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VISION STATEMENT

NAP’s vision is to provide parliamentary leadership to the world.

MISSION STATEMENT

NAP is a society dedicated to educating leaders throughout the world in effective meeting management through the use of parliamentary procedure.

CHAPTER 1 – INTRODUCTION

1.1 NAP’s Commitment to Full Compliance with the Law

The NATIONAL ASSOCIATION OF PARLIAMENTARIANS® is committed to ensure that all of its policies, practices, procedures, and implementation of same, are and will be consistent with all legal requirements including, but not limited to, United States Federal law such as the Americans with Disabilities Act and the Civil Rights Act of 1964, as amended, individual state laws, local laws, and Canadian law, as applicable. To that end, the NAP Board of Directors intends:

A. to state this policy whenever appropriate including, but not limited to, NAP bylaws, standing rules, special rules of order, operational policies and procedures, personnel manual, employment applications, and applications for membership; and

B. to conduct a continuing audit of NAP’s policies, practices, procedures, and implementation of same, as much as reasonably feasible, to ensure NAP’s continuing full compliance with the law.

1.2 Purpose

These operational policies and procedures are adopted for the purposes of implementing provisions of the NAP Bylaws and furnishing procedures for officers, district directors, and committees in the performance of their respective duties.

1.3 Amendment

The operational policies and procedures contained within this manual shall be amended by the board of directors. Proposed amendments to the policies and procedures document shall be submitted to the policies and procedures committee to present to the board of directors. (See policy 9.1.04B)

1.4 Distribution

At the first board meeting of each new administration, or as soon as possible thereafter, headquarters shall furnish, in electronic format, a copy of the operational policies and procedures to members of the board; parliamentarian; NP editor; and convention, training conference, leadership conference, and workshop coordinators; and others as designated by the president. When amended, updated copies will be furnished electronically.

1.5 Availability

These operational policies and procedures shall be available to NAP members on the NAP website.
CHAPTER 2 – GENERAL MEMBERSHIP

2.1 Use of NAP Trademarks
2.1.01 Chartered constituent bodies of NAP are authorized to use all trademarked symbols of NAP on letterheads, membership cards, and other official documents, stationery, and emblems.
2.1.02 Individual members, as long as they continue their membership, are authorized to wear NAP emblems and use trademarked symbols of NAP on letterheads, websites, and professional cards to identify themselves as members of NAP. The use of trademarked symbols of NAP on other printed material or for any other purpose is expressly prohibited to individual members unless specifically authorized by the board of directors or the material is printed directly under the authority of NAP. NAP letterhead shall be used for official business only by members of the board of directors including advisory members, unless otherwise authorized by the president.

2.2 Use of NAP Emblems
2.2.01 The NAP President’s pin shall be worn by the NAP President while in office and shall remain the property of NAP.
2.2.02 Jewelry, as approved by the board of directors, bearing the NAP insignia will be available for members, unit and club presidents, association presidents, and district directors. The jewelry will be designed to distinguish regular members, and registered and professional registered members.

2.3 Membership Examination
2.3.01 The membership examination may be taken at any time with the approval of the chairman of the membership and registration examiners committee.
2.3.02 The examination shall be composed of 100 questions taken from the bank of 300 study questions maintained by the committee. Questions for the examination shall be based on Robert’s Rules of Order Newly Revised, 11th Edition.
2.3.03 A minimum grade of 70% shall be required to pass the examination.
2.3.04 To the extent possible, the committee will provide examinations adapted for people with disabilities. The committee chairman shall have the authority to make accommodations as deemed necessary and fair to allow all applicants an opportunity to take the examination.

2.4 Bylaws of an Association
Application for a charter
2.4.01 The association president pro tem shall secure from headquarters an organizational kit containing a charter application form, a request for approval of new association bylaws form, sample association bylaws, and instructions.
2.4.02 The proposed association bylaws shall be sent to the bylaws committee chairman, who will forward copies to the other members of the committee. The bylaws committee chairman shall send any necessary or recommended changes in writing to the applicant.
2.4.03 Upon approval of the bylaws by a majority of the bylaws committee, the bylaws committee chairman shall send an approved copy of the bylaws to the association and to headquarters.
2.4.04 The association shall provide a copy of the approved bylaws to the district director.

2.5 **Bylaws of a Unit**

**Application for a charter**

2.5.01 The unit president pro tem shall secure from headquarters an organizational kit containing a charter application form, a request for approval of new unit bylaws form, sample unit bylaws, and instructions. The application must be signed by the association president or state/province chairman, or district director. An electronic unit electing not to affiliate with an association shall not be required to have a signature of an association president or state/provincial chairman, or district director.

2.5.02 The proposed unit bylaws shall be sent to the bylaws committee chairman, who will forward copies to the other members of the committee. The bylaws committee chairman shall send any necessary or recommended changes in writing to the applicant.

2.5.03 Upon approval of the bylaws by a majority of the bylaws committee, the bylaws committee chairman shall send an approved copy of the bylaws to the unit and to headquarters.

2.5.04 The unit shall provide a copy of the approved bylaws to the association president or state/province chairman and to the district director.

2.6 **Bylaws of a Youth Group**

**Application for a certificate**

2.6.01 The application for a certificate of youth group membership shall be made on an official form obtained from headquarters.

2.6.02 The proposed bylaws shall be sent to the bylaws committee chairman, who will forward copies to the other members of the committee. The bylaws committee chairman shall send any necessary or recommended changes in writing to the applicant.

2.6.03 Upon approval of the bylaws by a majority of the bylaws committee, the bylaws committee chairman shall send an approved copy of the bylaws to the youth group and to headquarters.

2.6.04 Headquarters shall issue a certificate of youth group membership following application approval.

2.7 **NAP Representative**

2.7.01 Request for NAP Representative

A. Each association and district is entitled once within each biennium to have a member of the board of directors or other representative, approved by the president with concurrence of the requesting association or district, as an official NAP representative. All invitations shall be directed to and approved by the president. When a visit is approved; the association or district shall have NAP educational materials for sale at the meeting unless waived by the president.

B. The NAP representative will participate in the program, share information, and promote NAP activities and programs.
After the request for an NAP representative is approved, the following materials shall be forwarded to the contact person in the association or district:

1. Cover letter from NAP president
2. Responsibilities of Districts/Association in Regard to National Representatives Form
3. Information for National Representative Form
4. Report of Association/District Meeting Regarding National Reps Form

The responsibilities of districts/associations in regard to the NAP representative shall be approved by the board of directors and sent to all associations and districts.

All costs from arrival in the city until departure shall be paid by the host association or district, including transportation to and from the arrival city airport, lodging, and meals. (See policy 3.4.05)

Upon approval of an NAP representative to an association, the association’s district director shall be notified by the NAP president.

2.7.02 Reporting Procedure
A. No later than two weeks after the visit, a “Report of the State Association/District Form” must be forwarded to headquarters by the contact person or assigned designee. The NAP president shall share pertinent feedback with the representative.

B. The NAP representative shall submit the “Report of the NAP Representative Form” to the NAP president within two weeks of the meeting.

2.7.03 Forms
The responsibility for developing the appropriate forms shall be assigned to headquarters with final approval by the president. If forms are changed, the new forms shall be forwarded to each member of the NAP Board of Directors and posted on the website as soon as feasible. (See Appendix B.)

2.8 Professional Registered Parliamentarians Referral System
2.8.01 Participation in the PRP® Referral System shall be limited to professional registered members.

2.8.02 Participation Procedures
A. Headquarters shall include with the dues notice to each PRP® who is currently in the referral system a “PRP® Referral System - Request for Participation” form. Those PRPs who wish to continue in the referral system shall complete and return the participation form no later than the following March 1.

B. New PRPs will be entered in the system when NAP is notified in writing that the new PRP® wishes to be listed.

2.8.03 Referral Procedures
A. When a member of the board of directors or an association president, by virtue of their position in NAP, receives a general request for the services of a parliamentarian, the request shall be referred to NAP.
B. When a telephone or mail request is received for parliamentary assistance, a list of PRPs will be printed from the computer in random order (meaning names appear in a different place each time a list is printed).

C. When a request is for parliamentary assistance for a:

1. State where there are many PRPs, a random listing of all PRPs in that state will be furnished.

2. State where there are no more than six PRPs, a random listing of all in that state and adjacent states will be furnished. When the listing covers more than one state, the random listing of PRPs will be by state, with the requested state listed first followed by the other states in alphabetical order.

3. City which is in a metropolitan area bordering two states (such as Kansas City, Missouri, and Kansas City, Kansas), a random listing of all PRPs in both cities will be furnished.

D. The transmittal letter for the PRP® referral listing shall contain the following paragraph: “The NATIONAL ASSOCIATION OF PARLIAMENTARIANS® (NAP) provides referral listings as a service to those who request assistance in locating a professional registered parliamentarian. It should be noted that NAP does not act as an agent for the parliamentarians listed and certifies only to their having met NAP’s requirements of knowledge and professional development to attain the designation of Professional Registered Parliamentarian.”

E. No listing will be furnished by telephone. When requested, the listing will be faxed or e-mailed together with the Referral Customer Service Form and transmittal letter from NAP. When sent by mail, the “Services of a PRP®” brochure and other appropriate items also will be enclosed.

F. The name and address of the person and organization requesting the referral and other pertinent information will be entered into a log. The log shall not be made available to any NAP member unless authorized by the president.

2.9 Authoring of Educational Materials

Educational and member resource materials and technology-based programs shall be created and/or published under the administration of the educational resources committee as outlined in policy 10.4.

CHAPTER 3 – FINANCIAL ADMINISTRATION

3.1 Independent Financial Review

The financial records of NAP shall be audited or reviewed annually and at other times as requested by the board of directors. All reports of the independent accountant shall be submitted to the board of directors for approval. The budget and finance committee shall be authorized to manage the engagement.
3.2 **Budget**

3.2.01 Budget Preparation

A. The budget and finance committee shall develop an annual budget including anticipated revenue from dues payments, sales of educational materials, national events and courses, and other program and revenue sources. The proposed budget shall include account names and numbers. The board shall adopt a budget prior to beginning the fiscal year for which it is to take effect. In the year of the convention, the budget and finance committee shall submit a budget proposal for the incoming treasurer to submit to the post-convention board of directors.

B. The budget shall include line items for ordinary and necessary expenses for members of the board of directors, standing and special committees, and district directors when conducting NAP business. Ordinary and necessary expenses include supplies, postage, telephone, and expenses incidental to travel subject to any limits established by the board or as established within the adopted budget.

C. The budget shall include line items to cover travel expenses for board and committee meetings, district director travel, and NAP representatives to other organizations when authorized by the president.

3.2.02 Budget Line Overages

Budget line items may not be exceeded without the approval of the budget and finance committee. Any overage, anticipated or submitted, shall be called to the attention of the budget and finance committee and shall be paid by headquarters upon the authorization of the budget and finance committee, provided in writing to headquarters by the president or the treasurer.

3.3 **Reimbursement Policies**

3.3.01 Travel and Reimbursement Policies

Only travel that has been approved by the president or the board of directors shall be eligible for reimbursement. For approved travel, including board and committee meetings, the following expenses shall be eligible for reimbursement for required attendees:

A. Travel

   (1) If by automobile, current business mileage rate allowed by the IRS, plus any toll fees and parking, provided the total does not exceed $400.

   (2) If travelling by other means, including plane and trains, actual cost of transportation not to exceed cost of $400 (one coach class seat with a minimum 14-day advance purchase with one checked bag).

   (3) Cost of transportation to and from airport plus airport parking. The cost of car rental may be reimbursed up to the amount of shuttle transportation (or taxi if shuttle is unavailable) to and from the meeting facility unless otherwise approved by the president.

   (3) Round trip travel in accordance with letter A(1), A(2), and A(3) above for board members whose term of office expires during the convention.
One-half round trip travel in accordance with letter A(1), A(2), and A(3) above for new board members and office holders.

Travel reimbursement shall be made based upon actual expenses. If a member donates frequent flyer miles for otherwise reimbursable travel, only out-of-pocket taxes and fees paid on the ticket may be reimbursed.

Non-emergency ticket change fees will be reimbursed only when made to lower the total travel cost to NAP, for example when a significantly lower airfare from that of the original ticket becomes available. Expenses incurred due to an emergency requiring travel changes must be approved by the president.

**B. Per Diem Rate**

1. Per diem shall be $90 and shall be paid only once per calendar day. Per diem is a reimbursement to help defray the cost of lodging, meals, and incidental expenses while away from home on NAP business.

2. Member and advisors of the board of directors and committee members shall be reimbursed at the per diem rate for each day actually in attendance at a board or committee meetings, not to include days in attendance at the NAP Convention or NAP Training Conference. An individual absent from 50% or more of a daily board meeting shall not receive per diem for that day unless the president excuses the member for good cause.

3. The chairman of a committee, if invited by the president to report to the board of directors, shall be reimbursed at the per diem rate for each day in attendance as required.

4. The president may approve additional per diem as follows: If arrival is required the day before a scheduled meeting due to time zone differences; if departure is delayed because of meeting times and transportation schedules; or if it results in a financial advantage to NAP because of fare benefits.

**C. President’s Travel Expenses**

The president shall elect at the beginning of his or her term whether to be reimbursed using the per diem rate or actual expenses for travel, lodging and meals for the duration of his or her term.

