

WA AK Connection

March 2012

A publication for career minded administrative professionals in the Washington-Alaska Division IAAP

Message from Melanie Loughmiller, CAP-OM President, Washington-Alaska Division



Recently, I had the opportunity to enjoy an evening with a long-time friend that I don't see often. After talking about our spouses and children (both human & furry), our discussion turned to work. We talked about our employment.

While she is happy with her work she desires the challenge she once had. My current job is nothing short of challenging. Some days, it is extremely challenging! It is fast paced and constantly changing. But the most important part about it is I care about the people I work with and I can make a difference to others.

This is not unlike IAAP. I deeply care about the people in IAAP that I work with and want to do what I can to make their work lives better. What can we all do to make this difference? We can't make a difference if we don't participate. I realize with the economy being a bit slow we are all re-evaluating what we choose to do and in what we participate.

IAAP has so many opportunities for personal and professional growth but it requires a bit of nurturing through engagement in new activities. So what are you taking on this year? You don't need to take on a whole task, just a part of one to make a big impact on our organization. You can make a huge difference with just a small time investment. Maybe you can mentor or assist someone with a task. Just let your Chapter President know that you might be interested in helping.

Division Annual Meeting is right around the corner. I look forward to greeting each of you there!

Remember: Happiness is not a reward, it's a consequence.

Melanie



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Find Your Career Direction

April 11, 2012

7:00 PM (PDT)



This year, the WA-AK Division organized a webinar program to help you to receive the training you deserve. We've provided training with content that is informative so you can put it into practice now! If you attended the webinar LEAN Office, Records Retention IS Green Technology, Social Media Savvy, or Be the Pro in Professional, then you know these webinars are just the right thing to keep you on track professionally.

You will not want to miss this next one. Join us on **Wednesday, April 11th at 7:00 PM (PDT)** for another great session. **Marcia Remington** will help you **Find Your Career Direction**. Her company, **Clarity2 Purpose**, "provides outplacement, career transition, career development, and entrepreneurial coaching to women entrepreneurs to help them clarify their need for work/life balance, to transform their talents to strengths, to define their purpose, and provide clarity to live and work authentically every single day". If this sounds like what you need in your everyday life to round out your career, then look out for the webinar flyer to be released soon.



Greetings fellow IAAP members! The Retirement Trust Foundation is helping our own — Admin to Admin. Vista Grande is a great retirement facility for those admins who wish to retire to Rio Rancho, New Mexico.

There is also the Housing Subsidy for Admins in Need (HSAN) program for those who live in retirement facilities elsewhere and are within the guidelines of the HSAN program.

Once again the deadline to submit an application to receive assistance from the HSAN program is fast approaching. Applications must be received at Headquarters by May 15th, 2012.

Do you know an admin who has worked their entire life and now ready to retire is finding it hard to make ends meet? In these economic times many of us are struggling to raise our families, keep our jobs and save for retirement.

It's refreshing to know that an organization like the RTF has successfully raised funds so admins who find themselves in need of housing assistance have somewhere to turn. Let's continue our quest in spreading the word about the HSAN program! The RTF has the funds to help.

Any takers? Check the RTF website at www.IAAP-RTF.org for the application and qualifying criteria.



SAVE TIME BY TAKING TIME—A SURPRISING STRATEGY

Joyce Shelleman, Ph.D.

When was the last time that you ran into a service error, like an incorrect bill? Probably not that long ago, if you're like me. Just this week I had to correct a record because someone sent me two checks when I had earned only one. Last month, it was something else.

How many times have you had to redo something you've done or written? Or you think of a nuance that you forgot when you made a decision? As an introvert, I do this frequently (because we introverts, smart as we maybe-need extra time to reflect). And it wastes my time, just like other people's errors waste their time and their employers' dollars.

I need time to think. Research shows that multi-tasking is not efficient, despite its great press. Why? Because humans aren't wired for it. We can certainly do many things seemingly at once but we will make tons of errors. And, guess what, errors eat time! Because we must drop the new thing we're doing, go back, reorient ourselves to the issue, correct it, and then go back once again and reorient ourselves to the new thing we were working on. A lot of wasted time.

