

District Six Parliamentarian

Newsletter for members of the National Association of Parliamentarians in Arkansas, Louisiana, New Mexico, Oklahoma, and Texas (including the unchartered territories of American Samoa, Australia, Central America, Guam, Mexico, Oceania, and South America.

ISSUE 03 AUGUST 2016



Valoree Althoff, PRP
District Six Director

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Newsletter Committee

Sue Bruns

C.J. Cavin

Dr. Martha Haun, PRP

Katie Pope

District Director's Digest

It is my privilege to introduce myself as your new NAP District Six Director! My name is Valoree Althoff, PRP. I was elected by the District Six presidents to complete the term of our friend, Daniel Ivey-Soto, PRP. As many of you know, Daniel is focusing on his reelection for the NM Senate. We all wish him the best! I know he is the right person for the job!

In the short time I have been in office, I have been busy. I have already attended the Oklahoma State Association of Parliamentarians in June to present a workshop as well as installation of officers. It was an honor to attend. We are also underway for the planning of the next District Six Convention! Save-the Date for the weekend of May 5-7, 2017 in the beautiful and historic San Antonio, Texas! Thank you to Sheryl Womble, RP and your committee for all of the work done and yet to do!

Our colleagues in Arkansas have been working hard to save their state association and they need all of us. I am calling for all hands on deck! If you know of any NAP members and former members in Arkansas, please reach out to them personally to encourage them to remain or reinstate their membership. Our District is rich in leadership, membership and friendship. I encourage everyone to help Arkansas so our District can remain a strong part of NAP! We are better together!

I will be attending the NAP National Training Conference and Leadership Conference August 25-28, 2016. I hope to see as many of you there that can possibly attend! Being neighboring districts, I hope it will be an easy and convenient decision for you to attend. There is still time to register! Go to the NAP website for more information and to register!

Thank you for this amazing opportunity to serve NAP for the interim. Please reach out to me if you need anything! I look forward to serving you and NAP for the remaining year.

Valoree Althoff, PRP

Let your fingers do the walking through the “tinted pages!”

David Mezzera, PRP
California Parliamentarian Reprint



The first three editions of HMR’s pocket manual were titled Rules of Order for Deliberative Assemblies. The next three were published as *Robert’s Rules of Order Revised*. And the last five (7th through 11th editions) were published as *Robert’s Rules of Order Newly Revised*.

With the publication of that 7th edition in 1970 (and the change in title to *Newly Revised*) another revision came about: a section labeled Charts, Tables and Lists was added as a 48-page insert on heavier, flaxen-colored paper in the middle of the book. These were thereafter referred to (naturally) as the “tinted pages.”

Beginning with the 10th edition, these tinted pages were moved to the rear of the book, just before the Index. To save costs, it was no longer printed on heavier stock and no longer printed on tinted paper - only the edges of the sheets were colored gray to be visible along the outer surface.

So please look at your new 11th edition from the side and notice the gray edges; and check out p. 671. The directions for the Index still indicate that pages in the index “preceded by the refer to the separately numbered ‘tinted pages’ found between page 670 and this index.” So even though the pages are white, they’re still called the “tinted pages.” Start on page t-1 and check out the charts, tables and lists contained therein.

My guess is that few parliamentarians ever utilize these pages in their work as consultants or as active parliamentarians. But the pages contain a wealth of information in an easy-to-use format. Rather than having to go through multiple pages of text trying to find answers to procedural questions, you’d be amazed at how quickly you can find solutions to your queries and problems. See if you can find answers to the following **quiz questions** just by quickly using the tinted pages:

1. **What threshold of vote is required to amend something previously adopted?**
2. **To which subsidiary and privileged motions may the motion to call the *Previous Question* apply?**
3. **What wording should be used to invoke the newly worded motion *Request for Information*?**
4. **Is the motion *Object to Consideration of a Question* in order when another has the floor?**
5. **In tallying a ballot vote, if the meaning of a ballot is unclear and may affect the result, what should be done?**
6. ***Reconsider* is a tough motion to deal with. Is there a list somewhere to indicate which motions simply cannot be reconsidered?**

Answers: Rather than searching the Index and hunting a variety of entries for pages and pages of text, use t-4 through t-48 to find the following correct responses.

1. t-8, motion 13, second to the right column shows the vote required for its adoption.
2. t-4, check out the dotted gray line to the right of *Previous Question* and see to which motions the arrows point.

