



2023 Book of Reports

44th | **NAP Biennial
Convention**
ATLANTA, GA



Officer: Wanda M. Sims, PRP – President

Activities:

- Chaired all regular and special meetings of the Board of Directors
- Appointed standing and special committees with the approval of the Board of Directors
- Attended standing and special committee meetings
- Attended the NAP Educational Foundation meetings
- Attended various Unit and Association meetings (as the National Representative)
- Performed the duties of the treasurer for two months (while the position was vacant)
- Signed contracts for the new website, the learning management system, and exam proctoring services
- Signed partnership agreements for youth organizations and NAP Education Foundation
- Approved the NAP Representative requests from various Associations
- Attended District Conferences and Leadership meetings
- Submitted the president's messages for the NP
- Participated in the New Member Orientation Webinar
- Attended the funeral services for Past President Leonard Young, PRP, Betty Tunstall, PRP-R, and Peola H. McCaskill, PRP-R
- Hosted NAP's 92nd and 93rd Virtual Anniversary Celebration and the NAP Open House and dedication for the Bridge-to-the-Future Honor Wall at NAP Headquarters
- Attended the Training Conference and Biennial Convention Coordinators and Leadership Committee meetings
- Attended the chartering ceremony for the Parliamentary Gems Unit
- Observed two professional registered parliamentarian qualifying evaluations
- Held meetings with BlueSky to discuss the development of courses for NAPU (National Association of Parliamentarians University)
- Toured Hotel Albuquerque, the venue of the 2022 National Training Conference and the Renaissance Atlanta Waverly Hotel venue of the 2023 Biennial Convention
- Toured hotels in Phoenix, AZ, and Denver, CO – potential sites for the 2025 Biennial Convention
- Conducted a workshop on Leadership for the Delaware State Association of Parliamentarians Leadership Conference
- Conducted a workshop on Presiding and Script Writing for the Nebraska State Association of Parliamentarians Annual Conference and a Presiding workshop for the 2023 Leadership Conference
- Served on a President's Panel sponsored by the Electronic Association of Parliamentarians
- Gave greetings and remarks on behalf of NAP at the American Institute of Parliamentarians' 63rd and 64th Annual Sessions
- Participated in the Mentor-Mentee Program as a mentor

Focus on Membership:

- Responded to calls and inquiries from NAP members
- Welcomed new members via phone calls
- Contacted members to encourage them to renew their NAP Membership dues
- Taught a membership course and monitored several membership exams

National Association of Parliamentarians®

TREASURER'S BIENNIAL REPORT

September 8, 2023



Officer: Robert G. Schuck, PRP Treasurer

Activities:

- Attended and elected NAP Treasurer at March 14, 2023 NAP Board of Directors regular meeting
- Attended and participated in April 1, 2023 NAP Spring Training Conference
- Attended April 3, 2023 NAP Board of Directors special meeting
- Visited NAP Headquarters and met with Wanda Sims, NAP President and Cyndy Launchbaugh, NAP Executive Director April 20 and 21, 2023
- Reviewed financial reports, chart of accounts, and budget April 20-21, 2023
- Inspected the NAP Headquarters building April 21, 2023
- Reviewed and signed financial documents April 21, 2023
- Reviewed and approved expense reports April 21, 2023
- Chaired and participated in May 3, 2023 Budget and Finance Committee meeting
- Attended and participated in May 9, 2023 NAP Board of Directors regular meeting
- Attended and participated in May 22, 2023 NAP Board of Directors special meeting
- Reviewed, as requested by NAP Policy Committee Chairman, NAPOPP Chapter 3, Appendix A, and F with Cyndy Launchbaugh and then sent proposed changes to NAP Secretary Mona Calhoun, PRP May 27, 2023
- Attended and participated in June 3, 2023 Wisconsin Association of Parliamentarians annual session
- Attended and participated in new expense application ExpensePoint training June 13, 2023
- Attended and participated in June 16, 2023 NAP Board of Directors special meeting
- Attended and participated in NAP Club 1930 to celebrate NAP's 93rd anniversary June 21, 2023
- Attended and participated in July 11, 2023 NAP Board of Directors regular meeting
- Attended and participated in July 13, 2023 meeting to hear the report on financial details of the 2023 District Six Conference with NAP District Six Director Lucy Anderson in the chair
- Attended July 27, 2023 NAP Town Hall webinar Update on NAP's Credentialing Program
- Attended and participated in July 28-29, 2023 NAP District Four Conference as a member with NAP District Four Director Deborah Underwood in the chair
- Attended August 15, 2023 Virtual Bylaws Forum
- Attended and participated in August 25-26, 2023 NAP Leadership Conference
- Attended and participated in September 5, 2023 NAP Board of Directors regular meeting
- Read and responded to correspondence
- Reviewed and approved expense reports