We tend to think that quicker is better because we can move on to the next thing. But quicker is not better if we have to take even more time to redo, surprising as that may sound. Here's what to do to avoid this time-buster:

1. Prioritize your to-do list by importance and urgency.
2. Pick the top task.
3. Set aside dedicated time to do it.
4. Do not take (or make) calls, email, or texts during this time. Do not check Facebook.
5. Concentrate and do your best to complete the task.
6. Set the task aside for an hour or more while you work on something else. Overnight is good if you have the luxury but any time is better than none.
7. Come back to the task and check for errors or angles you might have missed. Make corrections if needed.
8. You're done! Now move on, knowing that your chances of errors are minimized because you took the time to do it right the first time.

I write a lot and I've found that this process works time and again. It saves me time because I don't have to go back and rework what I've done. And, as an introvert, I know I'm not quick, but my lack of speed is more than made up for by the quality and thoughtfulness of my outputs. So make your priorities, focus on one task to get it right, give it a while to gel, re-check it, make corrections, and finalize knowing that you did your best.

Pat yourself on the back you've avoided the time thief called **Errors** by taking time to do it right the first time.

About the Author --Joyce Shelleman, Ph.D. is a business behavior expert with specialties in workplace dynamics for professionals, introverts and introversion at work, and leadership. She is the author of the new book, *The Introvert's Guide to Professional Success: How to Let Your Quiet Competence Be Your Career Advantage*. For more information, visit <http://www.shelleman.com> or <http://www.theintrovertsguide.com>

**PRIORITIZE YOUR TO-DO LIST
BY IMPORTANCE AND URGENCY**



NO AT WORK — WHY AND WHEN TO DO IT

By Lei Han, Career Strategist

Knowing why, when, and how to say no at work is essential to your career success and work life balance. We may not want to say no at work for fear of not being liked or worse - being fired. This is simply NOT TRUE, especially when you learn how to say no tactfully. Before we can talk about how to say no, let's get on the same page about why and when you should be saying no at work and how this can benefit both you and your employer.

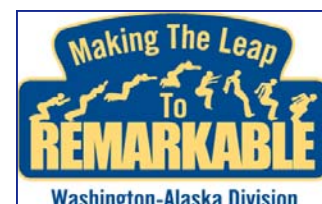
Why Say No at Work — Here are four key benefits:

1. Protect your work reputation — Saying yes at work is not always good for you. If you said yes and then did a poor job because you had too much work then not only do you NOT get any credit for saying yes, but your reputation for doing quality work will be damaged.
2. Maintain high productivity — Once you learn how to say no tactfully, saying no will lower your stress level and keep you balanced and productive for all the work you still have on your plate.
3. Increase work enjoyment — It's hard to enjoy work if you are constantly overwhelmed. By saying no sometimes, you can maintain a healthy work load and better enjoy the work you do.
4. Respect for your word — By judiciously saying yes or no to extra work, you can build a reputation for being your word and avoid easily being dumped on. When you say yes, the work you return will be stellar. When you say no, you have a good reason and people will respect you regardless.

When to Say No at Work - While it's absolutely okay to say no at work, you will have to do it selectively. It's not healthy for you to say yes all the time, but it's also career limiting if you said no all the time. Here are six key considerations to help you decide when you should say no. Remember there are benefits/consequences to saying yes or saying no. It's up to you to decide based on your career aspiration, health condition, and goals in life.

1. Level of experience — if you are young or have limited experience at your current job, then you may want to err on the side of saying yes most of the time. It's called paying up front to build a reputation for having a good attitude and willing to take on extra work.
2. Quality — Can you complete this extra work at a high quality? Can you still deliver the other work you have at a high quality? Remember low quality work will affect your reputation even if you said yes.
3. Stress Level — Will taking on this extra work significantly increase your stress level? Are you already overwhelmed at work? Having you burnt out will not help you or your employer.
4. Business reason — Do you have a good business reason for saying no? An example of a good business reason is that this work is dependent on another piece of work and that one is not completed yet. You should never turn down work for the sole reason that you don't like the work or you don't like the person requesting it.
5. Frequency — Is this a one-time urgent request? If so, maybe saying yes is okay as it is temporary. But if this extra work is a frequent request, then consider it carefully and decide.
6. Requester — Who is asking you to take on this extra work? Can their impression of you affect your work reputation? What is your reputation with this requester already? If they already think

**IT'S NOT HEALTHY
FOR YOU TO SAY
YES ALL THE TIME**



Social Media Tips

By Leslie Adkins, CAP-OM, Division Social Media Chair



As a business professional today, we need to be aware that social media is an increasing resource for skill-building, job hunting, and professional networking. For the future of your career, it's important for you to at least be knowledgeable and aware of social media. As more and more companies jump into the social media world and social media advertising, administrative professionals may find themselves receiving an assignment to contribute to or manage their company's social media. For you personally, social media, in its many forms, can be a way to connect with people and resources you might not usually have access to.

