National Association of Parliamentarians  
35th Biennial Convention  
September 9-12, 2005  
Seattle, Washington  

MINUTES  

Friday, September 9, 2005  

Call to Order  
The 35th biennial convention of the National Association of Parliamentarians was called to order by President Nola Pursiful in the Grand Ballroom of the Doubletree Hotel in Seattle, Washington at 2:45 p.m. on Friday, September 9, 2005. Secretary Giselle Miller was not present.  

Opening Ceremonies  
The invocation was given by the Reverend Vincent Armfield. The posting of the colors was conducted by members of the SeaTac Fire Explorer Post #24. The assembly joined Virginia Altman in singing "O Canada" and "The Star Spangled Banner." President Pursiful led the assembly in the Pledge of Allegiance to the Flag of the United States of America.  

Welcome  
The Honorable Mayor Frank Hansen welcomed the assembly to SeaTac.  

President Pursiful read a proclamation from the Governor of the State of Washington, Christine Gregoire, proclaiming September 9-16, 2005 as Parliamentary Law Week.  

Convention Coordinator Milly Lewendon and Vice Coordinator Mike Healy welcomed the assembly of the NAP 35th Biennial Convention to Seattle, Washington.  

Ella Carlson, President of the Texas State Association of Parliamentarians, responded to the welcome messages on behalf of NAP.  

Introductions  
President Pursiful introduced Dr. Mark Schilansky, 1st Vice President of the American Institute of Parliamentarians, who greeted the assembly.  

President Pursiful introduced the Past Presidents of NAP who were attending this convention: Lorraine Buckley (1975-77), Helen Vale (1985-87), Carl Ann "Jimmy" Stickler (1989-91), Kathryn Scheld (1995-97), and Dr. Leonard Young (1999-2001).  

President Pursiful introduced special guests from the NAP youth partnership organizations. They were Sean Apsey, SkillsUSA (Illinois), Kevin Cun, FBLA -Future Business Leaders of America (Kentucky), Joseph Gazmen, ФВА-Professional Business Leaders (California), Clay Long, BPA-Business Professional of America, (Idaho), Lois Peavyhouse, HOSA-Health Occupations Students of America, (Oklahoma), Robert Salazar, FCCLA-Future Career and Community
Leaders of America (New Mexico), and James Calle, SkillsUSA who lives in Washington and also attended the convention.

In addition to the student interns, President Pursiful introduced two NAP members who attended the convention as NAP Educational Foundation scholarship winners. They were Chad Proudfoot, newly elected president of the West Virginia State Association, and Elyse Johnson of Nebraska.

**Stand at Ease**
At 3:13 p.m. the chair asked the assembly to stand at ease to prepare for the first business meeting of the convention. The convention was reconvened at 3:20 p.m.

**Credentials Committee Report**
Myrlene Billings, Chairman of the Credentials Committee, moved adoption of the following report as of 3:02 p.m. on September 9, 2005: Board of Directors - 18; Chairman of Nominating Committee - 1; Editor - 0; Past Presidents of NAP - 5; Association Delegates - 142; Unchartered State/Provinces Delegates - 4; Unit Delegates - 85; Club Delegates - 1; Youth Group Delegates - 0; Number of Delegates entitled to vote - 256; Number of non-voting Members and Guests - 39; Total number in attendance - 295. **Adopted.**

**Convention Standing Rules Committee Report**
Maurice Henderson, Chairman of the Convention Standing Rules Committee, moved adoption of the convention standing rules:

1. **Delegates**: Only delegates shall be seated in the delegate section of the assembly hall.
2. **Badges**: Identification badges issued by the credentials committee shall be worn for admission to all meetings and educational workshops. Badges may not be transferred without proper action by the credentials committee.
3. **Minutes Approval Committee**: The president shall appoint a committee of three to approve the minutes.
4. **Committees**: The president shall appoint all committees for the functioning of the convention.
5. **Voting Cards**: The credentials committee will issue a voting card to each delegate of the convention at the time of registration. If a delegate loses the voting card, the delegate must report to the Credentials Desk to obtain a replacement card. Voting cards will be used in all meetings as follows:
   a. When directed by the presiding officer, a delegate will vote by raising the voting card while remaining seated. This will be deemed to be a division of the assembly.
   b. When directed by the presiding officer, delegates will stand (if able) for verification of votes.
   c. The presiding officer will direct any necessary change to this procedure, such as a counted rising vote.
6. **Debate**
   a. Delegates entitled to speak shall go to a microphone and raise a:
      i. Green tag when speaking in the affirmative on the motion on the floor.
      ii. Red tag when speaking in the negative on the motion on the floor.
      iii. Yellow tag for information or parliamentary inquiries.
iv. White tag to indicate that a motion is being made.

b. A microphone monitor shall be assigned to each microphone for the purpose of facilitating any movement in the line at the microphone.

c. Upon recognition by the presiding officer, delegates shall state their name, office, title, and state/province/country.

d. Debate shall be limited to two (2) speeches of not more than two (2) minutes for each member on each debatable motion.

e. Total debate on each bylaw amendment or main motion shall be limited to no more than fifteen (15) minutes.

7. Motions/Resolutions

a. All main motions and amendments shall be presented to the microphone monitor in writing, on an NAP Motion Form, and shall be signed by the maker of the motion and given to the pages for delivery to the presiding officer.

b. An amendment to strike out one word or a set of words in multiple places and to insert a different word or a set of words in all of those places shall be in order, and shall be deemed to include appropriate modifications in capitalization, number (singular or plural) and case.

c. Motions/resolutions that are new business shall be submitted no later than the close of the business meeting on Saturday, September 10, 2005 and immediately given by the microphone monitor to the Resolutions Committee Chairman.

d. The Resolutions Committee shall prepare suitable motions/resolutions to carry into effect motions/resolutions referred to it. The Resolutions Committee may change the wording of the motion/resolution, as long as the intent is not changed.

e. With each motion/resolution presented to the delegate body, the Resolutions Committee shall submit its recommendation for the disposition of that motion/resolution. The recommendations may be:
   i. Recommend approval
   ii. Recommend rejection
   iii. Recommend referral to a committee or the board
   iv. No recommendation

8. Nominations

Immediately after nominations for elected officers, each of the nominees shall be given two minutes to address the assembly.

9. Electronic Devices

Mobile phones and pagers shall be silenced during all business meetings and educational workshops. Video cameras and recording equipment, other than that approved by the president, shall not be permitted in the assembly hall or in the educational workshops.

10. Smoking

There shall be no smoking in the assembly hall, in the educational workshops, any meeting rooms, or at meals/receptions.

Adopted.

Convention Program Committee

Bobbie Healy, Chairman of the Convention Program Committee, moved adoption of the convention program as printed in the convention program book with the announced changes, subject to necessary adjustments by the president.
Steve Glanstein moved to amend the program by inserting a special order entitled “Moment of Silence – Victims of 911” immediately following the call to order on the morning of September 11th. Motion adopted.

Convention Program adopted as amended.

Convention Organization
The president announced that the 35th Biennial Convention of the National Association of Parliamentarians was officially organized.

Election of Secretary Pro Tem
President Pursiful announced that Secretary Giselle Miller was unable to attend due to a temporary health condition and that Chris Dickey had agreed to serve if elected. Chris Dickey was elected Secretary Pro Tem by unanimous consent.

Appointments
President Pursiful announced the appointment of all convention committees in the convention program.

Minutes Approval of the 2004 Annual Membership Meeting
President Pursiful announced that the minutes of the Annual Membership Meeting held on September 4, 2004 at The Gaylord Opryland Hotel in Nashville, TN had been approved by the Minutes Approval Committee: Ella Carlson, Chairman, Mary Holub, and Johnnie Brown.

Timekeeper Procedures
Freddie Colson, Chairman of Timekeepers, explained the timing procedure and demonstrated the timing device.

Election Rules
Joanne Trudel, Chairman of the Elections Committee, moved adoption of the election rules:

1. **VOTING CARDS.** The Credentials Committee will issue a voting card to each voting member of the convention body at the time of registration. If a voter loses this voting card, the voter must report to the Credentials Desk to obtain a replacement card. On presentation and punching of a voting card, voters shall be issued a ballot.

2. **NOMINATING COMMITTEE.** The ballot for Nominating Committee will list the candidates by district. Within each district, candidates will be listed in the order nominated. The state or province for each candidate shall be shown on the ballot and in the Tellers’ Report. Each delegate may vote for one candidate in each district, for a total of eight votes for the Nominating Committee.

3. **BALLOTS.** For each office, candidates nominated by the nominating committee shall be listed first followed by candidates nominated from the floor, in the order nominated.

4. **SPOILED BALLOTS.** If a ballot is marked in error or spoiled, it may be returned to a designated member of the election committee who shall mark it “SPOILED” and issue another
ballot before the member leaves the voting location.

5. **ELECTIONEERING.** No electioneering for any candidate shall be allowed in the vicinity of the polling place.

