

**Proposals for Amendments by OAD Members**  
**Submitted by Steven M Brown, Vice President & Law Committee**  
**Chairperson**  
**April 16, 2017**

1. OAD Secretary should administrate all OAD emails and filter emails then refer to appropriate elected officials to respond emails.
2. Paper newsletters to be eliminated and use E-weekly blast events instead. If OAD members wish to receive paper newsletters, be sure to notify OAD Secretary.
3. Replace the Newsletter Editor to the Webmaster. No vote powers. S/he can be a contractor to deal with OAD website.
4. Annual legislative awareness day in the Capitol building in SOP - more specifically under the legislative committee's duties. Add the four areas of responsibilities: 1) Booths; 2) Accommodations; 3) Sponsorships; and 4) Logistics (e.g. Group Tours, Agenda schedules, OSD students' visits, Speakers, Rallies, etc.).
5. Establish a permanent legislative budget line chaired by the Legislative Committee Chairperson, but the committee members need to approve the expenditures prior to taking out the funds from the account.
6. 20 percent from overall OAD budget annually allocate in the legislative fund account.
7. Social Media Policy and this policy could fall to the shoulder of Webmaster. All videos should be published under the OAD YouTube account. Board members need to approve video clips prior to publishing on YouTube under OAD account. All video clips should be limited up to 3 minutes each. Make sure the background is solid color with appropriate contrast solid color shirt. All video clips should be closed captioned prior to publishing. OAD logo is required to insert on each video clips on the bottom right corner of the video clip screen.
8. OAD Fundraising Audit Procedure: 3 elected officials should audit funds right after each Deaf event, including fundraising events, to ensure that all funds are counted and accurate. They are required to sign on paper slips with initials after counting the funds.
9. No transactions for elected officials permitted unless \$500 or more needs to be signed in the presence of the Treasurer and one elected official.
10. Remove the privilege on per \$100 transaction for the President. If President needs emergency funds, then s/he has to notify Executive Board members immediately via emails, FaceTime, VP, or text messages.
11. Remove \$1,000 pledge per year for Camp Taloali. Fundraising Committee is responsible to fundraise \$1,000 if members want to keep the pledge. Also, remove all pledges by OAD members in the OAD biennial conferences but Fundraising Committee is responsible to fundraise such pledges if OAD members authorize and approve.

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12. Reimburse legislative lobbyists for 2017 session up to \$1,000 in total for their expenses and transportations needs with proven receipts.
13. All OAD bills should be paid out monthly; not quarterly or yearly, except liability insurance coverage.
14. Accommodation needs are required to be provided in each Deaf event, including annual DeafFest and OAD biennial conference; however, when the public make a request for such accommodations. Require to print on the OAD website, OAD FaceBook, and other relevant publications about the accommodations. SOP should outline such procedures.
15. Establish a permanent Annual DeafFest Committee with 2 community committee members, excluding a chairperson.
16. Annual DeafFest Committee is responsible to fundraise for such events on its own. Add the responsibilities and duties in SOP.
17. 2-Year Strategic Planning is required and is at determined by the President. S/he is required to report the Executive Committee within 60 days from the date of election with a 2-year strategic planning report. It can be done in video ASL or in written. Executive Committee will work closely with the President to ensure that the strategic objectives are achievable.
18. Add the Section about Elections in the OAD bylaws, but the procedures of the elections should be outlined in SOP.
19. Newly elected President is required to nominate a Vice President in the OAD biennial conference, but is required to vote by OAD members. If OAD members don't like the nomination of Vice President, then they could nominate. Vice President must be elected.
21. DUTIES OF THE IMMEDIATE PAST PRESIDENT. It shall be the duties of the Immediate Past President to: a) Serve and act as a consultant to the newly elected President's first term of office. b) Serve as a member of the Board of Directors, with full privileges. c) After one term, this office will be automatically dissolved.
22. DUTIES OF THE OAD PRESIDENT EMERITUS. It shall be the duties of the OAD President Emeritus to: a) Serve and act as a consultant always. b) To enjoy this honorary position for life. c) Shall receive free combo tickets to all IAD Biennial Conferences. d) Upon the passage of the current President Emeritus, the selection shall be made by the members at large during the next biennial conference. A list of

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former Presidents who maintains continuous membership in OAD shall be provided. The president emeritus shall not hold an office.

23. Propose changes in current OAD bylaws and SOP, including the edits and grammars below:

Logo on both booklet and 8x11 paper need to be more clear...it is blurry...would be nice if it were in color.

