# NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

**Minutes of the Special Meeting**

**Board of Directors**

**June 28, 2020**

**Call to Order:**

President Darlene Allen, PRP, called the special meeting of the NAP Board of Directors to order at 7:00 PM CDT, on June 28, 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 Joyce Brown-Watkins, PRP; Director-at-Large Adam Hathaway, PRP; Director-at-Large Carl Nohr, 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.

Tamara Harris, PRP, technological support.

**Guests Present:**

Ann Price, Ann Rempel, Barbara Elzey, Betty Green, Bob Williams, Carmella Watkins, Charlotte McKenzie, Cindy Hinkley, Cindy Lugan, Craig Michie, Cynthia Mills, David Meigel, David Mezzera, David Perez Hurley, Dawn Stewart, Deborah Underwood, Denise Irminger, Diana Duncan, Dollie McPartlin, Donald Garrett, Don Freese, Esther A. Heller, Ferial Bishop, Frances Rizo, Freddie Colston, Gregory Delts, Gwendolyne C. Brown, Henry C. Lawton, Jr., James Gilcreast, Jamie Whitfield, Jane A. Shovlin, Janice Booker, Janice Bush, Ja’Netta Kennedy, Jeanette Williams, Jeanine Hunte, Jill Martin, Jim Stewart, Jodie Sanders, Joy Freeland, Julie Palm, Larry Scott Blackmon, Laura Morgan, Lavdena Orr, Lisa A. Radcliffe, Lorraine Johnson, Lucy Anderson, Lynda Baer, Marcia Chandler, Margie Booker, Maria Trujillo-Tough, Marilyn Newman, Mary Loose DeViney, Mary Q. Grant, Mona Calhoun, Nancy Terpening, Nona W. Fisher, Orlando McGruder, Patricia Beemer, Regina L. Williams, Richard Halverson, Rick Sydor, Rob Robinson, Roberta Berry, Roger Woloshyn, Ronald Arruejo, Rosalie Stroman, Ruth Young, Sandra J. Sanders, Shalima L. McCants, Sharon Williams Jackson, Stan Graiewski, Stephanie Frye, Steve Glanstein, Sue Rothmeyer, Sylvia Arrowwood, Tannis F. Nelson, Teresa Stone, Theljewa Garrett, Thomas “Burke” Balch, Thomas DeMerritt, Thomas Holmes, Vernon Gray, Weldon Merritt, Willie Ross Watson, and Yvette Keesee.

**Vice-President Assumes Chair:**

President Allen stepped away from the chair to address audio issues and Vice-President Sims assumed the chair.

**Adoption of Agenda:**

The proposed agenda was adopted as distributed.

**President Assumes Chair:**

President Allen returned to the meeting and assumed the chair.

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

MREC Chairman Larry Martin reported that the committee had met and recommends the following two amendments to the National Association of Parliamentarians Operational Policies and Procedures (NAPOPP) Manual:

1. Amend the NAPOPP, Chapter 5 – Credentialing Requirements and Courses, 5.1 Procedure for Registration Examination, by adding the following:

