

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

DISTRICT EIGHT NEWSLETTER

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

Volume 1 Issue 6

Maria Trujillo-Tough RP, Editor

Hello District Members,

Thank you to all who renewed your membership for 2019!

Overall our district membership is down from last year, but I have no doubt that our associations and units will bring it up with new members this year. See the April 2 MERC report for 2018-2019 membership details.

Elections will be taking place for many units in the next few months. A special thanks to unit officers for their time and dedication this year and congratulations the newly elected 2019-2020/21 officers. I hope to meet all of you at the district conference meeting and convention in Las Vegas.

Units are the best division in NAP. In UNIT NEWS you will learn what units are doing or have done in this biennium in our district; how they managed events; and how they are growing their membership when you read the reports from four of our units.

Our friend and colleague, Dave Mezzer, PRP has a puzzling challenge you won't want to miss in this issue. A Magic Word? Wonder what it could be?

In the article from Fei He, RP, China Association, Mr. He offers his point of view on the motions Lay on the Table and Take from the Table with two solutions to keep a motion that is laid on the table from being suppressed. Originally drafted as a request for changes in the RONR 12th Edition it was submitted to late for consideration. With permission from Mr. He I have condensed the request into an article for this newsletter.

See the volunteer jobs and descriptions on page 8-9. I need Help! I need a volunteer coordinator to collect volunteer names, make a list, provide the information to the convention committee. Please email at vkvster@gmail.com if you can help.

To help you make plans for the 2019 big events (aka District 8 Conference meeting and Convention) see the convention registration information and the tentative daily schedule are inside this issue. You will also find information on convention delegates, event dates, awards, and more.

Best Regards,

Vivian Vincent PRP
2017-2019 District 8 Director

Register Today!



Early-Bird Registration Is Now Open Jump start your 2019 convention plans!

NAP's 42nd Biennial *Convention* will be held September 5-8, 2019, at the Westgate Las Vegas Resort & Casino.

Here is the information you need to know NOW.

Did you get the email? Check your inbox for the April 3 email "*42nd Biennial Convention Registration Is Open*" from Cyndi Launchbaugh, NAP HQ, with a direct link to registration, hotel room rate and more.

Welcome New District 8 Members!!

Arizona

Edy Schlosser

California

Bryan Dodson

Cheryl Perez

Chalon Rogers

China

Jian Qun Tang

Lin Zhang

Wenmao Zhang

Yuting Zhou

Ligang Ma

Nevada

Dorothy Blake

**A NOTE ABOUT THE
2019 DISTRICT EIGHT (8, VII)
CONFERENCE MEETING**

Tuesday, September 3 - 6-8 PM

Yes, the District 8 Conference will be Tuesday, September 3.

Yes, it is the day after Labor Day and two days before the convention officially opens.

I know this date is an issue, however, it is necessary. I have had push back from several members so let me explain why it will be on Tuesday, September 3. NAP bylaws require that districts elect a director prior to the first meeting of the convention. While that meeting will not be until Thursday morning at 9 AM consideration had to be given to the events scheduled on Wednesday, September 4. In addition to the planned events there will be Board and committee meetings taking place. District 8 has approximately 16 people who are either on the board or committees.

Due to the timing issue this will not be the conference as we have known it in the past. There will not be any workshops as that would have required attendees and presenters to arrive on Monday, the holiday. We are only holding a conference meeting. It will be in the evening in hopes that those traveling will be there by 6 PM.

When we voted to allow Arizona to host the district conference in Las Vegas one of the reasons was to eliminate the expense members would have to incur traveling to a district conference and the convention within a few weeks of each other. Holding the district conference with the convention means members will only travel to one location; add one night to their hotel stay; members from far away would be able attend; and conference expenses would be less.

The official call to the conference meeting will be issued in July. At the meeting you will elect a new district director, adopt revised district standing rules, and take care of other business. Registration will be required for voting purposes and the cost will be a minimum amount to cover some expenses.

I encourage everyone to attend the D 8 meeting and take advantage of the early bird convention hotel room rate. Make your convention hotel reservations beginning Tuesday, September 3.