6. **COUNTING THE VOTE.** The Tellers Committee members shall count ballots in teams assigned by the Tellers Committee chairman. When there is any doubt or disagreement about the marking of a ballot, it shall be set aside for consideration by the whole committee. A majority vote of the committee shall decide how the ballot is recorded.

7. **VOTE REQUIRED FOR ELECTION.** In accordance with the requirements of the statute under which NAP is incorporated, any election shall require the affirmative vote of a majority of the delegates entitled to vote who are present and voting or a majority of the quorum, whichever is greater.

8. **PRESERVATION OF BALLOTS.** Ballots, tally sheets, and calculator tapes, of used, shall be sealed and placed in custody of the executive director to be preserved for 30 days, after which time they shall be destroyed if no election has been contested.

The Election Rules were adopted.

**Provisions in NAP Bylaws Relating to Nominations and Elections**
President Pursifull recognized Secretary Pro Tem Chris Dickey who read pertinent provisions from the NAP Bylaws relating to nominations and elections.

**Article VI. Nominations and Elections,**
**Section 1.**

F. The Nominating Committee shall submit at least one name for each position to be filled.

G. **Committee Report.** The report of the committee shall be submitted to the Editor for inclusion in the National Parliamentarian with the call to convention and shall be read on the first day of the convention.

H. **Nominations from the Floor.** Following the report of the committee, additional nominations may be made from the floor. No name shall be placed in nomination without written consent of the nominee.

**Section 2. Election of Officers.** Officers shall be elected by ballot at convention.

**Nominating Committee Report**
Patricia Lewis, Nominating Committee Chairman, read the report of the Nominating Committee:
- President: Jeanette Williams, PRP
- Vice President: Connie Deford, PRP
- Secretary: Mary Randolph, PRP
- Treasurer: Ronald Stinson, PRP
- Director-at-Large: Virginia Berberick, PRP, Giselle Miller, PRP, Joy Myers, PRP
President Pursiful called for nominations from the floor. James Stewart, PRP, was nominated for Director-at-Large.

President Pursiful declared nominations closed for all offices. Each candidate was given two minutes to address the assembly.

**Nominations for Nominating Committee**
President Pursiful announced that members from the states/provinces of Alabama, Arizona, British Columbia, Nebraska, New York, Ohio, Texas, and Virginia are ineligible to serve on the 2005-2007 nominating committee.

The following were nominated from the floor:

- **District One**: Bonnie Murdah (PA)
- **District Two**: Ann Mitchem-Davis (DC)
- **District Three**: Gladys Reid (GA)
- **District Four**: Elaine Staley (WI)
- **District Five**: Wanda Livingston, (MO); Virginia Altman (MN)
- **District Six**: Daniel Ivy-Soto (NM)
- **District Seven**: Paul McClintock (WA)
- **District Eight**: Jeri Boone, (CA); Janet Geyser (UT)

All candidates were invited to the front of the room and were asked to state their name.

President Pursiful thanked the 2003-2005 Nominating Committee for their time and work. She also announced that the election would be held next to Maxi’s on the top floor Saturday morning from 7:00 a.m. to 8:45 a.m. Delegates must have their voting cards.

**Biennial Reports**
President Pursiful advised the assembly that reports of officers, district directors, committees and associations are contained in the Book of Reports that was distributed with the convention materials.

Ronald Stinson, Treasurer, presented the financial report as required by the NAP bylaws. He agreed to post the financial report on the NAP website as requested by Dick Weber.

President Pursiful announced that a supplemental report of the Board of Directors would be placed at everyone’s seat prior to the Saturday meeting.

President Pursiful asked all members who served on a committee for the 2003-2005 biennium to stand and be recognized.

Charlotte Buchanan gave an update to her written report by announcing that two members had passed the registration examination while in Seattle, bringing the total of Registered Parliamentarians for the biennium to 50.
President Pursiful recognized the extraordinary service provided by the NAP staff.

**Credentials Committee Report**
Myrline Billings, Chairman of the Credentials Committee, moved adoption of the following report as of 4:39 p.m. on September 9, 2005: Board of Directors - 18; Chairman of Nominating Committee - 1; Editor - 0; Past Presidents of NAP - 5; Association Delegates - 145; Unchartered State/Provinces Delegates - 4; Unit Delegates - 85; Club Delegates - 1; Youth Group Delegates - 0; Number of Delegates entitled to vote - 259; Number of non-voting Members and Guests - 38; Total number in attendance - 297. *Adopted.*

**Amendment with notice at Convention**
Ronald Stinson, on behalf of the Budget-Finance Committee, gave notice of the following bylaw amendment: Amend Article III, Section 3, Paragraph H, by striking “July” and inserting “October.” *Proviso:* that the proposed amendment, if adopted, shall take effect on January 1, 2006.

**Adjournment**
President Pursiful declared the meeting adjourned at 5:00 p.m. to meet again at 9:00 a.m. Saturday, September 10, 2005.

**Saturday, September 10, 2005**

**Call to Order**
The Second Business Meeting of the 35th Biennial Convention of the National Association of Parliamentarians was called to order at 9:32 a.m. on Saturday, September 10, 2005 by President Nola Pursiful. Secretary Pro Tem Chris Dickey was present.

**Inspiration**
The Inspiration was given by Beatrice Squire.

**Memorial Service**
The memorial service was conducted by Margaret (Peggy) Young.

**Acknowledgements**
President Pursiful asked those members who were at a convention for the first time to rise. She welcomed them and invited them to come again. All first timers may be recognized by a Washington apple sticker on their badge.

President Pursiful recognized Lois Peevyhouse, representing HOSA, Robert Salazar, representing FCCLA, and James Calle, representing SkillsUSA. Each extended greetings on behalf of their organization.

**Credentials Committee Report**
Myrline Billings, Chairman of the Credentials Committee, moved adoption of the following report as of 9:20 a.m. on September 10, 2005: Board of Directors - 18; Chairman of Nominating
Committee - 1; Editor - 0; Past Presidents of NAP - 5; Association Delegates - 155; Unchartered State/Provinces Delegates - 4; Unit Delegates - 88; Club Delegates - 1; Youth Group Delegates - 0; Number of Delegates entitled to vote - 272; Number of non-voting Members and Guests - 47; Total number in attendance - 319. Adopted.

**Report of the Board of Directors**
President Pursiful announced that the updated report of the Board of Directors had been distributed. (Attachment #1)

**Projection of Bylaws Amendments**
President Pursiful recognized Robert Dolan for his expertise in projecting proposed bylaw amendments on the screens.

Without objection, President Pursiful announced that she would not repeat the amendment in stating and putting the question since everyone had previously received a copy of the proposed amendments and they would also be projected on the screens.

**Report of the Bylaws Committee**
Virginia Berberick, Chairman of the Bylaws Committee, moved on behalf of the committee that the Bylaws Committee Chairman be authorized to correct article and section designations, punctuation, and cross-references, and to make such other technical and conforming changes as may be necessary to reflect the intent of the membership in connection with the proposed bylaws amendments considered at the NAP 35th Biennial Convention. Adopted.

On behalf of the Bylaws Committee, Chairman Berberick moved adoption of the following amendments:

**Amendment #1: Name For Regular Members**
Article III. Members. Section 1. Classification. A. Regular.
Amend by inserting after “membership” and before “an individual,” “and use the title Regular Member.”
The counted vote was 156 in the affirmative and 96 in the negative. Amendment was lost.

**Amendment #2: Membership Becomes Effective**
Article III. Members. Section 1. Classification. A. Regular.
Amend by adding “Membership becomes effective for new members when dues are posted to the NAP database.”
Amendment adopted.

**Amendment #3: Appeal**
Article III. Members. Section 1. Classification. C. Professional Registered.
Amend by adding new paragraph 3.
3. Any member who does not successfully complete an examination or course required for this class of membership shall be entitled to file a written appeal to the board of directors within
thirty days of notification of failure. The board of directors shall appoint a committee of three members to investigate the appeal. Each committee member shall have a minimum of ten continuous years of certification as a Professional Registered Parliamentarian. The committee members shall not be members of the board of directors, Professional Development Committee, nor any of the specific course instructors. The Professional Development Committee, course instructors, and the appellant shall assist the committee. The committee shall return a written decision within sixty days of the appeal. The committee decision shall be final.

Patricia Koch moved to postpone amendment #3 indefinitely. Motion to postpone indefinitely adopted.

Amendment #4: Retired
Article III. Members. Section 1. Classification. D. Retired Registered or Retired Professional Registered.
Amend by striking out “actively serve as a parliamentarian on a regular basis” and inserting “charge for parliamentary services.”
Mary Anne Tebedo moved to strike the strike out in the proposed amendment and insert “or” after basis.
A point of order was raised that the proposed secondary amendment to ‘strike out and insert’ was out of order.
President Pursiful ruled the point well taken.
Amendment lost.