**3.3.02 Telephone Call Reimbursement**

Board and committee members shall be reimbursed for international telephone calls only through purchasing a calling card. The cost of the calling card will be reimbursed with proper receipt documentation. Members are required to use the NAP web service for board and committee meetings.

**3.3.03 NAP Representation at District or Association Meetings**

Round trip transportation from the official NAP representative’s home to the city of arrival shall be paid by NAP in accordance with 3.3.01A. All costs from arrival in the city until departure shall be paid by the host association or district, including transportation to and from the arrival city airport, lodging,
and meals for the NAP representative, if one was assigned, or the district
director. (See policy 2.8.01E)

3.3.04 Requisition for Funds

A. A request for reimbursement shall be made on the official form provided
by headquarters. The requisition and supporting documentation must be
submitted to the executive director within either 60 days when the expense
was incurred or 60 days after completion of the event for which the
expenses were incurred. All expense reports must be submitted prior to
November 15 of the fiscal year to qualify for reimbursement.

B. Reimbursements shall be signed by the requestor and approved by:
   (1) The committee chairman or district director, and either the
       president or treasurer for reimbursements exceeding $250.
   (2) The committee chairman or district director, and the executive
center director for reimbursements less than $250.
   (3) The vice-president or treasurer for reimbursements from the
       president.
   (4) The member requesting reimbursement and the president for
       situations not covered above. In all cases, the requestor and
       approver shall not be the same individual.

3.4 Events

3.4.01 National Events – Generally

A. All national events shall have a budget submitted to headquarters and the
   chairman of the budget and finance committee by the event coordinator
   and may include a request for funds for on-site expenses. National
   events include district conferences, the NAP convention, NAP Training
   Conference, NAP Leadership Conference, and courses offered by the
   professional development committee. No later than 60 days after the
   conclusion of the event, an accounting of all income and expenses
   related to the event, all accompanying receipts, and remaining monies
   shall be submitted to headquarters.

B. Registration for all events shall be handled through headquarters.
   Expenses should be submitted directly to headquarters for payment. All
   out-of-pocket expenses may be submitted to headquarters for
   reimbursement to be charged to the line item of that event.

C. A refundable petty cash advance of $200 shall be available for each
   national event to the event coordinator for on-site expenses.

D. The convention or training conference, and leadership conference
   budgets shall be adopted by the board by April 30 of the event year.

3.4.02 Future Convention and Training Conferences

The convention coordinator and training conference coordinator taking place
in the following biennium shall be entitled to reimbursement in accordance
with 3.3.01 for one facility selection trip. Per diem will be paid from the first
facility visit through the last facility visit on this single trip. The president or
his or her designee shall also attend this visit and be reimbursed the same as
an event coordinator.

3.4.03 District Conferences
Each district budget shall include the travel and lodging expenses of the
district director and the room expenses of the NAP representative in
accordance with the policies stated in 3.3.01. The budget shall be submitted
no later than 60 days prior to the first day of the meeting.

3.4.04 Convention and Training Conference Per Diem
The convention or training conference coordinator and assistant coordinator, if
appointed, shall receive per diem from the beginning of NAP activities until
the close of these activities. The workshop coordinator shall receive per diem
from one day prior to and through completion of the workshops. A technical
coordinator, if appointed, shall receive per diem for the actual days of the
convention business meeting. A coordinator absent from 50% or more of
daily required duties shall not receive per diem. The budget established for
each event shall include this per diem, and the amount shall be the same as
established in 3.3.01B.

3.4.05 Leadership Conference
The leadership conference coordinator and assistant coordinator, if appointed,
shall be eligible for travel and per diem reimbursement in accordance with
3.3.01. The budget established for this event shall include these expenses.

3.5 Financial Governance
3.5.01 A minimum of $25,000 of net assets shall be restricted as to use, except as
authorized by the president and treasurer upon advice of the executive
director.
3.5.02 The board of directors shall from time-to-time evaluate the planned giving
program and areas members and the public may contribute. Gifts made which
are restricted in use shall be honored if they meet the criteria of our planned
giving program. Expenses restricted for use shall be considered used
immediately once the restriction has been met.
3.5.03 Gifts to NAP in the form of investment securities shall be deposited to our
brokerage account and sold by the treasurer within 90 days of receipt. The
treasurer shall reinvest the proceeds in accordance with NAP’s investment
policy and inform the board of directors of this decision.
3.5.04 The budget and finance committee shall annually review the Form 990 tax
return prior to filing to ensure accuracy and completeness. A copy of the
return as filed will be electronically sent to all board members. The president,
treasurer, and executive director shall all be authorized to sign tax returns of
the association.
3.5.05 Conflict of Interest Policy for Governing Members
To protect this tax-exempt association, the conflict of interest policy in
Appendix D shall be in effect for board and committee members.

CHAPTER 4 – PUBLICATIONS

4.1 Style Manual
The rules contained in the current edition of the Chicago Manual of Style shall govern in
all cases to which they are applicable and not in conflict with the adopted parliamentary
4.2 Listing of Credentials
NAP members and committee members shall be listed with NAP credentials in NAP publications. AIP credentials and other credentials may be listed in author or presenter bios in the NP, NAPTC program book, and the NAP biennial convention program book.

4.3 Educational Material
4.3.01 The official abbreviation for the parliamentary authority of NAP for use in educational material shall be RONR.
4.3.02 Educational materials published by NAP shall include the date of original publication and of any subsequent revision.
4.3.03 In accordance with NAP Bylaws, printed and electronic materials developed by and submitted from the educational resources committee for publication shall be published in the name of NAP with authorship indicated as follows:
A. Printed works created as an original project in which more than one committee member contributed to writing the work or a compilation shall be published under the authorship of the committee with names of all committee members listed.
B. Printed works created by a single committee member who authored at least 80% of an original work shall be published with the member indicated as the lead author and the names of all the other committee members shall be listed.
C. Printed materials developed by an individual who is not a member of the educational resources committee, and submitted for publication by NAP or incorporated in a publication produced by the educational resources committee, may be recognized by a footnote in the published material.
D. Electronic works, such as online courses and compact discs, shall be published without acknowledgment of authorship.
4.3.04 Requests for reproducing NAP educational material by other than a constituent division shall be granted by the executive director. Permission shall be contingent on an information credit line in the requester’s publication as follows: “This excerpt reprinted as originally published with permission of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS®. Copies of the original publication (title), (year published), all rights reserved from which this excerpt is taken, are available for purchase at the NAP Headquarters, (address and telephone)” and a copy of the reprint being sent to the headquarters office for the file.

4.4 Inventory and Sales
4.4.01 The executive director shall keep the board of directors advised as to the inventory and sales record of NAP publications.
4.4.02 Headquarters shall maintain an appropriate level of inventory at all times until advised that a review is to take place.

4.5 National Parliamentarian (NP)
4.5.01 Purpose
The purpose shall be to:
A. Promote the object of NAP
B. Give instruction on parliamentary procedure through feature articles and a question and answer section to which members may submit questions

4.5.02 Editorial Staff

The editorial staff shall consist of:

A. The president as editor-in-chief
B. The editor, who shall not assume responsibility for rewriting articles, but who shall have the right to edit all materials submitted
C. The assistant editor, who shall perform such functions as requested by the editor, and who shall assume the duties of the editor if, for any reason, the editor is unable to discharge the duties of that office
D. The question and answer research editor and assistant, the parliamentarian, and a consultant, who shall be professional registered parliamentarians and who shall be responsible for the question and answer section on parliamentary questions – all questions relating internally to NAP shall be referred to the parliamentarian who shall render opinions.
E. The reviewing committee of at least three registered or professional registered parliamentarians, who shall examine and approve educational material on parliamentary procedure submitted for publication in the NP

4.5.03 Contents

A. Issues will reference ways to obtain parliamentary materials available from headquarters.
B. Space in each issue shall be reserved to print the names of each new registered parliamentarian and each new professional registered parliamentarian and for an article regarding the educational foundation.
C. The adopted history shall be published in the NP.
D. The following sentence shall appear in each issue on the NP masthead page: “All rights to reproduce or reprint any portion of this publication are reserved, except by written permission of the editor.”
E. The editor shall have the privilege of granting requests for reprinting, provided proper credit is given the author and the publication. The editor shall require a copy of the reprint. Permission to reproduce or reprint an article is granted automatically and unconditionally to the author.
F. Permission shall not be granted for publication of content on any electronic message board.
G. The rules contained in the current edition of the Chicago Manual of Style shall govern in all cases to which they are applicable.

4.5.04 Publication and Distribution

A. The NP shall be published at least quarterly.
B. A copy of each issue shall be mailed to each member, to the president of each club affiliated before 1953, to each youth group, and to such others as may be directed by the board of directors. The NP shall be mailed first class to members residing in locations outside the continental United States and Canada.
C. The NP shall also be available on a paid-subscription basis. The price of individual subscriptions shall be determined by the board of directors.
4.6 Sale of Publications/Other Sales Items

4.6.01 Publications and other materials and services, other than those sold by NAP, may be sold at NAP conventions and NAP Training Conferences provided that:

A. NAP does not currently sell the material or service.
B. The vendor has signed a vendor agreement approved by the NAP President.
C. It is sold from a designated location separate from NAP publications and the location is designated “Individually produced and not endorsed by NAP.”
D. Each person or group selling such material at NAP conventions, NAP Training Conferences or board meetings shall pay NAP a fee as determined by the board of directors for the privilege of selling.
E. Each person or group shall be responsible for obtaining sales tax permits where required.
F. Member vendors shall pay the meeting registration fee.
G. Only one vendor shall be allowed per table.
H. The vendor sales area shall be closed during times when business meetings are being held.

4.6.02 At NAP events, only NAP or the sponsoring NAP constituent division shall be allowed to sell parliamentary resources stocked by NAP, except when NAP or an NAP constituent division is co-sponsoring an event with another parliamentary organization.

4.7 Assignments and Agreements
NAP shall only publish works for which there are appropriate copyright assignments or work-for-hire agreements, including any necessary permissions for protected content used in the works, on file. The board of directors is authorized to waive this requirement when necessary.

CHAPTER 5 – CREDENTIALING REQUIREMENTS AND COURSES

5.1 Procedure for Registration Examination

5.1.01 The examination may be taken at any time with the approval of the chairman of the membership and registration examiners committee.

5.1.02 An application to take the registration examination (entire or part) must be postmarked at least 40 days prior to the date of the examination. An exception may be granted by the chairman.

5.1.03 The application shall be submitted to headquarters.

5.1.04 Group examinations may be offered upon approval of the chairman and headquarters. Procedures regarding the application process, including deadlines and the administration of the group examinations, shall be coordinated by headquarters, the committee chairman, and the person requesting authorization for the group examination.

5.1.05 The examination shall be monitored by a registered or professional registered parliamentarian. If an RP® or a PRP® is not available, a librarian, school official, community leader, etc., may monitor the examination. A family
member, or a person living at the same address as the applicant may not monitor the examination. An additional monitor shall assist when more than four examinations are being administered at the same time.

5.1.06 The examination must be completed in one day. No papers, books, or other reference materials of any kind are permissible except as noted below for Part I. Computers may be used during the exam as authorized by the membership and registration examiners committee. These requirements may be waived by the chairman to be consistent with policies 5.1.01 and 2.3.04.

5.1.07 The registration examination shall be developed by the membership and registration examiners committee and shall consist of the following parts:
- A. Part I - Research (open book)
- B. Part II - Motions and Related Procedures
- C. Part III - Meetings, Sessions, Conventions, and Related Procedures
- D. Part IV - Officers, Elections, Voting, Board and Committees, and Related Procedures
- E. Part V - Rules of the Assembly and Related Procedures

5.1.08 The committee shall develop and publish a set of 1,200 study questions which test the following pages of *Robert’s Rules of Order Newly Revised*, 11th Edition, and which shall be published and available for purchase through headquarters.
- A. Part II - Motions and Related Procedures: pp. 55-81; 100-344
- B. Part III - Meetings, Sessions, Conventions, and Related Procedures: pp. 1-10; 20-27; 81-99; 345-399; 543-564; 600-642
- C. Part IV - Officers, Elections, Voting, Boards, and Committees, and Related Procedures: pp. 27-57; 400-542
- D. Part V - Rules of the Assembly and Related Procedures: pp. 10-19; 565-599; 643-669

5.1.09 The number of study questions for each part shall be:
- A. Part II - 400 questions
- B. Part III - 325 questions
- C. Part IV - 325 questions
- D. Part V - 150 questions

5.1.10 The format of study questions may be any combination of multiple choice, true-false, or matching.

5.1.11 The formation of the examination shall be:
- A. Part I shall consist of five open book research questions. The applicant is allowed to have the current print edition of *Robert’s Rules of Order Newly Revised* and the Supplemental Index to RONR for this part of the test only. The use of the RONR on CD-ROM or other electronic devices is prohibited. After completion of Part I, the monitor shall remove reference materials until the remaining parts of the examination are completed.
- B. Part II shall consist of 100 questions selected from the published study questions.
- C. Part III shall consist of 80 questions selected from the published study questions.
D. Part IV shall consist of 80 questions selected from the published study questions.
E. Part V shall consist of 40 questions selected from the published study questions

5.1.12 A minimum grade of 80% on Part I and 85% each on Parts II, III, IV, and V shall be required to attain the designation of registered parliamentarian.