Focus on Membership:

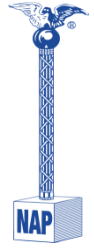
- Shared information with individuals about NAP membership and member benefits
- Taught one new member study session to prepare individuals to take the NAP membership exam
- Encouraged NAP members to take the next step in their membership experience and to take the registered exam

National Association of Parliamentarians®

OFFICER BIENNIAL REPORT

Director-at-Large

September 5, 2023



Activities:

- Attended all regular and special meetings of the Board of Directors
- Served as a facilitator for Professional Registered Parliamentarians Recertification webinars PRC.
- Served as President of eNAP
- National Minute Review Committee
- Served on the Pricing Committee
- Attended all Town Hall meetings and various NAP webinars
- Attended the 2022 Leadership Conference
- Served as mentor for PRP
- Attended virtual meetings and training sessions
- Attended and presented educational workshops for several Units
- Attended committee meetings and training webinars for the New RP Training Sessions
- Attended the American Institute of Parliamentarians (AIP) East Coast Practicum
- Attended the District Two Conference
- Attended the District Three Conference

Focus on Membership:

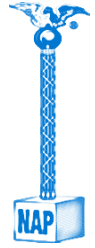
- Presented virtual workshops
- Presented virtual workshop to several organizations on “Understanding Parliamentary Rules”.
- Consulted various organizations as needed
- Mentored individuals for membership
- Mentor for RP’s

***Dr. Mary Q. Grant, PRP
Director-at-Large***

National Association of Parliamentarians®

DIRECTOR-AT-LARGE

September 5, 2023



Director-at-Large: Adam L. Hathaway, PRP

Activities:

- Attended the NAP Regular Board Meeting, held virtually, July 11, 2023
- Attended the NAP Town Hall, held virtually, July 27, 2023
- Attended the NAP Special Board Meeting, held virtually, August 16, 2023
- Attended the NAP Special Board Meeting, held virtually, August 28, 2023
- Performed duties as NAP Special Committee to Approve the Minutes Chair
- Performed duties as NAP New Member Orientation Committee Member

Focus on Membership:

- Presented *Renewal of Motions, Dilatory and Improper* at the Green Gavel Electronic Unit Summer Study Hall, held virtually, July 13, 2023
- Served as facilitator for the Professional Responsibility for Parliamentarians Professional Renewal Course, held virtually July 26, 2023
- Attended the Electronic Association of Parliamentarians NAP Bylaws Amendment Forum, held virtually, August 3, 2023
- Served as facilitator for the Green Gavel Electronic Unit Presiding Workshops, held virtually for three different cohorts, August 6, 2023, August 13, 2023, August 27, 2023
- Served as presenter for the NAP New Member Orientation, held virtually, August 8, 2023
- Presented *Adventures in Presiding* for the Electronic Association of Parliamentarians Build Your Skills workshop, held virtually, August 8, 2023

Outreach:

- Provided parliamentary training to professional and community organizations

National Association of Parliamentarians®

Director-at-Large

**Biennnial Report for 2022-2023
September 8, 2023**



Director-at-Large: Carl Nohr, Professional Registered Parliamentarian

Activities:

