



NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

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National Representative Request Form

Each association will be allowed to have a NAP Representative *once* during the biennium. Please see the details on the following page.

Association Name _____

Meeting Dates
(arrival date through departure date) _____

Meeting Location *(City, State/Province)* _____

Nearest Airport to Meeting Location _____

Total Number of Anticipated Attendance
(NAP brochures will be mailed to the association president. These brochures should be placed inside the registration packets/folders for all the participants.) _____

List the names of three board members, in order of preference, who have not served as the NAP representative to your association in the past two years whom you wish to invite to your meeting if available and if approved by the NAP President. If you have no preference, please leave this section blank.

_____ If no one listed above is available, our association will opt out of having a NAP Representative this year.

Signature of Association President*

Fax or mail your request to NAP Headquarters. Allow two weeks for processing.

_____ is hereby assigned to serve as national representative to the annual meeting or convention of the association listed above.

NAP President

Date

* If submitting via e-mail, I understand that typing my name on the line above constitutes my official signature of this document.

Associations will be allowed to have an official NAP Representative at an association meeting only *once* during the biennium, rather than each year. Associations may want to carefully consider their requests. In particular, associations should consider the following:

- If the association will be having a particularly important event (such as a milestone anniversary celebration) during one of the biennium years, and want to have an NAP Representative at that event, request a representative for that year only. This is particularly important if the celebration will be in the second year of the biennium; if the association receives an official representative visit during the first year, they will not receive another during the second year.
- If the association will have a change of officers between the first and second years of the biennium, it is important that the first-year officers and their likely successors work together in planning for an official representative visit to decide on the year in which the official visit will be requested.
- There may be instances in which none of the requested officials are available. In the past, if this happened during the first year of the biennium, the association could accept whoever was sent as a substitute, and then request their preferred choice again the following year. That will no longer be an option, since if they receive an official visit the first year (whether or not by their preferred choice), they will *not* receive one the second year. Associations submitting a request during the first year therefore should list only names of those they really want to have; furthermore, the association may also indicate that if their preferred choice is not available, they do not want an official representative that year. Then during the second year they can try again for their preferred choice(s).
- Associations should be encouraged to let the district director know if they will not be receiving an official NAP Representative visit for a particular year, so the district director may plan your visit to cover that year. Although the district director will not be considered an official NAP Representative during that visit, he/she will provide the same services (such as the NAP Update, workshop presentation, and installation of officers).

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
Information Form for National Representative

This is to be completed by the contact person in the association or district and sent directly to the National Representative as soon as possible. Please send copy of your program, agenda, call to convention, bylaws, and/or other information to help the representative prepare for the event. Most of this material may be covered in a telephone conversation.

Send to assigned National Representative

Name of State Association/District _____

Contact Person _____

Address _____

City, State/Province, Zip Code _____

Home Phone _____

Mobile Phone _____

E-mail Address _____

Web site _____

MEETING INFORMATION

Meeting Date(s) _____

Nearest Airport _____

Meeting Facility _____

Address _____

City, State/Province, Zip Code _____

Phone _____

Approximate number of attendees _____

HOTEL WHERE NAP REPRESENTATIVE WILL BE STAYING

(If different from meeting facility)

Hotel _____

Address _____

City, State/Province, Zip Code _____

Phone _____

NAP REPRESENTATIVE'S SCHEDULE
(Saturday night stay may be required if flying)

Suggested Arrival Day and Time _____

Suggested Departure Day and Time _____

Ground Transportation:

An association member will meet you at the airport _____ Yes _____ No

Taxi companies/phone numbers _____

Hotel shuttle service—phone number _____

Approximate cost

(to be reimbursed by association/district) \$ _____

Approximate amount of time to allow from airport _____

NAP REPRESENTATIVE'S RESPONSIBILITIES

(Indicate yes, no, or optional)

NAP Update (Required by NAP)

_____ A minimum of 20 minutes is recommended for the NAP Update. If more time is available, please indicate allowed time here: _____

Workshop

_____ The NAP Representative may present a maximum of one workshop. (NOTE: A minimum of at least one more workshop must be conducted by an association/district member.) Indicate preferred topic, amount of time allocated, level of training desired, and anticipated attendance. If the topic to be decided by the representative, indicate what topics have been covered in recent workshops to avoid duplication.

Installation of Officers

_____ The NAP Representative is requested to conduct the installation ceremony. List outgoing officers (names and titles):

Slate of nominees for office (names and titles):

Amount of time scheduled for installation: _____

Customs of association (e.g. Presentation of President's pin, transfer of gavel, etc.): _____

_____ Attend pre- and/or post-convention board meetings, meal functions, etc.

List other responsibilities and additional information as necessary.