



NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

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NATIONAL REPRESENTATIVE GUIDELINES

Each association is entitled to have an official NAP representative attend a scheduled membership event once during the biennium. Each district is entitled to have an official NAP representative at its biennial conference.

Appointment Guidelines

The following guidelines will be followed during the current biennium:

- NAP representatives shall be selected from the members of the NAP board of directors and its advisors to provide the association or district with current information.
- An official NAP representative may not serve two consecutive years for the same association or two consecutive conferences for a district.
- NAP District Directors may serve as NAP representatives for associations within their district.
- Association presidents or district directors may contact an individual regarding availability; however, that does not ensure that the appointment will be made. The NAP President is the sole approver of national representatives.
- The NAP President will use eligible leaders in an equitable rotation to the extent possible.
- NAP officers, board members, or advisors shall not contact any association or district suggesting or requesting that they be the official NAP representative.
- Every attempt will be made to assure that each eligible leader serves as an official representative at least twice during the biennium.

Host Responsibilities

The host association or district:

- Will contact the representative with meeting details as soon as possible following notification. After designation by the NAP President, correspondence regarding the visit is between the national representative and the association or district. Such correspondence should take place no later than one month prior to the event.

- Is responsible for transportation, meals, and lodging at the meeting site for the NAP representative.
- Shall make any lodging reservations and provide the representative with confirmation and contact numbers.
- Will have NAP educational materials for sale at the meeting.
- Provides a report to the NAP President following the visit within two weeks after the association or district conference.

NAP Responsibilities

- NAP is responsible for transportation from the representative's home until they reach the event city and back home from the event city.

NAP Representative Responsibilities

The NAP representative is to:

- Participate in the association or district program, which generally will include no more than one workshop.
- Facilitate a feedback session with the local leadership and meeting attendees.
- Present a NAP Update, limited to 15 minutes.
- Prepare and file a written report with the board of directors through headquarters following the meeting. Travel reimbursement will not be authorized until the report is submitted to and received by NAP Secretary and Executive Director.

Appointment Procedures:

- The association president or district director completes the "NAP Representative Request Form" and forwards it to NAP Headquarters. An event information sheet should be submitted with this request.
- The NAP President makes the appointment based on the guidelines listed above, discussion with the requesting association or district, and his/her own judgment.
- The association or district contact person and the representative requested are notified of the official appointment by NAP Headquarters.

Additional Information:

Please review the current NAP Operational Policies & Procedures Manual for additional information regarding NAP representatives.