Amendment #5: Dues
Article III. Members. Section 3. Dues. A. and B.
Amend by substituting, for paragraphs A and B:
A. Annual Dues. Annual dues shall be as set forth in the NAP Standing Rules.
B. Dues Adjustment. Dues may be adjusted biennially as follows:
1. Adjustments that are less than or equal to the rate of inflation, as measured by the change in the Consumer Price Index–Urban released by the U.S. Department of Commerce between January of the convention year in which the last dues increase occurred, and January of the convention year in which the adjustment is proposed, shall require a two-thirds vote of the board of directors.
2. Adjustments that are greater than the rate of inflation, as defined in paragraph 1 of this section, shall require a two-thirds vote of the convention.
3. Adjustments shall take effect on January 1 following the convention.
4. Proposed dues adjustments requiring approval of the convention shall be noticed to the membership with the call to the meeting.

Amendment adopted.

Report of the Elections Committee
Dollie McPartlin, Chairman of the Elections Committee, presented the Tellers’ Report:

President
Number of votes cast 261
Necessary to elect 131
Jeanette N. Williams received 255
Mary Randolph received 2
Teresa Dean received 1
Connie Deford received 1
Sandra Olson received 1
Illegal votes 1
President Pursiful declared Jeanette N. Williams elected president for the 2005-2007 term.

**Vice-President**
Number of votes cast 261
Necessary to elect 131
Connie Deford received 258
Charlotte Buchanan received 1
Marjorie Weber received 1
Illegal votes 1
President Pursiful declared Connie Deford elected vice-president for the 2005-2007 term.

**Secretary**
Number of votes cast 257
Necessary to elect 129
Mary Randolph received 254
Charlotte Buchanan received 1
Mary Holub received 1
Gladys Reid received 1
President Pursiful declared Mary Randolph elected secretary for the 2005-2007 term.

**Treasurer**
Number of votes cast 256
Necessary to elect 129
Ron Stinson received 251
Freddie Colson received 1
Leah Raye Mabry received 1
Leonard Young received 1
Illegal votes 2
President Pursiful declared Ron Stinson elected Treasurer for the 2005-2007 term.

**Director-at-Large**
Number of votes cast 263
Necessary to elect 132
Joy Myers received 191
Virginia Berberick received 180
James Stewart received 146
Giselle Miller received 142
Gladys Reid received 1
President Pursiful declared Joy Myers, Virginia Berberick, and James Stewart elected Directors-at-Large for the 2005-2007 term.
Nominating Committee

District One
Number of votes cast 234
Necessary to elect 118
Bonnie Murdah received 234
President Pursifull declared Bonnie Murdah elected a member of the Nominating Committee representing District One for the 2005-2007 term.

District Two
Number of votes cast 218
Necessary to elect 110
Ann Mitchum-Davis received 218
President Pursifull declared Ann Mitchum-Davis elected a member of the Nominating Committee representing District Two for the 2005-2007 term.

District Three
Number of votes cast 230
Necessary to elect 116
Gladys Reid received 229
Ann Guiberson received 1
President Pursifull declared Gladys Reid elected a member of the Nominating Committee representing District Three for the 2005-2007 term.

District Four
Number of votes cast 223
Necessary to elect 112
Elaine Staley received 222
Illegal votes 1
President Pursifull declared Elaine Staley elected a member of the Nominating Committee representing District Four for the 2005-2007 term.

District Five
Number of votes cast 241
Necessary to elect 121
Wanda Livingston received 173
Ginny Altman received 68
President Pursifull declared Wanda Livingston elected a member of the Nominating Committee representing District Five for the 2005-2007 term.

District Six
Number of votes cast 210
Necessary to elect 106
Daniel Ivey-Soto received 210
President Pursiful declared Daniel Ivey-Soto elected a member of the Nominating Committee representing District Six for the 2005-2007 term.

District Seven
Number of votes cast 212
Necessary to elect 107
Paul McClintock received 211
Illegal votes 1
President Pursiful declared Paul McClintock elected a member of the Nominating Committee representing District Seven for the 2005-2007 term.

District Eight
Number of votes cast 229
Necessary to elect 115
Janet Geyser received 123
Jeri Boone received 103
Steve Glanstein received 1
Illegal votes 2
President Pursiful declared Janet Geyser elected a member of the Nominating Committee representing District Eight for the 2005-2007 term.

President Pursiful declared Bonnie Murdah, District 1, Chairman of the Nominating Committee for the 2005-2007 term.

Report of the Bylaws Committee (continued)
On behalf of the Bylaws Committee, Chairman Berberick moved the adoption of the following amendments:

Amendment #10a & #10b: Ethics Committee
Amendment #10a: Ethics Committee
Article V. Officers. Section 5. Duties of Officers. A. Duties of the President. 4. Amend by striking out before the words “to serve” the words “a professional registered member” and inserting “two professional registered members.”
A. Duties of the President. The President shall:
   4. nominate the following:
      a) two professional registered members to serve on the Ethics Committee; and
      b) a member of the Ethics Committee to serve as committee chairman.

Amendment #10b: Ethics Committee
Article XIII. Professional Discipline. Section 1. Ethics Committee. A. B. C. (no change in D. and E.)
Amend by substituting for paragraphs A. B. and C.
A. Composition. The committee shall be composed of four professional registered members who shall not be members of the board of directors.
B. Term. Members of the committee shall serve staggered four-year terms.
C. Election of Committee. Two members of the committee shall be nominated by the president and elected by the board of directors at its first meeting (post-convention) of each biennium to serve for a four-year term. Vacancies shall be filled as provided in Article VIII. Board of Directors.

Proviso: The president shall nominate and the board of directors shall elect the following at the 2005 post-convention meeting: two members of the committee for a term of two years and two members of the committee for a term of four years.

Both amendments and proviso adopted.

Announcements
Members were encouraged to take advantage of special offers in the NAP sales room.

President Pursiful stated that the workshops would begin at 1:30 pm. as listed in the convention program.

Adjournment
President Pursiful declared the meeting adjourned at 11:37 a.m. to meet again at 9:00 a.m. Sunday, September 11, 2005.

Sunday, September 11, 2005

Call to Order
The Third Business Meeting of the 35th Biennial Convention of the National Association of Parliamentarians was called to order at 9:00 a.m. on Sunday, September 11, 2005 by President Nola Pursiful. Secretary Pro Tem Chris Dickey was present.

Special Order
A moment of silence was observed for the victims of 9-11.

Inspiration
The inspiration was given by Susan Lee.

Acknowledgements
President Pursiful recognized Kevin Cun, representing FBLA, Joseph Gazman, representing FFA, and Clay Long, representing BPA. Each extended greetings on behalf of their organization.

NAP Educational Foundation Report
Alice Ragona, President of the NAP Educational Foundation, provided the following update to the printed report:

- New Life members: Mildred Keso, OK, Louis J. Fasulo, CO, Gail Knapp, MI
- New Sapphire Life member: Christine Dooley, GA
- Foundation Silent Auction held on September 9, 2005 raised $4,901. Door prize winners were: Nola Pursiful for a free 2007 convention registration and Michael Peck for a free 2006 Foundation function ticket.
• The annual meeting of the Education Foundation was held on Saturday, September 10, 2005. The following officers were elected for the 2005-06 term: Craig Henry, President; Dollie McPartlin, Vice President; Connie Deford, Secretary; and Doris Gerace, Treasurer.

Credentials Committee Report
Myrlone Billings, Chairman of the Credentials Committee, moved adoption of the following report as of 8:56 a.m. on September 11, 2005: Board of Directors - 18; Chairman of Nominating Committee - 1; Editor - 0; Past Presidents of NAP - 6; Association Delegates - 157; Unchartered State/Provinces Delegates: - 4; Unit Delegates - 89; Club Delegates - 1; Youth Group Delegates - 0; Number of Delegates entitled to vote - 276; Number of non-voting Members and Guests - 54; Total number in attendance - 330. Adopted.

Motion to Reconsider the Vote to Postpone Indefinitely Amendment #3
Janis Hedrich moved to reconsider the vote to postpone indefinitely bylaw amendment #3. On a counted vote of 144 in the affirmative and 92 in the negative the motion to reconsider was adopted.

Amendment #3: Appeal
Article III. Members. Section 1. Classification. C. Professional Registered.
Amend by adding new paragraph 3.
3. Any member who does not successfully complete an examination or course required for this class of membership shall be entitled to file a written appeal to the board of directors within thirty days of notification of failure. The board of directors shall appoint a committee of three members to investigate the appeal. Each committee member shall have a minimum of ten continuous years of certification as a Professional Registered Parliamentarian. The committee members shall not be members of the board of directors, Professional Development Committee, nor any of the specific course instructors. The Professional Development Committee, course instructors, and the appellant shall assist the committee.
The committee shall return a written decision within sixty days of the appeal. The committee decision shall be final.

Janis Hedrich moved to amend by substitution the following:
3. Any member who does not successfully complete an examination or course required for this class of membership shall be entitled to file a written appeal in accordance with rules established by the NAP Board of Directors.
Proviso: Effective date: January 1, 2007

On behalf of the bylaws committee, Pat Martin moved that all pending motions be referred to the Professional Development Committee for further study with the committee reporting to the board for approval of plans. Motion to refer adopted.

