

**Oregon Society of Medical Assistants
Parliamentarian
Year-End Report to the General Assembly
For period ending May 2022**

Qualifications of the Parliamentarian

The Parliamentarian shall:

1. Be an active member in good standing
2. Have a working knowledge of the AAMA and OSMA Bylaws
3. Have a working knowledge of the OSMA Board Manual
4. Have a general knowledge of the Bylaws of the OSMA's Component Chapters
5. Have a working knowledge of Robert's Rules of Order, Newly Revised, Latest Edition
6. Be able to comfortably utilize Parliamentary Procedure during Board and HOD Sessions.

Duties of the Parliamentarian

The Parliamentarian shall:

1. Be advisor to the Presiding Officer and the members on points of parliamentary procedure
2. Clarify parliamentary matters when requested by the Presiding Officer or members
3. Serve, without a vote, at Executive Board, Board and General Assembly meetings
4. Be available to the Credentials Chair, Nominations Team Leader and Head Teller for assistance and instruction
5. Be a resource to the Bylaws Team
6. Monitor the voting area and tallying.

This Parliamentarian attended the Summer, Fall and Winter Board meetings of OSMA. She also attended the special Board meeting March 19th.

Speaker Oldenstadt has asked this Parliamentarian to serve as parliamentary authority at the 2022 General Assembly.

She has responded to all inquiries, including but not limited, to parliamentary procedure, bylaws, and questions from OSMA members and President Purdy.

It is an honor and privilege to serve in this capacity and Parliamentarian Miller thanks President Purdy for entrusting her with this duty.

Candy Miller, CMA (AAMA)