

**NATIONAL ASSOCIATION OF
PARLIAMENTARIANS®**

40th Biennial Convention

Book of Reports



**CREATE
THE FUTURE**

September 4-7, 2015
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NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

2015 Book of Reports

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Report of the President

From September 2013 to September 2015, your president has worked to implement the NAP strategic plan, to foster a more member-friendly atmosphere in all of NAP's programs and services, and to enhance NAP's educational programs. She has been most active in the following areas:

- Presided at monthly online and four in-person board meetings.
- Attended all professional development committee meetings and participated in creating modules, served as the Adobe Connect host for numerous online modules, writing the Professional Practices in Parliamentary Procedure book, and contributed to other activities of the committee.
- Taught a 2-day PQC/PRC course and numerous online modules.
- Attended all meetings of the special committee on education and credentialing, conducted web meetings and surveys, created the all-member survey, and created the body of knowledge booklet.
- Attended meetings of the communications, bylaws, membership and registration examiners, and membership extension and retention committees.
- Worked with the online courses subcommittee to migrate all the courses to a new learning management system.
- Worked with the Membership and Registration Examiners Committee to implement a new membership exam based on *Robert's Rules of Order Newly Revised In Brief* and to publish a new study guide.
- Worked with the Membership and Registration Examiners Committee, Edit and Review Committee, and Steve Glanstein, PRP, to publish a new study guide for the RP exam with all the questions in the order they appear in RONR: *In Order: Study Guide for the Registration Exam*.
- Worked with the NAP Training Conference team and presided at the annual meeting at the conference.
- Met weekly by telephone with the executive director.
- Worked with the personnel committee to select finalists for the executive director position and with the board to hire NAP's new executive director.
- Served as an *ex officio* trustee on the NAP Educational Foundation and as chairman of the publicity committee.
- Attended the NAPEF Think Tank in San Antonio.
- Represented NAP and presented workshops at Arizona, British Columbia, Colorado, Florida, Indiana, Manitoba, New Mexico, Washington, District Six and District Eight. Attended unit meetings of Jacomo Unit, Santa Fe Trail Unit, Missouri Past Presidents and Registered Parliamentarians, Florida Alpha, and Florida Registered Parliamentarians.
- Judged a HOSA parliamentary contest.
- Met with FFA leaders to develop parliamentary contest rules for the future.
- Served as president of the Dahms Memorial Foundation and attended the Dahms-Bierbaum Workshop.
- Brought greetings from NAP at the 2015 American Institute of Parliamentarians Convention.
- Attended and spoke at the memorial service for past president Carl Ann "Jimmy" Stickeler.

Your president has enjoyed hearing from so many members, learning about their needs, and working to meet those needs throughout this great association. It has been a blessing and a joy to have the support, dedication, and contribution of time and talents of so many members throughout the world. NAP has wonderfully talented members. It has truly been a great honor to be your president. Thank you all for this great privilege and opportunity.

Ann Guiberson
President

Report of the Vice-President

To: The 2015 NAP Convention

This member attended the post-convention board meeting on September 10, 2013 and all monthly conferences call throughout the two-year term as well as the National Training Conference and mid-term in-person board meetings.

This member was assigned by President Guiberson as liaison to the Professional Development Committee. She participated as an active member of the committee, including teaching online modules throughout the term.

This member has attended seven of the eight district meetings. She was pleased to have the opportunity to attend and present workshops at several association meetings, as NAP representative or at her own expense.

In preparation for the 2015 Biennial NAP Convention, this member has been included in weekly telephone conferences with the president and executive director. She is also working with President Guiberson on preparation for the Past President's Banquet and the Installation Banquet.

*Mary L. Randolph, PRP
Vice-President*

Report of the Secretary

To: The 2015 NAP Convention

Events/Meetings Attended:

During the 2013-2015 biennium, the secretary attended the NAP Board of Directors meetings held in Portland, Oregon; Oklahoma City, Oklahoma; and Kansas City, Missouri. She also attended the board meetings held using AdobeConnect. As board liaison, the secretary attended all meetings of the bylaws committee.

The secretary attended all meetings of the special committee on education and credentialing.

Throughout the biennium, the secretary attended meetings of the Kansas State Association of Parliamentarians (KSAP) Board of Directors where she served as the education chairman until April 2015. She also attended meetings of the Wichita Sunflower Unit of NAP where she served as president until May 2015. In 2014, she served as the NAP representative to annual meetings of the District of Columbia and the Illinois Associations, and in 2015 the secretary served as the NAP representative to annual meetings of the Missouri, New York, and Oklahoma Associations. She presented a workshop at each of those association meetings.

Projects Completed:

The secretary served as chairman of the board's policies and procedures committee and sent updated files of the NAP Operational Policies and Procedures to board members and headquarters after amendments were adopted.

The secretary submitted minutes of all board meetings to the approval committee and after receiving approval sent PDFs of the minutes to all board members, NAP Headquarters, and the parliamentarian. She worked with the headquarters staff in submitting required documents for NAP's banking changes.

During the biennium, the secretary taught at the 2014 public seminar sponsored by KSAP, served as curriculum director and instructor for the 2013 and 2014 Dahms-Bierbaum Annual Workshops, and also served as curriculum director for the 2015 AIP Teacher Certification Course.

The secretary has prepared the curriculum for the 2015 Dahms-Bierbaum Workshop where she will also serve as an instructor.

Projects to be Completed:

The secretary will write the minutes of the pre-convention board meeting and minutes of the convention. In addition, she will complete the history of the biennium.

*Ann L. Rempel, PRP
Secretary*

Report of the Treasurer

To: The 2015 NAP Convention

Since September 2013, the treasurer has attended and participated in:

- all monthly board of directors meetings, meetings of the board personnel committee, budget and finance committee, and pricing committee;
- correspondence of the board special committee on fundraising;
- all youth committee meetings and the 2014 and 2015 Youth Day;
- both special committee on accessibility meetings (November 2013 and February 2014);
- the New Jersey Association (November 2, 2013), District One meetings (May 16-17, 2014 and May 29-30, 2015), George Demeter Unit in Boston, MA (May 3, 2014), Alabama Association (March 21, 2015), South Carolina Association (April 11, 2015), Colorado Association (April 18, 2015), and New York Association (May 2, 2015) meetings as a NAP representative; and,
- the Phi Beta Lambda conferences in Nashville, TN (June 24-27, 2014) and Chicago, IL (June 24-27, 2015) as the Youth Committee liaison to judge parliamentary procedure competitive events. Also presented a parliamentary workshop at their fall leadership conference in Washington, DC (November 7-8, 2014).

Additionally, the treasurer has chaired or led correspondence with the following committees:

- Special Committee on Financial Stability (November 2013)
- Budget and Finance Committee (ongoing)
- Pricing Committee (ongoing)

The following projects were completed:

- Reviewed and sent the association's monthly financial statements to the board of directors;
- Examined the district and national event budgets to ensure financially sound pricing was in place;
- Regularly communicated with Executive Director and Bookkeeper on NAP financial results;
- Served on the search committee for the hiring of our new Executive Director;
- Discussed investment performance with our Edward Jones advisor annually and any recommended fund changes for consideration by the board;
- Met with our independent CPA to discuss NAP's control environment;
- Assisted countless units and associations re-establish tax-exempt status with the Internal Revenue Service;
- Presented workshops to the NAP Training Conference, both NAP Leadership Conferences, and both Youth Day events;
- Authored an *Investment Policy Statement* for the board to more strategically align the purpose and use of our investment funds going forward; and,
- Visited NAP Headquarters in July 2015 to work on financial matters with our new Executive Director.

This biennium, your treasurer has worked tirelessly to ensure that NAP has sound financial practices in place and that the financial implications of all matters are considered before a decision is reached. Thank you for placing your trust in me the past four years as treasurer.

***Evan A. Lemoine, CPA, PRP
Treasurer***

Director-At-Large Steve Glanstein

To: The 2015 NAP Convention

Your director served on the (a) Budget and Finance Committee, supporting the NAP budget activity, investment policy recommendations, and other work as assigned, (b) Membership & Registration Examiners Committee (ex-officio and liaison to the board of directors). Support is described in detail below. This included several additional areas, which included the marketing the importance of NAP membership and credentialing to the public.

Meetings:

1. Attended and participated in all NAP board meetings (except one which occurred while boarding a plane in South America).
2. Attended and participated as a committee member in all related NAP committee meetings.

Instructional Activities:

1. Worked on and implemented the PDC Ethics Module. Implemented and instructed Ethics Modules four times; trained additional other instructors to teach module.
2. Instructed on: (a) Motions and Amendments and (b) Presiding at Meetings Module at Nebraska State Association of Parliamentarians' 2014 Convention.
3. Instructed on Parliamentary Note-Taking at the NAP 2014 National Training Conference and the 2015 District 8 Conference.
4. Instructed all day NAP membership classes in October 2013 and September 2014, administering the membership exam.

Marketing Activities:

1. Described and promoted NAP membership in several seminars throughout the term; attendance up to 300 individuals.
2. Testified in the Hawaii legislature at least a dozen times, providing information about NAP and the importance of using registered and professional registered parliamentarians.

Miscellaneous Activities:

1. Provided national updates at all board meetings of my home state, i.e. the Hawaii State Association of Parliamentarians.
2. Provided national update to Nebraska State Association of Parliamentarians 2014 Convention.
3. Assisted rebuilding online RP examination after data corruption.
4. Created Calendars with various RP questions and answers for the NAP Educational Foundation, supporting NAP's registration process.
5. Created Flash Cards to support NAP's registration process.
6. Wrote (in conjunction with Carl Silverman, Esq.) the chapter on Expert Witness for NAP's new Manual for Professional Registered Parliamentarians.
7. Edited and worked with the MERPE team to update the new In Order NAP RP Examination Study Guide.
8. Reviewed, commented, and acknowledged all newsletters received from state presidents.
9. Ensured Henry M. Robert stamps were always available to NAP headquarters.
10. Assisted International Services Special Committee on various international and voting issues.
11. Assisted NAP president as requested on various matters.

*Steve Glanstein, PRP
Director-At-Large*

Director at Large James N. Jones

Events/Meetings Attended

Since being elected in Portland, Oregon the following events and meetings have been attended:

- Served on the board's policy & procedures committee
- Served on the board's personnel committee
- Eleven regular board conference calls
- Two conference calls of the personnel committee
- Three in person meetings of the Special Task Force on Education and Credentialing
- Regular in-person board meetings: 09-8-13 (Portland); 3-7/9,2014 (Oklahoma City); 8-6/7,2014 (Oklahoma City)and 2-13/15, 2015 (Kansas City) and 9-4-15 (Alexandria, VA)
- District meetings: District 2 - October 5-7, 2014, District 3 – March 27-28, 2015, District 4 – April 10/11, 2015, District 7 – April 24/25, 2015
- District of Columbia Association of Parliamentarians – March 21, 2015
- Georgia Association of Parliamentarians – February 27-28, 2015 (national rep)
- Illinois Association of Parliamentarians – June 11, 2015
- Mississippi Association of Parliamentarians – May 1-26, 2015 (national rep)
- Michigan State Association of Parliamentarians – April 10, 2015

Projects Completed

During this period, the following projects have been completed:

- Committee Appointments: Personnel, Policy & Procedures and Special Task Force on Education and Credentialing.
- Board liaison for Educational Resources Committee
- Assisted in the creation of executive director's interview document.
- Assisted in developing of interview process/employment agreement of new executive director.
- Assisted in organizing of new unit
- Sponsored online Registered Parliamentarian course for members
- Worked with Partnership Committee to support Partnership Day
- Mediated severance negotiations with Oasis Partners
- Developed draft Paid Time Off policy for NAP staff.
- Participated in continuous review and updating of NAPOPP.
- Participated in site visits to potential hotel sites in Buffalo area.
- Submitted article for publication in NP

Projects/Activities in Progress

During this period, the following projects have been ongoing:

- Continue to review and update the operational policy and procedures manual.
- Finalization of paid time off policy for NAP staff

***James "Jim" Jones, PRP
Director at Large***

Director at Large James H. Stewart, PRP

To: The 2015 NAP Convention

I am pleased to have served as Director At Large for this biennium. I attended all face to face board meetings and most of the online meetings. I served as board representative for the Nevada State Association and for District 7. I served as liaison to the Communications Committee and on the Minutes Approval Committee of the board.

I also served first as a member then as Chair of the Special Committee on Education and Credentialing. Please see that report for the rest of my activities.

James H. Stewart, PRP
Director at Large

District Five Director Board Member

To: The 2015 NAP Convention

This District Director was elected to serve as one of the two District Directors on the NAP Board of Directors.

She actively participated in the following:

- Attended all in-person NAP Board of Directors' Meetings
- Attended all but one Adobe Connect Board Meeting
- Member of the NAP Board of Directors' Minutes Approval Committee
- Member of the NAP Pricing Committee
- Served as NAP Representative to the Kansas Association Biennial Meeting
- Served as the NAP Representative to the Minnesota Association Annual Meeting

***Denise R. Irminger, PRP
District Five Director***

District 6 Director Board Member

To: The 2015 NAP Convention

At the conclusion of the 2013 Biennial Convention, the eight District Directors met to elect two among them to serve as NAP Board Members. Along with District Five Director, Denise Irminger, I was honored to be selected.

This member attended all regular in-person meetings of the Board of Directors during the biennium. The one special meeting which was called to determine the new Executive Director was held during this member's legislative session, making in-person attendance at that special meeting impractical.

This member also attended all but one of the online meetings of the Board of Directors. The move to using Adobe Connect has made service on the Board of Directors much more accessible than it was in the past. In addition, it also facilitates NAP members to be able to log in and observe the work of the NAP Board as it happens. While the online meetings make it easier to hold frequent NAP Board meetings during the biennium, it also poses certain challenges.

On the one hand the NAP Board is able to dispense with business that would have otherwise been decided by the Executive Committee, so that utilizing this technology keeps the vast majority of decisions between Conventions in the hands of the Board, which is almost entirely elected by the Convention and intended to be representative.

On the other hand, we lack the ability to interact on a more human level – what John Wesley referred to as Conferencing. This makes collaboration and interaction during the in-person meetings crucial for the organization to move forward as a collection of the strengths and talents brought together on the Board of Directors.

As an organization of parliamentarians, whose job it is to help others with effective meetings, having the combination of online and in-person Board meetings creates perspective on the decision-making process and an appreciation of when it is sound to maximize the efficiency made possible by technology and when it is crucial that we conference together in the same space as we make decisions on behalf of NAP.

Daniel A. Ivey-Soto, PRP
NAP Board Member

Report of the Parliamentarian

To: The 2015 NAP Convention

Your parliamentarian assisted the President in preparing for board meetings and the convention, served as the parliamentarian at board meetings, and served as a member of the Bylaws Committee. He authored articles for the *National Parliamentarian* and on the Parliamentary Research Committee for the NP, and was honored to serve as NAP Representative to the Missouri Association annual meeting, where he was received with great graciousness and hospitality.

***Dr. Leonard M. Young, PRP
Parliamentarian***

Executive Director

To: The 2013 NAP Convention

This report may feel a bit like de ja vu to many. Two years ago at this time, my predecessor Mike Chamberlain, outlined the many changes occurring at the association's headquarters. Many of those changes continued throughout this last biennium.

In December 2014 I joined the National Association of Parliamentarians as interim Executive Director, following Mr. Chamberlain's announcement that he was leaving NAP to pursue another opportunity. I was fortunate enough to have nearly the entire month to work closely with Mr. Chamberlain to affect as smooth a transition as possible upon his departure December 31. A couple of months, later I accepted the permanent position of Executive Director.

Much of my time has been filled with becoming familiar with the many nuances of our operations, including addressing ongoing issues associated with the implementation of the new association management system. There has been a significant learning curve, as would be expected, for everyone on staff, but we've made some excellent progress. It is helping us to build a more complete picture of our members and their needs.

The primary reason I accepted this position was because I believe NAP is at a fork in the road in terms of its growth as an association. The message from the Board of Directors was clear: we want NAP to grow. The potential for growth here is great. I'm happy to be involved in making that happen and in helping the association fulfill its mission to educate the world on parliamentary procedure.

We've had our challenges, though. In May, Debbie Montavy, who had been on staff for nearly 18 years, went out on personal leave. We lost one-third of our staff, in other words. Unfortunately, Ms. Montavy recently decided she will not be returning and resigned effective September 1, 2015. To say she will be greatly missed by all of us is an understatement. We thank her for her long years of commitment to NAP and its members, and we wish her only the best.

Following convention we will focus on rebuilding the staff so that we are even stronger and better positioned to help the association and our members move forward. We thank all our members and volunteer leaders for being patient and understanding during these last few months when we've been shorthanded. From the first I have been overwhelmed at how welcoming and supportive our members are. Thank you.

This is an important time of transition for NAP as it continues to mature as an organization and becomes more strategic and operationally sound. It is also an important time of transition for the NAP staff. Be assured that we are committed and enthused to serving our members and playing an active role in the association's mission.

Cyndy Launchbaugh
Executive Director

District One

TO: THE 2015 NAP CONVENTION

This Director was elected to fill a vacancy in the office of District Director on April 2, 2015.

Attended New York Association Biennial Education Conference on May 2, 2015.

Joined Evan Lemoine, PRP in planning of District One /NEAP Biennial Educational Conference.

Chaired Business Meeting at the District One Biennium held May 30, 2015 in Sturbridge, MA.

Rosemary Seghatolesslami, PRP was elected District Director for the 2015-2017 Biennium.

***Carol A. Henselder, RP
District One Director***

District Two

To: The 2015 NAP Convention

The District Two Director reports the following:

- Attended the 39th Biennial Convention in Portland, Oregon
- Attended the NAP Training Conference in Oklahoma City, Oklahoma
- Observed all but 1 NAP Board of Directors Adobe Connect meetings
- Attended all but 1 Membership Extension and Retention Committee (MERC) meetings
- Attended and/or presented workshops at the District of Columbia, Kentucky, Maryland and Virginia State Association meetings
- Provided regular two-way communication between state associations, units, members and the district director
- Attended and/or presented workshops at the Sartwell -Tunstall, DC Registered, Prince George's County, Hobson, McCaskill and Virginia Alpha Registered Unit meetings
- Attended the Sartwell – Tunstall Unit renaming ceremony
- Conducted parliamentary procedure workshops for the International Brotherhood of Electrical Workers, American Federation of Government Employees, DC Charter Chapter of the American Business Women Association, Rho Mu Omega Chapter, Alpha Kappa Alpha Sorority, Inc., National School Boards Association and Powertalk International, Council 11
- Created and distributed monthly, the *District Two News Briefe*-newsletter which provided current information to members
- Prepared and distributed 2 issues of The District Two Resolution newsletter with Teresa Sidewater, Editor and Sandra Cook, Assistant Editor
- Facilitated a series of in-person registered parliamentary preparatory sessions for members interested in achieving registered parliamentary status with DC area registered and professional registered parliamentarians: Ferial Bishop, Mona Calhoun, Susan Eads Role, Barbara Cooper Miller, Wanda Sims, Rosalie Stroman, Betty Tunstall and Marjorie Vaughan
- Traveled to Richmond, Virginia with Wanda Sims, PRP, to provide an in-person workshop for members preparing to achieve registered parliamentary status
- Facilitated SKYPE and conference call preparatory sessions with Barbara Miller for members in Richmond, Virginia seeking to achieve registered parliamentary status
- Presented as part of a nationwide group of instructors for members preparing for the registered parliamentary[®] examination via Adobe Connect
- Served as a parliamentary judge for the Chapter Team event of the National Technology Student Association Conference
- Served as chairman for the Association and Unit Awards working group for the MERC

Darlene T. Allen, PRP
District Two Director

District III Biennial Report

To: The 2015 NAP Convention

District III of the National Association of Parliamentarians® (NAP) is composed of State Associations in seven Southeastern United States (Tennessee, North and South Carolina, Mississippi, Alabama, Georgia, and Florida), as well as the unchartered territories of Puerto Rico, the US Virgin Islands, the Caribbean, and Africa. While the State Associations vary in their activity levels, they all continue to both function as NAP Associations and strategize about how to develop membership and further NAP's ideals of effective meeting management.