Vivian

2017-2019 District 8 Director

Upcoming Events



ASSOCIATION ANNUAL MEETINGS

2019 HSAP ANNUAL MEETING

May 19, 2019 - Honolulu, Hawaii

2019 ASAP ANNUAL MEETING

August 17, 2019 (Tentative date) - Tucson, AZ

DISTRICT 8 MEETING

2019 DISTRICT CONFERENCE MEETING

Tuesday, September 3, 2019 - 6-8 PM

Las Vegas, NV

NAP Events

Fifth Tuesday Town Hall Meeting:

"Education Updates for the NAP Member"

April 30, 7:00 PM CT

To access the forum

<https://nap.adobeconnect.com/townhall>

42nd Biennial Convention

See the tentative schedule announced by NAP with the early registration information April 3, 2019 in this issue.

IMPORTANT REMINDERS

ATTENTION UNITS

Electing new officers or retaining current officer? Be sure to 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 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.

ASSOCIATION AND UNITS CONVENTION DELEGATES

Have you elected your association or unit delegates? You will need to submit them to HQ sometime in June or July. To determine the number of delegates you are allowed refer to the NAP BYLAWS ARTICLE VI MEETINGS is as follows:

- 6. delegates representing each association selected as provided in the association bylaws as follows:
 - a) six delegates; and
 - b) one additional delegate for up to the first five primary members-at-large for the association and an additional delegate for each additional five primary members-at- large or major fraction thereof for the association as of March 1 of the convention year;
- 7. delegates representing each unit, selected as provided in the unit bylaws, based on the primary membership as of March 1 of the convention year, as follows:
 - a) one delegate for the first five primary members of the unit; and
 - b) one additional delegate for each additional five primary members or major fraction thereof;
- 10. one delegate from each youth group, selected as provided in the youth group bylaws.

AWARDS! GET REWARDED AT CONVENTION
Applications will be available soon

Association Awards

- Membership Retention
- Most New Units
- Primary Members – Net Increase
- RPs – % Gain
- RPs – Net Increase
- PRPs – % Gain
- PRPs – Net Increase
- Most Workshops
- Membership Growth

Units Awards

- Membership Retention
- Primary Members – Net Increase
- RPs – Net Increase
- PRPs – Net Increase

ATTENTION RPs

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

PRP RENEWAL

Two ways to renew your PRP credential.

1. **NAP PROFESSIONAL DEVELOPMENT COURSES** at the NAP Biennium Convention in Las Vegas. Registration for the PRC and PDC are available in the online store
<http://www.parliamentarians.org>

2. 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 the webinars you need to renew your PRP certification. Select View Event Details for each module for the registration dates and deadline.

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

UNIT NEWS

Thank you Units for All you do!

Congratulations CA San Diego Unit of NAP on your workshop success and to their workshop committee, TennieBee Hall, Chair; Cheryl Nolan, and Dennis Spillane.

Article submitted by Tennibee Hall, PRP

CA Sigma Delta Public Workshop

Following a long-held tradition, CA San Diego Unit of NAP (Formerly CA Sigma Delta Unit) held a workshop for the public on March 30, 2019.

The 29 registered attendees were from a variety of organizations, including Newcomers Club, Garden Club, Church of Christ Scientists, United Methodist Church, a Union President, DAR, Genealogical Society, Parks Department, Town Council, International Sister Cities Association, and a Poodle Club. Ten San Diego Unit members were on-site to host the event, bringing the overall attendance to 39.

In a departure from presenting two to three different parliamentary topics and an “Ask the Expert” Q and A session, the program this year addressed one topic: Motions. The subjects, and presenters, were: “Fundamentals of Motions,” by H.R. (Bob) Hall, PhD; “How to Participate in Discussion (aka, Debate),” by Dennis Spillane, RP; and “Improving a Main Motion by Amending,” by Cheryl Nolan, Esq.

Participant evaluations were quite positive, and the committee was pleased with the outcome of the event.

As District Director I was asked to write an article for the summer edition of NP for the Membership Extension and Retention Committee, Association Relations Subcommittee. I am pleased to announce the committee accepted the article and thank Arizona Alpha Unit, Nevada First Unit, and San Diego East County Unit for providing the following articles on their 2018-2019 programs from which the NP article was drafted.

Arizona Alpha Unit

Report by Julie Johnson, Alpha Unit President

Is your Unit looking for something exciting, rewarding and fun to do?