We're all too busy already, so learning how to prioritize your time and energy in social media is essential. Here are some quick tips to manage your social media time:

Choose a medium: You don't have to have LinkedIn, Facebook, Twitter or more all at the same time. There are ways to connect your different accounts, but you may want to start out with just one. If you're feeling intimidated, deciding to participate in the IAAP International discussion boards or the WA-AK Division Facebook can be a great first step.

Set goals: What do you want to get out of participation? What kinds of people do you want to connect with? How much time do you have to invest? Write down your plans and you're more likely to follow-through. Pick a specific goal, say 15 minutes a day; it really doesn't have to take much time. If your company doesn't allow you to use it at work, spend just a few minutes each evening, or every other day. Social media is like anything else—the more you participate, the more you'll get out of it. You have to give to receive.

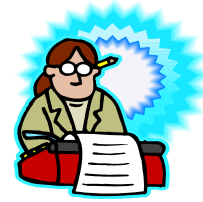
Presentation: When you attend a networking event, you spend a little time deciding what to wear and "cleaning up." You need to carefully think through the image you will present online. What you do and share with your family on a personal site will be very different. Remember, this is professional networking. While it's okay (and encouraged) to be informal and share your personal experiences, be professional. Don't ever write anything on social media that you wouldn't share directly to someone in person. Stay positive! You never know who's "watching."

Know when to stop: It isn't worth the time to continue using an ineffective tool. If you aren't meeting your goals, try something else. There are so many options. You might personally connect better with different tools.

Overall, don't be intimidated and overwhelmed! Social media can be fun and rewarding if you take it slow and simple to start.

Advice for Chapters with Challenges

Dear Mabel



I'm contemplating attending the 2012 WA-AK Division Annual Meeting. What's your opinion about attending?

My simple answer is absolutely attend. Beside the Education Forum and Annual Meeting (EFAM), the Division Annual Meeting (DAM) is the next best event where all the tenets of the IAAP mission statement – education, leadership development, and community building – occur in one weekend.

Whether you are a first-time attendee or an experienced member attendee, the rewards of being part of this event are too numerous to count; however, me being Mabel and always voicing my opinion, following are a few of the many reasons:

- An opportunity to attend educational seminars/workshops planned by the DAM Committee. This opportunity will assist in adding to your skill level as a professional
- An opportunity to participate in the official Annual Meeting of the Division, where business and elections are conducted
- An opportunity to watch the IAAP process in person in order to broaden the scope of your knowledge as a member of the Association
- An opportunity to meet and mingle with Division and Chapter leaders and members, as well as the International Board guest
- An opportunity to renew relationships with former IAAP acquaintances and make new ones
- An opportunity to be inspired and a renewal of conviction by and in your chosen career
- An opportunity to make a leap to remarkable by supporting the efforts of the DAM Committee, who often toil for more than a year to plan and execute the event
- An opportunity to hear the International Update (State-of-the-Association) and hear the discussion on both Division and International proposed by law changes
- An opportunity to renew your commitment to being a career-minded professional

Need I say more?

Sincerely,

Mabel





70 Rocks!

Written by: Rosella Young, WA-AK Division Membership Chair

Continuing IAAP's 70th Anniversary, help a new member join for only \$70.00. This covers international, chapter and division levels. Wow! Between now and December 31, 2012, ask your friend, neighbor, co-worker, or relative to join IAAP at only \$70.00. Let's see, that's the cost of an outfit, 2 tickets to a play (not front row), 2 full steak dinners, 2 sports games, a hair cut with highlights, or gift card and a bottle of wine for a friend's birthday. To put it all in perspective, for a one-year IAAP membership. Be part of the 70/70 elite club by wearing your very own 70/70 pin. Want one? The only way to get one is to help someone join IAAP by December 31, 2012.

Watch out for more ideas on membership in April. The WA-AK Membership Committee will conduct a membership webinar, to help you fulfill your membership goals. "Let's get to 70 together!"

Thank you for your time in this matter.

Take care.

Rosella



Question of the Day

14,000 people a year get injured while using this at work. What is it?