This biennium began with Nancy Dauster, PRP, a member of the Florida State Association of Parliamentarians, in the role of District Director. Unfortunately, Nancy had to resign due to health issues. Late last year, I was elected by the State Association Presidents to serve as District Director for the remainder of the biennium, in accordance with Article IV, Section 2B5 of the NAP Bylaws.

Since my election, we have published a newsletter, held a District Conference, and I have been able to attend three State Association annual meetings. At our District Conference, held in conjunction with the Annual Meeting of the North Carolina Association, I was elected by the district to serve as District Director for the 2015-17 Biennium. I look forward to strategizing with the State Association Presidents and developing and implementing a plan for membership development, as well as exploring ways to more effectively reach out to our unchartered territories.

Gregory A. Goodwiller, PRP
District III Director

District Four

To: The 2015 NAP Convention

District Four is comprised of six associations and 23 units with a total membership of 441 members holding the following credentials: 48 RP's, 40 PRP's, and 16 PRP-R's.

Since being installed as the District Four Director at the 2013 Convention this Director has been engaged in the following events:

- Attended the following Associations' Annual Meetings/Conferences:
 - Michigan State Association of Parliamentarians, 2014 and 2015 held in conjunction with the District Four Conference in New Buffalo, MI
 - Illinois Association of Parliamentarians, 2014 in Chicago, IL, and 2015 held in Joliet, IL
 - Indiana State Association of Parliamentarians, 2014 held in Indianapolis, IN
- Presented NAP updates at each Annual Meeting/Conferences held in 2014
- Served as Parliamentarian for the Michigan State Association Parliamentarians 2013 through 2015.
- Attended the Annual Meeting of the Detroit Parliamentary Unit in Detroit, MI in 2014 and presented a workshop.
- Attended Annual meeting of Louise Saks Parliamentary Unit giving a NAP update in 2014 and at annual meeting in 2015 installed newly elected officers.
- Participant in several teleconference meetings of the Membership Extension and Retention Committee held during the biennium.
- Attended three NAP board Meetings via Adobe Connect.
- Attended the Membership Extension and Retention Committee meeting held in Oklahoma.
- Attended the 2014 NAP Conference in Oklahoma.
- Released six editions of the district's newsletter *Great Lakes Grapevine* during biennium.
- Presided at NAP District Four Conference held in conjunction with the Michigan State Association of Parliamentarians Annual Meeting in New Buffalo, MI April 10 – 12, 2015. There were 61 in attendance with 5 guests. Evaluations of the joint conference were excellent as were the workshops and presenters. The networking proved beneficial to all in attendance.
- Re-elected District Four Director.
- Continue to serve as Administrator and/or Judge for Business Professionals of America on all levels (Regional, State and National).
- Made numerous referrals to state associations for parliamentary education and/or services throughout the biennium.

District Four continues to focus on communication and networking within the district to build strong parliamentary ties.

Joyce A. Brown-Watkins, PRP
District Four Director

Report of District Five

To: The 2015 NAP Convention

District Five consists of five chartered associations (Kansas, Manitoba, Minnesota, Missouri and Nebraska) and five unchartered states/provinces (Iowa, North Dakota, South Dakota, Nunavut and Saskatchewan).

This District Director began her term in September 2013 following the NAP Convention in Portland, OR. The primary focus of the District Directors during this term was on membership extension and retention.

District Five's membership was 276 in September 2013 and ended at 263 in July 2015.

This Director actively participated in the following:

- District Representative on the NAP Board of Directors
- Attended all in-person NAP Board of Directors' Meetings and all but one Adobe Connect Board Meeting
- Member of the NAP Board of Directors' Minutes Approval Committee
- Member of the NAP Pricing Committee
- Served as NAP Representative to the Kansas Association Biennial Meeting
- Served as the NAP Representative to the Minnesota Association Annual Meeting
- Member of the Membership Extension Retention Committee (MERC).
- Promoted the MERC PEER Award
- Contacted all Association Presidents on NAP membership dues renewal
- Contacted Members who had not renewed their NAP membership reminding them of the benefits of membership and encouraging them to pay their dues
- Prepared District Five *News Connection* newsletters for NAP to e-blast to District Members
- Coordinated arrangements for the District Five Conference, June 20-22, 2014, hosted by the Kansas Association of Parliamentarians in Overland Park, KS
- Invited and encouraged Members to attend the NAP Conventions, NAP Training Conference, NAP Leadership Conferences, District Conference, Association Meetings, Unit Meetings, and other parliamentary workshops
- Congratulated state/provincial leaders on acquisition of new Members
- Congratulated new PRP's and RP's on their achievement in certification
- Attended several local unit meetings presenting programs, installation ceremonies, and currently serves as parliamentarian to the Board of the Missouri State Association of Parliamentarians
- Assisted new unit with its first workshop
- Assisted new Members in study for membership examination
- Served as judge at the last SKILLS USA national competition held in Kansas City, Missouri.

I want to say a special "thank you" to all the Members of District Five for their support in renewing their membership in NAP, their support in coordinating District, Association, Unit, and workshops during the past two years.

I look forward to serving you as your 2015-2017 District Five Director.

***Denise R. Irminger, PRP
District Five Director***

District Seven Director

To: The 2015 NAP Convention

District Seven consists of the following chartered associations and unchartered regions, with the membership as of July 23, 2015 (the figures do not include affiliate or provisional members):

| CHARTERED ASSOCIATIONS | MEMBERS |
|---|------------------|
| Alberta Association of Parliamentarians (AAP) | 14 |
| Parliamentarians Association of British Columbia (PABC) | 64 |
| Colorado Association of Parliamentarians (CAP) | 98 |
| Oregon Association of Parliamentarians (OAP) | 26 |
| Washington State Association of Parliamentarians (WSAP) | <u>77</u> |
| <i>Subtotal, Chartered Associations</i> | <i>279</i> |
| | |
| UNCHARTERED REGIONS | MEMBERS |
| Alaska | 9 |
| Idaho | 7 |
| Montana | 4 |
| Wyoming | 6 |
| Northwest Territories | 0 |
| Yukon Territory | <u>0</u> |
| <i>Subtotal, Unchartered Regions</i> | <i><u>26</u></i> |
| | |
| TOTAL DISTRICT SEVEN MEMBERSHIP | 305 |

The District Seven Director's Report for the 2013-2015 biennium also reported a Total District Seven Membership of 305, so the net gain/loss for Total District Seven Membership was 0.

The current District Director has been in office for three months only, so has yet to pay any official visits to any of the Associations' meetings, with the exception of the Annual Meeting of the Washington Association of Parliamentarians (WSAP) in Seattle, WA, on April 25, 2015, having been elected to fill the vacated Director's position the evening before and being already present at the event.. NAP Director-at-Large Jim Jones, RP, was the representative from NAP.

No issues of the District Seven newsletter have been issued so far during this biennium, but the new Director is preparing one to issue to the District Seven members sometime prior to the 2015 NAP Convention.

The District Seven Conference was held on April 25, 2015, at the Brookdale at West Seattle, in Seattle, Washington, in conjunction with the WSAP Annual Meeting. The attendance included two members from OAP, twenty-three from WSAP, and one from CAP, for a total of twenty-six voting members. The NAP Representative was NAP Director-at-Large James Stewart, PRP. At the business meeting that day the members elected Kevin Connelly, PRP, as the District Seven Director for the 2015-2017 biennium. The members also adopted a resolution endorsing NAP Vice President Mary Randolph, PRP, for election as NAP President and a resolution endorsing OAP President Teresa Stone, PRP, for NAP Secretary.

Kevin R. Connelly, PRP
District Seven Director

Bylaws Committee

To: The 2015 NAP Convention

During the current biennium, the Bylaws Committee has held one teleconference meeting, on December 10, 2013, and two in-person meetings, on August 8, 2014 in conjunction with the NAP Training Conference in Oklahoma City, and February 10-12, 2015, in Kansas City, Missouri. All other committee business has been conducted by e-mail.

During this biennium, the Bylaws Committee has:

- Reviewed and approved the bylaws of four new units: the Arizona Omicron Unit, in Pima, Arizona; the Bob Leiman Unit, in Fort Wayne, Indiana; the Central Alabama Parliamentary Unit, in Leeds, Alabama; and the Parliamentarians of Metro New York, in New York City.
- Reviewed and approved the bylaws of one new association, the China Association of Parliamentarians, in the Peoples Republic of China (the first NAP association to be chartered outside North America).
- Revised all documents in the New Association Kit, the New Unit Kit, and the New Youth Group Kit to ensure compliance with the 11th edition of RONR and the current NAP Bylaws, and to incorporate language to satisfy IRS requirements for recognition as a Section 501(c)(3) non-profit organization.
- Reviewed the bylaws of 43 existing units for compliance with NAP requirements and, where appropriate, notified the units of changes required to bring the bylaws into compliance.
- Reviewed the bylaws of sixteen existing association for compliance with NAP requirements and, where appropriate, notified the associations of changes required to bring the bylaws into compliance.
- Received and processed fifteen proposed bylaws amendments and two proposed standing rule amendments, together with fifteen conforming amendments, submitted by others for consideration by the convention.
- Originated seven proposed bylaws amendments, together with five conforming amendments, for consideration by the convention.

A final committee meeting has been scheduled for September 3, 2015, immediately preceding the convention, and a Bylaws Forum will be held during the convention, on September 4, 2015.

The chairman acknowledges the hard work and dedication of committee members Rochester Baker, Ella Carlson, Helen Popovich, Barbara Rosi, and Ann Rempel, ex officio as the president's designee, as well as the advice and assistance of President Ann Guiberson and Parliamentarian Leonard Young, and thanks them for their service. The committee is especially indebted to President Guiberson and Dr. Young for their work in arranging the proposed amendments in a logical order and creating the Amendments Booklet following the committee's February meeting.

Weldon L. Merritt, PRP
Chairman

Communications Committee Report

To: The 2015 NAP Convention

The Communications Committee primary goals for this biennial were to investigate and recommend methods of acquainting the general public with NAP services, increase communication with all members; and be responsible for public relations and marketing. In May 2014 under the direction of the president, the committee initiated SCORE to conduct a Business Scan with NAP Headquarters. The scope of the scan was to review NAP's progress in implementing the 2013 Strategic Plan. The final report was completed on October 14, 2014 and President Guiberson shared the results with the NAP Board of Directors for discussion and further actions on the recommendations contained in the report.

To increase the communications within the organization, the committee accomplished the following goals:

- Developed a Communications Calendar for Newsflash Articles
- Provided updates to the Wikipedia site, including member categories
- Developed an association/unit website template
- Submitted Newsflash Article on NTC Conference Highlights
- Provided input on the Find a Professional Parliamentarian section of the NAP website
- Submitted NewsFlash Article for Parliamentary Month
- Submitted NewsFlash Articles for Youth Activities
- Submitted NewsFlash Article for Membership Recruitment
- Developed the Communications Toolkits; and
- Submitted three articles to the *National Parliamentarian*, two written by committee member Lorenzo R. Cuesta, PRP and one in the upcoming edition by James H. Stewart, PRP

The committee continued ongoing communications with social media platforms Facebook© and LinkedIn. Most NAP members, over 1,158, use the Facebook© platform for information. As updates were added to the NAP website, the social media platforms were updated and member inquiries received responses promptly.

The committee also provided updates to the Style Guide; and, reviewed the current NAP website and recommended how to improve its organization as well as the broken link, spelling errors, and grammatical corrections.

Sheryl C. Womble
Communications Chairman

Editor of the National Parliamentarian

To the 2015 NAP Convention:

Through 2014, the *NP* Editor has compiled 4 issues of the *National Parliamentarian*, working with designer Val Sablin to create a new look for the magazine, which incorporates fresh and consistent formatting aimed at generating an inviting feel and pleasing experience for the reader.

In 2015, the *NP* Editor has teamed with a new designer, Rosie Holderby, and is working to continue the march forward, utilizing a full-color layout throughout the publication in 2015, to bring more life to the pages.

The *NP* Editor will continue the features that have proved to be popular with readers, while still seeking new and interesting ways to engage members of NAP and deliver fun and interesting educational content from the world of parliamentary law, reaching across the many skill levels of the readership. The features returning in 2015 include the following:

Motion Spotlight—Focusing on the attributes and uses of one particular parliamentary motion for each issue.

Parliamentary Language—Highlighting and examining the unique dialect of parliamentary law.

Mystery Motion—Testing the readers’ skills at identifying specific parliamentary motions from a description of characteristics, ranging from easy to intermediate to difficult.

Quick Quiz—A fun refresher on both the basics and the finer points of parliamentary procedure.

Two Minutes of Procedure—A brief lesson on a specific area of parliamentary law.

Parliamentary Myths—Dispelling common fallacies of parliamentary procedure.

What’s Wrong—A challenge for readers to sharpen their real-world skills by spotting the parliamentary blunders in simulated meeting scenarios.

The *NP* Editor has sought and received articles from the fertile parliamentary minds of NAP’s members and relies on Assistant Editor Carol A. Henselder, RP, and the *NP* Review Committee (John Rempel, PRP; Jonathan M. Jacobs, PRP; and Sharon Reed, PRP) for guidance on article content.

Tim Wynn, PRP
NP Editor

Educational Resources Committee

To: The 2015 NAP Convention

The ERC met on the following dates:

- Initial meeting at the post-convention training in Portland – September 2013
- Met at the NAP National Training Conference – Oklahoma City – August 2014
- The committee also met via teleconference on the following dates
 1. January 4, 2014
 2. March 30, 2014
 3. May 18, 2014

Projects Completed

- Motion script cards, a new product, was completed by member Donna Thompson, PRP and approved by the committee.
- Nola's Daily Doses was revised to come into line with the 11th Edition of RONR. The committee agreed to allow the Illinois Registered Unit of Parliamentarians to do the revision and then their work was reviewed by the ERC and the Edit & Review Committee prior to submission for republication.
- A new product – Master the Meeting (Scripts for the ranking motions) – by Nylanne Scheidegger, PRP was completed and approved.
- The following Webinars were held:

02/19/14 - Sandy Olson - Bylaws Bridge Building

03/12/14 - Kay Crews - Parliamentary Toolkit

03/18/14 - Richard Hayes - Committee of the Whole

04/28/14 - Darleen Harens - Agendas and Order of Business

10/23/14 – Dr. Daniel Seabold - What an Assembly May Not Do

12/10/14 – Mary Remson – Governing Documents

02/11/15 – Dennis Clark – Logic of the Rank of the Subsidiary Motions

04/09/15 – Webinar for Students – Sharpening Leadership Skills – arranged by Jan Strand, PRP

06/02/15 – Dennis Clark – Disciplinary Procedures (for offenses occurring in a meeting)

- The committee suggested continuation of the University of Wisconsin On-Line Course with the resignation of ERC member Rollie Cox, PRP due to his retirement. ERC member Kay Crews, PRP took on that position as of August 2014.
- The committee reviewed and revised the *Pathways to Proficiency – Guide to Script Writing* – to bring it in line with the 11th Edition of RONR.
- The committee suggested that that *Robert's Rules of Order Newly Revised in Brief* be made available in spiral bound format.
- The committee reviewed the *A-B-C's of Parliamentary Procedure* and authorized its republication.
- A new publication – Spotlight on Disciplinary Procedures will be presented to the 2015-16 ERC for approval.

Dennis Clark, PRP
Chairman

Ethics Committee

TO: The 2015 NAP Convention

The 2013 – 2015 ethics committee members are: Jeanette N. Williams, PRP, Chairman; Lucy Anderson, PRP; Thomas “Burke“ Balch, PRP; Ann McCartney, PRP.

The committee business was conducted by one in-person meeting at the 2014 NAP Training Conference, e-mail, telephone conference call, and Adobe connect.

The committee:

- received and processed seven ethics complaints according to the *Rules for Disposition of Complaints*;
- received no member discipline complaints;
- adopted *Procedures to Consider Member Discipline Complaints*; document is posted on the NAP website together with the member discipline complaint form;
- worked with the AIP Ethics Committee regarding the *Joint Code of Ethics*. The respective committees are recommending the same three amendments to the *Joint Code of Ethics* be adopted by the members of each organization;
- reviewed and supports the proposed changes to the NAP proposed amendments to the NAP bylaws regarding the ethics committee; and
- presented a workshop at the NAP Training Conference in August 2014 and will present a workshop at the 2015 NAP Convention.

Jeanette N. Williams, PRP
Ethics Committee Chairman

Membership and Registered Examiners Committee

To: The 2015 NAP Convention

The Membership and Registered Examiners Committee oversees two areas: testing and oversight of the NAP Membership Exam and oversight and testing of the Registered Parliamentarians Exam (RP). Members of the committee are David Mezzera, PRP, California; Mary Remson, PRP, Ohio; Gladys Reid, PRP, Georgia; Michael Wagner-Diggs, PRP, Virginia; Rachel Glanstein, PRP, Hawai'i, and Larry Martin, PRP, Missouri. The Board liaison is Steve Glanstein, PRP. This chairman wishes to express sincere appreciation for their hard work on this committee during the past biennium.

Membership Exams

The board approved the doorway to NAP membership through the *RONR In Brief* instead of RONR, and a 40-question exam from a bank of 100 questions taken from the chapters 1-11 of the *In Brief*. The underlying concept is to have new members begin a learning journey with an easier entry to that first step. A new Study Guide created focuses on the learning field rather than the specific questions.

Exams were offered via paper or online options. Paper exams were the mainstay method during the first year, but online exams are now the norm. As of August 1, over 669 new members have successfully passed the NAP Membership in the past biennium with online exams as the method of testing by over 70%. There are 19 members in the pipeline waiting to test or have tests graded, with a potential 40 students who may apply based on their tests at parliamentary contests.

Registered Parliamentarian (RP) Exams

The board approved registered exams to be offered over a longer period of time. Members can take up to nine months to successfully complete the RP Exam by taking the parts one at a time, in groups, or all at once; their choice. This affords a learning style of focusing upon specific areas and the testing of those areas. Like the membership exams, the format allows for paper exams or online exams.

Members can practice the parts of the exam online and take the exam parts in the same venue. Exams remain in 5 parts, with a monitor overseeing the testing, and members learn their immediate scores upon submission of the completed exam. In this biennium 43 members successfully completed the RP Exam and there are 35 members in the system who have completed one or more parts of the exam.

Revisiting the Questions

The committee has been constantly looking at exam questions, for either membership or RP exams, to ensure they are quality and correct questions. This has been a laborious process for change comes slowly and grading exams have been a higher priority. The committee expresses its appreciation to Ann Guiberson, PRP, NAP President, Steve Glanstein, PRP, and Kay Crews, PRP, who have worked hard to continue updating these questions. While the committee understands there are NAP bylaw amendments that may change this committee, we continue to work until the will of the membership changes our format.

Larry D. Martin, PRP
Membership and Registered Examiners Chairman

NAP Membership Extension and Retention Committee (MERC)

To: The 2015 NAP Convention

Goals for the MERC were:

- Heighten satisfaction with NAP products/services;
- Renew memberships;
- Improve recruitment.

The duties of the District Directors including duties of the Membership Extension and Retention Committee consist of:

- Communicate with district members through publication of a district newsletter;
- Plan and coordinate of a district conference (average attendance--30);
- Promote membership extension and retention.

