

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

DISTRICT DIRECTORS

PROCEDURE MANUAL

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Overview

This manual is designed to provide basic information and practices for District Directors. Topics include membership in the Membership Extension and Retention Committee (MERC), finances for District Directors, and planning District Conferences.

The district director is the liaison between the associations, unchartered areas, and the national organization. In that capacity, the directors provide support to the associations and unchartered areas.

SECTION 1- GENERAL

Meetings

The District Directors are members of the Membership Extension and Retention Committee (MERC). The MERC will meet at the call of its chairman, who is appointed by the NAP President, but at least bi-monthly. See SECTION 3.

The committee will meet regularly using either the conference call line or the electronic meeting facility provided by NAP. (Adobe Connect) Members must have high-speed connections, headsets or VoIP capability, and must schedule a time for training on the system prior to the first meeting.

There will also be at least two in-person meetings of MERC:

1. **Post-convention meeting (odd-numbered year):** This is the MERC organizational committee meeting. It will be held no later than the final day of the convention. A district director should be prepared to:
 - Provide recommendations for appointments of chairmen and vice-chairmen for unchartered areas within the district to the President and Vice-President prior to the first board of director's meeting.
 - If not elected to the board, attend the board of director's meeting as an observer
2. **Committee meeting at start of second year of term (even-numbered year):** The committee will hold a face-to-face meeting the morning of the start of the National Training Conference.

General Duties

1. Be familiar with all NAP Governing Documents, including the NAP Mission Statement, NAP Strategic Plan, NAP Bylaws and NAP Operational Policies and Procedures (NAPOPP), especially the sections dealing with District Directors. These documents can be found in the documents section on the NAP website (www.parliamentarians.org).

2. Serve as a member of the Membership Extension and Retention Committee (MERC)
3. Provide information and resources about NAP and membership to associations and unchartered areas.
4. Prepare and submit a plan of work with achievable performance goals that includes plans within the district for membership extension and retention and other activities for the biennium to the NAP President annually.
5. Prepare oral and written reports of activities within the district for the regular committee meetings.
6. Oversee membership recruitment and retention within the district and encouraging the formation of associations and units within unchartered areas.
7. Appoint assistants as deemed necessary to serve the needs of the district.
8. Approve and oversee planning and arrangements for district-sponsored conferences, educational programs, or other events which are intended to benefit the district or public.
9. Provide a district newsletter at least twice per year to be distributed by the NAP staff to each member of the district. The district director is responsible for distribution of the newsletter to other district directors and the NAP board of directors. The NAP office staff will post the newsletter to the NAP website.
10. Participate, along with the other District Directors, in planning an awards program to be held during the biennial convention to recognize membership recruitment and retention within the associations and units of NAP. Teachers of new NAP members are also recognized.

Financial Information And Policies

Reimbursement is provided as specifically outlined in NAP bylaws and standing rules. Forms are available on the NAP website.

1. Membership extension and retention committee meetings:
 - Per Diem: \$90 per day (\$45 per day if not staying at the designated hotel). Travel expense: Mileage or airfare up to \$400.
2. Travel and expenses within the district:
 - Travel within the district to attend association or other meetings as invited or necessary.
3. District event fund:
 - This is a special fund established for sponsoring district conferences or training events. Prior to disbursement, it requires an event budget and approval by the membership extension and retention committee chairman.

Financial Policies

1. District Director Line Item:

- A. The NAP budget includes a line item for district directors. The amount is established when the biennial budget is approved at the post-convention board of directors meeting.
- B. This line item amount is to be used by the district director for telephone calls, postage, travel expenses, and other items necessary to carry out the responsibilities of the office in chartered associations and unchartered areas of the district.
- C. For reimbursement of expenses, the district director completes a requisition form with receipts attached. The form is transmitted to NAP headquarters by postal mail, facsimile, or e-mail attachment. District directors should keep a copy of the requisition form for their records and send a copy to the MERC chairman for approval.

