

# NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

## DISTRICT EIGHT NEWSLETTER

The Elite Eight: \*Arizona \* California \* Hawaii \* Nevada \*  
\* Utah \* China \* Northern Marianas \* Asia \*

Volume 1 Issue 2

Maria Trujillo-Tough RP, Editor



*Vivian Vincent*  
District 8 Director

Dear D8 Members,

Thank you for renewing your membership for 2018. D8 is not quite at 100% membership renewal but we are getting there. Membership isn't just about paying dues. It's about the privileges and responsibilities that go along with that membership and the support you give to

ensure we have a strong district and national organization. It's about providing the funds necessary to provide services for you as a member and the right you have to participate in the decision making process to determine how and where the funds are spent. It's about the benefits available to members. It's about knowledge and credibility - hand a business card to anyone showing you are an NAP member Parliamentarian, RP, or PRP and realize an "Ahh" moment. Most people have never met a parliamentarian and your credibility level goes from 0 to 100 in 30 seconds or less. If you haven't renewed or you know someone who hasn't renewed the last date to renew is February 28, 2018. Enjoy your next "Ahh" moment as a member.

In this issue we'll explore the BOK (aka Body of Knowledge) in a featured article written by Past NAP President, Ann Guiberson PRP. If you are an RP you will find out how to be proactive in maintaining and reporting your RP continuing education credits. You will also learn the results of the Arizona Alpha Unit 40 Question program.

Best Wishes,

*Vivian Vincent PRP*

District 8 Director

### **RP Re-Certification. Be Proactive!**

In December approximately 100 NAP Registered Parliamentarians discovered they were in jeopardy of losing their registered credential on December 31, 2017. On December 12 this District Director received a list with 17 District 8 RP members who were in this situation. Thank you association presidents for your help and to the D8 RPs for responding to emails and calls to "Save the RPs". I truly appreciate Mike Peck PRP, Credentials Committee Chairman, for working overtime to ensure our RPs retained their credential.

***Be proactive.*** Start today to keep and maintain your updated record of the parliamentary workshops and events you participate in before the end of your six (6) year renewal period. Your renewal period begins on January 1 of the year following the year in which you took the RP credential exam. If you received your RP credential in 2011 your six year renewal period began January 1, 2012. You will need to submit your CEU credit form before December 21, 2018. You earn credits for participating in parliamentary educational workshops at NAP unit, association, and district levels, NAP Training Conferences and Biennial Conventions, Leadership conferences and NAP Webinars. One suggestion is to keep a list of the workshop/classes in the back of your RONR and have the presenter sign it after a workshop if they don't provide a CEU sheet. At the unit level, if you are a PRP or RP teaching a class please make sure attendees receive credit for the workshop you present.

Don't wait until December to submit your CEU paperwork, if you have 20 CEU credits you can submit the form anytime during the year. A word of advice from one member, "Do not send any supporting documentation such as CEU sheets signed by presenters and registration verification from events. Save the items and send the form to NAP by certified mail and keep the mailing

receipt.” You will find the worksheet, instructions, and reporting form on the NAP website under Documents-Registered Parliamentarians. You can also find your renewal date on the website.

PRP Credential Expiring in 2018?

Don’t wait until the last minute to register for the PRC! If your PRP six-year renewal period is ending this year its time for you to renew your Professional Registered Parliamentarian credential. You can register for PRC e-modules through the online store (registration closes 30 days prior to the course). Go the NAP website for e-module schedules and registration information. PRC and PQC 2-day courses may also be held at the NAP Training Conference in Buffalo, New York in September.

40 Questions =Three New NAP Members

I am proud to announce that the Arizona Alpha Unit, ASAP, and NAP has three new members! In the last issue of the Elite Eight I shared a plan to assist provisional members become NAP members. Over a three month period the unit’s members along side the provisional members read RIB, studied the NAP In Brief Membership Study Guide, and practiced the 100 practice questions from the guide. Members were available as ‘Lifelines’ who were available to answer questions from the provisional members in emails, text message, or by phone.

At the first session membership applications were given to each provisional member to complete and mail to NAP HQ. All three requested a paper version of the test, however, one received the online version. The online version was problematic in that after attempting to take it three times it could not be completed and the member had to resort to taking the test the next day. The provisional members unanimously decided to skip the lesson in January, the third study session, in favor of taking the test. Alpha members were given random pages from the practice questions to answer while the provisional members were taking the actual membership exam. Alpha’s three new members attribute their success to the willingness and encouragement from the Alpha members to support their effort to take the test.

