National Association of Parliamentarians®

2015-2017 District and Association Appointment Guidelines

Each association is entitled to have an official NAP Representative attend a scheduled membership meeting once during the biennium. Each district is entitled to have an official NAP Representative at its biennial conference.

**NAP Representative Responsibilities**

The NAP Representative is to:

* Participate in the association or district program, which generally will include no more than one workshop.
* Present an NAP Update, limited to 20 minutes. (A PowerPoint will be available for the NAP Representative's use and bring it to the meeting).
* Have a feedback time with the leadership and meeting attendees.
* Prepare and file a report following the meeting.

**Appointment Guidelines**

The following guidelines will be followed during the 2015-2017 biennium:

* NAP Representatives shall be selected from the NAP officers, board members, or parliamentarian in order to provide the association or district with up to date information.

 NAP officers, board members, and parliamentarian shall not contact any association or district suggesting or requesting that they be the official NAP Representative.

 An official NAP Representative may not serve two consecutive years for the same association or two consecutive conferences for a district.

 NAP District Directors may serve as NAP Representatives for associations within their district or at another district conference at the request of that district director.

 Association presidents or district directors may contact an individual regarding availability; however, that does not assure that the appointment will be made.

 The NAP President will honor the request of the association or district to the best of their ability.

 The requested representative (in order of preference) will be contacted to serve.

 If a requested representative is not available, the president will contact the association president or district director to seek additional input.

 Every attempt will be made to assure that each board member has the opportunity to serve as an official representative at least once during the biennium.

**Appointment Procedures:**

1. The association president or district director is to complete the “NAP Representative Request Form” and forward it to NAP Headquarters.

2. The NAP President makes the appointment based on guidelines listed above, discussion with the requesting member, and his own judgment.

3. The association or district contact person and the member requested are notified of the appointment.

4. The association or district is responsible to contact the representative with meeting details as soon as possible following notification. Further correspondence regarding the visit is to be between the NAP Representative and the association or district. Such correspondence should take place no later than one month following the appointment.

5. The association or district is responsible for transportation, meals, and lodging at the meeting site for the NAP Representative. The association or district shall make any reservations and provide the representative with confirmation and contact numbers.

6. The association or district is to have NAP educational material for sale at the meeting.

7. The association or district provides a report to the NAP President following the visit within two weeks after the association or district conference.

8. The NAP Representative provides a report to NAP Headquarters following the visit within two weeks after the association or district conference.

**Additional Information:**

Please review the current NAP Operational Policies & Procedures Manual for additional information regarding NAP Representatives.