

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

DISTRICT EIGHT NEWSLETTER

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

Volume 1 Issue 3

Maria Trujillo-Tough RP, Editor



Vivian Vincent
District 8 Director

Thank you Unit Presidents and officers!

Your dedication to promoting the study of parliamentary procedure and the educational programs of NAP on a local level is truly appreciated. I wish you all the best as you celebrate the accomplishments of the past year at your annual meetings.

Congratulations to all newly elected unit officers!

Imagine receiving this email “Aloha Vivian, Rachel and I were able to discuss parliamentary procedure for Effective Annual Association meetings and Board meetings for a group of over 300 people!” I could not resist asking for an article telling us how it came to be. In this issue you will see how two accomplished parliamentarians engage hundreds of people with parliamentary presentations in the article written by Steve and Rachel Glanstein. Rachel has provided links to YouTube videos of her presentation to a group of more than 100 people.

The focus of this newsletter issue is on units, their membership, leadership, and engaging members in meaningful study of parliamentary procedure.

Be sure to add the Upcoming Events to your calendar for your association’s annual meeting, the NTC in Buffalo, NY and more. Go online to register for the NTC before June 1.

Best Wishes,
Vivian Vincent PRP
District 8 Director

Register Today!

2018 NAP TRAINING CONFERENCE

September 7-9, 2018

Hyatt Regency in downtown Buffalo, New York

Fifth Tuesday Town Hall Meeting:

"Education Updates for the NAP Member"

May 29, 7:00 p.m. CT

Welcome New District 8 Members!!

Arizona

Tonette Echols
Constance Johnson
Julie Johnson
Kenneth McLaren
Cara Weddington

California

Beverly Ann Chandler
Erayon Farnum
Panagoitis Frousiakis
Linda Gubba-Reiner
Katryna Gonzales
Rachel Hillard
Irene Hobbs
Elvira Moon
Annie S. Parrish
Deborah Williams

China

He Lifeng
Zihao Song
Zhimin Zhong

Hawaii

James Downs

Thanks Again!

I received many emails and calls regarding Ann Guiberson’s article *Using the Body of Knowledge to Plan Parliamentary Education* in our last newsletter. I want to say thank you again to Ann for contributing to our District Eight edition.

The BOK and the Criteria for Credentialing is available for all members at

www.parliamentarians.org/documents/

Upcoming Events



ASSOCIATION ANNUAL MEETINGS

2018 ASAP ANNUAL MEETING

Saturday, August 18, 2018
The Wigwam Hotel & Resort
300 E Wigwam Blvd.
Litchfield Park, Arizona
www.az-parliamentarians.org

2018 CSAP 71st ANNUAL MEETING

Friday, Sept 28 – Sat, Sept 29, 2018
Hotel Irvine in Irvine, California.
www.californiaparliamentarians.org

2018 NSAP ANNUAL MEETING

September 22, 2018
Airport Plaza Hotel in Reno, Nevada
www.nevadastateassociationofparliamentarians.com

NAP Events

Fifth Tuesday Town Hall Meeting:

"Education Updates for the NAP Member"
May 29, 7:00 p.m. CT
To access the forum
<https://nap.adobeconnect.com/townhall>

Guest speakers:

- Thomas "Burke" Balch, PRP, Chairman of the Commission on Credentialing,
- Dr. Ramona M. Hill, PRP, Education Cluster Leader
- Mike Peck, PRP, Chairman of the Professional Development Committee

2018 NAP TRAINING CONFERENCE

September 7-9, 2018
Hyatt Regency in downtown Buffalo, New York.
The following link will take you the NTC Home Page with links to registration, the conference schedule, hotel and transportation registration, and the Leadership Conference registration.
<http://www.parliamentarians.org/2018ntc>
Register by 6/30/18

If you are an RP wishing to take the Professional Qualifying Course to become a PRP contact NAP Headquarters for information to register for the course scheduled at the NTC. There is a deadline date for registration.

