# NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

**Minutes of the Regular Meeting**

**Board of Directors**

**May 12, 2020**

 **Call to Order:**

President Darlene Allen, PRP, called the regular meeting of the NAP Board of Directors to order at 7:00 PM CDT, on May 12, 2020. The meeting was held utilizing AdobeConnect.com.

# Welcome:

The president welcomed the board members and guests and thanked them for attending.

# Board Members Present:

# President Darlene Allen, PRP; Vice President Wanda Sims, PRP; Secretary Kevin Connelly, PRP; Treasurer Carrie Dickson, PRP; Director-at-Large Carl Nohr, PRP; Director-at-Large Adam Hathaway, PRP; Director-at-Large Joyce Brown-Watkins, PRP; District 4 Director Robert Schuck, RP; and District 5 Director Larry Martin, PRP.

# Advisers Present:

 NAP Executive Director Cyndy Launchbaugh; NAP Parliamentarian Timothy Wynn,

 PRP; Dave Whitaker, PRP, AdobeConnect technological support; and Leah Patrice

 Nolan, AdobeConnect technological support.

**Guests Present:**

Alisa Drayton, Allison David, Arlinda Clark, Atul Kapur, Barbara Miller, Bennyfer Bridgewater, Betty Turnstall, Beverly Tatham, Carole Brinkley, Ceresh Perry, Chanta L. Jackson, Cindy Hinckley, Cynthia Mills, Darlene Davis, Darryl Blackwell, David White, David Perez Hurley, David White, Denise Irminger, Diana Duncan, Don Freese, Donald Garrett, Donna Mitchell, E. Tonya Greenwood, Eli Mina, Ferial Bishop, Glenda Elie, Gregory Delts, Gwen Jarvis, Henry Lawton, Jackquline May, Jan Strand, Jeanette Williams, Jeannine Hunte, Jodie Sanders, Junita Carn, Karen A. Williams, Karen Price, Kenya Richardson, Kevin Dahlman, Kiesha Hunphrey, Lael Pierce, Lekesha Hill, Lucy Anderson, Marilyn Gonyo, Mary Loose DeViney, Maurice S. Henderson, Michelyn Washington, Mona Calhoun, Nancy Terpening, Nicole McIntyre, Renell Grant, Richard Brown, Robert Robinson, Robert Bruce Hill, Roland Williams, Rosalie H. Stroman, Sabine Eustache, Sabra Pacheco, Sandra Rice, Sharon M. Wells, Shawn Anthony, Sheryl C. Womble, Shmuel Gerber, Stan Graiewski, Susan Eads Role, Tasha Youngblood Brown, Theljewa Garrett, Tricia Callender, Valoree Althoff, Wanda Nelson, Weldon Merritt, Yvette Keesee, and Veronica Stubbs.

#  Quorum:

 A quorum was established with all nine voting members being present.

 **Adoption of Agenda:**

The agenda was approved without objection.

 **Report of the Minutes Approval Committee:**

 Minutes Approval Committee Chairman Larry Martin reported that the minutes

 of the regular meeting of March 6-8, 2020, and the executive session of

 March 6, 2020, were approved by the committee and distributed.

 **Reports of Officers:**

 The written reports of the board members were reviewed. The only addition to the

 written reports was that of Treasurer Dickson, who reported that she also attended the

 board meeting on March 6-8, 2020 and the Town Hall meeting on March 31, 2020.

 **Report of the Executive Director:**

Executive Director Cyndy Launchbaugh reported that the NAP headquarters is set to

 re-open from the pandemic lockdown on Monday, May 18, 2020.

 The biggest question that members have been asking is whether the NAP Training

 Conference will be live (in person) or perhaps virtual. She has supplied the board with

 options for the Conference. She recommended that the members be surveyed

 regarding their comfort levels in traveling in August to the Conference.

 It was adopted, without objection, that the board instruct the headquarters staff to

 survey the membership as to their willingness to attend the NAP Training Conference

 in person.

 **Financial Report:**

 Treasurer Carrie Dickson presented the financial report.

 **Report of the Membership and Registration Examiners Committee (MREC):**

 MREC Chairman reported that he reviewed the NAP Operational Policies and

 Procedures (NAPOPP) manual for applications concerning the committee. President

 Allen suspended all exams as of May 4, 2020. The committee was investigating

 virtual options for monitoring the exams. The committee made recommendations for

 amendments to the NAPOPP. In particular, the committee recommended the

 following motions:

1. “to amend the NAPOPP by adding 2.3.05 “All exams must be

 monitored in person unless otherwise approved by the NAP Board or the Membership

 and Registration Examiners Committee.”