24. Add new duties and responsibilities for Law Committee concerning the motions. The responsibilities include of the Committee shall review all OAD motions and make sure these are carried out upon passed by the Executive Committee. Law Committee will be responsible for ensuring that all passed Motions are implemented and carried out. All motions that are passed and failed shall be published in Law Committee's minutes, including the actions to implement such passed motions by the Executive Committee.

25. Remove Auditing Committee. Consolidate with the Finance Committee's duties. The chairperson shall not be a Treasurer. OAD President appoints a Chairperson. 2 Community members serve on the Committee is required. Chairperson will appoint 2 or more community members.

**OAD Bylaws**

2nd paragraph, 2nd line:

.... hundred people...should it be hundreds of? I read it to mean only 100 people

3rd paragraph:

Welcome new OAD members.....should read welcomes OAD members the opportunity to participate in workshops, and to become future Deaf leaders and advocates in.....

Vision ....

deaf and hard of hearing Oregonians.....Should it mention, deaf Blind, deaf Plus, etc? or should it be at the beginning of MISSION with an indication that deaf and hard of hearing includes all these other types of deafness without having to repeat throughout the entire booklet. I am reading to understand it is deaf and hard of hearing only no one else.

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Values....

States "WE" value....Should it be "OAD" values...? If it has been proofread as "WE" then leave it as is or check with someone on this.

At bottom of page under Diversity statement there is a // symbol....I don't know if that is intentional to be left there or should be deleted

Article IV Amendments

By two thirds of quorum....Quorum of active members present at conference, board only or total of OAD members in general?

Now take a look at Article 5 Meeting section 6 it states 25% to make a quorum..This seems to be a bit in conflict between 2/3 and 25%

Article 5 Meetings

Section 1.....Shall convene once in odd years.....should it read in odd year?

For the purpose of electing board of directors...should it read for the purpose of election of new officers and board of directors and transaction of business.

Bottom of page under section 2 has symbol //.....Should this be removed or is it there for a reason?

Section 5 Notice

Think wording should be read as "Meeting Announcement Notice" instead of just the word "Notice" alone?

Between Section 6 Quorum and Section 7 Virtual Meetings needs to be spaced down to separate the two sections

Section 6 "Quorum....read above comment at Article 4 Amendments

Article VI....can this be broken into two articles? Sample...

Article VI Indemnification and contain no section just explanation

Article VII Conflict of Interest and contain no section just explanation

Reason for this is to separate the two and make it more in sync and uniformed looking when it is centered like the rest of the other Articles

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**Standard Operating Procedures (SOP)**

Board of Directors:

Terms: Should this read “shall be elected in odd year during biennial conference instead of every two years?”

QUESTION.....Should there be a clause in case we have someone who is an excellent leader and can do the job in a position be allowed to have the rules bend with quorum vote by the board of directors only, not the members in audience, during election at the conference.

Am using Chad as an example...He was not a member of OAD for two years and new to Oregon when elected. He did an amazing job which we could not have accomplished without him if we had not “bend the rules”.

ALSO be allowed to be reelected a second term

Vacancies...go to line 38 and see if backspacing can be done to move line 38 to line 37 and continue back spacing until all following areas are filled correctly in that paragraph

Removal...go to line 42 and back space the word (12) months ALSO better word should be dismissal instead of removal

Line 49 has symbol //...again delete or leave it

Oath of Office.....should indicate when the new officers should be sworn in

OAD President shall.....go to line 81 (h)

Curious....Should this be the secretary’s responsibility instead of president? It should be part of the minutes to be included

Line 83-84 (i)

Should read “is ready for release to”

OAD Vice President....go to line 100 (c)

[the cards shall be RED (oppose),...] instead of [these cards are RED (oppose)]

Line 107... Oversee all standing committees...this appears to be a bit of “stepping” on the President’s role as ex-officio?

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Secretary shall....go to line 117 (c)

Pro-tem Chairperson....I'm not sure this is the correct terminology for that.....this duty does not make sense here

Line 123 (f)

Send out reminders (30) days before memberships expire.....should be membership

Line 125 (g)

Be responsible for memberships.....should be... responsible in recruiting new memberships

Line 135 (l)

Appoint an Assistant Secretary...This is a duplicate as written in line 119 (d)

Line 136 (m).....This is a duplicate of line 123 (f)

Line 138 (n).....This is a duplicate of line 126 (h)

Line 140 (o).....

1. Keep track of all.....I think a more appropriate word would be keep a record of dates of all...
2. Instead of deceased the appropriate word should be passed away (or have passed).....
3. A moment of silence shall be done...The appropriate word I think should be "a moment of silence shall be reflected (or given) in memory."

