# NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

**Minutes of the Regular Meeting**

**Board of Directors**

**August 26, 2020**

**Call to Order:**

President Darlene Allen, PRP, called the regular meeting of the NAP Board of Directors to order at 5:00 PM CDT, on August 26, 2020. The meeting was held via Zoom Conferencing.

# 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, Zoom technological support; and Leah Nolan,

Zoom technological support

**Guests Present:**

Andrea Hilburn, Ann Rempel, Atul Kapur, Barbara Whitaker, Bennyfer Bridgewater, Brian Pelkie, Carmela Watkins, Carol Davis, Caroline Sedlacek, Charles Mencke, Cindy Hinckley, Corliss Baker, Crystal Akens, Cynthia Lugan, Cynthia Powers, David Williams, Denise Irminger, Dominique Dentan, Don Freese, Donald Garrett, Edward Moore, Elizabeth James, Erma Smithy, Evayon Farnum, Gladys Henderson, Jakquline May, Janice Booker, Jeanette Williams, Jeannine Hunte, Jennifer Freund, Jodie Sanders, Julie Palm, Karen Odom, Kathleen Boyer, Kay Crews, Kelly Lucas, Latisha Corey, Lavdena Orr, Leonora Branca, Linda Juteau, Lovene Knight, Lucy Anderson, Lynda Baer, Mark Apodaca, Mark Kelland, Mary Grant, Nathan Wilkes, Nona Fisher, Patricia Cauley, Paul McClintock, Regina Williams, Rosalie Stroman, Rose Acerra, Sandra Cook, Shaneka Giscombe, Sheryl Womble, Sonya Johnson Clark, Steven Cook, Susie Wright, Tamara Harris, Tamesia Garner, Tanya Johnson, Terry Young, Theljewa Garrett, Theresa Staples, Tomasina Cook, Valerie Martin, Vera Toney, Vicki Walter, Virginia Altman, Vivian Tansil, Weldon Merritt, Yoshida Kirkwood, and Yvette Keesee.

# 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 July 14, 2020, the executive session-special meeting of July

12, 2020, and the special meeting of July 20, 2020, were approved by the committee

and distributed.

**Reports of Officers:**

The written reports of the board members were reviewed. There were no additions to

the written reports.

**Report of the Executive Director:**

Executive Director Cyndy Launchbaugh reported that currently the total number of

members in NAP was 4,054, which was a 5% increase over the number at the same

time last year. It consisted of 343 Professional Registered Parliamentarians, 68

Retired Professional Registered Parliamentarians, 339 Registered Parliamentarians, 42

Retired Registered Parliamentarians, 3,183 Regular members, 72 Student Members, 4

Student Professional Registered Parliamentarians, and 3 Student Registered

Parliamentarians.

The Virtual Leadership Conference went off very well, with just a few minor technical

issues caused mainly by the participants’ internet connections.

E.D. Launchbaugh expressed the hope that members living in the areas affected by

the two tropical storms continued to be safe.

The headquarters staff will start the implementation of the Association Management

System soon, and it will go live by December 1, 2020, in time for the invoicing of the

2021 membership dues.

**Financial Report:**

Treasurer Carrie Dickson presented the financial report.

**Report of the Policy and Procedures Committee:**

Policy and Procedures Committee Chairman Kevin Connelly submitted proposals to

the NAP Operational Policies and Procedures (NAPOPP) Manual on behalf of the

committee, which had originally been proposed to the committee by the Membership

and Registered Examiners Committee.

**Motions to amend the NAPOPP:**

It was moved to amend the NAPOPP, Chapter 5 – Credentialing Requirements and

Courses, 5.1 Procedure for Registration Examination, 5.1.23 Virtual Remote Monitoring

– Individual Exams, D, by striking“or in Brief” and inserting “(current edition)”.

The motion was adopted without objection.

It was moved to amend the NAPOPP, Chapter 5 – Credentialing Requirements and

Courses, 5.1 Procedure for Registration Examination, 5.1.23 Virtual Remote Monitoring

– Individual Exams, G, by inserting “on his/her desktop/laptop computer” between the

words “The applicant will open a web browser” and “use the website address…”

The motion was adopted without objection.

