 1. The governing body of the OSMA shall be ~~the House of Delegates~~ **a General**  
550 **Assembly**. It shall determine the policies of OSMA, amend the bylaws, act upon such other  
551 business as may come before it and conduct the elections of officers, delegates and alternate  
552 delegates to the AAMA House of Delegates, the Nominations Team **leader and** members ~~and~~  
553 ~~Team Leader~~.

554

555 Section 2. Voting Members

556 A. The voting members of the ~~House of Delegates~~ **General Assembly** include the  
557 ~~OSMA Officers and Chapter Delegates~~ **every current member of Oregon Society**  
558 **Medical Assistants (except Honorary), with each individual being entitled to**  
559 **one (1) vote .**

560 B. **The Conference Planning Team [hosting chapter] will identify the OSMA**  
561 **members eligible to vote during the General Assembly and provide each**  
562 **member with a voting card.**

563 C. ~~Chapters are entitled to one (1) delegate or one (1) alternate delegate for every ten~~  
564 ~~(10) active and associate members or a major fraction thereof. No Chapter shall be~~  
565 ~~eligible for less than two (2) delegates.~~

566 D. ~~Eligibility of Delegates~~

567 1. ~~The total number of delegates eligible per Chapter shall be determined by the total number of~~  
568 ~~active and associate members whose dues are documented as paid by December 31<sup>st</sup> of the~~  
569 ~~previous year by the AAMA Membership Department.~~

570 2. ~~The OSMA Executive Board will select the date on which the Membership & Marketing~~  
571 ~~Team will request the Membership report from AAMA.~~

572 3. ~~Selection of individual Chapter delegates is left to the discretion of each Chapter.~~

573 4. ~~No less than thirty (30) days prior to the annual conference, each Chapter shall submit the~~  
574 ~~names and addresses of the delegates and alternate delegates representing their Chapter to the~~  
575 ~~OSMA Speaker of the House.~~

576 5. ~~Delegates will not be seated after the Credentials report has been given.~~



577E. ~~In the event any Chapter is unable to be represented by the full complement of Delegates, it may~~  
578 ~~assign proxy votes to another delegate from the Chapter, which may be cast in voting on~~  
579 ~~proposed bylaws amendments and other business of the House of Delegates. Such proxies shall~~  
580 ~~be submitted in writing to the Credentials Team Leader prior to Session I of the House of~~  
581 ~~Delegates, having been signed by the Chapter President and Secretary.~~

582F. ~~A majority of eligible delegates shall constitute a quorum.~~

583 **C. A Quorum shall be three (3) percent of the OSMA membership, based on the**  
584 **membership numbers provided by the AAMA, as of March 1 of the current**  
585 **year.**

586 **D. A Parliamentarian shall be present and will determine if the quorum is met**  
587 **following the count of members in attendance.**

588  
589 ~~Section 3. As of the end of the 2016 meeting of the Oregon Society of Medical Assistants~~  
590 ~~(OSMA) House of Delegates at the annual conference of the OSMA, all powers and~~  
591 ~~responsibilities of the House of Delegates shall be transferred to a General Assembly until the~~  
592 ~~close of the General Assembly at the 2017 OSMA annual meeting. At the 2018 OSMA House of~~  
593 ~~Delegates, the Delegates shall decide whether the General Assembly shall replace the House of~~  
594 ~~Delegates as the governing body of OSMA, or whether the House of Delegates shall continue the~~  
595 ~~role of governing body of the OSMA.~~

596

#### 597 **Article XV – Meetings**

598 Section 1. The OSMA shall hold an annual conference between April 1<sup>st</sup> and May 15<sup>th</sup>, the exact  
599 time and place determined by the hosting Chapter. **During the annual conference, a General**  
600 **Assembly shall be conducted.**

601

602 Section 2. All **current** OSMA members may attend **the General Assembly** and participate in  
603 the proceedings, and discussions **and voting.** ~~of the House of Delegates and Board meetings.~~  
604 ~~Only eligible voting members may cast votes.~~

605

606 ~~Section 3. The Board shall meet no less than five (5) times per year; prior to the House of~~  
607 ~~Delegates and following the final session of the House of Delegates, within the dates of the~~  
608 ~~annual conference; once each during the summer, fall and winter seasons.~~

609 Section 3. The **OSMA** Board shall meet no less than five (5) times per year.

610 **A. The Board meetings shall be held** prior to the ~~House of Delegates~~ **General**  
611 **Assembly,** and following the ~~final session of the House of Delegates~~ **General**  
612 **Assembly,** within the dates of the annual conference, **and** once each during the  
613 summer, fall and winter quarters.

614 **B. All current** OSMA members whose credential has not been revoked as delineated in  
615 Article VI, Section 4, may attend and participate in the proceedings and discussions  
616 of the ~~House of Delegates and Board meetings.~~

617 **C. Only eligible voting members of the Board** may cast votes.

618

619 Section 4. The Board may call a special meeting of the ~~House of Delegates~~ **General Assembly**  
620 by **attempting to notify every current member of OSMA via US Postal Service, email, or**  
621 **telephone.** ~~written request distributed via USPS, or email, or telephone request.~~

622  
623 Section 5. Education shall be scheduled **by the hosting chapter** in conjunction with the Board  
624 meetings held in winter and fall. The President selects the date and location of the summer Board  
625 meeting. Education in conjunction with the summer Board meeting is optional.

626  
627 Section 6. Proceeds, after expenses, from OSMA sponsored meetings shall be distributed as  
628 follows: one-half to the hosting Chapter and one-half to the OSMA general fund. If a deficit is  
629 incurred by the hosting Chapter, the Chapter may request assistance from the OSMA general  
630 fund, not to exceed 50% of the shortfall.

631  
632 **Article XVI – Representation to the AAMA Conference**

633 Section 1. The OSMA shall be entitled to two (2) delegates for the first one hundred (100) active  
634 and associate members of fraction thereof, plus one (1) delegate for each additional four hundred  
635 (400) active and associate members or fraction thereof.

636  
637 Section 2. Delegates and alternates shall be Active or AAMA Life members whose membership  
638 has not been revoked as delineated in Article VI, Section 4, and ~~has~~ **have** been a member of  
639 OSMA for no ~~less~~ **fewer** than three (3) years. ~~The A~~ delegate must have served at the Chapter  
640 level as an **elected** officer ~~or team leader~~ **or at the Society level as an elected OSMA Officer**  
641 and must have attended the OSMA House of Delegates **or General Assembly** no ~~less~~ **fewer** than  
642 two (2) times. ~~as a Chapter Delegate or elected OSMA Officer.~~

643  
644 Section 3. Determination for the number of delegates shall be the total number of active and  
645 associate members of OSMA for the **previous** membership year. ~~prior to the date on which~~  
646 ~~names of delegates and alternates shall be submitted to the AAMA Speaker of the House.~~  
647 Alternates shall be those who ran for the position of Oregon Delegate but did not receive a  
648 majority of the votes from the voting members at the annual House of Delegates meeting.