5.1.13 An applicant who has passed at least three parts may retake any part or parts not passed within six months from the date the first examination was taken. All remaining parts must be taken at the same time. If all parts are not successfully completed within six months from the date the first examination was taken, the entire examination must be retaken.

5.1.14 Applicants taking the registration examination shall receive from the registration examiners committee within 60 days of the date of the examination the following:
A. A notice of success or failure with scores
B. The list of questions missed, identified by number from the examination questions retained by the applicant
C. The answer the applicant selected for each incorrect answer

5.1.15 Headquarters shall send to the applicant a certificate of registration upon successful completion of the entire examination, accompanied by a letter of congratulations from the president.

5.1.16 Headquarters shall send the names of new RPs to the board of directors and the editor of the NP, who shall publish the names in the NP.

5.1.17 The committee shall establish rules for administering the examination and for maintaining confidentiality; any intentional violation of such rules by a member, if proven, shall be considered a breach of membership obligation and an unethical practice warranting action against the violator as provided in the Code of Ethics.

5.1.18 Applications and other necessary records shall be filed at headquarters.

5.1.19 Master copies of the questions in the bank of study questions for the registration examination shall be retained by headquarters.

5.1.20 Examination papers, correspondence relating to arrangements for the examinations, and other records of those applicants who have successfully passed the registration examination shall be sent to headquarters for scanning and permanent retention electronically per the NAP Records Retention Schedule.

5.1.21 All examination papers and other paperwork in connection with those applicants who have not successfully passed the complete registration examination shall be sent to headquarters for scanning and permanent retention electronically per the NAP Records Retention Schedule. All paperwork in connection with those applicants who have started the application process but have not yet taken the registration examination at the end of the term of a chairman shall be given to the newly appointed committee chairman.
5.1.22 Permission is granted to NAP members to reproduce pages from the 1,200 study questions for registration for use in teaching their students provided that all such copies clearly include the NAP copyright statement.

5.2 Professional Qualifying Course for Professional Registered Membership

5.2.01 The professional qualifying course for professional registered membership shall be prepared by and administered under the direction of the professional development committee. Successful completion of the course shall be required of all registered members seeking professional registered membership. Successful completion shall be defined as achieving at least 80%.

5.2.02 The professional qualifying course shall emphasize the development and evaluation of knowledgeable parliamentarians as they demonstrate competency and skills in the areas of (1) serving as a professional parliamentarian and/or professional presider at conventions and meetings; (2) working with an organization’s governing documents; (3) engaging in parliamentary research and writing opinions; (4) serving as an instructor and demonstrating ability to communicate parliamentary information; and (5) applying the ethical and business practices of a professional parliamentarian.

5.2.03 The course shall be given in conjunction with the biennial convention and the NAP Training Conference and may be given at other times at the discretion of the committee.

5.2.04 Registration for the professional qualifying course shall be limited to a maximum of nine participants. The course will be canceled if fewer than six registrations are received. Exceptions may be made if approved by the president and the chairman of the professional development committee.

5.2.05 The tuition for the course shall be set by the board of directors. A member who enrolls for the course, pays the tuition, and subsequently cancels his or her enrollment shall be issued a refund of tuition or a tuition voucher as follows:

A. A full refund of the amount paid if written notice of cancellation is received before the registration deadline for the course

B. A nontransferable voucher for half of the amount paid, which may be applied to any later offering of the course held within one year, if notice of cancellation is received on or after the registration deadline and more than 10 days before the date the course begins

C. No refund if notice of cancellation is received within the 10 days before the course begins, unless there are extenuating circumstances as determined by the committee and approved by the president

5.2.06 The course shall be taught by two professional registered members who have successfully completed the train the trainer course and who are approved by the committee. Instructors shall be reimbursed in the same manner as committee members.

5.2.07 A registered member who successfully completes the course shall qualify for professional registered membership. The chairman shall send each course attendee a letter regarding the status of the successful completion of the course, within 60 calendar days of course completion. The appropriate
A certificate shall be issued to each member who successfully completes the course.

5.3 Professional Renewal Course for Retaining Professional Registered Membership

5.3.01 The professional renewal course for retaining professional registered membership shall be prepared by and administered under the direction of the professional development committee.

5.3.02 The course shall be open only to professional registered members.

5.3.03 The professional renewal course shall emphasize the furtherance of expertise and evaluation of professional registered parliamentarians to maintain high competency and ethical standards in at least the areas of (1) serving as a professional parliamentarian and/or professional presider at conventions and meetings; (2) working with an organization’s governing documents; (3) engaging in parliamentary research and writing opinions; (4) understanding provisions in the current edition of RONR; and (5) applying the ethical and business practices of professional parliamentarians.

5.3.04 The course shall be given in conjunction with the NAP Biennial Convention and the NAP Training Conference and may be given at other times at the discretion of the committee.

5.3.05 Registration for the professional renewal course shall be limited to a maximum of nine participants. The course will be cancelled if fewer than six members are not registered by the established deadline. Exceptions may be made if approved by the president and the chairman of the professional development committee.

5.3.06 The tuition for the course shall be set by the board of directors. A member who enrolls for the course, pays the tuition, and subsequently cancels his or her enrollment shall be issued a refund of tuition or a tuition voucher as follows:

A. A full refund of the amount paid if written notice of cancellation is received before the registration deadline for the course

B. A nontransferable voucher for half of the amount paid, which may be applied to any later offering of the course held within one year, if notice of cancellation is received on or after the registration deadline and more than 10 days before the date the course begins

C. No refund if notice of cancellation is received within the 10 days before the course begins, unless there are extenuating circumstances as determined by the committee and approved by the president

5.3.07 The course shall be taught by two professional registered members who have successfully completed the train the trainer course and who are approved by the committee. Instructors shall be reimbursed in the same manner as committee members.

5.3.08 Successful completion shall be defined as participating in the five required modules and at least two elective modules, completing all related assignments, and performing to the standards of the modules as determined by the professional development committee. Participants shall receive an evaluation and critique within 60 days following the course.
5.4 Professional Development Point System for Professional Registered Members

5.4.01 The professional development point system for professional registered members shall be prepared by the professional development committee, approved by the board of directors, and administered under the direction of the professional development committee.

5.4.02 To retain professional registered membership, professional registered members must during each six-year certification period successfully complete the professional renewal course and submit to NAP Headquarters the required form documenting 150 points in professional activities.

5.4.03 Teaching the professional qualifying course or the professional renewal course shall constitute successful completion of the professional recertification course, according to the following criteria:

A. Teaching the professional qualifying course or the professional renewal course in a one-time, two-day traditional setting shall constitute successful completion of the professional renewal course.

B. Teaching a single module for the professional qualifying course or professional renewal course shall count ten points toward the required fifty points for successful completion of the professional renewal course. A person may receive up to twenty points for teaching the same module two times.

C. Teaching a single module for the professional qualifying course or professional renewal course does not negate the requirement that a PRP must complete seven modules to complete the professional renewal course; a teacher of one module must complete the six other modules in order to complete the professional renewal course.

5.4.04 Professional registered members who fail to successfully complete the professional recertification course and 150 points in parliamentary activities in order to retain their professional status shall revert to RP® status at the conclusion of their designated six year period.

5.5 Continuing Education Units for Retaining Registered Membership

5.5.01 Registered members shall be required during each six-year certification period to successfully complete 20 continuing education units (CEUs) to retain registered membership.

5.5.02 A registered member shall document fulfillment of the CEU requirement on a CEU completion form.

5.6 Procedures for Handling Appeals of Unsuccessful Participants in Professional Recertification and Professional Qualifying Courses

5.6.01 To appeal an unsuccessful rating in one of these courses, the unsuccessful participant (appellant) shall get in touch by postal mail with the instructor named in the letter notifying him/her of the course outcome and request an explanation for the rating within 21 calendar days of the postmark date of the letter. If there is need, the designated instructor may get in touch with the co-instructor, keeping detailed notes of the telephone call. The designated instructor must respond to the appellant within 21 calendar days of the date of the postmark on the appellant’s letter. The response shall be sent via postal mail with return receipt requested and shall explain the reason(s) for revising
or not revising the rating. If the situation remains unchanged, the designated
instructor shall send copies and recordings of the appellant’s course work to
the credentialed appeals committee at the time that such notification is sent to
the appellant.

5.6.02 A copy of all correspondence shall be sent to the chairman of the professional
development committee and special appeals committee.

5.6.03 If the situation still is unresolved, the appellant may file an appeal with the
chairman of the special appeals committee within 21 calendar days of the
postmark date of the designated instructor’s letter.

5.6.04 The appellant’s letter shall be sent to NAP Headquarters in a sealed envelope
marked “Confidential-Special Appeals Committee.” At the request of the
chairman of the special appeals committee, the chairman of the professional
development committee shall forward a copy of all written material involved
in the case to the special appeals committee. The committee shall consider the
appeal and render a decision.

5.6.05 Members of the special appeals committee who were instructors in the
course for which the appeal under consideration is pending shall not
participate in its consideration.

5.6.06 The decision of the special appeals committee shall be final. The decision
shall be communicated to the appellant by postal mail with return receipt
requested within 60 days of the postmark date of the appellant’s letter from
NAP Headquarters. Copies of this letter shall be sent to the chairman of the
professional development committee, the president, and to the instructors.

5.7 Retired Credentialed Parliamentarians

5.7.01 In accordance with NAP Bylaws Article III Section 1B3, to qualify as a
retired credentialed parliamentarian, a member shall not serve as a paid
parliamentarian, meaning that the retired member must not accept any
financial compensation for any parliamentary services she or he provides. A
retired credentialed parliamentarian may serve as parliamentarian without
compensation. The expenses of a retired credentialed parliamentarian may be
paid for or reimbursed. Gifts as tokens of appreciation may not exceed $100 in
value.

5.7.02 In accordance with NAP Standing Rule 19, a credentialed member may
choose retired status by sending a written request to the NAP Executive
Director, including a certification that the member will not serve as a paid
parliamentarian. Upon written acknowledgment by the executive director, the
member shall use the title of registered parliamentarian-retired (RP-R) in
place of registered parliamentarian (RP), or professional registered
parliamentarian-retired (PRP-R) in place of professional registered
parliamentarian (PRP).

5.7.03 A retired credentialed parliamentarian who wishes to resume non-retired
status may seek reinstatement as provided in NAP Bylaws Article III Section
2B or 2C. In accordance with NAP Standing Rule 19, such a request shall be
submitted to the NAP Executive Director.
5.8 Train the Trainer Course

5.8.01 The purpose of the train the trainer course is to prepare professional registered members for teaching the professional qualifying course and the professional recertification course.

5.8.02 The train the trainer course shall be prepared by and administered under the direction of the professional development committee.

5.8.03 Successful completion of the train the trainer course and approval by the professional development committee shall be required to teach either the professional qualifying course or professional recertification course.

5.8.04 A PRP shall be considered to have successfully completed the train the trainer course if the PRP completed the train the trainer course, or has been designated by the professional development committee as an instructor for two or more professional recertification courses (PRC), or professional qualifying courses (PQC) held prior to March 1, 2009.

5.8.05 Attendance at train the trainer courses shall be by invitation of the professional development committee only. Criteria for invitation shall include at least the following:

A. The member must have had the professional registered parliamentarian designation for at least one year
B. Geographic needs
C. Criteria as set forth in the Professional Course Instructors’ Guide

5.8.06 The tuition for the course shall be set by the board of directors. A member who enrolls for the course, pays the tuition, and subsequently cancels his or her enrollment shall be issued a refund of tuition or a tuition voucher as follows:

A. A full refund of the amount paid if written notice of cancellation is received before the registration deadline for the course
B. A fifty percent refund of the amount paid if notice of cancellation is received on or after the registration deadline and more than 10 days before the course begins
C. No refund if notice of cancellation is received within the 10 days before the course begins, unless there are extenuating circumstances as determined by the committee and approved by the president

5.8.07 The course may be offered at least once per biennium. The minimum class size shall be determined by the committee based on a balanced budget for the course.

5.8.08 The course shall be taught by at least two professional registered parliamentarians who have successfully completed the train the trainer course.

5.9 Trainer Refresher Course

5.9.01 The purpose of the trainer refresher course is to update trainers on new procedures and to serve as continuing education on content of the course.

5.9.02 The course shall be prepared by and administered under the direction of the professional development committee.

5.9.03 Completion of the course every other biennium shall be required to continue serving as a trainer. An instructor who successfully completes the train the trainer course during any biennium shall be deemed to have completed the
trainer refresher course during that biennium. Instructors serving on the professional development committee shall be deemed to have completed the course during the biennium in which they are serving on the committee. Instructors who are required to take the refresher course shall be notified of this requirement six (6) months before the next NAP TC or convention, whichever is scheduled first, at which a refresher course will be offered.  

5.9.04 Trainers who do not teach within their six-year certification period shall be required to take the professional recertification course.

5.10 Records Retention

NAP Headquarters shall maintain a record of all courses conducted by the professional development committee after December 31, 2008. The record shall contain the following for each course: (a) names of participants; (b) dates of participation; (c) outcome; (d) evaluations completed by the instructors during the course; and, (e) disposition of any related appeals. Evaluations and disposition of any appeals shall be retained for a period of one year following close of the course or appeal.

CHAPTER 6 – ETHICS COMMITTEE

6.1 Procedures

6.1.01 The committee shall officially notify all parties to any ethics complaint of the committee’s final decision within five business day of the decision. This notification may be sent electronically.