The Membership Luncheon at convention includes the following program items:

- Recognition of the PEER Awards—approximately 40 members have applied for recognition;
- Recognition of other unit and association awards;
- Recognition of five professional programs (submitted as a result of the PEER Awards) with 5 minutes given for presentation of the programs;
- Honor Roll of Instructors;
- Recognition of the 25 and 26 year NAP members.

Five editions of the MERC newsletter compiled by the MERC Chairman to all NAP members have been distributed. District newsletters distributed and conference attendance follows:

| District I | One newsletter | Conference with 25 attending |
|----------------------|-----------------------|-------------------------------------|
| District II | Two newsletters | Conference with 34 attending |
| District III | Two newsletters | Conference with NC, 20 attending |
| District IV | Two newsletters | Conference with MI, 61 attending |
| District V | Two newsletters | Conference with 18 attending |
| District VI | Two newsletters | Conference with NM, 22 attending |
| District VII | No newsletters | Conference with 28 attending |
| District VIII | No newsletters | Conference with AIP |

Approximately 40 members have submitted applications for the PEER Award. One unit and fifteen associations have submitted applications for the unit and association awards.

614 new members (June 23, 2015) were acquired this biennium. Sixty new RPs have been certified this biennium. Twenty-two new PRPs have been certified this biennium.

*Sandra K. Olson, PRP
Chairman*

Professional Development Committee

TO: The 2015 NAP Convention

Your Professional Development Committee (PDC) has worked with the philosophy that its task was to help NAP members, particularly Registered Parliamentarians (RP) and Professional Registered Parliamentarians (PRP) become better parliamentarians. Your committee reports the following activities:

- Development and implementation of an individual module program-both for classroom and online use-for Professional Registered Parliamentarian (PRP) credential renewal;
- Amendment of requirements for both obtaining and renewing the PRP credential (see below);
- Updating, correcting, rewriting and writing new material for the professional course manual, which will be published under the title, *Professional Practices in Parliamentary Procedure*, First Edition;
- Using draft copies of portions of the new manual in both the modules and two-day Professional Qualifying and Professional Renewal Courses;
- Updating of reporting forms for PRP renewal;
- Development of spreadsheet reporting forms for PRP renewal, as alternatives to the written forms;
- Development and implementation of application process to become a professional course instructor.

Requirements for Obtaining and Renewing the PRP Credential

Based on, but not necessarily limited to, surveys of NAP members, evaluations of professional qualifying and professional renewal courses, individual conversations, and correspondence from credentialed NAP members, the PDC reviewed requirements for both obtaining and renewing the PRP credential.

The PDC deemed the following areas, listed alphabetically, as critical to obtaining the PRP credential:

- Doing Business as a Professional Parliamentarian
- Ethics for the Parliamentarian
- Governing Documents
- Research, Leading to the Writing of Parliamentary Opinions
- Serving as a Meeting Parliamentarian
- Teaching Parliamentary Procedure
- Writing Scripts

For PRP renewal, the PDC required work in these five areas of professional parliamentary practice:

- Ethics
- Governing Documents
- Serving as a Meeting Parliamentarian
- Teaching RONR (the 11th edition, compared with the 10th edition)
- Writing Parliamentary Opinions

In addition, for PRP renewal, the PDC required work in two of the following areas of parliamentary practice with PRPs choosing the areas depending upon their individual needs:

- Advanced Parliamentary Research
- Script Writing
- Doing Business as a Professional Parliamentarian
- Serving as a Presiding Officer

For both the two-day PQC and PRC courses and the modules, a student not demonstrating proficiency in a particular area was given up to 45 days to do post-course work to meet the standards.

Throughout the administrative term, the PDC was made aware of the work of the Special Committee on Credentialing and sought to work in parallel with the special committee where possible.

Results

Since the implementation of the modules and the amendment of PRP qualifying and renewal requirements, your committee reports the following from September 2013 through July 2015:

| | |
|--|------------|
| Registrants for Modules (classroom and online) | 163 |
| Registrants successfully completing modules | 160 |
| Module Instructors | 44 |
| Instructors Needing Renewal Credit | 33 |
| TOTAL SUCCESSFUL MODULE REGISTRANTS | 193 |

| | |
|--|-----------|
| PRPs renewing via modules | 14 |
| Registrants for two-day Professional Renewal Courses | 28 |
| Registrants successfully completing the two-day PRC | 28 |
| TOTAL PRP RENEWALS AS OF 7/31/15 | 42 |

More Detailed Breakdown

| | |
|---|-----|
| Online modules successfully completed | 124 |
| Classroom modules successfully completed | 36 |
| PRP Renewals via classroom modules | 2 |
| PRP Renewals via online modules | 11 |
| PRP Renewals via combination classes, modules | 1 |
| Number of new module-only instructors | 7 |

New PRPs

| | |
|---|----|
| Registrants for two-day Professional Qualifying Courses | 20 |
| Registrants successfully completing the two-day PQC | 20 |

As of July 31, 2015, 16 people were registered for the August online and classroom modules; 12 PRPs were registered for the PRC and nine people registered for the PQC, both held prior to this convention.

The PDC Thanks

- Instructors for their efforts in learning to teach online as well as in the classroom;
- Adobe Connect hosts for their time and efforts in working with the online modules;
- The many NAP members who helped develop, write and proofread the amended programs, formats and guidelines;
- NAP President Ann Guiberson for her vision and encouragement during these past two years in making these transitions happen.

PDC members Carol Austin, Marcella Morrison, Dr William Puette, Ruth Ryan, NAP Vice-president Mary Randolph, ex officio and NAP President Ann Guiberson, ex officio thank you for your support.

*Lyle A Kleman, PRP
Chairman*

Report of the Youth Committee

To: The 2015 NAP Convention

NAP Youth Committee members have served as liaisons to their respective NAP youth partner organization throughout the term. This included site visits to each annual convention of our youth partners and obtaining judges for their parliamentary procedure competitions. Some liaisons were given the opportunity at some partner organizations to present workshops, serve as parliamentarian at various meetings, present awards at the awards ceremonies, and provide other services to promote NAP.

The committee hosted Youth Day at the NTC in Oklahoma City and will present Youth Day at the NLC in Arlington. Robert Schuck, RP, and Gloria Cofer, PRP, serve as coordinator and co-coordinator of Youth Day at NLC.

The committee worked with Jan Strand, the Educational Resources Committee, and students to host webinars on various topics relating to students and parliamentary procedure education. Members from various NAP youth partners, along with many students who were unaffiliated with an organization, participated.

The committee submitted a bylaw amendment for consideration at the biennial convention related to student fees to attempt to retain members in the Youth Committee's key demographic for membership loss. In the view of the committee, it is imperative to the continued success of membership growth and maintenance in NAP.

Brandon H. Walters, RP
Youth Committee Chairman

Report Of The Special Committee On Education And Credentialing

To: The 2015 NAP Convention

“The greatest obstacle to discovering the shape of the earth, the continents and the ocean was not ignorance, but the illusion of knowledge” Daniel Boorstein, The Discourses.

COMMITTEE HISTORY

The Committee was appointed by President Maurice Henderson, PRP June 6, 2013. The charge of the committee was to ***“assist in the development and implementation of all the necessary steps to accomplish the objectives outlined in the Education component of the NAP Strategic Plan adopted on February 26, 2013”*** (Maurice Henderson email to committee members 7/6/13).

Gene Bierbaum, PRP was appointed as chair. The Committee held its initial meeting by teleconference on July 22, 2013 to organize, make initial work assignments and discuss overall issues.

The Committee met face to face at the Convention in Portland in September, 2013 where the initial step of creating a Body of Knowledge was agreed to. The committee also conducted Mega Sessions with the convention attendees to gather knowledge of parliamentary activities and issues of the members.

In particular, it was determined that goals 1 & 2 of the Education section of the strategic plan were the appropriate areas for the committee to focus upon:

GOAL: NAP will provide educational resources and skills training to the public and members at all levels of interest

1. Identify core competencies to develop standardized expertise at each level of learning.
 - A. Implement a program to gather and analyze data related to needs for and uses of parliamentary skills
 - B. Conduct a literature search of existing competency set development
2. Create a defined body of knowledge
 - A. Define levels of skills
 - B. Analyze current offerings and assign levels
 - C. Conduct gap analysis
 - D. Develop and implement the body of knowledge required for each competency at each level

The Committee met face to face in Kansas City in November 2013. A presentation from Applied Measurement Professionals (AMP), Inc. a company that creates and administers credentialing programs for business and non-profit clients, was given. The committee then worked the remainder of the weekend on the draft body of knowledge. The committee also requested funding from the NAP Educational Foundation, which was subsequently granted.

The committee tested that draft with the members through a series of webinar meetings during February 2014. A total of 70 members participated in a total of 8 webinars. The results lead to some shifting around of questions and a few additions and deletions.

In March of 2014, at the request of Gene Bierbaum, Sandra Olson was appointed to the committee as vice chair. In May, Gene Bierbaum resigned as from the committee and James Stewart was appointed as Chair.

During March and April, Ann Guiberson completed the survey questions and formatted them to Survey Monkey. During April and May, Mike Chamberlin got proposals from AMP and Greg Tolleson, AlphaNumerix Consulting. It was decided to hire Greg Tolleson to advise on the survey design and layout, and for him to do the analytical analysis when the survey was done.

The survey was sent to members via email link to Survey Monkey during June 2014. It was in the field for about 3 weeks. The analysis was presented to the committee in late July.

At the NTC in Oklahoma City, a mega session was held to present an overview of the survey results and get input from members on the types of credentials desired, the criteria for credentials, the process to verify knowledge, and the educational program of NAP. At the post NTC committee meeting, the Body of Knowledge was reviewed and amended based on the survey results. The credentialing administration program with the needed bylaws amendments were drafted, and the discussion of the educational program was begun. It was decided to meet face to face in Kansas City the weekend of November 21 – 23, 2014 and have a psychometric consultant for Applied Measurement Professionals at the meeting to assist the committee in creating a credentialing and administration program that meets best practices and other standards. The Body of Knowledge (BOK) was finalized at this meeting as was the plan for the Commission on Credentialing, with appropriate bylaw amendments. The amendments were forwarded to the Bylaws committee shortly thereafter and the BOK and committee report were prepared for publication with the 2nd quarter NP as required by the referring motion.

The matter was presented to the NAP Board at the February 13 - 15, 2015 meeting in Kansas City.

CREDENTIALING - AN OVERVIEW

“Certification can be one of the most powerful initiatives as association ever launches. ... It can ensure consumers have access to qualified service providers. It can establish performance standards, and it can elevate a profession” Mickie S. Rops, CAE. Certification Done Right. Association Now 10/2009

Credentialing, and the standards that go with them, have become an international effort and a several billion dollar industry. There are three primary organizations that certify a credential as being valid and legitimate. In the U.S. there is the American National Standards Institute (ANSI) and the Institute for Credentialing Excellence (ICE) and internationally there is the International Standards Organization (ISO) developed as a result of the European Union. Each has a rigorous standard for the development and awarding of credentials. Those that meet their criteria are recognized worldwide as the standard to meet.

NAP is not even close to meeting those standards.

The basic criteria for all certifications are:

1. The organization giving and administering the credential must be separate from the people getting the certification.
2. The certification and the education for that certification may not be controlled by the same people.
3. The standards are expressed as a Body of Knowledge (BOK) that is developed by industry professionals through a thorough and rigorous process that guarantees participation of all interested

parties and that the standard is a product of a consensus type process and that the standards represent current real world knowledge and practice.

4. The credential must be time limited to insure the person holding the credential maintains current knowledge.

5. The BOK is periodically updated, through the same rigorous process, to meet changes in the industry.

6. The process of assessing the knowledge and competence of the person seeking or renewing a credential shall also follow rigorous and comprehensive evaluation and validation using established psychometric principles and processes.

As the ANSI website states:

The standard is stated as: “deliver an assessment based on industry knowledge independent from training courses or course providers.”

The development and establishment of the Body of Knowledge and the separation of credentialing and education through the creation of the Commission on Credentialing are the first steps to eventually getting NAP’s credentialing program certified and therefore recognized by the world as legitimate.

PSYCHOMETRICS

From Wikipedia

“**Psychometrics** is a field of study concerned with the theory and technique of psychological measurement. One part of the field is concerned with the objective measurement of skills and knowledge, abilities, attitudes, personality traits, and educational achievement. For example, some psychometric researchers have, thus far, concerned themselves with the construction and validation of assessment instruments such as questionnaires, tests, raters' judgments, and personality tests. Another part of the field is concerned with statistical research bearing on measurement theory (e.g., item response theory; intraclass correlation).”

As it applies to credentialing, psychometrics is the process of validating learning and verification of learning by applying statistical and other types of analysis to the education programs and to the testing process (written test, performance evaluation, problem solving etc.) to verify that the student has the knowledge to accomplish the desired activity. In our case, that is the knowledge and ability to practice parliamentary procedure and related disciplines in compliance with the standard set by the Body of Knowledge.

THE BODY OF KNOWLEDGE (BOK)

“The prescribed aggregation of knowledge in a particular area an individual is expected to have mastered to be considered or certified as a practitioner” Tuncer Oren (2005)¹

The BOK is the statement of the knowledge necessary for people to be able to use in the conduct of meetings.

The BOK was developed in three levels, member, leader and consultant. The member and leader level are not part of the credentialing process, but the first two steps in a progression of knowledge acquisition leading to a certificate program for both NAP members and the general public. The member and leader levels will be developed into a standard curriculum which NAP members can learn, get certificated and

then use this resource to teach the community in which they live about parliamentary procedure. A certificate would be awarded to the student after successful completion of the program. This will provide a consistent message from NAP to the public and establish the curriculum as a standard. This process will reward participants with a symbol (the certificate) of their knowledge. It is also anticipated that this effort will entice members and leaders of associations of all types to join NAP and become more knowledgeable of effective meeting management.

The MEMBER level was defined as all the parliamentary knowledge that a normal person needs to know to be an effective member of the average association (Rotary, Chamber of Commerce, Women's Club, YMCA, PTA, etc.)

The LEADER level was defined as all the parliamentary knowledge a person needs to be a leader in the average organization. The term 'leader' is broadly defined as any leadership role, such as officer, board member or committee chair.

The CONSULTANT level was defined as the parliamentary knowledge that a person need to be a parliamentary consultant offering services in the open market place. This knowledge includes not just knowledge of parliamentary procedure, but its application in various circumstances, knowledge of business practices, and legal issues to the extent of knowing when to refer a client to counsel, and other areas that will assist the consultant parliamentarian in service to a client.

The BOK was approved by the NAP Board, and any amendments to it must be approved by the NAP Board of Directors. The BOK will become the standard by which all education/credentialing is planned and evaluated, thus giving NAP the consistency in these areas that it so desperately needs. Another grant from the NAP Educational Foundation was approved to distribute the Body of Knowledge to all members by mail for their continued educational program development.

THE COMMISSION ON CREDENTIALING

“Governance structure, policies and procedures protect against undue influence and provide for autonomous decision making related to certifications” Mickie S. Rops, CAE.
Certification Done Right. Association Now 10/2009

The options available for an independent credentialing body are:

1. Outsource to a professional credentialing management company
2. Create a legally independent non-profit association to be the credentialing organization
3. Create an independent body within the association.

Option 1 is extremely expensive and out of NAP's reach. If NAP was granting thousands of credentials, it might be viable.

Option 2 was within the realm of possibility, but has some issues associated with it that the committee felt were just too much to delve into at this time.

Option 3 was judged the best way to go about the credentialing program. The NAP Ethics committee model was used as a basis for the Commission on Credentialing.

1. The commission would consist of six members (five of whom must be credentialed) elected by the NAP Board of Directors to serve staggered three-year terms. The board will have the power to remove a member of the commission, or the entire commission by a 2/3 vote.

2. Members of the NAP Board of Directors will not be eligible to serve on the commission, and members serving on the commission will not be permitted to teach courses leading to a credential.
3. The commission will determine the professional credentials to be offered by NAP, establish criteria for obtaining these credentials consistent with the Body of Knowledge, establish renewal requirements, and rule on appeals arising from the credentialing process.
4. The commission will administer the credentialing programs of the NAP within accepted psychometric practices and conduct periodic job analyses to keep the Body of Knowledge current. Changes to the Body of Knowledge will require approval by the NAP Board of Directors.

THE NAP EDUCATION PROGRAM

“Providing excellent service to members does not translate into “we’ll do everything or anything the members ask”. It does mean the association makes every effort to understand the members needs and attempts, within the confines of the mission, to meet them” 7 Measures of Success. The Center for Association Leadership 2006

The NAP educational program has been very inconsistent. The goals changed with each new administration, educational programs at state, district and national events dependent on the availability and desire of presenters (along the lines of who wants to present what), without any attempt to provide the members with a specific and plan program of education.

The Body of Knowledge is that plan. The educational program can now be established based on the BOK and all educational activities, webinars, state, District, NTC and Convention workshops, and even publications can be aligned to the specifics of the BOK.

Removing the credentialing from the Professional Development committee will allow the committee to focus solely on education, which is, after all, the prime purpose of NAP.

The international certification standards of all accrediting organizations also mandate that education and credentialing are separate organizations. This is to insure the independence of the credentialing and remove the influence of specific teachers or other forces that would align the credential to the teaching.

THE FUTURE

The committee discussed many aspects of the future under the new structure. It used as a working definition the RP qualifies someone to be a parliamentarian for an organization to which they belong, and the PRP qualifies that individual to serve any organization as the parliamentarian. The commission would develop the criteria for each by choosing which components of the Consultant BOK fits in each definition. It discussed having a broad outreach to all members in the creation of testing questions and testing processes.

One of the most exciting things discussed was the idea that the Member and Leader BOK’s could be used to create a standard curriculum and instructional module that any NAP members could use to teach local organizations (ex. YMCA, Rotary, Chamber of Commerce, Board of Realtors, historical association, etc.) and then present a certificate of achievement to the participants. This would not only promote some standardization for our educating the public about parliamentary procedure, but would help to fulfill other strategic plan goals such as increasing name recognition and increasing membership,

James H. Stewart, PRP, Chair
Ann Guiberson, PRP, Ex Officio
Wanda Davis, PRP
James Jones, PRP
Sandy Olson, PRP
Ann Rempel, PRP
Dan Seabold, PRP
Mike Chamberlin, Staff Advisor and Support
Cyndy Launchbaugh, Staff Advisor and Support
Eugene Bierbaum, PRP first chairman

1) Tuncer Ören (born ca. 1935 in İstanbul) is Turkish/Canadian systems engineer, professor emeritus of Computer Science at the School of Electrical Engineering and Computer Science (EECS) of the University of Ottawa, Canada, and Director, The McLeod Modeling and Simulation Network (M&SNet) of the SCS. He is known for his contributions to the methodology of modelling and simulation. Ören received his MA in Mechanical Engineering at the Technical University of Istanbul, and his PhD in Systems Engineering from the University of Arizona, under A. Wayne Wymore. Ören started his working life in industry in 1963 as Systems Engineer for IBM Türk in Istanbul, where he coordinated effort in the textile industry, and in education. In 1970 he started his academic career as assistant Professor at the Computer Science Department of the University of Ottawa, where in 1981 he became Full Professor. he has been visiting professor at National Space Activities Commission of Brazil, Sao Jose dos Campos, São Paulo, Brazil in 1971; at the Institute of Systems Sciences, Johannes Kepler University, Linz, Austria in 1983; at the Middle East Technical University, Ankara, Turkey in 1983 and 1991; at the University of Vienna, Austria in 1984-85; and at the Université Paul Cézanne – Aix Marseille 3, Marseille since 2004. Ören has been awarded SCS Modeling and Simulation Hall of Fame – Lifetime Achievement Award, and the "Information Age Award" from the Turkish Ministry of Culture.

