

# The OK Parliamentarian

A Publication of the Oklahoma State Association of Parliamentarians

## Call to Convention

**REGISTRATION: Sat., June 18, 2016**

Registration fee is \$20.00

**Location:**

Embassy Suites Hotel – Will Rogers  
World Airport, Ballroom D  
1815 S Meridian Avenue  
Oklahoma City, OK 73108

**Hotel Reservations:** Call **(405) 682-6000**. Rooms are \$117.00 per day and include breakfast. Reservations must be made by June 3rd.

Officer, committee and Unit reports must be submitted via email to: [president@okparliamentarians.org](mailto:president@okparliamentarians.org) no later than Sunday, June 12, 2016. Please submit in Word format if at all possible.

### TENTATIVE WORKSHOP & CONVENTION AGENDA

1. Registration: 8:30 - 8:55 a.m. *\*Registration will remain open.*
2. Morning Workshops 9:00 a.m. — 11:30 a.m
3. Lunch, on your own 11:30- 1:00 p.m.
4. Afternoon Workshop 1:00 - 2:15 p.m.
5. Convention Call to Order 2:30p.m.
6. Opening Ceremonies
7. Introductions
8. Recognition of OSAP Leadership
9. Reports of Convention Committees
10. Minutes of 2015 OSAP Convention
11. Reports of Elected Officers and Standing Committees
12. NAP Report
13. District Six Report
14. Nominations and Elections
15. Election of 2017 Nominating Committee
16. Reports of Unit Presidents
17. New Business
18. Installation of Officers
19. Announcements
20. Adjournment: 4:00 p.m.

## SIGN UP FOR ELECTRONIC UPDATES VIA EMAIL

Sign up for the electronic newsletter!

E-mail [cj@cjcavin.com](mailto:cj@cjcavin.com) and get signed up today.



### Committee Chairs

**Audit:** Virginia McComas

(580) 536-0232  
[vmccomas@sbcglobal.net](mailto:vmccomas@sbcglobal.net)

**Bylaws:** Jim Lawson, RP

(405) 361-4597  
[Jlawson11@cox.net](mailto:Jlawson11@cox.net)

**Communications:** C.J. Cavin

(405) 305-9540  
[cj@cjcavin.com](mailto:cj@cjcavin.com)

**Convention:** Mary Davidson, RP

(405) 524-8953  
[mdavidsonrp@msn.com](mailto:mdavidsonrp@msn.com)

**Education:** Linda Lawson

(405) 524-1261  
[linda\\_lawson@cox.net](mailto:linda_lawson@cox.net)

**Membership:** Russell Guthrie, PRP

(580) 349-1478  
[russell.guthrie.prp@gmail.com](mailto:russell.guthrie.prp@gmail.com)

**Nominating:**

**Yearbook:** Deborah Burroughs

(405) 749-2849  
[dddebjh@aol.com](mailto:dddebjh@aol.com)

**Youth:** C.J. Cavin

## WORKSHOPS:

Valoree Althoff, PRP — “Using the Agenda to YOUR Advantage”  
James Lawson, RP — “Serving Two Masters”  
Russell Guthrie, PRP — “Bring Back Motions”

A regular post-convention Executive Committee meeting of the newly elected officers will be held immediately following the convention for the purpose of acting on appointments by the President, approving the annual budget, and transacting any other business to come before the meeting.

### **Pre-convention Board Dinner - Meeting:** **June 17, 2016, 6:00 PM - Embassy Suites Hotel**

We will meet in meeting room 2 for dinner (member’s cost) and the board meeting. The meeting room will be available at 5:30 PM for members who may arrive early.

## GET EDUCATIONAL MATERIALS

The OSAP Education Committee will have materials from NAP for sale at the workshop and the annual convention on June 18. Bring cash or checks as credit cards cannot be processed.

Linda Lawson, Education Committee Chairman

## ATTENTION: UNIT PRESIDENTS

Thank you for your donations last year of **\$25 to help support the OSAP annual convention**. We hope each Unit will respond favorably again this year. You may send your checks made payable to “OSAP” to:

Oklahoma State Association of Parliamentarians

P.O. Box 60039  
Oklahoma City, OK 73146-0039

## NAP TRAINING CONFERENCE

The 2016 NAP National Training Conference (NTC), August 26-28, at the Omni Interlocken Hotel located in Broomfield, Colorado, about 20 miles northwest of Denver.

For more information, visit [www.parliamentarians.org/ntc/](http://www.parliamentarians.org/ntc/)

## Unit Presidents

**Chisholm Trail Unit:**  
Dr. Delores M. Meyer  
(405) 422-2807  
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**Great Plains Unit:**  
Cheryle D. Sherman  
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**Green Country Unit:**

**Sooner Unit:**  
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**Oklahoma City Unit:**  
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**Oil Capital Unit:**  
Nancy S. Vaughan  
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**Will Rogers Unit:**  
Linda L Lawson  
(405) 524-1261  
linda\_lawson@cox.net

## REGISTRATION FORM

MAKE CHECK PAYABLE TO:  
“Oklahoma State Association of Parliamentarians”

Mail Registration Form and Check to:  
Oklahoma State Association of Parliamentarians  
P.O. Box 60039  
Oklahoma City, OK 73146-0039

**For information, contact:**  
Robert Fink, RP  
[president@okparliamentarians.org](mailto:president@okparliamentarians.org)

# Registration Form for OSAP and Provisional Members

OKLAHOMA STATE ASSOCIATION OF PARLIAMENTARIANS ANNUAL  
CONVENTION

June 18, 2016

EMBASSY SUITES HOTEL – AIRPORT, 1815 S MERIDAN AVE., OKLAHOMA CITY,  
OK 73108

Hotel Reservations: Call (405) 682-6000\*

LAST NAME			FIRST			MI			
MAILING ADDRESS									
CITY			STATE		ZIP CODE		EMAIL		
HOME PHONE			WORK PHONE			CELL PHONE		FAX	

Check all applicable:

<input type="radio"/> Registered Parliamentarian (RP)	<input type="radio"/> Chisholm Trail Unit
<input type="radio"/> Professional Parliamentarian (PRP)	<input type="radio"/> Great Plains Unit
<input type="radio"/> Not a Member of any Unit (MAL)	<input type="radio"/> Oil Capitol Unit
<input type="radio"/> Full-Time Student	<input type="radio"/> Oklahoma City Unit
<input type="radio"/> Regular Member	<input type="radio"/> Sooner Unit
<input type="radio"/> Provisional Member	<input type="radio"/> Will Rogers Unit

<b>2016 OSAP WORKSHOP &amp; CONVENTION</b>	<b>Registration Fee Per Person</b>	<b>Amount</b>
Saturday, June 18, 2016 Annual Convention (9:00 AM – 4:00 PM) Registration 8:30 AM – 8:55 AM	<b>\$20.00</b>	
Lunch on your own. Hotel Restaurant (Excellent) or many within a short walk or drive.		
<b>Onsite Registration</b>	\$20.00	

***Mailed-in Registration must be received by Tuesday, June 14, 2016.***

**Make check payable to: “Oklahoma State Association of Parliamentarians”**

MAIL REGISTRATION FORM AND CHECK, MONEY ORDER, OR PURCHASE ORDER TO:  
**Oklahoma State Association of Parliamentarians**  
**P.O. BOX 60039**  
**OKLAHOMA CITY, OK 73146-0039**

\*Hotel reservation must be made by June 3, 2016 to get convention room rates (\$117.00 per day) and to ensure room availability.