6.1.02 No member of the Ethics Committee should participate in the discussion of or vote on a professional ethics complaint in which she or he has a direct personal or pecuniary interest not common to other members.

6.1.03 Instances in which a member should consider recusing himself or herself include the following:

A. The member is a party to the complaint;
B. The member is related to any party by marriage or within the third degree;
C. The member has a personal financial interest in the matter;
D. The member is likely to be a witness; or
E. The member has a personal bias or prejudice concerning the subject matter or a party.

CHAPTER 7 – CAMPAIGNING

7.1 NAP Officer Campaign Policy

7.1.01 NAP’s Campaign Policy shall be:

A. Printed in the fourth quarter National Parliamentarian® of even-numbered years
B. Provided to any member upon request
C. Available on the NAP website in the members only section

7.1.02 Under the NAP Campaign Policy, a candidate is defined as a member who has declared his or her candidacy for an office listed in Article V.1 of the NAP Bylaws by submitting a signed NAP Consent Form to Serve to headquarters
prior to publication in the National Parliamentarian® or to the secretary within 30 minutes of closing of nominations.

7.1.03 All election campaigns shall be conducted with professionalism as the fundamental guideline. This includes, but is not limited to, the following principles which apply to all members as well as, districts, associations, and units:

A. All campaigning shall be conducted in a spirit of fairness and honesty.
B. There shall be no personal attacks or impugning of any candidate’s character.

7.1.04 Guidelines for distribution of candidate information:
A. NAP Headquarters shall not provide membership lists, event registrations, or delegate lists or labels for the purpose of campaigning.
B. No NAP funds or staff time, other than that set forth elsewhere in these guidelines, may be expended for the purpose of facilitating any campaign activities.
C. A photo and statement from each candidate shall be printed in the second quarter National Parliamentarian® in the election year. Any qualified candidate who submits his or her Consent to Serve form to NAP Headquarters by the submission deadline of the second quarter National Parliamentarian® (NP) may have a statement and picture published in that issue. The NP editor may establish format requirements for the submission. (See NAP Standing Rule 7.)

CHAPTER 8 – NATIONAL EVENTS

8.1 Convention
8.1.01 Convention Procedural Manual
A convention procedural manual containing completed guidelines for the conduct of conventions shall be maintained. The manual shall include guidelines for pre-convention planning, charts for room requirements, personnel needed for and during convention, and other items that will facilitate the proper and efficient preparation and conduct of a convention. This convention procedural manual shall be kept current by each convention coordinator for the succeeding biennial convention. Each convention coordinator shall file with the manual a report of the convention with suggestions for consideration by the next coordinator. The convention file, the updated manual, and a copy of the final report, including a summary of delegate evaluation sheets shall be forwarded to headquarters within 60 days after the close of the convention.

8.1.02 Convention Coordinator
A. A convention coordinator for any future convention shall be appointed by the president in office at the time of the site selection, with the approval of the board of directors.
B. The convention coordinator shall be responsible for recommending to the president appointments for the on-site committees and for planning and overall direction of on-site activities, except those relating to the
convention program, credentials, rules of the convention, resolutions, and elections within the guidelines established by the board of directors and under the general direction of the president.

C. For the planning and conducting of a convention, the convention coordinator, in consultation with the president, may appoint a local arrangements committee.

D. The convention coordinator shall submit a proposed budget, registration fees, and sales table fees for approval at the mid-term meeting of the board of directors.

E. A final report shall be submitted to the president, past president, treasurer, board of directors, and headquarters within 60 days after the close of the convention.

F. The general arrangements committee shall be chaired by the convention coordinator and shall include the chairmen of the following committees:
   (1) Local arrangements
   (2) Finance and registration
   (3) Program
   (4) Publicity

8.1.03 Assistant Convention Coordinator

An assistant convention coordinator for any future convention may be appointed by the president in office at the time of the site selection, with input from the convention coordinator and approval of the board of directors.

8.1.04 Workshop Coordinator

A. A workshop coordinator and assistant workshop coordinator shall be appointed by the president, with the approval of the board directors.

B. The workshop coordinator and assistant workshop coordinator shall work with the president and the convention coordinator to obtain presenters and facilities for the convention workshops.

C. All NAP members presenting workshops shall pay the convention registration fee. Any presenter who has not paid the registration fee 30 days prior to the workshop will be replaced.

8.1.05 Convention Committees

A. Local Arrangements Committee

The local arrangements committee chairman shall submit an interim report to the convention coordinator by November 30 following the convention, and a final report by December 31 following the convention.

B. Convention Finance and Registration Committee
   (1) Financial transactions related to the convention shall be through the official books of account at headquarters.
   (2) The convention registration fee shall be waived for the president, convention coordinator, assistant coordinator (if appointed), technical coordinator (if appointed), and workshop coordinator.
   (3) Income received from all sources shall be forwarded directly to the executive director, identifying sources of funds, such as registration, tours, meals, and other items.
The committee shall:
(a) Be responsible for preparing a budget and recommending the amount of the registration fee to the mid-term meeting of the board of directors
(b) Be responsible for submitting requisitions from local committees to the convention coordinator for approval, after which reimbursement shall be made
(c) Be responsible for collecting registration and other fees at the convention from members not pre-registered, and forwarding these to headquarters
(d) Be responsible for collecting fees for sales tables

C. Convention Program
(1) NAP Past Presidents shall be guests of NAP at a dinner planned in conjunction with the biennial convention.
(2) The reception for the newly elected officers shall be a function of NAP.

D. Convention Publicity Committee shall:
(1) Set up a definite schedule for releasing publicity and programs to the news media
(2) Obtain approval of the president for all releases

E. Credentials Committee
(1) Headquarters shall:
(a) Be responsible for issuing credentials for accredited voting members and alternates for the convention
(b) Supply the credentials committee with a list of all eligible voters
(2) The credentials committee shall:
(a) Prepare and issue voting credentials to qualified members of the convention voting body
(b) Present an initial report at the opening of the convention
(c) Submit additional reports upon request of the president
(d) Give a report to the voting body just prior to elections
(e) Give a complete report of those in attendance on the last day of the convention

F. Rules Committee shall draft and submit convention rules to the convention. The president and parliamentarian may attend meetings as advisers.

G. Resolutions Committee shall:
(1) Receive, consider, edit, and evaluate all resolutions referred to it
(2) Initiate resolutions, if deemed desirable
(3) Report resolutions to the convention with the recommendations of the committee

H. Elections Committee shall:
(1) Consist of a chairman and as many members as deemed necessary
(2) Draft and submit convention election rules for presentation to the convention
(3) Supervise the voting
(4) Serve as tellers for the counting of ballots
(5) Report such results to the convention as directed by the president

8.1.06 Officers’ Duties in Relation to Convention

A. The president shall be responsible for:
   (1) Transferring the NAP President’s pin to the incoming president
   (2) Consulting with the convention coordinator regarding the issuing
       of formal invitations

B. The vice president, with the assistance of headquarters, shall be
   responsible for the acquisition of:
   (1) A gavel for the incoming president engraved with the mace, the
       president’s name, and term of service
   (2) A pin for the past president
   (3) A gift for the outgoing president on behalf of the board of directors

8.1.07 Vendor Sales Tables

Sale of publications/other sale items shall be as provided in policy 4.4.

8.2 NAP Training Conference

8.2.01 Conference Procedural Manual

A NAP Training Conference Procedural Manual containing completed
guidelines for the conduct of conferences shall be maintained. The manual
shall include guidelines for pre-conference planning, charts for room
requirements, personnel needed for and during the NAP Training Conference,
and other items that will facilitate the proper and efficient preparation and
conduct of a conference. This conference procedural manual shall be kept
current by each conference coordinator for the succeeding NAP Training
Conference. Each conference coordinator shall file with the manual a report of
the conference with suggestions for consideration by the next coordinator. The
NAP Training Conference file, the updated manual, and a copy of the final
report, including a summary of evaluation sheets, shall be forwarded to
headquarters within 60 days after the close of the conference.

8.2.02 Conference Coordinator

A. A conference coordinator shall be appointed by the president in office at
   the time of the site selection, with the approval of the board of directors.
B. The conference coordinator shall be responsible for recommending to
   the president appointments for the on-site committees, planning, and
   overall direction of on-site activities, including those relating to the
   membership meeting, within the guidelines established by the board of
directors and under the general direction of the president.
C. For the planning and conducting of a conference, the conference
   coordinator, in consultation with the president, may appoint a local
   arrangements committee.
D. The NAP Training Conference coordinator shall submit a proposed
   budget, registration fees, and sales table fees for approval at a meeting of
   the board of directors held prior to April 30 of the even-numbered years.
E. A final report shall be submitted to the president, treasurer, board of directors, and headquarters within 60 days after the close of the NAP Training Conference.

F. The general arrangements committee shall be chaired by the conference coordinator and shall include the chairmen of the following committees:
   (1) Local arrangements
   (2) Finance and registration
   (3) Program
   (4) Publicity

8.2.03 Assistant Conference Coordinator
An assistant conference coordinator for any future conference may be appointed by the president in office at the time of the site selection, with input from the conference coordinator and approval of the board of directors.

8.2.04 Workshop Coordinator
A. A workshop coordinator and assistant workshop coordinator shall be appointed by the president, with the approval of the board of directors.
B. The workshop coordinator and assistant workshop coordinator shall work with the president and the conference coordinator to obtain presenters and facilities for the conference workshops.
C. All NAP members presenting workshops shall pay the conference registration fee. Any presenter who has not paid the registration fee 30 days prior to the workshop will be replaced.

8.2.05 Conference Committees
A. Local Arrangements Committee
The local arrangements committee chairman shall submit an interim report to the conference coordinator by November 30 following the conference, and a final report by December 31 following the conference.

B. Conference Finance and Registration Committee
(1) Financial transactions related to the conference shall be through the official books of account at headquarters.
(2) Income received from all sources shall be forwarded directly to the executive director, identifying sources of funds, such as registration, tours, meals, and other items.
(3) The committee shall:
   (a) Be responsible for preparing a budget and recommending the amount of the registration fee to the post-convention meeting of the board of directors
   (b) Be responsible for submitting requisitions from local committees to the conference coordinator for approval, after which reimbursement shall be made
   (c) Be responsible for collecting registration and other fees at the conference from members not pre-registered, and forwarding these to headquarters
   (d) Be responsible for collecting fees for sales tables
C. Conference Publicity Committee shall:
   (1) Set up a definite schedule for releasing publicity and programs to
   the news media
   (2) Obtain approval of the president for all releases

8.2.06 Financial transactions related to the conference shall be through the official
books of account at headquarters.

8.2.07 The NAP Training Conference fee shall be waived for the president,
conference coordinator, assistant coordinator (if appointed), technical
coordinator (if appointed), and workshop coordinator.

8.2.08 Vendor Sales Tables
Sale of publications/other sale items shall be as provided in policy 4.4.

8.3 Leadership Conference
A leadership conference coordinator and assistant coordinator shall be appointed by the
president, with the approval of the board of directors, to plan and conduct the annual
leadership conference held prior to the convention or the NAP Training Conference.

8.4 Procedures for Selection of Convention Sites
8.4.01 Invitations for holding the biennial convention of NAP may be received and
acted upon at the mid-term meeting of the board of directors for the
convention to be held five years hence.
8.4.02 Invitations will be submitted by chartered associations only and shall include
detailed information about available hotel and meeting room facilities and
transportation to the city.
8.4.03 The appropriate district director and/or district director-elect shall be notified
of the association’s intent to extend an invitation.
8.4.04 The NAP shall rotate biennial convention sites according to 3 geographical
areas of the USA and Canada as listed in Appendix C.
8.4.05 The NAP shall use a meeting procurement firm to research the viability of
biennial convention sites for final approval by the board.

8.5 Procedures for Selection of NAP Training Conference Sites
8.5.01 Invitations for holding the NAP Training Conference may be received and
acted upon at the mid-term meeting of the board of directors for the NAP
Training Conference to be held four years hence.
8.5.02 Invitations will be submitted by chartered associations only and shall include
detailed information about available hotel and meeting room facilities and
transportation to the city.
8.5.03 The appropriate district director and/or district director-elect shall be notified
of the association’s intent to extend an invitation.
8.5.04 The NAP shall rotate NAP Training Conference sites according to 3
geographical areas of the USA and Canada as listed in Appendix C.
8.5.05 The NAP shall use a meeting procurement firm to research the viability of the
NAP National Training sites for final approval by the board.

Proviso: The NAP shall begin the site selection for conventions and training conferences by
rotation process by suggesting 3-5 cities (metropolitan areas) in the Western Rotation Area for
the 2016 NAP Training Conference.
Photography at NAP National Events

8.6.01 Participants shall allow the National Association of Parliamentarians (NAP), NAP divisions, and the NAP Educational Foundation to use conference photographs, video footage, and their names for NAP promotional purposes. Non-limiting examples of NAP promotional purposes include the publications, presentations, online social media, websites, advertising to non-members, and e-mail messages to members.

8.6.02 Special photo sessions with a member and one or more consenting other individuals in the photo may be used by that member for press releases or that member’s own business promotional purposes.

8.6.03 Members posting photos taken by the official NAP photographer on social media sites including him/herself only do not require permission for use. Photos with other individuals require permission of the other individuals in the picture prior to use by the member on any social media site.