3. t-35, motion 43 gives some sample wordings to use to ask for information or to ask the speaker to yield to a question.
 4. t-20, motion 54, third column indicates that once debate has begun or another motion has been made, then you may not interrupt a speaker; this motion may no longer be proposed.
 5. t-48, table of rules, fourth – entry tells the chair to submit the matter to the assembly for a decision.
 6. t-46 has such a list and indicates the 19 motions that can never be reconsidered.
- Have you caught onto the value of knowing what's in the "tinted pages" - and how to use the pages?
Hope so!

NATIONAL ASSOCIATION OF PARLIAMENTARIANS NEWS

NAP Youth Committee

The NAP Youth Committee is making plans to be of assistance to NAP members of State Associations who are interested in judging the parliamentary team competitions of the NAP partner Career and Technical Student Organizations (CTSO's). The Committee is asking each Association to identify one member as the contact person who will work with the coordination of the judging in their state. The NAP Youth Committee will work with that coordinator in communicating with the CTSSO State Advisers to learn about the competition schedules. New Mexico and Texas members of the NAP Youth Committee will serve as coordinators. Submit to Jan Strand, jan_str@msn.com.



NAP Membership Award Recipients

Energizing Your Unit / Association *Or* *Will Your Organization Be Here in Ten Years?*

Adam Hathaway, PRP

To the Parliamentarians of District Six,

I have been asked to write of my experience presenting at the NAP Leadership Conference this past September. My presentation was entitled *Preparing for the Future*, in keeping with NAP Past President Ann Guiberson's presidential theme of *Building the Future*. This seminar could just have easily been entitled *Energizing Your Unit/Association* or more poignantly *Will Your Organization Be Here in Ten Years?*

The session began as a discussion of the question posed above with mixed feedback: Some members were confident that their units and associations would be alive and thriving in ten years and others were not so sure. I then shared a check list entitled: "You might be in trouble if . . ." with the following considerations. How many trouble spots can you check off for your organization?

- Membership numbers are decreasing. Do the five year check.
- You are not actively recruiting new members
- Established members are leaving
- The same people are taking turns holding offices
- Every project is a one-person operation
- All members are not advancing through the credentialing process
- You have no web page
- Your members refuse to accept media technology
- Your youth committee has no youth on it
- You have no strategic plan
- You have no succession plan – officers, committee chairs, event coordinators
- The phrase "But we've never done it that way before" is a common theme



If your group is experiencing three or more of these symptoms, you might be in trouble and your organization's future may be in jeopardy. We discussed some potential remedies which include:

How to Keep Them – Strategizing ways to encourage member retention

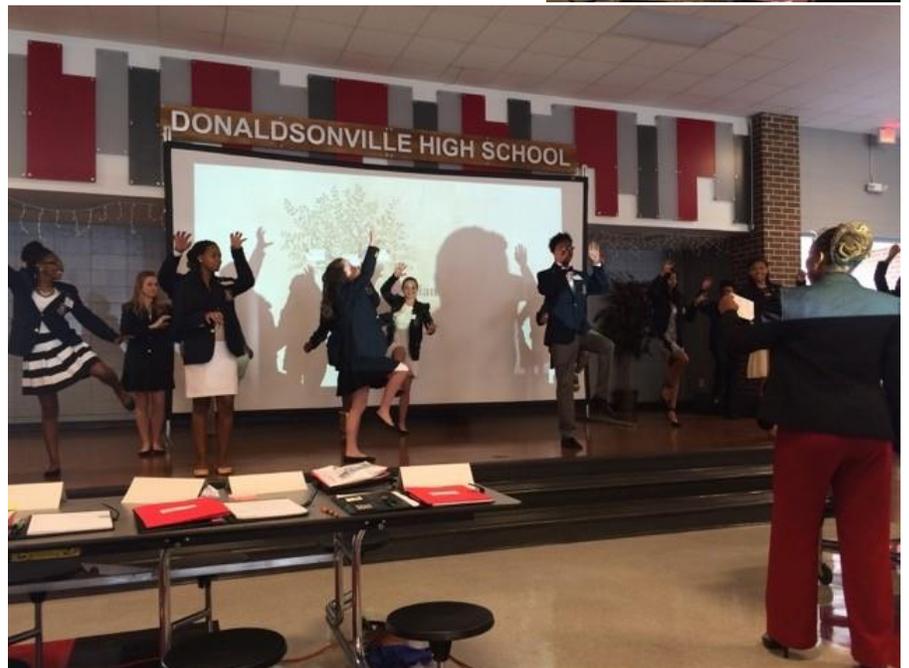
- Provide a meaningful parliamentary experience
- Give members and prospective members reasons to participate
- Provide engaging programs at every regular meeting
- Host an annual suspension for non-payment of dues campaign
- Develop a mentor program
- Succession plan
- Involve the membership, but
- Don't overload the membership

BE ENTHUSIASTIC – It may not always be fun but it can always be rewarding.

