

Oregon Birding Association
OREGON BIRD RECORDS COMMITTEE
Rules of Operation

The Oregon Bird Records Committee has 2 main purposes: to maintain the Official Checklist of Oregon Birds and to maintain the archive of records of rare birds in Oregon. The first purpose is accomplished by voting on reports of rare birds. A record of a bird never before known to occur in Oregon, once accepted by the Committee, is added to the Official Checklist. The Committee designates those birds on the Official Checklist for which it will accept additional reports. The second purpose is accomplished by placing record material in the custody of the Secretary of the Committee with a backup safety copy in another location.

Section 1. The Oregon Bird Records Committee

1.10 Name

The Oregon Bird Records Committee (Committee or OBRC) is a committee of Oregon Birding Association (OBA), an Oregon not-for-profit corporation.

1.20 Address

The OBRC maintains a mailing address. The present address is: P.O. Box 10373, Eugene, Oregon 97440.

Section 2. The purposes of the Oregon Bird Records Committee

2.10 Review of bird records

The OBRC shall review for acceptability the records submitted of birds within the state of Oregon.

2.20 List of Oregon Birds

(a) The OBRC shall maintain an official "List of Oregon Birds," a current list of species known to have occurred in Oregon.

(b) The list shall be revised from time to time to account for changes arising from the Committee's review of bird records.

(c) The list may include additional information deemed by the Committee to be helpful in understanding the status and distribution of bird species in Oregon.

2.30 Files

(a) The OBRC, acting primarily through the OBRC Secretary, shall maintain permanent files of the records it receives.

(b) The Secretary shall arrange a duplicate set of files. Sets shall be maintained apart from each other for security reasons.

2.40 Other Purposes

The OBRC may undertake any other activities deemed necessary to attain an understanding of the status and distribution of Oregon's birds.

Section 3. The Secretary of the Oregon Bird Records Committee

3.10 Eligibility

The Secretary must be a member of OBA.

3.20 Appointment

The Secretary of the Committee shall be appointed for a 1-year term by majority vote of the Committee.

3.30 Duties

The Secretary (or Secretary's designate) shall call an annual meeting, call a special meeting at the request of a majority of members, chair meetings of the Committee, manage Committee correspondence, keep the files of the Committee or arrange for their safe keeping, process the reports of birds that are submitted, provide notice of the forthcoming annual election to members, alternates, and OBA Board members at least 2 months prior to an election period, and perform other necessary duties to facilitate the operation of the Committee.

3.40 Removal

The Secretary may be removed for cause by a majority vote of the Committee at a meeting.

Section 4. The Secretary Emeritus of the Oregon Bird Records Committee

4.10 Appointment

The Committee may bestow the title of Secretary Emeritus upon a past Secretary of the Committee at the sole discretion of the majority of the Committee.

4.20 Duties of the Secretary Emeritus

The Secretary Emeritus position shall carry no necessary duties or responsibilities but shall entitle the holder of the position to engage in such activities as may be approved by the Committee.

Section 5. Members and Alternates of the Oregon Bird Records Committee

5.10 Eligibility

Any member of OBA may be a member of, or Alternate to, the OBRC.

5.20 Number and Terms of Members and Alternates

(a) Members. The OBRC shall consist of nine members: three to be elected each year to fulfill a three-year term. Terms will end on December 31 of the year of expiration. Members may serve two consecutive three-year terms, after which they must retire for one year.

If a former OBRC member would like to return as a voting member of the Committee after his or her year off, he/she needs to be nominated the same as a new candidate.

OBRC members whose first term is about to expire are automatically nominated for a second term unless that member indicates to the Secretary by November 30 that he/she does not wish to be nominated for another term.

Members appointed to fill vacant positions shall serve until the end of the three-year term.

(b) Alternates. The three Committee members whose terms are expiring on December 31 automatically become Alternates for the following year. The OBRC may appoint up to two more Alternates, for a maximum number of five. Vacant Alternate positions shall not necessarily be filled unless there shall be fewer than three Alternates.

5.30 Nomination and Voting

(a) The OBRC solicits nominations each year for membership. Nominations may be made by any member of OBA and by organizations that support the OBRC. The nominator must demonstrate the consent of the nominee for the nomination. Nominations must be received by the Secretary of the Committee by November 30.