8.6.04 Members may opt out of being photographed in any pictures at national events by notifying NAP at least one day prior to the opening of the event. Photos taken of large group panoramic settings (i.e., general sessions, workshop audiences, etc.) cannot be governed by this rule. A member must provide an opt-out notice for each national event. A member may revoke the opt-out notice upon written notice to the NAP photographer when on-site. This opt-out policy will be published on all registration forms for the national events.

8.6.05 Policies stated in Section 8.6 shall apply only to the photos taken by the NAP official photographer. Other cameras at national events will not be regulated by these rules.

CHAPTER 9 – NAP HEADQUARTERS

9.1 Headquarters

9.1.01 Primary Function

Within the framework established by the bylaws of NAP, the primary function of the headquarters is to provide continuity to the affairs of NAP by serving in the capacities listed below:

A. As a receiving center for inquiries regarding NAP.
B. As a disbursement center for the dissemination of information to members and the public.
C. As a quasi-public relations office working with the communications committee.
D. As a filing and storage center for permanent and temporary records of the association.
E. As a sales center for NAP authorized material.
F. As a publications coordination and service center for officers and committees of NAP.
G. As a referral center for professional registered parliamentarians.
H. As the accounting office of NAP with full responsibility for the collection and processing of dues and other income including NSF checks, for all financial records, and for the payment of authorized
expenditures under the budget. The accounting office shall not sell materials until unpaid financial obligations have been paid. The president and executive director shall be authorized signers for the financial accounts. Issuance of any check of $5,000 or more shall require authorization by a second authorized signer.

I. As a management center for the day-to-day affairs of NAP.

9.1.02 Hours
The headquarters shall be open from 8 a.m. to 5 p.m. Central Time, Monday through Friday, and shall be closed in accordance with the NAP Personnel Manual and additional days as may be determined by the executive director with the approval of the president.

9.1.03 Private Files
Files containing information of a private nature, and other matters deemed private by the executive director, shall be kept locked. Only the executive director and the administrative assistant shall have keys to the files, and access to the files shall be only with the approval of the executive director, the president, or by order of the board of directors.

9.1.04 Listing of Members
A. The headquarters shall annually provide each chartered association with a listing of the NAP members residing in that state. Each association shall indicate the status of state members together with any corrections to be made to the printout. The reviewed list shall be returned to the headquarters by October 15.
B. Information released to the board of directors or association presidents shall include name, address, telephone number, e-mail address, professional status, primary unit, expiration of PRP® status if applicable, and date of membership. The information shall be provided on CD-ROM or via e-mail.
C. Association presidents may request that the membership list for their states/provinces be provided to designated members serving as officers or committee chairmen, such as newsletter or membership chairmen, during the association president’s term of office.
D. The membership manual shall be available to members only.

9.1.05 General Responsibilities
The headquarters office shall:
A. Maintain permanent membership records of past and present members, with their current membership status.
B. Notify the president or chairmen of states and provinces and the district directors of members whose dues are not paid by March 1.
C. Supply the convention credentials committee with a list of eligible voters.
D. Display pictures of the current president and each past president at headquarters.
E. Verify eligibility of a former member requesting reinstatement and send reinstatement application with instructions.
F. Sale of educational material shall be handled as follows:
(1) NAP members:
   (a) Must make payment at the time of the sales order.
   (b) Must pay appropriate shipping & handling charges as indicated on the sales order form.
   (c) May return items to NAP within 30 days of shipping date with a 20% restocking fee.
   (d) May order materials on consignment on behalf of others and shall be responsible, within 30 days of the event, for full payment of items sold; return of unsold items, including 20% restocking fee; and all shipping costs.

(2) NAP constituent divisions (as defined in NAP Bylaws Article IV Section 1):
   (a) May order educational material on a consignment basis at the member price.
   (b) Must submit payment for educational materials ordered for resale at an educational seminar or meeting of a district, association, an unchartered state or province, unit, or youth group no more than 30 days following the close of the event. If payment is not received within 30 days, the privilege to order items for consignment shall be suspended until the outstanding invoice is fully paid.
   (c) Must pay actual shipping cost for the educational material order.
   (d) Must pay shipping charges for items returned to NAP.
   (e) Will be invoiced for the total order plus actual shipping costs if unsold items are not returned to NAP Headquarters within 30 days following the close of the event. If payment is not received within the prescribed time limit, the privilege to order items for consignment sale shall be suspended until the outstanding invoice is fully paid.
   (f) Must pay the selling price of defaced items returned to NAP. If the constituent division wants to keep the defaced items after they have paid the selling price, the items will be shipped to them at their expense.

G. Assign NAP educational materials and supplies for the use by officers and committee members in the work of NAP upon written request in the same manner as requisition of funds. The NAP cost of the materials shall be charged against the account of the appropriate officer or committee.

H. Send members involved in the production of educational material a complimentary copy upon receipt of a signed requisition from the chairman of the educational resources committee. The NAP cost of the item is to be charged to a special account.

I. Process the charter application for new associations or new units and upon receipt of approved bylaws, issue a charter.

J. Maintain a file of current association and unit bylaws.

K. Maintain a file of the names of current NAP sponsors of youth groups.
L. Provide complimentary copies of international extension materials as requested, including a membership information brochure, study questions for the membership examination, and the unit manual for international extension.

M. Send to all past presidents all mailings which are sent to the board of directors, except they shall not receive confidential information or mail ballots. A past president may request not to receive the mailings.

N. As publisher of the membership manual, include the following: “Members of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS® may use the information contained in this membership manual for communication with headquarters or members for official NAP division business. Any other private use of the information in this manual, including political, promotional, or commercial communications, is strictly prohibited and constitutes misuse of NAP property.”

9.1.06 Duties relating to the National Parliamentarian®

A. Provide for its distribution to the membership

B. Keep additional copies available for new members and mail them when the new member list is received

C. Maintain the file of paid subscribers to whom copies are mailed and send notification prior to subscription termination

D. Provide complimentary copies as follows:

(1) Two copies to each author of feature articles as instructed by the editor.

(2) Additional copies as requested by members of the board of directors when needed for the responsibilities of the position.

9.2 Executive Director

9.2.01 General Responsibilities

The executive director shall:

A. Maintain the book of accounts of the association in accordance with generally accepted accounting procedures and be responsible for:

(1) The preparation of financial statements to be distributed monthly to the board of directors

(2) The deposit of all income in the financial institutions approved by the president and the treasurer

(3) The disbursement of funds upon receipt of properly completed requisitions or other appropriate documents

(4) Keeping the president and treasurer advised of cash flow management

B. Be responsible for the contents of the safety deposit box. The executive director and the treasurer or administrative assistant shall have a key to the box.

C. Maintain a theft and dishonesty insurance policy to cover all personnel handling funds, liability insurance, fire insurance, extended coverage insurance, and other adequate insurance coverage as determined by the board of directors.

D. Keep the board of directors advised of inventory and sales records.
E. Furnish the editor information regarding materials for sale at headquarters and advise the editor regarding the number of copies of the NP to print.

F. Furnish the board of directors with a monthly directory update, a list of members whose dues are delinquent February 1, and a membership forfeiture list after March 1.

G. Provide the outgoing president and outgoing editor a bound copy of the eight issues of the NP produced during the term of office.

H. Maintain custody of the official seal that shall read “NATIONAL ASSOCIATION OF PARLIAMENTARIANS®” and that shall be imprinted on all charters and other documents as authorized by the board of directors.

9.2.02 Memorials

A. Notices of death of a member of the board of directors, of an immediate family member of an officer, or of a past president shall be sent to all members of the board of directors and to past presidents.

B. A memorial, not to exceed $100.00 in value, will be provided on behalf of the board of directors upon the death of an NAP past president, a current member of the board of directors, or of the spouse, parent, or child of a current member of the board of directors.

9.2.03 Use of NAP Parliamentary Resource Center

A parliamentary resource center of publications on parliamentary law shall be maintained, with access supervised by the executive director. Access to the parliamentary resource center shall be by appointment during normal office hours.

CHAPTER 10 – BOARD OF DIRECTORS

10.1 Special Rules of Order

10.1.01 The board of directors may postpone matters to its next session even though the time between these sessions may exceed a quarterly time interval.

10.1.02 Conduct of business in board of directors meetings

A. The usual rules for small boards under the current edition of Robert’s Rules of Order Newly Revised shall apply.

B. The name of the member making a motion shall not be recorded in the minutes.

10.1.03 Known items of business, which may be presented at board meetings, shall be given to the president in advance of the board session to facilitate planning of the board meeting.

A. This will not pertain to items of new business which incidentally arise from business conducted at the board meeting.

B. Proposed amendments to the policies and procedure document shall be submitted to the policies and procedures committee to present to the board of directors. (See policy 1.3)

10.1.04 The board of directors may suspend any operational policy and procedure by a two-thirds vote regardless of whether or not the rule being suspended has application outside a meeting context.
10.2 Special Rules of Order for Electronic Meetings

10.2.01 A. For an electronic board meeting, the chair, the secretary, a meeting facilitator designated by the chair, or their assistants shall schedule Internet meeting service and linked teleconference availability to begin no less than 30 minutes before the start of each meeting.

B. Board members shall make every effort to sign into the Internet meeting service sufficiently in advance of the time of the meeting to enable their connections to be verified and, if necessary, assisted by troubleshooting.

10.2.02 A. Each board member’s notice of a meeting shall include the time of the meeting, the information necessary to connect to the Internet meeting service, and, as an alternative and back-up to VOIP (Voice Over Internet Protocol) audio, information the board member needs to participate aurally by telephone. The notice shall also include a copy or a link to a copy of these rules.

B. Unless the entire meeting is to be held in executive session, notice of the meeting shall also be posted prominently on the NAP website in a manner accessible to NAP members, together with an explanation that under Article VII, Section 3C of the NAP bylaws members of NAP may attend meetings of the NAP Board of Directors as observers, and that any member of NAP may monitor the electronic meeting but may not otherwise participate in it. NAP members or other individuals attending an electronic meeting as observers must provide their full names as they sign into the meeting. Members or other individuals who do not do so may be barred or ejected from monitoring the meeting.

10.2.03 A. Board members shall identify themselves by full name as required to sign into the Internet meeting service, and shall maintain Internet access throughout the meeting.

B. Board members shall also maintain aural participation throughout the meeting, either through the use of the board member’s computer microphone and speakers through the Internet meeting service or through participation in the linked teleconference.

C. Each member is responsible for his or her connection to the Internet and teleconference; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member’s individual connection prevented him or her from participating in the meeting, provided that at least a quorum of board members was connected and adequately able to participate.

10.2.04 The chair may cause or direct the temporary disconnection or muting of a member’s connection if it is causing undue interference with the electronic meeting. The chair’s decision to do so, which is subject to an undebatable appeal that can be made by any board member, shall be recorded in the minutes.

10.2.05 A. To seek recognition by the chair, a board member shall cause his or her hand icon to be raised. Upon recognition of a board member, the chair shall cause the lowering of all “raise hand” icons.
B. Another board member who claims preference in recognition shall thereupon promptly raise (or raise again) his or her hand icon and may enable his or her webcam as described in paragraph C of this subsection, and the chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.

C. Upon being recognized, the board member shall, if possible, enable his or her webcam. Upon yielding the floor, the board member shall disable his or her webcam.

D. If feasible, a webcam video of the chair shall be displayed throughout the meeting.

10.2.06 A board member who intends to make a motion that under the rules may interrupt a speaker shall cause the member’s “Disagree” icon (red-filled circle with an “X”) to be raised and may enable his or her webcam as described in 10.2.05C. (This icon may not be used to indicate opposition.)

10.2.07 A board member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the “Everyone Chat” window. Use of the “Everyone Chat” window shall be restricted to posting the text of intended motions.

10.2.08 A. Control of the “Agenda and Motions” frame shall be reserved to the chair, the secretary, a meeting facilitator designated by the president, and their assistants.

B. To the extent feasible, the “Agenda and Motions” frame shall be used to display the immediately pending question and other pending questions (such as a main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending). When the question is stated on a motion, to the extent feasible, its text shall be copied (when it has been submitted in writing) or typed into the “Agenda and Motions” frame.

C. To the extent feasible, a frame shall also be used to display other documents before the meeting for action or information, such as minutes being considered for adoption or items related to a report or program.

10.2.09 All votes shall be taken by the electronic voting feature of the Internet meeting service unless otherwise ordered by the board.

10.3 General Responsibilities

10.3.01 Advisers

The parliamentarian and executive director shall attend board meetings in an advisory capacity.

10.3.02 Transfer of NAP Materials from One Administration to Another

NAP materials relating to on-going projects, finalized action, and information of historical significance will be shipped to the designated address of the successor within 60 days after the close of the administration via the method most advantageous to NAP.

10.3.03 Board Minutes
A. Copies of approved minutes of regular and special meetings shall be distributed to all board members and advisory members.

B. Minutes of NAP Board of Directors meetings will be posted on the NAP website within 10 days of their approval.

10.3.04 Minutes Approval Committee

A. The president shall appoint a committee of three board members to approve all minutes of the board meetings.

B. Work will be completed within 30 days after the adjournment of the board meeting.

10.3.05 Executive Session Minutes

Only one copy of each executive session’s minutes will be produced and shall be maintained at headquarters by the executive director.