Then consider a public workshop on RONR. The Arizona Alpha Unit has been doing this for several years now and the rewards have been many. By sharing proper parliamentary procedure using Robert's Rules of Order, the Unit has been able to reach out into the community and make all types of organizations stronger and more efficient. Participants leave the workshop empowered with their new knowledge and skills, which allows them to be better officers and members of their respective organization.

While this may sound simple to do, it is not for the faint of heart. The Alpha Unit is blessed to have members who want to make a workshop happen and be successful. The first requirement is Unit buy in. Each person in the Unit must be willing to share their unique ability to build the workshop and make it happen. This includes everything from members being instructors to members setting up the chairs. The second requirement is depth of knowledge by the instructors. Each instructor must have a firm understanding of the topic they are presenting, so participants can have confidence in their learning to take with them.

The greatest reward from a public workshop is seeing the participants get excited about Robert's Rules of Order and how they will use that knowledge when they leave. They often want to continue learning this material and it is not uncommon for some to join a Unit in their area.

Report by Workshop Chairman, Mark Ebert PRP

The Arizona Alpha Unit produced the workshop, "How to Run Effective Meetings," at Mesa Community College on February 23, 2019. Twelve persons

attended the Saturday program, which ran from 9:45 a.m. to 5:30 p.m. Registration was conducted through the online service Eventbrite, enabling interested persons to pay with credit cards. Admission cost \$30 per person and included lunch and a copy of RIB In Brief.

Presenters were Mark Ebert, Joe Neglia, Michael Peck, and Vivian Vincent. Each presentation lasted fifty minutes. Topics included "The Rights of a Member," "The Steps of a Motion," "History and Fundamental Principles of Parliamentary Law," and "Three Key Motions: Limit Debate, Previous Question, and Refer to a Committee." Two presenters shared You Tube videos of both badly run and properly run meetings. The workshop concluded with "Small Groups Breakout Sessions: Advice from Registered Parliamentarians—Your Organization's Problems Solved!" Three credentialed parliamentarians sat at separate tables, meeting one-on-one with workshop attendees.

Nevada First Unit

Report by Ralph McMullen RP Annual meetings chairman and current NSAP President

Hosting a State Association Annual Meeting or Convention can be a daunting task.

The First Nevada Unit of the National Association of Parliamentarians FNU (<http://www.lnvnep.org/>) volunteered to take on the task for the 2017 and 2018 Nevada State Association of Parliamentarians, NSAP, (<http://www.nevadastateassociationofparliamentarians.com/>) annual meetings. It was the first time in many years that the northern part of the state would have the opportunity to get local prospects to a state training. Not only offered to possible new members but also educate the public on what parliamentarians have to offer for smooth running meetings.

Ralph McMullen, Vice President of the NSAP and of his local unit FNU in the northern half of the state, agreed to Chair the Arrangements Committee. Joannah Schumacher, RP, President of FNU agreed to co-chair with him. Their first committee meeting followed their monthly meeting in February to get a jump on the September deadline. They used this first meeting to brain storm and set out goals and deadlines as well as to pick the Theme of the meeting "Great Organizations Don't Just Happen" for 2017 and "A Return to Civility-Using Robert's Rules to Maintain Decorum" which helped them when recruiting workshop speakers. They assigned tasks such as getting location rates, minimum meal requirements, extra costs, and if they offered reduced rates for hotel stay. Each assigned member reported back at the next meeting their

findings and the committee picked a deal that offered not only great rates for the meal/meeting room but also a great hotel rate. The committee submitted our recommendation to the State for approval and continued to complete tasks.

Once a location and date were locked for 2017, searching for speakers began. We looked first for local members, willing and experienced in training as well as neighboring members who might be willing to travel. Connie Skidmore, RP agreed to training on Governing Documents, David Mezzera, PRP from neighboring state agreed to speak on Everyone Has a Role, our Nevada President Gail Knapp, PRP agreed to report on the New Credentialing Process, our District 8 Director, Vivian Vincent, PRP, livened things up with ParliOlympics, lastly we recruited our committee chair Ralph McMullen to present on Listening, Presiding and Tips for Effective Meetings. We were also able to secure an interesting speaker on Nevada Open Meeting Laws, Gary Schmit, for our local Virginia City Historic District tour.