Answer on page 11

Board Contact Information

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 The Polar Chapter

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Position currently vacant

Liaison for:**Treasurer**

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Liaison for:

Mt. Rainier Chapter
 Washington-Evergreen Chapter
 Lake Washington East Chapter

IAAP Mission

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building, and leadership development.

Calendar

April

- 1 Division President to release proposed slate of Division officers to Chapter Presidents and Division Members-at-large
- 15 Division Officers, Committee Chairs & Chapter Presidents annual reports due to Division Secretary
Division President-Elect Send call for 2012-2013 Division Committees
- 23-27 Administrative Professionals Week
- 25 Administrative Professionals Day

May

- 1 Division President-Elect register for EFAM
- 4 CAP-OM Examination
- 5 CAP Examination
- 17 2011-2012 Division Board meeting, The Skagit, Bow, WA
- 18-20 Division EFAM, The Skagit, Bow, WA
- 20 2012-2013 Division Board meeting, The Skagit Bow, WA



June

- 1 Division and Chapter Presidents—Officer and Committee Forms due to HQ, Division President, and NW District Director
- 21 Chapter Quarterly Report due to Division Liaison
- 25 Annual Meeting Host Chapter submits a copy of the final financial report to the Division Treasurer
- 30 Division Treasurer prepare for year-end audit with Audit Chair and transfer records and signature and signature cards.



NOTE: We would be glad to include any educational or special events chapters are hosting (and a contact phone/email) in this calendar. Please forward the information to your Liaison and the Division President.

Newsletter Article Due Dates

June 13

WA AK Connection is published quarterly by IAAP Washington-Alaska Division

2011-2012 Newsletter Editor
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Congratulations!!!

Loretta Starkovich, Washington-Evergreen Chapter on 50 years as member of our association.



Let potential members take a look inside IAAP!

Know somebody who be interested in joining IAAP? Help us grow IAAP's membership by pointing potential members to the [IAAP home page](#) to see our new promotional video, "A Look Inside IAAP," and let them know about our 70th anniversary membership special. To learn more about the 70th anniversary membership promotion, visit www.iaap-hq.org/join.

70th Anniversary Logo

<http://community.iaap-hq.org/viewdocument/?DocumentKey=5e0bb471-5293-4b1c-b082-73a67b33fce6>

2012 APW Logo

<http://community.iaap-hq.org/viewdocument/?DocumentKey=14974fc1-cda3-4993-a408-e5bf9c48d93d>

Welcome

Please welcome IAAP's newest Chapter at Large! The Brazil Chapter at Large was chartered Saturday, March 3, 2012 in Sao Paulo, Brazil.

The chapter is sponsored by the Kachina East Valley Chapter, in the Arizona-Nevada-New Mexico Division.



**Special WA-AK Division
EFAM Section**

(Included in this section)

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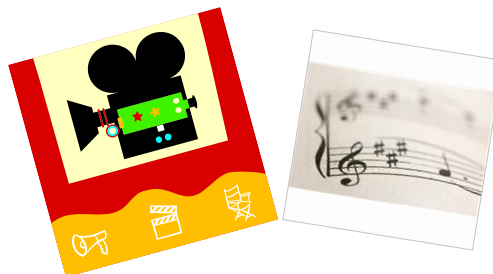
!!!!CALL FOR AUCTION ITEMS!!!!

The Division Meeting is just two months away! We are looking for items for both the live and silent auctions.

For the live auction: We are looking for companies or vendors that you may work with to participate in the vendor fair or to donate an item to the auction (e.g. certificates, collectibles, etc.). We will promote participants in the attendee registration binders and at the Saturday events. We are also asking chapters to donate a basket (please include a list of items in each basket along with a photo if possible).

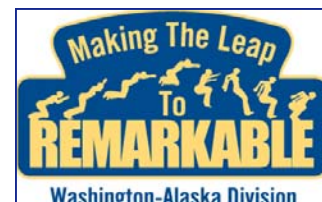
For the silent auction: We are asking individual members to donate new or gently-used items such as books, stationery, jewelry, knick knacks, music, and movies.

If you have questions, suggestions, or would like to donate to either auction, please contact Remy McConnell at (360) 715-7450 or via email at remycap@gmail.com.