10.3.06 Contracts

A. The board of directors or its designee shall be responsible for all contract negotiations.

B. The president shall sign all contracts for and on behalf of the organization including those for events funded in part or in whole by district event funds.

C. The president shall sign all personnel contracts.

D. The executive director shall sign contracts for headquarters services with approval of the president.

10.4 Committees of the Board of Directors

10.4.01 Budget and Finance Committee

The budget and finance committee shall:

A. Consist of the president, vice-president, treasurer (serving as chairman), and executive director as ex-officio.

B. Request itemized budget requests from all board members and committee chairmen.

C. Prepare recommendations for budget adjustments, if necessary.

D. Prepare financial report for board of directors approval prior to each board meeting.

E. Make recommendations to the board of directors on any proposed contract after receiving at least three bids on any contract of $5000 or more. This bid solicitation requirement may be waived by a majority vote of the full board of directors in advance.

F. Recommend the appropriate fees for events, courses, and exams based on the adopted budget to the board.

10.4.02 Pricing Committee

The pricing committee shall:

A. Consist of the treasurer and two board members appointed by the president with approval of the board of directors. The president shall appoint the chairman of the committee with approval of the board.

B. Determine the quantity of educational and other sale items to be produced/maintained for sale.
C. Set the sales prices for all items and adjust the prices on special promotion items based on recommendation of headquarters and the educational resources committee

d. Negotiate and approve consignment agreements based on recommendations from the educational resources committee

E. Obtain the signature of the president on any contract or agreement

F. Establish criteria for NAP publications or portions of NAP publications that may be copied by members, units, or associations for instructional purposes and provide for the printing of the appropriate authorization statement in each publication

G. Receive a report from the educational resources committee on items approved for consignment at each of its regular meetings.

10.4.03 Personnel Committee

A. The personnel committee shall be comprised of three members appointed by the president with the approval of the board of directors. The criteria for appointment are that the members shall have recent knowledge of or experience in staff management or human resources practices. The third member of this committee need not be a board member if the management/HR experience is lacking otherwise.

B. The primary function of this committee shall be to handle human resources issues that may arise and to ensure NAP operates in this area in a professional and legally sound manner.

C. The committee shall:

1. Review personnel manual annually and update it. Ensure that employees are briefed annually on any changes.

2. Review and update employee evaluation tools annually in consultation with the executive director.

3. Conduct the annual evaluation of the executive director with the president and report findings and recommendations to the board of directors.

4. Review annual evaluations of the other employees with the executive director.

5. Review compensation studies for the area and the positions annually. Make recommendations for salary adjustments for the executive director in consultation with the president (and for the employees other than the executive director in consultation with the executive director) to the board of directors.

6. Review all employee benefits annually in consultation with the executive director and make recommendations if necessary.

7. Review job descriptions with the executive director annually.

8. Review personnel files biennially to ensure legal compliance.

9. Review and approve posting of advertisements for board approved job openings.

10. Assist the executive director in termination, interviewing and hiring processes.
(11) Recommend procedures to the board of directors for hiring a new executive director.

(12) Serve as the first contact on behalf of the board of directors for employee grievances, complaints of sexual harassment, or appeals of disciplinary actions of the executive director.

(13) Make recommendations to the board of directors regarding employee grievances, formal complaints, or appeals of disciplinary actions.

10.4.04 Policies and Procedures Committee
A policies and procedures committee of three members of the board of directors shall be appointed by the president at the first board meeting of the biennium. The president may and the parliamentarian shall attend meetings as advisers.

10.5 Action Without a Meeting
In accordance with the governing District of Columbia statute under which NAP is incorporated, action may be taken by the board of directors without a meeting if each director signs a consent describing the action to be taken and delivers it to NAP headquarters. The consent must be inscribed on a tangible medium or stored in an electronic or other medium and retrievable in perceivable form. Any action taken outside a meeting by electronic means must be recorded in the minutes of the next regular meeting.

CHAPTER 11 – COMMITTEES

11.1 Standing Committees
11.1.01 Plan of Work
Each standing committee shall develop a plan of work and procedures, and submit them to the president for approval immediately following its first committee meeting.

11.1.02 Procedural Manual
Each standing committee shall develop and maintain a procedural manual for the committee.

11.1.03 Communications
Each standing committee shall inform the president of all substantive communications.

11.1.04 Minutes
Memorandum of all committee meetings will be kept and a copy forwarded to the president.

11.1.05 Meetings
A. The president shall be notified of the date, place, and time of all committee meetings.
B. All committee meetings and the budget for each meeting must be approved in advance by the president. Refer to policy 3.2.01C for additional information.

11.2 Bylaws Committee
11.2.01 General Responsibilities
The bylaws committee shall:

A. Prepare amendments/revision to the NAP Bylaws and standing rules in accordance with NAP Bylaws Article IX Section 1B

B. Approve bylaws of all new associations, units, and youth groups as referenced in policies 2.4, 2.5, and 2.6

C. Review periodically association bylaws on file at headquarters

D. Review periodically current unit bylaws for compliance with NAP governing documents

11.3 Communications Committee

11.3.01 Public Relations (PR)/Marketing Goals

The primary mission of NAP’s public relations/marketing program is to publicize and market the activities, programs, products, and services of NAP. The program is geared to both internal and external audiences. The internal audience includes divisions and members. The external audience includes potential members, donors, the media, and the public at large. The ultimate goal is to create and maintain a healthy public profile to advance NAP’s mission. To fulfill its mission, the public relations/marketing program has the following goals:

A. Publicize and market the major products, services and activities of NAP.

B. Position NAP as a leader on parliamentary issues and resources.

C. Manage the NAP brand.

D. Identify and create PR opportunities for NAP.

11.3.02 General Responsibilities

The committee will employ the following strategies to accomplish the public relations/marketing goals:

A. Generate publicity/marketing materials.

B. Pitch story ideas to national and local media.

C. Employ NAP’s website and other electronic/technological avenues to gain awareness for NAP in accordance with 11.3.03.

D. Work with the NAP webmaster to make the website engaging and helpful.

E. Assure that NAP documents, including the governing documents and other resources, are located on the website for members to access.

F. Engage PR and/or marketing firms to provide necessary expertise.

G. Write articles about PR strategies for the National Parliamentarian, as requested.

H. Advise on branding issues such as the logo, logotype, and use of color (graphic identity).

I. Monitor proper use of NAP’s graphic identity.

J. Update and promote the Communications Toolkit.

K. Present PR/marketing or social media workshops at NAP Convention, NAP Training Conference, and other events, as requested.

11.3.03 Social Media Policy

NAP has developed a social media presence to engage, support, inform and connect existing members, as well as attract potential members and donors, and others who are interested in being involved in the NAP mission. To
implement social media strategies, NAP uses Facebook and LinkedIn to connect with both internal and external audiences. To fulfill its mission, NAP’s social media presence has the following goals:

A. Instill pride, encourage fun and fellowship, and engage members and nonmembers in a meaningful and interactive way.

B. Provide information and idea sharing about NAP projects, educational programs, member recruitment/retention, and leadership development in a convenient and useful manner.

C. Reward and recognize leaders and units/members who support NAP’s mission.

D. Facilitate relationships between NAP members, divisions, leadership, and headquarters staff.

E. Attract potential members, donors, and sponsors.

F. Drive traffic to the NAP website.

G. Reach out to youth and adult leaders who need the assistance NAP provides.

H. Build a community for those interested in parliamentary practice and study.

I. Establish personal contact with social media audiences and elicit feedback.

11.4 Educational Resources Committee

11.4.01 Publication of Materials

The committee shall:

A. Develop and edit educational and member resource materials and technology-based programs to be created and/or published by NAP, with the exception of those published in the National Parliamentarian®, or those created or commissioned by the membership and registration examiners or professional development committees

B. Materials and technology-based programs should be developed considering the criteria in subsections (a) through (e) of policy 11.4.01C(1)

C. Regarding consignment items, the committee shall:

1. Evaluate educational materials and technology-based programs submitted for consignment with the exception of those created or commissioned by the membership and registration examiners or professional development committees based upon the following criteria:

   (a) Appropriateness for the target market

   (b) Proven history of effectiveness

   (c) Potential benefit to members of NAP

   (d) Good production values

   (e) Correctness of parliamentary procedure to the authority cited

2. Notify the NAP President of its recommendation for approval or non-approval
D. After consideration by the board of directors, the president shall notify the consignor of the decision. If the consignor is an NAP member, any notification of rejection may include reasons for rejection.

11.4.02 Retention of Materials

Two copies and the electronic file of all educational materials, except Web based training produced by NAP shall be retained in the parliamentary resource center.

11.5 Membership and Registration Examiners Committee

11.5.01 General Responsibilities

A. In coordination with headquarters, set up procedures for written and online membership examinations. The monitors will be sent a hard-copy, an electronic copy of the membership exam, or a username and password depending upon how the exam will be taken. The committee shall coordinate all the activities related to the registration examination as prescribed by policy 5.1.

B. For the membership examination, the committee chairman shall:

   (1) Be responsible for keeping a log of distribution and return of written examinations and a log of usernames and passwords sent to monitors for a one-time use

   (2) Be responsible for grading written examinations and overseeing the results of online examinations

   (3) Be responsible for reporting examination results to applicants within 10 days of receipt of the written examination or knowledge of the result of the online examination

   (4) Be responsible for reporting to headquarters on a monthly basis the list of new members

   (5) Provide statistical information obtained from the examination process to NAP Headquarters and the NAP Board of Directors

   (6) Establish procedures to maintain the privacy of applicants

11.5.02 Fees

A. The board of directors shall set fees for the membership and registration examinations and for any administrative fee related to membership services provided by headquarters.

B. No refund shall be allowed when an applicant fails or cancels a registration examination; however, in extenuating circumstances as determined by the chairman, the fee shall be applied to an examination taken within one year.

11.6 Membership Extension and Retention Committee

11.6.01 In addition to duties indicated in NAP Bylaw Article XI Section 1G, the committee shall coordinate the membership activities of the states or provinces within the districts by providing for an awards program to be held during the biennial convention recognizing members for achievements in the following areas:

   A. Unit member retention, membership growth, and education programs

   B. Association member retention, membership growth, credentialing growth, and education programs
1765 C. Honor roll of teachers
1766 D. Other membership recognition
1767
1768 11.7 Professional Development Committee
1769 11.7.01 The professional development committee shall prepare and administer:
1770 A. The professional qualifying course for professional registered membership
1771 B. The professional renewal course for retaining professional registered membership
1772 C. The train the trainer course
1773 D. The trainer refresher course
1774 E. The professional development point system for professional registered members
1777 11.7.02 The committee shall oversee appeals of unsuccessful participants in the professional renewal and professional qualifying courses as outlined in Chapter 5.
1779
1780 11.8 Youth Committee
1781 11.8.01 Partnership Program
1782 The committee shall initiate and coordinate youth partnerships by:
1783 A. Developing agreements between NAP and youth organizations
1784 B. Serving as liaison to each organization
1785 C. Offering to provide workshops for their national meetings
1786 D. Recruiting judges/evaluators for their national competitive events
1787 E. Directing the administration of the NAP Membership Exam at their national meetings
1788 F. Promoting the sale of NAP parliamentary resources
1789 G. Assisting with coordination and evaluation of competitive events when requested.
1792 11.8.02 Internship Program
1793 Each NAP youth partnership organization may designate one student intern to attend the NAP biennial convention.
1794 A. The committee shall evaluate and coordinate this program with the NAP Educational Foundation.
1796 B. The committee shall develop and coordinate agreements with youth partnerships for this program.
1798 C. NAP shall fund the registration and meal function costs for the interns; it is understood that the NAP Educational Foundation shall fund the lodging and travel expenses.
1800 D. Committee members shall serve as mentors to the interns.
1802 11.8.03 Youth Recruitment and Retention
1803 The committee shall:
1804 A. Promote the development and recruitment of parliamentary youth groups.
1806 B. Develop a recognition program for youth groups.
1808 C. Encourage the recruitment, involvement, and retention of youth in NAP.
1809 D. Investigate new methods for attracting youth to NAP activities.
1810 E. Encourage the administration of the NAP Membership Exam to youth.
11.8.04 The committee shall communicate and report activities of the youth committee to the board of directors and membership.

11.9 **Electronic Committee Meetings**

With the exception of 10.2.02B, section 10.2 shall apply to the conduct of electronic meetings of committees as through “committee” replaced “board” throughout the section, provided that a committee is authorize to vary those rules by majority vote to meet the particular circumstances of the committee or of a particular electronic meeting of the committee.

CHAPTER 12 – DISTRICT DIRECTORS

12.1 **Election to the NAP Board of Directors**

In accordance with NAP Bylaws Article VII Section 1, two district directors shall be elected by and from among the eight district directors to serve on the NAP Board of Directors for each incoming biennium before the close of the national convention.

12.2 **Procedural Manual for District Directors**

12.2.01 The district directors shall develop and maintain a procedural manual for district directors which shall contain:

A. NAP Bylaws and NAP Operational Policies and Procedures pertaining to districts and district directors

B. District operating procedures developed by the district directors

12.3 **District Appointments**

Each district director shall have the authority to appoint assistants as deemed necessary to serve the needs of the district.

12.4 **District Operating Expenses**

There shall be a line item in the NAP Budget for each district director that shall cover miscellaneous office and travel expenses in conjunction with duties within that district.