In 2018 we were able to recruit our District 8 Director, Vivian Vincent, PRP, to speak on Parliamentary Law, State President Gail Knapp, PRP spoke on Preferential Voting, neighboring state member Lorenzo R Cuesta, PRP and Tamara Dunning, PRP agreed to speak on The Majority Rules, But Why Let Them? Our Committee Chair Ralph McMullen agreed to speak this time about Ethics and the President of FNU, Joannah Schumacher, RP gave a workshop on Contentious Meetings.

By securing our location, date, and speakers early, we increased our ability to get members and non-members alike to our training meeting making them successful meetings regarding attendance and local attention.

San Diego East County of Parliamentarians Unit
Information for report provided by Victoria Cohen, CSDEC President

The story of the California San Diego East County Unit of Parliamentarians is one of one member on a mission to have enough active members to conduct business. Victoria Cohen, President of the SDEC called the District Eight Director and requested a visit to her unit in San Diego. She needed someone to teach a 'Membership Boot Camp' and administer the 40-question membership exam to at least six provisional members so they could become NAP members and assume some unit responsibilities. Victoria had been so frustrated because all those who attended the unit meetings were Provisionals, none of which 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 members into the unit. She spent evenings and weekends studying with the group of provisional members in her home, they worked on the membership study guide at meetings, she studied on her own, so she understood what she was helping them with, and she reached out for help. By April 2018 SDEC had grown by eight new members.

A year later the unit has active members who are conducting business as it should be. They are utilizing the National Parliamentarian as a study guide and the members are giving individual presentations on various topics during the study sessions. The theme for SDEC is to continue to learn.

DISTRICT 8 MERC REPORT

(Membership Extension and Retention Committee)

MERC REPORT

District Eight Director

Vivian Vincent PRP April 2, 2019

January, February and March have been focused on membership retention in District 8.

Membership

District 8 association presidents and their boards assisted with contacting members on the lists received from HQ. Emails were sent in January, February, and March, as well as personal contacts with individuals. While association presidents now receive the same report district directors receive from HQ, I continue to email a copy of each state association's list to the president with a message asking them to contact the individuals on the list, offer suggestions for reaching out to non-renewed members, etc.

As of the March 4-8 membership report 99 district members had not renewed compared to 90 in 2018. The breakdown of non-renewed members is 33-unit members (11 in 2018), 66 MALs (79 in 2018), and 12 student members (30 in 2018). One PRP, 2 RPs, 3 PRP-Rs, and 1 RP-R had not renewed as of the March NAP report. Note: One PRP-R passed away in 2018. The number of non-renewed unit members is three time higher than the previous year renewal period. Most non-renewed unit members are in Arizona and California. One association president reported disappointment in the lack of response from members to emails. The number of MALs continues to remain a concern with the largest numbers in California, Hawaii

and Arizona. My best hope is that all the emails, calls, text messages, and one on one conversations will all be answered when we see the April membership report.

MERC continued

NP Articles

Surprise! Something New - A plan for articles: I don't know where I have been this past year but what a surprise it was to receive an email from Sheryl Wombie saying "I am working on the Membership Extension and Retention Committee, Association Relations Subcommittee. I have been assigned to partner with the *National Parliamentarian (NP)* staff to include district, association and unit news in the NP. This responsibility requires that three (3) articles per biennium are published in the NP from the Association Relations Committee. In the Plan for Articles, your district is listed for an article submission for the Summer edition.

What I love about my district is that when I send a call out for help, I get help. The stories I collected from three units will be featured in *Units - The Best Division of NAP* in the summer edition of the NP. Even up against a deadline this was a fun article and I am happy to be able to share the stories of our great units.

In another article submitted to the NP for the summer edition I have given several good "and fun" reasons to attend the 42nd Biennium *Convention* in Las Vegas in Sept.

Associations

- **HSAP:** The Hawaii State Association of Parliamentarians will hold its bi-annual meeting on May 19, 2019. This district director will attend the meeting and events as the NAP Rep.

District 8

District 8 will hold its biennial conference with a meeting on September 3, 2019 from 6-8 PM at the Westgate Hotel and Casino in Las Vegas.

(End of MERC Report)

OPEN BOOK TEST

(Find the Magic Word!)