Use of Media Technology may attract new members and increase your presence.

District Six Member Highlights

Nicole Learson, a member of Baton Rouge Unit and Louisiana Association of Parliamentarians, facilitated a breakout session on parliamentary procedures for the Mayor's Youth Advisory Council (MYAC) of Donaldsonville, LA during its annual Leadership Academy. The council consists of a group of high school aged young leaders committed to making a difference in the city of Donaldsonville. As preparation for their upcoming year, MYAC commissioners receive vital training at their annual leadership academy, which was held at the Donaldsonville High School. Nicole's session covered the basics, including the history of Robert's Rules of Order, officers' responsibilities, rules of assembly and handling a main motion. In addition to providing interactive activities and a fun look at Robert's Rules of Order, Nicole impressed upon them the significance of being familiar with parliamentary procedures as a skillset of effective meeting management.





62nd Annual Convention - Sheryl C. Womble, RP

The 62th Annual Convention was held in San Antonio, Texas at the El Tropicano Riverwalk Hotel, April 29 – May 1, 2016. Burke Balch, JD, PRP was the guest presenter. On Friday, April 29, 2016, Burke Balch, JD, PRP presented one workshop in the afternoon, *What is...and isn't Unauthorized Practice of Law by Parliamentarians*. Lucy Hicks Anderson, JD, PRP presented the Bylaws Forum afterwards. The Education Endowment Fund Live Auction dinner was held in the evening where Beverly Glynn-Steffenauer served as the mistress of ceremony.

On April 30, TSAP President, Carol A. Habgood, PRP opened the convention with the opening ceremony at 9:00 a.m. The theme was "A Past to Remember – A Future to Mold". There were fifty-five members registered.

The following officers were elected for the 2016-2017 year: President, Sheryl C. Womble, RP; First Vice President, Martha Haun, PH, PRP; Second Vice President, Edward Moore, RP; Third Vice President, George Nassar, PRP; Secretary, Kathy Blair; Treasurer, Pam Meyercord, PRP. Also, the Nominating Committee Chairman, nine members and an alternate were elected; as well as, the approval of two of three amendments.

An Honor of Unit Presidents lunch was held at noon where unit presidents provided a summary of the programs that took place in their unit meetings for the year. Also, the following unit awards were presented:

Outstanding Programs

1st Place - San Antonio Unit

2nd Place - Flonnie Mae Larimer

3rd Place – None

Golden Mace

1st Place – Tie - San Antonio Unit and Sounding Block Unit

2nd Place - Austin #1

3rd Place - Flonnie Mae Larimer

After lunch, the following workshops were presented: *Interpreting Bylaws* by Lucy Hicks Anderson, JD, PRP; *Presiding Over Main Motions and Amendments, Parts 1 and 2* by Burke Balch, JD, PRP and *Electronic Meetings – Changing Times* by Kirk Overbey, PRP.

At the TSAP Banquet, Kirk Overbey, PRP served as the master of ceremonies. The TSAP Past Presidents were honored with accomplishments and memories. Leah Raye Mabry, MD, PRP was presented the Parliamentarian of the Year Award. Margaret C. Winn, PRP-R conducted the installation ceremony, Passing the Torch by K. Shield for the incoming officers.

Sheryl C. Womble, RP presented the president's address where she announced the theme, **Elevating Parliamentary Standards Through Education and Retention** and the team selected to pursue the goals for the year. After the banquet, the Bell, Christopher Registered and Landmark Units hosted a reception for the incoming president.

On Sunday, May 1, 2016, Diana Alcocer conducted a very moving Silent Gavel Memorial. Following the ceremony, and the final credentials and registration reports, the Seal and President's Pin were presented to the 2016-2017 President, Sheryl C. Womble, RP. Without objection, the convention was adjourned sine die at approximately 9:05 a.m. The Post-Convention Board of Director's Meeting was conducted immediately afterwards.