2. District Event Fund

- A. Each district shall have a district event fund maintained within the NAP account. These monies are those remaining from prior district conferences and are accounted for separately from the line item provisions.
- B. Following approval of the event contract and budget by the membership extension and retention committee chairman and NAP president, a requisition form shall be sent to NAP headquarters for release of funds to be placed in an account for event expenses.
- C. All district events are expected to be self-supporting. If a district event is not self-supporting, the deficit will be taken from that district's event fund. If there are not sufficient monies in the event fund the deficit will be taken from that district director's line item.
- D. Fifteen percent of the net balance from conference events shall be paid directly into the NAP general fund. All remaining monies after the payment of bills for a district event shall be placed in that district's event fund available for future district events after the payment of this percentage.
- E. The balance on hand in the district event fund may vary for each district.

3. Per Diem

- A. In the NAP biennial budget funds are available for NAP committees for transportation to committee meetings and the board of directors meetings and a per diem allowance for each day in actual attendance at the meeting. Reimbursement of transportation expenses

requires a receipt or documentation and approval by the committee chairman. The per diem amount is established by board policy.

- B. New directors will receive transportation reimbursement for one-way travel and per diem for the post-convention Membership Extension and Retention Committee meeting.

SECTION 2 - DISTRICT DIRECTOR RESPONSIBILITIES

Relationship Between District Directors And NAP

The district director is the liaison between the associations and unchartered areas and the national organization. In that capacity, the directors provide support functions to the associations and unchartered areas and set achievable performance goals. -

1. District directors will receive regular updates via email or postal mail and a copy of the board of directors' minutes (except those from an executive session).
2. The MERC Chairman serves as a resource person and liaison to the district directors.
3. District directors may serve as NAP representatives to association meetings at the discretion of the NAP president. The president assigns all national representatives to association and district meetings.
4. Forms are available from NAP headquarters for the purpose of requesting an NAP representative. The form is to be completed by the requesting association/district and returned to NAP headquarters.
5. Forms for reporting on such meetings, for both the district director and the association/district officer/ are also available from NAP headquarters.

Relationship Between District Directors And Associations

1. District directors provide support to the associations/unchartered areas by:
 - A. Providing continuing education and leadership training opportunities for associations and units.
 - B. Assisting in membership expansion and retention initiatives and campaigns.
 - C. Offering credentialing opportunities at district meetings.
 - D. Improving and increasing communications with associations and units.
2. The NAP president assigns all NAP representatives to association and district meetings. The district director may serve as NAP representative at the discretion of the president. If a district director is invited by an association to be the NAP representative, the association should be reminded to send its request to the NAP president.
3. When the district director attends an association meeting as the NAP representative, transportation to and from the city will be covered by NAP up to \$400. Expenses for

ground transportation, meals, and lodging are to be covered by the requesting association/district as with any other national representative.

4. The district director may attend association meetings even though it may not be as the appointed NAP representative. In such cases, expenses incurred may be charged to the District Directors budgeted line item. By visiting associations, the district director should observe talent and potential leaders; discover and share new ideas; seek member feedback; and identify and solve problems.
5. District directors should be available to present workshops when requested and to serve as a resource person. Associations may or may not waive the registration fee for district directors when they participate in association meetings.
6. The district director has the responsibility of keeping the associations informed on items of importance. Communication is a two-way street and, for an effective organization, each association and unchartered area should share in relaying information.
7. Associations are encouraged to include the district director on all association mailing lists. This should include: publication deadlines; lists of both association and unit officers; meeting dates and locations; association bylaws; and notice of meetings. Any items of concern to be taken to the NAP board of directors should also be sent to the district director.
8. A meeting of district members during the NAP conventions is an ideal time to begin planning for the next biennium. While the incumbent district director should preside, the district director-elect should share in the planning for the meeting and discussion at the meeting.
9. The district director should seek advice from the association presidents on locale and program for the district conference, including member participation in programs as workshop presenters or on committees.

Relationship Between District Directors And Unchartered Areas

The district director shall:

1. Obtain the consent to serve of the nominees for chairman and vice-chairman of each unchartered area before attending the post-convention NAP board of directors meeting.
2. Following board of director's approval, notify the candidates of their appointment and send a copy of material pertaining to the specific areas of responsibility to the chairman and vice-chairman.
3. Offer assistance in the presentation of at least one annual workshop or event.