By David Mezzera, PRP

You will need both your *RONR* and your "In Brief" to answer these five challenges. Then put the correct answers together in order, following the directions, to find the right word on the right line on the right page of your *RONR*. That becomes the **Magic Word**. The first District 8 person to send the "magic word" to the author will win a prize.

====> ca-parliamentarian@comcast.net.

So, get out your two books and go to work - this should be a simple exercise!

(A) Answer: ____ Which part (Roman Numeral) of "In Brief" defines the role of **custom**?

(B) Answer: ____ In "In Brief," what is the number of the question that asks about **friendly amendments**?

(C) Answer: ____ What is the total number of recognized motions in the **tinted pages** of *RONR*?

(D) Answer: ____ Besides a **Request to be Excused from a Duty**, how many other types of requests or inquiries are explained in "In Brief"?

(E) Answer: ____ According to "In Brief," what is the number of **Subsidiary Motions**?

Now take your answer to (A) and go to that chapter (Roman Numeral) in *RONR*. Then take your answer to (B) and go to that section (§) in *RONR*. Next, take your answer to (C) and search for that page in *RONR*. You're getting close. Take the answer for (D) and scroll down to that line on the above page. Finally, your answer to (E) will indicate which word on that line is your goal - - and that becomes the **Magic Word** to send in as noted above. Go for it . . . and do you know **WHY** that is the magic word? If not, check further in this D8 newsletter or check with our D8 Director.

【Two suggestions about “Lay on the Table”

【暫停】

By He Fei, RP, China Association of Parliamentarians.
Original translation by He Lifeng
Condensed with permission of the author by Vivian Vincent PRP District 8 Director for District Eight Newsletter, Spring 2019 Edition

The motion of “*Lay on the Table*” enables the assembly to lay the pending question aside temporarily when something else of immediate urgency has arisen or when something else needs to be addressed before consideration of the pending question is resumed. (P209)

In Robert’s rules of Order (11th edition) this motion is classified into subsidiary motions. Comparing the traits between subsidiary motions and privileged motions, Lay on the Table is more in line with the criterion of privileged motions not subsidiary motions. In addition, after the immediate urgency has been handled it’s unfair to resume the main motion which has been laid on the table through a motion of Take from the Table

I suggest the subsidiary motion Lay on the Table be considered a privileged motion and delete a step to Take from the Table to enable the pending main motion laid on the table can come back to the assembly automatically after the immediate urgency has been handled to be processed continuously from the place where it was interrupted.

Why classify the motion “Lay on the Table” into privileged motion?

1. Lay on the Table does not relate to the current main motion- this is the biggest difference from the other subsidiary motions. Once other subsidiary motions have been adopted main motions can change substantially, such as being refused by some way, changed by amendment, debated sufficiently, getting more information, debate limitation, etc. When the motion Lay on the Table is adopted it does not change the main motion, its handling is stopped and there are no other changes with contents, nature and situation until it is taken from the table and discussion continues.

2. Unlike subsidiary and incidental motions, “privileged motions” do not relate to the pending business, have to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else (P66). Lay on the Table is not related to the pending motion; it’s not arguable; and directly interrupts the

current business. Lay on the Table is more in line with the characteristics of privileged motions.

3. The precedence of Lay on the Table is highest in subsidiary motions. Its precedence is next to all the privileged motions; in Robert’s rules of Order(11th edition), all motions that yield to privileged motions, almost yield to Lay on the Table, such as the point of order adhered with subject (P247), suspending the rules (P260), objection to consideration of a motion (P267), etc. So, there is no obstacle on precedence if Lay on the Table is classified into privileged motions.

Delete the step “Take from the Table”,

1. If it is desired to resume the consideration of a main motion (along with any series of motions that may be adhering) which lies on the table it can be proposed by means of the motion to Take from the Table and that the motion or series become pending again (P75-67).

2. If it lies on the table, it can be taken from the table (P113). If a main motion is interrupted for some urgency which does not relate to itself, but must be resumed to the assembly through Take from the Table, this fell suppression on the original main motion. We can presume a situation: in an assembly with many members and motions, a pending motion is “laid on the table” for other urgency, and then submerged into other motions, forgotten by members, not been “taken from the table” when the assembly is adjourned, even the next assembly, then this original main motion is ignored innocently, it’s not fair. If this loophole is utilized by someone, it will produce suppression on a motion.

