

**Oregon Society of Medical Assistants
General Assembly
Year End Report: Parliamentary
Submitted: 02/21/2025**

The explanation of Parliamentary Procedure is a systematic arrangement of general parliamentary law. Robert's Rules is written to be a concise but thorough treatment of a vast amount of interrelated information on parliamentary law.

For the needs of OSMA, we consider the rights of the majority, the minority, the individual, any absent members, and the collective rights of these groups.

When we hold the members of OSMA in an assembly, a group of members are debating an issue, you are entitled to the rights and privileges associated with that membership. Generally, members have the following rights:

- To attend the meetings of the assembly
- To make motions, which are formal proposals that the assembly take some kind of action in the name of the group
- To participate in a debate
- To vote, and to abstain from voting

In the OSMA General Assembly, the rules are as follows:

If you or a group of members has a proposal to bring up in the assembly, that proposal should be written and submitted to the OSMA Board prior to the start of the meeting.

If you wish to debate an issue, please come forward to a floor microphone, state your name, and state the Motion to the assembly. After the Motion is accepted by the President/Speaker, the issue can now be debated on the floor. Anyone who wishes to speak has 2 minutes to state their position, until all others have had a chance to speak, then you can speak a second time for 2 minutes.

At that point, the President/Speaker can call for the "question", which is another way of saying, it is time to vote on the motion that is "on the floor". This can be done by raising your hand or a standing vote and a count is taken for yes or no. The President/Speaker will control this portion and announce the outcome of the vote.

This is only a short and compacted explanation of how the General Assembly conducts business. The President/Speaker and the Parliamentarian run the meeting.

Thank you all for attending this important part of our organizational process.

Submitted by,
Joss Willis
2024-2025 OSMA Parliamentarian