Sheryl C. Womble, RP
Texas State Association of Parliamentarians
President, 2016-2017

ASSOCIATION NEWS

Texas State Association of Parliamentarians Delegates at the NAP Biennial Convention Crystal City, Virginia



Irene Navarre, PRP-R, was honored at the 50th anniversary banquet of the NM State Association of Parliamentarians on April 17, 2015 for holding the longest continuous membership in the association. Mrs. Navarre joined shortly after the state association received its charter in 1965. She received NP membership certificate #1000 in 1975, amid much fanfare from NAP president Mrs. Holmes in Albuquerque, NM (NP, first quarter, 1975.)

Barbara Posler, RP
NMSAP

Louisiana State Association of Parliamentarians

Rita Bezou, PRP LSAP President



Giving Notice by E-mail

By Ann Rempel, PRP, CPP-T

In this age of electronic communication, more and more associations are asking about using e-mail to issue the official calls to their meetings. One reason is the concern about cost savings in today's economy. Parliamentarians should remind inquiring association leaders that *Robert's Rules of Order Newly Revised*, 11th ed. (*RONR*), does provide for notices sent not only by postal mail, but also "by a form of electronic communication, such as e-mail or fax, by which the member has agreed to receive notice." (See *RONR*, 11th ed., p. 89, lines 21-22)

It is important that parliamentarians remember the final words of that citation from *RONR* – "by which the member has agreed to receive notice" (emphasis added). Those are words we should always convey when asked about electronic notices – the choice of method is to be made by the member (unless, of course, the bylaws provide otherwise). Receiving notice of meetings is a fundamental right of all members, and improper notice can lead to the invalidation of a meeting.

Quite often, notices are being sent by e-mail without members having been given a choice about the method of communication. Despite the prevalence of e-mail in today's society, not everyone has e-mail access or wants to receive official notices by that method – even if they do have e-mail access. Bear in mind that servers fail, computers crash, and e-mail sometimes doesn't reach the intended recipient. And, believe it or not, not all members and directors are attentive to their incoming e-mail. Therefore, it is important that associations ask members how they want to receive the notices. It's easy to obtain that information when dues are collected and when new boards are formed. E-mail is now being used routinely, and almost universally, to give notice to board members – just remember to ask *your* board members how they want to receive the notices.

UNIT NEWS

Austin Unit #1

Cheryl Coleman, President

The Austin Unit #1 meets the 3rd Wednesday of every month at 7:00p.m. at the North Village Library in Austin, Texas. We encourage the study and practice of good parliamentary procedure in the Central Texas community "Making Meetings Matter." Our group is not quiet or shy which makes for very passionate discussions around parliamentary procedures. Kirk Overbey, PRP is the Vice President and Program facilitator of our unit. Kirk's lessons never disappoint. I am excited that our Fall lessons will encompass studying the basics of parliamentary procedure for our newest members to grasp as they prepare for the membership examination. The lessons also allow the opportunity for more intermediate discussions that arise during deliberations. In addition, the group enjoys parliamentary role playing from scripts that Kirk prepares lending yet another aspect of study.

If you are ever in the area on the 3rd Wednesday of the month, please stop by and join us for a high-spirited lesson.



Pictured: 1st row (from left to right) Mary Petronis, Gloria Shinkawa, Delores Rumpf, LyLy Fisher, (guest) Dr. Martha Haun, PRP, Sharon Taylor, PRP; 2nd row (from left to right) Joe Petronis, Deana Tollerton, Ronald Reed, Cheryl Coleman and Kirk Overbey, PRP

Baton Rouge Unit

Carole D. Gloger, President

The Baton Rouge Unit of Parliamentarians sent more members to the 2015 NAP Biennial than any other time in the unit's history! It was an honor to represent the Louisiana Society of Parliamentarians as state delegates.

The workshops provided splendid opportunities for learning and interactive exercises. The banquets provided good food and great camaraderie.

While we bid a "Fond Farewell" to President Ann Guiberson, we will continue to benefit from her knowledge, leadership, and graceful sense of humor. We extend "Best Wishes" to the incoming administration! And, we are simply bursting with pride that Alison Wallis will serve as a member of the NAP Board of Directors!



Crossroads Unit

Sue Bruns, President



Ft. Worth Unit

Libby Willis PRP, President



1. Photo taken May 16, 2015, at FWU meeting, displaying the award for *third place* for “Outstanding Unit Program Award.” In the photo are Esther Sims, secretary FWU; Johnnie Polk; Beryl Dowd; Dorothy Rencurrel, RP, Vice President FWU; Charlene Berry, RP-R; Dr. Ruth Amend, PRP; and Dorene Goodson.



