

1 OREGON SOCIETY OF MEDICAL ASSISTANTS
2 2019 Annual Meeting
3 Report of the Parliamentarian
4 For the period ending April 12, 2019
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6 The duties of the Parliamentarian shall include:

- 7 1. Be an advisor to the Presiding Officer and the members on points of parliamentary
8 procedure
- 9 2. Clarify parliamentary matters when requested by the Presiding Officer of members
- 10 3. Serve, with a vote, at Executive Board, Board and House of Delegates Meetings
- 11 4. Be available to the Credentials Chair, Nominations Team Leader and Head Teller for
12 assistance and instruction
- 13 5. Monitor the voting area and tallying of votes.

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15 This parliamentarian has resources available for members that want to have a better
16 understanding of Roberts Rules of Order. The basic principles are:

- 17 • All members must receive a proper notice of a meeting
- 18 • There must be a quorum present at the meeting
- 19 • There can be only one main motion or resolution before the assembly at a time
- 20 • Motions have a definitely and logical order of precedence.
- 21 • Each member must have an opportunity to express his/her opinion fully and freely
22 without interruption or interference so long as the rules of decorum are not violated
- 23 • Each member has the right to know at all times what question is before the assembly
24 and what its effects will be
- 25 • A question must be decided by taking a vote. The majority decides and that vote
26 becomes the decision of the assembly, except in cases where a larger vote is required.
27 A two-thirds vote is necessary for any action that deprives a member of his rights in
28 any way.
- 29 • Once a subject has been decided it may not be presented again in the same form.
- 30 • Action cannot be taken outside the scope of the organization's object or purpose
- 31 • The chair must remain impartial
- 32 • The purpose of parliamentary procedure is to make meetings run more smoothly, not
33 to make the process cumbersome. Basically it is to assure that everyone is treated
34 with courtesy and respect.

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36 Thank you OSMA members for allowing me to serve as your parliamentarian this past year.

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38 Johnny Adamson, CMA-AC (AAMA)
39 OSMA Parliamentarian
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