Edit and Review Committee

TO: The 2015 NAP Convention

The Edit and Review Committee members were:

Shirley Brodbeck, RP
Lynna Gene Cook, PRP
Judy Edwards, PRP
Lori Finck
TennieBee Hall
Rick Weaver, RP

The Committee met in Oklahoma City in 2014 and reviewed the year's work. All other work has been completed by way of email and phone calls.

The Committee has edited many items at the request of Ann Guiberson, Cyndy Launchbaugh, and Dennis Clark. Items edited were:

- monthly Newsflash that is sent to the membership,
- membership CD and tray card,
- new member email message sent by Headquarters following passing of the membership exam,
- motion script cards,
- Pathways to Proficiency: Parliamentary Playbook - Script Writing,
- 2013-2015 Membership Directory,
- Nola's Daily Doses, and
- Master the Meeting, book of practice scripts

The largest project completed was the "In Order Study Guide for the RP Exam." The committee spent many hours and days formatting, checking references, and editing. Special thanks to Rick Weaver for working as the lead on this project.

***Lynna Gene Cook, PRP
Chairman***

International Services Special Committee

TO: The 2015 NAP Convention

CHARGE: The International Services Special Committee successfully worked at its charge to explore, investigate, and introduce ‘international’ individuals for membership into the National Association of Parliamentarians, thus contributing to fulfil the NAP Vision “to provide parliamentary leadership to the world”. http://www.tinyurl.com/NAP_2015_ISSC_Full_Report

PLAN OF ACTION: All work and projects were based on the Strategic Plan of NAP. Inquiries of NAP services were handled from eleven countries. Challenges of international members were identified as: logistics, marketing, culture, and language. A cultural review of NAP resources and services uncovered ‘potential barriers’ to engagement by international members which are now being addressed. Unique to internationals are difficulties in time, money, and technical resources.

PROJECTS – Completed and Ongoing – with no budget:

- **Enhanced** internal/external flow of international inquiries via ‘Contact Point Person’.
- **Translated** some NAP material in Hawaiian, Spanish, and Chinese; more is in progress.
- **Evaluated** NAP website; currently improving ‘international exposure and friendliness’.
- **Submitted** three articles to *National Parliamentarian* (First Quarters: 2013, 2014, 2015).
- **Chartered** Chinese Association of Parliamentarians; 20 members, more waiting to join.
- **Coordinated** (w/ Professional Development Committee, Chair Kleman) “to allow members ‘over-seas’ or ‘unable to travel’ to retain credentials via online webinars/PRP renewal modules, etc.” *NOTE: It appears ‘international members’ have a higher percentage of being credentialed. Credentialed members typically yield more income for NAP.*
- **Commenced** ‘cooperation’ between NAP and African Methodist Episcopal Church including to provide NAP material for their 2016 General Convention in Philadelphia.
- **Researched** ‘internet voting’ to engage members via practical, educational technology.

The challenges of international members correlate to those of NAP’s ‘continental MAL’s’, members in non-chartered states, and members outside the non-contiguous United States, namely: a feeling of isolation; disconnected from a ‘core support group’ (that can provide on-going training and motivation with studies); a lack of mentorship opportunities; and reduced opportunities for national committee appointments (because talents may be unknown due to limited participation/exposure to others due to location). *The work of the International Services Special Committee - to help internationals engage with NAP - is in reality beneficial not just to those individuals residing outside the United States but to all NAP members.* For this reason, and to continue work on projects, the International Services Special Committee desires to become a STANDING Committee with a working budget to capitalize on opportunities waiting in 2016.

This Chair thanks each member of this special committee for completing assignments with creativity, innovation, and passion. Also, NAP member Baofeng Ma. This Chair sincerely thanks President Ann Guiberson for this appointment resulting in the opportunity to serve NAP in this incredible journey!

***Karen Watson, PRP
Chairman***

Leadership Conference

TO: The 2015 NAP Convention

During this biennium NAP will have conducted two leadership conferences. A portion of the planning process for the 2014 Leadership Conference was a survey that was sent out to NAP leaders at the association and unit levels. Over 50 surveys were returned. An eleven-page report of the responses to the survey was compiled.

The 2014 NAP Leadership Conference, titled “Creating the Future through Leadership”, was conducted August 5-7, 2014 in Oklahoma City. Thirty-eight NAP leaders participated in the conference. Each participant received electronically a fifty-seven page document which included all of the handouts for the conference. The following is a list of the speakers and subjects of the various presentations:

- Greetings Ann Guiberson, PRP, NAP President
- DiSC Personality Profile Nancy Sylvester, PRP
- NAP Headquarters Services Mike Chamberlain, MBA, CAE, NAP Executive Director
- Membership Recruitment and Retention Sandy Olson, PRP
- Succession Planning Emma Faulk, PRP
- Using Technology to Reach Out Greg Goodwiller, PRP
- Effective Boards Governance Kay Crews, PRP
- Association Finance Evan Lemoine, PRP
- Change Management Nancy Sylvester, PRP
- Building Relationships Dale Huff, RP

The evaluations from the 2014 NAP Leadership Conference were submitted by the attendees, were compiled, and rated the conference as Outstanding.

The 2015 NAP Leadership Conference, titled “We are the Future through Leadership”, was conducted September 2 – 3, 2015 at the Crystal Gateway Marriott, in Arlington, VA. During the month of August, the attendees were asked to observe three webinars:

- NAP Structure and NAP Strategic Plan—Its Impact on Associations Ann Guiberson, PRP
- DiSC Profile Nancy Sylvester, PRP
- Building Budgets Evan Lemoine, PRP

Scattered throughout the conference were various “Show & Tell” moments by participants on the subject of Best Unit/Association Activity/Educational Program. The following is a list of the speakers and subjects of the various presentations:

- Greetings Ann Guiberson, PRP, NAP President
- DiSC Personality Profile—Part II Nancy Sylvester, PRP
- Building a Strong Partnership with NAP Headquarters Cyndy Launchbaugh
- Revitalize! Members, Units, & Associations Sandy Olson, PRP
- Board Self-Evaluation: Traditional Nicety Is a Contemporary Necessity Leigh Wintz, PRP
- Growing New Leaders Facilitated Discussion
- Parliamentarians in Tomorrowland Greg Goodwiller, PRP
- Understanding and Managing Change Nancy Sylvester, PRP
- Preparing for the Future Adam Hathaway, PRP

*Nancy Sylvester, PRP
Coordinator*

2015 Convention Coordinator

TO: The 2015 NAP Convention

The planning by the 2015 National Association of Parliamentarians® Biennial Convention Committee during this biennium will culminate with the convening of the convention at the Crystal Gateway Marriott Hotel in Arlington, Virginia. Events are scheduled from September 2 through September 7.

In addition to participating in the business meetings, several convention activities in which attendees can participate have been scheduled. These activities include:

- The Leadership Conference
- Dinner with Board of Directors
- PQC and PRC opportunities
- The NAP Educational Foundation Breakfast, Live Auction and Annual Meeting
- Membership and Registration Exams
- Youth Day
- Youth Day Luncheon
- Membership Awards Luncheon
- Education and Credentialing and Bylaws Forums
- Banquet Honoring NAP Past Presidents
- District Meetings
- Banquet Honoring the Parliamentarians of the U.S. Senate and House of Representatives
- Banquet and Installation of NAP Officers
- Reception Honoring New NAP Officers
- Educational Workshops

Forty-two workshops, arranged by Susan Eads Role, PRP and Wanda Sims, PRP, Workshop Coordinators, will offer over forty learning opportunities for all levels of parliamentary competence. There are seven workshop tracks: Motions, Officers, Boards and Committees, Professional Development, Professional Practice, Rules of the Assembly, Teaching Techniques and Technology.

The District of Columbia Association of Parliamentarians along with members of the Maryland Association of Parliamentarians and the Virginia State Association of Parliamentarians are pleased to serve as hosts for this convention. The Convention Coordinator and Assistant Coordinator, Loretta Tillery, gratefully acknowledge all who have taken part in this convention.

Rosalie H. Stroman, PRP
2015 Convention Coordinator

Budget and Finance Board Committee

To: The 2015 NAP Convention

The budget and finance committee has met electronically since the September 2013 board meeting. The committee will continue to seek ways to implement sound financial policies which create efficiencies in our operations.

This biennium, the budget and finance committee has:

- Secured bids from three CPA firms in the Kansas City, MO for financial statements and tax returns;
- Transitioned independent CPA services to a new CPA located in Independence, MO;
- Reviewed monthly financial information prior to distribution to the board of directors;
- Recommended pricing for NAP's webinars based on the estimated duration of the webinar after researching other continuing education providers;
- Recommended the *Investment Policy Statement* drafted by the treasurer be adopted by the board of directors; and,
- Monitored NAP's investment performance periodically with the Treasurer to determine whether other investment choices should be considered based on the advice of the Edward Jones advisor.

While there will be a board of directors in the next biennium, the budget and finance committee will:

- Survey committee chairmen and NAP officers, board members and district directors for feedback relating to financial goals prior to adopting a new budget; and,
- Develop a budget for 2015-16 fiscal year based on actions adopted by the board and the convention body.

Evan A. Lemoine, CPA, PRP
Chairman

Pricing Board Committee

To: The 2015 NAP Convention

The pricing committee has met electronically since the September 2013 board meeting. The committee's purpose is to ensure we offer competitively priced educational materials to our members and the public.

Projects Completed / Actions Taken

- Approved a 10% discount on educational materials be offered as part of the agreement with the National PTA
- Approved pricing of recorded webinars available on-demand at the same price as live webinars for a period of 90 days following the live webinar
- Approved an annual webinar package be made available to NAP members that includes live/recorded webinars at a fee of \$275/year
- Approved the Parliamentary Law Month bundles
- Approved member / non-member pricing of several publications including *Pathways to Proficiency: Parliamentary Playbook - A Guide to Script Writing* (revised for Eleventh Edition), *Nola's Daily Doses* (revised for Eleventh Edition), *Fun with Parliamentary Procedure*, and *Motion Script Card Set*

Projects/Activities in Progress

- Evaluate all existing inventory items for consideration of items to bundle together, providing guidance to shoppers who may otherwise be overwhelmed of our inventory items and what items to purchase
- Continuously review member and non-member pricing of educational materials
- Continue to seek ways to reduce the amount of educational material inventory as a means of enhancing cash flows without adding substantial unit cost for printing
- Continue to encourage the publication and offering of educational materials in electronic formats

Evan A. Lemoine, CPA, PRP
Chairman

National Association of Parliamentarians Educational Foundation

TO: The 2015 NAP Convention

The NAP Educational Foundation Mission Statement is: NAPEF makes the world a better place by engaging people of all ages in parliamentary procedure to achieve orderly, democratic decision making.

The NAP Educational Foundation Goals are:

- Assist in implementing the NAP body of knowledge.
- Promote engagement of younger generations (X, Y, Z) in learning parliamentary procedure.
- Develop foundation support by engaging communications with supporters.

NAP Educational Foundation distributed the following funds this Biennium:

- Youth Day—\$3,398
- Special Committee Body of Knowledge and Consultant— \$12,620
- LMS—\$3,600
- Internship Program-\$4,000
- Educational Materials—\$25,000

The accomplishments of NAP Educational Foundation this Biennium:

- Webpage
- Newly revised documents
- New investment policy
- New regular and life contributors
- Think Tank with new goals
- Parliamentary calendar
- Young Professional Scholarship

The activities sponsored by NAP Educational Foundation this Biennium:

- Dinner and Fundraiser, Oklahoma City
- Youth Partnership Students Funding
- Foundation Auction and Breakfast
- Youth Day
- Think Tank

A particularly bold move the NAP Educational Foundation Board of Trustees took during this biennium was to host the first ever NAPEF Think Tank. The theme of the 2015 NAPEF Think Tank was: Exploring the Impact of Generational Change on the Parliamentary Profession. The outcome of that three-day event is an eight-page report, the NAPEF Think Tank White Paper, which one will find on the next page of this Book of Reports.

The trustees believe that the Think Tank White Paper will assist NAP in fulfilling its Mission. The trustees further believe that the white paper will assist NAPEF fulfill its Mission as well. The NAP Educational Foundation wish to thank all of the NAP members for the continued support of the Foundation.

*Nancy Sylvester, PRP
NAPEF President*

Alabama State Association of Parliamentarians

TO: The 2015 NAP Convention

The theme for 2013-2015 was “Achieving New Heights in Parliamentary Leadership.” The goals were to establish new parliamentary units in Alabama, increase membership numbers and to encourage participants to advance their level of membership status. NAP representatives at our annual meetings were Maurice Henderson, PRP in 2013 and Evan Lemoine, PRP in 2015.

We are excited to report that we have a new unit in our state – the Central Alabama Unit which meets in Leeds Alabama. In November 2013, we had 65 NAP members and 24 provisionals. Our membership total in June 2015 was 66 NAP members and 29 provisionals. Seven provisionals advanced to NAP status and one NAP member became a Registered Professional member. Our study sessions focused on preparing provisionals to take the membership exam. These sessions were also a good review for the rest of us. With our recruitment of provisionals, we have a bountiful supply of potential new NAP members.

Reflecting on our past, we have had a rich heritage of strong parliamentary leadership. It is exciting to think of the things we will do to build on our heritage to help “Create the Future.” Our focus for 2015-2017 will be “Raising the Standard of Parliamentary Knowledge & Leadership.” Leadership is measured by performance and bringing forth new ideas for future endeavors. We will continue our leadership development by encouraging and providing opportunities for members to upgrade their parliamentary levels from NAP member to Registered and/or Professional Registered Parliamentarian status, new member recruitment, technology advancement, community education outreach and publicity of our accomplishments.

April has been proclaimed Parliamentary Law Month and an appropriate time to celebrate the use of parliamentary procedure. Our association observed the month with our traditional association outreach project in partnership with the Alabama FBLA-PBL State Leadership Conference held in Birmingham each year. Our members judge, evaluate and score the parliamentary procedure quality of a regular chapter meeting of FBLA Youth leaders. These students exhibit a strong understanding and application of parliamentary procedure. They are an inspiration to us. This activity also provides our members who act as judges with an opportunity to interact with high school students, put our parliamentary knowledge into practice and provide encouragement to us that our parliamentary future is in good hands.

We will continue to support ASAP goals and projects as a way to create the future and bring the NAP mission and vision into reality in our State. We look forward to chronicling our activities and accomplishments in various media sources and publications.

Barbara Luckett
President

Arizona State Association of Parliamentarians

TO: The 2015 NAP Convention

The 2014-2015 year of the Arizona State Association of Parliamentarians (ASAP) was an exciting and busy year. ASAP is continuing to be very dynamic in promoting youth. ASAP has active partnerships with the Health Occupation Students Association, Future Business Leaders of America, Future Farmers of America, and the Family, Career and Community Leaders of America in which we take pride in providing coaches for their high school teams and judges for their local and state competitions. ASAP Vice President Al Gage is a coach for the Millennium High School HOSA Team which won gold in June at the HOSA National Leadership Conference (NLC) in the parliamentary competition held in Anaheim, CA. ASAP Secretary Jane Shovlin received the Honorary Life Time Membership Award at the HOSA NLC. Because of our involvement with the youth groups, two of the 4 NAP Student RP's members are from Arizona.

Included in the members of the ASAP Youth Committee are three youth students and they are interested in forming an AZ Youth Student Unit. The Youth Committee Chairman Mike Peck and the committee are working with the students to obtain their NAP membership and help write their bylaws. HOSA, FBLA, FFA, and FCC students have attended the ASAP Annual Meetings and miss out on voting and making motions.

ASAP goal is to have workshops throughout Arizona. The first was held in Tempe AZ with the AZ Alpha Unit hosting the workshop. AZ Agua Fria Unit voted to host one west of Phoenix. Plans are to hold workshops also in Tucson and Flagstaff. A Special Workshop Committee was established and Chairman Al Gage and the committee are working to create a policy and procedures for the Arizona State Association and the units to work together to hold the workshops.

2015 Annual Meeting Chairman Joe Theobald and the committee has planned a weekend retreat for the Annual Meeting. Plans for Saturday August 15, 2015 is a bus trip to the Kartchner Caverns where the members will tour "a live cave" and cool off with average temperature of 72 degrees and 99% humidity instead of 110 degrees and no humidity. The evening plans include workshops and a Bylaws forum. Bylaws Chairman Pam Koestner and the committee held several meetings this year and will be available to answer questions on the proposed amendments to the bylaws, special rules of orders and standing rules. Sunday August 16 will be the annual meeting with the election of the nominating committee, voting on the proposed amendments and some more workshops.

Currently we have seven active units, AZ Agua Fria, AZ Alpha, AZ Omicron AZ PRP, Bradshaw Mt, Old Pueblo, and Valle del Sol. ASAP currently has 68 members – of the 68, 7 are provisional members

The units have filed the 990- IRS forms after hurdling through problems with the IRS. One unit is still having problems in filing the form.

The units are working with their provisional members to take the NAP membership exam and encouraging the members to study for the RP and PRP exam. Old Pueblo Unit this year had three provisional members and Valle del Sol Unit had one provisional member take and pass the NAP exam.

Publicity Chairman Sallie Lovern obtained from AZ Governor Doug Ducey a proclamation proclaiming April Parliamentary Month. The proclamation was posted on ASAP Facebook and Website.

Marie Frasca, RP
President

California State Association of Parliamentarians

To: The 2015 NAP Convention

The California State Association of Parliamentarians has about 200 members of which 74 are MALs. The state is divided into 3 Areas with 17 NAP study units and 1 registered parliamentarian's unit. As a result CSAP holds 3 Parliamentary Institutes every year. Every year we have several members that are active at the District and National levels as instructors or as leaders.

CSAP will be holding its Annual Meeting from August 7-9, 2015, in the San Francisco Bay Area. At every Annual Meeting we invite college students to attend on scholarships that cover their meals and registration. We then assign the students either speaking, or otherwise, quite visible roles in the Annual Meeting.

As in the previous 2 Annual Meetings under my presidency, I have insisted on 5 interactive workshops and 2 very short business meetings. The workshops are based on Practical Parliamentary Procedure concepts towards Effective Meeting Management. The workshops are so closely related that the workshops feel like a college course. We prohibit book reports from the lectern and PowerPoint recitals.

We publish and distribute a quarterly newsletter, the *California Parliamentarian*, to keep our members informed about state and national events, and to encourage the members to write articles on parliamentary procedure.

We have almost completed a new website that takes the blog approach to encourage member involvement. Additionally, we have implemented an online registration process to encourage member participation. We have also established a Facebook page, and a committee to teach members how to use Social Media at the unit level.

Lorenzo R. Cuesta, PRP
President

Colorado Association of Parliamentarians

TO: The 2015 NAP Convention

As of June 2015, the Colorado Association of Parliamentarians (CAP) has 69 primary members in units, 31 members-at-large, and one youth group. Nearly 28% of our members are credentialed as RP (7), PRP (10), or PRP-R (2). Each of Colorado's seven units has at least one credentialed primary member.

While Colorado's primary membership in units has declined slightly over recent years, our members-at-large have soared. A continuing effort to reach out to our youth has contributed to this rise in MALs with students in rural communities passing their NAP membership exam. Many of these students have excelled in FBLA or FCCLA team competitions. A core group of CAP members assist with judging these competitions and mentoring youth advisors.