649  
650 Section 4. The names and addresses of the Oregon Delegates and alternates to the AAMA House  
651 of Delegates shall be submitted to the AAMA Executive Office at least ninety (90) days prior to  
652 the AAMA House of Delegates.

653  
654 Section 5. In the event OSMA is unable to be represented by a full complement of delegates to  
655 which it is entitled, it may assign proxy votes to another **elected** delegate. ~~for OSMA which may~~  
656 ~~be cast in voting on proposed amendments to the bylaws and other business of the AAMA House~~  
657 ~~of Delegates.~~ Such proxies shall be submitted in writing and shall be signed by the President and  
658 Secretary of OSMA to be verified by the AAMA Credentials Chair.

659  
660 Section 6. The OSMA President and President Elect shall attend the AAMA House of Delegates  
661 as the first two (2) Delegates from Oregon. In the event the President or President Elect is unable  
662 to attend, the order shall be as follows: 1) Secretary, 2) Treasurer. If one or more is unable to  
663 attend, an elected alternate delegate shall attend in the officer's/delegate's place.

664

665 Section 7. All other Oregon Delegates shall be elected by plurality vote of the OSMA ~~House of~~  
666 ~~Delegates~~ **General Assembly**. An equal number of delegates and alternate delegates shall be  
667 elected. If an elected delegate is unable to attend the AAMA House of Delegates, the candidate  
668 receiving the next plurality vote shall become the delegate.

669  
670 Section 8. Delegate expenses to the next AAMA Conference shall be approved in the annual  
671 budget by a majority vote of the OSMA ~~House of Delegates~~ **General Assembly**. All expenses  
672 above the budgeted amount shall be approved by a majority vote of the Board. Except under  
673 confirmed emergency situations, the delegate will be expected to refund any and all advanced  
674 funds, if the delegate does not attend the AAMA House of Delegates meetings. Because  
675 delegates are expected to represent OSMA at the entire Conference, per diem, including meals  
676 and lodging, will be paid to delegates only for one (1) day of travel each way and on days the  
677 delegate attends education and other non-meal functions or meetings associated with the  
678 Conference. See OSMA Board Manual for expanded responsibilities.

679  
680 **Article XVII – Parliamentary Authority**

681 The rules contained in Robert’s Rules of Order, Newly Revised, shall govern the OSMA in cases  
682 to which they are applicable and in which they are not inconsistent with the Bylaws or Standing  
683 Rules of OSMA.

684  
685 **Article XVIII – Amendments**

686 Section 1. These Bylaws may be amended at any annual meeting of the eligible voting members  
687 of the OSMA ~~House of Delegates~~ **General Assembly** with a two-thirds (2/3) vote, provided the  
688 proposed amendment(s) have been submitted in writing to the voting members no less than thirty  
689 (30) days prior to the meeting at which they are to be considered.

690  
691 Section 2. The Board Manual may be changed without prior notification by a two-thirds (2/3)  
692 vote of the eligible voting members of the OSMA Board.

693  
694 **Article XIX – Conformity**

695 No provisions of the OSMA Bylaws shall be in conflict with those stipulated by the AAMA.



46 The President is working on the pre-conference Agenda and Consent Calendar. She will be  
47 wrapping up her year as President.

48

49 President Youngers would like to thank her Board, Committee Chairs for their diligent work  
50 throughout the year. On behalf the organization, the members, and the profession, I thank all of  
51 you for your dedication and commitment.

52

53 Dawone Youngers CMA (AAMA)

54 2017-2018 OSMA President

1 OREGON SOCIETY OF MEDICAL ASSISTANTS  
2 2017-2018 OSMA President-Elect  
3 Oregon Garden – Silverton, OR  
4 Year End Report  
5 For period ending Friday, 4/13/18  
6

7 The President-Elect has attended the following meetings:

8 2017 OSMA Post Conference Board Meeting – Springfield, OR – April, 2017

9 2017 OSMA Summer Board Meeting – Salem, OR – August, 2017

10 2017 AAMA National Conference – Cincinnati, Ohio – October, 2017

11 Lane Chapter Meeting – Springfield, OR – January, 2018

12 2018 OSMA Winter Board Meeting – Springfield, OR – January, 2018  
13

14 The President-Elect has completed the following assignments:

15 Hiring of a website company Arc Brand Marketing and re-launch of the OSMA website  
16 [www.onlineosma.org](http://www.onlineosma.org).

17 Accepted appointment as OSMA Communications Team Leader upon resignation of previous  
18 Leader.

19 Attended the 2017 AAMA National Conference in Cincinnati, Ohio as a National Delegate.

20 Accepted appointment to the AAMA Leadership Committee.

21 Working closely with the OSMA President in the daily activities of OSMA, answering emails in  
22 a timely manner and served at the discretion of the President as needed.

23 Procurement of a meeting space for the 2018 OSMA Leadership Retreat, scheduled for March 2-  
24 4, 2018 at The Whale, located in Lincoln City, OR

25 Coordinated planning of the Leadership Retreat along with the OSMA President and Leadership  
26 Team Leader and distribution of the Leadership Retreat Registration form.

27 Updating of the OSMA Awards Application and distribution of the application to the OSMA  
28 Board and Chapter Leaders.

29 Served on the Bylaws Team as a member and assisted any team requiring assistance.  
30

31 The President-Elect is currently working on the following projects and/or assignments:

32 Coordinating the agenda for the 2018 OSMA Leadership Retreat.

33 Planning for the 2018-2019 OSMA year, to include appointments of Team Leaders.

34 Planning for the 2018 Officer Installation Ceremony, to be held during the Presidents' Banquet  
35 on Saturday, 4/14/18.

36 Planning the agenda for the 2018 OSMA Post Conference Board Meeting on 4/14/18.

37 Planning for selection and presentation of OSMA Awards, to be presented at the OSMA Awards  
38 & Recognition Banquet on Friday, 4/13/18.

39 Serving on the AAMA Leadership Committee.  
40

41 In addition to the routine assignments and duties of the OSMA President-Elect, the President-  
42 Elect is also working on the following tasks:

43 Serves as the Education and Bylaws Team Leader for MPCMA.

44 Serves as the 2018 OSMA Annual Conference Chair, including Education Chair for the  
45 Conference.

46 Serves as the OSMA Communication Team Leader and website coordinator.

47 Continues to provide updated information for the OSMA website to Marie Cole of Arc Brand  
48 Marketing.

49 Answers and routes inquiries via the OSMA website.

50

51 This member wishes to thank all of the hardworking members of OSMA that have assisted in  
52 many of these tasks and continue to work tirelessly for the betterment of OSMA. This member  
53 also wants to thank the members for trusting her with this responsibility and allowing her to  
54 serve as the OSMA President-Elect.