4. Explain the liaison relationship between the chairman and the vice-chairman and the national organization.
5. Have information on the process for obtaining applications for the organization of units and associations available.
6. Send pertinent information regarding NAP activities including board of directors meetings, district activities, and other information to the chairman and vice-chairman of each unchartered area.
7. Provide training and mentorship to potential leaders within the area.

The chairman and vice-chairman shall:

1. Organize parliamentary procedure classes and new units, with assistance from the district director.
2. Promote NAP membership.
3. Apply for an association charter when all eligibility requirements have been met.
4. Distribute NAP material within the unchartered area.

Reports

Each district director is expected to provide a comprehensive biennial report of the district's activities and accomplishments for inclusion in the booklet of reports for the national convention. Guidelines for the biennial report are available from NAP headquarters.

In addition to these reports district directors should be prepared to give a report at association meetings when they are present or to send a report to the association for its annual convention/session/meeting.

SECTION 3 - MEMBERSHIP EXTENSION AND RETENTION COMMITTEE (MERC)

The district directors, along with the chairman who shall be appointed by the NAP President, shall constitute the membership extension and retention committee. This NAP standing committee shall promote extension and retention of membership and the formation of associations and units; promote educational programs, especially in unchartered areas; and coordinate the membership activities of the district directors.

Chairman's Responsibilities

1. Preside at all meetings of the committee or choose a presiding officer from among the committee members.
2. Schedule meetings of the committee.
3. Provide an orientation for district directors.
4. Obtain input for business to be considered at each committee meeting.
5. Prepare agenda for each committee meeting.
6. Coordinate committee activities.
7. Communicate information to members between committee meetings.
8. Serve as an ex-officio member of all its subcommittees.
9. Prepare a committee report for board of directors meetings.
10. Write articles for the National Parliamentarian® and/or President's newsletter about the committee and its projects.
11. Attend each district conference when possible (funding may be provided in the NAP budget for this purpose).

Committee Members' Responsibilities

1. Promote extension and retention of membership and the formation of associations and units
2. Promote educational programs for the public and members, especially in unchartered areas
3. Coordinate the membership activities of the district directors
4. Attend membership extension and retention committee meetings as scheduled

5. Attend NAP board of directors meetings as scheduled providing updates to district members afterwards
6. Plan and execute an awards program to recognize associations, units, and individuals at the biennial convention in the areas of:
 - A. Association growth and extension
 - B. Unit membership growth and extension
 - C. Unit new member retention
 - D. Unit recruitment program
 - E. Teacher recognition
7. Participate in the planning session and creation of goals.

SECTION 4 - PROCEDURE FOR DISTRICT EVENT

District Event Planning Book

Responsibilities of District Director

1. Appoint the event chairman with advice of host association president.
2. Select place and date with advice of host association president and event chairman. Notify NAP of date when finalized.
3. Notify RPs and PRPs within the district of event date and request an expression of interest in either the PQC or PRC at that time.
4. In cooperation with event chairman:
 - A. Select and develop theme and logo;
 - B. Prepare a event budget;
 - C. Set event fee; and
 - D. Prepare registration forms.
5. Select topics and speakers for event workshops:
 - A. Determine the types of workshops desired.
 - B. Contact potential speakers and determine topics.
 - C. Send notice to selected speakers on time and date of presentation.
 - D. Request information from speakers on A/V or other needs.
 - E. Obtain speaker biographies, photos, and workshop description.
 - F. Establish deadlines for handout masters to be submitted and to whom they should be sent. Allow enough time if handouts will be inserted in folders or notebooks.
 - G. Copy the handouts and insert in folders or notebooks (or have them ready to distribute.)
6. Prepare articles for newsletters of associations and any unchartered area within district and provide event information to appropriate web sites. .
7. Keep association presidents and editors advised on event progress.
8. Request that NAP professional development chairman make professional qualifying and re-certification courses available in conjunction with the event if there is sufficient interest among members of district to warrant such courses.