Our educational offerings since the previous NAP Biennial Convention have included:

- Skype Demo: Using Group Video Calls for Boards and Committees
- "Beam me up, Henry!" A discussion of technology for holding electronic meetings
- Leadership training for the CAP Board of Directors
- Types of Meetings
- 2014 Summer Institute: Elections from A to Z – Ann Guiberson, PRP, and Sandy Olson, PRP
- The Cure for Motion Sickness – Donna Thompson, PRP
- Social media for marketing your parliamentary services
- The role of the treasurer – Glo Hess, PRP
- Audits – Evan Lemoine, PRP
- 2015 Summer Institute: Leadership 2015 – Nancy Sylvester, PRP
- PRC Modules: Governing Documents, Serving as a Parliamentarian, Teaching, Script Writing
- What you always wanted to know about parliamentary procedure – Colorado Omega Gaveliers
- Parliamentary Procedures Workshop – Colorado Gamma Gaveliers

We teamed with the Nebraska State Association of Parliamentarians to offer the highly successful two-part Leadership 2015 – in Nebraska (April) and in Colorado (2015 Summer Institute) with guest speaker Nancy Sylvester.

Our theme for the 2015-2016 year is "A New Beginning." We're trying new ideas to boost attendance and participation at our meetings. We'll collaborate with our CAP Youth Committee to combine the Youth Advisor Meeting Training Workshop with our Fall membership meeting – "Are you ready for the question?"

You are invited to the 2016 Leadership Conference (Sep 24-25) and NTC (Sep 26-28), to be held at the Omni Interlocken Resort in Broomfield, Colorado. See you there!

*Paula Lasky, PRP
President, 2013-2015*

The Delaware State Association of Parliamentarians

To: The 2015 NAP Convention

Since March, 2013, five Provisional members passed the NAP Membership Examination – Lamar Alexander, Jennifer Gray Alexander, Cortney Davis, Jalaah Hayes, and Michael Morgan – following our parliamentary procedure study sessions, which are held the second and fourth Thursdays monthly. Our

Fifth Annual Parliamentary Procedure Workshop, which was open to officers and members of organizations, was held on March 25. The presenters were Regina Brown, Dr. Jan Christopher, Wanda Davis, PRP, Reba R. Hollingsworth, Ph.D., Berlin Hollingsworth, Ph.D., and Robert Sidell, RP. The Annual meeting followed the workshop at which these officers were elected: President, Dr. Reba Hollingsworth, Vice President, Dr. Berlin Hollingsworth, Secretary, Mary Lomax, and Treasurer, Regina Brown.

Throughout the biennium, the officers and members conducted workshops for various organizations, such as, Delaware Chapters of Delta Sigma Theta Sorority, Inc., the Wesley Foundation Students at Delaware State University, the Dover Lions Club, and served as judges for the Delaware State Technology Student Association, the Delaware State Conference of Business Professionals of America Youth Group, and the Parliamentary Procedure Contest for Delaware Student Youth Group at the University of Delaware.

The DSAP meets quarterly on the last Monday of the months of March, June, September, and December. Members who serve as delegates to the District One Conferences and the NAP National Conventions and Leadership Conferences, present reports at these meetings. Congratulations to Wanda S. Davis, who was appointed by National President, Ann Guiberson, to serve on the Special Committee on Education and Credentialing.

Reba R. Hollingsworth, Ph.D.

President

District of Columbia Association of Parliamentarians

TO: The 2015 NAP Convention

The District of Columbia Association of Parliamentarians (DCAP) consists of four units: DC Registered Unit, Hobson Unit, McCaskill Unit, and Sartwell-Tunstall Unit. As of May 2015, DCAP has 134 members.

In 2013 19 members attended the 39th NAP convention in Portland, Oregon. Three of the four units received membership recognition at the awards luncheon. In 2014 thirteen members of the DCAP attended the NAP Training Conference held in Oklahoma City, Oklahoma. Three members received the PEER award certificates. During this time, Rosalie Stroman and Loretta Tillery, Coordinator and Assistant Coordinator, respectively presented a video “A Call to Convention”.

Under the theme, “Continuing the Journey towards Parliamentary Excellence”, DCAP reports the following activities during this biennium:

- Conducted the 44th annual DCAP Convention March 16, 2013 under the theme, “Achieving Parliamentary Excellence”. There were 50 members and guests in attendance. Darlene T. Allen, PRP, District Two Director, gave greetings and reported as the NAP representative. Rosalie Stroman, PRP, presented the workshop on “It’s All about Effective Meetings”.
- Hosted the annual Parliamentary Law Day October 26, 2013. Speaker Jason V. Morgan PRP, JD, presented a workshop “Parliamentary Law: Gateway to Democracy”. Forty-two members and guests were in attendance.
- Hosted a membership recruiting event on Wednesday, February 26, 2014. The theme of the event was “Information You Can Use for Today and Tomorrow.” The presenters for the event were Betty F. Tunstall, PRP and Freddie L. Colston, PRP. Invited guests were from the community and neighborhood organizations.
- Conducted the 45th annual DCAP Convention on March 15, 2014 under the theme, “Embracing Parliamentary Procedures for the Future”. Fifty-six members and guests were present.
- Hosted the annual Parliamentary Law Day October 25, 2014. Darlene T. Allen, District Two Director, gave greetings and John D. Stackpole, Ph.D, PRP, presented a workshop “Voting on a Three Way Decision”. 56 members and guests attended the conference. Additionally, DCAP created a Parliamentary Law Day Display that was housed in the District of Columbia’s Administration (Wilson) Building.
- In November, 2014 the Sartwell Unit changed its name to Sartwell-Tunstall Unit in honor of its member, Betty Tunstall, PRP, who has held many national and local positions in NAP and DCAP, respectively. Of the more than 60 members and guests in attendance, Maurice Henderson, immediate NAP past president, and Jim Jones, current NAP board member, joined in the celebration to honor Betty.
- Conducted the 46th annual DCAP convention March 21, 2015 with 71 in attendance. New officers were elected. Freddie L. Colton PRP, presented “The GPS to Success “and Michael L. Swift PRP, MD Association of Parliamentarians, presented “Having Your Say, That’s an Excellent Idea”. The membership approved Betty Tunstall as an Honorary Member of DCAP.

DCAP congratulates Lorethea Fields and Mary Grant on passing the RP examination.

**Ferial S. Bishop, PRP
President**

Florida State Association of Parliamentarians

To: The 2015 NAP Convention

The Florida State Association of Parliamentarians has 258 members in 12 units. They carried out Past President Shirley Brodbeck's theme, "Reach Out," by having a booth at three trade shows for condos and homeowners associations in three different cities.

Members handed out the NAP Basic Information sheets to the tradeshow attendees and then invited them to answer a question: Who wrote *Robert's Rules of Order*? If they guessed the author (some had a little coaching), they received an *Oh Henry!* candy bar. Attendees were also encouraged to enter their names in a drawing for *RONR in Brief*.

There wasn't a deluge of requests for parliamentary assistance, but two people joined a unit and three phone calls were received for parliamentary assistance; one came a year later.

FSAP publishes a newsletter four times a year and uses Constant Contact for distributing timely information to all members.

Many members judge and advise student parliamentary teams and teach parliamentary classes for the public. Several members serve on NAP Committees and are leaders in the many organizations to which they belong.

A unique occasion to "Reach Out" occurred when two incarcerated members passed their NAP membership exam. President Brodbeck spoke to the members of the Toastmasters Higher Standards Gavel Club on the prison grounds. Seven members requested further materials so they could study for the membership exam. The club's NAP member is leading a parliamentary study committee and advises the Toastmasters clubs (there are three on campus) and was asked to help the Veterans Support group when they learned he was studying parliamentary procedure. That same member has already passed three sections of the RP exam with flying colors and is soon expected to proudly wear the Registered Parliamentarian title.

Two units and other members have donated to the prison a total of fifty-two copies of *RONR in Brief* and one copy of *RONR 11th Edition*.

A dissolving unit in Ohio has donated another forty books: one for the president and one for the parliamentarian of each of nineteen other gavel clubs in prisons in the Florida Panhandle.

FSAP is extremely proud of our member, NAP President Ann Guiberson, and we hope our "Reaching Out" has helped to fulfill her theme to "Create the Future."

***Tim Wynn, PRP
President***

Georgia Association of Parliamentarians

To: The 2015 NAP Convention

The Georgia Association of Parliamentarians (GAP) has two active units, the Atlanta Unit and the Dogwood Unit. These units meet monthly with the exception of June-August. Accomplishments during the period included:

- Attending and participating in the National Association of Parliamentarians (NAP) Leaders Conference, held in Portland OR. September 2013.
- Serving and participating as delegates at the NAP 2013 convention held in Portland OR. Then-President Corliss Baker, was honored to deliver the invocation at the NAP past president's dinner during this convention
- Serving as judges to the Georgia Chapter of the Future Business Leaders of America (FBLA) at its annual State Leadership Conference, held in Atlanta, GA 2014 and 2015.
- Serving as judges for national Phi Beta Lambda (Nashville, TN), FFA State Leadership Conference (Macon, GA) and FCCLA state Leadership Conference (Athens, GA) competitions in 2014
- Serving as judges for HOSA competitions (Athens, GA) in 2014
- Attending the 2014 NAP Leadership and Training Conference in Oklahoma City, OK.
- Working closely with the GAP Education Committee to provide RONR educational classes and competitive team coaching for the Babb Middle School of Forest Park, GA., Brunswick High School, Brunswick, GA and the Tucker Middle School of Tucker, GA. Babb Middle School teams received Silver Medal Honors at 2014 and 2015 Annual FCCLA Leadership Conference; one of two Brunswick High School teams placed eighth overall at the 2015 FBLA National Leadership Conference.
- Presented a workshop for the City of Atlanta, Office of Planning, Neighborhood Planning Units (NPUs). This workshop increased GAP non-dues revenue.
- Increased public awareness of GAP through the use of the social media such as Facebook and twitter. Updated the GAP website, and used Eventbrite for convention and workshop registrations.
- Increase in credentialed parliamentarians (PRP): Carol Johnson Davis and Todd Crowder.

The GAP held its 38th Biennial Convention and Workshop in February, 2015. Mr. Jim Jones was GAP's featured speaker. Election of officers was held at this convention and the newly elected officers are:

- | | |
|---------------------------------------|-----------------------------------|
| • President, Carol Johnson Davis, PRP | Vice President, Gloria Cofer, PRP |
| • Secretary, Rita Mauro | Treasurer, Valerie Martin |

Since February 2015, GAP has accomplished and is planning the following:

- Presented a second public parliamentary workshop for the Office of Planning, Neighborhood Planning Units (NPU) in July 2015. A program presentation is being prepared for Zoning Review Boards for the City of Atlanta, August 15, 2015
- A program presentation is being prepared for Student Government, Morehouse College, September 26, 2015.

Carol Johnson Davis, PRP
President

Hawai'i State Association of Parliamentarians

To: The 2015 NAP Convention

Under the capable leadership of Dr. William J. Puette, Ph.D., CP, PRP over the past two biennia, the Hawai'i State Association of Parliamentarians ("HSAP") has been active in membership recruitment, expanding membership services, and promoting wider interest in the knowledge and usage of parliamentary rules to further the object and purposes of the NAP.

The 2015 Biennial Convention of the Association was held on June 20, 2015 at 'Ulu'ulu, the Giugni Archives located at the University of Hawai'i, West O'ahu in the fastest growing area of the State. NAP Board member Steve Glanstein and our District 8 Director John Hohlbauch provided updates from the NAP and District 8.

The following were elected to lead the Association in the 2015-2017 Biennium:

| | |
|--------------------------|---------------------------------|
| President | June M. Asato, RP |
| Vice President | Susan Glanstein |
| Secretary | Josette Kawana |
| Treasurer | Ron Mobley |
| Immediate Past President | Dr. William J. Puette, CP, PRP. |

Membership Recruitment and Retention continues to be a challenge. Membership base in three active state units has been stable but recent increases in membership could not be sustained. Membership remains at near 100, which is 100% larger than we were in 2009.

HSAP has recently obtained license from Adobe Connect and will soon be providing free educational webinars online to HSAP members.

With support and grants from the Office of Hawaiian Affairs, HSAP has published *Nā Lula Hālāwai: A Parliamentary Guide to Conducting Meetings in Hawaiian*, which was researched and written by our Immediate Past President, Dr. William J. Puette, CP, PRP who teaches at UH West O'ahu and Dr. Richard Keaoopuaokalani NeSmith (UH Mānoa). Copies of this book were provided to each member of HSAP and distributed to all public and private schools in the State of Hawai'i.

HSAP has completed the process to create the Parliamentary Education Foundation of the Pacific (PEFP), which is organized for charitable, educational, and scientific purposes that promote education on the proper use of parliamentary procedure.

More details on the projects highlighted as well as a scanned copy of the article in NAP's publication, the *National Parliamentarian* which published a feature on HSAP in the 2014 third quarter edition as part its *Association Spotlight* feature are available on the HSAP website, <http://www.hsap.org/aboutHSAP.html>.

June M. Asato, RP
President

Illinois Association of Parliamentarians

TO: The 2015 NAP Convention

The information presented below is the 2013 – 2015 biennium report of the Illinois Association of Parliamentarians.

ACTIVITIES & ACCOMPLISHMENTS

- The Marjan Unit, Mattie Lampkins Unit, and the Registered Parliamentarians of IL Unit, hosted their annual workshops that were open to both members and non-members.
- Members of the Illinois Valley Unit, Eleanor Flinn, PRP-R and Carolyn Godby, and MAL, Dr. R. Richard Tribble, PRP, served as judges for the FBLA Youth Parliamentary Competitions in Springfield, IL. Winners of the competition were awarded medals from NAP and certificates from IAP. IAP serves annually as a sponsor and donates \$150 to the FBLA competition.
- In 2014, the Southern IL Parliamentarians of O'Fallon, IL, hosted a Parliamentary Law Month activity. In addition, this group holds regular study sessions and are working to become chartered.
- At the Biennial Convention in Portland, OR, the Marjan Unit won the Membership Award for its efforts with retention and growth in membership.
- In August 2014, IAP established a Facebook page. Being involved in social media allows our members interact, post pictures, and advertise activities. Follow us on Facebook.

ANNUAL SESSIONS & EDUCATIONAL INSTITUTES

- The IAP 53rd Annual Session & Educational Institute was held Saturday, August 16, 2014 at the AKArma Center in Chicago, IL. Our special guests included: Ann Rempel, National Secretary, NAP, Joyce Brown-Watkins, District 4 Director, and James N. Jones, PRP, CPP T, Director-At-Large. **The Educational Institute:** *The Building Blocks of an Organization; Governing Documents.* There were 41 members in attendance.
- The IAP 54th Annual Session & Educational Institute was held on Saturday, July 11, 2015 at the Hollywood Casino, Joliet, IL. **The Educational Institute:** *Rx for Meetings.* Our special guests included: Joyce Brown-Watkins, District 4 Director and James N. Jones, PRP, CPP-T, NAP Director-At-Large. The workshops were presented by, James N. Jones, PRP, CPP-T, Azella C. Collins, PRP, and Barbara J. Rosi, PRP. During the business meeting, the following officers were elected: Deborah A. Underwood, President; Elaine L. Johnson, Vice-President; Barbara J. Rosi, PRP, Secretary; Sadie P. Boles, Treasurer. The installation of officers was performed by our District 4 Director, Joyce Brown-Watkins, PRP. There were 35 members in attendance.

MEMBERSHIP

Mary Watkins, Membership Chairman, worked diligently to reclaim inactive members. In **2013**, 3 reinstatements. Total membership 109; **2014**, 2 transfers and 5 new members. Total membership 118; **2015**, 2 new members. Total membership 106. Additionally, IAP mourned the loss of four of our faithful members. Evelyn Slater, Mattie Lampkins Unit member, Mary Unser, Illinois Valley Unit member, and Marie Palmer and Barbara C. Eagan, Moraine Valley Unit members.

The State of Illinois is on the move and I am extremely proud to be the president of this esteemed group. Everyone is invited to join us in 2017 as IAP hosts the NAP 41st Biennial Convention in 2017.

*Deborah A. Underwood,
President*

Indiana State Association of Parliamentarians

The Indiana State Association of Parliamentarians has three active groups. The Calumet Parliamentarian Unit, the Indianapolis Parliamentarian Unit and the Bob Leiman Parliamentarian Unit, established in October, 2014 in Fort Wayne Indiana.

In 2014, The Indianapolis Unit donated, Roberts Rule of Order books to six local libraries, This year I spent time at the libraries putting up displays and talking about parliamentarian questions to interest people to join us, recognizing of Parliamentarian Month, 2015

The Calumet Unit celebrated their 25th Anniversary. I was invited to be their guest speaker. Two of Calumet Unit members, Edward R. Weber PRP-R and Marjorie Vinzant Weber PRP-R, retired this year. Congratulations to Dick and Marjorie!

Our new Unit established in October 2014, is the Bob Leiman Parliamentarian Unit. They meet at the Allen County Library in Fort Wayne Indiana, on the 3rd Monday 6:00 p.m. to 8:00 p.m. The President is Thomas Haller. For more info contact him at tomhal44@gmail.com. "Welcome to Indiana State Association," and Congratulations!
The Indianapolis Parliamentarian Unit will celebrate their 25th year anniversary in 2016.

I have had a great time during my tenure of President of the Indiana State Association of Parliamentarians. Traveling and meeting other members and working with membership. I would like to thank all of the Units; they were all so very nice to work with. Although I will not be the new President, I will continue to work with the membership committee. So please feel free to contact me with any questions you may have about membership. I can be reached at 317-506-3031 or email dbracooper@ aol.com.

The newly elected officers of the Indiana State Association of Parliamentarians are:
President Hazel Clark
Vice President –Eva Mae Board
Treasurer-Edward Frazier
Secretary- Curtis J. Guynn

Congratulations to the 2015-2016 Officers!

Debra A. Cooper
Past Indiana State Association President

Kansas State Association of Parliamentarians

To: The 2015 NAP Convention

The Kansas State Association of Parliamentarians (KSAP) has three units and thirty-eight members, eighteen of whom are members at large, plus fourteen provisional members.

The Kansas Theta Unit and the Leger Unit both meet in the Overland Park, Kansas, area. The Wichita Sunflower Unit meets in the Wichita, Kansas, area. The Leger Unit has grown significantly with a large increase in provisional members. Leger won a membership growth award during this biennium.

KSAP has three Professional Registered Parliamentarians and two Registered Parliamentarians. Two of the Leger members are planning to become Registered Parliamentarian this term.

The following served as the elected officers for the 2013-2015 biennium: President; Virginia Berberick, PRP; Vice-president; Eleanor Zuvanich; Secretary, Patricia R. Martin; and Treasurer, Marjorie Vogel. In April 2015, the following were elected to serve for the 2015-2017 term: President, Virginia Berberick; Vice-president, Gary Gilbertson; Secretary, Janelle DeFrees, and Treasurer, Marjorie Vogel.

The KSAP board of directors met four times in 2013-2015 and has met twice in the new biennium. A biennial meeting is held in the odd calendar years to hear reports, elect officers for the following biennium, elect delegates to the NAP Convention, and conduct other business of the association.

KSAP holds a seminar annually either in Wichita or the Kansas City area. In 2014, the seminar was held in Overland Park, Kansas. Ann Rempel, PRP, was the Education Chairman and Eleanor Zuvanich was the Seminar Chairman. Because Leger Unit has so many new provisionals the decision was made to host the 2015 seminar in Overland Park, Kansas, on August 29, 2015. Susan Draftz, RP, is the Education Chairman and Gary Gilbertson is the Seminar Chairman.

Members of KSAP were involved in judging SkillsUSA national parliamentary competitions in Kansas City, Missouri, in June 2013 and 2014. NAP medallions are presented to winning teams at the awards event.

Ann Rempel is serving as NAP secretary.

KSAP members attended the Leadership Conference and National Training Conference in Oklahoma City, Oklahoma, in 2014, and KSAP hosted the District 5 meeting in Overland Park, Kansas, in 2014.