Question of the Day

Answer: A stapler



2012 WA AK Division Annual Meeting and Education Forum

The 2012 Washington Alaska Division Annual Meeting and Educational Forum will be held at the Skagit Valley Casino and Resort. Dates are May 18th, 19th and 20th. Room rates have just been lowered to \$109 per night for a savings of \$10 on a king- or two queen-bed non-smoking room. The conference is located in the hotel which is a separate building from the casino. The hotel public areas are completely non smoking. Additionally, there are two floors of the hotel that are completely non-smoking. If smoke is an issue for anyone they can ask to be on a non-smoking floor. Please call 877-275-2448 for reservations and be sure to ask for a non-smoking floor and let them know you are with IAAP to get the special rate. To learn more about the hotel go to www.theskagit.com.

Participants who need to fly in can use either SEATAC or Bellingham airports and upon your arrival use the Airporter Shuttle service to their Burlington terminal then call a cab for a short six-mile ride to the casino.

For the Friday, May 18th workshops, Gini Courter of TRIAD Consulting (www.triadconsulting.com) will be our speaker. We are open to input from all for the specific topics that Gini will cover. TRIAD Consulting has provided many hours of training for administrative professionals and have been popular speakers at numerous EFAM.

The Saturday keynote speaker and afternoon workshop presentation will be given by Gloria J. Burgess, PhD, Faculty, Seattle University, OSR Graduate Program, Leading & Transforming Organizations & Communities and Founder & CEO, Jazz, Inc. (www.gloriaburgess.com).

We look forward to seeing you next year at The Skagit. If you have any questions or suggestions to make this an outstanding event, please give us a call or e-mail.

Margaret Loudon, chair
360-733-6052
Mal.iaap@clearwire.net

Celine Landauer Allen, CAP-OM, co-chair
360-428-4910



Kevin Ray Smith

Dr. Gloria J. Burgess

AUTHOR SPEAKER WORLD CHANGER

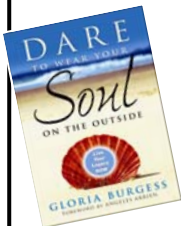
Sought-after speaker, corporate consultant, and executive coach, Gloria's passion is equipping leaders and managers to move beyond merely surviving to thriving in today's fast-paced, complex organizations. Using vivid examples from her own life of triumphing over adversity—extreme poverty, sexism, and racism—Dr. Burgess shows us that our personal history is not a predictor of our destiny.

Fueled by her passion for service and transforming ordinary circumstances into the extraordinary, she enjoys working with people from all cultures and life circumstances. Gloria excels in helping leaders and managers understand what it means and what it takes to build extraordinary teams, as well equip them with emotional, intercultural, and ecological intelligence and the practical skills to go with it.

In her evocative, inspirational keynotes, Gloria shares heart-warming stories and gives practical advice about how to bring out the very best in your team. What distinguishes her from other speakers is her 25+ years of “in-the-seat” experience as a former executive in high-technology, financial services, and non-profit organizations.

As founder and CEO of Jazz, Inc., Gloria's clients include Fortune 500 companies, service and professional organizations, universities and colleges, non-profits, NGOs, and the South African Embassy. Her dynamic presentations include: *A Woman's Heart Is Never Defeated*, *Legacy Leadership™*, *It Takes A Village*, *Give Our Children Wings To Soar!*, *Extraordinary Organizations*, *Creative Genius at Work*, *The Power of One*, and *3 Things You Must Know Before You Die: You Are Not Your Job... or Your Paycheck... and You Are Not Alone!*

Once you experience Gloria's powerful message and presence, your organization will never be the same.



Dare to Wear Your Soul on the Outside: Live Your Legacy Now

In this inspirational book, Dr. Burgess uses the touching story of her father's relationship with author William Faulkner as a starting point to explore a classic topic: *How to bring forth the character qualities of love, wisdom, faith, gratitude, creative action, vision, and integrity.*

Gloria declares that the sacred promises of legacy living are part of a transformational process that helps us honor those who came before us, live with passionate intention in the present, and free our gifts and talents so we can realize our potential now and on behalf of the future. ***Dare to Wear Your Soul on the Outside*** is a book for our times—it is a must read for all people, of all ages, from all cultures, and from all walks of life.

“Dare to Wear Your Soul on the Outside is an original, powerful, and inspirational work that should be required reading for all serious students and practitioners of leadership.” – **Dr. Warren Bennis**, Distinguished Professor of Business, University of Southern California; Author, *On Becoming a Leader*

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Evening of Welcome Tea Party!
Skagit Valley Casino Resort
Friday, May 18, 7-9 PM



Spring

Don your hat, gloves and pearls for a FUN evening of fashion, tea and savory refreshments!