5.1.23 Virtual Remote Monitoring – Individual Exams- online exams only.

1. Virtual monitoring (or non in-person monitoring) for NAP Membership and/or RP Exams must be pre-approved by the Membership and Registration Examiners Committee (MREC). This option will be granted based upon special circumstances that prevent the applicant and test proctor from being in the same room at the same location.
2. Applicants tested using virtual monitoring will be tested using the online exam format only. Zoom Video Conferencing with a second device, such as smartphone/ electronic tablet for verification of the exam, is the approved method unless otherwise pre-approved by the MREC.
3. These procedures only apply to one applicant with one testing proctor (monitor). The monitor will arrange the time and host set up where applicant and monitor must be able to see and hear each other at all times throughout the entire exam process. Recording of the exam process shall be required by the monitor. The recording shall be saved as a cloud recording in Zoom for no longer than 30 days after the date of the exam. After 30 days, such recording and all copies thereof shall be destroyed from all NAP records and accounts. Disclosure of this recording will be acknowledged on the certification form by monitor and applicant.
4. The applicant shall verify their identification by showing a government-issued picture ID (example: driver’s license, passport, etc.) on the Zoom screen to the monitor before beginning the exam. Using the Zoom app on a smartphone or electronic tablet, the applicant shall move their smartphone/ electronic tablet device to allow the monitor to see that they are the only individual in the testing room and no resources, with the exception of a blank sheet of paper, are near the testing area. Part I of the RP exam allows for an open-book exam using the RONR or In-Brief. If a blank sheet of paper is being used, the applicant must display both sides of the paper prior to beginning the exam.
5. Upon completion of the viewing of the test area, the smartphone/ electronic tablet device that is logged in to Zoom will be placed so that the applicant, the desktop or laptop computer screen, the top of the desk, and the blank sheet of paper (if used) are in full view of the entire camera. Virtual backgrounds within the Zoom app will not be allowed.
6. Unless special accommodations are made prior to the exam, the applicant shall not read the questions out loud nor the answer choices out loud.
7. The monitor will provide the website address and any appropriate login credentials to the applicant in the Zoom chat feature for the student to access the online exam. The applicant will open a web browser and use the website address and any appropriate login credentials to access and begin the exam.
8. The monitor’s responsibility is to observe the applicant, specifically, the eye movements (to see if other documents are being scanned), attention to the applicant’s side-to-side movement (to see if other publications are being reviewed), and that other persons are not assisting the applicant. If there are questionable activities by the applicant, the monitor must interrupt the exam by a chat entry, microphone use, and/or cease the exam.
9. The NAP membership exam must be completed in one continuous, uninterrupted sitting.
10. RP examinations may be taken in parts. The camera must remain activated on the smartphone/ electronic tablet even if a break is requested by the applicant between RP parts (assuming multiple testing at this same time). The monitor may request a repeat of ID verification, scanning the room, and ensuring the applicant is alone when beginning another Part of the RP exam.
11. Amend the NAPOPP, Chapter 2 – GENERAL MEMBERSHIP. 2.3 Membership Examination,

by adding “2.3.06 Individual online membership exams by Remote Virtual Monitoring are subject to 5.1.23.”

It was moved that the NAPOPP be amended by adopting the MREC recommendation # 1. The motion was adopted without objection.

It was moved that the NAPOPP be amended by adopting the MREC recommendation # 2. The motion was adopted without objection.

**Report of the Executive Director:**

Executive Director Launchbaugh reported about the membership survey on the likelihood of the members attending the NAP Training Conference.

It was moved to rescind the site selection for the 2020 National Training Conference. The motion was adopted by a vote of 9 Yes, 0 No.

**Report of the Organizational Effectiveness Committee (OEC):**

OEC Chairman Donald Garrett reported that the committee met and makes the following recommendations:

1. That the NAP Board of Directors hold the 2020 National Training Conference and Membership Meeting in an exclusively electronic format.
2. That the NAP Board of Directors authorizes the Executive Director to procure a vendor to support the transition to and production of an electronic National Training Conference, provided that the vendor can support the minimum software capabilities described by the Organizational Effectiveness Committee in its June 28, 2020 report.

 It was moved to adopt the OEC’s recommendation # 1. The motion was adopted by a vote of 8 Yes, 1 No.

It was moved to adopt the OEC’s recommendation # 2. The motion was adopted by a vote of 9 Yes, 0 No.

**Report of the Professional Development Committee (PDC):**

PDC Chairman Mona Calhoun reported that the committee met on May 18, 2020 to discuss suggestions and best practices and decide on a contingency plan for hosting a Professional Qualifying Course (PQC) and Professional Renewal Course (PRC) in conjunction with the 2020 National Training Conference (NTC) should the conference be held virtually.

It was moved to approve the electronic and administrative changes in the PQC and PRC as outlined by the PDC in its report. The motion was adopted by a vote of 9 Yes, 0 No.

**Announcements:**

The next Town Hall meeting will be on Tuesday, June 30, 2020, and the topic will be on the virtual NAP Training Conference.

The next regular meeting of the NAP Board of Directors will be July 14, 2020 via AdobeConnect.com.

**Adjournment:**

The meeting adjourned at 8:18 CDT.

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Kevin Connelly, PRP

NAP Secretary

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 Chair Larry Martin, PRP Date Approved

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 Adam Hathaway, PRP Date Approved

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Joyce Brown Watkins, PRP Date Approved