

# The District Two Resolution

Volume 6 Issue 1 August 2014

### Upcoming Events

- 10/11/2014 Parliamentary Institute sponsored by the **Louisville Unit**
- 10/18/2014 10:00 a.m. **Maryland Association of Parliamentarians** Parliamentary Institute, Chartwell Golf and Country Club, 1 Chartwell Drive, Severna Park, MD 21146
- 10/25/2014 11:30 a.m. **District of Columbia Association of Parliamentarians** Parliamentary Law Day, Washington Naval District Conference Center, Washington, DC

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## From the District Two Director’s Desk

By Darlene T. Allen, PRP

The events of this past winter are a blur. I can barely remember the bi-weekly snow storms and inclement weather, and now fall is peeking around the corner. Where has the summer gone? Perhaps, we left summer in Oklahoma City, Oklahoma at the National Training Conference.

Susan Nolte, Maryland Association of Parliamentarians, celebrated a major membership event. She has been a member of the National Association of Parliamentarians® since 1964. Shauna S. Mayo, RP, Virginia State Association of Parliamentarians, passed the membership exam in April 2014 and by July 2014 achieved Registered Parliamentarian status. Congratulations to both of them on their membership milestones!

The District Two Conference will be happening soon. By now, you should have received the call to the conference and the information packet. The conference will be held during the weekend of October 3 - 5, 2014, at the Hilton Washington DC North/Gaithersburg. The hotel is located at 620 Perry Parkway, Gaithersburg, MD. Early registration closes on August 31, 2014. Contact NAP at 1-888-627-2929 to register. If you will not be joining us for the conference opening reception, we will see you bright and early on Saturday, October 4, 2014, at 8:00 a.m.

Enjoy the rest of your summer and I will see you at the District Two Conference!



Darlene T. Allen, PRP  
District Two Director

## Technology Student Association Chapter Team Event By Sandra Cook

On June 30, 2014, National Association of Parliamentarians® members had the distinguished honor to serve as judges for the Chapter Team Event at the 2014 National Technology Student Association (TSA) Conference held at the Gaylord National Resort & Convention Center, National Harbor, Maryland. TSA is the only student organization devoted exclusively to the needs of students engaged in science, technology, engineering and mathematics. Chapter Team is one of TSA’s most popular events attracting as many as 400 middle school and high school participants at the national conference. For this event, students had the opportunity to demonstrate an understanding of parliamentary procedure relative to business meetings and they were evaluated on their ability to perform an opening ceremony, dispose of three items of business, and perform a closing ceremony within a specified time period.

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## District of Columbia Association of Parliamentarians News

### By Ferial Bishop, PRP

The 45th Annual Convention of the District of Columbia Association of Parliamentarians (DCAP) was held on March 15, 2014, at the Washington Naval District Catering and Conference Center in Washington, DC. Under the theme, "Embracing Parliamentary Procedures for the Future," Margaret Smith Perkins, President, opened the meeting at 9:30 a.m. The DCAP officers and committee chairmen presented their reports on the previous year's activities to the membership.

Ann Rempel, PRP, National Association of Parliamentarians® Secretary, gave updates from NAP with a presentation. She invited the DCAP membership to attend the National Training Conference to be held August 8-10, 2014, in Oklahoma City, Oklahoma.

Darlene T. Allen, PRP, District Two Director, gave an update of District Two activities. The District Two Conference will be held October 3 - 5, 2014, at the Hilton Washington DC/North Gaithersburg Hotel in Gaithersburg, Maryland.

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Ferial Bishop, PRP, incoming president (left), receiving the DCAP gavel from Margaret Smith Perkins, President.

## All About Members

Congratulations and welcome! The **new members** of the National Association of Parliamentarians® in District Two are the following: Stuart M. Bain (VA); Jeremy Billones (VA); Felicia Blake (MD); Courtney A. Bracey (MD); Lucy R. DiMauro (VA); Luke A. Douglas (VA); Nancy J. Gaskins (MD); Gerry R. Gunn (MD); Don H. Harsh (VA); Tracey L. Holliday (VA); Agnes Lilly (MD); Jason K. McCray (VA); Shauna Mayo (VA); Justin T. Miller (WV); Douglas Myers (KY); Benjamin S. Paulsen (DC); Andrew R. Polott (MD); Maxine Rudder (KY); S. Frances Searce (VA); Janet S. Shook (VA); Donna E. Simpson (VA); Joyce Stanley (MD); Sharon Street (MD); Matthew Titolo (WV); and Ruth E. Young (MD). Our **new registered parliamentarian** is Shauna Mayo, RP (VA).