Unit Events

Marvels of Meeting Management Public Workshop
Saturday, February 23, 2019 (tentative)
Arizona Alpha Unit of Parliamentarians
Mesa Community College
Mesa, Arizona

Reminders

ATTENTION UNITS

Submit Your Unit's Annual Report to NAP. Email the following information to hq@nap2.org

The report consists of:

1. The names, addresses, phone numbers, and email addresses for all of your officers.
2. A copy of your unit bylaws or a statement saying your unit bylaws have not changed since last filed with HQ.
3. A copy of your IRS 990 filing. Simply forward the reply from the IRS to HQ with a message that includes the name of your unit.

Copy the email to your state association president as well so they have up-to-date officers contact info.

PRP RENEWAL

Two ways to renew your PRP credential.

1. NAP Webinars - Login to the NAP website <http://www.parliamentarians.org>
Click on Online Store, type PRC in the Search For box, click GO. This will bring up all of the webinars you need to renew your PRP certification. Select View Event Details for each module for the registration dates and deadline.

2. **NAP PROFESSIONAL DEVELOPMENT COURSES** at the NAP Training Conference in Buffalo, New York in September.Registration for the PRC is available in the online store before the registration deadline date. See the NTC web page the course schedule
<http://www.parliamentarians.org/2018ntc>

Send announcements of coming events in your area 3 months in advance to Maria Trujillo-Tough at mvtrujil@gmail.com.

NAP Units The Best of NAP!

Great Parliamentarians haven't succeeded on their own, they have a support group that's helped them along their way to be the PRPs or RP or parliamentarian they are. I would be surprised if there is one PRP who wasn't at one time or another a member of a parliamentary unit.

What is a unit?

NAP Bylaw ARTICLE IV DIVISIONS, Section 1. Divisions states; The divisions of NAP shall be districts, associations, unchartered states or provinces, units, clubs, and youth groups. It further states in Section 5. Units, subsection C. **Unit Purpose.** A unit shall promote the study of parliamentary procedure and the educational programs of NAP on a local level. Section 5. Units. Subsection A. **Application for Charter.** A group with a minimum of five NAP members may apply for an NAP charter.

The most important division of NAP is the unit. It is the collective group of regular members, registered members, professional registered members, and provisional members, that meet to properly conduct a meeting and study a topic found in RONR. It is the gathering that spawns well educated, great parliamentarians who will be our leaders in the future. A unit is the place that continually teaches the foundation for deliberative assemblies laid out by Henry Martyn Robert. He wrote "It is difficult to find another branch of knowledge where a small amount of study produces such great results in increased efficiency in a country where the people rule, as in parliamentary law." --Henry M. Robert.

There is no other division in NAP that provides so many opportunities on a regular and frequent basis as a unit of NAP. Units are the conduit for members and would be members to learn how to conduct effective and efficient meetings; to learn to be good presiding officers; to learn and practice the correct and proper parliamentary language; to take minutes correctly; to prepare and present reports; to discuss unit, state, district, and national issues; to raise challenging questions and research topics; and to learn the ins and outs of parliamentary situations from credentialed members. There is no other division in NAP that conducts educational study sessions on a monthly basis on RONR topics that teach all levels of members.

Membership Facts

This district's membership retention rate from 2017 to 2018 indicates that 90 percent of the memberships associated with a unit renewed prior to the February 28 deadline. The largest group of those who did not renew their membership in 2018 were Members At Large (MAL). Of the 85 2017 memberships that were not renewed 10 were unit members, 49 were MALs and 26 were MAL student members. The May 6, 2018 District 8 NAP Membership Report indicates our district has 386 members, 201 are members of units and 186 are MAL members. These figures include 19 new members, 11 are unit members, 8 are MAL. We have 16 student members with one being a unit member. Forty-six of the those who did not renew joined NAP in 2016 and 11 joined in 2017. Figures for provisional members in units is not available.

