

President, National Association of Parliamentarians

2016 NAP Annual Report

This member was elected to the office of President of the National Association of Parliamentarians in September 2015 and will serve in the position until September 2017. This past year has been a busy one with conference calls, visitations, document preparation, writing articles, chairing NAP Board of Director meetings, and numerous other NAP activities. However, this member has enjoyed the challenge of the position and has strived to make NAP a more membership based and growth oriented association.

The activities as president of the National Association of Parliamentarians have included:

- Visiting NAP headquarters in Independence, Missouri in September 2015 for staff orientation and focus for the 2015-2017 term.
- Preparing and presiding over monthly NAP Board of Directors meetings held mostly online and open to NAP members as guests.
- Weekly conference calls with officers and the Executive Director to keep current on headquarters activities and responsibilities.
- Responding to multiple emails on a daily basis to assist the board, the members and reply to inquiries.
- Represent NAP at Association and District Conferences to provide NAP updates, present workshops, and install officers.
- Working with the NTC Coordinators, NTC Workshop Coordinators, and Leadership Conference Coordinators to plan the NAP 2016 National Training Conference.
- Planning for the 2017 NAP Biennial Convention with the Convention Coordinator.
- As ex officio member, attending almost daily NAP committee meetings to listen to activities of the committee and provide feedback where appropriate.
- Preparing for and holding a strategic planning session with a professional consultant, and NAP member, at the in-person board meeting in Brookfield, Colorado to begin drafting the NAP strategic plan. In addition, this officer has defined a round-table discussion to be held at the NTC in order to receive member input on the future of NAP and the focus of the strategic plan.
- Teaching an in-person Professional Renewal course.
- Teaching Professional Renewal module courses.
- Continuing professional service to clients.

*Mary L. Randolph, PRP
NAP President*

Secretary, National Association of Parliamentarians

The 2016 NAP Annual Report

This member was honored to be elected to the office of Secretary of the National Association of Parliamentarians for the 2015-2016 biennium at the NAP National Convention held in September 2015. Since the election, this member has maintained a schedule that includes the NAP activities listed below. In addition, after being termed out after four years of service as President of the Oregon Association of Parliamentarians, this member was elected to the office of OAP Secretary in March 2016. As the immediate past-president she wrote an article for each quarterly edition of the *Oregon Agenda*. These articles continue to be written and published, but now from the perspective of an NAP board officer. This member values tremendously the knowledge she has gained at the national level, but most importantly by serving the members of the NAP.

The activities as secretary of the National Association of Parliamentarians have included:

- Attending and participating in all NAP Board of Directors regular meetings held monthly per AdobeConnect, and the April meeting held in person.
- As called by the president, attending and participating in all NAP Board of Directors special and executive session meetings.
- Drafting all Board meeting minutes and distributing to the Minutes Approval Committee for review and approval. Subsequently, the minutes are sent to the Board members and headquarters for posting on the NAP website, as appropriate.
- Maintaining an up to date NAP Board Motions' Log for quick reference as to business conducted.
- Along with the Board, maintaining an extensive reminder list of members who are informed directly of the upcoming board meetings. Reminders are sent out twice, at two and one-week intervals prior to the board meeting date.
- Receiving and distributing to the board all reports and documents along with the draft monthly meeting agenda drafted by the president.
- Attending and participating in Staff Conference calls. Held weekly, the attendees include the NAP officers and the Executive Director. Instructive and informative the calls provide a touch base format concerning NAP and headquarters.
- Chairing the Policy and Procedure Committee and serving as a member on the PRP Referral System Committee.