(b) The Secretary shall prepare a ballot in early December for election of members for the upcoming three-year term. Nominees shall be placed on the ballot in alphabetical order. The election may be conducted by electronic means, mail, or at a meeting, at the Secretary's discretion.

(c) Voting. Each Committee member may cast up to three votes. Cumulative voting is not permitted. No Committee member may vote for him or herself. In the case of a tie, an additional ballot with only the tied candidates shall be prepared by the Secretary and voted on. Alternates do not vote in an election.

(d) Nominees for Committee membership who receive at least 2 votes but are not elected shall automatically become Alternates, with their consent, until all the Alternate positions are filled.

(e) Voting must be completed by December 30. The Secretary shall communicate the results of the voting to the Committee and to each person who had been nominated, by December 31.

5.40 Duties of Members and Alternates

(a) Members shall:

(1) Attend meetings;

(2) Vote in a timely manner on records. (Members must vote on a batch of records within 60 days of its posting and notification by the Secretary.)

(3) Respond to requests regarding OBRC business;

(4) Apprise the Secretary of anticipated meeting absences or unavailability for review and voting of records.

(b) Alternates shall vote on records the same as members. Alternates may not vote on Committee business.

5.50 Absence of Members

(a) Short-term absences. In the event a member is unable to attend a meeting of the OBRC or will not be able to discharge the duties of a member for a period of time exceeding one month,

the member shall notify the Secretary. The Secretary will arrange Alternates to substitute for an absent member.

(b) Long-term absences. Long-term absences will be considered by the Committee on a case-by-case basis. A member is not considered absent if he/she is able to perform the duties of a member.

5.60 Resignation and Removal of Members; Replacement

(a) Removal. Any Committee member may be removed for cause by majority vote of the Committee at a meeting.

(b) Filling vacancies. In the event of removal or resignation before a member's term is expired, the Committee shall appoint a replacement from among current Alternates to fill the remainder of the member's three-year term. The Committee may also appoint someone to fill the vacated Alternate position.

Section 6. The Operations of the Oregon Bird Records Committee

6.10 Meetings

(a) Annual and Special Meetings. The Committee shall meet at least once a year. Additional meetings may be held as necessary. A meeting may be called at any time by a request of the majority of members or by the Secretary.

(b) Notice. Written notice of meetings shall be given to all members and alternates at least 21 days in advance.

(c) Meetings open. Meetings shall be open to the public, except that, for cause, a meeting may be closed by request of a majority of members.

(d) Quorum.

(1) For Committee business: A quorum for purposes of Committee business shall be six members present at a meeting.

(2) For bird records, the quorum shall be eight members—or eight members and alternates, at least six of whom are members.

(e) Conducting Business by Email

Committee business may be conducted by email with the consent of six or more members (by email poll). The Secretary or any member may propose to conduct an item of business by email by specifying the item to be discussed and voted on by email. Quorum shall be six members participating.

(f) A simple majority shall be required to pass motions concerning Committee business, whether at a meeting or by email.

6.20 Records to be Considered

(a) Records of rare birds in Oregon submitted to the Committee shall be considered by the OBRC. "Rare birds" are those:

(1) heretofore unknown in Oregon, or

(2) listed by the Committee on the Review List

(b) The OBRC shall consider records of a rare species or subspecies until such time as the OBRC votes, at a meeting on a case-by-case basis, to cease accepting records of that species.

(c) If a report of a bird the Committee is interested in reviewing has not been submitted to the Committee, Committee members and the Secretary may make efforts to contact the observer and have him or her generate a report, or obtain permission to generate one using the observer's information and crediting him/her. If the observer denies permission, the Committee will not review the sighting.

(d) "Oregon" is defined as the area within the political boundary of the state and adjacent waters to a distance of 200 nautical miles from land. Adjacent waters include all waters within 200 nautical miles of land where the closest point of land is Oregon.

6.30 Definitions of Decisions

(a) Not Accepted. There are three classes of records that are "Not Accepted:"

(1) "Not Accepted, Without Qualification" means a Committee member believes that (a) the evidence does not adequately support the species identification, or (b) the evidence is accurate for two or more species, one or more of which is a non-review species and the species cannot be separated on the basis of the evidence.

(2) "Not Accepted, Origin Questionable" means a Committee member believes that the evidence supports the identification of the species and rules out all other species, but that the bird may have been a captive individual that had been released or had escaped.