The number of MAL membership forfeitures among those who were regular members and joined in 2016 and 2017 is alarming. We understand the attrition of student members since they usually join due to participation in parliamentary competition associated with their education and move on the other things in life afterwards. The question is why did MALs who joined as regular members chose to relinquish their membership and could something have been done to bolster their interest in parliamentary procedure and NAP?

What are our resources?

Can we, the district and associations and NAP, provide resources and services to units and to individual MAL members to meet the needs of these groups? Help is on the way from NAP. This week NAP introduced Leadership Connection, a newsletter created by the Association Relations subcommittee of MERC written for Association and Unit leaders. New educational materials and quarterly lessons for units and members-at-large will be introduced soon.

Your association presidents are outstanding PRPs who graciously accept requests for assistance. Association presidents are eager to help and provide guidance to resources available for members. Associations are currently planning annual meetings with exceptional educational opportunities for all members in their state.

At the district level your district director is available to provide assistance whenever possible to units and members in addition to supporting associations. Newsletters are published quarterly to keep members informed of district news, national events and issues as well as educational articles. The District 8 website, napdistrict8.org, provides access to district news as

well as links to NAP resources. During the 2017 Biennium the District 8 members voted to suspend the rules to allow Arizona to host the 2019 District 8 meeting in conjunction with the NAP 2019 Biennium Convention in Las Vegas, Nevada. making it convenient for all members in our district to attend both events. The cost savings measure should allow District 8 members to make one trip to participate in the district meeting, convention meetings and attend convention workshops.

What can we do?

It may be a little late for some units. In areas where units are shrinking in membership or on the verge of disbanding we seriously need to look at the cause(s) and address the issues with all members. Have we done a good job at nurturing new members so they become the leaders of tomorrow? Do we make our own meetings meaningful? Are we opening the door to the next generation who will sustain our units, associations and national organization? It may take a while to rebuild a failing unit but the most patience people in the world are parliamentarians - it's one of our trademarks demonstrated by sitting quietly on the dais listening to speeches, the assembly hammer out motions, and only assist when asked.

We can learn from one another by sharing stories, experiences, and suggestions. In my unit there are a few members on the 'recycle' list for president. Each year we say "Been there, done that" but we are not willing to give up the benefits of being a member of a unit and let it fade away. We graciously agree to serve again. Once upon a time this unit had 50+ members. Then came the time when only three members attended meetings. Now we see at least a dozen members every month and a growing membership.

We need to look at provisional members the way the bylaws describe them, individuals who are preparing for NAP membership. The Arizona Alpha Unit took on the challenge to teach and test it's provisional members with the 40 Question membership exam. New members were nominated for offices. One was elected unit President for the coming year.

The best story is that of the California San Diego East County Unit of Parliamentarians. Victoria Cohen, President of the SDEC, called me in February asking me to come to San Diego to do a 'boot camp' for the membership exam and test six provisional members so they could be NAP members and assume some unit responsibilities. Victoria had been so frustrated because all of the those who attended the unit meetings

were provisionals, none could serve as president or had the privileges of membership. She said, "*I told them if they didn't become members - 'I quit!'*" Instead of quitting Victoria made it her mission to bring new membership into the unit. She spent evenings and weekends studying with the group of provisional members in her home, she studied on her own so she understood what she was helping them with, and she reached out for help. Today her unit has eight, yes, "8" new members.

We have a great opportunity to bring new members into our units with the 40 Question membership exam. We need to teach units and individual members how to teach provisional members and encourage them to become members. This must be followed by providing engaging study sessions that entice new members to want to come and learn more. Units and associations can follow the BOK (Body of Knowledge) to teach consistently across all associations.