***Teresa Stone, PRP
NAP Secretary***

Treasurer, National Association of Parliamentarians

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Events and Meeting Attended

- Attended all meetings of the Board of Director's except the special meeting held on August 9, 2016;
- Attended weekly meetings with the president, vice president, secretary, and the executive director;
- Served on and attended all meeting of the Personnel Committee;
- Served as the chair of the Budget and Finance committee and the Pricing Committee;
- Served as the president of the McCaskill Unit;
- Served on the Board of Directors for the District of Columbia Association of Parliamentarians; attended the Parliamentary Law Day in October 2015; and the annual convention March 2016 and installed the newly elected officers;
- Attended the Pennsylvania Association Convention as the NAP Representative and installed their new officers (June 17 and 18);
- Attended the Maryland Association of Parliamentarians Annual Meeting in November 2015;
- Attended the Maryland Lawyers, Sartwell –Tunstall and Hobson Unit meetings;
- Attended the annual Dahms-Bierbaum Workshop October 30 through November 1, 2015;
- Visited NAP Headquarters twice and met with the NAP Auditor, Cinda Chapman and met with our Edward Jones advisor to discuss the performance of our investments;
- Attended the AIP West Coast Practicum in Ontario, CA; served as the 2015 the class president; presented a workshop; and presided over the election of a new class president;
- Attended along with Director Darlene Allen, the second organizational meeting of the Montgomery County Maryland Unit seeking membership in NAP and was appointed to serve as the parliamentarian for the Unit;
- Attended the 67th Annual Washington Conference of the Second Episcopal District of the African Methodist Episcopal (AME) Church held April 20th thru 22nd; and
- Attended the 48th Biennial Convention of the National League of American Pen Women (NLAPW) held April 28th thru May 1st. Served as the chair for the Protocol and the Standing Rules committees. Elected to the National Board as the Governance Committee Chair.

Projects/Activities

- Worked with the Budget and Finance Committee and the Executive Director to develop the NAP 2016 budget and the 2017 draft budget;
- Reviewed and analyzed NAP finances for the past five years;
- Contacted the AME Church and Toastmasters International regarding NAP's presence as a vendor at their respective conferences: AME's General Conference in Philadelphia, PA in July; and Toastmasters International Convention in Washington, DC in August;
- Responded to inquiries and request for information from association and unit treasurers;
- Served as a parliamentarian for various national, state and local organizations;
- Conducted basic parliamentary procedure workshops for the McCaskill Unit's Peola H. McCaskill Legacy Scholarship Fund;
- Served as monitor for individual taking the NAP membership exam;
- Met with the coordinator for the NAP 2017 Biennial Convention; and
- Accepted an invitation to serve as the NAP Representative at the Illinois State Association Convention, September 16 and 17.

*Wanda M. Sims, PRP
Treasurer*

Director-at-Large, National Association of Parliamentarians®

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Director-at-Large Allen attended the Biennial Convention in Arlington, Virginia and all in-person and Adobe Connect meetings of the Board of Directors (September 2015 – August 2016). She serves on the board Pricing Committee and Special Committee on the PRP Referral System. She also serves on the Professional Development Committee. She served as an instructor for the December 2015 PRC, May 2016 PQC and July 2016 PQC.

DAL Allen attended unit meetings for the DC Registered Unit, Virginia Alpha Unit and Sartwell – Tunstall Unit. She attended the organizational meetings of the Montgomery County Maryland Unit along with Treasurer Sims.

She served as the National Rep for the District of Columbia, Maryland and Virginia State association meetings and gave the NAP update. She also presented a workshop in DC and served as a judge for the Spirit Contest in Virginia.

DAL Allen conducted basic parliamentary procedure courses for the American Federation of Government Employees' District 14 University (November 2015) and P.O.R.T Training (May 2016).

Thank you for the opportunity to serve the National Association of Parliamentarians®.

***Darlene T. Allen, PRP
Director-at-Large***

Director-at-Large, National Association of Parliamentarians

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Attended the NAP Board meetings held in September 2015 in Arlington, Virginia, and in April 2016 in Broomfield, Colorado, and attended all board meetings, with the exception of the July 2016 meeting, held using AdobeConnect.com.

Serves on the board's pricing committee and the board's policies and procedures committee.

Chairs the board committee on PRP referrals.

*Ann Rempel, PRP
Director-at-Large*

Director, National Association of Parliamentarians

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It is a great honor to serve on the Board of Directors of the National Association of Parliamentarians.

In connection with my duties for this position, I have attended all board meetings and will attend the National Training Conference, where I will give a workshop.

During this term, I have chaired the minutes approval committee and worked with the secretary and other members of the committee to have board minutes made available promptly.

Due to grave family circumstances, I was not able to attend association meetings as the NAP representative. The invitations were greatly appreciated, however, and my ability to travel is increasing. All the courtesies extended to me -- by the president, by the board, and by so many fellow parliamentarians -- during a difficult time are greatly appreciated.

