

A NATIONAL ASSOCIATION OF PARLIAMENTARIANS® PUBLICATION

NAP MEMBERSHIP

STUDY GUIDE



The first step to learning
how to master meetings

NAP MEMBERSHIP: THE FIRST STEP TO LEARNING HOW TO MASTER MEETINGS

Congratulations! You have taken an important first step in your journey to learn how to master meetings: applying for membership in the National Association of Parliamentarians (NAP).

Mastering meetings requires a well-founded understanding and knowledge of *Robert's Rules of Order Newly Revised* (11th edition). A basic understanding of the fundamentals of parliamentary procedure will ease your journey tremendously, beginning with the NAP Membership Exam.

This study guide will help you prepare to take – and pass – the NAP Membership Exam. It is intended to be used in conjunction with *Robert's Rules of Order Newly Revised In Brief, 2nd edition*. More importantly it will place you firmly on the path to becoming a helpful member of any organization. With this knowledge, you can be part of the solution to achieve effective and efficient meetings.

For each section, you will need to read the corresponding chapter in *Robert's Rules of Order Newly Revised In Brief* (chapters 1-11). After reading the chapter, practice what you've learned by defining the terms, answering the questions, and practicing using the language of parliamentary procedure. Once you are at ease with this material, you are ready to take a brief exam that will show that you have a foundation to begin learning and applying parliamentary procedure in your organization.

Enjoy your study.

I. Chapter 1. Why have rules?

1. Discuss the following questions:
 - a. Why is it important to have rules for meetings?
 - b. What is the role of the chairman in a meeting?
 - c. What is parliamentary procedure? What is a parliamentary authority?
 - d. What is a deliberative assembly?
 - e. What is the prime value of parliamentary procedure?

II. Chapter 2. What happens at a meeting?

1. Define the following terms:
 - a. The chair or chairman
 - b. President
 - c. Quorum
 - d. Unfinished business
 - e. Adjourn
 - f. Recess
 - g. Stand at ease
2. Explain or list the following items:
 - a. Standard order of business
 - b. Methods of handling minutes
 - c. When to take up recommendations in a report
 - d. When to adopt an agenda and by what vote
3. Know/demonstrate the correct language for the following items:
 - a. Handling minutes
 - b. Handling corrections to minutes
 - c. Adjourning a meeting

III. Chapter 3. Handling Motions

1. Define the following terms:
 - a. Main motion
 - b. Recognition
 - c. Have the floor
 - d. Yield the floor
 - e. Pending
 - f. Debate
 - g. Abstentions

2. Explain or list the following:
 - a. How an idea is introduced in a meeting.
 - b. How to get to speak in a meeting
 - c. Who should get copies of written motions?
 - d. What is the purpose of a second? What happens if there is no second?
 - e. Why should the chairman state the motion?
 - f. What are the chairman's duties before stating a motion?
 - g. What does the phrase, "Are you ready for the question" mean?
 - h. What are the three parts for announcing the result of a vote?
 - i. What happens after the chairman announces the result of a vote?
3. Know/demonstrate the correct language for:
 - a. Making a motion (member)
 - b. Stating the motion (chair)
 - c. Handling debate
 - d. Putting the question
 - e. Announcing the result of a vote
 - f. Announcing what the next business is
4. Students should be able to demonstrate handling a simple motion correctly. (See review chart on pages 26-27.)

IV. Chapter 4. Debate

1. Define the following terms:
 - a. Germane
 - b. Previous question
2. Explain or list the following:
 - a. How many times and how long may a member speak on any debatable motion on the same day?
 - b. Who has preference in recognition?
 - c. What is not permissible for a member to do when trying to get recognized?
 - d. What is the rule about making a second speech?
 - e. How does the chair handle debate when there are opposite opinions that will be expressed?
 - f. What formal procedure should be followed to help prevent debate from becoming personal?
 - g. How are the time-limit rules of debate changed? What vote is required to do so?

- h. What should the chair do when someone is recognized and says, “I call the question?” What should the chair do when a member calls out without being recognized, “Question!” or “Call the Question!”

3. Know/demonstrate the correct language for:

- a. Handling debate – students should be able to demonstrate handling debate correctly (see example of debate chart, pages 32-35)
- b. Handling limiting or extending limits of debate
- c. Handling previous question (see example of previous question chart on page 37)

V. Chapter 5. Amendments

1. Define the following terms:

- a. Amendments
- b. Secondary motions
- c. Secondary amendments

2. Explain/list the following items:

- a. How should amendments be worded?
- b. What should be done after an amendment is adopted? Is the main motion adopted at the same time?
- c. Three methods for simple word changes in a pending main motion.
- d. Three methods to amend a paragraph.
- e. How may an amendment be amended?
- f. Explain the “settled” rule.

3. Know/demonstrate the correct language for:

- a. Amending a motion by inserting words and by adding words (pages 40-42)
- b. Amending a motion by striking out words (pages 41-44)
- c. Amending a motion by striking out and inserting words (pages 45-46)
- d. Handling an amendment by substitution (pages 48-49)

VI. Chapter 6. Postponing and Referring to a Committee

1. Define the following terms:

- a. Postpone to a certain time
- b. Standing committees
- c. Special committees

2. Explain/list the following items:
 - a. What are some reasons to postpone taking a vote on a motion?
 - b. Is the motion to postpone to a certain time amendable? If so, what can be amended? Is it debatable?
 - c. How long may a motion be postponed?
 - d. What should be included in the motion to commit or refer?
 - e. What are the two types of committees and how are they different?
 - f. How are the members chosen for each of the two types of committees?
3. Know/demonstrate the correct language for:
 - a. Making the motion to postpone to a certain time
 - b. Making the motion to commit or refer