2. Outstanding Unit Award presented at the 62nd Texas State Association of Parliamentarians Annual Convention.



3. Photo taken Sept 19, 2015, at FWU meeting; Libby Willis, PRP, teaching lesson on Committees.

4. Photo taken Sept 19, 2015 at FWU meeting. Betty Green, PRP, with Tricia Lukaska, who passed her membership test on Sept 19, 2015.

5. Photo taken Oct. 17, 2015, at FWU meeting; Cissy Conley teaching lesson on Motions.



Submitted by Hope Allee, hballee@aol.com, Publicity Chairman for FWU.

Santa Fe Parliamentary Unit

Jan Strand, President

The Santa Fe Parliamentary Unit has members in Los Alamos and Santa Fe. Most monthly meetings are held at the South Library in Santa Fe. The August meeting was held at the White Rock Public Library in Los Alamos County. During August, a display was put up at the Santa Fe LaFarge Library. During October, a display was made at the Los Alamos Public Library.



Tools to consider include:

- Web Page
- Document Storage
- Calendar
- Contact Information
- Presence – Today’s Newspaper
- Electronic Newsletters
- Facebook
- Twitter
- On-line Training
- YouTube
- E-mail
- Message Distribution Services



Develop a Strategic Plan that includes these elements:

- A roadmap to accomplish the goals of the organization
- Driven by a Vision and Mission Statement – review these provided on the NAP website for direction.
- Each goal should address:
 - Who
 - What
 - Where
 - When
 - Why
 - How
- Each Goal is SMART
 - **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, **T**imely

The remedies suggested above provide a brief and preliminary overview of topics and strategies that your organization should explore fully and in greater detail. Your organization will not merely survive, but thrive as a vital part of your community and your member development, but only if it honestly identifies weaknesses, implements remedies, and creates a plan that can grow and be strengthened over time. Will your group be here in ten years?

The Sounding Block Unit

Rhonda D. Clark-Randle, RP

Immediate Past President

The Sounding Block Unit meetings and activities for the spring of 2015 were busy and productive. TSBU had monthly meetings from January to June, 2015. The attendance averaged 10 members with sometimes as many as five visitors. In January the membership reviewed some changes that needed to be made in TSBU bylaws. Our study lesson “Navigating through Robert’s Rules of Order Newly Revised” was presented by President Rhonda Clark-Randle. The fun of the evening involved the drawing for the 2014 Bring a Guest to the Meeting Raffle. TSBU Parliamentarian, Rita Cloman was the winner of payment of membership dues for the 2015 program year.

In February, which is Black History Month, and includes Valentines’ Ground Hog and President’s Day, we had a special presentation by the TSAP President, Dennis Clark, PRP that was entertaining and informative. The March membership meeting included a “Mock Meeting” which provided members an opportunity to use parliamentary rules in a staged setting. During the April meeting, the membership voted on delegates to attend the Texas State Association of Parliamentarian Convention in Houston, TX. At the May meeting, a review of the proceedings of the TSAP Convention was offered by the delegates in attendance. TSBU was the recipient of the Golden Mace award given for growth in unit membership.

At the end of the program year in June, TSBU lesson was on “Reconsidering Reconsiderations”, presented by Vice President, Mona Bates. The membership meeting included discussion regarding the scheduled training opportunities, registration dates and travel accommodations to the NAP 40th Biennial Convention being held in Washington, DC, September, 4-7th, 2015. Proposed bylaw changes to be presented at the National Association of Parliamentarians were also discussed. Many of TSBU members left the meeting in June, 2015 with anticipation of plans of having

a great summer of traveling, and family fun.

A delegation of five members, including all elected officers attended the 40th Biennial Convention of the National Association of Parliamentarians. The delegates enjoyed and learned much from their participation in the workshops and events at the convention.

The Sounding Block received a 3rd place for unit growth. Two members, Rita Cloman and Rhonda Clark-Randle received Honor Roll of Teachers Awards. In addition, President Clark-Randle received a PEER Award for outstanding effort.

Along with the learning, fellowshiping and award opportunities the delegation enjoyed many meals together and sightseeing at the Dr. Martin L. King, Jr. Memorial.

We look forward to celebrating seven years of commitment to order and procedure as well as, our Founders’ and chartering at our November meeting.

Mary Nickson, PhD
TSBU Recording Secretary



Recognition of Immediate Past President
Rhonda Clark-Randle, RP.