12.5 **District Events**

12.5.01 A district event is defined as a district-sponsored conference, program, or other activity which all district members are invited to attend, and which event is intended to benefit the district.

12.5.02 The district director’s responsibilities are to approve all arrangements and be the finance chairman for the event, giving special attention to making the district event self-supporting. Refer to policies 3.4.01 and 3.4.03 for additional information.

12.5.03 Monies remaining after the payment of bills for a district event shall be forwarded to headquarters to be maintained in that district’s event fund. Refer to policy 3.4.01A for additional information.

12.6 **District Newsletter**

Each district director shall provide a district newsletter to be distributed to each member of his/her district, to each member of the NAP Board of Directors, and to headquarters. The newsletter shall be published and distributed as indicated in the district directors manual.
12.7 District Boundaries

12.7.01 There shall be eight districts as follows (listed in order as follows: U.S. states and district, U.S. territories, Canadian provinces, Canadian territories, North American countries, continents, and geographic areas):

A. District One Connecticut; Delaware; Maine; Massachusetts; New Hampshire; New Jersey; New York; Pennsylvania; Rhode Island; Vermont; *New Brunswick; *Newfoundland and Labrador; *Nova Scotia; *Prince Edward Island; *Quebec

B. District Two District of Columbia; Kentucky; Maryland; Virginia; West Virginia; *Europe; *Middle East

C. District Three Alabama; Florida; Georgia; *Mississippi; North Carolina; South Carolina; Tennessee; *Puerto Rico; *U.S. Virgin Islands; *Africa; *Caribbean

D. District Four Illinois; Indiana; Michigan; Ohio; Wisconsin; Ontario

E. District Five *Iowa; Kansas; Minnesota; Missouri; Nebraska; *North Dakota; *South Dakota; Manitoba; *Nunavut; *Saskatchewan

F. District Six Arkansas; Louisiana; New Mexico; Oklahoma; Texas; *American Samoa; *Guam; *Central America; *Mexico; *South America; *Australia; *Oceania

G. District Seven *Alaska; Colorado; Idaho; *Montana; Oregon; Washington; *Wyoming; Alberta; British Columbia; *Northwest Territories; *Yukon

H. District Eight Arizona; California; Hawaii; Nevada; Utah; *Northern Mariana Islands; *Asia

*Unchartered
APPENDICES

NOTE: These appendices will automatically be updated, as needed, by the policies and procedures committee. Such updates will be based upon actions taken by the board of directors or implementation of current practice at the NAP Headquarters.

APPENDIX A: CURRENT FEES

These fees are subject to change by the authorizing body without updating this manual. This manual and this current fee listing will only be updated following each meeting of the NAP Board of Directors.

<table>
<thead>
<tr>
<th>ITEM or EVENT</th>
<th>AMOUNT</th>
<th>DATE SET</th>
<th>AUTHORIZED BY</th>
<th>REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Annual Dues – Regular Members</td>
<td>$75.00¹</td>
<td>Sept. 14, 2009</td>
<td>NAP Convention</td>
<td>Bylaws, ARTICLE III, SECTION 3A; ART. III, SEC. 3B; NAP Standing Rule #3</td>
</tr>
<tr>
<td>2 Annual Dues – Registered Parliamentarian</td>
<td>$100.00¹</td>
<td>Sept. 14, 2009</td>
<td>NAP Convention</td>
<td>Bylaws, ARTICLE III, SECTION 3A; ART. III, SEC. 3B; NAP Standing Rule #3</td>
</tr>
<tr>
<td>3 Annual Dues – Professional Registered Parliamentarian</td>
<td>$125.00¹</td>
<td>Sept. 14, 2009</td>
<td>NAP Convention</td>
<td>Bylaws, ARTICLE III, SECTION 3A; ART. III, SEC. 3B; NAP Standing Rule #3</td>
</tr>
<tr>
<td>4 Annual Dues – Retired Registered Parliamentarian</td>
<td>$75.00¹</td>
<td>Sept. 14, 2009</td>
<td>NAP Convention</td>
<td>Bylaws, ARTICLE III, SECTION 3A; ART. III, SEC. 3B; NAP Standing Rule #3</td>
</tr>
<tr>
<td>5 Annual Dues – Retired Professional Registered Parliamentarian</td>
<td>$75.00¹</td>
<td>Sept. 14, 2009</td>
<td>NAP Convention</td>
<td>Bylaws, ARTICLE III, SECTION 3A; ART. III, SEC. 3B; NAP Standing Rule #3</td>
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<tr>
<td>6 Annual Dues – Youth Group</td>
<td>$27</td>
<td>Oct. 2, 2007</td>
<td>NAP Convention</td>
<td>Bylaws, ARTICLE III, SECTION 3A; ART. III, SEC. 3B; NAP Standing Rule #3</td>
</tr>
<tr>
<td>7 Annual Dues – Clubs Affiliated Before 1953</td>
<td>$100.00¹</td>
<td>Sept. 14, 2009</td>
<td>NAP Convention</td>
<td>Bylaws, ARTICLE III, SECTION 3A; ART. III, SEC. 3B; NAP Standing Rule #3</td>
</tr>
<tr>
<td>8 Student Dues Reduction</td>
<td>50% of membership classification</td>
<td>Sept. 2001</td>
<td>NAP Convention</td>
<td>Bylaws, ARTICLE III, SECTION 3C</td>
</tr>
<tr>
<td>9 Reinstatement - After Resignation</td>
<td>Any applicable past and current annual dues plus $15</td>
<td>Sept. 2009</td>
<td>Board of Directors</td>
<td>Bylaws, ARTICLE III, SECTION 2A3; ART. III, SEC. 4; ART. VII, SEC. 2B11</td>
</tr>
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</table>

¹ Effective January 1, 2010

NAP Operational Policies & Procedures 47 As amended May 2014
<table>
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<tr>
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<th>AUTHORIZED BY</th>
<th>REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Reinstatement – After Forfeiture</td>
<td>Any applicable past and current annual dues plus $15</td>
<td>Sept. 2009</td>
<td>Board of Directors</td>
<td>Bylaws, ARTICLE III, SECTION 2A3; ART. III, SEC. 4; ART. VII, SEC. 2B11</td>
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<tr>
<td>11 NAP Past Presidents Annual Dues</td>
<td>-0-</td>
<td>Sept. 2001</td>
<td>NAP Convention</td>
<td>Bylaws, ARTICLE III, SECTION 3D</td>
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<tr>
<td>12 Membership Application Fee</td>
<td>Annual NAP Dues plus Association Dues, if applicable</td>
<td>N/A</td>
<td>Board of Directors</td>
<td>Bylaws, ARTICLE III, SECTION 4; ART. VII, SEC. 2B11</td>
</tr>
<tr>
<td>13 Membership Application Administrative Fee</td>
<td>$25 if exam not taken within 30 days of the specified examination date or not passed</td>
<td>March 2010</td>
<td>Board of Directors</td>
<td>Policy 10.5.02</td>
</tr>
<tr>
<td>14 Full-time Student Membership Application Administrative Fee</td>
<td>$12.50 if exam not taken within 30 days of the specified examination date or not passed</td>
<td>March 2010</td>
<td>Board of Directors</td>
<td>Policy 10.5.02</td>
</tr>
<tr>
<td>15 Wisconsin Independent Study Course - Online</td>
<td>$175</td>
<td>Sept. 1, 2004</td>
<td>Board of Directors</td>
<td>Bylaws, ARTICLE III, SECTION 4; ART. VII, SEC. 2B11</td>
</tr>
<tr>
<td>16 Head Start to RP</td>
<td>$25</td>
<td>March 8, 2008</td>
<td>Board of Directors</td>
<td>Bylaws, ARTICLE III, SECTION 4; ART. VII, SEC. 2B11</td>
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<tr>
<td>17 Registration Examination</td>
<td>$150</td>
<td>March 8, 2008</td>
<td>Board of Directors</td>
<td>Bylaws, ARTICLE III, SECTION 4; ART. VII, SEC. 2B11; Policy 10.5.02</td>
</tr>
<tr>
<td>18 Registration Examination Retakes</td>
<td>$25 for Part I, $50 each for Parts II, III, IV, and V taken within one year of original exam</td>
<td>March 8, 2008</td>
<td>Board of Directors</td>
<td>Bylaws, ARTICLE III, SECTION 4; ART. VII, SEC. 2B11; Policy 10.5.02</td>
</tr>
<tr>
<td>19 Professional Qualifying Course (PQC)</td>
<td>$250</td>
<td>March 8, 2008</td>
<td>Board of Directors</td>
<td>Bylaws, ARTICLE III, SECTION 4; ART. VII, SEC. 2B11; Policy 5.2.05</td>
</tr>
<tr>
<td>ITEM or EVENT</td>
<td>AMOUNT</td>
<td>DATE SET</td>
<td>AUTHORIZED BY</td>
<td>REFERENCE</td>
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<tr>
<td>20 Cancellation Fee and Refunds – PQC</td>
<td>Full refund</td>
<td>March 8, 2008</td>
<td>Board of Directors</td>
<td>Policy 5.2.05</td>
</tr>
<tr>
<td>Prior to registration deadline</td>
<td>Voucher for 1/2 amount</td>
<td>January 14, 2014</td>
<td></td>
<td>5.2.05A</td>
</tr>
<tr>
<td>Between deadline and ten days prior to start of course</td>
<td>No refund</td>
<td></td>
<td></td>
<td>5.2.05B</td>
</tr>
<tr>
<td>Within ten days of start of course</td>
<td></td>
<td></td>
<td></td>
<td>5.2.05C</td>
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<tr>
<td>21 Professional Renewal Course (PRC)</td>
<td>$250 – two-day course $50 per class – module classes</td>
<td>Board of Directors</td>
<td>Bylaws, ARTICLE III, SECTION 4; ART. VII, SEC. 2B11; Policy 5.3.06</td>
<td></td>
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<td>5.3.06A</td>
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<td></td>
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<td>5.3.06B</td>
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<tr>
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<td></td>
<td></td>
<td>5.3.06C</td>
</tr>
<tr>
<td>22 Cancellation Fee and Refunds – PRC</td>
<td>Full refund</td>
<td>March 2009</td>
<td>Board of Directors</td>
<td>Policy 5.3.06</td>
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<tr>
<td>Prior to registration deadline</td>
<td>Voucher for 1/2 amount</td>
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<td></td>
<td>5.3.06A</td>
</tr>
<tr>
<td>Between deadline and ten days prior to start of course</td>
<td>No refund</td>
<td></td>
<td></td>
<td>5.3.06B</td>
</tr>
<tr>
<td>Within ten days of start of course</td>
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<td>5.3.06C</td>
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<tr>
<td>23 Train the Trainer Course</td>
<td>$250</td>
<td>Board of Directors</td>
<td>Bylaws, ARTICLE III, SECTION 4; ART. VII, SEC. 2B11; Policy 5.8.06</td>
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<td>5.8.06A</td>
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<td>5.8.06C</td>
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<tr>
<td>24 Train the Trainer Webinar Course</td>
<td>$50</td>
<td>July 11, 2013</td>
<td>Board of Directors</td>
<td>Bylaws, ARTICLE III, SECTION 4; ART. VII, SEC. 2B11; Policy 5.8.06</td>
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<td>5.8.06A</td>
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<td>5.8.06B</td>
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<td>5.8.06C</td>
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<tr>
<td>25 Cancellation Fee and Refunds – Train the Trainer</td>
<td>Full refund</td>
<td>March 10, 2007</td>
<td>Board of Directors</td>
<td>Bylaws, ARTICLE III, SECTION 4; ART. VII, SEC. 2B11; Policy 5.9</td>
</tr>
<tr>
<td>Prior to registration deadline</td>
<td>Voucher for 1/2 amount</td>
<td></td>
<td></td>
<td>5.8.06A</td>
</tr>
<tr>
<td>Between deadline and ten days prior to start of course</td>
<td>No refund</td>
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<td>5.8.06B</td>
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<tr>
<td>Within ten days of start of course</td>
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<td>5.8.06C</td>
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<tr>
<td>26 Train the Trainer Refresher Course</td>
<td>-0-</td>
<td>Board of Directors</td>
<td>Bylaws, ARTICLE III, SECTION 4; ART. VII, SEC. 2B11; Policy 5.9</td>
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<td>5.8.06A</td>
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<td>5.8.06C</td>
</tr>
<tr>
<td>27 NAP Training Conference Registration Fee – Member</td>
<td>$295 Early $325 Regular $350 Onsite $180</td>
<td>March 8, 2014</td>
<td>Board of Directors</td>
<td>Bylaws, ARTICLE VII, SECTION 2B10</td>
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<tr>
<td>One-day registration</td>
<td>$145</td>
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<tr>
<td>Registration – Student Non-Member</td>
<td>$350 Early</td>
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<td></td>
<td>$375 Regular</td>
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<tr>
<td></td>
<td>$400 Onsite</td>
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<tr>
<td>28 Sales Tables – NAP Training Conference</td>
<td>$75</td>
<td>Board of Directors</td>
<td>Policies 4.4.01D, 7.1.02D, 7.1.07</td>
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<tr>
<td>29 Optional Meals – NAP Training Conference</td>
<td>Various</td>
<td>N/A</td>
<td>NAP President &amp; NAP Training Conference Coordinator</td>
<td>Custom</td>
</tr>
<tr>
<td>ITEM or EVENT</td>
<td>AMOUNT</td>
<td>DATE SET</td>
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<tr>
<td>30 NAP Convention Registration Fee – Member 2-day Full-time student Non-member, per-day Non-member, student, per day</td>
<td>$200 Early $220 Regular $240 Onsite $140 Regular $180 Onsite $115 $110 $55</td>
<td>March 18, 2011</td>
<td>Board of Directors</td>
<td>Bylaws, ARTICLE VII, SECTION 2B10</td>
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<tr>
<td>31 Sales Tables – Convention</td>
<td>$100</td>
<td>July 11, 2013</td>
<td>Board of Directors</td>
<td>Policies 4.4.01D, 7.2.02D, 7.2.08</td>
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<tr>
<td>32 Optional Meals – Convention</td>
<td>Various</td>
<td>N/A</td>
<td>NAP President &amp; Convention Coordinator</td>
<td>Custom</td>
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<tr>
<td>33 Leadership Conference</td>
<td>$75 Early $100 Regular</td>
<td>March 10, 2012</td>
<td>Board of Directors</td>
<td>Bylaws, ARTICLE VII, SECTION 2B10</td>
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<tr>
<td>34 Mailing Labels Up to 200 Labels</td>
<td>$15</td>
<td>March 2004</td>
<td>Budget and Finance Committee</td>
<td>Policy 10.5.02</td>
</tr>
<tr>
<td>35 Optional Meals – Convention</td>
<td>$25</td>
<td>March 2004</td>
<td>Board of Directors</td>
<td>Policy 10.5.02</td>
</tr>
<tr>
<td>36 National Parliamentarian® (NP) Subscription</td>
<td>$8/copy $30/year plus s/h</td>
<td>Nov. 21, 2011</td>
<td>Board of Directors</td>
<td>Inside cover of each issue of NP</td>
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<tr>
<td>37 Educational Resources Sales Price[s]</td>
<td>See NAP order form</td>
<td>Various</td>
<td>Pricing Committee</td>
<td>Bylaws, ARTICLE VII, SECTION 2B5; Policies 9.4.02B, 9.4.02C</td>
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<tr>
<td>38 Adobe Connect host account for associations and units</td>
<td>$450 annually</td>
<td>Feb. 11, 2014</td>
<td>Board of Directors</td>
<td>Bylaws, ARTICLE VII, SECTION 2B11</td>
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<tr>
<td>39 Webinars</td>
<td>Member/non member 1 hour- $29/$39; 1.5 hours- $39/$49; 2 hours- $49/$59</td>
<td>Feb. 11, 2014</td>
<td>Board of Directors</td>
<td>Bylaws, ARTICLE VII, SECTION 2B11</td>
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<tr>
<td>ITEM or EVENT</td>
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<tr>
<td>40 Shipping and Handling Charges on Orders:</td>
<td></td>
<td>December 11, 2012 (Effective January 1, 2013)</td>
<td>Board of Directors</td>
<td>Bylaws, ARTICLE VII, SECTION 2B11</td>
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<td>$5 and under</td>
<td>$3</td>
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<td>$5.01-$10.00</td>
<td>$5</td>
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<td>$30.01-$50.00</td>
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<td>$50.01-$100.00</td>
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<td>$100.01-$150.00</td>
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<td>$150.01-$250.00</td>
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<td>$500.01-$1,000.00</td>
<td>$33</td>
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<td>Over $1,000.00</td>
<td>$55</td>
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<td>Express Shipping</td>
<td>Actual shipping + ½ of the ordinary S/H charge</td>
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<td>Priority (2-3 Days)</td>
<td>Actual shipping + $5.00</td>
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<tr>
<td></td>
<td>Consignment orders</td>
<td>Actual shipping + $10.00</td>
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<tr>
<td></td>
<td>International orders</td>
<td>Actual shipping + $10.00</td>
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</tr>
<tr>
<td>41 Member Discount on Educational Resources [cash, no return]</td>
<td>10%</td>
<td>March 2006</td>
<td>Board of Directors</td>
<td>Policy 8.1.05F(1)(a)</td>
</tr>
<tr>
<td></td>
<td>At least $100</td>
<td>10%</td>
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</tr>
<tr>
<td></td>
<td>At least $1000</td>
<td>20%</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>[This discount applies to cash, no return sales purchase shipped to one address]</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>42 Member Purchase of Educational Resources with “return of unsold goods” option</td>
<td>See “A” at end of this Fees Chart</td>
<td>March 11, 2006</td>
<td>Board of Directors</td>
<td>Policy 8.1.05F(1)(d)</td>
</tr>
<tr>
<td>43 Member Consignment Orders on behalf of others</td>
<td>See “B” at end of this Fees Chart</td>
<td>March 11, 2006</td>
<td>Board of Directors</td>
<td>Policy 8.1.05F(1)(e)</td>
</tr>
<tr>
<td>44 Constituent Division Purchase of Educational Materials</td>
<td>See “C” at end of this Fees Chart</td>
<td>March 11, 2006</td>
<td>Board of Directors</td>
<td>Policy 8.1.05F(2)</td>
</tr>
<tr>
<td>45 Professional Liability Insurance for PRPs</td>
<td>$100</td>
<td>Nov. 2004</td>
<td>Board of Directors</td>
<td>Bylaws, ARTICLE VII, SECTION 2B11; Policy 10.5.02</td>
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<tr>
<td>46 Professional Liability Insurance for RPs and AIP certified</td>
<td>$150</td>
<td>March 2005</td>
<td>Board of Directors</td>
<td>Bylaws, ARTICLE VII, SECTION 2B11; Policy 10.5.02</td>
</tr>
<tr>
<td>47 Minutes Made Easy – online course</td>
<td></td>
<td>August 28, 2008</td>
<td>Pricing Committee</td>
<td>Bylaws, ARTICLE VII, SECTION 2B5; Policies 9.4.02A, 9.4.02B</td>
</tr>
<tr>
<td></td>
<td>Member</td>
<td>$20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-member</td>
<td>$25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48 Parliamentary Procedure Made Easy – online course</td>
<td>$125</td>
<td>March 2009</td>
<td>Pricing Committee</td>
<td>Bylaws, ARTICLE VII, SECTION 2B5; Policies 9.4.02A, 9.4.02B</td>
</tr>
</tbody>
</table>
### Operational Policies & Procedures

