



2026 Call for Proposals

Oregon Association of Municipal Recordors (OAMR)

September 22–25, 2026

Chinook Winds Casino & Resort

1777 NW 44th Street, Lincoln City, Oregon

Proposal Deadline: 5:00 p.m. on Wednesday, May 27, 2026

Overview

The OAMR Annual Academy & Conference is where Oregon’s municipal recorders, clerks, City Administrators, and government professionals come together to sharpen skills, exchange hard-earned knowledge, and strengthen the professional community that keeps local government running. The 2026 conference theme is “Lifting Each Other Up,” recognizing that our collective expertise, mentorship, and collaboration are what sustain excellence, continuity, and public trust.

We are seeking session proposals that deliver practical insight, real-world solutions, and meaningful peer learning. Priority will be given to sessions that go beyond theory and provide concrete tools, examples, or strategies participants can immediately apply in their work. Topics may include leadership and succession planning, records and meetings law, technology and workflow improvements, ethics and transparency, professional resilience, and navigating change in today’s municipal environment.

This conference is designed for active participation, honest discussion, and shared learning. If your session helps colleagues feel more confident, capable, and connected in their roles, we want to hear from you.

The 2026 conference theme -- “Lifting Each Other Up” -- reflects OAMR’s commitment to professional excellence, peer support, and strengthening the communities we serve.

Expected attendance: approximately 100–150 participants representing cities, counties, and special districts statewide.

Conference Schedule:

Wednesday, September 23, 2026 – Academy 6 hours (80 to 90 attendees)

- All-day session 9:00 AM to 5:00 PM

Thursday, September 24, 2026 – Conference Day 1

- Key Note – 10:00 AM to 12:00 PM
- Concurrent Sessions – 3:15 PM to 5 PM
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Friday, September 25, 2026 – Conference Day 2

- Concurrent Sessions – 8:00 AM to 10:30 AM
- Concurrent Sessions – 8:00 AM to 10:30 AM
- Concurrent Sessions – 1:00 PM to 2:30 PM
- Concurrent Sessions – 1:00 PM to 2:30 PM
- Closing - General Session 3:00 PM to 5 or 6 PM

Session Formats

Academy Sessions

- **Length:** 6 hours
- **Focus:** In-depth professional development, skill-building, and applied learning.

Keynote Session

- **Length:** 2 hours
- **Focus:** Inspiration, leadership, and broad professional relevance

Concurrent Sessions

- **Length:** 2 hours
- **Audience:** Topic-focused groups
- **Focus:** Technical, operational, or specialized aspects of municipal clerk work

General Session – Closing Session

- **Length:** 2 hours
- **Audience:** All conference participants
- **Purpose:** **Conference Closing – High-Energy, Big-Impact Session**
- **Focus:** An inspiring, forward-looking session designed to energize attendees, reinforce professional pride, and send participants home motivated, connected, and

ready to apply what they've learned. This session should celebrate the role of the municipal clerk, highlight shared challenges and successes, and leave attendees excited about the future of the profession and their work in Oregon communities.

Topic Areas

Academy and conference sessions are organized to support the primary responsibilities of municipal clerks and recorders. The following topic areas reflect input from OAMR members, prior conference evaluations, and the Education Committee. This list is not exhaustive.

Professional Development & Leadership

Building effective relationships with the City Council, City Manager, and City Attorney

- Succession planning
- Employee evaluation and performance management
- Expanding influence and professional confidence
- Human resources fundamentals for clerks

Technology & Innovation

- Artificial intelligence: opportunities, risks, and compliance considerations
- Practical AI tools for the municipal clerk
- Implementing and managing new technology systems
- Workflow automation and efficiency

Public Records & Information Management

- Oregon Public Records Law overview
- Public records exemptions and compliance
- Streamlining public records request processes
- Records retention schedules and policy updates
- Electronic records review, retention, and destruction
- Managing email and digital communications