KSAP members will be represented at the Leadership Conference and the Biennial Convention in Arlington, Virginia, in September, 2015.

*Virginia Berberick, PRP
KSAP President 2013-2015
and 2015-2017*

Kentucky Association of Parliamentarians

TO: The 2015 NAP Convention

Officers of the Kentucky Association of Parliamentarians are: Ruth Ryan, PRP, President; Douglas Myers, Vice-President; Ramona Jeffries, RP, Secretary; and Barbara Davis, Treasurer. Appointed as Parliamentarian is Mary Mullins, PRP-R.

Presidents of constituent units are: Belma McClaskey, PRP-R, the Louisville Unit; and Mary Mullins, PRP-R, the Mary Mullins Research Unit for Registered Parliamentarians. Contact person for the Central Kentucky Unit is Martha Poe, PRP-R.

At its 2014 and 2015 conventions, the association had the privilege of welcoming Darlene Allen, PRP, NAP District Two Director. Mrs. Allen gave updates on NAP and District Two activities. She presented workshops entitled *Renewal of Motions* and *Part II of the RP Exam*.

At other association meetings in 2014 and 2015, the following presentations were given: *Motions that Are neither Debatable nor Amendable* by Ruth Ryan, PRP; and *Study Tips for the RP Exam* and *A Secretary's Importance to the Assembly* by Ramona Jeffries, RP.

SkillsUSA held its National Championships in Louisville, June 24-25, 2015. Members of the Kentucky Association of Parliamentarians who served as judges for the parliamentary procedure competitions were: Betty Bell; Evelyn Bowles; Debra Gathright-Hunter; Ramona Jeffries, RP; Belma McClaskey, PRP-R; Douglas Myers; Mary Alice Oldfield, RP; Ruth Ryan, PRP; Stephen Small, RP; and Wesley Waddle, RP.

Association members also served as judges in regional and state contests of the Future Business Leaders of America. They served as parliamentarian and presented workshops for private and public organizations.

Ruth Ryan, PRP, and Debra Gathright-Hunter participated in the NAP 2013 Biennial Convention in Portland, OR. Ruth Ryan, PRP; Debra Gathright-Hunter; Ramona Jeffries, RP; and Mary Alice Oldfield, RP, participated in the NAP 2014 Training Conference in Oklahoma City, OK.

***Ruth S. Ryan, PRP
President***

Manitoba Association of Parliamentarians

To: The 2015 NAP Convention

This report covers the presidency of Don Freese, PRP and the most recently elected President Roger Woloshyn PRP.

The Manitoba Association has maintained about 20 members for the last two years. We are 3 PRP's, 3 RP's and a general membership of 15 to 20. MAP supports 4 study groups catering to all levels of interest in RONR and membership in NAP.

Our members are active at the national level with Don Freese PRP and Roger Woloshyn PRP both serving at the biennial convention. In addition, Don Freese has served the last two years on the International Special Service Committee.

In the spring of 2015, we were honoured with a visit by President Guiberson as part of our annual meeting, spring seminar and celebration of Parliamentary Month as declared by the Legislature of the Province of Manitoba.

MAP is pleased to announce a 6 week Continuing Education course through Red River College in Winnipeg, Manitoba. The course is called "Meeting Mastery – Success with Robert's Rules." The course will be given by members Don Freese, PRP and Vera Chernecki, PRP. It is hoped successful participants will write the NAP membership exam and join our organization.

Our members continue to support NAP with attendance at NAP district meetings and national conventions with some members joining other districts and attending district meetings outside their own.

For information on the activities of the Manitoba Association of Parliamentarians, please visit our web site at: www.parliamentarians-mb.org/

***Roger Woloshyn, PRP
President***

Michigan State Association of Parliamentarians

To: The 2015 NAP Convention

The Michigan State Association of Parliamentarians (MSAP) has 6 Units who meet regularly to support the mission of NAP. As of July 1, 2015 our membership was 121.

The 2014 annual meeting was held in Mt. Pleasant, MI. Director Joyce Brown-Watkins was the NAP representative.

The 2015 NAP District IV Conference and MSAP annual meeting was held in New Buffalo, MI. Presenters were: Mary Randolph, PRP; Robert G. Schuck, RP; Dr. R. Richard Tribble, PRP; Judith Reynolds, PRP; Julia Boayue, PRP and Tom DeMeritt, RP; and Jim Jones, RP, CCP-T.

New Officers for 2015-2017 elected at the 2015 annual meeting are:

Judy Edwards, PRP – President

Julie Pioch, PRP – First Vice President

Steve Britton, PRP – Second Vice President

Gretchen Denton, RP – Recording Secretary

Tom DeMeritt, RP – Treasurer

Michigan has been well represented t the National Convention National Training Conference and the District Conference.

It is with a sad heart that we report the passing of members Grace H. Banks and Richard Haynor.

***Judy Edwards, PRP
President***

Mississippi Association of Parliamentarians

To: The 2015 NAP Convention

The Mississippi Association of Parliamentarians held its annual conventions in May of 2014 and 2015 during this biennium. We were pleased to have Alison Wallace, PRP as our guest representing NAP in 2014, and Jim Jones, RP in 2015, both of whom presented excellent workshops for our membership.

Chartered as an Association of the National Association of Parliamentarians in 2009, our progress has been sluggish, and we struggle to maintain the necessary minimum membership to retain our charter. There were, however, several potential members at our most recent convention, and we are hopeful that they will in fact join the Association.

Our members are, of course, actively engaged with parliamentary procedure in their communities and civic organizations, and several have official parliamentary responsibilities as part of their employment. And a significant proportion of our members continue to attend NAP's conventions and training conferences.

As I have just been elected to serve a term as President of the Association, I am looking forward to strategizing with the members of our new Board of Directors about how to develop our membership – including but not limited to starting at least one unit in the near future, and assisting several of our members with the credentialing process.

Gregory A. Goodwiller, PRP
President

Missouri State Association of Parliamentarians

To: The 2015 NAP Convention

Greetings from the Show Me State! Since the 2013 biennium report, MSAP membership has seen minor changes, but its numbers remain consistent. As of August 1, 2015, MSAP has 101 members: 61 NAP unit members, 21 NAP MAL members, 1 NAP MAL student member, 2 Affiliate members, and 16 provisional members. In June, five provisional members took and passed the NAP Membership Exam in its new format. Missouri has eight units - the Heartland Parliamentary Unit, Jacomo Unit, Missouri Gateway Unit, Missouri Past Presidents and Registered Parliamentarians Unit, Plaza Unit, St. Louis Unit, Santa Fe Trail Unit, and Fishing River Unit.

MSAP hosts an annual seminar in August on parliamentary basics and advertises to outside organizations by mail, e-mail and through local newspapers. Our seminars are always well attended and we use this pool of interest to recruit new members. Two units also host an annual seminar for recruitment and education purposes. This year we presented a seminar at a local high school student council retreat and have been contacted by another school district for the same workshop. We are excited about working with the youth and hope this relationship realizes new members.

Some of our units do not have a credentialed parliamentarian as a local resource and struggle with programs. This year we will test a new outreach program in which credentialed parliamentarians will provide programs via Skype or other electronic means to units which are more isolated. We are still working out details and hope to have our first electronic program in the fall.

Our Association continues to find ways to be more visible in the community. Our local media has published articles about our organization and advertises events at no charge. We recently launched our website - <http://www.parliamentarians-mo.org> – and are working on a Facebook page. We will be working with units over the next year to create websites.

MSAP has several state gatherings each year for its members, including its Annual Meeting, the Annual Seminar and the Leila Normandie Symposium Holiday Brunch. The *Missouri Parliamentarian* is published three times a year and provides a wealth of information and educational articles. Our Association is always well represented at District 5 Meetings, NAP Conventions and the NAP-TC. MSAP is proud of its members who represent us at the national level and never forget its two past presidents: Lorraine Buckley, PRP-R and Dr. Leonard Young, PRP.

The leadership in Missouri for the 2015-2016 term is:

| | |
|-------------------------|-----------------------|
| Joy D. Freeland, PRP | President |
| Jane Sharon, RP | First Vice-President |
| Carolyn Tillman, RP | Second Vice-President |
| Virginia Berberick, PRP | Treasurer |
| Roxanne Hubbard | Secretary |
| Fern Klement | Historian |
| Denise Irminger, PRP | Parliamentarian |

We look forward to another great NAP Convention and seeing friends from around the country!

Joy D. Freeland, PRP
Missouri State Association of Parliamentarians President

Nebraska State Association of Parliamentarians

TO: The 2015 NAP Convention

2014-2016 Officers

President: Lynna Gene Cook, PRP
Vice-President: Angela Reynolds, RP
Secretary: Lori Bucholz, PRP
Treasurer: Nylanne Sheidegger, PRP

The theme for the 2014-2016 biennium mirrors National President Ann Guiberson's theme to "Create the Future." NSAP members are challenged to Make an Effort, Mentor New Members, and Maintain Current Members to Create the Future of NSAP.

The NSAP Annual Meeting and Leadership Workshop was held May 16, 2015, in Lincoln, Nebraska. Nationally-recognized speaker and trainer, Nancy Sylvester, presented Part 1 (of 2) of a Leadership Workshop. New members Beth Hamilton, Jean Hennings, Cindy Lukan, and Chris Marks were recognized. During the Celebration of Life Ceremony, Nita Bramble, Darlene Finke, Sandy Powell, and James Wilburn were remembered. During the Celebration of Leaders Dinner, the following awards were given:

Bertha Hughes Recruitment Award to the Star City Area Unit of Parliamentarians
Leah Koester Achievement Award to Jan Falk
Margaret Hasebroock Performance Award to the Grand Island Unit of Parliamentarians

There are three NSAP members who have served at the national level during this biennium. Lynna Gene Cook was chair of the Edit and Review Committee, Sandy Olson was chair of the Membership Retention and Extension Committee, and Karen Watson was chair of the International Services Special Committee. Six NSAP members will be attending the NAP Biennial Convention in Washington, D.C., in September, 2015.

Planning for the 2016 Annual Meeting and Workshop has begun. NSAP is partnering with the State Organization of the Delta Kappa Gamma Society International by providing an officer and member training workshop. The Annual Meeting and workshops for members will be held June 17, 2016. June 18, 2016, is the date for the officer and member training workshop for the State Delta Kappa Gamma group.

*Lynna Gene Cook, PRP
NSAP President*

Nevada State Association of Parliamentarians

TO: The 2015 NAP Convention

This has been a good biennium in Nevada. There were very successful Association meetings in Las Vegas every year with workshops on a variety of parliamentary topics and quite a few local people who attend the meeting to learn more about parliamentary procedure along with members from Reno who made the long trip south to join the meeting.

Ralph McMullen was responsible for revitalizing the dormant First Nevada Unit in Reno. With seven new members, that Unit has been very active and has brought members to our State Association meetings and the District 8 meeting this year. Unfortunately, Ralph had a health emergency and was unable to attend the District 8 meeting, but we are confident that he is recovering well and will join us again soon.

New officers were elected in 2014 for two year terms: Gail Knapp, PRP, was elected president, Ralph McMullen was elected vice-president, Carolyn Maupin was elected secretary, and Jim Hindle was elected secretary. They join Paula Petruso who was appointed historian and past president, Dollie McPartlin on the board of directors. The board has been having regular monthly phone meetings since meeting in person is not feasible with the long distances.

Our proudest accomplishment this past biennium was that our membership increased significantly. Sadly, one member died during the past year. She was retired PRP Jeri Boone. The association retained its other existing membership this year, and during the biennium, seven new members were added to the revived First Nevada Unit in Reno, and there are six new members in the Lake Mead Unit in Las Vegas. This makes a total increase of twelve for the Association.

Most of the past months have been spent preparing to host the joint conference of the NAP District 8 and the Annual Session of AIP in Las Vegas this July 22-25. This conference was a huge success with a total of 88 participants from AIP and NAP (some with overlapping memberships), and nine guests. There were workshops, business meetings and lots of fun and food. NAP President, Ann Guiberson, our NAP representative, gave us an update on NAP and did a very well received keynote workshop for everyone. The conference coordinator, Dollie McPartlin, did a lot of work making this event happen, and the quality of the final conference was mostly due to her efforts.

The association now has its own website which can be reached on the Internet at this address: <http://www.nevadastateassociationofparliamentarians.com>. And we also have a new Facebook page. There has been a lot of activity at this new website, but most of it was probably because it was a good source of information about the conference. It is linked to the NAP website and to those Nevada Units with their own websites. We continue to have individuals searching for parliamentary services contact us through this site.

Individual members have been serving as parliamentarians, teaching classes and workshops for community groups, and studying parliamentary procedure in their units. There are study groups that meet monthly at the Lake Mead Unit and the Silver Mace Units in Las Vegas where credentialed members are helping potential RPs study for the RP exam.

***Gail Knapp, PRP
President***

New England Association of Parliamentarians
(Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont)

To: The 2015 NAP Convention

The New England Association of Parliamentarians has been actively working to grow membership, provide leadership opportunities, and quality educational programs for all members. We formally organized in July 2013 and received our charter at the 39th Biennial Convention in Portland, Oregon. Our association was happy to be asked to host the past biennial district conference.

Officers for the biennium were Evan Lemoine, PRP (CT-President), Kendra O’Toole, Esq. (MA-Vice President), Marie Wilson, PRP (CT-Secretary), and Jeffrey Cox (Germany-Treasurer). We began the biennium with five chartered units but lost two—Dirigo (Maine) and Thomas B. Reed (Maine)—due to a lack of membership and leadership within the groups. Many members were also older and meeting times were also not convenient for the general public.

We have two active units that meet regularly including the White Mountain Parliamentarians Unit (Concord, NH) and George Demeter Unit (Westwood, MA). Schedules for upcoming meeting information is available on NEAP’s website – neparl.org – and we encourage all NAP members visiting New England to consider attending a unit meeting if one coincides with your stay.

Since our formation, our website – neparl.org – has received dozens of inquiries for professional parliamentarians in the area at which point we provide the referral listing provided by NAP Headquarters. We have also received many membership requests and if a unit was nearby, have forwarded all information over to the respective unit president.

Our first annual meeting, themed *Meeting Essentials*, was held in Manchester, New Hampshire in August 2014 and attended by approximately a dozen members including our immediate past district director William Starkey, PRP. Our second annual meeting, themed *Create the Future*, was held in Sturbridge, Massachusetts in May 2015 and attended by approximately 20 members and guests including our district director Carol Henselder, RP and NAP Vice-President, Mary Randolph, PRP.

Membership as of July 2015 consists of 50 members-at-large, 32 unit members, and 6 affiliate members for a total of 88 members. Approximately 25% of our membership is credentialed as Registered Parliamentarians or Professional Registered Parliamentarians.

The 2015-17 board of directors will consist of Evan Lemoine, PRP (CT-President), Kendra O’Toole, Esq. (MA-Vice President), Marie Wilson, PRP (CT-Secretary), and Loretta Santagata, RP (RI-Treasurer).

Evan A. Lemoine, PRP
President

New Jersey State Association of Parliamentarians

TO: The 2015 NAP Convention

The New Jersey State Association has been busy with educational programs for both its members and the public. Association Education Chairman Dan Karlan ran a two session public workshop for the West Orange, New Jersey African-American Historical and Cultural Commission, with assistance from Association board members. Both the Cranford Unit and the Richard S. Kain Unit have educational programs for their members at their monthly meetings. Two members of the Cranford Unit teach basic parliamentary procedure at local libraries and adult schools. The Kain Unit is preparing their student member to take the NAP membership exam and the Cranford Unit is reviewing Robert's Rules in Brief each month.

The Palisades Unit surrendered its charter to NAP this past year, but most of the members became members-at-large. The Richard S. Kain Unit has a new member, Shannon Sun, who passed her membership exam and her registered exam with perfect scores, and passed the Professional Qualifying Course in Oklahoma City, all before starting her freshman year at Rutgers. The unit has 4 new members, but lost Kain Unit past president and honorary member Gladys Chersack last May at age 96.

The New Jersey Association had to cancel its annual meeting in 2014 due to lack of registrants, but held a special meeting to elect a nominating committee and delegates to the 2015 NAP Convention. The association held a board meeting immediately following the special meeting. At this meeting, Dan Karlan resigned his position as NJSAP Vice President, since he is moving to Idaho. Julie Cozin was elected the new Vice President of NJSAP. We wish Dan much luck in his new home.

This Association President will be completing her two terms in office on October 24, 2015, but is excited to start serving as District One Director.

The New Jersey State Association is proud to be part of the NAP mission to "Create the Future".

***Rosemary Seghatoleslami, PRP
President***

New Mexico State Association of Parliamentarians

TO: The 2015 NAP Convention

LEADERSHIP

On April 17, 2015, New Mexico State Association President, Adam Hathaway, PRP, finished his term as NMSAP president. The current slate of elected officers are Valoree Althoff, RP, President; Kay Hannum, Vice-President; Tanya Johnson, Secretary; Janice Strand, PRP, Treasurer. Valoree Althoff obtained her PRP credential soon after installation. At the District 6 meeting in Albuquerque, Daniel Ivey-Soto, PRP was reelected as District Director.

ASSOCIATION MEMBERSHIP

As of this report, the NMSAP currently has a total of 32 primary members and 1 affiliate member. Four PRPs, three RPs, one RP-R and three PRP-Rs reside in New Mexico.

UNITS IN ASSOCIATION

Within New Mexico, the units are the Albuquerque Parliamentarian Unit and the Santa Fe Parliamentarian Unit. Both units hold workshops open to the public at each of their meetings.

PUBLIC WORKSHOPS

Each year, in conjunction with the NMSAP Annual Meeting, the Association sponsors "Smart Meetings", a day of six workshops open to the public. This year the District Six Convention was immediately following Smart Meetings. The theme for the 2015 Smart Meetings was "Celebrating Our Past and Preparing for Our Future" to coincide with the celebration of the 50th anniversary of the founding of the NMSAP. At the annual meeting Ann Guiberson, PRP, NAP President and Daniel Ivey-Soto, PRP, District Six Director, presented to the NMSAP membership. Ann Guiberson, PRP, NAP President; Daniel Ivey-Soto, PRP, District Six Director; Allison Wallis, PRP, past District Six Director; Daniel Seabold, PRP, member of the **RONR** authorship team; Sandy Olson, PRP, Vice-President of the NAP Educational Foundation and NAP Membership Extension-Retention Chairman; Kay Crews, PRP, Chairman of the Online Courses Subcommittee and District Six member; and Dennis Clark, PRP, Chairman of the Educational Resources Committee and District Six member, all presented a class at Smart Meetings to the members and public attendees. Ann Guiberson, PRP, NAP President, served as National Representative, gave a NAP update at the annual meeting, taught at the district convention in addition to installing officers. NMSAP was honored to have these fabulous leaders of the NAP attend our 50th anniversary celebration. The Friday dinner celebration and Tram ride will not be forgotten.

COMMUNITY SUPPORT

Each year, members of the association serve as judges for the *Business Professionals of America* and *Family, Career and Community Leaders of America* state parliamentary competitions for youth. After each competition the judges ask to meet with each team individually, after all the grading sheets have been turned in, in order to go over the teams' strengths and weaknesses so that these students may increase their parliamentary skills as many continue on to represent New Mexico at national competitions. Some of these teams have earned national ranking. Members also staffed a table at the New Mexico State Capitol as Career and Technical Student Association youth gathered to observe the legislature in action.

CARRIE MAY BLOUNT AWARD

The Carrie May Blount Award was created to offer scholarships to members pursuing the RP or PRP status. Fundraising for the scholarship is continuing and one scholarship has been awarded to date.