Ferndale's *Find Your Fashion* boutique will bring affordable clothing and accessories to help you create a *whole new look!* Shop at the tea party, or visit their store for special IAAP discounts!

Find Your Fashion is located just off I-5, Exit 262 in Ferndale Station at 1863 Main Street #101, Ferndale (behind Sonic)

Questions? Nancy.Phillips@wwu.edu
360-305-2310

IAAP 60th Annual WA-Alaska Annual Meeting & Leadership Conference



Report from the Committee on Nominations

The committee on Nominations Chair e-mailed a notification on November 1, 2011, to the Chapter Presidents and Division Members-at-Large, inviting candidates for the 2012-2013 WA-AK Division offices.

The committee received no nominations for Division office.

The President-Elect, by virtue of her office, will move to President. However, she really needs to have your support. She cannot carry on the work of the Division by herself.

Reasons we have Division Boards:

- To help with conflict resolution/management in the chapters in the division
- To monitor chapter financials and create an overall budget for the division to support the overall membership
- To provide governance of the many chapters within their division
- To work with issues at the chapter level as needed
- To be in contact with the members-at-large who do not belong to a local chapter.
- To work for the best items for the division—not just one chapter
- To provide more opportunities to grow in leadership abilities
- To promote the education/information that comes from International to the chapters/members
- To provide communication of best practices among the chapters in the quarterly newsletter

Please carefully consider these offices and make a commitment to run for one of the offices. We truly cannot do this without more people stepping forward to help run the Division. I have also provided below the section of the bylaws that explains how nominations may be made from the floor at the Division Annual Meeting.

Article III. Officers, Qualifications, Nomination and Election, Term and Duties Section 3. Nomination and Election Procedures

E. A Delegate at annual meeting may make nominations from the floor provided the nominee is a professional member, has consented to serve if elected, and that the written qualifications are given to and verified by the Committee on Nominations Chairman prior to the time of nomination. Nominee must provide copies of qualifications for all Delegates. Nominations from the floor must receive two seconds.

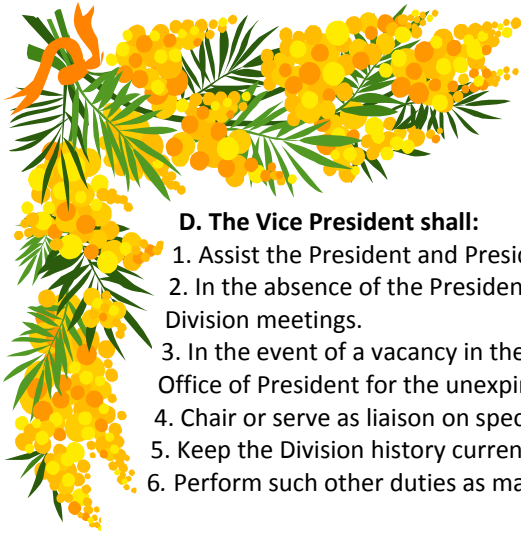
Section 5, Duties gives the following descriptions of the duties of each of the officers:

C. The President-Elect shall:

1. Assist the President in all ways.
2. Assume the duties and powers of the presidency in the absence of the President. In the event of a vacancy in the office of President, succeed to the office for the unexpired term and shall:
3. In the event of a vacancy in the office of President, succeed to the office for the unexpired term and shall continue in the office of the President for the following year.
4. Perform other duties as assigned by the Board of Directors.
5. Automatically succeed to the office of President immediately following the conclusion of the term as President-Elect.

(continued on page 16)

(Nominations continued from page 15)



D. The Vice President shall:

1. Assist the President and President-Elect in all ways.
2. In the absence of the President and the President-Elect, serve as presiding officer at all Division meetings.
3. In the event of a vacancy in the office of President and President-Elect, succeed to the Office of President for the unexpired term.
4. Chair or serve as liaison on special projects.
5. Keep the Division history current.
6. Perform such other duties as may be assigned by the Board of Directors.

E. The Secretary shall:

1. Act as Secretary at all meetings of the Division, furnishing complete and accurate minutes of such meetings as set forth in the Standing Rules.
2. Conduct the general correspondence of the division under supervision of the Board of Directors.
3. Give written notice of special meetings to chapter presidents and members-at-large.
4. Compile the annual report as set forth in the Standing Rules.
5. Compile and furnish a Division roster for distribution as set forth in the Standing Rules.
6. Perform other duties as assigned by the Board of Directors.