9. In the case it is district conference:
 - A. Request NAP representative from headquarters.
 - B. Upon acceptance of NAP representative, send welcome and details of conference.
 - C. Appoint a secretary and parliamentarian.
 - D. Appoint, in cooperation with conference chairman;
 - a. Registration committee;
 - b. Conference treasurer;
 - c. Timekeeper;
 - d. Tellers (responsible for ballots, ballot boxes and election);
 - e. Sales committee for nap educational materials;
 - f. Printing committee;
 - g. Program committee;
 - h. Members to give invocations/inspirations;
 - i. Memorial chairman (if desired);
 - j. Hospitality room committee;
 - k. Table decorations committee; and
 - l. Door prize committee.
10. Arrange for mailing of "Call to Conference" no fewer than forty-five and no more than sixty days before the district conference. It should include:
 - A. Call to the conference,
 - B. Information on election of next district director and term of office,
 - C. Conference agenda (tentative),
 - D. Hotel reservation information or reservation form,
 - E. Directions to hotel by car and availability of transportation between airport and conference hotel,
 - F. Conference registration form.
11. With the conference chairman, plan the schedule of meetings and workshops. Be sure to allow plenty of time for the business meeting. Three hours is the recommended amount of time.
12. Select appropriate recognition/gifts for speakers.

13. Select appropriate recognition for NAP representative and conference chairman.
14. Write “Thank You” letters to all appointees, chairmen, speakers, and association presidents.

Responsibilities of Host Association President

1. Provide recommendation of event chairman to district director.
2. Provide welcoming remarks at time of event.

Responsibilities of Event Chairman

1. Consult with the district director to:
 - A. Select date and place;
 - B. Select a theme and logo;
 - C. Prepare a budget;
 - D. Set event fees;
 - E. Prepare registration forms; and
 - F. Prepare the schedule of events
2. Recommend local committee chairmen in cooperation with district director. Be sure that committees are large enough to accomplish the necessary tasks. These include:
 - A. Credentials committee;
 - B. Registration committee;
 - C. Receive registration fees and send to event treasurer; and
 - D. Provide name badges and, if necessary, meal tickets;
 - E. Conference treasurer;
 - F. Timekeeper;
 - G. Tellers (responsible for ballots, ballot boxes and election);
 - H. Sales committee for NAP educational materials;
 - I. Printing committee;
 - J. Program committee;
 - K. Members to give invocations/inspirations;
 - L. Memorial chairman (if desired);

- M. Hospitality room committee – some hotels give this as a complimentary room if sufficient room nights are booked;
- N. Table decorations committee; and
- O. Door prize committee – devise a quick, efficient method for selecting and distributing these. Suggest two to three drawings during conference.

3. Hotel Planning

- A. A sheet of questions for the hotel is attached. Fill out the sheet as each hotel is interviewed, noting their facilities, problems, and extras offered
- B. Prioritize what is believed to be the best offer.
- C. Notify district director of best offer and request approval to enter into negotiations with the hotel.
- D. Submit contract to district director who will review and obtain budget approval of the membership extension and retention committee chairman prior to execution of the contract by the NAP president.

SAMPLE THREE-DAY DISTRICT CONFERENCE

First Day

1:00 – 6:00 p.m.	Registration/Sales	Room
2:30 – 2:40 p.m.	Welcome and Recognition of Special Guests	Room
2:40 – 3:30 p.m.	Keynote Speaker	Room
3:30 – 3:45 p.m.	Break	
3:45 – 5:00 p.m.	Workshop	Room
7:00 – 9:00 p.m.	Reception	Room

Second Day

7:30 – 8:30 a.m.	Breakfast	Room
8:00 a.m. – 5:00 p.m.	Registration/Sales	Room
8:45 – 8:55 a.m.	Opening Ceremonies	Room
8:55 – 9:10 a.m.	NAP Representative	Room
9:15 – 10:30 a.m.	Workshop	Room
10:30 – 10:45 a.m.	Break	
10:45 a.m. – Noon	Workshop	Room
12:30 p.m. – 1:30 p.m.	Luncheon	Room
1:45 – 3:00 p.m.	Workshop	Room
3:00 – 3:15 p.m.	Break	Room
3:15 – 4:30 p.m.	Workshop	Room
4:30 – 5:00 p.m.	Sales	Room
6:00 – 7:00 p.m.	Dinner	Room
7:15 – 10:00 p.m.	Special Event/Reception	

Third Day

7:30 – 8:30 a.m.	Breakfast	Room
8:45 – 11:30 a.m.	District Business Meeting (Includes Memorial Service)	Room

Note: Registration and sales area will be closed during opening ceremonies, meals, workshops, and business meeting. Sales area will be open thirty minutes following conclusion of conference.