We need to explain to "check members" that sending a check is not an option. They need to bring it to the next meeting and promise them it will be great meeting. We should call on our RPs and PRPs to help units develop or guide them on how to utilize available NAP resources for lessons that are interesting, challenging, and inspiring so members willingly return to regular meetings.

Units need to think or re-think about the timing of their meetings. Groups that meet during the day on a workday make it difficult for a working person to attend meetings. People don't necessarily want to give up free time on a Saturday. Consider other options that work for professional groups such as breakfast and lunch meetings. These meetings are usually time limited which makes it doable for members and keeps meetings and presentations on schedule. Evenings, the beginning of the week, often work well because members can stop on their way home from work. Another option is flexible day and time schedules, set by the members, these meetings may be different each month. With all of today's technology units should consider holding meetings online using applications such adobe-connect or GoToMeetings or conference calls. Have we asked members if they would be willing to pay a little extra to use technologies to set up meetings they can attend via the internet or phone? Have we amended bylaws to allow for such meetings?

Units should reach out to MALs and invite them to meetings and study sessions. Unit presidents should contact their association president for MAL contact

information. Many MALs simply check the MAL box on the membership application because they don't know what unit they should belong to or if there is unit near them.

Units must reach out to student members bringing them into the unit to support their efforts in competitions. They may leave when they finish their education but they will always remember your members and may one day come back. Don't let them slip away without inviting them to stay, to continue to learn, and giving them the assurance they'll be welcomed back.

Parliamentarians are the leaders in civility and we can make a difference for many organizations when we offer opportunities for training. We should all be contributing to a list of groups to which we extend our hand and let them know there is a resource available when they encounter issues in meetings. One such group is the National PTA. NAP Vice President, Deborah Underwood, is collaborating with the National PTA to develop a partnership and will be announcing the results in the near future. Units can conduct public workshops creating opportunities to invite new members while sharing our expertise with the general public.

Beyond all of this a unit is the most tremendous support group any parliamentarian can imagine. These are your parli friends who critique and praise your efforts. They are honest, kind and respectful of each other and truly interested in the well-being of all members. If you have questions related to procedure or need to test your presentation skills members assist with genuine interest. If you are studying to take the membership exam, the registration exam, or the professional qualifying course your unit members support your efforts and encourage you to keep going.

When you combine the experience of PRPs, RPs and regular members in your unit and share that with provisionals and guests at a unit meeting everyone learns. Yes, units are the most important division, you are the grassroots of parliamentary procedure, you are the marketing executives, you are the National Association of Parliamentarians at its best!

My challenge to each of you is to work diligently to strengthen your units, enlist the help of your association, and attend your association's annual meeting. I encourage MAL members to contact their state president to locate a unit in your area and attend a meeting and study session. I look forward to a time we can continue our conversation in person to make sure all of our members, unit and MALs, are included and

feel a part of this organization. It is Henry M. Robert's way of doing business...

*Vivian Vincent PRP
District 8 Director*

NEW FLASH

The Membership Cluster Report presented at the May NAP Board meeting was received as this newsletter was going to publishing. It will be posted on napdistrict8.org.

From the Archives

This poem was from a member seems appropriate for this issue. The author is unknown.

The Value of a Member

Ten little members standing in a line,
One disliked the president, then there were nine,
Nine ambitious members offered to work late,
One forgot her promise, and then there were eight,
Eight creative members had ideas as good as heaven,
One lost enthusiasm, then there were seven,
Seven loyal members got into a fix,
They quarreled over programs, and then there were six,
Six members remained with spirit and drive,
One moved away, then there were five,
Five steadfast members wished there were more,
One became indifferent, then there were four,
Four cheerful members who never disagree,
'til one complained of meetings, then there were three,
Three eager members. What do they do?
One got discouraged, then there were two,
Two lonely members, our rhyme is nearly done,
One joined a bridge club, then there was one,
One faithful member was feeling rather blue,
Met with a neighbor, then there were two,
Two earnest members each enrolled one more,
Doubling the number, and then there were four,
Four determined members just couldn't wait
'til each won another, and then there were eight,
Eight excited members signed up 16 more,
In another six verses, there'll be a thousand twenty-four.