**Announcements Is your unit or association scheduling something? Send the information to Vivian Vincent at [vkvtter@gmail.com](mailto:vkvtter@gmail.com)**

Arizona Alpha Unit invites D8 Members to participate in Robert’s Rules of Order Workshop, a parliamentary public workshop, Six amazing workshops and time to relax in the Arizona desert. The event will be held Friday, March 30, 12:30 PM - 3:30 PM and Saturday, March 31, 10:00 AM - 1:00 PM. Registration is \$10 per person or bring a group up to ten people for \$20.00. The registration includes a copy of RONR In Brief. The event will be held at Mesa Community College in Mesa, Arizona. Anyone interested in attending should contact Joe Negila, Workshop Chairman, at [jd.neglia@mesacc.edu](mailto:jd.neglia@mesacc.edu)

A special thank you Ann Guiberson PRP, Past NAP President for providing the following article *Using the Body of Knowledge to Plan Parliamentary Education* for our newsletter.

You can access the BOK and the Criteria for Credentialing at [www.parliamentarians.org/documents/](http://www.parliamentarians.org/documents/) from the nap website.

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*Upcoming Events*



March 3 -The CA San Diego East County Parliamentary Unit workshop. The workshop focuses on the Study Guide for the 40 Question membership exam. District 8 Director, Vivian Vincent, will be the presenter. Contact Victoria Cohen [victoriacohen202@gmail.com](mailto:victoriacohen202@gmail.com).

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*Send announcements of coming events in your area 3 months in advance to Maria Trujillo-Tough at [mvtrujil@gmail.com](mailto:mvtrujil@gmail.com).*

## Using the Body of Knowledge to Plan Parliamentary Education

By Ann Guiberson, PRP

The NAP Board of Directors created a strategic plan in 2012 that called for developing a meaningful body of knowledge and learning path to serve as a foundation for NAP's educational and credentialing programs based on the education section of the strategic plan. The NAP Body of Knowledge, adopted by the Board of Directors in 2015, became the framework for an orderly approach to parliamentary procedure education rather than a haphazard collection of random programs. When you build a house, you need blueprints. The body of knowledge is that blueprint for achieving great parliamentarians for great meetings. It provides consistency on how we study parliamentary procedure.

Because of the breadth of study and the diversity of knowledge levels and uses for parliamentary procedure, the body of knowledge identifies three separate sections: what should members of any organization know and what should they be able to do, what should leaders of any organization know and do, and what should parliamentary consultants know and do. We all can use the NAP Body of Knowledge as the guide to create education that helps all members build their knowledge, grow their skills, and attain recognition for their accomplishments according to their needs.

In the 2015-2017 biennium, the Credentialing Commission took the NAP Body of Knowledge and worked on what parliamentary consultants should know and be able to do. The commission produced the Criteria for Credentialing booklet which contains a complete breakdown of the exact requirements necessary to obtain the Registered Parliamentarian (RP) designation and almost complete work on the requirements necessary to obtain the Professional Registered Parliamentarian (PRP) designation, all based on the NAP Body of Knowledge.

Even though the Criteria for Credentialing is intended to be a guide for those who are

preparing for the RP exam, it is also an excellent guide to use when creating lessons for member and leader areas of the body of knowledge as well. After all, there is a lot of information to absorb and skills to practice. So whether an individual intends to sit for an RP exam or not, the knowledge and skill that lead to the exam are equally appropriate for members and leaders, too.

For example, in the Member section of the NAP Body of Knowledge, the first domain is Meetings which includes what every member should know about organizing and conducting meetings and what they should be able to do. In the Criteria for Credentialing booklet on page 38, specific detailed requirements for Quorum, Standard Order of Business, Orders of the Day, Agenda, Minutes, Recognition, Assignment of the Floor, and Interruption, Handling Motion, and Debate are provided with references. Further, they are coded so it is easy to see what specific things are items you should know off the top of your head, items you should be able to look up in the book quickly, or items you should be able to perform in a demonstration.

