

INSTRUCTIONS FOR ORGANIZING A UNIT OF NAP

Persons desiring to organize a unit of NAP should:

1. Get the tentative consent of at least five NAP members who are willing to join the unit. While some prospective members may live at a considerable distance from the main core of members, there should be enough members in one locality to guarantee regular meetings.
2. Download from the NAP website Documents section the New Unit Kit files, which include "Request for Approval of New Unit Bylaws," "Application for Unit Charter," and "Sample Unit Bylaws."
3. Notify all interested NAP members of the scheduled time and place of the first organizational meeting.
4. Prepare a "Resolution of Intent to Form a Unit" (included in the online kit).
5. Arrange for two organizational meetings as follows:

First Organizational Meeting

- Elect persons to act as chairman pro-tem and secretary pro-tem.
- Appoint a person to provide information from NAP regarding the organization of the unit and the procedures to be followed.
- Receive suggestions for naming the unit. Name of all units using the Greek alphabet shall read: (name of state) (Greek alphabet name) unit of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS® [NAP Standing Rule 1]. Name may not be identical with that of another chartered unit within the state or province or so similar to another unit as to permit confusion as to identity.
- Adopt a resolution of intent to form a unit.
- Appoint a committee to draft bylaws. Consult the "Sample Suggested Unit Bylaws". Units within a chartered state or province automatically become a division of the chartered association.
- Introduce and adopt a motion to fix the time for the second organizational meeting.

Second Organizational Meeting

- Approve the minutes of the first organizational meeting.
 - Adopt bylaws of the unit. Add a proviso allowing officers to be elected at this meeting to serve until normal term expires.
 - Recess to enroll members (see *Robert's Rules of Order Newly Revised, 11th Edition*, pages 559-560).
 - Read the official roll of members.
 - Elect officers in accordance with bylaws provisions.
6. Email a copy of the adopted unit bylaws to the NAP Bylaws Committee Chairman (copy NAP HQ) for approval.

7. Complete the application for a unit charter and submit it electronically to NAP Headquarters for verification.
8. Upon receipt of charter, send a list of all members of the unit to the treasurer of the state association.
9. Send one copy of the approved bylaws to the state association as provided in its bylaws.