One added suggestion to secretary's duties..... (t) collect all passwords from standing committees such as president, newsletter editor, deafFest, Treasurer, OYAP and anyone who has access to e-mails) to be kept confidential and in safe keeping

Line 150 (s) is a duplicate of line 123 (f)

OAD Treasurer....

Line 160 (f)...make any necessary payments...I think should read pay all necessary debts

Line 161 (g)....collect membership dues....I think should include the wording "from the secretary" .....because the secretary receives the forms either in person or via mail and is responsible to recruit new/renewal members.

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Line 162 (h)...is a duplicate in line 160 (f)

Line 163 (i) .....maintain account correspondences at Board meetings.....I'm not sure I understand this

Line 165 (j)..... cooperate with proper authorities.....suggested wording to read "authorities by filing necessary forms in a timely manner"

Line 167 (k).....Notify the Board of such.....Notify the Board when proper filings have been completed and any issues in completing any proper filing.

Line 169 (l).....Provide starter funds to committees...should be start-up petty cash to committees

Line 172 (m) .....ensure that all financial books are available for Board Members to audit.....should this be for the Finance Committee to audit...?

Line 174 (n)....sounds like it should be posted somewhere....is that what you mean? Think it needs to be reworded better

Line 180 (r)....keep accurate records of all OAD properties.....should be read as....accurate record of all....

Line 181 (s).....keeping track of ...possible better wording...keeping a log of

Suggestion.....combine (r) and (s) into one to read....Keep accurate record of all OAD properties by keeping a log of date when property is loaned out, returned, and/or removed from OAD's office and by who

Line 184 (t)...issues a donation of one hundred dollars (\$100.00) annually on or before May 1st to....."from OAD" can be deleted unless you want to specify a certain budget it comes from such as general fund, endowment fund, etc. (spelling of one hundred dollars prevents the extra zero from being added on to be thousand)

Line 190 (b).....Board shall have general management of.....not sure I understand this

Line 192 (c).....shall carry out the wishes of OAD as they can be determined....Do you mean wishes of OAD Members or in the best interest of OAD?

Line 194 (d).....Is a good one to use instead of "repeating" line 192 (c). It serves the same intention and meaning.

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Line 199 (c)....."expenditure".....a better wording should be "any expenses" over one hundred....

A suggestion as a whole package, the sentence should read....For any expenses over one hundred dollars (\$100.00), shall be determined by a majority of votes from the Board members.

Line 200 (f).....suspension of a board member...sound like one board member can suspend anyone without a quorum.....Suggestion...wonder if it could be placed under Line 41 (removal) as it "ties" them together

Lines 203 (g).....shall meet 30 days before the conference to go over ....the biennial conference to review all arrangements.....

Order of Business for Conference.....

Line 248 (b)...Do you mean introduction of OAD officers or the OAD office room?

Line 261 (f).....(if any absent the day before)

Line 268 (l).....swearing in of new and re-elected officers

Line 281.....rephrase to read.... Newsletter Editor shall be appointed by the president

Line 290 (e).....is a duplicate of line 284 (a)

#### Standing Committee

Line 301 (a).....wording "immediately and within 60 days" are in conflict...need to choose one and line 318 (c) also indicates 60 days

Comment:

Under standing committee it states that president appoints new chair committees within 60 days after conference and the chair committee must select their committee within 90 days after conference. This means that the chairperson only has 30 days to submit a list of their committees after the president makes a selection?

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Also, for instance, it is impossible to select an Awards chairperson until about 6 months before the conference because that chairperson may end up being selected as one of the nominees.....

Is it possible to reword this a bit better?

OAD Conference Committee.....

Line 311 (a)...planning for the OAD biennial conference...should read planning the OAD biennial....

Line 326 (f)..... may consist of two (2) OAD members....Do you want it to be a choice of 1 committee or 2 committee? If you prefer 2 members, then the word needs to be shall consist of....

Line 328 (g)....preferably the last week of June???....I'm wondering if this has always been scheduled like that as this at times can fall in conflictng with 4th of July holiday and vacationers. I thought it was always the 2nd week of June but that can also fall at the same time as graduation. The 3rd week is usually OAD's regular meeting with no conflict, maybe we should keep that as our official preference week for the conference pending on available dates at host city location.

Line 331 (h)....shall be responsible to setting up.....should read responsible in setting up agendas for workshops, .....

Lines 337 (j)....arrangements are being made..... is being completed.

Line 349 (k) .....status of the pre-conference.....status of the conference planning

Line 334 (m).....published as a flyer and/or in the OAD newsletter....this can mean the chairperson has a choice of having flyers passed around OR published in the newsletter...suggest better word to be as a flyer and published in the.....