(3) "Not Accepted, Exotic Bird Not Established" means a Committee member believes that the evidence adequately describes the species and rules out all other species, but that the population of the species has not been established.

(b) Accepted. There are four classes of records that are "Accepted:"

(1) "Accepted, Verified" means a Committee member believes that the evidence adequately describes the species and rules out all others, and that the record is supported by a specimen, photograph, or video or sound recording.

(2) "Accepted, Sight Record" means a Committee member believes that the evidence adequately supports the species identification and rules out all other species, but that there is no other verification for the record.

There are two sub-classes of "Accepted, sight record:" (a) "Single report sight record" means that only one observer's evidence was accepted; and (b) "Multiple report sight record" means that more than one observer's evidence was accepted.

(3) "Accepted, Museum or Published Record" means a Committee member believes that the record is adequately supported by accession into a museum or by publication in a professional journal.

(4) "Accepted, Species Unresolved" means a Committee member believes that the evidence supports the identification of two or more closely related species, both or all of which are review species. Members shall specify candidate species in their remarks written on the ballot.

(c) Splitting or combining records

- (1) When to split: the Committee member believes that the evidence supports a separate record that should be placed under a different record number.
- (2) When to combine: the Committee member believes that the evidence indicates a record should be combined with another record or records under a single record number.

6.40 Voting

- (a) Voting is done electronically via online forms and documents. A copy of a ballot that may be used for voting is attached to these Rules of Operation.
- (b) Role of the Secretary
 - (1) All evidence of rare birds in Oregon submitted to the OBRC shall be referred to the Secretary.
 - (2) Evidence of rare birds may be submitted in the form of a report, or the Secretary may gather the evidence into a report.
 - (3) The Secretary shall assign a record number to each report. Each written description, specimen, photograph, or recording making up the report shall be given a unique letter after the record number (i.e. 100-17-01a, 100-17-01b, 100-17-01c, etc.)
 - (4) The Secretary shall organize and share records electronically in a manner deemed most economical, efficient, and consistent with the purposes of the Committee.
- (c) If there is a record which is supported entirely or in part by evidence that cannot be uploaded, the Secretary shall arrange for voting at a meeting.
- (d) First Round of Voting
 - (1) Independent voting on first round.

The members of the Committee shall not discuss any record under consideration on the first round with other members of the Committee, although members may discuss it with anyone outside the Committee. This allows each member of the Committee to review the record without being influenced by other Committee members.
 - (2) Acceptance or rejection on first round.
 - If a record receives no “Not Accepted” votes, it is accepted.
 - If a record receives nine “Not Accepted” votes, it is rejected.
 - If a record receives one to eight “Not Accepted” votes, the Secretary prepares the record for a second round of voting.
 - If a record receives one to eight “Accepted: Species Unresolved” votes, it is prepared for a second round of voting.

Reasons should be stated. Committee members may state their reasons for Not Accepting a record in their comments sent to the Secretary when voting. Stating reasons for Accepting a record is optional. These reasons may be reviewed by other Committee members if there is second-round voting, or voting at a meeting, and the ballots from each round will become part of the permanent record in the OBRC files.

(e) Second Round of Voting

(1) In cases where a record receives one to eight “Not Accepted” votes on the first round, the Secretary initiates a second round of voting.

(2) The Secretary includes copies of the members’ first-round comments in the second-round files; thus at this point, Committee members may read the comments of other Committee members and may draw a new conclusion in light of these comments.

(3) Acceptance or rejection on second round:

- If the record receives not more than one “Not Accepted” vote on the second round, it is accepted.
- If the record receives eight or nine “Not Accepted” votes on the second round, it is rejected.
- If the record receives two to seven “Not Accepted” votes on the second round, it goes to a third round of voting.

Reasons should be stated. Committee members may state their reasons for not accepting a record in their comments sent to the Secretary. As in first-round voting, stating reasons for accepting a record is optional. These reasons may be reviewed by other Committee members if there is third-round voting or voting at a meeting, and the ballots from each round will become part of the permanent record of the OBRC files.

(f) Third Round of Voting. Voting at a Meeting.