55

56 Kathy Puckett, CMA (AAMA)

57 2017-2018 OSMA President-Elect

Oregon Society of Medical Assistants  
OSMA Secretary  
Year-End Report to House of Delegates

**Duties of the Secretary**

The Secretary shall:

1. Record and present the proceedings of the OSMA Executive Board, OSMA Board and House of Delegates Sessions.
2. Maintain the permanent records of all regular and special meetings of the OSMA Board, executive Board and House of Delegates.
3. Provide a copy of the minutes of each meeting to the OSMA Executive Board within ten (10) days of adjournment for review and corrections. (See back of Board Manual for Corrections Form)
4. Provide a copy of the corrected minutes to each member of the Board within thirty (30) days of adjournment of the meeting for which the minutes were recorded, unless otherwise directed by the President
5. Attach the Roll Sheet to the copy of the minutes
6. Attach the Credentials Report to the minutes of each session of the House of Delegates
7. Attach the Tellers' Report to the minutes of Session II of the House of Delegates
8. The HOD minutes of Session I and II shall be corrected and approved at Session I of the House of Delegates the following year.
9. Download minutes onto the Thumb Drive provided and labeled. Keep this in a SAFE PLACE!!

Secretary attended and provided the minutes for the OSMA Summer Board Meeting at the Salem Hospital August 5, 2017, the OSMA Fall Quarterly September 23, 2017 at the Providence Willamette Falls Education Center in Oregon City and the January 20, 2018 OSMA Winter Quarterly at Riverbend Hospital in Springfield.

This officer thanks each member of the Board for the help she received in the meetings this year; for being courteous and thoughtful when this new secretary was struggling to get the right words down.

Respectfully submitted,  
Larissa Krausz, CMA(AAMA)  
OSMA Secretary  
2017-2018



Oregon Society of Medical Assistants  
OSMA Treasurer  
Annual Report to the House of Delegates  
April 13, 2018

The Treasurer shall be responsible for the collection and distribution of funds for OSMA. The Treasurer shall present a proposed budget based upon the average of the actual income received by the OSMA during the previous four years, for the ensuring fiscal year to be approved by the House of Delegates.

The Treasurer has fulfilled all duties.

All receipts/vouchers were paid when received.

A Treasurer's Report was given at all Quarterly Meetings.

The accounts have been audited regularly and been found to be in order.

The Budget for the fiscal year 2018-19 will be presented at the House of Delegates for approval by the Delegates.

The Treasurer has no recommendations.

The Treasurer would like to thank the membership for the trust they have placed in her with the finances of the OSMA.

Brenna Clayton CMA(AAMA)  
OSMA Treasurer

1 OREGON SOCIETY OF MEDICAL ASSISTANTS  
2 OSMA Speaker of the House  
3 Year End Report  
4 April 20, 2018  
5

6 **Duties of the Speaker of the House**

7 The Speaker of the House shall:

- 8 1. Preside over the House of Delegates of OSMA.
- 9 2. Appoint the Teams of the OSMA House of Delegates
  - 10 a. Credentials – to verify the credentials of the Chapter Delegates, establish if a
  - 11 quorum exists, and notify the Speaker of the House if any Chapter Delegates
  - 12 may not be seated
  - 13 b. Tellers – to be responsible for the distribution, collection and counting of
  - 14 ballots
  - 15 c. Reference Team Leaders – to preside over the discussion of issues placed
  - 16 before the HOD
  - 17 d. Pages – to assist during the HOD distributing message and reports as needed
  - 18 e. Timekeeper – to monitor the time each speaker is permitted to speak and each
  - 19 topic may be discussed. Assigned to the Vice Speaker of the House.
- 20 3. Communicate with the Conference Chair as to room assignments and availability for
- 21 effective functioning of the HOD
- 22 4. Select and announce the deadlines for submission of the number of qualified
- 23 delegates with the Credentials Committee Chair
- 24 5. Work with the President to create the agenda for the HOD prior to the Winter
- 25 Quarterly
- 26 6. Mentor the Vice Speaker of the House in the event the Speaker of the House is unable
- 27 to fulfill her/his term
- 28 7. Provide a Year-End Report to be included in the Delegate Packet
- 29 8. Send an Agenda copy to the Vice Speaker to be put into the Delegates Packet
- 30

31 Speaker was asked by Bylaws Chair Joyce Garibay, CMA (AAMA) to attend a Bylaws meeting  
32 at the Fall Quarterly meeting to review changes to OSMA Bylaws from a House of Delegates to  
33 a General Assembly. Speaker was not able to attend do to illness but did review Bylaws and  
34 gave input on any proposed changes to the chair Joyce Garibay, CMA (AAMA).

35  
36 Speaker of the house has been working hard to convert a two day House of Delegates to ninety  
37 minutes House of Delegates at the Annual Conference on Friday April 20, 2018. The House of  
38 Delegates will be ran like a General Assembly allowing the OSMA Members and Delegates the  
39 opportunity to speak on reports and motions presented at the House of Delegates, with exception  
40 that only the Elected Delegates will be allowed to vote on the reports and motions presented.  
41

42 Speaker met with Vice Speaker Joyce Garibay, CMA (AAMA) on Friday January 19, 2018 the  
43 day before the Winter Quarterly to review plans for the House of Delegates at the Annual  
44 Conference in April.

45

46 Speaker is asking if there are any Nomination of Candidates from the House of Delegates floor  
47 that they be submitted to the Nominations Chair, Julie Hass, CMA (AAMA) prior to the  
48 Thursday's Pre-Conference Board meeting so that the credentials and qualifications may be  
49 verified in a timely manner.

50

51 Rules of the House of Delegates will be posted on the OSMA Website for Delegates and OSMA  
52 Members to review. Speaker is asking that each Chapter President go over the House of  
53 Delegates rules with their chapter. There will be a brief review at the April Pre-Conference  
54 Board Meeting.

55

56 Credentials Chair will be Laura Frenzel, CMA (AAMA).

57

58 Speaker and Credentials Chair Laura Frenzel, CMA (AAMA) will inform the Chapter Presidents  
59 of the number of Delegates allowed for each chapter by March 4, 2018.

60

61 The deadline for submitting names of Delegates, Proxy and Alternates to Credentials Chair  
62 Laura Frenzel, CMA (AAMA) at email address lauraf68@comcast.net and Speaker Karan Drahn  
63 CMA (AAMA) karancmc@yahoo.com will be **March 16, 2018**.

64

65 Credentials check in time for Delegates and Alternates for House of Delegates, will be on Friday  
66 April 20, 2018 from 11:30am - 12pm. Delegates will be given voting cards and Proxy cards at  
67 the time they sign in for the House of Delegates. All Delegates will need to be seated 10 minutes  
68 before the House Delegates starts.