It was a particular delight to teach continuing education modules and to serve as one of the instructors for a very well-attended Professional Qualifying Course.

As I do every year, I served as a judge for the Louisiana Future Business Leaders of America parliamentary procedure contest. I attended many unit and association meetings and directed inquiries from individuals looking for parliamentary study groups. Connecting people is a joy!

I was particularly pleased to bring meaningful benefits to NAP members by chairing a special board committee, the Bookstore Review committee.

I am looking forward to the NTC and to serving for another year as a member of the board of directors.

Alison Wallis, JD, PRP, CP-T
Director, National Association of Parliamentarians

District Director Representative, National Association of Parliamentarians

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This District Director Representative was appointed to serve on the Bookstore Review Committee to review and make necessary recommendation to aid individuals in making decisions regarding educational materials.

Additional duties as representative included, but was not limited to, attending NAP Board meetings both in person and via Adobe Connect and serving on the boards policy and procedures committee

This Representative also participated in the following activities:

- Presented workshop at the Michigan State Association of Parliamentarians Annual youth Day;
- Attended and participated in all MERC meetings;
- Attended the Annual Meetings of the Ohio State Association and Indiana State Association, and several Michigan Units;
- Presented NAP updates at association and state meetings;
- Served as Parliamentarian to the Indiana Association Annual Meeting;
- Judged student organization Regional and State Competitions for Business Professionals of America;
- Provided updated information to State Associations and Units in District Four in an effort to keep them informed of credentialing, membership, etc;
- Communicated regularly with national office for information as needed;
- Chaired conference calls with District Four Association and Units; and
- Requested the establishment of a District Four Adobe Connect meeting room for future meetings.

This representative has registered to attend the 2016 NTC being held in Colorado.

***Joyce Brown-Watkins, PRP
District Director Representative***

District Seven Director Board Member, National Association of Parliamentarians

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At the 2015 NAP Convention, this District Director was elected to serve as one of the two District Directors on the NAP Board of Directors.

Since that time, he has participated in the following activities:

- Chaired the Minutes Approval Committee for the 2015 NAP Biennial Convention minutes.
- Attended all in-person meetings of the NAP Board of Directors, and all but one of the meetings through the Adobe Connect conferencing system.
- Attended all in-person and Adobe connect meetings of the District Directors (MERC).
- Attended the Annual Meeting of the Parliamentarian Association of British Columbia on November 7, 2015, serving as its parliamentarian and delivering greetings from NAP as its District Director.
- Served as a member of the NAP Board of Directors' Minutes Approval Committee.
- Served as a member of the NAP Board Special Committee, the NAP Bookstore Committee.
- Attended the annual meeting of the Oregon Association of Parliamentarians in March 2016 as its District Director and presented the NAP report and an educational workshop. Filed NAP representative report afterward
- Judged a student parliamentary competitive event (FCCLA STAR Competition) on March 30, 2016 in Wenatchee, WA.
- Reviewed the SWOTT (Strengths, Weaknesses, Opportunities, Threats, and Trends) for NAP 2016 documents online and offered comments and suggestions.
- Attended the annual meeting of the Washington State Association of Parliamentarians as its District Director and presented the NAP report. Filed NAP representative report afterward.
- Chaired the Special Meeting of the Membership Extension and Retention Committee to review District Directors' roles in reaching out to Association/Unit Presidents and other members for feedback on the NAP Board's areas of focus on the existing Strategic Plan.
- Prepared and submitted an article for the *National Parliamentarian* about a long-time member of NAP.
- Arranged and chaired the District 7 Adobe Connect meeting of its Association Presidents, Unit Presidents, and other members to generate feedback from them on the NAP Board's areas of focus on the existing Strategic Plan, and promoted the NAP Strategic Planning Discussion at the NAP Training Conference.
- Help to arrange for, and attended the District 1 Adobe Connect meeting as a NAP board representative.
- Attended unit meetings of which the director has a primary or affiliate membership

**Kevin R. Connelly, PRP
NAP District Seven Director/Board Member**

Executive Director

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Headquarters staff has focused on being more proactive and innovative in an effort to better support our volunteers, respond to members' needs, and generally operate more efficiently. This has been a noticeable shift for staff and volunteers, alike, as we become more team-like. The goal is to provide as much operational support possible so our volunteers can focus on content instead of administrative details.