- Attended all regular and special NAP Board meetings and retreat
- Attended New RP Training Series workshops
- Attended NAP New Member Orientations
- Attended NAP Anniversary celebrations
- Attended NAP Town Halls on Credentiailling
- Attended annual meetings of the California State Association of Parliamentarians, District Four, District Seven, District Three, District Five, District Eight, and Alberta Association of Parliamentarians,
- Served as NAP National Representative to the Georgia State Association of Parliamentarians, District Five Conference, Florida State Association of Parliamentarians and Manitoba Association of Parliamentarians
- Served as Facilitator and Co-Facilitator for Professional Renewal Modules
- Presented workshops to meetings of the Maryland Association of Parliamentarians, Broward-Palm Beach Parliamentarians , Georgia State Association of Parliamentarians, 2022 NAP Leadership Conference and National Training Conference, 2023 NAP Spring Training Conference, Colorado Summer Institute, Toastmasters of New York Virtual Parliamentary Unit, Green Gavel Electronic Unit, Florida State Association of Parliamentarians, Maryland Association of Parliamentarians, Manitoba Association of Parliamentarians, District Four Conference, District Three *Never Have I Ever* series, California State Association of Parliamentarians, and the 2023 NAP Leadership Conference and Biennial Convention
- Assisted the China Association of Parliamentarians with access to educational materials
- Performed duties as a member of the NAP Strategic Partnerships Committee
- Performed duties as NAP International Services Committee Chair, including the submission of a proposed Bylaws amendment to establish membership of the Committee
- Served as chair of the NAP Strategic Planning Committee to prepare the 2023 NAP Strategic Plan, which was adopted by the Board in 2023
- Served as mentor to a PRP candidate
- Published three articles in the National Parliamentarian

Madam President, I am Cyndy Launchbaugh, NAP's Executive Director. It is my pleasure to present the headquarters biennial report.

This biennium has been an exciting and productive one as NAP continued its journey from Good to Great. As you know, staff plays a pivotal role in managing, enhancing, and expanding the programs and services offered to our members, associations, units. We provide the continuity and consistency necessary for a smooth transition from one biennium to the next.

Our staff from left to right is

Dane Petersen, our newly hired Marketing Communications Manager
Alexandra Blair, Education and Events Manager (formerly marketing communications manager)
Myself
Cheryl DeShon, Member Services Manager
Susan Bradley, Sales and Member Services Assistant

I also want to recognize Tracy Short, our bookkeeper. She is a contractor and has done a tremendous job transitioning our accounting processes in alignment with the new association management system.

Some key accomplishments this biennium include

- Completed renovation of headquarters, with help from our members, associations, and units who contributed to the Bridge to the Future campaign.
- Processed more than 1,100 new member applications and welcomed them to NAP
- Implemented a New Member Onboarding process to increase engagement with new members throughout the year
- Produced the first all-virtual Spring Training Conference, attended by 298 members
- Produced the first hybrid NAP Training Conference in Albuquerque, our first time back together since COVID. The Convention Coordinators and Workshop Coordinators planned and executed a great program. 183 attendees participated in Albuquerque and 363 online, a total more than double the attendance of our previous two in-person NTCs
-

Membership Trends

As of August 30, we are serving 4,691 members. This is a 9% decrease from the beginning of the biennium.

NAP INDIVIDUAL MEMBERS	Sept 1, 2023	Sept 1, 2022	Sept 1, 2021
NAP Professional Registered Parliamentarian (PRP)	361	356	369
NAP Professional Registered Parliamentarian-Retired	70	70	69
NAP Registered Parliamentarian (RP)	663	596	512
NAP Registered Parliamentarian-Retired	36	41	42
NAP Regular Member	3,509	4,008	4,067
NAP Student Member	45	67	91
NAP Student Professional Registered Parliamentarian	1	3	5
NAP Student Registered Parliamentarian	6	7	11
Total	4,691	5,148	5,166

The following graph charts the membership totals at the end of the membership year, December 31. It clearly shows the decrease is due to a drastic drop in the number of new members: in 2021 we welcomed a record-breaking 1,227 new members. So far this year, we have 215. This is clearly an area on which we all need to focus.

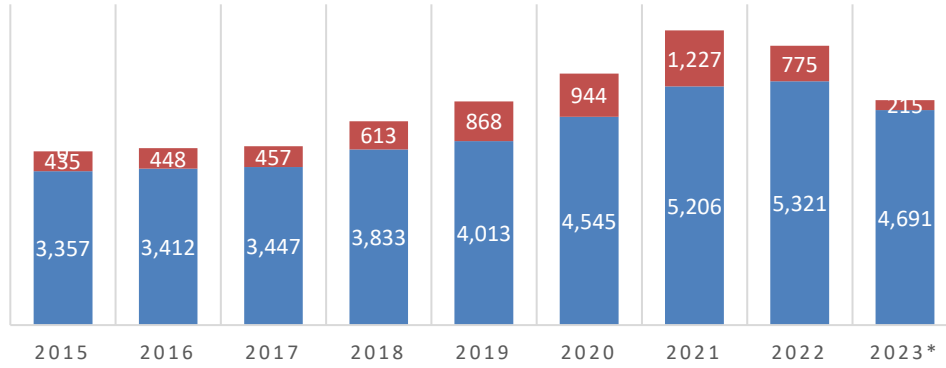
I wish to conclude by thanking you, Madame President, and the 2021-2023 Board of Directors for your guidance and support this biennium.