69

70 Speaker is in need of three Tellers, a Page and a Time Keeper.

71

72 Speaker of the House was not in attendance for the Summer and Fall Quarterly Meeting do to  
73 work and illness.

74

75 Speaker has completed all assignments given in a timely matter.

76

77 It has been a pleasure to serve the members of OSMA.

78

79 Respectfully,

80

81

82 Karan Drahn, CMA (AAMA)

83 OSMA Speaker of the House

84 Past Presidents Council

1 OREGON SOCIETY OF MEDICAL ASSISTANTS  
2 OSMA Vice Speaker  
3 Year End Report  
4 Period ending April 13, 2018  
5

6 The duties of the Vice Speaker are to: preside at meetings of the House of Delegates in the  
7 absence of the Speaker; collect year-end reports for inclusion in the Delegate Packets; succeed to  
8 the office of Speaker of the House in the event of vacancy.  
9

10 The OSMA 2018 Annual Meeting will be an abbreviated House of Delegates, meaning that  
11 chapters will elect delegates to be the voting members of the House. But the House of Delegates  
12 (HOD) will be modified to take place in a 90 minute time frame and all members will be  
13 encouraged to attend and to participate in any discussion. The Vice Speaker is collecting all year-  
14 end reports, making certain they meet the standardized format, and forwarding the reports to the  
15 Communications Team Chair who will have them posted on the OSMA website. The Vice  
16 Speaker will provide printed copies of the budget, bylaws changes, and any other reports that call  
17 for action by the HOD.  
18

19  
20 Joyce Garibay, CMA (AAMA)  
21 OSMA Vice Speaker, 2017-2018

Oregon Society of Medical Assistants  
Immediate Past President  
Year End Report  
April 2018

The duties of the Immediate Past President are as follows:

1. The Immediate Past President shall serve as Chair of the Past Presidents Council.
2. Submit appropriate Excel award information to National by the deadline.
3. Be ready for any other assistance needed.
4. Mentor the President

Immediate Past President Oldenstadt supported the Bylaws team with going over the By-Laws and changing wording from House of Delegates to General Assembly at Fall Quarterly Immediate Past President Oldenstadt attended the Summer, Fall and Winter quarterly Meetings. Immediate Past President Oldenstadt updated Past Presidents Address list to pass on to President Youngers.

Immediate Past President Oldenstadt has completed all requests and has not been given any other tasks to complete at this time.

Christy Oldenstadt, CMA (AAMA)  
Immediate Past President



1 OREGON SOCIETY OF MEDICAL ASSISTANTS  
2 OSMA Communications Team Report  
3 Oregon Garden – Silverton, OR  
4 Year End Report  
5 For Period Ending Friday, 4/13/18  
6

7 The Communications Team Leader has attended the following OSMA meetings:  
8 2017 OSMA Post Conference Board Meeting – Springfield, OR - April, 2017  
9 2017 OSMA Summer Board Meeting – Salem, OR – August, 2017  
10 2108 OSMA Winter Board Meeting – Springfield, OR – January, 2018  
11

12 The following tasks have been completed by the Communications Team:

13 Compiling bids from at least 3 website companies in order to relaunch the OSMA website,  
14 [www.onlineosma.org](http://www.onlineosma.org).

15 After acquiring bids from 3 separate companies, the OSMA Board decided to hire Arc Brand  
16 Marketing. The contract was signed with Marie Cole from Arc Brand Marketing.

17 With the assistance of the OSMA President, new pages were created and content was gathered  
18 for the relaunch of the website.

19 Communication with all OSMA Board members regarding the progress of the website  
20 construction.

21 The website building was completed and went live in November of 2017.

22 Monitoring updates to the OSMA website and sending files to Marie for posting.

23 Receiving inquiries via the OSMA website and answering them or forwarding them to the  
24 appropriate OSMA Board member in a timely manner.

25 Mailing of the OSMA postcard by member Joyce Garibay, CMA (AAMA). The annual  
26 postcard was mailed to 972 members the last week of December. The mailing service provided  
27 corrected addresses for 44 persons and that information has been forwarded to AAMA. The  
28 cost of printing was \$295. Adding addresses to the postcards plus postage was \$421.92.

29 Additional information regarding the new OSMA website:

30 Each Chapter is represented by an individual Chapter page. Content of the Chapter Pages is at  
31 the discretion of each individual Chapter President.

32 Educational opportunities and registration forms and flyers are easily located and downloaded  
33 for submission.

34 OSMA Board Highlights are available for members to see what is happening on the State level.  
35 Many links to AAMA website pages allows members or potential members to learn how to  
36 become a member, join or renew AAMA membership, locate information for planning  
37 educational programs for the local Chapter or State, how to find a medical assisting program and  
38 others.

39 There is access to the OSMA documents, including the OSMA Bylaws.

40 The potential for growth of the OSMA website is immense. There is plenty of room for a photo  
41 gallery or other pages as desired by the OSMA Board.  
42

43 Please keep the following in mind with regards to postings for the OSMA website:

44 All submissions must be forwarded to the OSMA Communications Team Leader and the OSMA  
45 President for review and will be posted only if acceptable by the OSMA President and OSMA  
46 Board.

47 All information must be proofread and provided in the acceptable format.  
48 All submissions for posting on the website must be submitted in PDF format with the  
49 information as to where the submission needs to be posted.  
50 All information must be relevant to the profession of medical assisting and OSMA.  
51  
52 This member wishes to thank all of the OSMA members that has assisted with the website  
53 project and have sent in submissions for the website. This member wants to give a special  
54 thanks to the OSMA President for helping with creation of the initial website pages and for  
55 trusting this member by appointment to this Team.  
56  
57 Kathy Puckett, CMA (AAMA)  
58 2017 - 2018 OSMA Communications Team Leader



1 Oregon Society of Medical Assistants  
2 Leadership and Mentoring Team  
3 Year End Report to the House of Delegates  
4 April 13, 2018  
5

6 Duties of the Leadership and Mentoring Team:

- 7 Maintain and update items for the Leadership Manual (or Book).
- 8 Research more sites and book lists for Leadership assistance.
- 9 Assist the President Elect in setting up the annual Leadership Event for OSMA.
- 10 Provide educational leadership “snippets” at every meeting
- 11 Set up an education session at the OSMA Annual Conference with a Leadership Topic.
- 12 Be a resource to members interested in being part of the OSMA leadership.

13  
14 The Team has attended all OSMA Board Meetings. They have presented a report and/or  
15 information on both Leadership and Mentoring. A member of the Team attended the AAMA  
16 National Conference in Cincinnati, OH. She also has served as a member of the Advisory Board  
17 for a local Medical Assisting Program.

18  
19 Currently the Team is preparing a presentation for the Leadership Retreat. Consisting of a three  
20 part education involving 2 stations to learn Computer techniques for making reports easier and  
21 more uniform and Team building. Lastly, we will have a fun time with Leadership Bingo (it's  
22 not just a game).

23  
24 Updating the Leadership manuals are a work in-progress. Following this Annual Conference  
25 there will be changes that need to be made to bring them current.

26  
27 On behalf of the Team, we thank you for the opportunity to help OSMA in mentoring its  
28 Leaders, old and new so we may remain a strong and purposeful professional organization.