Report of Bylaws Committee (continued)
On behalf of the Bylaws Committee, Chairman Berberick moved adoption of the following amendments:
Amendment #6: Change In Status
Article III. Members. Section 3. Dues. I. Change in Status.
Amend by adding new I.
I. Change in Status.
Current members who change between unit and member-at-large status shall not owe
additional association dues to NAP for the dues period during which the status change
occurs, nor shall they receive a refund from NAP.
Amendment adopted.

Amendment #7: Association Bylaws To Headquarters
Amend by adding new 3.
3. An association shall provide a current copy of its bylaws to headquarters on an annual basis.
Amendment adopted.

Amendment #8: Honorary Members
Article IV. Divisions. Section 8. Membership in Districts, Associations, and Units. A.
Definitions. 6.
Amend by substituting for paragraph 6.
6. Honorary members of associations or units are individuals who have met the criteria
established by an association or unit for exceptional service or who have added distinction to
the parliamentary profession. They shall not pay dues to the division granting honorary
membership. Honorary members who are not NAP members are not counted for the purpose
of determining the number of delegates to which an association or unit is entitled at NAP
conventions.
Amendment adopted.

Amendment #9: District Time Requirements
Article IV. Divisions. Section 8. Membership in Districts, Associations, and Units. B. Criteria. 1.
Amend by striking out “thirty days before a district conference.”
Amendment adopted.

Amendment #11 - Voting Body
Article VII. Meetings. Section 2. Conventions. B. Voting Body
Amend by adding, “who are registered as in attendance and have paid the appropriate
registration fee” after the word “delegates.”
Amendment adopted.

Amendment #12 - Delegates
Article VII. Meetings. Section 2. Conventions. C. Eligibility to Serve as a Delegate
Amend by adding, “To serve as a delegate, a member shall pay dues to the association, and/or
unit represented.”
Proviso: That this amendment go into effect at the close of the 2005 convention. Proviso
adopted.
Amendment lost.

Amendment #13 - Nominating Committee Chairman On The Board Of Directors
Article VIII. Board of Directors, Section 1. Composition
Amend by inserting after the word “directors,” the words “the nominating committee chairman.”
Amendment lost.

Amendment #14 - Non-Discriminatory Criteria
Article VIII. Board of Directors. Section 2. Duties. B. Duties of the Board of Directors.
Amend by inserting a new paragraph between 6 and 7 and renumbering remaining paragraphs.
B. Duties of the Board of Directors. The board of directors shall:
   7. ensure that objective criteria are used to define successful completion of any course offered by NAP;
Proviso, that this motion shall not take effect until March 31, 2006
Amendment lost.

Amendment #15 - Board Election To Executive Committee
Article VIII. Board of Directors. Section 2. Duties. B. Duties of the Board of Directors. #10
Amend by substitution.
   10. elect at its post-convention meeting of each biennium one district director or director-at-large to the executive committee by a majority vote of all the members of the board in office in accordance with the requirements of the statute under which NAP is incorporated.
Amendment adopted.

Amendment #16 - Appointments
Article IX. Executive Committee. Section 2. Duties. B. Other Duties. 1.
Amend by inserting after the words “subcommittee members,” the words “convention coordinator and workshop coordinator, NTC coordinator and workshop coordinator.”
Amendment adopted.

Amendment #17a - Rename Education Committee
Amend by striking “Education” and inserting after the word “Educational Resources” after the word “Communications.”
Amendment adopted.

Amendment #17b - Rename Education Committee
Amend by striking out “Education” and inserting “Educational Resources”
Amendment adopted.

Amendment #18 - Bylaw Committee Duties
Article XI. Section 1. Standing Committees. C. Bylaws Committee.
Amend by adding new 8.
   8. Respond to constituent inquiries regarding NAP bylaws clarification.”
Amendment lost.
Announcements
President Pursiful expressed appreciation to John Noonan and the International Toastmasters for providing each attendee with a copy of their magazine featuring parliamentary procedure.

Adjournment
President Pursiful declared the meeting adjourned at 10:55 a.m. to meet again at 8:00 a.m. Monday, September 12, 2005.

Monday, September 12, 2005

Call to Order
The Fourth Business Meeting of the 35th Biennial Convention of the National Association of Parliamentarians was called to order at 8:00 a.m. on Monday, September 12, 2005 by President Nola Pursiful. Secretary Pro Tem Chris Dickey was present.

Inspiration
The inspiration was given by Phyllis Freeman Stewart, President of the Oklahoma State Association.

Acknowledgements
President Pursiful thanked all members who gave their time and expertise to present educational workshops. She also thanked the Washington State Association of Parliamentarians for conducting a public workshop on Saturday.

President Pursiful asked those who were members for 50 years or more to rise and be recognized.

Credentials Committee Report
President Pursiful announced there were no changes since the last credentials report.

Report of Bylaws Committee (continued)
On behalf of the Bylaws Committee, Chairman Berberick moved adoption of the following amendments:

Amendment #19 - Duties Of Professional Development Committee
Amend by substitution starting with paragraph 3.
3. be responsible for ensuring that any curricula relates to actual parliamentary practice in today's society;
4. be responsible for establishing and ensuring that all courses and other requirements are based on objective criteria which define learner outcomes, performance objectives, benchmarks, and rubrics;
5. Establish objective criteria for minimum qualification, continued certification, training, and evaluation of instructors of the Professional Qualifying Course and the Professional Development Course;
6. Submit to the board of directors for specific board approval of any proposed changes in the requirements for attaining or retaining PRP classification or any substantial changes in the structure or administration of courses; and
7. Make all course information, instructor curricula, learner outcomes, performance objectives, benchmarks, rubrics, and teaching materials available to members on request at a reasonable fee.

Steve Glanstein moved that Amendment #19 be referred to the Professional Development Committee for further study with the committee reporting to the board at its March 2006 meeting for approval of plans. Motion to refer adopted.

Amendment #20a & b - Registration Examination
Amendment #20a
Article XI. Committees. Section 1. Standing Committees. I. Registration Examiners Committee.
2. Amend by striking out “from which the registration examination is taken”

Amendment #20b
Article XI. Registration Examiners Committee.
Amend by adding, “and additional questions from the current edition of Robert’s Rules of Order Newly Revised;”
Proviso: That these amendments go into effect January 1, 2007. Adopted.
Steve Britton moved to divide the question. President Pursiful ruled the motion to divide out of order. The decision of the chair was appealed. The decision of the chair was sustained.
Al Hamai moved to refer amendments #20a & b to the Registration Examiners Committee. Motion to refer adopted.

Amendment #21 - Bylaw Amendment Deadline
Article XVIII. Amendment of Articles of Incorporation and Bylaws. Section 2. Convention Action. B. Amendment with Notice before Convention. 2.
Amend by striking out, in paragraph 2, “March” and inserting “June” after the words “on or before.”
Al Hamai requested permission to withdraw the amendment. Since there was no objection, the motion was withdrawn.

Amendment #22 (Notice of this amendment was given on September 9, 2005 and requires a 9/10ths vote to adopt.)
Article III. Members. Section 3. Dues. Paragraph H. Application of Dues to Following Year Amend by striking “July” and inserting “October.”
There were 171 in the affirmative and 28 in the negative. Amendment lost.
Amendment to NAP Standing Rules
Standing Rule #16
Amend by striking out “Manual” and inserting “Directory.”
Amendment lost.

Bylaws Committee Chairman thanked the members of the Committee – Mary Holub, Patricia Martin, Leigh Wintz, and of the Legal Subcommittee – Thomas “Burke” Balch and Walter Carson for their work this biennium.

Report of the Education Committee on E-meetings
President Pursiful called upon Connie Deford to present the report of the Education Committee on the resolution referred to it from the 2003 convention concerning E-meetings.
Connie Deford presented the report. (Attachment #2)

Resolution referred to the Education Committee at the 2003 convention:
Whereas, Many businesses and associations utilize electronic communication technology;
Whereas, the practice of conducting meetings and voting in a “virtual” setting is now commonplace,
Whereas, the 10th Edition of Robert’s Rules of Order Newly Revised does not adequately address the issues of procedures for electronic meetings and voting via email or facsimile;
Whereas, Modern parliamentary practice must keep pace with new technologies or risk being labeled as irrelevant and antiquated;
Whereas, The National Association of Parliamentarians is the leading organization for the professional practice of parliamentary procedure;
Whereas, NAP requires a pro-active role in the development of modern parliamentary procedure;
Whereas, The members of NAP expect a sample set of basic rules of procedure for electronic meetings and voting; and
Whereas, NAP should serve the needs of its members and their clients; therefore be it
Resolved, That the NAP President shall appoint a special committee on electronic meeting procedures consisting of not less than five registered or professional registered parliamentarians; and be it further
Resolved, That this committee shall create a sample set of basic rules of procedure for electronic meeting, suitable for adoption by organizations and that this committee shall report to the next NAP biennial convention.