F. The Treasurer shall:

1. Be responsible for complete and accurate records of the Division's financial affairs and have custody of all funds of the Division, depositing the funds in a bank approved by the Board of Directors. All disbursements shall be made by check.
2. Process new signatory cards within 30 days of taking office.
3. Keep a complete and accurate record of the membership within the Division.
4. Notify Headquarters promptly of any name and/or address changes for members-at-large.
5. Transfer all books and records to the Audit Committee no later than July 15 following the conclusion of the term of office.
6. Provide a financial report at the annual meeting, which will show a comparison between the approved budget and paid-out expenses to date, as well as reflect the current status of the Division treasury. A complete financial statement shall be submitted to the Board of Directors at the conclusion of the term of office, which report shall be included and distributed with the minutes of the annual meeting.
7. Renew the bond.
8. Make the records available at all times to any member with the approval of the Board of Directors.
9. Perform other duties as assigned by the Board of Directors.



**WA-AK Division
Proposed Budget
2012-2013**

INCOME		Anticipated Income
MEMBERSHIP DUES		
430A Professional Members 271 @ \$18		\$ 4,878.00
430B Professional Merited Members 20 @ \$8		\$ 160.00
430E Associate Members 2 @\$15.5		\$ 31.00
430C Student Members 20 @ \$5		\$ 100.00
430D Members-at-Large 15 @\$18, 2 @\$15.50, 6 @ \$5		\$ 331.00
		\$ 5,500.00
Anticipated Income/Actual Income		
420 Annual Meeting		\$ 2,000.00
410 Annual Meeting Advance Refund		\$ 500.00
440 Interest from Savings & Investment Accounts		\$ 150.00
450 Miscellaneous		\$ -
410A Auction		\$ 2,000.00
460 Ways and Means		\$ -
Subtotal:		\$ 4,650.00
TOTAL ANTICIPATED INCOME:		\$ 10,150.00
-		
-		Anticipated Expenses
EXPENSES:		
501 Administration		\$ 300.00
510 Annual Meeting		\$ 1,650.00
570 Website		\$ 300.00
520 Board Travel		
520A Travel to Alaska roundtrip (twice)	\$1,650.00	
520B Mileage	\$500.00	
520C Board Retreat/Strategic Planning Session	\$650.00	
520 Board Travel Total		\$2,800.00
550 Other		\$ -
560 Special Gifts		\$ 150.00
540 Leadership Education		
540A Webinar Solution	\$300.00	
540B Webinar Speakers	\$150.00	
540C Leadership training (speaker/venue)	\$1,000.00	
540 Leadership Education Total		\$1,450.00
530 International Conference		\$ 3,500.00
TOTAL EXPENSES:		\$ 10,150.00
-		
Net Income		\$ -

Parliamentary Procedure

Submitted by, Linda M. Cook, CAP-OM, WA-AK Division Parliamentarian

In preparation for the upcoming WAAK EFAM, here is a refresher of some procedures that will help you through the meeting. I'm sure you've all heard of Robert's Rules of Order. Most governing bodies of organizations such as IAAP follow Robert's Rules. So, to give you more information about the rules, we'll begin with the seven steps to making a motion:

Rise and address the Chair

A member should rise when speaking, but it's not necessary in a small group, such as a board meeting.

Receive recognition

A member should speak only after being recognized by the chair and given the floor. It's the responsibility of the Chair to do this.

State the motion

I hope I can impress upon you to do this part correctly. It sounds simple – you're making a motion. But there is only ONE correct way to do it. The words are "I move..." A motion should contain no more than one item. However, if it must be lengthy, it needs to be written out and given to the chair (this is a good idea even if the motion isn't lengthy). The maker of the motion has the right to speak first and last during debate. The maker may not speak against the motion, but may vote against it.

Second the motion

The correct terminology is "I second the motion." Or simply, "Second."

A motion must be seconded to be discussed. Seconding indicates more than one person wants the issue discussed, but the seconder not only can vote against the motion, but can also speak against it. Do you know that a motion does not even need the word "Second" said to bring it before the group for discussion? If anyone in the group brings a discussion of the motion, he/she is, in effect, seconding it and bringing it up for discussion and vote.