It was moved to amend Chapter 5 – Credentialing Requirements and Courses,

5.1 Procedure for Registration Examination, by adding the following:

5.1.24 Virtual Remote Monitoring –Group Exams-online exams only.

1. Virtual monitoring (or non in-person monitoring) for NAP Membership and/or RP Exams administered in a group setting must be pre-approved by the Membership and Registration Examiners Committee (MREC). This option will be granted based upon special circumstances that prevent the applicants and test proctors (monitors) 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 is the approved method unless otherwise pre-approved by the MREC. Group exams are allowed whereby all participants (all applicants and monitors) are in different locations.
3. These procedures only apply when there are multiple applicants with one or more testing proctors (monitors). One proctor may monitor no more than three applicants within any one continuous, uninterrupted sitting. In groups larger than three, multiple proctors shall assist with monitoring the exam during the same time slot so long as there are no more than three applicants per proctor. If this is necessary, the breakout room feature in Zoom will be utilized to assign applicants to monitors as needed. 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.
4. 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.
5. 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 current edition of the RONR. If a blank sheet of paper is being used, the applicant must display both sides of the paper prior to beginning the exam.
6. 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. If multiple breakout rooms are being used, in order to accommodate more than three applicants, all of the aforementioned ID verification checks, technology setup requirements, and testing room environment verification will be completed prior to moving the applicant in to their assigned Zoom breakout room.
7. Unless special accommodations are made prior to the exam, the applicant shall not read the questions out loud nor the answer choices out loud. If such accommodations are requested and approved, the applicant will need to have a separate proctor in his/her own breakout room.
8. The monitor will provide the website address and the unique appropriate login credentials to each applicant in the Zoom private chat feature for the student to access the online exam. The applicants will open a web browser on his/her desktop/laptop computer and use the website address and any appropriate login credentials to access and begin the exam. If multiple breakout rooms are being used, this information will be sent via private chat from the monitor to the applicant once the applicant has entered his/her assigned breakout room.
9. 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. Any interruptions should be minimal in order to avoid distracting other applicants taking the exam.
10. The NAP membership exam must be completed in one continuous, uninterrupted sitting.
11. 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.”

The motion was adopted without objection.

**Report of the Membership Extension and Retention Committee (MERC):**

Vice-President Wanda Sims stated that there were no additions to the District

Directors’ reports.

**Report of the Professional Standards Committee:**

Professional Standards Committee Chairman Weldon Merritt reported that the

Committee had processed several complaints filed this past year. Key Crews from the

Joint Ethics Committee of NAP and the American Institute of Parliamentarians reported

on the current proposed wording of the Joint Policy on Ethics, now entitled the CODE

OF PROFESSIONAL RESPONSIBILITY FOR PARLIAMENTARIANS.

**Resignations:**

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

committees or chairmanships:

Susan Eads Role, PRP Chairman, from the Strategic Partnerships Special Committee

Abby Lee Hood, from the Strategic Partnership Special Committee

Lynda Schramm, from the Education Resources Committee

**Appointments:**

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

committees or chairmanships:

Latisha Corey, Chairman, of the Strategic Partnerships Special Committee

Dave White, RP to the Youth Committee

Tanya Blackshear to the Webinar and Meeting Support Committee

Rachel Miller-Bleich to the Strategic Partnership Committee

Marilyn Newman, PRP to the Education Resources Committee

George Anthony Pratt to the Youth Committee

**Adoption of the CODE OF PROFESSIONAL RESPONSIBILITY FOR PARLIAMENTARIANS:**

The CODE OF PROFESSIONAL RESPONSIBILITY FOR PARLIAMENTARIANS, the proposed revision of the Joint Code of Ethics of NAP and the American Institute of Parliamentarians, was adopted without objection. (see attachment A).

**Proposed Amendments to the NAPOPP:**

The following amendments to the NAPOPP, 5.1.24, were moved:

5.1.24 G.  to strike out " If such accommodations are requested and approved, the

applicant will need to have a separate proctor in his/her own breakout room.   If multiple breakout rooms are being used, this information will be sent via private chat from the monitor to the applicant once the applicant has entered his/her assigned breakout room."  and substitute "If such accommodations are requested and approved, applicants will need to have separate proctors in their own breakout rooms. If multiple breakout rooms are being used, this information will be sent via private chat from the monitor to the applicant once the applicant has entered the assigned breakout room.”

5.1.24 H. to strike out "The applicants will open a web browser on his/her desktop/

laptop computer and use the website address and any appropriate login credentials to access and begin the exam. If multiple breakout rooms are being used, this information will be sent via private chat from the monitor to the applicant once the applicant has entered his/her assigned breakout room” and substitute "Applicants will open a web browser on their desktop/laptop computers and use the website address and any appropriate login credentials to access and begin the exam.  If multiple breakout rooms are being used, this information will be sent via private chat from the monitor to the applicant once the applicant has entered the assigned breakout room.”

5.1.23 D.  to strike out "The applicant shall verify their identification by showing a government-issued picture ID" and substitute "Applicants shall verify their identification by showing a government-issued picture ID"

5.1.23 G.  to strike out   "on his/her desktop/laptop computer" and substitute "on the applicant's desktop/laptop computer."