3. Motions are improper that conflict with, or present practically the same question as, one still within the control of the society because its not finally disposed of. If a conflicting motion were allowed in such cases, it would interfere with the freedom of the assembly in acting on the earlier motion when its consideration is resumed (p343).

4. Robert’s Rules of Order (11th Edition) says, “the main motion is laid on the table” and “the topic is handled temporarily”, but in fact, the main motion laid on the table just was forced to be interrupted for another reason. After it was interrupted, the main motion is not handled in any way, and there is big difference from those main motions which were “committed” or “postponed” temporarily and come back to the assembly automatically within the appointed time. The motion which has been laid on the table only can be discussed after the motion of “take from table” is adopted by the assembly--and, the adoption of “Take from the Table” still needs a high threshold: it can only be moved when there is no pending motion, irregular when another member has speech rights, need a second, needs majority vote. It’s not fair to a motion which is interrupted by other urgency innocently.

5. Once a motion is laid on the table, it should be taken from the table automatically after the urgency is handled and it is in line with “the planned agenda” and the rules requirement of motion handling process. It’s not necessary to let the main motion come back to the assembly through the motion of “Take from the Table”.

6. Generally, once a motion is moved to an assembly, it must be handled completely, unless it was changed, temporarily handled in some way, or obstructed or repealed by the assembly. Only the main motion “laid on the table” needs the support of another motion --take from the table-- to continue the handling process means a main motion which was laid on the table needs to be introduced into the assembly two times, it’s not in line with the motion handling process. It should not necessary and proper to resume a motion through a motion of Take from the Table.

When a pending main motion has been laid on the table it should come back to the assembly automatically after the immediate urgency has been handled and be in process continuously from the place where it was interrupted

In the preface of the original Robert’s rules of Order (11th edition) says “Robert received thousands of letters for many years,based on these letters, he reorganized the contents of this book, expanded new rules, clarified some confusing concepts, and made lots of modifications”. Keeping continuous clarification of Robert’s Rules of Order and modification periodically is long-term and lasting tradition”. I hope the motions Lay on the Table and Take from the Table can eventually be arranged and modified more reasonably. 2019-2-7

District 8 Leadership Contacts

District 8 Director: Vivian Vincent PRP
vkvster@gmail.com

State Association Presidents:

Arizona: Marilyn Newman PRP...mklaughead@gmail.com
California: James Stewart PRP..... jhstew@earthlink.net
China: Wanchun Sun RP.....lksunchun@163.com
Hawaii: June Asato PRP..... jasato@hawaii.rr.com
Nevada: Ralph McMullen...ralphmcinreno@yahoo.com
Utah: Kathy Boyer PRP.....kboyer@powerangle.com

NAP 42nd Biennial *Convention* Volunteers

**HELP!! WE NEED A VOLUNTEER
COORDINATOR TO KEEP US
ORGANIZED!!!!!!**

***Set up a schedule (based on the convention
schedule, fill in the names and tell us where to
go and when.***

***Email me asap if you are willing be our
coordinator - it is only for district 8 members
vkvster@gmail.com***

Volunteers are the key to ensure the 42nd Biennial Convention is the best experience any member will have at a NAP convention. Here are a few jobs that need to be done:

- ✓ **“Convention Buddies”:** Meet, greet, and help newcomers throughout the convention. Buddies guide newcomers during the convention on the ins and outs of the convention. Often sitting with them during general sessions, helping them decide the best workshops for their needs, sit with them during meal functions, introduce them to other members, etc.
- ✓ Convention bag stuffing: This job with most likely take place on Tuesday and Wednesday before the convention begins.
- ✓ Greeters and Guides: Greet attendees when they arrive at the hotel, give directions to registration, meetings and workshop areas.
- ✓ Workshop facilitators: Make sure the workshop area is ready for the presenter, introduce the presenter, stamp or verify workshop attendance forms and collect workshop evaluations.
- ✓ Registration: Assistance setting up the registration tables and assist with check-in of attendees at the registration check in tables.
- ✓ Meeting Pages - usually students from youth partner organizations. Serve as pages to assist meeting attendees during general sessions
- ✓ Function Door Greeters: These individuals greet meal or general session attendees at the door, check their credentials, take tickets for events and guide guests to reserved tables.

