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 Zhomg

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/
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

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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 to 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
Many Units
Yes, Don the units of It are a FLASH. They are what you need. What if you value them?

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 rhym 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.

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/UCHo2pDMJJaFRNjYL2b_wrVw

District 8 Leadership Contacts