*Valoree Althoff, PRP
President*

New York State Association of Parliamentarians

TO: The 2015 NAP Convention

The NYAP Officers for the 2013-2015 biennium were:

President Lori Finck
Vice President Steve Anderson, PRP
Secretary Carol Henselder, RP
Treasurer Fran Kulik

Officers elected for the 2015-2017 biennium are:

President Lori Finck
Vice President Steve Gounardes, PRP
Secretary Joan Corbisiero, PRP
Treasurer Fran Kulik

The NYAP held two free webinars for members during the 2013-2015 biennium. The first one was presented by Mary Remson, PRP entitled "Some Exceptions in RONR 11th edition". The other was presented by Dorothy Demarest, PRP entitled "Parliamentary Pop Quiz". More are planned for the next biennium.

NYAP held a biennial business meeting and educational conference in 2013 and 2015 in White Plains, NY

NYAP amended their bylaws with the help of our Bylaw Committee composed of Daniel Seabold, PRP, Chairman, and committee members Doris Abbate, PRP, Steve Anderson, PRP, Joan Corbisiero, PRP and Lori Finck ex officio. The amended bylaws were submitted to NAP.

A website and Facebook page were established that incorporate the Parliamentarians of Greater New York, Lee Demeter and Parliamentarians of Metro New York units. Steve Anderson, PRP, serves as Web Master and maintains the sites. Our website is nyparliamentarians.info.

NYAP submitted a bylaw amendment to the 2015 Biennial Convention.

The NYAP was recognized by NAP for adding a new unit, The Parliamentarians of Metro New York unit, as well as its membership retention efforts.

Lori Lang Finck
President

North Carolina Association of Parliamentarians

To: The 2015 NAP Convention

At the end of the membership year, the North Carolina Association of Parliamentarians consisted of 58 members at large. Designated among these members at large are 5 Professional Registered Parliamentarians, 5 Registered Parliamentarians and 1 Retired Professional Registered Parliamentarian.

The annual meeting of NCAP was held on March 21, 2015 at the North Raleigh Hilton , Midtown . NCAP was especially pleased this year to host the NAP District 3 Conference in conjunction with the annual meeting. Dr. Greg Goodwiller, newly elected District 3 Director led the conference which featured presentations from Mary Randolph, PRP , Vice President of NAP and James Jones, PRP , member of the Board of Directors of NAP. There were approximately 28 attendees.

NCAP holds an annual Study Session in September of each year . The informal gathering begins with dinner followed by a discussion led by the President, officers and/ or members regarding topics submitted by members prior to the meeting. We are fortunate to have an attorney as an active member of NCAP who keeps the membership advised of the differences between state laws and Robert's Rules of Order and also keeps the membership up to date with any laws impacting service as a parliamentarian.

NCAP maintains a website: www.ncparliamentarians.org which is updated with information for members including dates of upcoming meetings and links to helpful websites.

One of the main goals of NCAP for 2015 is to conduct parliamentary procedure training for students. A number of NCAP members volunteer of their time and service to participate as judges for student parliamentary contests and also assist non – profit community groups with parliamentary procedural concerns.

Tannis F. Nelson, PRP
President

Ontario Association of Parliamentarians

TO: The 2015 NAP Convention

The Ontario Association of Parliamentarians (OAP) has been dormant for six or seven years. I am a new member of NAP as of 2014 and have taken on the challenge of reactivating the Association.

During the 2014 NAP Training Conference, where I attained my credential of PRP, I talked to many members of the National Board and obtained much helpful information on getting started. Many thanks to Sandy Olsen, PRP, who delivered to me the charter and other documents of the OAP. These remain in my possession. Because of my interest, NAP administration is treating me as the *pro tem* president of OAP.

In the fall of 2014 I contacted all Ontario members to gauge whether there was interest in activating the association. I found enough member interest that would make this feasible. However, I had health challenges that lasted until the beginning of this summer, thus I had to put off organizing an annual meeting, which I still expect to schedule for the fall this year.

The biggest challenge for Ontario is its sheer size in land area compared to the small number of members dispersed across the province. Most OAP meetings will therefore need to be electronic. There are no local units in Ontario.

Some Ontario members have inquired about the OAP funds especially because of the inactivity over the last years. I confirm that I know where the funds are but I will need to work on getting the bank account under control of a new treasurer. Throughout the dormancy, OAP continued to receive dues checks from the NAP office. The current balance is about \$2700. This will help us get going with electronic meetings.

In the meantime, I have been attending my local AIP society (Toronto Parliamentarian Society) meetings. These have been very helpful to me for obtaining ideas for producing informative content for future OAP meetings. Not to mention, I am able to network with some gifted parliamentarians there.

It is my hope that the next OAP report to the 2017 NAP Convention will evidence OAP's growth and activity.

Jeffrey Streutker, PRP
President (pro tem)

Oregon Association of Parliamentarians

To: The 2015 NAP Convention

The Oregon Association of Parliamentarians (OAP) has had a busy past two years since the 2013 NAP Convention held in OAP's home state. OAP was extremely honored to serve as the host for the national convention and many of our members were involved directly in its' success. Alice Bartelt OAP served as the Convention Coordinator, with Elaine Carlson serving as assistant to that position. Teresa Stone PRP served as Assistant Workshop Coordinator, under Mary Randolph PRP WSAP member who served as Coordinator. Jeffrey Weston served as tech support, moving between workshops to assure the connections, audio and visual were functioning properly. The registration and credentialing tables were staffed with OAP member volunteers. This was all in addition to attending as delegates in the business meetings, the networking and attending the workshops and social events. Certainly the NAP carried the major responsibility in holding a successful Convention, but the OAP took seriously its critical role, ably assisted by the Washington State Association of Parliamentarians.

During each calendar year, OAP holds four Board meetings and an Annual Meeting held in March. This OAP president was elected to a second two-year term at the 2014 OAP Annual Meeting, along with vice-president Jeffery Weston, Secretary Shirley Holmes, treasurer Tad Davis, and Alice Bartelt was re-appointed parliamentarian. At the Annual Meeting, along with the elections, amendments were made to the OAP Bylaws.

In August of 2014, four members of OAP attended the National Training Conference held in Oklahoma City, attending the workshops and enjoying the networking.

In March of 2015, OAP was honored to host NAP VP Mary Randolph PRP at its' Annual Meeting, who provided an update on NAP activities. Bylaws were amended following an active discussion. The OAP President reported an increase in the number of members of the Association due to active recruitment, a source of pride for the Board.

OAP Board members attended the District 7 meeting held in Seattle, in May of 2015, where the OAP President served as secretary of the proceedings. She also attended the annual meeting of the WSAP which was held in conjunction with the District meeting..

Besides Members-at -Large, OAP has three active units, Mt. Hood, Rose City and Tualatin-Valley. All have officers and meet regularly on a pre-set schedule. Besides actively recruiting new members at all times, each unit follows a structured agenda at their meetings which besides handling business includes an educational component.

In this last six months of the second term as President, I would like to publically acknowledge the assistance and tolerance of a great OAP Board of Directors.

*Teresa G. Stone PRP
OAP President*

Pennsylvania State Association of Parliamentarians

“TO: The 2015 NAP Convention”

I am delighted to submit the Pennsylvania State Association of Parliamentarians Biennial Report. I am excited about moving our State Association forward.

Theme: The Pennsylvania State Association of Parliamentarians will “Create the Future” by promoting Parliamentary Law through Teaching and Recruitment”

The Mission is: “To Educate Pennsylvania Leaders with Parliamentary Procedures and Increase Membership”

The Vision is: To Provide parliamentary leadership in Pennsylvania

The theme will be implemented by sharing knowledge about Parliamentary Law. The focus is on recruiting new members, increasing credentialed members, and establishing youth involvement. The Membership Committee will recruit new members, the Professional Committee will provide training to increase credentialed membership, and the Youth Committee will establish a youth group.

For Parliamentary Law Month, Unit Presidents and MALS implemented the “Library Project.” The project focused on presenting copies of Robert’s Rules of Order Newly Revised 11th Edition to libraries. The Delaware Valley Unit presented copies to the Wynnefield Library, Chestnut Hill Library, and East Fall Library. The Montgomery County Unit and MALS donated copies to libraries in their community.

The Pennsylvania State Association of Parliamentarians membership is 63. Increasing membership is a priority. Youth involvement is a goal. Our history will be developed to record all activities. The use of Webinar Seminars and the Website will be increased. A Standard Operations Manual will be developed. This will provide standardized information and assist in the transition process. An Education Seminar is planned for October 2015.

In Memoriam: Mary E. Houston RP, Marie Sofianek, PRP, and Nancy S. Pietroban, PRP. All three are Pennsylvania State Association of Parliamentarians past presidents.

*Vivien H. Hansbury, President
Pennsylvania State Association of Parliamentarians*

South Carolina Association of Parliamentarians

To: The 2015 NAP Convention

SCAP held its Annual Meeting on April 11 in Columbia. National Treasurer, Evan Lemoine was an honored guest.

The Theme, "Reflecting on the Past, Gazing at the Future" was demonstrated by welcoming as a guest, SCAP Charter Member, Charlie Moore, and introducing the newest provisional, George LeGrand. Pictures, programs and news clippings from the past were displayed.

SCAP has four active local units located in Columbia, Greenville, Anderson and Sumter. Members, provisionals and guests are encouraged to participate fully in all meetings, taking part in member preparatory exercises as well as intermediate and advanced study.

The SCAP 2016 Annual Meeting will be held on Saturday, April 2, at 111 Research Circle in Columbia. Out of state members are cordially invited to attend.

***Laura K. LeGrand, RP
President***

Report of the Texas State Association of Parliamentarians

To: The 2015 NAP Convention

This president was elected and stalled on May 2, 2015, during the 61st Annual Texas State Association of Parliamentarians Convention in Houston, Texas. NAP President Ann Guiberson, PRP, NAP representative, was the installing officer. Mary Randolph, NAP vice-president, also attended and presented a workshop.

This Association elects its officers annually. Two presidents' terms span the 2013-2015 biennium: Kay Allison Crews, PRP (2013-2014), and Dennis G. Clark, PRP, (2014-2015). Both accepted the challenge to lead TSAP, and they worked tirelessly for the success of their administrations. In the case of Mr. Clark, this was his second term as president, having served in this office from 1987-1988.

The Texas State Association of Parliamentarians consists of 267 primary members, and approximately 72 provisional members. Of the total members, 38 hold either an RP or PRP credential. Over the 2013-2015 biennium, TSAP gained 46 new members. The Association has 21 units, including 5 registered units.

The challenge of obtaining 501(c)(3) tax exempt status for the units was undertaken by all units. So far, the state Association and approximately half of the units have been successful.

TSAP Parliamentarians served as judges and coaches for various youth-partner organizations.

SWAT [Spread the Word Across Texas] workshops were held in Roundrock, Arlington, and College Station. Individual units also sponsored workshops –Austin Unit #1, East Texas Parliamentarians, Beaumont, Gulf Coast Parliamentarians, Fort Worth, and Sounding Block Units were among those providing this valuable public service.

An entirely new TSAP web site was introduced this biennium at www.TexasParliamentarians.org. Public Relations Committee member and webmistress Cynthia Bell worked tirelessly to design the site and to keep it updated.

This president has been honored to lead TSAP, and has appreciated the honor and the opportunity.

***Carol A. Habgood, PRP
President***

Virginia State Association of Parliamentarians

To: The 2015 NAP Convention

The VSAP unit of NAP are proud to WELCOME all to Virginia for the 40 biennial convention! We know you will learn and grow from the experience in Virginia, the state for “lovers.”

VSAP just completed its 58th Annual Convention. According to evaluations, the convention was informative, had an air of happiness and good will and the recommitment to NAP to provide service and “Grow Our Own! President Ray Duke provided the new officers and members with the challenge to keep growing and keep learning about parliamentary procedure. Our theme: “VSAP – Passport to Possibilities” was indeed the basis for hearing from four dynamic parliamentarians: Darlene Allen, District II Director, Mary Loose DeViney, past VSAP president, and Michael Wagner-Diggs our theme for our convention. Darlene Allen shared some interesting statistics about Virginia, including the number of members we have. She also shared highlights about the upcoming NAP Convention to be held in Arlington, VA, September 4-7.

For years 2015-2016, VSAP will continue to see proposals from units and the parliamentary club to provide community-based programs to increase membership and to assist persons to become certified as RPs or PRPs. VSAP will also launch a program entitled “Presiding with Passion.” It is designed to assist community-based non-profit leaders with skills of presiding. This will be a 10-hour program, beginning in April, 2016 and participants will be chosen based on a first-come basis. The goal is to provide the training for a minimum of 15 persons.

Units and the Parliamentary Club were challenged to design a bumper sticker using principles of parliamentary procedure. The following units and parliamentary club participated and first, second and third place prizes were given. They included: **VDEER, Virginia Lewis Dalton & Eloise Engledove of Richmond, Second Place, Roanoke Valley Unit and Third Place M. Stanley Ryan Units!** Each unit received awards to help attend the NAP Convention. The contest will continue for the 2016 convention in Virginia. Our 57th Annual Convention will be 2016.

Outreach, engagement and a willingness to help others will be VSAP way to provide “visionary services” to all.

*Cynthia R. Mayo, PhD, PRP
President*

NAP Body of Knowledge



Education and Training in Parliamentary Procedure
For
Members, Leaders, and Parliamentary Consultants

Parliamentary procedure education for the world

NAP Body of Knowledge: The Standards for Parliamentarians

A clear, consistent foundation for creating pathways of learning.

Have you ever gone to a time-wasting, unproductive, and maybe even disorderly meeting? Since meetings are part of most people's everyday lives, chances are you have been subjected to one or more meetings that make you want to swear off of meetings forever.

This is exactly why the world needs more parliamentary procedure and parliamentarians. The question is how can we get the public to sit up and take notice?

A strong, defined base of knowledge, skills, and practice provides a clear solution. The body of knowledge is the framework for an orderly approach to parliamentary procedure education rather than a haphazard collection of random programs. When you build a house, you need blueprints. The body of knowledge is that blueprint for achieving great people in great meetings.

The body of knowledge helps define what a profession is. It provides consistency on how things are approached and learned. It takes into account the breadth of diversity related to how parliamentary procedure may be used.

Members can use the body of knowledge to decide what to focus on in study and can move from achievement to achievement based on their needs.

Leaders may use the body of knowledge to determine which skills to hone, what knowledge will help them be more effective, and how to become more confident in leading organizations.

The body of knowledge provides parliamentary consultants with the minimum criteria they should master in order to serve their organizations and clients well, and defines the skills and knowledge that must be maintained.

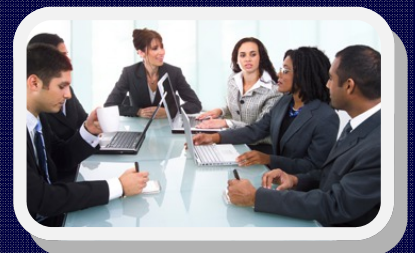
The general public could use it to learn more about what parliamentarians and parliamentary procedure have to offer them.

NAP will use the body of knowledge as the guide to create education that helps all members build their knowledge, grow their skills, and attain recognition for their accomplishments.

Every profession needs a body of knowledge to say to the world: This is who we are. This is what we do.

What It Means to You

- **Members:** Pathways of study leading to certificates of achievement.
- **Leaders:** Programs in skills and practices that provide confidence in leadership.
- **Consultants:** Credentials backed up by defined, clear, and consistent standards. Earning and renewing credentials based on standards.
- **NAP:** Programs of study to build all members' knowledge and skills.





Setting the Standards for Members of Any Organization

What should members of any organization know about parliamentary procedure? What should they be able to do?

Member education is directed at ordinary members of a voluntary society and should cover all aspects of parliamentary procedure needed to participate fully in meetings of an assembly or a committee.

Domain 1: Meetings

Members should understand the basic procedures by which meetings are conducted and be able to introduce, debate, and vote on business in a meeting.

A member should know:

- The role of the presiding officer and the secretary in a meeting.
- Basic rights of members to attend meetings, make motions, speak in debate, and vote.
- That action may not be taken without a quorum.
- The standard order of business.
- How an agenda is adopted.
- How a meeting adjourns or takes a recess.
- How to obtain recognition.
- The six steps for processing a motion.
- The rules of decorum in debate, including germaneness.
- The length and number of speeches permitted in debate.
- Standard vote requirements to adopt a motion.
- How action may be taken by unanimous consent.

A member should be able to:

- Move an amendment to an agenda.
- Draft and move a main motion that is clear and concise.
- Discuss a pending motion while observing normal rules of debate.
- Vote on a pending motion by voice, show of hands, or ballot.

Domain #2: Motions

Members should have the knowledge and skills to use common motions during a meeting.

A member should know:

- The purpose and effect of the following motions: amend, refer, postpone, limit and extend limits of debate, previous question, request for information, reconsider, and rescind and amend something previously adopted.
- Common forms of amendment, including the motions to add, to insert, to strike out, and to strike out and insert words.
- The distinction between primary and secondary amendments.
- The distinction between standing and special committees.
- Common methods of appointing or electing committees.
- Basic committee procedure, including the role of the chairman, rules of debate in committees, and the manner in which a committee reports.
- Limitations on renewing a motion at the same meeting.
- The purpose and effect of giving previous notice of a motion.

A member should be able to:

- Draft a primary amendment that is germane to a main motion.
- Move, in proper form, the motions to amend, refer, postpone, limit and extend limits of debate, previous question, request for information, reconsider, and rescind or amend something previously adopted.
- State, for each motions listed above, whether it is debatable and the vote required for its adoption.
- Given two ranking motions from those listed above, determine which takes precedence over the other.
- Present a committee report containing a recommendation.

Domain #3: Rules

Members should know how to read the rules of the organization and be able to demand enforcement of those rules.

A member should know:

- The role of bylaws and other custom rules, the role of the parliamentary authority, and the distinction between them.
- The vote needed to adopt or amend bylaws, special rules of order, and standing rules.
- The standard organization of bylaws.
- The role of bylaw provisions in nominations and elections.

A member should be able to

- Raise a parliamentary inquiry.
- Raise a point of order.
- Appeal a decision of the chair.





Setting the Standards for Leaders of Any Organization

What should leaders of any organization know about parliamentary procedure? What should they be able to do?

Leader education is particularly directed towards any member who is, or may become, a chairman of a major committee, a director, or an officer of a voluntary society and should cover all aspects of parliamentary procedure that a voluntary society would ordinarily require.

Domain 1: Conduct of Meetings

Leaders should have the knowledge and skills to prepare an agenda and chair a meeting of an assembly or executive board.

A leader should know:

- The precedence of motions; ranking motions.
- The vote needed to adopt common motions.
- The rules of debate and how debate is conducted; which common motions are debatable.
- How to maintain order when presiding.
- The duty of the chair to remain publicly impartial while presiding.
- The chair's responsibility to ensure that all members know what is being debated and voted on.
- How to take the vote by voice, by show of hands, by rising, and by ballot.
- The standard order of business.
- How agendas are created, adopted, and amended.
- The difference among the various types of meetings.
- Rules and limitations relating to the conduct of electronic meetings and electronic voting.
- How to handle points of order and appeals.
- The basic types of rules and how their ranking order.

A leader should be able to:

- Demonstrate effective and efficient presiding techniques including the handling of common motions:
 - ◆ Main motion, amendments, postpone to a certain time, commit or refer.
 - ◆ Limit or extend limits of debate, close debate or previous question,.
 - ◆ Reconsider, rescind, amend something previously adopted.
 - ◆ Point of order, appeal, and suspend the rules.

Domain 2: Minutes and Other Records

Leaders should have the knowledge and skills to prepare and approve minutes.