(1) Limitation. Only the following records shall be voted on at a meeting:

- Third-round records
- Records under reconsideration

(2) Information. For third-round records, the Secretary includes copies of the members’ first and second-round comments in the notice for voting at a meeting. For records being reconsidered, the Secretary includes all documents that had been considered earlier, additional information that may have become available, and the statement(s) requesting reconsideration.

(3) Written reasons need not be stated. When voting at a meeting, written ballots need not be prepared. The Secretary shall record the results of the voting on each record and why the record was either accepted or rejected.

(4) Acceptance and rejection. When voting at a meeting, a record is accepted if it receives at least six “Accepted” votes. Otherwise, it is rejected.

(g) Voting by Alternates

(1) Alternates shall vote on records the same as Committee members.

(2) The Secretary shall remind all members who have not voted that the deadline is approaching; if a member is unable to vote on a particular record, or after being reminded, still does not vote within the 60-day time period, the Secretary shall substitute an Alternate’s vote for the member’s.

(3) The Secretary shall choose which Alternate's vote to use in a simple rotating manner (Alternate 1, Alternate 2, etc.)

(4) At a meeting. When a quorum of the Committee is present at a meeting for voting on bird records, but the full Committee is not present, the Secretary shall designate Alternates to substitute for Committee members. Of the Alternates who are present at a meeting, the Secretary shall designate a different Alternate for each record.

(h) Reconsideration of Records

(1) Any record may be reconsidered and voted on again at the request of (a) any member of the Committee, for reasons stated by the Committee member in writing; or (b) the Secretary, if additional information has been received or the Secretary is aware that new circumstances have arisen since the record was voted on.

6.50 Notice to Persons Submitting Reports

The Secretary shall notify persons who have submitted reports to the Committee of the Committee's disposition of the record and may include copies of members' comments on the report.

6.60 Other Committee Business

(a) The OBRC shall prepare and maintain a Review List, a list of those species for which the Committee desires reports. The Review List will indicate which species have been verified and for which the Committee has accepted only sight records. The Review List may be incorporated into the official List of Oregon Birds.

(b) Published records. Records considered by the Committee will be made available to any sponsoring group for publication. Records shall also appear in *Oregon Birds*, the official publication of OBA. Accepted records published in *Oregon Birds* shall include the species name, record number, the name(s) of observer(s) with indication of the person(s) first finding the bird, if known, where and when the bird was found, and the Committee's disposition of the record. Records not accepted shall include the same information without the name(s) of observer(s). Published photographs shall include the photographer's name.

Section 7. Use of Oregon Bird Records Committee Material

7.10 Duplication of File Material

Duplication of slides, photographs, film, and audio and video recordings, is not permitted for any use unless permission is obtained from the photographer or recordist. In the case of a request for copies for a major project, the Committee should be consulted.

7.20 Loans of File Material

Loans of slides, photographs, film, and audio and video recordings, are not permitted without specific approval of a majority of the Committee.

7.30 Availability of Written Material

Written materials are available to interested persons as arranged with the Secretary.

Section 8. Financial Support for the Oregon Bird Records Committee. Disbursements.

8.10 Financial Support

The Committee may be financially supported by any person or organization that wishes to contribute to its activities. Each sponsoring organization providing financial support may request an annual financial statement and a report of the Committee's activities. Funds for Committee operations shall be paid into the account of the OBA and shall be disbursed to the Secretary upon presentation of appropriate statements or receipts.

8.20 Disbursements

The Committee may be financially supported by any person or organization that wishes to contribute to its activities. Each sponsoring organization providing financial support may request an annual financial statement and a report of the Committee's activities. Funds for Committee operations shall be paid into the account of the OBA and shall be disbursed to the Secretary upon presentation of appropriate statements or receipts.

OBRC Second-Round Voting Form

I am voting on:

- Blackburnian Warbler 662-15-16 reconsideration
- Black-vented Shearwater 093-15-10 reconsideration
- Phainopepla 620-17-12

Accepted

- Verified (This record is supported by a specimen, photograph, or video or sound recording.)
- Sight record
 - Single report
 - Multiple reports
- Museum or published record
- Species unresolved. Specify candidate species below.

Candidate species

Not Accepted

- I do not accept this record and my reasons are below.

Reasons for not accepting

- Origin questionable
- Exotic bird not established.

Split or Combine

- I believe this record should be split or combined and my reasons are below..

Reasons for splitting or combining

Additional Comments

Additional comments

Your Name

Email

Submit