Communications & Public Engagement

- Emerging management practices
- Social media and community outreach
- The municipal clerk as Public Information Officer

Municipal Elections

- Election administration and compliance
- Ballot measures (initiative, referendum, recall)
- Election timelines and statutory deadlines
- Voter communications and transparency

Legislative Services & Public Meetings

- Oregon Public Meetings Law
- Practical application of public meetings requirements
- Managing boards, commissions, and committees
- Meeting administration, public hearings, and appeals

The Role of the Municipal Clerk

- Defining and evolving clerk responsibilities
- Public projects and procurement processes
- Contract management
- Policy development and implementation
- Best practices from experienced professionals
- Parliamentary best practices

Interaction Requirement

All sessions must be interactive. OAMR values learning environments that encourage participation, discussion, and shared problem-solving. Interactive elements may include facilitated discussion, breakout groups, case studies, applied exercises, or other engagement strategies. Proposals should clearly describe how participants will be actively involved.

Selection Criteria

The OAMR President and Education Committee will evaluate proposals based on:

- Educational value and relevance to municipal clerks
- Alignment with conference themes and priority topic areas
- Presenter expertise and experience
- Interactive design and participant engagement
- Practical, actionable takeaways
- Balance across technical, professional development, and leadership content
- Topic novelty and avoidance of duplication from recent OAMR trainings

Recent OAMR training topics (2024–2025) include, but are not limited to:

2025

- Revitalize Your Work and Life
- Defying Gravity: Taking Yourself to the Highest Level
- Effective Records Management
- Leveraging AI and Technology for Meeting Minutes
- Oregon Public Meetings Law
- Government Ethics Law
- Election Law Essentials
- Mental Toughness

2024

- The Culture Code
- All About Public Meetings
- Artificial Intelligence in Local Government
- Digital Government
- Building Excellence Through Consistency

Proposal Requirements

Submitters may increase their likelihood of selection by providing clear, complete, and thoughtful proposals. Multiple proposals are welcome; however, each session requires a separate submission.

Each proposal must include:

- Speaker name(s) and agency/organization
- Session type (Academy, Keynote, General, or Concurrent)
- Target audience and skill level (Introductory, Intermediate, Advanced)
- Proposed session title
- Session description (maximum 300 words)
- Description of advanced content for seasoned learners (maximum 150 words)
- Speaker qualifications and brief bio (maximum 150 words per speaker)
- Compensation requested, if applicable

After the submission deadline, proposals will be reviewed by the Education Committee. Selected speakers will be required to complete a speaker agreement outlining session details, deliverables, and any agreed-upon compensation. OAMR reserves the right to request reasonable modifications to session titles or content.

Compensation

OAMR is a nonprofit professional association and works to keep conference registration costs affordable. Most sessions are volunteer-presented, particularly those delivered by practicing municipal clerks and public-sector professionals. Limited reimbursement or

honoraria may be considered for keynote or specialized sessions, subject to budget availability.

Presenting is a valuable opportunity to give back to the profession. Individuals pursuing IIMC certification may be eligible to earn education points for serving as a presenter.

Speaker Responsibilities

Selected speakers agree to:

- Meet all submission and material deadlines
- Coordinate with co-presenters or panelists
- Submit the required presenter information
- Identify audio/visual and room setup needs
- Provide presentation materials by established deadlines
- Notify OAMR at least three weeks before the conference if withdrawal becomes necessary

Late withdrawals may affect future proposal consideration.

On-Site Expectations

Speakers are expected to:

- Arrive in advance to rehearse and confirm logistics
- Coordinate with the session host
- Deliver sessions as scheduled and within allotted time
- Foster an engaging, professional learning environment

Submission Deadline

Proposals must be submitted no later than **5:00 p.m. on Wednesday, May 27, 2026.**

All proposals become the property of OAMR and will not be returned. Proprietary or confidential information must be clearly identified.

Questions

For questions regarding this Call for Proposals, please contact:

Ronnie Smith

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