The motions were referred to the Policies and Procedures Committee.

**Announcements:**

President Allen reminded the Board that the next regular meeting of the NAP Board of

Directors was scheduled for September 8, 2020 at 7:00 PM CDT, and that the Fifth

Tuesday Townhall Meeting is scheduled for September 29. 2020.

**Adjournment:**

The meeting adjourned at 6:00 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

Attachment A

CODE OF PROFESSIONAL RESPONSIBILITY FOR PARLIAMENTARIANS

Jointly Adopted by **The National Association of Parliamentarians®**

# and The American Institute of ParliamentariansTM

Initially Adopted 2001, Revised and Renamed 2020

The National Association of Parliamentarians® and the American Institute of Parliamentarians© join together in approving and supporting this Joint Code of Professional Responsibility on behalf of the entire parliamentary profession. Members of both organizations recognize the supreme importance of respect for equal justice, the pursuit of truth, and the nurture of democratic principles. We regard as essential to these goals the protection of freedom of speech and the guarantee of equal opportunity through the use of parliamentary law. As guardians of parliamentary procedure, we play a vital role in the preservation of a democratic society. A consequent obligation is to maintain the highest standards of ethical conduct. As such, we adopt this code to guide us in the minimum standard of conduct for our members. Members may be expected to abide by additional organizational standards, such as rules of accreditation. The standards presented here establish the minimum actions which we each expect of ourselves, and of each other; the consciences of all parliamentarians must guide the extent to which their own actions should rise above these rules that bind us all.

# Aspirational Standards for Parliamentarians\*

A parliamentarian should:

* 1. Assist in upgrading and improving the profession.
  2. Assist in maintaining the integrity and competence of the profession.
  3. Maintain high professional standards and keep abreast of the latest research in the field.
  4. Promote a spirit of cooperation, professionally responsible practice, and fair dealing with colleagues.
  5. Conduct oneself so as to reflect credit on the profession and inspire the confidence, respect, and trust of clients and the public.
  6. Encourage non-discriminatory standards in all aspects of parliamentary practice.

*\* Section 1 articulates the "ideals" toward which all parliamentarians should aspire. They are not intended to be subject to discipline.*

# Professionally Responsible Standards within the Profession

A parliamentarian shall:

* 1. Refrain from misrepresentation or other conduct that may reflect adversely on the profession.
  2. Refrain from knowingly or recklessly making untrue comments about the work, knowledge, fitness, or other qualifying aspect of another parliamentarian.
  3. Immediately report to the committee overseeing enforcement of this code any known violation of this code of professional responsibility that represents a material threat to the perceived integrity of the profession. When requested, the parliamentarian shall provide testimony to the appropriate committee, and shall assist the committee in the fulfillment of its charge.
  4. Refrain from violating or attempting to violate any standard contained herein through the acts of another.

# Professionally Responsible Standards Related to Obtaining Appointments

A parliamentarian shall:

* 1. Not knowingly or recklessly misrepresent parliamentary credentials, education, or experience.
  2. Refrain from giving anything of more than nominal value to anyone for recommending the parliamentarian’s services, except for the reasonable cost of advertising, the usual charges of a referral service, or payment for the purchase of a parliamentary practice.
  3. Decline any appointment that the parliamentarian knows or should know the parliamentarian is not competent to handle.
  4. Decline any appointment in which the parliamentarian is likely to be unduly restricted in the exercise of independent professional judgment.

# Professionally Responsible Standards in Relation to Clients

A parliamentarian shall:

* 1. Prepare adequately and act with reasonable diligence and promptness in providing service to a client in accordance with any agreement with the client.
  2. Advise the client on the proper application of the accepted rules of parliamentary procedure.
  3. Not accept gratuities or favors that might appear to warp professional opinions.
  4. Keep in confidence any information obtained in the course of professional service, absent informed consent from the client, except to the extent the parliamentarian reasonably believes the release of such information is reasonably necessary to prevent or report criminal or fraudulent activity, to secure professional advice about compliance with the Code of Professional Responsibility, to establish a claim or defense, including in a matter before the ethics committee, or to respond to allegations in any proceeding concerning the parliamentarian’s service to the client, or to comply with law or a court order.
  5. Maintain a position of objectivity and impartiality, and avoid participating in substantive debate, to the extent required by the role in which the parliamentarian provides service.
  6. Make reasonable efforts to call to the attention of the client significant deviations from the rules that may be harmful to the rights of members of the assembly, as is required by the role of the parliamentarian.
  7. Not withdraw from employment without reasonable justification without first taking reasonable steps to avoid foreseeable detriment to the client.