29  
30 Submitted By:

31 Molly Bilyeu, CMA (AAMA), Team Leader

32  
33 Johnny Adamson, CMA-AC (AAMA)

1 **Oregon Society of Medical Assistants**  
2 **Membership and Marketing**

3  
4 Year-End Report to House of Delegates  
5 April 13, 2018  
6

7 The Membership and Marketing Committee is comprised of Membership, and the  
8 Speaker's Bureau. The duties of the Membership Team are as follows:  
9

- 10
- 11 • Serve as a contact to members and medical assistants who wish to become members
  - 12 • Serve as a contact and presenter to employers, and medical assisting institutions  
regarding the CMA credential and certification
  - 13 • Serve as the first contact to newly credentialed CMA (AAMA) providing information  
14 about membership and CEU opportunities
  - 15 • Promote the organization to medical assistants and employers alike
  - 16 • Keep chapter presidents apprised of new members joining AAMA
- 17

18 In July 2017 it was reported that we had 872 members; as of September 2017 we had 900  
19 members; as of January 2018 we had 999, and last as of February 1, 2018 we have 1003  
20 members. We increased our membership by 131 members over the year. However, in February  
21 2018 AAMA will start the canceling process eliminating members who did not rejoin AAMA.  
22

23 When Chair took over the Membership and Marketing Chair position it was the goal to increase  
24 the membership and reach out to those members who did not rejoin. This task was handed out to  
25 the chapter president's to accomplish.  
26

27 Chair worked with AAMA to ensure that chair is made aware of new OSMA members each  
28 month.  
29

30 As of August 2017 Chair was asked to mentor Jackson County to recreate a chapter. Several  
31 emails went back and forth but to date Chair has not heard from a representative in about 4-5  
32 months. Chair has reached out several times with no response. Chair will reach out one more  
33 time.  
34

35 September 2017 AAMA asked Oregon to update their zip codes within all their chapters. Chair  
36 reached out to all chapters and accomplished this goal. Chair encourages each chapter to review  
37 the new member list when it is sent out as there are times a member is put into a member at large  
38 category when in fact the member should be assigned to a chapter.  
39

40 Also in September 2017 Chair was asked to create an Advertising Policy for the Society so that  
41 organizations who want to advertise with OSMA must follow specific policies. Chair completed  
42 this task as of January 2018.  
43

44 January 2018 submitted a request to the Board asking each chapter to provide a master contact  
45 list of clinics, or organizations used to market in their area. The contact should be agreeable to

46 receiving information related to medical assistants and marketing information regarding medical  
47 assisting. This list would be used by the Chair with a copy to the President.

48

49 Chair has worked with President Youngers regarding any action of this committee. All  
50 correspondence has been handled in a timely manner.

51

52 Chair would like to thank President Youngers for her compassion and diligence to do a good job.

53 Chair would like to also thank the Board for allowing her to serve.

54

55 Paula Purdy, CMA (AAMA)

56 OSMA Membership and Marketing Chair

57 2017 - 2018

1 **Oregon Society of Medical Assistants**

2 Public Affairs Liaison

3  
4 Year-End Report to House of Delegates

5 April 13, 2018

6  
7 The Public Affairs Liaison Team was developed in 2009 and accepted by the OSMA Board,  
8 House of Delegates in 2010. The vision for this Team is to have one person who can tend to the  
9 numerous inquiries, questions, and concerns as it relates the profession of medical assisting and  
10 the CMA (AAMA) credential. The duties are as follows:

- 11
- 12 • Provides the public voice of OSMA Responds to both written and oral inquiries regarding
  - 13 Scope of Practice; Right to Practice; exam eligibility; and much more.
  - 14 • Team may accomplish this task by providing information via mail, email, or in-person.
  - 15 • Team defers questions that need further explanation or of legal matter to CEO/Legal
  - 16 Counsel of AAMA, depending upon the nature of the question.
  - 17 • Provides a quarterly report to the OSMA Board regarding activities.
- 18

19 The following is what has occurred over the 2017-2018 year. Chair has received an approximate  
20 36 emails via the OSMA website. Topics have been anywhere from handling a complaint about  
21 a medical assistant to the education policies of Oregon. Many of the emails deal with scope of  
22 practice and the legalities of specific duties. Chair will normally answer of the questions with a  
23 referral to Don Balasa, CEO and legal counsel for AAMA. All legal, or potentially legal  
24 questions, are copied or referred to Don Balasa. Chair does lead with a statement that she is not  
25 a lawyer.

26  
27 **Misuse of the Credential:**

28 We still have medical assistants who misrepresent their credential by using either the wrong title,  
29 Certified Medical Assistant, or the wrong credential. Most will use CMA but not the CMA  
30 (AAMA) which tends to spark a red flag. **Please note: there is no CMA credential.** This  
31 credential was retired by AAMA in lieu of CMA (AAMA) credential. The **AAMA owns**  
32 **Registration No. 2,509,034** issued by the United States Patent and Trademark Office for the  
33 mark “Certified Medical Assistant®.” The registration is on the Principal Register, and is  
34 registered for use by persons authorized by the AAMA® to indicate that the medical assistant  
35 services performed or to be performed have been or will be performed by a person whose  
36 services are competent in the medical assistant field, such individual's services having met  
37 certain educational standards in the medical assistant field set by the AAMA® and having passed  
38 examinations administered by the AAMA®. To meet these requirements, applicants must have  
39 graduated from a postsecondary medical assisting academic program accredited by either the  
40 Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the  
41 Accrediting Bureau of Health Education Schools (ABHES), and must have passed the CMA  
42 (AAMA)® Certification Examination.

43  
44 *Any medical assistant who represents herself/himself as a “Certified Medical Assistant®” (upper*  
45 *or lower cased) or a “CMA (AAMA)®,” and any organization which represents its medical*  
46 *assistants as “Certified Medical Assistants®” or “CMAs” when such individuals have not been*

47 *certified by the Certifying Board of the AAMA<sup>®</sup>, are doing so misleadingly and may be in*  
48 *jeopardy of legal sanction (see attached AAMA article).*

49  
50 **The following is something that the chair and AAMA CEO worked together to develop.**  
51 **It's an Oregon standard scope of practice statement:**

52 *The scope of practice for a medical assistant is determined in part by the medical assistant's*  
53 *knowledge and competence unless the state has defined the medical assistant's scope of practice*  
54 *in statute or rule/regulation. Oregon does not have any specific definition of a medical*  
55 *assistant's scope of practice in the Oregon Medical Practice Act or the rules/regulations of the*  
56 *Oregon Board of Medical Examiners. A medical assistant should have on her/his transcript*  
57 *from her/his medical assisting program the skills taught in the curriculum. However, under the*  
58 *supervision of a licensed physician, the general legal principle is that physicians are permitted*  
59 *to delegate to competent and knowledgeable unlicensed allied health professionals, such as*  
60 *medical assistants working under their direct supervision in outpatient settings, those tasks that*  
61 *do not constitute the practice of medicine, and do not require the skill and knowledge of a*  
62 *physician, and that do not require the medical assistant to make clinical assessments,*  
63 *evaluations, or interpretations. However, before assigning any task it is best to check with your*  
64 *malpractice insurance carrier to ensure that any negligence by a medical assisting in performing*  
65 *a task would be covered by the practice's malpractice insurance policy.*

66  
67 There still remains to be confusion regarding different credentials available to medical assistants.  
68 There are four (4) major organizations that credential medical assistants. These four are the  
69 one's you'll mainly find in Oregon; CMA (AAMA) awarded by American Association of  
70 Medical Assistants (AAMA); RMA awarded by American Medical Technologists (AMT);  
71 NCMA awarded by National Center for Competency Testing (NCCT); and CCMA awarded by  
72 National Healthcareers Association (NHA). There are other organizations but they are more  
73 obscure and rarely seen in Oregon.