Creating a more professional-looking visual presence for NAP is one important step to enhancing its image. These improvements are happening gradually given our limited resources, but members should be starting to notice them in the presentation of the *National Parliamentarian* magazine, the website, and some of our latest publications. There's still a great deal to be done, but we're moving in the right direction.

Data integrity continues to be a major focal area for Headquarters, as it affects all aspects of the organization and its operations, programs, and services. We continue to wrestle with the database that is the nerve center of the organization, but believe we have made some inroads to ensure more consistent and dependable membership data. Finding the best solution to our data challenges is a high priority moving forward.

Staff Changes

Immediately following the 2015 convention, we hired Courtney Emery, who accompanied us to the convention, as a full-time membership marketing coordinator. As such she generates membership reports for our state and district leaders, and helps maintain the database. Courtney also compiles and edits the NAP Update, the monthly membership newsletter; she also helps maintain the website and crafts broadcast emails to keep members informed of important events, deadlines, etc. Courtney filled the vacancy created by Debbie Montavy's departure last fall. We miss Debbie but are pleased to have Courtney with us.

Another new face at Headquarters is Cindy Petrie, our part-time financial assistant. Cindy maintains all our financial records, provides needed technology support, and processes receivables and payables. She replaced Sarah Neift, who continued to provide bookkeeping services following her retirement as NAP's executive director a few years ago.

Stefanie Luttrell celebrated her 14th anniversary with NAP in June. She continues to be in charge of our publications sales and fulfillment and is the primary resource for questions on membership, credentialing, and most anything else.

Headquarters' physical space underwent some much-welcomed renovation the beginning of this year thanks to the unexpected loss of a large portion of our roof in November. The insurance settlement covered most of the roof and interior repair; the generosity of our members helped as well. Rather than replace the 70's-era paneling, we gave the offices a fresh coat of paint, which has made a huge difference.

Cyndy Launchbaugh
Executive Director

Chair of Bookstore Review Committee, National Association of Parliamentarians

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The Bookstore Review committee, initially consisting of Kevin Connelly, PRP, Joyce Brown-Watkins, PRP, and Mary Randolph, PRP, was appointed on September 30, 2015.

The committee met shortly thereafter, by use of AdobeConnect, assisted by Paul McClintock, PRP. We reviewed the official charge to make recommendations to the board to: (1) make the online bookstore more user-friendly for the general consumer, (2) put some descriptions on each item so members will know what they are buying, and (3) make recommendations to clean up the format.

In the first meeting, we developed a plan of work, divided tasks, and set deadlines. Committee members began revising the language for written materials for sale on the website. Numerous additional meetings were held and modifications to the site were made.

Due to an emergency health situation, original member Kevin Connelly was not able to participate for several months. During this time, we sought the assistance of Carol Schilansky, PRP, and Nylanne Scheidegger, PRP. This allowed editorial revisions to continue. Fortunately, committee member Connelly was able to return to make further contributions.

In light of severe family medical issues, in April, 2016, I requested to be excused from the duty of chairing this committee. My request was graciously granted. I will continue to assist the committee in this important area.

Alison Wallis, JD, PRP, CP-T
Chair, Bookstore Review Committee, National Association of Parliamentarians

Policy and Procedure Committee, NAP Board of Directors

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The NAP Board Committee membership consists of Chair, Teresa Stone, PRP; Joyce Brown-Watkins, PRP; Ann Rempel, PRP and President Mary Randolph, PRP, ex officio. NAP Parliamentarian Roger Hanshaw, PRP, serves as the advisor to the committee.

The Policy and Procedure Committee has held no formal meetings, however deliberations have been conducted per email whenever a proposed amendment to the NAP Operational Policy and Procedure Manual would arise.

- The committee chair has done a thorough review of the Manual in order to determine when amendments may have been entered in the past and rationale for inclusion. This is more for personal knowledge, however the information gathered has been used to inform the committee as applicable.
- From September 7 2015 through August 18, 2016 the Committee has brought to the NAP Board of Directors one recommended amendment to the Manual. After board discussion, the amendment was approved for inclusion. The committee was charged with reviewing one other proposed amendment to the Manual, and ultimately recommended that the board take no action, which was accepted.
- By August 20, 2016 the committee will be forwarded four proposed amendments to the Manual for consideration prior to submission to the board for consideration.