By using the combination of the two documents, teachers can prepare lessons that will provide a solid grounding in what members of every organization should know and should be able to do in organizing and conducting meetings.



Listed below are the performance expectations of the Standard Order of Business. In this example, since the member requirements in the body of knowledge are:

6.4 Define the meanings of “order of business,” “orders of the day,” and “agenda,” as well as the two meanings of “program,” given in RONR p. 351, l. 16 to p. 353, l. 2 (including p. 352n\*).

6.5 Know and identify the names and order of the six basic headings in the standard order of business on RONR p. 353, ll. 10-15.

6.6 Know and identify in which organizations the standard order of business is used as explained in RONR, p. 353, ll. 17-26.

6.7 Be able to prepare, or assist the secretary to prepare, a memorandum of the order of business as explained in RONRIB pp. 143-44 and RONR p. 353, l. 27 to p. 354, l. 3. (C)

6.8 Write a script for a presiding officer using the standard order of business, while referencing RONRIB Table C (p. 193) and RONR p. 354, l. 4 to p. 360, l. 23. (C)

6.9 Know and explain how business may be taken up out of its proper order as explained in RONR p. 363, l. 7 to p. 364, l. 13.

Note that item 6.6 is not necessarily a necessary item for members to know but could be included in your lesson. Item 6.7 is designation as something that should be demonstrated so you could make it an exercise in preparing the order of business for an agenda. 6.8 is not relevant for the member level so save that one for your more advanced lessons for leaders or consultants.

Here is another example for the leader section, using the first domain, Conduct of Meetings. While leaders need to know some of the same things as members about meetings, lessons can go into more depth and include much more on

knowing and being able to demonstrate proficiency in handling the most common motions.

Criteria for Credentialing, pages 29-37, provides guidance for all the motions required in the leader section of the body of knowledge in addition to continuing to use the material on page 38-39 about organization and conducting meetings.

Listed below are the first three items given for study of Motions in General:

1.1 Explain the purpose of any motion listed on RONR pp. 63-64, 67-68, 70-72, and 75-76 or RONRIB Chapter 14.

1.2 Identify the name(s) of the appropriate motion(s) used for a given purpose, as described on RONR pp. 63-64, 67-68, 70-72, and 75-76 or RONRIB Chapter 14).

1.3 State the purpose of a motion when it is in order, whether it is debatable and/or amendable, vote required, and when dilatory or improper.

From these three points alone a lesson can be developed with exercises and demonstrations. As you work through the performance requirements here, be sure to refer back to what leaders should know and be able to do in order to select the points that apply to them.

Since learning is a continuum, all members will benefit from the learning guidance of the NAP Body of Knowledge and the specific requirements in the Criteria for Credentialing. There is still plenty of room for your own creativity as well in how you present the information and the interactive exercises, discussions, and demonstrations you design. The result will be well-informed members, competent leaders, and outstanding consultants.



## Proxies

Steve Glanstein, PRP

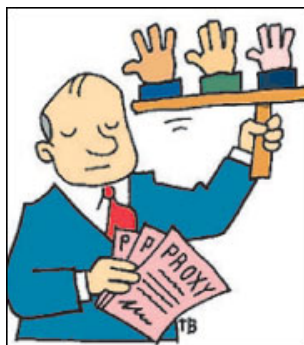
You are the parliamentarian for an organization that provides for proxies in their bylaws. The bylaws provide that the proxies must be filed with the secretary. Immediately prior to the meeting, the secretary shows you two identically dated proxies, previously received on the same day, and signed by a member who is traveling and cannot be contacted.

Each proxy specifies a different individual as a proxyholder. The individuals are both present and each individual wants to vote as the proxyholder. The individual who arrived at the meeting first insists that she is entitled to vote because she checked in first. The second individual insists that he is entitled to vote because he was told by the member that he would be replacing the first proxyholder.

There are no lawyers present or available. It's just you, the chair, secretary, and members.

A decision has to be made because it could affect an election and the vote on subsequent bylaw amendments. What do you advise the secretary?

My thoughts: RONR doesn't address many proxy issues. It addresses credentialing challenges at conventions. However, since the bylaws connect the filing of the proxies with the duties of the secretary, it is logical to assume that the secretary can reject ambiguous proxies or proxies where it is impossible to determine the intent of the member. Therefore, in my opinion, the secretary can reject both proxies.



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