### *In Memoriam*

*Peggie L. Atkins, RP (VA); Ethel Wolfe Born (VA); John Eaton, PRP-R (VA); Christine Harvey (VA); Audra B. Rafter (MD, TN);  
Dr. Alison P. Riddle-Fletcher (MD); and Catherine Wittmann, PRP (VA, MO)*

## Technology Student Association

### (Cover Story Continued)

These students demonstrated knowledge and proficiency in using parliamentary procedure by not only meeting their requirements, but also, in many instances, exceeding what was required on their quest to be the best. The drive and enthusiasm of the youth proved that the future of Parliamentarians is bright.



Future Parliamentarians. Clay County Middle School semifinalists along with Director-at-Large, Jim Jones, District Two Director, Darlene Allen, TSA Staff, and DCAP members.

## McCaskill Unit News

By Wanda M. Sims, PRP

The educational program for the McCaskill Unit's meeting on June 5, 2014, was presented by James "Jim" Jones, Director-at-Large, National Association of Parliamentarians® (NAP). Director Jones' hour-long presentation, entitled, "Building Better Bylaws," covered why have bylaws; what are bylaws; what vote is required to adopt, amend, and revise bylaws; what should and should not be included in the bylaws; and additional articles that may be useful or appropriate for large and complex organizations to include in their bylaws.

Director Jones discussed three things that most bylaws do: define rights, outline restrictions, and delegate authority. The best bylaws do not place unnecessary or unwise restrictions on the organization; however, organizations should not hesitate to delegate authority to specific groups. Such delegations in bylaws should be balanced with sufficient checks to protect the group from abuse, whether willful or unintentional. Director Jones concluded his presentation with a ten-question quiz on the unit's bylaws. As a result of this presentation, the McCaskill Unit is now equipped with the necessary knowledge to review its bylaws for clarity, purpose, and understanding. NAP Vice-President Mary L. Randolph, PRP, also attended the McCaskill Unit's meeting.



President Rose Acker-Mclver (left), Director-at-Large James "Jim" Jones, and Vice-President Wanda M. Sims, PRP

## DCAP News

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Ms. Rempel also conducted the installation of the newly elected officers of DCAP. During lunch, Gwendolyne Brown, a Trustee of the NAP Educational Foundation and a DCAP member, gave an update on the Foundation's activities. Following lunch, Ms. Rempel, presented the workshop "Embracing Minutes for the Future."

*The 2014 - 2016 DCAP officers are:*  
 President Ferial Bishop, PRP  
 First Vice-President Marjorie Vaughan, PRP  
 Second Vice-President Rose Acker-Mclver  
 Recording Secretary Lorraine Townsend  
 Corresponding Secretary Sandra Cook  
 Treasurer Mona Calhoun, PRP

## Betty F. Tunstall Made Honorary Member of Sartwell Unit

By Susan Eads Role, PRP

On September 23, 2013, the Sartwell Unit paid tribute to Betty F. Tunstall, PRP, by designating her an honorary member of the unit. A member of the National Association of Parliamentarians® since 1977, Ms. Tunstall has served with distinction in multiple national, district, and state leadership positions in the organization. She is widely recognized as an accomplished parliamentarian and outstanding teacher of parliamentary procedure. Of significant importance is the basic parliamentary procedure course taught by Ms. Tunstall. Over the years, her exceptional course yielded scores of new members for area units, including the Sartwell Unit.

In addition, the Sartwell Unit will consider an amendment to its bylaws this fall to change its name to the "Sartwell-Tunstall Unit" in honor of Ms. Tunstall.



Betty F. Tunstall, PRP (left), and Jeanette Williams, PRP, Past NAP President

# VSAP: Growing Our Own

By Cynthia Mayo, PRP

At its 57th annual convention, May 3 - 4, 2014, the Virginia State Association of Parliamentarians (VSAP) approved a project to provide funds to the VSAP units and club to increase membership. Other objectives of the project are to increase parliamentary knowledge by conducting outreach workshops and to gain exposure for National Association of Parliamentarians® (NAP) and VSAP resources. A total of \$5,000 has been earmarked for this project, which will be conducted from September 2014 to April 2015.

## Requests for Proposals

VSAP units and club are eligible to submit a proposal for funds, in an amount ranging from \$200.00 to \$350.00, to conduct outreach workshops for the community and persons seeking membership and NAP credentials. Each unit and club will be required to provide a plan detailing how the funds will be utilized.

The submitted plan should be outlined as follows: 1) Objectives, 2) Date and Place of Workshop, 3) Program Outline, 4) Evaluation,



and 5) Budget.  
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## Registered Parliamentarian Informational Session 2014

By Mary E. Q. Grant

Unlike other organizations, the National Association of Parliamentarians® plays a vital role in making certain that its members obtain the very best training in parliamentary procedure. While there is much to take in, those who are experienced give of their time and support while cheering us on.