The Education Committee recommended adoption of the following substitute resolution:
Whereas, Many businesses and organizations use electronic communication technology;
Whereas, The practice of conducting meetings in a virtual setting is becoming more commonplace in the business world;
Whereas, There is limited reference to electronically enhanced meetings in the current edition of Robert’s Rules of Order Newly Revised;
Whereas, Modern parliamentary practice should attempt to keep pace with new technologies;
Whereas, The National Association of Parliamentarians is the leading organization for the professional practice of parliamentary procedure;
Whereas, NAP should take a pro-active role in the development of procedures for the modern-day practice of parliamentary procedure;

Whereas, NAP members do not expect a sample set of basic rules of procedure for electronic meetings but would appreciate having guidelines for the development of such rules;

Whereas, NAP should serve the needs of its members; members serve the needs of their clients;

Whereas, Asynchronous e-meetings do not adequately allow for a deliberative process, but many organizations use this type of meeting and need guidelines for rules of procedure; and

Whereas, Synchronous e-meetings provide opportunity for simultaneous communication among all participants, which is central to the deliberative character of a meeting; now therefore be it

Resolved, That the following guidelines be recommended for use by parliamentarians assisting clients holding synchronous e-meetings:

1. All participants must have access to the necessary equipment for participation in the e-meeting.

2. All participants must be able to simultaneously hear and/or see in order to participate during the e-meeting. A member participating in an e-meeting by this means is deemed to be present in person at the e-meeting.

3. Regular (board and/or committee) meetings may be held via e-meetings.

4. Special (board and/or committee) meetings may be held via e-meetings called as designated in the bylaws, by the presiding officer or committee chairman, or by a certain number of members.

5. A minimum of (hours or days) notice shall be provided to all participants via (personal delivery, e-mail, fax, or telephone) by the (secretary, presiding officer, or chairman). Such notice shall include the agenda and supporting documentation for business to be conducted at the e-meeting. If notice is via e-mail or fax, participants shall be required to check their messages at specified intervals and respond within a specified time whether or not they are able to attend.

6. It is recommended that a majority of the (board or committee) members shall constitute a quorum for an e-meeting, and once established, shall be assumed present until the e-meeting is adjourned. Members are deemed present when they respond to the roll call.

7. The (board presiding officer or committee chairman) shall call the e-meeting to order at the designated time and call the roll of attendees.

8. Participants shall try, as much as possible, to eliminate background noise during the e-meeting, i.e., radio, television, music, appliances, and side conversations. Participants shall not place the telephone on hold if the system has music or messages playing while in that mode.
9. The (board presiding officer or committee chairman) shall announce each agenda item in order. An agreed means of seeking and according recognition to speak should be established, taking into account the size of the meeting and the technology available. If this is not feasible, the following process may be employed: Each member shall be called upon (by predetermined order) to speak. The member may speak in debate, offer a motion, or pass. After each member has had an opportunity to speak the first time, the (board presiding officer or committee chairman) shall call upon each member to speak further in debate, offer a motion, or pass. By unanimous consent, a third opportunity to speak may be offered.

10. All votes on a motion shall be by roll call.

11. Board procedures for minutes shall be the same for e-meetings as for face-to-face meetings. Committees should designate a member to prepare a memorandum of each e-meeting.

and be it further

Resolved, That the following guidelines be recommended for use by parliamentarians assisting clients holding asynchronous e-meetings:

1. All participants must have access to the necessary equipment for participation in the e-meeting.

2. Regular (board and/or committee) meetings may be held via e-meetings.

3. Special (board and/or committee) meetings may be held via e-meetings called as designated in the bylaws, by the presiding officer or committee chairman, or by a certain number of members.

4. The presiding officer or committee chairman shall develop an agenda and timeframe for the e-meeting.

5. A minimum of (hours or days) notice shall be provided to all participants via (personal delivery, e-mail, fax, or telephone) by the (secretary, presiding officer, or chairman). Such notice shall include the agenda and supporting documentation for business to be conducted at the e-meeting. If notice is via e-mail or fax, participants shall be required to check their messages at specified intervals and respond within a specified time whether or not they are able to attend.

6. It is recommended that a majority of the (board or committee) members shall constitute a quorum for an e-meeting and, once established, shall be assumed present until the e-meeting is adjourned.
7. The (board presiding officer or committee chairman) shall call the e-meeting to order at the designated time. Members are deemed present when they respond to the request for sign-in.

8. The (board presiding officer or committee chairman) shall post each agenda item in order. Any member may then post a motion. Then other members may post debate. At a predetermined time, the (board presiding officer or committee chairman) puts the question to a vote. Members have a limited time to cast their votes, and once cast, the vote cannot be changed. The chairman announces the result of the vote.

9. The organization shall establish how many motions can be under consideration at one time, which specific secondary motions may be offered, and which motions that bring a question again before the assembly will be allowed during an e-meeting.

10. Board procedures for minutes shall be the same for e-meetings as for face-to-face meetings. Committees should designate a member to prepare a memorandum of each e-meeting.

Without objection the rules were suspended to consider the substitute motion as the main motion. Resolution adopted as amended.

Report of the Resolution Committee

Resolutions Committee Chairman Nancy Sylvester presented a resolution from Susan Govier:

Whereas, NAP is incorporated as an educational organization rather than a religious organization;
Whereas, Members and potential members of NAP are not all of the Christian religions;
Whereas, NAP desires to respect and include persons of all races, nationalities, and religions;
now, therefore be it
Resolved, That NAP adopt a standing rule that invocations and inspirations at all NAP and constituent division meetings are not in the name of any specific god or religion.

A delegate moved to postpone indefinitely.

Lyle Kleman moved that the motion be referred to a special committee of 5 people appointed by the president, that the committee report to the board of directors at or prior to the 2006 NTC in Chicago, and that the board report to the 2007 NAP Biennial Convention with a recommendation.

Motion to refer adopted.

Recess

Without objection President Pursiful declared a 10 minute recess at 10:11 a.m. The meeting reconvened at 10:21 a.m.

Invitation to NTC in 2006
President Pursiful recognized Marie Palmer who made a presentation to the assembly and invited everyone to attend the NTC on September 1-3, 2006 in Oakbrook, IL at the Doubletree Hotel.

**Invitation to 2007 Convention**
President Pursiful recognized Viola Brannen, Convention Coordinator, who made a presentation and invited everyone to attend the 36th Biennial Convention on September 27 – 30, 2007 in Omaha, NE.

**Courtesy Resolutions**
Courtesy Resolutions Committee members, Dorothy Carver and Irene Carter, presented the Courtesy Resolution on behalf of the committee. **Adopted.**
(The Courtesy Resolution is included with these minutes as Attachment #3.)

**Appreciation to Convention Coordinators**
President Pursiful asked the members to thank Milly Lewendon, Convention Coordinator, and Mike Healey, Vice Coordinator, and the team who worked with them for a smooth and enjoyable convention. It was the culmination of two years of dedicated planning and expert execution. There was a standing ovation.

**Announcements**
The installation banquet will begin at 6:30 p.m. in the Northwest Ballroom. There will be a cash bar in the foyer at 5:30 p.m.

President Pursiful reminded members of the incoming Board of Directors that the post convention board meeting would begin at 7:30 a.m. on Tuesday, September 13. All members of NAP are welcome to attend as observers.

**Adjournment**
Without objection, President Pursiful declared the meeting adjourned at 10:51 a.m. to meet again at 6:30 p.m. for the installation banquet.

**Call to Order**
President Pursiful called the meeting to order at 7:55 p.m. for the installation of officers. She welcomed everyone and introduced those at the head table.

**Installation of Officers**
Viola Brannen, NAP Past Secretary, installed the officers, directors-at-large, and the district directors. This was followed by Jeanette Williams's acceptance speech in which she outlined her theme and goals for the 2005-2007 biennium. She challenged members to respond to opportunities, work to achieve goals, and provide quality **leadership** to NAP members.

The president's pin and gavel were presented to Jeanette Williams, and the past president's pin was presented to Nola Pursiful.

**Adjournment Sine Die**
President Pursiful declared the 35th Biennial Convention adjourned sine die at 8:27 p.m. and invited everyone to attend the dessert reception honoring the new officers.