Chair states the motion

When the chair restates the motion after seconding, it then belongs to the assembly where it must be disposed of by the assembly.

Members debate the question

While the chair can limit debate, the purpose of the debate is to allow both sides to adequately be heard. The chair can end debate, but the assembly can challenge that and allow it to continue. Did you know that members must always address the chair – never each other?

Chair puts the question

When debate is finished, the chair puts the question. It is wise for the chair to restate the motion. The 'yeses' should be requested first, then the "noes." The chair announces the results.

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Parliamentary Procedure

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There are even different types of voting methods. They are:

Voice vote “Yes” (Aye) and “No” (Nay)

This is the most used method. The Chair will say, “Those in favor of the motion, please say “aye.” Those opposed, please say, “no.” The results are announced the “ayes” have it, the motion is carried; or, the “noes” have it, the motion is lost.

Note, a voice vote is not used, however, in the following instances:

- When the bylaws specify another method of voting
- When the votes is expected to be close
- When a two-thirds majority is required
- After a member doubts a voice vote

Show of hands

This is usually in small groups; although it can be used when the bylaws state so, or when the question has an expected response.

Rising vote (to verify the vote)

Sometimes the bylaws require a standing vote. Or, in the case where the voice vote is in question, a rising vote will sometimes verify the vote visually and a further, counted vote can be avoided.

Ballot – assures voter’s secrecy

Using a ballot assures the secrecy of each voter, but is usually used in very limited circumstances, such as elections.

General consent – for routine matters

The chair will sometimes state, “If there are no objections...” and then go forward with the issue, stating it is approved. Obviously, any member can and should object, if he doesn’t agree.

Mail or proxy voting (must be authorized in the bylaws) Generally used for elections, since discussion is required.

The Secretary casts one ballot (must be authorized in the bylaws). This not considered a good way to vote and must be authorized in the bylaws.

TYPES OF VOTES

Majority -- any number greater than half the votes cast

Plurality -- the most votes cast regardless of majority 2/3 of the votes cast

Tie vote -- same number for and against – motion lost

There are ways for the assembly to maintain a certain amount of control in a meeting when motions are made and voting is taking place. For example, a member may call for a point of order. If a member calls for a point of order, it must be dealt with immediately. If the business for which the point of order was called has been completed, even if it contained a breach of conduct, it’s too late to call a point of order.

Now my point here hasn’t been to make you all experts in a few minutes, but to give you a conceptual understanding of why parliamentary law is important, how it fits together, and some basic tips about a few things you may be able to use.

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Parliamentary Procedure

(continued from page 19)

Up to now I haven't talked about amending motions. To give you a brief overview of amending motions, I'll give you an example and hope I won't confuse us all. A member makes the motion: "I move that the chapter purchase a new, two-drawer file cabinet from City Supply and that the treasurer be authorized to buy it." The motion is seconded, the Chair repeats it and calls for discussion. After debate, the Chair says, "Is there any further discussion?"

If there is none, the Chair will ask for the vote. However, at any point in the debate, the motion may be amended. For example, "I move to amend the motion by adding the words "before the next meeting." If the amendment receives a second, the Chair will state that it has been moved and seconded that the motion be amended by adding the words, "before the next meeting." Is there any discussion? After further discussion, the vote is taken. However, this is where lots of people get confused. The vote that is being taken is on whether to amend the motion. In parliamentary law, when voting on motions, everything goes in reverse order building back to the main motion. Any and all amendments must be voted on before going back to the main motion. So, if the amendment is approved, the motion then becomes the motion, as amended. This can go on and on as long as the debates fits within the timeframe set by the group, or the group can move to change the time allowed for discussion. But finally the Chair will call for the vote on the main motion.

Another rule of order that can be confusing is "Laying on the Table" or tabling a motion. The reason for tabling a motion is to enable the assembly to lay the pending question aside temporarily *when something of immediate urgency has arisen*. This motion is misused frequently, in place of the motion to postpone indefinitely or to postpone for a certain time. By adopting the motion to Lay on the Table, a majority has the power to halt consideration of a question immediately without debate. This actually violates the rights of the minority and individual members if it is for any other purpose than to postpone discussion temporarily. So, if you ever want to stop discussion of an issue, remember to use the term "postpone indefinitely" or "postpone to a certain time."

Remember parliamentary law gives a great deal of power to both the majority and the minority, but it protects the rights of the minority.