SAMPLE TWO-DAY DISTRICT CONFERENCE

First Day

10:00 – 1:00 p.m.	Registration /Sales	Room
12:45 – 12:50 p.m.	Welcome and Conference Opening	Room
1:00 – 2:00 p.m.	Workshop I	Room
2:10 – 3:10 p.m.	Workshop II	Room
3:15 – 3:30 p.m.	Break	
3:30 – 4:30 p.m.	Workshop III	Room
4:40 – 5:40 p.m.	Workshop IV	Room
5:40 – 6:30 p.m.	Sales	Room
7:00 – 9:00 p.m.	Banquet	Room

Second Day

9:00 – 10:00 a.m.	Workshop V	Room
10:10 – 11:10 a.m.	Workshop VI	Room
11:20 – Noon	NAP Representative	Room
12:05 – 1:00 p.m.	Lunch	Room
1:00 – 4:00 p.m.	Business Meeting	Room

SAMPLE BUSINESS MEETING AGENDA

Note: Be sure to plan adequate time for your business meeting. Three hours is a reasonable amount of time.

Call to Order

Opening Ceremonies

Pledge of Allegiance to the Flag of the United States of America

Inspiration

Greetings/Welcome

Introduction of Guests

Attendance Report

Report of the Standing Rules Committee

Report of the Program Committee

Appointments

Secretary

Parliamentarian

Minutes Approval Committee

Tellers

Timekeeper

Report of the Minutes Approval Committee

Special Order: Election of the District Director

NAP Representative Presentation (allow at least 15 minutes)

Memorial Service

New Business

Announcements

Adjournment

District Conference Budget Example

Date

NOTE: Registration/Meal Package is based on 20 attendees (hopefully will be more). Hotel Parking is free. Shuttle Service to/from airport is free. Special Event is optional cost and is not figured in budget other than complimentary.

INCOME			
From District Conference Fund		606.90	
Registration/Meal Package 200 X 20 = 4,000.00		4000.00	
Silent Auction		250.00	
Total Income:			\$4856.90
EXPENSES (Itemized Below)			
Call to Conference			
Printing 500 copies 157.00 (District Director line item)	- 0 -		
Envelopes 2 boxes of 250 ct. 63.98 (District Director line item)	- 0 -		
Postage 500 X .44 = 220.00 (District Director line item)	- 0 -		
		0.00	
Conference Notebook			
Folders 40 X .17 = 6.80 – discount = 6.29	6.29		
Color Cover/Insert Printing .59/copy X 40 = 23.60	23.60		
Paper 25 pages/book X 25 books = 625 pages (1 ream paper)	5.99		
		35.88	
Invitations to NAP Board			
Card Stock – (in kind donation)	- 0 -		
Postage 19 X .44 = 8.36	8.36		
Envelopes (left over from Call to Conference Mailing)	- 0 -		
		8.36	
Protocol Booklets and Head Table			
Card Stock (in kind donation)	- 0 -		
Paper (from additional reams paper purchased)	- 0 -		
Envelopes (left over from Call to Conference Mailing)	- 0 -		
Card Stock for Head Table Name Tents (in kind donation)	- 0 -		
		0.00	
NAP Representative			
Hotel: \$89.00 + \$11.35 tax = \$100.35/night X 3 nights	301.05		
Registration/Meal Package	200.00		
Special Event	50.00		
Welcome Gift for Room (bottle wine)	10.00		
Gift (in kind donation)	- 0 -		