Line 362 (e)....Duties...Should this be in BOLD print?

Line 371 (1)..... interest earned shall be paid to the OAD treasury....Need to be careful with this word as it can lead one to think the treasurer gets to keep the interest for himself. Suggest to use the word to be paid to the general fund treasury.

Line 398 (viii)....any committee overrunning.....any committee over budgeting or overspending...either way is up to you

Education committee

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Line 404 (a)....committee shall be responsible for ensuring OAD's....should be.... The committee is to ensure OAD's values on acquisition, usage and .....

Line 413 (f) Duties.....should Duties be BOLD?

Line 414 (i)....Committee develop guidelines...this sounds like OAD has never had any guidelines...See line 427 a) thru e)...the guidelines are already there

Line 417 (ii).....does not appear clear...how is fundraising/scholarship tied together?

Line 429 c)....Leadership or service in the community...should it read and/or?

Legislation Committee

Line 450 (f)....again Duties in BOLD??

Line 456 ((iv)....Track active legislative.....Keep track of legislative.....

Line 471 (e)....Duties...Bold?

Oregon Youth Ambassador

Line 490 (c)....Is there a minimum of people on the committee or is one person considered a committee?

Line 499 (f)....share with the OAD board.....does this require an approval of the OAD board or just share information and nothing more?

Fundraising Committee

Line 508 (d)....Duties...BOLD?

Line 518 (vi)....Turn in to the OAD Treasurer....better wording suggestion.....Turn in all monies to the treasurer after each event. (all monies can include start-up money, donations, earnings, etc)

Awards Committee

Lines 531 (i)....Don't understand this section at all

Lines 534 (iii)....Does not make sense...Why announce the winners to all ....it ruins the surprise and purpose of the award

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Line 543 (vi)...Never knew there was a life time membership honorary. When did this start? We never had this type of award before.

Line 546 (g)...Guidelines of the Awards.....better word would be Award Guidelines (in bold??)

Line 586 (m)...Banquet fees....reimbursed by OAD for winners not purchased combo....better suggestion....Award recipients shall be reimbursed for their banquet. Recognition/Certificate Awards winners are not included.

Missing is the word NAD Golden Hand Award.....do you want this included?

Line 596 (ii)...must be OAD member? Can hearing person qualify? How is President's Award earned?

Example.....see Distinguished Award.....it explains that is given to someone that has made a difference in the deaf community...nothing is described for President's award.

Line 623....submit this person name...suggestion....submit the name of the person/or organization to the NAD...

Line 624....automatically be given.... suggestion...automatically be presented with a

Line 628 (ii)...community in Oregon very much shall be .....suggestion...community in Oregon shall be considered

Line 630 (iii)...Individuals or groups...suggestion...An individual or organizations with paid positions shall not be qualified

Line 633..... but the extend of salaried activities must be clearly indicated in the nomination statement.

Suggestion for better wording....

Programs under auspices of organizations with paid staff may be nominated with the extend that salary must be clearly indicated on the nomination form.

Line 635 (iv)...No one who serves on the panel of judges.....Anyone serving as judge may not submit entries. ....Not sure I understand this as there is nothing to indicate a judge being involved in this committee unless you mean NAD judge then it should be...

Anyone serving as a NAD judge may not submit nominees.  
Outgoing OAD Officers

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Line 645 (q)...They are required to be presented during the business session....should be.....they are required to be present during the OAD Conference in order to be reimbursed for their banquet.

Line 660 (c).....Honorary lifetime members.....What fees? Need to clarify that? It seems to be a bit conflicted with stating they are lifetime members of OAD BUT MUST pay fees???? Does not make sense

Line 662 (d)...Dues shall be effective for two years BEGINNING WHEN????

Line 670 (h)...Incoming high school seniors across Oregon...throughout Oregon

My opinion.....Reimbursing officers, mileage, rooms, banquet for award recipients, honorary lifetime member, etc. is going to be quite expensive for OAD's budget. Is there a way we can compromise a flat rate budget for this or cap it with a limit??????

#### Delegates

Line 703 (b).... President is the primary delegate....President is automatically elected as delegate

Line 708 (b)....suggestion to add.....unless he/she has valid reason to leave Oregon such as new job, family death, illness, etc. He/she must then turn in a complete report to the secretary to include in the program book.

Line 731 (e)...reimbursement....Question??....What about cost for luggage, transportation to/from hotel?

Line 745 (iii)....Within 30 days after..... Delegates must present a written report within thirty (30) days after the NAD Conference to the OAD Board of Directors and newsletter editor to be published in the newsletter.