NAP MEMBERSHIP TRENDS

2015-2023*

*As of August 30, 2023

■ Total ■ New



NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

COMMITTEE BIENNIAL REPORT

September 8, 2023



Committee: Educational Resources

Chairman:

Ruth S. Ryan, PRP

Members:

Joyce A. Brown-Watkins, PRP

Todd W. Crowder, PRP

Lorenzo R. Cuesta, PRP

Gretchen C. Denton, PRP

Christina Lynn Emmert, PRP

Paul E. McClintock, PRP

David C. Mezzera, PRP

Marilyn K. Newman, PRP

President Wanda M. Sims, PRP, ex-officio

Projects Completed:

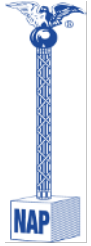
- Created twenty-nine interactive workshops in Education Toolbox for free access by all members
- Provided sixty puzzles and quizzes for free access by all members
- Updated citations for RP 1200 Questions to RONR 12th edition

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

COMMITTEE REPORT

Biennial Report 2022-2023

September 8, 2023



Committee: International Services

Committee Chairman and Members: Carl Nohr PRP (Chair), Michael Peck PRP, Lavon Moore PRP, Cynthia Mayo PRP, Lucy H. Anderson PRP, Robert Robinson PRP, Yvette G. Keesee PRP, Deborah A. Underwood PRP, Laura Meade PRP, Wanda Sims PRP (ex officio)

Projects Completed:

- Established membership of the committee
- Prepared and submitted proposed Bylaws amendment regarding committee composition
- Produced the work plan for the committee for the biennium based on the mandate in the Bylaws:

ARTICLE X COMMITTEES

Section 1. Standing Committees.

E. International Services Committee. The international services committee shall:

1. advocate for NAP members who reside outside the United States by reviewing, supporting, and promoting services, goods, materials, and policies that contribute to their membership, credentialing, and inclusion in NAP;
2. assess NAP services, goods, materials, and policies focusing on reducing barriers specific to members who reside outside the United States;
3. identify issues of culture and language that affect the acceptance of NAP internationally;
4. explore and recommend strategies to increase NAP membership abroad; and
5. recommend and oversee the translation of English language parliamentary material into other languages.

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

Membership Committee

Biennial Report

September 8, 2023



Committee: Membership Committee

Committee Chairman and Members: Patricia A. Cauley, PRP, Chair; Kathy Boyer, PRP; Cindy Hinckley, PRP; Ramona Jeffries, PRP; Mary Alice Oldfield, PRP; Linda Smallwood, PRP; Doris Williams, PRP; and Steven Walls, PRP, Liaison

Date of Last Meeting: July 9, 2023

Projects Completed:

- Observed Membership Exams taken in Respondus Monitor Lockdown Browser and ExamSoft
- Reviewed issues and concerns of applicants regarding Respondus Monitor Lockdown Browser and ExamSoft platform
- Supported applicants with issues and concerns regarding membership exam with ExamSoft platform
- Supported the Commission on Credentialing in the developing, administering, and analyzing the examinations that will be used to award credentials to future candidates upon successful completion of the Registered Parliamentarian Credentialing Exam (RPCE)
- Supported Joy Freeland, PRP in updating membership exam
- Supported Ruth Ryan, PRP, Chair of Educational Resources Committee in reviewing and editing the updated membership exam
- Reviewed the updated membership exam and made recommendations
- Established a new score/grade of 80% for the membership exam and set the exam questions at 45

Current Projects/Activities Pending:

- Continued submission of National Association Of Parliamentarians Operating Policies and Procedures (NAPOPP) amendments for the membership exam
- Continued support of committee members in the use of the ExamSoft platform that is used to take the membership exam
- Continued verification and reporting of membership exam results to applicants

Other information:

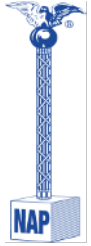
Membership Exam:

- New membership exams since start of this biennium, September 15, 2021 – June, 2023 - 1,343

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

PERSONNEL COMMITTEE BIENNIAL REPORT

September 8, 2023



Committee: Personnel

Committee Chairman and Members: Lucy Hicks Anderson, PRP, Chairman; Carl Nohr, PRP; Joyce Brown-Watkins, PRP; Wanda Sims, PRP, Ex Officio.