This member has enjoyed and valued her role as the chair of the Policy and Procedure Committee, and thanks the committee members for their critical review and candid input.

***Teresa Stone, PRP
Chairman***

Bylaws Committee, National Association of Parliamentarians

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The NAP Bylaws Committee consists of Weldon L. Merritt, PRP, Chairman, Lucy Anderson, PRP; Ronald Avedisian, PRP; Richard Brown; Ruth Ryan, PRP; Joe Theobald, PRP; and President Mary Randolph, PRP, ex officio. NAP Parliamentarian Roger Hanshaw, PRP, serves as advisor to the committee.

During the current biennium, to date, the NAP Bylaws Committee has held no in-person or electronic meetings, but has conducted all business through email. Using that process, the committee has accomplished the following tasks:

- Revised the Suggested Association Bylaws, Suggested Unit Bylaws, and Suggested Youth Group Bylaws, and associated documents, and had them posted to the documents page of the NAP web site.
- Reviewed and approved the bylaws of three new units, two of which (the Montgomery County Maryland Unit and the Shelby Cahaba Parliamentary Unit) have been chartered and the third of which (the Mississippi Alpha Electronic Unit) is in the process of chartering.
- Reviewed the bylaws of one additional new unit (the Brazos Valley Unit) and notified the unit of changes that would need to be made before the bylaws could be approved. (The Chairman recently contacted the unit sponsor to determine the status, and was advised that the unit is working on the changes.)
- Reviewed and approved the bylaws of one new youth group (the Gloucester County Institute of Technology Youth Group).
- Reviewed the bylaws of one existing state association and found them to be in compliance with all NAP requirements.
- Reviewed the bylaws of three existing units, two of which were found to be in compliance with all NAP requirements and one of which was notified of changes that should be made.
- Had a Call for Amendments published in the June 2016 issue of the *National Parliamentarian* and in the July 2016 NAP Update.

The committee has scheduled a teleconference meeting for committee members and the advisor only, for August 26, 2016, to discuss several possible bylaw amendments to be proposed by the committee; possible changes to the suggested association, unit, and youth group bylaws; and plans for an in-person committee meeting in February or March 2017.

The chairman will be presenting two bylaws-related workshops at the National Training Conference. The first, “Ins and Outs of Governing Documents,” will explore the drafting of governing documents, including what should be included where. The second, “So You Want to Amend the Bylaws?” will focus specifically on the process for submitting proposed amendments to the NAP bylaws, and how proposed amendments are handled once received.

Weldon L. Merritt, PRP
Chairman

**Communications Committee
Public Relations and Marketing Subcommittee**

The 2016 NAP Annual Report

The Public Relations and Marketing Subcommittee, chaired by Susan Eads Role, met via conference call seven times between November 2015 and July 2016. The committee has focused their work and discussions on social media strategies and internal management policies for use of social media, review of public relations materials used by NAP, potential outreach and partnerships for external outreach, methods to improve internal marketing including a logo contest, and an overall communications strategy to forward the mission and growth of NAP.

Specific accomplishments include the following:

- Completion of a social media plan, social media flyer for members and social media workshop at NTC August 2016
- Reviewed and made recommendations for improvement to NAP marketing materials: the *Membership Guide* tri-fold brochure, the *Need a Solution to Your Long, Disorganized Meetings?* tri-fold brochure, and the *National Association of Parliamentarians* double-sided flyer
- Developed a timeline, procedure and scoring system for a member based NAP logo concept and design contest
- Reviewed NAP social media policy and social media management practices
- Reviewed membership survey questions
- Have started to define and develop a comprehensive communications strategic plan

Committee Chair: Susan Eads Role, PRP

Members: Abigail Hood, Michael Peck, PRP, Brandon Walters, RP

*Julie Pioch, PRP
Communication Cluster Coordinator*

International Committee, National Association of Parliamentarians

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Bilingual Membership Exam

The International Committee worked with the Membership and Registered Parliamentarian Examiners Committee and with the Board of Directors to develop an English/Chinese bilingual membership exam. As of 8 July 2016, 26 persons in China have taken and passed the bilingual exam and become NAP members.

