

STANDING RULES

Oklahoma State Association of Parliamentarians

1. Immediately following the annual unit officer election, their addresses shall be sent to the OSAP President, Membership and Communications Chairmen, and NAP.
2. Units shall send to the OSAP Membership Chairman and OSAP President a list of all student members and their addresses. The OSAP Communications Chairman shall send OSAP publications as directed by the OSAP Board.
3. The ***Oklahoma Parliamentarian*** shall be published as directed by the OSAP BOD at least twice a year. The first issue of the ***Oklahoma Parliamentarian*** shall be distributed no later than 30 days after the first Board meeting. [amended 6/23/18]
4. The first issue of the ***Oklahoma Parliamentarian*** shall include:
 - A. An invitation by the OSAP Nominating Committee for members to recommend nominees.
 - B. An invitation by the OSAP Bylaws Committee for members and units to submit proposed amendments to the OSAP Bylaws Committee.
 - C. A list of newly elected OSAP officers, appointed officers, and standing and special committees and their contact information.
 - D. The Unit Presidents and their contact information.
5. A deceased member will be memorialized by OSAP with the presentation of a hardback copy of Robert's Rules of Order, Newly Revised to a public library or public-school library in the area in which the Member resided.
- 6. *Conducting Nominating Committee Work*** [adopted 6/23/18]

- A. If the Chair is not clearly designated in the appointment of committee members, the committee shall elect its chair.
- B. The Chair will verify that all members have access to all reliable methods of communication, sharing contact information with all committee members.
- C. At least 120 days prior to convention, Chair or designated committee member will contact all OSAP units, requesting nominations for state offices. Deadline for unit nominations will be 90 days prior to convention. All submissions must be accompanied by a written statement that each nominee has agreed to accept election. **NOTE:** Contact will be considered accomplished if a call for nominations is issued in the OSAP fall newsletter.
- D. No later than 80 days prior to convention, unit nominations will be circulated to committee members, with requests for additional nominations.
- E. All nominations by committee members will be distributed **to all committee members.**
- F. No later than 60 days prior to convention, nominations will be closed.
- G. Upon closing of nominations, voting for each office will begin, in the order President, Vice-President, Secretary, and Treasurer. For each office, in turn, the chair will notify all committee members with a list of nominees for that office. Voting will be accomplished by email, a text message, conference call, or in person **by committee members.** No more than three days will be allowed for each vote.
- H. No later than 40 days prior to convention, the Nominations Committee will report out to the President and Communications Chair. Biographies shall be supplied for each nominee of the slate.