On a very cold night in January 2014, the Registered Parliamentarian Informational Session was

scheduled and I didn't want to go; but, after convincing myself to attend, I am glad that I did. I kept receiving email notices from District Two Director Darlene T. Allen, PRP, to attend, and the e-mail notices made me feel a little special. The RP session provided members with information and support, like a GPS guiding you to your destination.

Listening to those who have made

this journey provided hope and created a desire to take the test. Of course the study guide for NAP's Registration Examination is very intimidating (1200 study questions), but the presenters' honesty about the probability of success leveled with the study strategies was very enlightening and encouraging.

While you want to hear the positives, it was good to hear some presenters say, (Continued on page 5)

## Call To The District Two Conference October 3 - 5, 2014

The District Two Conference of the National Association of Parliamentarians® is hereby called to convene on October 3 - 5, 2014, in Gaithersburg, Maryland. The location is the Hilton Washington DC North/Gaithersburg Hotel. The conference will begin Saturday, October 4, 2014, at 8:00 a.m. The conference is called for the purpose of conducting educational workshops, electing a district director for 2015 - 2017 term, and conducting any other business that may properly come before the assembly. The conference theme is "Creating Our Future."

You may register online at [www.parliamentarians.org](http://www.parliamentarians.org) or by contacting the NAP Headquarters' Staff at 1-888-627-2929. The early registration rate ends on August 31, 2014.

## Websites for State Associations and Units

By Paul M. Bessel

Any state association or unit, or anyone else, can have a website. The process isn't too difficult or costly, but it is also not the easiest thing in the world.

Websites for state associations and units can be extremely helpful. For example, if the weather is bad the day of a planned meeting, you can put a notice on the website saying the meeting is on, or cancelled, and tell everyone ahead of time to check the website rather than making dozens of phone calls.

To have a website you need two things, a domain name and a web hosting company. Often the hosting company assists with the domain name, so that might be the best place to start.

A website hosting company is a company that has a direct connection to the internet. Despite what the rest of us might think we have, we don't have that direct connection.

You can find website hosting companies easily, with

Google or by asking those who have a website what hosting company they use. I like a company called Virtual Website Hosting (virsite.com). I have used this company for a long time, and it currently charges \$99.00 annually. Others prefer hosting companies that provide users with very simple ways to create and update their websites, and of course the costs vary.

As mentioned, you need a domain name, too, and that can often be provided by the hosting company. Often you may find that the name you want, "abc.com," for example, is taken, so you have to look for alternatives, such as "abcparliamentarians.com." The cost of the domain name is usually much less than the hosting company.

Once you have a hosting company and a domain name, it is time to create your website. As mentioned, some hosting companies provide tools you can use for

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## Catherine I. Wittman, Sixth DCAP President Remembered

By Peola H. McCaskill, PRP-R, and Betty F. Tunstall, PRP

Catherine I. "Kay" Wittman, PRP, passed away at the age of 97 years on February 25, 2014, in New Florence, Missouri. She was the sixth president of the District of Columbia Association of Parliamentarians (DCAP), 1977-1979. Kay chaired several committees and served several offices of DCAP, including the office of president.

Kay became a member of NAP in 1967 as a member of the Sartwell

Unit and was a close friend of Marjorie (Marje) Sartwell for whom that unit is named. After serving as president of that unit, Kay continued service to the unit as meeting evaluator, providing feedback, suggestions, and instruction on the conduct of each meeting.

After more than 40 years of service with the Federal Aviation Administration in Washington, DC, Kay

retired and returned to her home state of Kansas and immediately became active with NAP subdivisions. Kay served as coordinator of the first NAP National Training Conference, which was held in Kansas City, Missouri in 1996.

While in Washington, DC, Kay also was a member of the International Toastmistress Clubs (ITC)—now known as PowerTalk International—

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## Registered Parliamentarian Informational Session 2014

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"Yes, I had to take it again."

We all want to pass the test on the first go-round, but if we do not we must pick ourselves up, dust ourselves off, look for help (if needed, we know help is available) and PASS the remaining portions of the test on the second go-round.

Finally, I hope everyone reads the instructions that are a part of the study guide because that will contribute to your level of success. I am now more comfortable with the idea of taking the Registered Parliamentarian exam.



Participants at the Registered Parliamentarian Informational Session in January 2014

# Websites for State Associations and Units

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website creation. Also, you can create your website using a software program and then uploading or publishing your website to a hosting company. Once you have created a website or uploaded it, your website is available to everyone in the world. You can send the name of the website, sometimes called its "URL," to the members of your state association or unit, so they will know how to locate it. A word of warning— if you create your website, no matter how good it is, it is worthless unless you keep it up to date. Many websites for organizations urge you to come to their next meeting which occurred

years ago. That quickly makes everyone stop looking at your website. And, of course, accuracy is important, and so is correct spelling. Be sure that what you put on your website is correct, and quickly fix any mistakes or old information. What can you put on a state association or unit website? The most important item is information about upcoming meetings, date, time, location, program, whether non-members are welcome, whether there is a cost, and other details. And, again, accuracy is important, and elimination of old information is equally important.