A leader should know:

- The proper contents of minutes.
- How a minutes approval committee functions.
- How minutes are approved and amended before and after adoption.
- The different types of records—including financial records—kept by an organization.

A leader should be able to:

- Take notes during a meeting and prepare minutes from them.
- Approve and correct minutes.
- Prepare and give a treasurer's report.

Domain 3: Nominations and Elections

Leaders should have the knowledge and skills to conduct nominations and elections for office.

A leader should know:

- The basic methods of nominations.
- The rules for motions relating to methods of nominations.
- The rules for motions relating to methods of voting and the polls.
- Procedure for conducting ballot elections.
- Procedure for conducting viva voce elections.
- Rules relating to bylaws and elections.

A leader should be able to:

- Count ballots.
- Prepare a teller's report.
- Preside over nominations and election by voice or ballot.



Domain 4: Committees

Leaders should understand the relationship between a committee and the full membership and be able to lead a major committee.

A leader should know:

- The difference between a standing committee and a special committee.
- The methods of appointing committees.
- How a committee conducts business .
- When and how a committee reports.
- The ex officio member's role in committee meetings.
- The duties and operation of common committees .
- How to create a timeline and establish reasonable goals for a committee.



A leader should be able to:

- Chair a committee meeting.
- Create a committee plan of work.
- Prepare and deliver a committee report.

Domain 5: Officers and Boards

Leaders should understand the relationship between individual officers, the board, and the membership, and the duties of each.

A leader should know:

- The duties of officers and other board members.
- How a board conducts business, including rules for small boards.
- Limitations on the powers of officers and boards.
- The role and value of a parliamentarian and how to work with a parliamentarian.
- When and how officers and boards report.
- How to work with one's fellow officers and one's successors.
- How to create a timeline and establish reasonable goals for a board or for an officer's term.

A leader should be able to:

- Create and present reports.
- Write and review basic financial reports.

Domain 6: Bylaws And Other Governing Documents

A leader should understand the form and function of bylaws and other governing documents and how to amend governing documents.

A leader should know:

- The hierarchy of governing documents
- The standard contents of bylaws and other governing documents.
- Which rules must be placed in each type of governing document.
- How governing documents are amended.
- Limitations on suspending the bylaws.
- The importance of consulting the bylaws and other governing documents.

A leader should be able to:

- Draft a bylaw amendment.
- Give previous notice of a bylaw amendment.



Setting the Standards for Parliamentary Consultants

What should parliamentary consultants know about parliamentary procedure? What should they be able to do?

Consultant education is designed to prepare a parliamentarian to serve as a paid or unpaid consultant to client organizations of which he or she is not a member.

Domain 1: Motions and Meeting-Related Procedures

A Consultant must:

- Apply a thorough knowledge of main, subsidiary, privileged, and incidental motions and of motions that bring a question again before the assembly, including each motion's purpose and standard descriptive characteristics, to circumstances encountered in a meeting.
- Apply a thorough knowledge of parliamentary rules and procedures to the conduct of meetings, including rules and procedures related to:
 - ◆ Quorum, the standard order of business, agendas, programs, and orders of the day;
 - ◆ Minutes, including their proper form and the procedures for approving and correcting them;
 - ◆ Recognition of members, including assignment of the floor when more than one member claims it and interruption of a member assigned the floor;
 - ◆ Handling motions and taking action without a motion by unanimous consent;
 - ◆ Debate, including permitted length and number of speeches, decorum, the chair's participation in debate, discussion outside of debate, and principles of debatability of motions;
 - ◆ Voting, including standard and unusual bases for decisions, rights and obligations in voting, and actions that would render a vote null and void;
 - ◆ The different types of business meetings and the relationship of meeting and session;
 - ◆ Motions that are not in order, including dilatory motions and improper motions;
 - ◆ Renewability of a motion during the same session or at a later session;
 - ◆ Previous notice of motions and giving proper notice of meetings; and
 - ◆ The conduct business in board and committees, including modified rules for small boards.

Domain 2: Governing Documents

A Consultant must:

- Identify the types and appropriate content of governing documents and the procedures necessary to adopt, amend, revise or rescind them.
- Conduct review of governing documents to ensure consistency, clarity, and relevance to the organization's needs.
- Determine how higher authorities (statutes, parent bodies, etc.) will impact an organization's documents.
- Write clear and logical governing documents.
- Write scripts for adopting, revising, and amending bylaws.
- Interpret governing documents according to standard principles.
- Identify which rules may be suspended and the procedures for suspending them.
- Distinguish between customs and written rules, and advise clients when customs and rules conflict.

Domain 3: Serving as Parliamentarian in Meetings & Conventions

A Consultant must:

- Help the client before the meeting to prepare an agenda, to review meeting procedures, and to plan solutions to anticipated problems.
- Advise the client on drafting and adopting rules to govern the meeting.
- Train and assist the presiding officer to preside effectively.
- Write scripts for the conduct of the meeting and for specific motions.
- Provide parliamentary advice to the client during the meeting.
- Meet with the client after the meeting to assist with the drafting of minutes, to assist with the incorporation of adopted amendments into the bylaws, to review the conduct of the meeting, and to answer client questions.

Domain 4: Teaching

Consultant must:

- Design and present effective and appealing educational programs.
- Apply basic adult learning theory.
- Measure participant knowledge and performance.



Domain 5: Business and Ethics

A Consultant must:

- Comply with the Joint NAP/AIP Code of Ethics.
- Comply with local business legal requirements.
- Develop a business plan.
- Prepare business proposals, contracts, and invoices for professional services, and establish a method of setting fees.

Domain 6: Governance

A Consultant must:

- Advise clients regarding the rights and responsibilities of a board.
- Advise clients regarding the responsibilities of individual officers and individual board members.
- Advise clients regarding methods and considerations in the appointment and instruction of committees and regarding limitations on the authority of committees.
- Distinguish between various types of governance structures.

Domain 7: Consulting Skills

A Consultant must:

- Work with client to solve problems.
- Work effectively with other consultants and staff.
- Advise client on and write scripts for disciplinary procedures including removal of officers.
- Prepare formal parliamentary opinions in writing.
- Answer parliamentary questions orally.

Domain 8: Nominations, Elections, and Voting

A Consultant must:

- Advise clients on and write scripts for the conduct of nominations, elections, and voting by standard and alternate methods.
- Organize and instruct tellers.
- Handle election challenges.





Definitions

Body of Knowledge: A standard that defines and categorizes the skills, knowledge, competencies, and abilities of an individual in order to be successful in a given field or profession.

Competencies: The ability of an individual to do a specific task properly.

Domains: A broad knowledge area that contains the grouping of various tasks or jobs that relate to that area.

NAP Strategic Plan for Education

Goal: NAP will provide educational resources and skills training to the public and members at all levels of interest.

Strategies:

- Identify core competencies to develop standardized expertise at each level of learning.
- Create a defined body of knowledge.
- Develop curriculum for each level of proficiency.
- Develop educational materials in a number of different media for a variety of audiences.
- Develop a cadre of teachers.

With grateful thanks to the

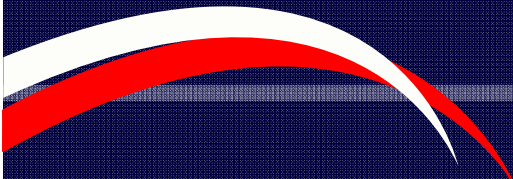
National Association of Parliamentarians Educational Foundation

for providing the financial support for the consultants vital to this project. The funding made it possible to have expert advice and gain many valuable insights into understanding how to go about creating a body of knowledge and validating and analyzing the surveys necessary to gain member participation in this endeavor. In addition, NAPEF contributed the funds that enabled NAP to distribute this body of knowledge to every member.

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Exploring the Impact of Different Generations on the Parliamentary Profession

Post 2015 NAP Educational Foundation Think Tank Observations

The NAP Educational Foundation hosted its first Think Tank in San Antonio, Texas February 23-25, 2015. This three-day event entitled: **Exploring the Impact of Generational Change on the Parliamentary Profession** gave a team of 19 parliamentarians who are life contributors of the NAP Educational Foundation as well as the NAP Executive Director the opportunity to meet face to face and deal with some of the implications of generational attitudes and preferences as it affects NAP and the work of parliamentarians.

What emerged from this three-day event was no less than magical, as noted parliamentarians identified areas of NAP's experience that needs "re-booting," and "re-imaging." The 20 members of this respected team tackled ideas in the areas of intergenerational gaps, strengths/weaknesses/opportunities/threats, and recommendations for NAPEF and NAP. The following White Paper will illuminate some of the chief discoveries, compelling ideas, and solutions that emerged from the Think Tank.

All of the trustees of the NAP Educational Foundation were pleased to be present for this event and trust that the results of these deliberations will assist NAP as it seeks to fulfill its vision to provide parliamentary leadership to the world.

Nancy Sylvester, PRP, CPP-T, President
Sandra K. Olson, PRP, Vice President
Dr. Leonard M. Young, PRP, Secretary
Ronald R. Stinson, PRP, Treasurer
Gwendolyn C. Brown, Trustee
Ann Guiberson, PRP, Trustee
Mary L. Randolph, PRP, Trustee



Contents

1. Pre-Think Tank Observations
 - SWOT (strengths, weaknesses, opportunities, threats) Analysis
2. The Generational Divide
 - Facilitators
 - Generational Gaps
 - Generational Characteristics
3. Strengths/Weaknesses/Opportunities/Threats
 - National Association of Parliamentarians (NAP)
 - NAP Educational Foundation (NAPEF)
4. Engagement
 - Which generation(s) does NAP/NAPEF engage the most?
 - Which generation(s) does NAP/NAPEF engage the least?
 - Parliamentary procedures relevance/effectiveness
5. Recommendations for the Future
 - How should the information from this Think Tank change how NAPEF approaches its contributors? (Prioritized)
 - How should the information from this Think Tank change how NAP approaches its members? (Not in Priority Order)
6. Post-Script and List of Participants

Pre-Think Tank Observations

Prior to the Think Tank, participants were asked to complete a SWOT analysis of NAP, NAPEF, and the parliamentary profession. They were also requested to consider the following questions: “How can parliamentary procedure be relevant and effective in a multigenerational context? What role can parliamentary organizations play to meet this challenge?”

The Generational Divide



While one would assume that a room full of parliamentarians might see things through a single lens, in fact there were many different perspectives expressed about the differences between generations. Victor L. Heller, PhD and Paul A. Parks, DMin, LPC, both experts in the analysis of generational differences, identified four generations: Traditionalist, Baby Boomers, Generation X and Millennials. They led the participants through a number of exercises that were focused on helping everyone see

that generational differences were significant and have had and potentially will have a significant effect on the parliamentary profession.

Intergenerational Gaps

The group was asked to identify primary intergenerational gaps between the generations. Here they are grouped into two cadres for convenience sake. These are Traditionalists/Baby Boomers and Generation X/Millennials. The following stood out:

- Regard for others near and far who are different in culture, race, language, behavior
- Family above work
- More accepting of open relationships
- Different orientation to career
- Technologically savvy
- Global thinkers v. local actors
- More highly educated with different orientation to it
- Immediate response and gratification a requirement
- Want more than they think they probably will have
- Moving rather than reading a book
- Distrust authority

Traditionalists – driven by war, depression – things were out of order; they made things work

Boomers – more opportunities for life choice; more choice of where to live; highly mobile; raised by a generation who made great changes, and they were raised to make changes; communicators; were raised by folks who had disposable income and chose to dispose of it into their children

Generation X – decision shoppers (if they didn’t get it from mom, they went to dad or grandma – they shopped for a better decision); first generation that won’t be better off than their parents; change from “defined pension plan” to a “defined contribution plan;” very little loyalty to companies because they experienced corporations having little loyalty to them;

Millennials – returning to traditional values; first generation highly scheduled; more balanced; don’t want to overwork – want work/life balance; greater acceptance of diversity; social media; highly tolerant; technology natives;

Strengths/Weaknesses/Opportunities/Threats (SWOT Analysis)

On the second day, the group concentrated on a SWOT analysis of both NAP and the NAP Educational Foundation. This analysis was discussed in light of generational differences discussed on day one. The chart below presents the most significant items in each category.

| NAPEF | | NAP | |
|---|---|---|---|
| Strengths | Weaknesses | Strengths | Weaknesses |
| Strong financial resources Money is well managed Independent organization | NAP members unaware of foundation No opportunity for contributor input No ownership as members | Excellent educational program Competent professional staff NP Magazine Great annual events | Loyalty Few younger members Lack of funds to meet expenses of volunteers Lack of trust among members Membership dwindling Lack of continuity |
| Opportunities | Threats | Opportunities | Threats |
| Opportunity to expand donor base Feedback to NAP Units Help the units who help you Sponsor trade show booths | NAP Leadership changes every biennium Fluctuations in the stock market Aging membership population Fundraising done by NAP as part of the dues notices | Marketing and branding Professional advancement opportunities Thousands of conventions not served by PRP General public unaware of PRP's | We've always done it that way Conflicting interest groups Small amount of non-dues revenue Declining of urge to join |

Next the Think Tank participants turned their attention to an analysis of how NAP and NAPEF relate to the four generations and how the opportunities identified above are lived out in these organizations.

Which generation does NAP/NAPEF engage the most?

Traditionalists—Generally they have money and for the most part are generous. They are retired with time to participate in organizational life. They possess loyalty to the organizations in which they are invested and want to belong. They are joiners. As grandparents they communicate more easily with younger generations than with Baby Boomers. They are the letter-writing generation. As a group, they hold traditional values regarding work and commitment. They prefer materials in printed form. They are the most frequent purchasers of NAP materials.



Baby Boomers—Boomers join and lead our organization. They value stability and yet want to see new things introduced. They are the e-mail generation. They see the value of using parliamentary procedure as a business. They use technology and prefer online exams, digital products and webinars.

Which generation does NAP/NAPEF engage to the least?

Generation X—Little disposable income yet generally don't qualify for NAP/NAPEF scholarships. This generation is starting to want to join more, but NAP/NAPEF systems are generally not set up with them in mind. They are busy with their families and struggle to find time for extra organizations.

Millennials—Family concerns come first. Their kids are involved in many activities. They struggle to find time for much else. They have the least knowledge of NAP and find the older membership not particularly welcoming. If we don't provide them parliamentary information in the form of an app, they aren't interested.

Parliamentary procedure's relevance to and effectiveness for:

Traditionalists: (70 & up)

Rule of law
Homeowner/Condo associations
Printed materials
Founders of groups
Bound by "we've always done it that way"
Structure, timelines and ego gratifications
More relevant when working with organizations made up of traditionalists
Social aspects of meetings; they are joiners
Past presidents
Involved in governmental bodies
Enjoy the intellectual study and teaching of parliamentary procedure

Parliamentary procedure can be a source of full or part-time income.
Leaders of all kinds of organizations
Impatient with some of the formalities in RONR
Working officers who are more likely to contact parliamentary organizations
Serious about attending seminars of relevance
More interested in Toastmasters than in parliamentary organizations

Baby Boomers: (50-69)

Generation X: (34 to 49)

More likely to go online for parliamentary reference and information
Somewhat antiquated process of group decision making
Prefer more informal processes; informal discussion first
They are put off by formal language
Don't have a lot of disposable time for the study of parliamentary law
Want quick answers on the spot; not a lot of explanation
Very alert to abuse of power – RONR can help
Inquiries coming from newer electronic platforms rather than email and websites
Significant involvement with compliance and standards in professions; must follow the rules
Equality/fairness and assuring everyone is heard
Interested in parlipro if not applied to a fault; will not appreciate nit pickers
Under horrendous time pressure – could be relevant
Can be a source of additional income and can become a profession

Millennials: (15-33)

They liked parliamentary procedure in school clubs and in competition
Provides an avenue to income generation
Knowledge of parlipro gives an instant source of recognition
Want information and are eager to talk to parliamentarians as resources
Helpful on their resume
Could use NAP as a resource center
Love to debate
In NAP you join as equals/one person – one vote
They want to be productive
A desire for mentorship
They like branding
Relevance and effectiveness in management training
Parlipro as a game (ParlQuest)
Can be a source of additional income and can become a profession

Recommendations for the Future

The purpose of this Think Tank has been to glimpse the future, to seek to find ways that NAP and its educational foundation can continue to stimulate interest in the parliamentary profession. As a result of the discussions and analyses undertaken, the following questions have been given notational answers. In the case of NAPEF, the recommendations of the Think Tank have been prioritized. In the case of NAP, they have not.

How should the information from this Think Tank change how NAPEF approaches its contributors? *(Prioritized by Attendees)*

1. Provide monthly or quarterly reports to units and associations about the Foundation and its services—explain the purpose of the Foundation.
2. Grant funds to NAP to initiate a PR campaign.
3. Promote EFT (Electronic Funds Transfer) for regular contributions—promote contributing to the Foundation regularly.
4. Educate board and committee members and NAP leaders about what the Foundation does.
5. Send out anniversary reminders of continued giving.

How should the information from this Think Tank change how NAP approaches its members? *(Not in Priority Order)*

1. Repeat messages, send them in numerous ways.
2. Use other forms of communication for information—not just the website.
3. Spend money on improving the website—make it more user-friendly.
4. Hold officer elections electronically before convention so every member gets to vote for their leaders.
5. Develop partnerships.
6. Direct donation information should be kept on the dues form.
7. Challenge of servicing MALS—method?
8. Emphasize continued education with members through certificates, etc. based on the Body of Knowledge.
9. Do more to cultivate Gen X members.
10. Encourage attendance at NAP conventions and training conferences.
11. Cultivate all members, encourage study, attendance
12. Encourage staggered term on committees and for officer positions.
13. Encourage units to form; encourage association and district participation
14. Focus on associations
15. Provide more training and resources to assist units and associations and meet the needs also of the MALS
16. Growth in units needs assistance, nurture the current units
17. Use educational resources for unit programs—need to do better job of training teachers
18. Pay dues for upcoming student members

Conclusions

Understanding the generational divide and being able to adapt to the future with such a large number of our constituency in the latter years of their lives will be the quintessential challenge for both NAP and NAPEF. When the talents, skills and preferences of coming generations are tied to the purposes of these organizations, the parliamentary profession can yet flourish. This will require leaders and members to abandon conventional thinking.

The ability to move gracefully into the future and build support systems that have sustainable value will depend on the ability of individuals to understand the new "motivators" of upcoming generations. These common threads may be challenging to folks over 50, but are well understood by younger leaders:

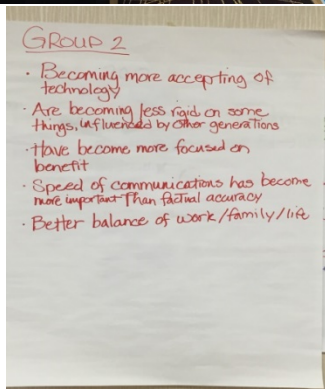
- **Belonging** is better than cash
- **Purpose** trumps prestige
- **Impact** is better than promotion
- **Meaning and relevance** are more important than perceived value and hierarchy

Understanding these paradigm shifts (and many others), opens an entirely new door of possibilities, and more importantly, responsibilities for next-generation NAP Leaders.

Postscript: The Re-Definition of Technology

As we think about the generational divide and why it's important, we cannot ignore the technological advancements that make this difficult. Technology is defined as the application of scientific knowledge for practical purposes, and when we think about all that has changed in the last five years in technology, we cannot ignore the fact that its advancement transcends the leap from typewriters to computers, or from "snail mail" vs. "email."

With the emergence of web-based social tools like Facebook and countless others, we have to understand that how we perceive the world around us has also changed. We have to be willing to re-define technology, to better fit interpersonal change as well as exterior change. How we think as a people is impacted just as much if not MORE than the physical attributes of technological advancement.



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