Chris Dickey
Secretary Pro Tem

Minutes Approval Committee:

Janis A. Hedrich
Chairman

Frank T. Fitzgerald

Ann Guiberson

Attachments:
1 – Update to Board of Directors Report
2 - Report of the Education Committee on E-Meetings
3 - Courtesy Resolution
SUPPLEMENTAL REPORT OF THE BOARD OF DIRECTORS

The NAP board of directors met September 7-9, 2005 and took the following actions:

- Amended the 2003-2005 budget
- Amended Board Special Rules of Order and Board Standing Rules
- Approved members' requests for reclassification from Parliamentarian and Registered Parliamentarian to retired status
- Professional Registered
- Changed the NAP headquarters procedure for credit card transactions
- Directed the Web master to implement secure connections on the NAP website
- Adopted a policy expressing NAP's commitment to full compliance with the law
- Amended the Rules for Reporting and Disposing of Ethics Complaints by changing the term accused to respondent
- Accepted an offer from the Virginia State Association of Parliamentarians to host the 2008 National Training Conference
- Commended the Minnesota State Association of Parliamentarians for their presentation and encouraged them to extend an invitation in 2006 to host the 2010 National Training Conference

Connie M. Deford
Secretary pro tem
REPORT TO THE 2005 NAP CONVENTION

The Education Committee submits the following report:

At the 2003 biennial convention, the content of the following resolution was referred to the Education Committee to report to the board or convention no later than the next convention:

Whereas, Many businesses and associations utilize electronic communication technology;
Whereas, The practice of conducting meetings and voting in a “virtual” setting is now commonplace;
Whereas, The 10th Edition of Robert's Rules of Order Newly Revised does not adequately address the issues of procedures for electronic meetings and voting via email or facsimile;
Whereas, Modern parliamentary practice must keep pace with new technologies or risk being labeled as irrelevant and antiquated;
Whereas, The National Association of Parliamentarians is the leading organization for the professional practice of parliamentary procedure;
Whereas, NAP requires a pro-active role in the development of modern parliamentary procedure;
Whereas, The members of NAP expect a sample set of basic rules of procedure for electronic meetings and voting; and
Whereas, NAP should serve the needs of its members and their clients; therefore be it
Resolved, That the NAP President shall appoint a special committee on electronic meeting procedures consisting of not less than five registered or professional registered parliamentarians; and be it further
Resolved, That this committee shall create a sample set of basic rules of procedure for electronic meetings, suitable for adoption by organizations and that this committee shall report to the next NAP biennial convention.

Determination regarding Preamble

The committee reviewed each of the clauses in the preamble and determined the following:
1. It is true that many businesses and associations use electronic communication technology.
2. The practice of conducting meetings and voting in a virtual setting is currently not commonplace, but it is becoming so in the business world.
3. In the preface to the current edition of RONR, it states:
   "The coming of the Internet and the widespread use of e-mail and the fax machine have stirred interest in the concept of an "electronic meeting." This edition notes that the opportunity for simultaneous aural communication among all participants is
central to the deliberative character of a meeting. It recognizes, therefore, that meetings may be conducted by videoconference or teleconference, when authorized by the bylaws and when regulated by appropriate special rules of order and standing rules specifying such things as how recognition is to be sought and the floor obtained. On the other hand, it warns that although e-mail or faxes may provide a suitable substitute for postal mail in the issuance of calls for meetings or the conduct of mail voting, they are not suited for the conduct of the deliberative process under the precedents and procedures common to parliamentary law.”

4. Modern parliamentary practice should attempt to keep pace with new technologies.

5. The National Association of Parliamentarians is the leading organization for the professional practice of parliamentary procedure.

6. NAP should take a pro-active role in the development of procedures for the modern-day practice of parliamentary procedure.

7. As a whole, NAP members do not expect a sample set of basic rules of procedure for electronic meetings and voting, but many members would appreciate having guidelines for the development of such rules.

8. NAP should serve the needs of its members; members serve the needs of their clients.

Based on these determinations, the committee then undertook its charge to review the enacting clauses of the proposed resolution.

Research Overview

All committee members were responsible for conducting research on e-meetings. Research was further delineated to include various techniques and issues, advantages, and problems with each format. Members also searched for samples of available rules regarding e-meetings.

This research was conducted using newspapers, publications, the World Wide Web, and personal interviews with individuals who actually use the technology.

Two virtual meetings were held, although not all committee members were able to participate. Members also participated in actual e-meetings with other organizations.

In all of the research conducted by the committee, it was evident that there is a plethora of information about the technology but very, very little information or suggestions about rules to govern e-meetings.
**Issues**

Modern technology includes a variety of electronic communication tools, and it is safe to say that groups are already meeting electronically. That same technology is pushing the issue of holding e-meetings. The economy and the competitive nature of business have accelerated this use. Companies are pressed to provide information faster with more personal attention—all at a lower cost.

A Google search of the term “e-meeting” in June 2005 resulted in 82,400 hits in many, many languages. By August, the number of hits had increased to 91,700. E-meeting is evidently an international term.

The bottom line is time and money. Time is an increasingly scarce asset, and the costs associated with face-to-face meetings have a significant impact on budgets.

According to the newspaper USA Today, the web conferencing industry was expected to generate $3.7 billion in revenue in 2004. WebEx, a company not yet ten years old that specializes in Web conferencing and controls more than two thirds of the market, expected to earn $250 million from over 10,000 customers in 2004. Providers of these remote conferencing services say sessions are becoming shorter but more frequent, evidently becoming just another daily business tool.

Just as for businesses (and perhaps even more so), non-profit organizations are becoming more aware of saving time and money since they are dependent on the services of volunteers and have limited resources.

The need for communication among members of a society or of a specific group within that organization is essential in successfully fulfilling the society’s mission. There may be times when organizations need a quick meeting to discuss an issue, and finding a location and coordinating people’s travel schedules on short notice is not always possible. Weather in some areas of the country may also be a factor.

People, including parliamentarians, are asking for assistance with these complex issues.

Most state statutes govern how meetings of non-profit and for-profit organizations may be conducted. Many require that all persons participating in the meeting can hear each other or that there is an opportunity for simultaneous communication.

Suffice it to say, rules are needed!
Terminology

It is important to understand certain terminology regarding electronic meetings.

asynchronous – not synchronized; not occurring at predetermined or regular intervals; sometimes called start-stop transmission. Most communication between computers and devices is asynchronous.

browser – provides computer access to the World Wide Web and to the Internet (i.e., Internet Explorer, Netscape, Safari)

e-meeting – electronically enhanced meeting

Internet – networking infrastructure; massive network of networks; used for e-mail, newsgroups, and instant messaging

posted thread – a series of messages that have been posted as replies to each other. By reading each message in a thread, one can see how the discussion evolved.

synchronous – occurring at the same time or at regular intervals; simultaneous communication

virtual – as if real, such as a virtual classroom

World Wide Web (Web) – means of accessing information over the medium of the Internet; an information-sharing model

There is also a distinction among the various types of meetings. The following are examples of synchronous e-meetings:

chat room – a virtual room (channel) where real time sessions take place; participants enter text by typing on a computer keyboard and that same text appears on the other computer monitors connected to the chat room

instant messaging – computer communication service that enables a type of private chat room with another individual’s computer

mixed meeting – a meeting where some of the participants are in one place and others attend via telephone or video

teleconference – verbal communication via telephone-based audio conference call
videoconference – a conference with live images carried over digital telephone networks; television-like communication augmented with sound. Users on each end can see and speak to each other as if they were at the same location. Two types of equipment may be used: desktop (computer and video camera used by one participant at each location) and conference room system (large viewing monitor and video camera).

web conference – (also known as net conference, web meeting, or net meeting) a conference wherein participants are linked via their Web browsers, are able to view presentations, documents, and live or recorded video, and are able to talk to one another via telephone connection.

The following are examples of asynchronous e-meetings:

e-mail – electronic mail, transmission of messages via computer over communication networks

fax – facsimile; digitized document (picture and/or text) transmission over communication lines

mail – postal mail

newsgroup – a forum; online discussion group using computers requiring connection to a news server
Advantages and Disadvantages

For all types of electronically enhanced meetings, there are advantages and disadvantages. These affect the organization, the meeting itself, and the individual participants.

Advantages of Synchronous E-Meetings

For the organization:
- Saves time
  - Ability to quickly gather members to address urgent issues
  - Faster decision-making
  - Quicker and easier dissemination of information
- Saves money
  - More money to devote to other activities or projects
- Increases productivity
  - Less disruption of business
  - Allows for greater participation than otherwise possible

For the meeting:
- More succinct
  - Requires pre-meeting organization
  - Shorter amount of time necessary to complete business
  - More focused
- Opportunity to use multiple media (for web conferencing)
  - Easy to document what happened in the meeting

For the individual participants:
- Saves out-of-pocket expenses
- Avoids stress of travel
- Lessens disruption of personal life
- Provides more time at home with family
- Safer (without air and vehicular travel)
Disadvantages of Synchronous E-Meetings:

For the organization:
Scheduling requires the time commitment of all participants

For the meeting:
Dynamics
More difficult to create an atmosphere of group rapport; impersonal
Distraction factor is higher
Difficulty in determining participant speaking order
Increased possibility of one person monopolizing the meeting
Technology
Easier to focus on technology rather than issues
Could fail when it’s most needed
Meeting provider may not support all types of computers (i.e., Apple)
Acoustical problems (within teleconferencing rooms)
Information
Available documentation in the meeting may vary from participant to participant

For the participant:
Greater preparation time required
Difficult to gauge reactions of others without observing body language
Lack of opportunity to socialize with clients or other key people
More difficult to build relationships with other participants
Networking opportunities are limited
No frequent-flier miles earned
Advantages of Asynchronous E-Meetings