1. to amend the NAPOPP by inserting in 5.1.05 “All exams must be

monitored in person unless otherwise approved by NAP Board or the Membership and Registration Examiners Committee.” between “A family member, or a person living at the same address as the applicant may not monitor the examination.” and “An additional monitor shall assist…”

 It was moved to amend the NAPOPP by adding 2.3.05 “All exams must be monitored

 in person unless otherwise approved by the NAP Board or the Membership and

 Registration Examiners Committee.” The motion was amended to strike “the NAP

 Board or,” so that the final motion read as: to amend the NAPOPP by adding 2.3.05

 “All exams must be monitored in person unless otherwise approved by the

 Membership and Registration Examiners Committee.” The motion was adopted

 without objection.

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 monitored in person unless otherwise approved by the NAP Board or the Membership

 and Registration Examiners Committee.” between “A family member, or a person

 living at the same address as the applicant may not monitor the examination.” and “An

 additional monitor shall assist…” The motion was amended to strike “the NAP Board

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 exams must be monitored in person unless otherwise approved by the Membership

 and Registration Examiners Committee.” between “A family member, or a person

 living at the same address as the applicant may not monitor the examination.” and “An

 additional monitor shall assist…” The motion was adopted without objection.

 It was moved to Amend NAPOPP Section 1.3 by adding '”Amendments may be

 proposed by NAP Board members or national committees.” The motion was adopted

 without objection.

 **Motion on Recommendation from Youth Committee Report:**

 It was moved that an area dedicated to youth groups and student members be added

 to the homepage on NAP’s website by June 30, 2020. The motion was adopted

 without objection.

 **Report of the 2020 NAP Training Conference Committee:**

 The 2020 NAP Training Conference Committee Chairman reported that committee will

 be giving every consideration to the safety of the attendees with regards to the

 COVID-19 pandemic.

 **Report of the Organizational Effectiveness Committee:**

 Organization Effectiveness Committee Chairman Donald Garrett reviewed various

 options for a virtual NAP Training Conference, should it become necessary.

 **Resignations:**

 Without objection, the board accepted the resignations of the following members from

 committees:

 Jessica Christopher - Chairman of MREC

 Cindy Hinkley - MREC

 Lori Lukinuk - Chairman of ISC (will remain on committee)

 **Appointment of Committee and Subcommittee Members and Chairmen:**

 Without objection, the board approved the appointment of the following members as

 committee members:

 Gretchen Denton, PRP and Sharon Kelly-Person, RP - Bylaws Committee

 Carl Nohr, PRP - Chairman, International Services Committee

 Crystal Thomas, RP - Organizational Effectiveness Special Committee

 Lorenzo Cuesta, PRP and Patricia Koch, PRP - Professional Development

 Content Subcommittee

 Traci B. Marquis, RP - Style, Editing, and Proofreading Special Committee

 Carla Patrick, Leah Nolan, and Crystal Rock - Webinar and Meeting Support

 Committee

 Kianna Bolante, Sabine Eustache, and Ryen Glynn – Youth Committee.

 **Motion on Automated Professional Proctoring Program:**

 It was moved that the Board of Directors approve the use of an automated

 professional proctoring program for the students taking the parliamentary procedure

 course through the University of Wisconsin Extended Learning Program. The motion

 was adopted without objection.

 **Announcements:**

 President Allen announced the she has received a correspondence from the members

 of the *Robert’s Rules of Order Newly Revised* (RONR) authorship team notifying NAP

 that the team will not be attending the NAP Training Conference in person, but is open

 to other options for the team’s participation at the Conference.

 The next scheduled regular meeting of the Board of Directors is scheduled for July 14,

 2020, via AdobeConnect.

 **Executive Session:**

 Without objection, the Board entered into Executive Session at 8:26 PM CDT.

 **Rise Out from Executive Session and Adjournment:**

 The board rose out of Executive Session at 9:19 PM CDT and adjourned at 9:20 PM

 CDT.

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 Kevin Connelly, PRP

 NAP Secretary

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 Chair Larry Martin, PRP Date Approved

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 Joyce Brown Watkins, PRP Date Approved

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Adam Hathaway, PRP Date Approved