74  
75 This year AAMA approached OSMA regarding the new Radiology Licensing changes. These  
76 new changes will allow for a medical assistant to earn his/her LXMO within 30 days of  
77 graduating a program.

78  
79 AAMA also will have two live presentations open to any state or chapter. The AAMA  
80 Continuing Education Board has authorized 2 General CEUs. The presentation will be led by  
81 Don Balasa, CEO, and Legal Counsel for AAMA and will be on "**Medical Assisting Scope of**  
82 **Practice: Federal and State Updates.**" He will also touch on "why don't medical assistants  
83 pursue licensure."

84  
85 Chair continues to be vigilant in providing correct and viable information to concerned citizens,  
86 medical assistants, employers, providers, managers, etc., when it comes to medical assisting.  
87 Chairs works closely with AAMA CEO and Legal Counsel, Don Balasa, JD, MBA.

88  
89 All correspondence has been handled in a timely manner. This Chair has remained available to  
90 the president and the Board of Trustees.

91 Chair would like to specific thank Kathy Puckett, CMA (AAMA), and OSMA President-Elect  
92 for her diligence in checking the OSMA website. Chair would also like to thank President  
93 Youngers for allowing her to continue as Chair of this committee.

94

95 Paula Purdy, CMA (AAMA)

96 Chair, Public Affairs Liaison

97 2017 – 2018

Oregon Society of Medical Assistants  
Strategic Planning Committee  
Year-End Report to House of Delegates  
April 13, 2018

The Strategic Planning duties include:

1. Work closely with the President and Membership and Marketing Team Leader on projected growth for OSMA
2. Identify goals and develop a timetable of action
3. Submit recommendations to the Board to establish guidelines for implementation for future development of OSMA

Duties of the Strategic Planning Team Leader:

1. Be present at all OSMA Board meetings
2. Hold meetings between OSMA Board meetings to review the current plan and ideas for OSMA's future
3. Encourage participation from Officers, Team Leaders and Members on the State and Chapter level
4. Chart progress over time: months, years
5. Advise subsequent Team Leader on the year's activities
6. Submit a Year-End Report of the Team's activities to the Vice Speaker of the House for inclusion in the Delegate Packet

The OSMA Strategic Planning Committee has been focusing on Providing rapid and relevant communications, Advancing Technology within OSMA, Promoting OSMA/AAMA as the local resource for the Medical Assistant Profession, Promote the CMA (AAMA) as the preferred credential and to generate revenue to preserve the solvency of OSMA. The OSMA Strategic Planning Committee feels that the introduction of the OSMA Website, OSMAonline.org, has accomplished great strides toward all the listed goals. The OSMA Website offers current and rapid communications regarding the OSMA and AAMA, with National, State and Local organization information. The Website is advancement in technology for OSMA, it promotes the AAMA and

OSMA as a resource for all MA's, no matter what credential is held. The Website CMA/AAMA as the preferred credential by supplying information regarding events on the National, State and Local levels. The Committee feels that through the Website and the exposé it offers OSMA it will help generate interest and revenue for our organization.

This committee would like to thank all members of OSMA for their assistance during the past year. This committee feels OSMA needs all to participate with updating the goals and look to the future of this organization.

Submitted by:

Julie Haas, CMA (AAMA)

OSMA Strategic Planning Team Leader, Marion-Polk Chapter

OSMA Strategic Planning Team Member:

Tara Adams, CMA (AAMA), Marion-Polk Chapter

Oregon Society of Medical Assistants  
Lane Chapter President  
Year-End Report to House of Delegates  
April 13, 2018

The following are the 2017-2018 officers of Lane Chapter of Medical Assistants:

President	Candy Miller, CMA (AAMA)
Vice President	Joyce Garibay, CMA (AAMA)
Secretary	Larissa Krausz, CMA (AAMA)
Treasurer	Joannie Flaherty, CMA (AAMA)
Education Team	Joyce Garibay, CMA (AAMA)-Mentor Susan Stoltenborg, CMA (AAMA) Shelby Davis, CMA (AAMA)

LCMA offered the following education opportunities:

May 18, 2017 education “Vital Signs 101” presented by Clare VonderHaar, RN, BSN

June 15, 2017 education Dr. Nmeeta Singh, spoke on Chiropractic Care.

No July or August 2017 meetings.

September 21, 2017 education “Healthy Hearing, Healthy Life” Doctors of Audiology, Craig Ford and Donna Hill, presenters.

October 19, 2017 education Wound and Ostomy Care, PeaceHealth. October was our Member Recognition month. Dinner was served to all attendees.

November 16, 2017 education “Navigation through Health Plan Preauthorization and Appeals, presented by Pacificsource. This chapter was fortunate to have OSMA President Dawone Youngers, CMA (AAMA) and OSMA President Kathy Puckett, CMA (AAMA) as our guests.

December 2017, no education due to the holidays.

January 2018, no education due to the OSMA Winter Quarterly.

January 20, 2018 LCMA hosted the OSMA Winter Quarterly at Peacehealth Riverbend. The theme was “All About Patient Safety”. 4 hours of excellent education was presented by Sandy Zettel-Clark, RN. Subjects included, The Perfect Crash Cart, Keeping Patients and Staff Safe in the Medical Environment, Dealing with an Intruder or other Emergency Situation, Infection/Disease Control and Incident Reports. 37 people were registered for this session.

February 15, 2018 education presented by Pacificsource, American Cancer Society and Women’s Health and Cancer Prevention. Election of Officers and Education Team will take place.

March 1, 2018, LCMA will be holding their education session at Pacificsource. Their education is Don Balasa’s “Medical Assisting Scope of Practice: Federal and State Updates”. This is a conference call presentation and is approved for 2 G CEUs.



47 April 2018, no education due to the OSMA Annual Conference.

48

49 Lane Chapter is very fortunate to be able to hold their general education meetings in the  
50 Pacificsource Building. They usually meet on the 3<sup>rd</sup> Thursday of the month. Pacificsource  
51 allows LCMA to meet in their conference room at no charge. We thank them and the employees  
52 who volunteer to stay during our meetings.

53

54 Lane Chapter will be hosting the 2019 Winter Quarterly.

55

56 LCMA is sending six members to the 2018 OSMA Leadership Retreat.

57

58 This chapter continues to collect non perishable food items for Food for Lane County and pet  
59 food for Greenhill Animal Shelter. As they have for many years, they are once again collecting  
60 “shoeboxes” filled with toiletries and miscellaneous items for the women of the Eugene Mission  
61 to be delivered in December.

62

63 Like other chapters this chapter still struggles to get member involvement in the business of the  
64 organization. This President thanks the members who have been and continue to be active  
65 members for the good of Lane Chapter of Medical Assistants.