For the organization:
Saves time
  Less disruption of business
Saves money
  More money to devote to other activities or projects
  No need to find and/or pay for a meeting location
  Most households have telephone, computer, and Internet access
Increases productivity
  Task oriented rather than socially oriented
  Better suits organizations without a fellowship emphasis
  Allows for greater participation than otherwise possible

For the meeting:
More leisurely
  Allows thoughtful consideration of issues
  Greater opportunity for research and consultation
Supports multiple discussion threads
Easy to document what happened in the meeting

For the individual participant:
  Allows access at a time that suits each participant
  Accommodates people in different time zones
  Saves out-of-pocket expenses
  Avoids the stress of travel
  Lessens disruption of personal life
  Permits more time at home with family
  Safer (without air and vehicular travel)
  Enables use of familiar telephone, computer, and Internet access
Disadvantages of Asynchronous E-Meetings

For the organization:
    Requires a lengthy commitment of time from all participants
    Takes longer to make decisions

For the meeting:
    Dynamics
    Meeting takes a considerable length of time
    Participants access information at varying times
    More difficult to create an atmosphere of group rapport; impersonal
    Distraction factor is higher
    Participants may have difficulty reaching a conclusion
    Technology
    Easier to focus on technology rather than issues
    Could fail when it’s most needed

For the participant:
    Difficult to gauge reactions of others without observing body language
    Might feel unheard, misunderstood, or ignored
    Easy to hold back, hold out, or acquiesce
    Communication tends to be more formal than spoken words
    Written word can be misunderstood
    No immediate feedback to messages
    Text messaging abbreviations may be confusing to participants
    Lack of opportunity to socialize with clients or other key people
    More difficult to build relationships with other participants
    Networking opportunities are limited
    No frequent-flier miles earned
Areas needing rules

In the May 4, 2004, edition of *The Wall Street Journal*, Henry Robert III is quoted as saying, “You have to impose regulations to preserve a group’s freedom to act to the best satisfaction attainable.” This is especially true in this latest meeting venue.

State statutes provide guidelines on how and when electronically enhanced meetings may be used by organizations operating within that particular jurisdiction. The bylaws of the organization must specifically allow for electronic meetings. Special rules of order also need to be developed to cover those meetings.

Much like Luther Cushing, the committee identified specific areas that would require such rules. Unlike Henry Robert, however, the specifics of those rules were not determined.

Suggested areas needing rules for synchronous e-meetings included equipment, definition of present, types of meetings and who can call them, notice requirements and agenda, quorum, timeframe, decorum, how to seek and grant recognition, frequency of participation, voting, and the record of the meeting.

The differences in requirements are dependent on the specific type of e-meeting and the organization itself. At a minimum the special rules of order would contain—
Rules for Synchronous E-Meetings

1. All participants must have access to the necessary equipment for participation in the e-meeting.
   Chat room, web conference, and net meeting all require Internet access and (optimally) broadband connection.
   Mixed meeting requires telephone for participants calling in and a speakerphone system at the meeting location.
   Teleconference requires telephone for participants and conferencing capability or subscription on the part of the organizer.
   Videoconference requires desktop (one participant at each location) or conference room system (large viewing monitors), video cameras that can send live pictures, and an on-line computer system to record communication among all participants.
   Note: There may be other options available.

2. All participants must be able to simultaneously hear and/or see in order to participate during the e-meeting. A member participating in an e-meeting by this means is deemed to be present in person at the e-meeting.
   Chat room participants see posted threads or messages.
   Mixed meeting participants hear.
   Teleconference participants hear.
   Videoconference participants see and hear.

3. Regular (board and/or committee) meetings may be held via e-meetings.
   The media selected may impose a limitation on the size of the board or committee; however, e-meetings can be used effectively in deliberative boards and/or committees to consider, investigate, or take action on certain matters or subjects or to do all of these things. Each organization must decide for itself under what circumstances e-meetings may be allowed, subject to any restrictions imposed by state statutes or by the organization's bylaws.

4. Special (board and/or committee) meetings may be held via e-meetings called as designated in the bylaws, by the presiding officer or committee chairman, or by a certain number of members.
   Each organization must decide for itself whether e-meetings may be used for special meetings and who has the authority to call a special e-meeting.
5. A minimum of (hours or days) notice shall be provided to all participants via (e-mail, fax, or telephone) by the (secretary, presiding officer, or chairman). Such notice shall include the agenda and supporting documentation for business to be conducted at the e-meeting. If notice is via e-mail or fax, participants shall be required to check their messages at specified intervals and respond within a specified time whether or not they are able to attend.

Each organization must decide for itself how much advance notice will be given (keeping in mind the time zones affected), how it will be delivered, and if delivered via e-mail, the frequency of participants viewing their messages. Alternatively, notice may be provided by telephone or fax. Especially for mixed meetings (in-person and call in), no other items of business should be added unless all participants have access to the same supporting documentation.

6. A majority of the (board or committee) members shall constitute a quorum for an e-meeting and, once established, shall be assumed present until the e-meeting is adjourned. Members are deemed present when they respond to the roll call.

There are different ways for members to join an e-meeting using the various media. Since visibility of members is not possible in many of the media, a roll call is the most effective method to ascertain the presence of a quorum. Once established, unless members advise they are leaving the meeting, it is assumed the quorum continues.

7. The (board presiding officer or committee chairman) shall call the e-meeting to order at the designated time and call the roll of attendees.

It is the duty of the presiding officer or committee chairman to determine the presence of a quorum.

8. Participants shall try, as much as possible, to eliminate background noise during the e-meeting, i.e., radio, television, music, appliances, and side conversations. Participants shall not place the telephone on hold if the system has music or messages playing while in that mode.

Refraining from disturbing the board or committee is definitely different in an e-meeting than in a face-to-face meeting. Background noises should be kept to a minimum.
9. The (board presiding officer or committee chairman) shall announce each agenda item in order. Each member shall be called upon (by predetermined order) to speak. The member may speak in debate, offer a motion, or pass. After each member has had an opportunity to speak the first time, the (board presiding officer or committee chairman) shall call upon each member to speak further in debate, offer a motion, or pass. By unanimous consent, a third opportunity to speak may be offered. All votes on a motion shall be by roll call.

This rule handles the problem of recognition or domination of debate by a few. It provides an equal opportunity for all participants to speak. Each organization must decide whether participants may interrupt to make a request or inquiry, e.g., raise a point of order, point of information, etc.

10. Board procedures for minutes shall be the same for e-meetings as for face-to-face meetings. Committees should designate a member to prepare a memorandum of each e-meeting.

Some web meeting or net meeting services offer the option of supplying a transcript or recording of the meeting. Minutes, however, are still required.

Other areas that might require rules involve how costs will be covered or limited, what happens if a communication link is lost, if the chair may participate in discussion, if a second will be required, and which motions will or will not be entertained.
Asynchronous e-meetings must be based on a trust that persons participating are authentic and authorized to participate.

Suggested areas needing rules for asynchronous e-meetings included equipment, types of meetings and who can call them, notice requirements and agenda, quorum, definition of present, timeframe, how motions are handled, which motions and how many at a time may be pending, voting, and the record of the meeting.

The differences in requirements are dependent on the specific type of e-meeting and the organization itself. At a minimum the special rules of order would contain—

**Rules for Asynchronous E-Meetings**

1. **All participants must have access to the necessary equipment for participation in the e-meeting.**
   - E-mail requires Internet access and (optimally) broadband connection.
   - Fax requires telephone line connected machine or capability by computer.
   - Newsgroups require Internet access, connection to a news server, and (optimally) broadband connection.

2. **Regular (board and/or committee) meetings may be held via e-meetings.**
   - The media selected may impose a limitation on the size of the board or committee. Each organization must decide for itself under what circumstances e-meetings may be allowed, subject to any restrictions imposed by state statutes or by the organization's bylaws.

3. **Special (board and/or committee) meetings may be held via e-meetings called as designated in the bylaws, by the presiding officer or committee chairman, or by a certain number of members.**
   - Each organization must decide for itself whether e-meetings may be used for special meetings and who has the authority to call a special e-meeting.

4. **The presiding officer or committee chairman shall develop an agenda and timeframe for the e-meeting.**
   - The agenda establishes the flow of the meeting and allows for preparation of any presentation, information, questions, or input to the topics for the meeting. The timeframe establishes the beginning and end times for the e-meeting to ensure that as many of the agenda items as possible will be addressed.
5. A minimum of (hours or days) notice shall be provided to all participants via (e-mail, fax, or telephone) by the (secretary, presiding officer, or chairman). Such notice shall include the agenda and supporting documentation for business to be conducted at the e-meeting. If notice is via e-mail or fax, participants shall be required to check their messages at specified intervals and respond within a specified time whether or not they are able to attend.

Each organization must decide for itself how much advance notice will be given (keeping in mind the time zones affected), how it will be delivered, and if via e-mail or fax, the frequency of participants viewing their messages. Alternatively, notice may be provided by telephone.

6. A majority of the (board or committee) members shall constitute a quorum for an e-meeting and, once established, shall be assumed present until the e-meeting is adjourned.