- ✓ NAP on-site office assistance: During the convention NAP staff maintains an on-site office. Assistance in this area could include assisting attendees with registration issues, keeping the area organized, answering questions, or directing attendees to the person who can answer their questions.
- ✓ NAP on-site bookstore assistance: During the convention the NAP staff maintains the bookstore where attendees can purchase educational materials on-site. Assistance in the bookstore may include helping buyers to find what they are looking for and selling items.
- ✓ General Volunteers: General volunteers would be available in the convention area to assist the convention committee at times when they need someone to do something.
- ✓ Volunteers On Standby: Standby Volunteers may fill in for someone who is unable to fulfill their volunteer commitment at the last minute, act as a “go for” to run errands, or substitute for someone temporarily when needed.
- ✓ Could you help with technology during workshops or assist the committee in other areas?

Compare the volunteer jobs to the tentative schedule and tell us what you want to help with.

To volunteer or if you have questions email the District Director at vkvster@gmail.com and put D8 Volunteer in the subject line.

Tentative 42nd Biennial Convention At A Glance

Schedule (As of 4/1/2019 – Subject to change)

*Food function included in registration fee

**Requires additional ticket

DISTRICT 8 CONFERENCE MEETING

Tuesday, September 3, 2019

**6 PM - 8 PM General Meeting
(Requires separate registration)**

2019 PRE-CONVENTION EVENTS

WEDNESDAY, SEPT. 4

8 AM-1 PM Golf Outing**

8 AM-4:30 PM Leadership Conference
(Separate registration required)

9 AM-4 PM Board of Directors Meeting

2 PM-7 PM Registration & Credentialing

4:15 PM-4:45 PM NAPEF Annual Meeting

5 PM-6 PM First Timers' Orientation

6 PM-8 PM Welcome Reception* (sponsored by NAPEF)

8:30 PM-9:30 PM Bylaws Forum

THURSDAY, SEPT. 5

7:30 AM-12 PM Registration & Credentialing Open

7:30 AM-8:45 am. Welcome Breakfast*

9 AM-11:45 AM NAP Business Meeting

11:45 AM-1:15 PM Lunch* — “Celebrating Our Present”

1:30 PM-5 PM Bookstore Open

1:30 PM-2:30 PM Workshops

2:45 PM-3:45 PM Workshops

4:30 PM-10 PM NAPEF Lake Mead Dinner Cruise**

FRIDAY, SEPT. 6

7:30 AM-4 pm. Registration & Credentialing Open

7:30 AM-8:45 am. Breakfast with the Commission*

9 AM-11:45 AM NAP Business Meeting

11:45 AM-1:15 PM Lunch* — “Celebrating Our Past Presidents

1:30 PM-5 PM Bookstore Open

1:30 PM-2:30 PM Workshops

2:45 PM-3:45 PM Workshops

4 PM-5:30 PM Listening Session (Association & Unit Leaders only)

SATURDAY, SEPT 7

7:30 AM-8:45 AM Breakfast*— “Anticipating Our Future”

8:30 AM-12 PM Registration Open

8:30 AM-5:30 PM Bookstore Open

9 AM-10 AM Workshops

10:30 AM-11:30 AM Workshops

11:45 AM-1:15 PM Lunch

1:30 PM-2:30 PM Workshops

1:30 PM-3:45 PM Presiding, Secretary & Parliamentarian Labs

2:45 PM-3:45 PM Workshops

SUNDAY, SEPT. 8

7 AM-7:45 AM Interfaith Service

8 AM- 9:45 am. Closing Breakfast* — “Moving Forward”

10 AM-11:30 AM Hands-On Labs: Parliamentarian - Presiding Secretary

9:30 AM-12 PM Bookstore Open

1:30 PM-4 PM 2019-2021 Board Meeting

PROFESSIONAL DEVELOPMENT COURSES

Separate registration required.

Professional Qualifying Course (PQC)

Professional Renewal Course (PRC)

SUNDAY, SEPT. 8 - 2 PM - 5 PM.

MONDAY, SEPT. 9 - 8:30 AM-5 PM

TUESDAY, SEPT. 10 - 8:30 AM-12 PM