A Special Thank You to Steve Glanstein PRP and Rachel Glanstein PRP for sharing their experiences. Steve has served as HSAP President, District 8 Director, NAP Treasurer and Board of Directors member, as well as many other state, district, and national positions. He is the author and creator of “A Roadmap to Membership” available in the NAP Online Store. Steve was instrumental in passing legislation in Hawaii making Robert’s Rules of Order Newly Revised, current edition, the parliamentary authority for community owner associations. Rachel Glanstein PRP is a talented and accomplished parliamentarian who serves organizations around the world with her extraordinary parliamentary skills and expertise in community associations.

Training The Masses Successful Marketing Tips for Success

The following is a combined article by Rachel and Steve Glanstein, both PRPs in Hawaii.

From Steve:

Here’s a quick article on successful marketing of parliamentarians with information by Rachel Glanstein from her most recent seminar.



Steve Glanstein, Philip Lahne, Kanani Kaopua and Rachel Glanstein spoke to more than 300 people at the February 1, 2018 seminar (Effective Annual and Board meetings). CAL Members can request a copy of their materials at <mailto:https://www.youtube.com/watch?v=TtvN3r4DidQ>.

Here’s what has been most successful to market the use of parliamentarians in several areas:

1. Conducting training seminars for community association managers, whether it is prior to the rush of annual meetings or after the meetings, providing a post-mortem of issues that have arisen.

2. Maintaining membership in the Community Associations Institute and involvement with putting on programs
3. Writing articles for the Community Associations Institute and the Hawaii Real Estate Commission.
4. Conducting seminars for lawyers when the new RONR was released as well as conducting general brief post-mortem seminars about legal issues that came up at meetings.
5. Providing testimony on the state and local level when rules are proposed that impact parliamentary procedure for government commissions, boards, and community associations.

The following has been somewhat less successful:

- Advertising in the telephone directory
- Referral list
- Training younger parliamentarians

Rachel was one of the instructors in a recent seminar. She detailed her experience below. One important part of her instruction was that she provided contact information on the handouts. Another important part occurred after the seminar when attendees asked questions. Both of these activities have led to additional recognition and business for us, sometimes too much business.

From Rachel:

My father often teaches at Community Associations Institute (“CAI”) Seminars. Those seminars indirectly allow the dissemination of information about the benefits of a parliamentarian to community association board members and professionals that work with community associations. For those that attend the seminars, they learn that if their association is experiencing trouble at meetings, to contact a parliamentarian for help.

However, the CAI seminars cost money to attend. And although they are open to the public, it’s mainly board members and professionals that attend.

CAI now occasionally puts on a free seminar (Condorama) with the Hawaii Real Estate Commission (of the State Department of Commerce and Consumer Affairs) for condominium owners. This means that non-board members may also get exposure to learning a little about parliamentary procedure and what a parliamentarian can do for them.

The Condorama seminar I taught at on April 7, 2018, had over 100 attendees. A lawyer spoke about the rights and duties of directors and owners, a property manager spoke about maintaining proper reserves for a condominium, I spoke about how to hold effective meetings, and an insurance expert spoke about risk reduction. Some attendees stayed after the presentations to talk story with the presenters, ask about specific issues, or sometimes to request contact information.



The YouTube links to my portion of the program is two links (because the camera battery required replacement):

Copy and paste the following links into your browser to see Rachel's presentation:

<https://www.youtube.com/watch?v=TtvN3r4DidQ>

<https://www.youtube.com/watch?v=-Sz8xnh6rEA&t=20s>

The YouTube link to the entire program is:

https://www.youtube.com/channel/UChO2pDMNJaFRNjYL2b_wrVw

District 8 Leadership Contacts