**ITEM or EVENT** | **AMOUNT** | **DATE SET** | **AUTHORIZED BY** | **REFERENCE**
--- | --- | --- | --- | ---
49 *Construction of a Successful Organization* – online course | $125 | March 2009 | Pricing Committee | Bylaws, ARTICLE VII, SECTION 2B5; Policies 9.4.02A, 9.4.02B
50 *Selecting Your Leaders* – online course | $49 | Aug. 2010 | Pricing Committee | Bylaws, ARTICLE VII, SECTION 2B5; Policies 9.4.02A, 9.4.02B
51 *What to Say and When* – online course | $20 | N/A | Pricing Committee | Bylaws, ARTICLE VII, SECTION 2B5; Policies 9.4.02A, 9.4.02B
52 *Qué Decir y Cuándo* – online course | $20 | March 2011 | Pricing Committee | Bylaws, ARTICLE VII, SECTION 2B5; Policies 9.4.02A, 9.4.02B
53 *Membership Exam Preparation* – online course | $10 | Feb. 2010 | Pricing Committee | Bylaws, ARTICLE VII, SECTION 2B5; Policies 9.4.02A, 9.4.02B
54 *Registration Exam Preparation* – online course | $10 | September 18, 2011 | Pricing Committee | Bylaws, ARTICLE VII, SECTION 2B5; Policies 9.4.02A, 9.4.02B

**A.** Member Purchase of Educational Resources with “return of unsold goods” option
1. Must make payment at the time of the sales order.
2. Must pay appropriate shipping & handling charges as indicated on the sales order form.
3. May return items, purchased without a discount, to NAP within 30 days of shipping date with a twenty percent (20%) restocking fee.

**B.** Member Consignment Orders on behalf of others
1. May order materials on consignment on behalf of others and shall be responsible, within thirty (30) days of the event, for full payment of items sold; return of unsold items, including twenty percent (20%) restocking fee; and all shipping costs.
2. Such consignment orders will not be eligible for the discount referenced in item a1 [May order educational material and receive a ten percent (10%) discount for purchases of at least one hundred dollars ($100.00), or a twenty percent (20%) discount for purchases of at least one thousand dollars ($1,000.00). This discount applies to cash, no-return sales purchase.]

**C.** Constituent Divisions (as defined in Bylaws ARTICLE IV, SECTION 1) purchase of educational materials
1. May order educational materials and receive a ten percent (10%) discount for purchases of at least one hundred dollars ($100.00), or a twenty percent (20%) discount for purchases of at least one thousand dollars ($1,000.00).
2. Must submit payment for educational materials ordered for resale at an educational seminar or meeting of a district, association, unit, youth group or unchartered area no more than thirty (30) days following the close of the event. If payment is not received within thirty (30) days, the discount in item 1 above will be forfeited.
3. Must pay actual shipping cost for the educational material order.
4. Must pay shipping charges for items returned to NAP.
5. Will forfeit any discount in item 1 above if unsold items are not returned to NAP within thirty (30) days following the close of the event. If payment is not received within the prescribed time limit, the discount will be forfeited.
6. Must pay the selling price of any defaced items returned to NAP. If the constituent division desires the defaced item[s] following payment of the selling price, the items will be shipped to them at their expense.
APPENDIX B: POLICY AMENDMENT FORMAT/TEMPLATE

As stated in policies 1.3 and 9.1.04B, all proposed amendments must be submitted to the policies and procedures committee for presentation to the board of directors. Proposed amendments must be submitted in the format indicated below and submitted to the policies and procedures committee chairman by the appropriate deadline(s) established by the committee chairman.

The following information must be included:
1. Proposer’s name
2. Proposed amendment using proper language per RONR
3. Rationale

EXAMPLE

FROM: Budget and Finance Committee

PROPOSED AMENDMENT: Amend NAPOPP, section 3.3.01, by striking “90 days” and inserting “60 days”

RATIONALE: This amendment brings the timetable for reconciling district event expenses in line with the 60-day deadline for reimbursement of expenses, improving the timeliness of financial reports produced by headquarters to support financial oversight and budget adjustments by the board of directors.
# APPENDIX C: ROTATION AREAS FOR NAP EVENTS

## USA

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## CANADA

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APPENDIX D: CONFLICT OF INTEREST POLICY

1. Purpose

The purpose of the conflict of interest policy is to protect the National Association of Parliamentarians ("Association") interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Association or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

2. Definitions

a. Interested Person. Any director, principal officer, or member of a committee with governing board delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

b. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
   • An ownership or investment interest in any entity with which the Association has a transaction or arrangement.
   • A compensation arrangement with the Association or with any entity or individual with which the Association has a transaction or arrangement, or
   • A potential ownership or investment interest in, or compensation arrangement with any entity or individual with which the Association is negotiating a transaction or arrangement.
   • Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

3. Procedures

a. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

b. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

c. Procedures for Addressing the Conflict of Interest. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. The chairperson of the governing board or committee shall, if appropriate, appoint a
disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, the governing board or committee shall determine whether the Association can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Association's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

d. Violations of the Conflicts of Interest Policy. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

4. Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

5. Compensation

A voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation. This shall not prohibit that voting member from providing information to any committee regarding compensation if required.

6. Annual Statements

Each board member, executive director, and member of a committee with governing board-delegated powers shall annually sign a statement that affirms such person:

- Has received a copy of the conflicts of interest policy,
• Has read and understands the policy,
• Has agreed to comply with the policy, and
• Understands the Association is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

7. Periodic Reviews

To ensure the Association operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews, shall, at a minimum, include the following subjects:

• Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
• Whether partnerships, joint ventures, and arrangements with management organizations conform to the Association's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

8. Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Association may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.
APPENDIX E: NAP PARTNERSHIP AGREEMENT OPTIONS  
(adopted March 1, 2013)

Resolved, that the NAP President is authorized to enter into NAP partnership agreements that include any of the following based upon options suitable for the partner organization as identified by the NAP President or his/her designee:

1. NAP partner organizations will place a link to the NAP website on their website.
2. NAP partner organizations will promote the partnership to their members and encourage their members to utilize NAP services when needed.
3. NAP partner organizations will provide exhibit booth space at their convention or conference at a reduced price.
4. NAP partner organizations will provide complimentary space in their publications for NAP advertisements.
5. NAP partner organizations will utilize the NAP referral service to secure parliamentarians for their board or committee meetings as needed.
6. Members of NAP partner organizations will be offered a discount to NAP educational materials in an amount between the member and non-member pricing by way of a special code.
7. Members of NAP partner organizations will be able to purchase a subscription to the National Parliamentarian in the amount of $20 per year (4 issues).
8. Members of NAP partner organizations will be able to attend NAP Training Conferences and NAP Biennial Conventions at guest/non-member rates.
9. NAP will advise NAP members of the partnership and will list the partner organizations prominently on the NAP website.
10. NAP will assist the partner organizations with securing NAP members to conduct complimentary parliamentary workshops and training for the partner organization and its members subject to the availability of NAP members in the geographic area where needed.
11. NAP will provide written articles on parliamentary topics for publication in the NAP partner organizations’ published newsletters or journals or on their website.

And be it further resolved, That before the NAP President enters into a partnership agreement with any organization, the identity of the organization must previously be approved by the NAP Board of Directors.