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		561.05	
District Director			
Hotel: \$89.00 + \$11.35 tax = \$100.35/night X 3 nights	301.05		
Registration/Meal Package	200.00		
Special Event	50.00		
		551.05	
Conference Chairman			
Hotel: \$129.00 + \$16.45 tax = 145.45/night X 2 nights	290.00		
		290.00	
Conference Vice-Chairman			
Special Event	50.00		
		50.00	
Special Event Coordinator			
Special Event	50.00		
		50.00	
Meeting Room			
Flat Charge		500.00	
Audio Visuals			
Lectern 80.00/day X 3 days = 240.00	240.00		
Microphone 40.00/day X 3 days = 120.00	120.00		
Extension Cord 50.00/day X 3 days = 150.00	150.00		
American Flag	- 0 -		
		510.00	
Meal Guarantee			
Guarantee of 2000.00		2000.00	
Gifts to Workshop Presenters			
Pralines 5 boxes X 10.00 = 50.00		50.00	
Printing Supplies (protocol book pages, name badges, etc.)			
Paper 2 reams X 5.99/ream = 11.98	11.98		
Printer Ink Cartridges Box of 2 for	64.99		
Bane Badges	50.00		
		126.97	
Miscellaneous		50.00	
	Total Expenses:		\$4783.31
NOTES:			

District Conference Sample Standing Rules

1. The district director shall be empowered to appoint:
 - A. A committee of three including the district director to approve the conference minutes;
 - B. A secretary;
 - C. A parliamentarian;
 - D. Such committees as shall be necessary to conduct the conference.
2. The district director may vary the adopted program as necessary.
3. All participants shall register at the registration table and shall wear the conference badge for admission to the meeting room.
4. All main motions shall be in writing, signed by the maker and seconder, and given to the chair at the time the motion is made.
5. The quorum shall be at least ten (10) district members who have registered as in attendance for the conference, paid the appropriate fee, and are ~~primary~~ members of an association in the district (per NAP Bylaws Article IV, Section 2A).
6. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the conference in all cases where they are not inconsistent with the bylaws of NAP or these standing rules.
7. When addressing the chair, a member shall give his or her name and NAP association or unchartered area.
8. Only NAP members of the district shall be entitled to make motions, debate, and vote. Other NAP members may be granted the right to speak.
9. No member shall speak more than once to a question, nor longer than two minutes, without the consent of the assembly.
10. Announcements shall be given to the chair in writing.
11. Procedure for election of district director:
 - A. Nominations shall be open during the business meeting.
 - B. Nominations shall be from the floor.
 - C. No names shall be placed in nomination without the written consent of the nominee.

- D. Nominations for director shall be limited to one (1) nominating speech of two (2) minutes and one (1) seconding speech of one (1) minute for each candidate.
- E. Following the close of nominations, each nominee may speak for three (3) minutes.
- F. Elections shall be by ballot unless there is only one nominee, in which case the vote may be by voice. A majority vote in the affirmative shall elect.
- G. If there are more than two (2) nominees, and no nominee is elected on the first ballot, the balloting will continue until a nominee is elected.

12. Procedure for endorsement of a member of the district as a nominee for the NAP Nominating Committee:

- A. Suggestions for endorsement as the district member on the NAP Nominating Committee shall be limited to one (1) speech of one (1) minute for each candidate.
- B. Each member proposed shall be allowed two (2) minutes to address the members.
- C. Selection shall be by ballot. If there is only one member proposed, vote may be by ballot, the procedure detailed in 11g of these rules will be followed.

SAMPLE DISTRICT DIRECTOR BUDGET REQUEST

FY _____ BUDGET - DISTRICT ____				
State Associations Trips				\$0
4 Association Annual Meetings/Events	*Travel			\$0
	Shuttle/Taxi/Parking			\$0
1 Association Annual Meeting/Event	Mileage			\$0
5 Association Annual Meetings/Events	Per Diem			\$0
Total State Association				\$0
Unchartered Territory Trips				
1 Unchartered Territory Meeting/Event	Travel			\$0
	Shuttle/Travel/Parking			\$0
	Per Diem			\$0
Total Unchartered Area				\$0
TOTAL TRAVEL				\$0
Miscellaneous Expenditures (i.e., pins, installations, gifts, etc.)				
Office Supplies/Postage/All Other Expenses				
TOTAL				\$0