There are different ways for members to join an e-meeting using the various media. Once a quorum is established, unless members advise they are leaving the meeting, it is assumed the quorum continues.

7. The (board presiding officer or committee chairman) shall call the e-meeting to order at the designated time. Members are deemed present when they respond to the request for sign-in.

It is the duty of the presiding officer or committee chairman to determine the presence of a quorum. Sign-in is the most effective method to determine who is present.

8. The (board presiding officer or committee chairman) shall post each agenda item in order. Any member may then post a motion. Then other members may post debate. At a predetermined time, the (board presiding officer or committee chairman) puts the question to a vote. Members have a limited time to cast their votes, and once cast, the vote cannot be changed. The chairman announces the result of the vote.

The procedure for handling a motion differs from a synchronous e-meeting. No second is required. Rules need to be established for the length of time for consideration of specific motions. Likewise, rules need to be established for the length of time to cast votes. Methods for both secret and open voting must be established.
9. The organization shall establish how many motions can be under consideration at one time, which specific secondary motions may be offered, and which motions that bring a question again before the assembly will be allowed during an e-meeting. An asynchronous e-meeting can allow for more than one motion at a time if postings on each motion are clearly identified. All of the motions listed in RONR may not be appropriate for an asynchronous e-meeting. Allowable motions should be identified with a time line for their consideration.

10. Board procedures for minutes shall be the same for e-meetings as for face-to-face meetings. Committees should designate a member to prepare a memorandum of each e-meeting. Posted messages should not be considered as the minutes or memorandum of the e-meeting. A separate document should be prepared for each e-meeting.

Just as for synchronous e-meetings, other areas that might require rules for asynchronous e-meetings involve how costs will be covered or limited, what happens if a communication link is lost, number of postings allowed in debate, decorum, definition of calendar day if participants are in different time zones, if the chair may participate in discussion, and how confidential information will be controlled.

Conclusion

E-meetings are the new paradigm for parliamentary procedure. No longer are organizations content with holding only face-to-face meetings. The differences in suggested rules for synchronous and asynchronous e-meetings included in this document are just the tip of the iceberg. As each new medium evolves, a different set of rules will be required. It isn't one size fits all.

As reported in Fortune magazine, "Technology is simply the means to an end—the real focus should be on collaboration. And collaboration is a process; it isn't simply the automatic result of having people connected electronically."
Recommendation

The Education Committee recommends adoption of the following substitute resolution:

Whereas, Many businesses and organizations use electronic communication technology;
Whereas, The practice of conducting meetings in a virtual setting is becoming more commonplace in the business world;
Whereas, There is limited reference to electronically enhanced meetings in the current edition of Robert's Rules of Order Newly Revised;
Whereas, Modern parliamentary practice should attempt to keep pace with new technologies;
Whereas, The National Association of Parliamentarians is the leading organization for the professional practice of parliamentary procedure;
Whereas, NAP should take a pro-active role in the development of procedures for the modern-day practice of parliamentary procedure;
Whereas, NAP members do not expect a sample set of basic rules of procedure for electronic meetings but would appreciate having guidelines for the development of such rules;
Whereas, NAP should serve the needs of its members; members serve the needs of their clients;
Whereas, Asynchronous e-meetings do not adequately allow for a deliberative process, but many organizations use this type of meeting and need guidelines for rules of procedure; and

Whereas, Synchronous e-meetings provide opportunity for simultaneous communication among all participants, which is central to the deliberative character of a meeting; now therefore be it

Resolved, That the following guidelines be used by parliamentarians assisting clients holding synchronous e-meetings:

1. All participants must have access to the necessary equipment for participation in the e-meeting.

2. All participants must be able to simultaneously hear and/or see in order to participate during the e-meeting. A member participating in an e-meeting by this means is deemed to be present in person at the e-meeting.

3. Regular (board and/or committee) meetings may be held via e-meetings.

4. Special (board and/or committee) meetings may be held via e-meetings called as designated in the bylaws, by the presiding officer or committee chairman, or by a certain number of members.
5. A minimum of (hours or days) notice shall be provided to all participants via (e-mail, fax, or telephone) by the (secretary, presiding officer, or chairman). Such notice shall include the agenda and supporting documentation for business to be conducted at the e-meeting. If notice is via e-mail or fax, participants shall be required to check their messages at specified intervals and respond within a specified time whether or not they are able to attend.

6. A majority of the (board or committee) members shall constitute a quorum for an e-meeting, and once established, shall be assumed present until the e-meeting is adjourned. Members are deemed present when they respond to the roll call.

7. The (board presiding officer or committee chairman) shall call the e-meeting to order at the designated time and call the roll of attendees.

8. Participants shall try, as much as possible, to eliminate background noise during the e-meeting, i.e., radio, television, music, appliances, and side conversations. Participants shall not place the telephone on hold if the system has music or messages playing while in that mode.

9. The (board presiding officer or committee chairman) shall announce each agenda item in order. Each member shall be called upon (by predetermined order) to speak. The member may speak in debate, offer a motion, or pass. After each member has had an opportunity to speak the first time, the (board presiding officer or committee chairman) shall call upon each member to speak further in debate, offer a motion, or pass. By unanimous consent, a third opportunity to speak may be offered. All votes on a motion shall be by roll call.

10. Board procedures for minutes shall be the same for e-meetings as for face-to-face meetings. Committees should designate a member to prepare a memorandum of each e-meeting.

and be it further

Resolved, That the following guidelines be used by parliamentarians assisting clients holding asynchronous e-meetings:

1. All participants must have access to the necessary equipment for participation in the e-meeting.

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3. Special (board and/or committee) meetings may be held via e-meetings called as designated in the bylaws, by the presiding officer or committee chairman, or by a certain number of members.
4. The presiding officer or committee chairman shall develop an agenda and timeframe for the e-meeting.

5. A minimum of (hours or days) notice shall be provided to all participants via (e-mail, fax, or telephone) by the (secretary, presiding officer, or chairman). Such notice shall include the agenda and supporting documentation for business to be conducted at the e-meeting. If notice is via e-mail or fax, participants shall be required to check their messages at specified intervals and respond within a specified time whether or not they are able to attend.

6. A majority of the (board or committee) members shall constitute a quorum for an e-meeting and, once established, shall be assumed present until the e-meeting is adjourned.

7. The (board presiding officer or committee chairman) shall call the e-meeting to order at the designated time. Members are deemed present when they respond to the request for sign-in.

8. The (board presiding officer or committee chairman) shall post each agenda item in order. Any member may then post a motion. Then other members may post debate. At a predetermined time, the (board presiding officer or committee chairman) puts the question to a vote. Members have a limited time to cast their votes, and once cast, the vote cannot be changed. The chairman announces the result of the vote.

9. The organization shall establish how many motions can be under consideration at one time, which specific secondary motions may be offered, and which motions that bring a question again before the assembly will be allowed during an e-meeting.

10. Board procedures for minutes shall be the same for e-meetings as for face-to-face meetings. Committees should designate a member to prepare a memorandum of each e-meeting.

National Association of Parliamentarians 2003-2005 Education Committee:

Freddie L. Colston
Mary Loose DeViney
Patricia E. Dolan
Moira Grahame
Ann Guiberson
Patricia Lewis
Connie M. Deford
NAP Thirty-Fifth BIENNIAL CONVENTION, SEATTLE, WASHINGTON

COURTESY RESOLUTION

September 12, 2005

WHEREAS, Members assembled for the 35th Biennial Convention of the National Association of Parliamentarians (NAP), September 9 through 12, 2005, at the Doubletree Hotel Seattle Airport; and

WHEREAS, Members were inspired by the opening ceremonies and the keynote address by Dr. Alice Rowe; and

WHEREAS, Members appreciated the dedication of Convention Coordinators Milly Lewendon, Mike Healy, Bobbie Healy, and convention committee members to provide an outstanding professional, educational, and networking event; and

WHEREAS, Members received meaningful service and informative reports from NAP officers, standing and special committees; and

WHEREAS, Members and public attendees participated in the interactive workshop, coordinated by Amelia Adair, and led by NAP PRP's Carl Ann "Jimmy" Stickeler, Maurice Henderson, and Robert Dolan; and

WHEREAS, Members had at least three opportunities to attend one of twenty-four educational workshops, coordinated by Mary L. Randolph, PRP and led by NAP leaders; and

WHEREAS, Members enjoyed the accommodations and services provided by the staff of the Doubletree Hotel Seattle Airport; now, therefore, be it

RESOLVED, That members recognize Nola Pursiful, PRP, for her gracious leadership and expertise in presiding; and

RESOLVED, That this resolution be incorporated in the convention minutes and that copies be given to the Doubletree Hotel Seattle Airport, Milly Lewendon, and NAP President Nola Pursiful, PRP; and, be it further

RESOLVED, That the members rise with a standing ovation to recognize NAP President Nola Pursiful, PRP, and all NAP members of the United States of America and Canada who have made a contribution to make this an outstanding biennial convention.

Irene Carter, RP
Dorothy C. Carver, RRP