Bilingual RP Exam

The International Committee worked with the Membership and Registered Parliamentarian Examiners Committee and with the Board of Directors to develop an English/Chinese bilingual RP exam. As of 8 July 2016, 3 members in China have taken and passed the bilingual exam and become Registered Parliamentarians.

Purchase of NAP Materials

It remains virtually impossible for NAP members in China to purchase educational and other materials from NAP and generally difficult for members elsewhere outside North America. We do not allow for materials ordered via the NAP website to be shipped internationally. Our website suggests phoning the office to place an order. The problems of language and time zones would be difficult enough to overcome, but there are additional problems: phone calls from the rest of the world to the US are much more expensive than international calls from the US and callers from China often get dumped into voicemail, where they can spend a few dollars to leave a message that may be difficult to understand. The International Committee recommends that the NAP website allow international shipping.

Membership Growth

At the start of the Biennium, we had 173 members outside the United States, of whom 36 were credentialed. As of 1 August 2016, we have 180 members outside the United States, of whom 39 are credentialed, representing increases of 4% and 8%, respectively.

Prof. M Carling
Chairman, NAP International Committee

Membership and Registered Parliamentarian Examiners Committee

The 2016 NAP Annual Report

New members of the National Association of Parliamentarians continue to increase due to the consistent and vibrant work of all members; both credentialed and those holding regular membership. By today's date, 389 new NAP members have passed the entrance examination since the ending of our last NAP Biennial Convention and the beginning of a new term. Compared to the same period of time from the last biennial term, this is an increase of approximately 19% from the first part of 2014 compared to the first part of 2016.

It is evident to this chairman that instructions given to larger groups continue to swell the potential members of NAP and we applaud the efforts of this work. In addition, the use of the shorter membership exam taken from the Roberts' In-Brief has created a potentially greater base of members from which to draw for further credentialing and reaching out to organizations who may be interested in using Roberts' as their parliamentary authority. This expanded base of membership can only be good for NAP. While the individual membership exam tends to be the norm with our examinations, the exams taken in larger groups after appropriate instructions are becoming more commonplace.

The development of a new membership exam option through a modules program continues. The hope is that a modules program, ie: three modules making up the membership exam, would be taken by applicants one at a time. As the applicants work through the modules in learning, smaller interim questions are taken in the midst of the module {being built through a power point base}. As the applicant passes the questions, they continue to move forward until completing all three modules. At any point that the applicant fails the question, they can move backward in the program, re-read the material, and then re-take their exam in mid-module before moving forward. This chairman believes that this format will lead to better engaged and informed member as they move toward the potential of achieving the credentialing of registered parliamentarian, and encourages moving forward to develop this module format.

Registered Parliamentarians achieving this new credential from September, 2015, until August 21, 2016, total 42 new RPs. While a quick count taken of the new RPs from September, 2013, until August, 2014, only totaled 26, this comparison is a bit more difficult to assess since a different spread sheet was used in the previous term. It is obvious, however, that the board-approved RP exam, allowing members to spread their five-parts of the RP exam over nine-months, has been very successful for creating opportunity of members to take the RP exam {and to be successful}. While eighteen members have exceeded the nine-month exam time and must start over on these exams, we have thirty-eight members in the midst of one part or another of the RP exam. It appears to this chairman that members are anxiously working to be credentialed within NAP.

*Larry D. Martin, PRP
2015-2017 Membership and Registered Parliamentarian Examiners Chairman*

NAP Educational Foundation
Annual Trustee Report
September 2016

This member was elected as a trustee to the NAP Educational Foundation (NAPEF) in September 2012 to serve a four-year term. In September 2014 this member was elected to serve as the National Association of Parliamentarians President, leaving a vacancy on the NAPEF Trustee position. The position was filled by the NAPEF board of directors.

Until January 2016 this member served as scholarship chairman. The scholarship committee awarded four Young Adult One-year Membership Scholarships to apply to the 2016 NAP dues period. In February, this member requested to be removed as Scholarship chair due to the limitations on her input on the foundation.

In January 2016 the NAPEF Bylaws were amended to remove the NAP president as a full voting trustee of the Foundation and filled the vacancy on the NAPEF board. The NAP president is currently an ex officio member without vote.

This member continues to attend the NAPEF meetings and fulfills the obligations of the Board of Trustees without vote.

Mary L Randolph, PRP
Ex officio Trustee