Delegates at Biennial Convention with former Unit presenters, Pictured L-R: John “Kirk” Overbey, PRP; Rhonda Clark-Randle, Mona Tatea; Mary Nickson; Michelyn Washington; Alicia Grinage; and George Nasser, PRP

2016—2017 Installation of Officers

Installation Theme:

Reflections



Ada Williams, PRP installing Michelyn Washington, President



Board of Directors: Rita Cloman RP, Treasurer; Alicia Grinage, Financial Secretary; Michelyn Washington, President; Ada Williams, PRP; Mona Tates, Vice President; Mary Nickson, Secretary

In memory of Rhonda Clark-Randle

By Kay Allison Crews



Rhonda Clark-Randle came to NAP in 2009. She first came to the Crossroads Unit in Dallas, but wanted to start something in her part of town – south Dallas. In January 2010, Rhonda's Sounding Block Unit was chartered at a formal luncheon following the TSAP Mid-Winter Board meeting. Quite frankly, we had never seen anything like it. There was music, and a

photographer. The programs were glossy and in color, and the tables had centerpieces. Nice ones. Those of us seated near the front could see tape marks on the floor where people were to stand during their part of the chartering ceremony. Some of the long-time TSAP members were convinced that this level of enthusiasm, and achievement could not continue. But it did. The Sounding Block Unit grew. And then it grew some more. They routinely are awarded the Texas award for greatest membership growth, and have developed a program to move their new provisional members to NAP members. All of this is due, in some part, to Rhonda's leadership and vision.

Rhonda's leadership and vision extended beyond the Sounding Block Unit. In 2013, she coordinated a symposium working with her Sounding Block Unit, Crossroads and North Texas Registered Unit. This parliamentary symposium had multiple tracks of instructors, breakfast, lunch, guest speakers from the state, district, and national NAP leadership, and made money for all three units. The symposium has continued in a smaller format ever since.

Rhonda was not just active in NAP and AIP; she was a devoted and extremely active member of her sorority, Alpha Kappa Alpha. Her Facebook page is filled with memories from her former fifth-grade students, who remember her fondly. She was active throughout the community, and with educating and promoting awareness of Sickle Cell Disease – a disease she told me once that she "lived with, not suffered from."

Rhonda was a big bundle of parliamentary energy wrapped in a small package. Her efforts on behalf of parliamentary endeavors for both NAP and AIP are legion. Her expertise was in marketing parliamentary procedure, and making other people want to participate, too. Her tiny pumps will be hard to fill.

Please join me in welcoming these new members since January 2016!

LA: Eneid Francis
OK: Brenda Hall
NM: Carmen Pennington
Samantha Fisher
Lisa Walden
Marina Ferrari
TX: Melissa Goodrich
Kim Stracener Zapalac
Donna Mitchell
Daniel Burrow
William Friedrich Jr.
Tookie Walthall
Susan Beavin
Sandra Burton
Kayla Moore
Eric Ryniker
Diana Lauer
Ronald Reed *reinstated
Fashika Willis
Joanne Miller
Vlena McRae
Andrea Hilburn
Pamela Harmon
Wade Emmert

Congratulations to the 2016 newly credentialed members!

Professional Registered Parliamentarians:
Shana Walker, Oklahoma

Registered Parliamentarians:
Rita Cloman, Texas
Edward Moore, Texas

Want your story in the next newsletter? Email
photos and articles to Valoree Althoff,
valoreealthoffprp@outlook.com.

*Articles may have been submitted several
months ago.*



UPCOMING EVENTS

NAP National Training Conference

August 26-28, 2016 Broomfield, Colorado
Omni Interlocken Resort

SAVE THE DATE

District Six Convention

May 5-7, 2017 San Antonio, Texas

Professional Development

For PRP renewal, the PDC requires work in these five areas of professional parliamentary practice: 1) Ethics, 2) Governing Documents, 3) Serving as a Meeting Parliamentarian, 4) Teaching RONR (the 11th edition, compared with the 10th edition) and 5) Writing Parliamentary Opinions.

In addition, for the PRP renewal, the PDC requires work in two of the following areas of parliamentary practice with PRP's choosing the areas depending upon their individual needs: 1) Advanced Parliamentary Research, 2) Script Writing, 3) Doing Business as a Professional Parliamentarian, and 4) Serving as a Presiding Officer.

For your PRP renewal be sure to have as your companion the following: 1) NAP Professional Renewal 150 Points Reporting Form and 2) NAP Professional Renewal 50 Points Reporting Form

**DISTRICT SIX
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Valoree Althoff, PRP
5 Road 3779
Farmington, NM 87401
(505) 360-5999
valoreealthoffprp@outlook.com
eerolav@hotmail.com