66

67

68 Candy Miller, CMA (AAMA)

69 LCMA President

1 Oregon Society of Medical Assistants  
2 Linn Benton Chapter of Medical Assistants

3  
4 Year-End Report to House of Delegates  
5 April 13, 2018  
6

7 Current President: Kathy Durling, RN, RMA(AMT)

8 Incoming President: Jennifer Slusser, CMA(AAMA)

9 Secretary: Robert Richardson

10 Treasurer: Janet Yerby, CMA(AAMA)

11  
12 The Linn Benton Chapter of Medical Assistants has been very busy this year. We have been  
13 offering 3-4 CEU's each quarter to our membership with good success. We feel that our  
14 relationship with Linn Benton Community Colleges Medical Assistant Program has been very  
15 beneficial to our chapter. We have been serving more members at our educational offerings but  
16 still I feel that turn out is low. Many tell me that they don't see the benefit of paying yearly for  
17 membership if it's not a year for them to recertify.  
18

19 At our last business meeting we talked about starting a scholarship and funding that on a regular  
20 basis to help Medical Assistant students at LBCC. We have begun to talk with the LBCC  
21 Foundation about this and are going to try to establish the scholarship before the end of this  
22 school year. I am hoping we can accomplish this through donation from current members and  
23 our former students of LBCC.  
24

25 Our election of officers will be at our next business meeting on Feb. 24 following our  
26 educational program.  
27

28 Sincerely,

29 Kathy Durling, RN, RMA(AMT)

30 President Linn Benton Chapter of Medical Assistants

Oregon Society of Medical Assistants  
Marion-Polk Chapter President Report  
2018 Year-End  
April 13, 2018

The following are the 2017-2018 officers and Committee Leads of Marion-Polk Chapter of Medical Assistants

President Julie Haas, CMA (AAMA)  
President Elect Tara Adams, CMA (AAMA)  
Treasurer Brenna Clayton, CMA (AAMA)  
Secretary Linda Webb, CMA (AAMA)  
Immediate Past President Dawone Youngers, CMA (AAMA)  
Nominations Dawone Youngers, CMA (AAMA)  
By-Laws Kathy Puckett, CMA (AAMA)  
Education Kathy Puckett, CMA (AAMA), Linda Webb, CMA (AAMA)  
Membership Kathy Puckett, CMA (AAMA)  
Publicity Linda Webb, CMA (AAMA)  
Historian Linda Webb, CMA (AAMA)  
Friendship/Social Tara Adams, CMA (AAMA), Jamie Riggs, CMA (AAMA)  
Strategic Planning Dawone Youngers, CMA (AAMA)

The OSMA Marion-Polk Chapter of Medical Assistants have been meeting regularly every three (3) months to offer education and business meetings. Our chapter has been struggling with membership as many of the chapters have and found that by meeting every three (3) months on a Saturday with 3-4 hours of education offered has helped with interest and attendance. The education offered has been a wide variety, including the general, administrative and clinical areas needed for continuing education/CEU credits.

Marion-Polk Chapter has also been meeting regularly to plan for the OSMA 2018 Annual Conference being held April 12-14, 2018 at the Oregon Garden in Silverton Oregon. The planning has gone smooth as we have Kathy Puckett, CMA (AAMA) as our Conference Chair. Marion-Polk Chapter of Medical Assistance want to congratulate our Medical Assistant of the year Linda Webb, CMA (AAMA)!! We are so proud to acknowledge this very talented, forward thinking and energetic young woman. She has brought to our chapter and to OSMA the positive, creative, hard- working, reliability that every Medical Assistant can aspire to be. CONGRATULATIONS LINDA!!!!

Submitted by:  
Julie Haas, CMA (AAMA), Marion-Polk Chapter President

1 **Oregon Society of Medical Assistants**  
2 **RCCMA Chapter President**

3  
4 **Year-End Report to House of Delegates**  
5 **April 13, 2018**  
6

7 RCCMA educational meetings are monthly except April, July, August, and December. We meet  
8 at Providence Portland Medical Center. We meet from 8:30am to 10:30am with a board meeting  
9 after the education.

10  
11 The following is our Board:

12	President	Gabriela Carrillo, CMA (AAMA)
13	Immediate Past President	Sarah Parker, CMA (AAMA)
14	President-Elect	Paula Purdy, CMA (AAMA)
15	Treasurer	Johnny Adamson, CMA-AC (AAMA)
16	Secretary	Christy Oldenstadt, CMA (AAMA)
17	Bylaws	Molly Bilyeu, CMA (AAMA)
18	Communications	Johnny Adamson, CMA-AC (AAMA)
19	Membership/Marketing	Paula Purdy, CMA (AAMA) – acting

20  
21 RCCMA hosted the OSMA Fall Quarterly that was held Saturday, September 23, 2017 at the  
22 Providence Educational Center in Oregon City, OR. The topic was Cultural Differences. We  
23 had a fairly good attendance, thanks to other chapters.

24  
25 RCCMA approved the Conference Scholarship. The scholarship will allow those that would like  
26 to attend an annual conference a chance. In order to be considered, the medical assistant must  
27 complete the scholarship application and write an essay on: *How would attending the OSMA*  
28 *State Conference impact your professional role as a Medical Assistant?* To date, nobody  
29 submitted an application for the scholarship.

30  
31 RCCMA finalized their letters for the non-renewing members; new members; and medical  
32 assistants who attend education but are non-AAMA members. The non-renewing letter goes out  
33 via email, the new member letter goes out USPS, and the medical assistants who attend  
34 education but are not members, letters will go out via email.

35  
36 RCCMA has determined that medical organizations that come to the chapter for marketing must  
37 be vetted by the Board and only those organizations that participate or support the chapter, or  
38 state, will be considered.

39  
40 The following were the RCCMA educational topics for the remaining of the year 2017:

41  
42 September – Effective Communication in the WorkPlace  
43 October – Ask Me Anything: Building Trust during the Registration Process  
44 November – Medical Law and Ethics  
45 December – No education  
46

47  
48 Our 2018 education is as follows:  
49       January 2018 – Burnout – The Occupational Hazard  
50       February 2018 – Immunization Updates  
51       March 2018 – Coding  
52       May 2018 – Cardiac Rehab  
53       June 2018 – The Latino Patient  
54       September 2018 – Renal Health (nutritionist)  
55       October 2018 – Coda (?)  
56       November 2018 – TBD

57  
58 RCCMA is the hosting chapter for the OSMA 2019 Annual Conference. We have chosen to  
59 return to the Oregon Gardens, Silverton, OR. and the dates are April 25-27, 2019. The  
60 conference chair is Christy Oldenstadt, CMA (AAMA); education chair is Molly Bilyeu, CMA  
61 AAMA) with help from Gaby Carrillo, Johnny Adamson, Paula Purdy, and Julie Dillard  
62 (tentative); the exhibitor chair is Paula Purdy, CMA (AAMA). We have begun the process of  
63 finding education and welcome any suggestions.

64  
65 RCCMA is planning a Membership Drive in September 2018. The Membership Drive will be  
66 free to all who come and there will be door prizes for members who attend and bring a non-  
67 AAMA member. We are looking at venues and meal plans. It is our goal to increase our  
68 membership and to encourage participation in the organization. More to come on this topic as  
69 the year progresses.