VII. Chapter 7. Changing Our Minds

1. Define the following terms:
 - a. Reconsider
 - b. Rescind or amend something previously adopted
 - c. Previous notice
 - d. Renewal of motions
2. Explain/list the following items:
 - a. What is the fundamental rule of parliamentary procedure related to a motion that has been disposed of?
 - b. When can the motion to reconsider be made and who can make it?
 - c. How can the chair determine if a member voted on the prevailing side?
 - d. If the motion to reconsider is adopted, what happens next?
 - e. When can the motion to rescind or amend something previously adopted be made and by whom?
 - f. What vote is required to adopt rescind/amend something previously adopted?
 - g. What are the two ways to give previous notice?
 - h. When can a motion that was defeated be brought up again?
3. Know/demonstrate the correct language for:
 - a. Making the motion to reconsider
 - b. Making the motion to rescind
 - c. Making the motion to amend something previously adopted

VIII. Chapter 8. Voting

1. Define the following terms:
 - a. Majority vote
 - b. Two-thirds vote
 - c. Majority of the entire membership
 - d. Unanimous consent
 - e. Plurality vote
 - f. Division
2. Explain/list the following items:
 - a. In what circumstances is a two-thirds vote required?
 - b. If the chair asks for unanimous consent and a member objects, what should the chair do?
 - c. Under what conditions is a member not entitled to vote?
 - d. Why is it important for a chair to be impartial?
 - e. When may the chair vote?
 - f. What happens when there is a tie vote?
 - g. What may members do when they disagree with the announced result of a vote?
 - h. When may a vote be taken by a show of hands?
 - i. What are the reasons for a counted vote (other than a ballot vote)?
 - j. When are ballot votes usually conducted?
 - k. What are the duties of the tellers?
 - l. For a ballot vote, what should the chair's instructions include?
 - m. Prepare a teller's report.
 - n. Who announces the result of a ballot vote?
 - o. What should be done if a majority is not attained in ballot voting?
3. Know/demonstrate the correct language for:
 - a. Taking the vote by voice, standing, show of hands, and counted. (See pages 71-74)
 - b. Handling unanimous consent with and without an objection.
 - c. Taking the vote by ballot.
 - d. Reading a teller's report and announcing the result

IX. Chapter 9. Nominations and Elections

1. Define the following terms:
 - a. Nomination
 - b. Acclamation

2. Explain/list the following items:
 - a. What are the two most common forms of nominating candidates for an office?
 - b. Do members have to stand and be recognized to make a nomination?
 - c. What is done when it seems no one else wants to nominate anyone?
 - d. How should nominating committee members be chosen?
 - e. What are the two ways to take nominations?
 - f. Who is eligible to be voted for by write-in votes?
 - g. When does an election become final?
 - h. What happens if an elected candidate declines?
 - i. When does a candidate take office?
3. Know/demonstrate the following:
 - a. Handling nominations from the floor
 - b. Closing nominations
 - c. Giving the nominating committee's report

X. Chapter 10. Basic Types of Rules

1. Define the following:
 - a. Corporate charter
 - b. Bylaws
 - c. Rules of order
 - d. Parliamentary authority
 - e. Special rules of order
 - f. Standing rules
2. Explain/list the following items:
 - a. Which supersedes the other – the law or the organization's bylaws?
 - b. When is a corporate charter required?
 - c. Within an organization, what is its highest ranking document?
 - d. What are some provisions included in the bylaws?
 - e. Which rules are best if they are the same from group to group?
 - f. What is the purpose of special rules of order?
 - g. Which rules relate to administrative details?
 - h. What happens if a custom conflicts with a written rule?
 - i. Who should have a copy of the bylaws?

3. Know/demonstrate the following:

- a. List the rules governing an assembly, ranked from highest to lowest in authority.

XI. Chapter 11. How Rules Are Enforced and Suspended

1. Define the following:

- a. Point of order
- b. Appeal
- c. Suspend the rules
- d. Parliamentary inquiry

2. Explain/list the following items:

- a. Whose responsibility is it to be sure the rules are followed in a meeting?
- b. What is required for a member to be recognized to make a point of order or an appeal?
- c. When should a point of order be made?
- d. Who rules on a point of order?
- e. Who is the final authority on deciding if rules have been broken?
- f. How are debatable appeals handled?
- g. If appealed, what kinds of situations are not debatable?
- h. Should a member specify the rule they wish to suspend?
- i. When can a member who wants to make a parliamentary inquiry interrupt a speaker? Is recognition by the chair required?
- j. Can the chair's answer to a parliamentary inquiry be appealed?
- k. What can be done if a member believes the chair's answer is incorrect.
- l. What is the role of the parliamentarian in a meeting?
- m. If there is a parliamentarian, who rules on the application of the rules?

3. Know/demonstrate the following:

- a. Making and handling a point of order and an appeal. (See pages 91-93)
- b. Making and handling suspending the rules. (See page 94)
- c. Making and handling a parliamentary inquiry. (See page 94-95)

XII. Table of Rules Relating to Motions

Students should know the basic rules about debate, amending, and the vote required for each of the motions in the table. (See pages 194-195)

Motion	Debate?	Amend?	Vote
Adjourn			
Amend			
Amend Something Previously Adopted			
Appeal			
Commit			
Debate, Close (Previous Question)			
Division of Assembly (Demand a rising vote)			
Main Motion			
Postpone Definitely			
Previous Question			
Recess			
Reconsider			
Rescind			
Refer (Commit)			
Suspend the Rules (rules of order)			
Suspend the Rules (standing or convention standing)			
Voting, motions relating to			