It is also useful to list the officers, and because we are parliamentarians, the bylaws. If you would like to see a sample website of a unit, feel free to look at <http://bessel.org/mlu>.

As you can see from the domain name of my unit— the Maryland Lawyers Unit or MLU— which has my name followed by the unit's name, one option is to create a "subweb" of another web. The advantage of this approach is the cost is much less, but the disadvantage is that you need to have already established your own website.

## Catherine I. Wittman, Sixth DCAP President Remembered

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where she served in many positions, including Council Ten Chairman and Blue Ridge Region Supervisor. It was in ITC that her enthusiasm for parliamentary procedure was whetted, and it was through her instruction and contagious enthusiasm that many ITC members became NAP members. When a number of DCAP members in Northern Virginia decided they would like to

form a unit that was more convenient to their homes, they named their new unit "Catherine Wittman Unit" in honor of Kay.

Kay's influence in DCAP continues to be felt through the service she provided and through the service and performance of those whom she taught and/or mentored.

*"Kay's influence in DCAP continues to be felt through the service she provided and through the service and performance of those whom she taught and/or mentored."*

## Chesapeake Unit of Parliamentarians News

By Kenneth Carraway, RP



The Chesapeake Unit of Parliamentarians held its annual parliamentary institute on February 23, 2014, in Chesapeake, Virginia in Monarch Bank's community meeting room. Twenty-nine participants attended. Kenneth Carraway, RP, and Michael Wagner-Diggs, PRP, were the presenters for the event.



## My First Time Attending the American Institute of Parliamentarians East Coast Practicum

By Steven Cook

As a first-timer, I had no idea what to expect by attending the American Institute of Parliamentarians East Coast Practicum. After introductions, despite the various careers of the participants, I observed there was one common goal for everyone—to gain a much deeper level of understanding of *Robert's Rules of Order Newly Revised, 11th Edition* (RONR) and *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*.

I came with an open mind, ready to take advantage of all the training opportunities during the practicum. After three days of intense learning on the subject of voting, I realized

how intertwined voting is in every aspect of parliamentary procedure not just in Chapter XIII of RONR. The instructors and organizers executed the practicum with precision, like orchestrating a symphony, no one missing a beat.

I was able to practice the role of president and acquired two very important tips: (1) always have a script and (2) practice and when you think you know what to say, practice some more.

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American Institute of Parliamentarians 2014 East Coast Practicum

## VSAP: Growing Our Own (Continued from page 4)

If awarded funds, the unit or club must provide a report on the workshop, including a summary of the workshop program, dates, time, and number attending. The report is due 30 days after the workshop is held.

Proposals may be submitted, beginning June 15, 2014 to:

Cynthia Mayo, PRP

First Vice-President, VSAP

6106 Phelps Street

Glen Allen, VA 23060

(804) 262-0381

## District of Columbia Association of Parliamentarians 2014 Membership Drive By Marjorie Vaughan, PRP

On February, 26, 2014, the District of Columbia Association of Parliamentarians (DCAP) successfully held an Open House and Membership Recruitment Drive at the Dorothy I. Height Public Library in Washington, DC. Thirty-four participants attended. There was a great deal of interest and need for parliamentary procedure in the community. The DCAP Membership Committee seized the opportunity to promote the goals and ideals of the National Association of Parliamentarians® (NAP)

by providing information about the organization and about its local meeting sites. Betty F. Tunstall, PRP, and Freddie L. Colston, PRP, presented interactive workshops under the event's theme, "Parliamentary Procedures: Information You Can Use for Today and Tomorrow." Mr. Colston impressed upon the audience that parliamentary procedure is designed to promote courtesy, justice, impartiality, and equality among members.

THIS NEWSLETTER IS PUBLISHED BY AND FOR MEMBERS OF THE NATIONAL ASSOCIATION OF PARLIAMENTARIANS® IN THE DISTRICT OF COLUMBIA, MARYLAND, VIRGINIA, WEST VIRGINIA, KENTUCKY, EUROPE, AND THE MIDDLE EAST.

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## My First Time Attending the AIP Practicum

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On the last day, I attended “Pull it All Together.” The workshop turned out to be fun, because it gave me the opportunity to apply all of what I had learned. The instructors changed the music on all of the groups, making us think on our feet and providing valuable experience for a future situation.

Lastly, at the beginning of the practicum many attendees who had attended previous practicums mentioned how addictive attendance is. Now I understand. No matter how much you think you know, by attending an AIP Practicum you will realize that there’s more for you to learn. I can’t wait for the next AIP East Coast Practicum.

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