70  
71 RCCMA continues to work on education for the remaining part of the year.

72  
73 All correspondence has been handled in a timely fashion. This officer has remained available to  
74 the RCCMA Board and OSMA President.

75  
76 Gabriela Carrillo, CMA (AAMA)  
77 RCCMA President 2017-2018

1 **Oregon Society of Medical Assistants**  
2 **RCCMA Chapter President**

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74  
75 Gabriela Carrillo, CMA (AAMA)  
76 RCCMA President 2017-2018

77

1 Oregon Society of Medical Assistants  
2 National Conference Delegate Report  
3 On the 2017 National House of Delegates  
4  
5

6 The theme for the 61<sup>st</sup> AAMA National Conference was Learning on the River and was held in  
7 Cincinnati, OH October 6-9, 2017. As always old friends reunited, new friends were made while  
8 attending great education and consuming Chili and large amount of ice cream that have made  
9 Cincinnati famous.

10  
11 The National House of Delegates was held in 2 Sessions on Sunday October 8<sup>th</sup>, 2017. The HOD  
12 was opened and attending dignitaries were introduced. Mr. Don Balasa addressed the assembly  
13 speaking on Good Partnership Between the AAMA, MAERB And CAAHEP. He explained the  
14 autonomy is important and necessary. To be recognized, an accrediting body must "demonstrate  
15 independence from any parent entity or sponsoring entity". The BOT disagreed with CAAHEP  
16 Standards Committee's decision to not to permit language in the new Standards that would give  
17 MAERB the authority to determine (after SME analyses) which accredited examinations  
18 adequately test the content of MAERB Core Curriculum, and therefore may be used for  
19 outcomes. The AAMA BOT remains in dialogue with MAERB until more information about the  
20 examinations of the NCCA, which do not adequately and thoroughly measure the attainment of  
21 required knowledge, are independently reviewed.

22  
23 Following the morning session, we met the candidates running for AAMA Board Positions. They  
24 all made brief speeches.

25  
26 The Reference Committee on Reports met in the Netherland Ballroom. They recommend OSMA  
27 officer reports accepted and filed for future reference. This was followed by the By-Laws  
28 reference Committee. The Committee recommends changing Article VI Section F to make the  
29 options for Student Membership more flexible.

30  
31 During the evening session the following candidates were elected:  
32 Vice President: Susan Hawes, CMA (AAMA), MB, RHIT, FACMPE  
33 Secretary-Treasurer: Patty Licurs, CMA (AAMA)  
34 Trustees: Franky Favata, CMA (AAMA), BS  
35 Mary Gambrell, CMA (AAMA)  
36 Virginia Thomas, CMA (AAMA)  
37

38 The House of Delegates amended the AAMA By-laws Article VI Membership Sec.2 the  
39 student category will be extended to all medical assisting students, not just those of accredited  
40 programs. In addition, student members will have an option to choose a one-year membership  
41 term, a second one-year term (with conditions) or a two year term. For your own copy of 2017-  
42 2018 By-Laws you may download from the AAMA Website.

43  
44 The 2<sup>nd</sup> Session of the House of Delegates closed with compliments from several states  
45 For a productive and well-run House.  
46



47 Thank you for the opportunity to represent the Oregon Society of Medical Assistants  
48 At the National House of Delegates in 2017.

49

50

51 Respectfully Submitted:

52

53 Molly Bilyeu, CMA (AAMA)

54 AAMA National Delegate

55 Oregon Society of Medical Assistants

Oregon Society of Medical Assistants  
National Delegate Report  
Year End Report  
April 2018

This National Delegate was assigned to report on overall annual meeting and Awards.

National Delegate Oldenstadt arrived in Cincinnati Ohio. October 5, 2017. Delegate Oldenstadt attended, Board of Trustees, Endowment meeting, MAERB Forum, Welcome and Awards Celebration, HOD Delegate/Alternate Orientation, State Leaders, CMA (AAMA) Knowledge Bowl, House of Delegates all day. Presidents Luncheon. Also along with this busy schedule was able to attend several of the educations to support AAMA.

National Delegate Oldenstadt was excited to attend the Awards celebration. **Marketing, Promotion and Recruitment** Excel went to South Dakota for State Conference, 2017 NCSMA Convention North Carolina

**The Golden Apple:** went to Sherri Dykes, CMA (AAMA), GXMO, AAS

**Publishing:** Excel went to "SDSMA Messenger" South Dakota, "CTSMA Today" Connecticut, And "The Michigan Medical Assistant Journal" Michigan.

**Website Development:** Excel, South Dakota, Connecticut, Nebraska and North Carolina.

**Community Service:** Excel, Feeding South Dakota, BY South Dakota. "NHSMA Allied Health Fair and Expo" New Hampshire, "Family Life Center of Auglaize County" Ohio.

**Membership Retention:** Excel: South Dakota, Maine, Wisconsin

**Membership Recruitment:** Excel, Hawaii, Arizona and Indiana

**Student award** went to Allison Kendrix from Lanier Technical College, Cumming, Georgia.

**CMA (AAMA) Certification:** Nevada, New Hampshire, Nebraska, Wisconsin.

National Delegate Oldenstadt thanks OSMA for giving her the opportunity to serve as your voice of OSMA at National Conference.

Respectfully submitted

Christy Oldenstadt CMA (AAMA)

National Delegate

Oregon Society of Medical Assistants  
National Delegate to AAMA Conference  
Year End Report  
Year Ending 4/13/18

The AAMA National Conference was held in Cincinnati, Ohio October 6-9, 2017. The role of the National Delegate is to attend all of the business meetings at the conference and report back to the OSMA members of the business of AAMA that has occurred at the conference. This Delegate was assigned to report on the State Leaders Session.

This Delegate attended all business meetings during the AAMA National Conference, which included the Board of Trustees meeting, the Awards Celebration, the Delegate Orientation for the HOD, the State Leaders Session, all House of Delegates Sessions, including Reference Committees and the Presidents Luncheon.

At the State Leaders Session, a review of a survey conducted by the Leadership Team was presented. Based upon the results of the survey, the Leadership Team promoted some suggestions that some states are already using. Some of these suggestions included different methods to conduct a meeting without the members having to meet in a particular location, such as "Meetings to Go", conference calls, free skype group calls and holding annual Leadership Retreats, such as the Leadership Retreat that is conducted for WSSMA members each year. Other State Societies have promoted leadership in their states in many other ways. Another example was the New Hampshire Society that appoints State Ambassadors across their state. The New Hampshire Society reports that the Ambassadors have been vital to the success of the Society. The Ambassador position has helped to advance the mission of the NHSMA to make their society more visible to their members, their partners and their communities. The NHSMA has also started a Student Ambassador Project where a student member will serve as a role model for current students to aspire to.

This Delegate actively participated in the business sessions of AAMA. This member wishes to thank the members of OSMA for allowing the member to represent OSMA at the National Conference.

Submitted by:

Kathy Puckett, CMA (AAMA)  
National Delegate