Projects Completed:

- Reviewed Committee's responsibilities as outlined in the NAP Operational Policies and Procedures Manual
- Reviewed and proposed amendments, to the NAP Board for the NAP Personnel Manual, which were adopted
- Reviewed Executive Director's compensation and employment agreement and made adjustments

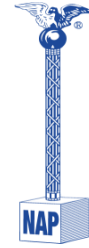
Current Projects/Activities Pending:

- Continued review of the Personnel Manual to maintain its applicability to NAP personnel matters

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

COMMITTEE BIENNIAL REPORT

September 8, 2023



Committee: Pricing Committee

**Committee Chairman and Members: Deborah Underwood, PRP, Chair
Adam Hathaway, and PRP, Mary Grant PRP**

Projects Completed:

- Approved the purchases of 200 copies of #4220 *Professional Practices in Parliamentary Procedure*
- Approved the purchases of 150 copies of #2700 *Pathways – What Does It Say in the Bylaws*
- Approved the purchase of 100 copies of Item #2000 *Focus – Committees,*
- Approved the purchase of 100 copies of Item # 2010 *Focus – President*
- Approved the purchase of 100 copies of Item # 2070 *Focus – Parliamentarian*
- Approved the purchase of 100 Basic Info Leaflet # 1850
- Recommended to discontinue the sale of the AIP Standard Code in the Bookstore
- Recommended the purchase of 100 USB versions of RONR 12th edition for the sale price of \$76.50 which includes shipping
- Approved purchase of 500 Colored Index Tabs for the 12th Edition
- Approved purchase of 1000 Robert's Rules of Order Newly Revised In-Brief, 3rd Edition
- Approved purchase of 100 ABC's of Parliamentary Procedure
- Approved purchase of 100 copies Your Guide to Parliamentary Procedure
- Approved purchase of 100 copies of *Focus – Secretary, Treasurer, Bylaws, Meeting Management, and Teaching Techniques*
- Set prices for the Web Based Courses in NAP University

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

COMMITTEE BIENNIAL REPORT

September 8, 2023



Committee: Youth Committee

Committee Chairman and Members: Theljewa Garrett, PRP Chairman, Yara Kirkwood, Allison Li, Jean Lin, Justin Pappano RP, Yash Sharma, and Lyria Zhu

Projects Completed:

- Designed a new YC banner and slogan, “*Supercharge Your Inner Leader, Empowering Leaders for Today and Tomorrow.*”
- IParli App
- Met with FBLA Wright City High School on December 13, 2021
- Met with FCCLA to schedule testing on February 23, 2022
- Presented the Inaugural Parliamentary Youth Month Workshop: *By Youth for Youth and Bylaws Revisions A-Z* on March 20, 2022
- Presented District 4 Parliamentary Workshop on March 24, 2022
- Presented the workshop Quorum: *What Does It Mean to Be Electronically Present?* during the District of Columbia Associations of Parliamentarians Annual Meeting
- Attended SkillsUSA National Leadership and Skills Conference, Atlanta, GA. Judged chapter Business Procedure (parliamentary procedure team competition) and conducted debrief sessions with teams and advisors on June 21-23, 2022
- Attended HOSA International Leadership Conference, Nashville, TN. Served as an exhibitor, presented the workshop *Take the Gavel and Run It!*, and judged the parliamentary procedure team competition on June 23-24, 2022
- Presented FBLA Wright City High School Basic Parliamentary Procedure Workshop on August 4, 2022
- Presented at Michigan State Association Youth Parliamentary Day, *Say What?* on October 6, 2022
- Presented at Georgia State Association of Parliamentarians Youth Day, *World Series of Motions* on October 18, 2022
- Met with Family, Career, and Community Leaders of America (FCCLA) Executive Director, Competitive Events Team, and Communication and Partnerships Senior Manager to discuss parliamentary procedure needs for their upcoming leadership conference on November 2022-January 2023 -
- Reviewed HOSA’s Chapter Business Competition packet on January 19, 2023
- Attended Georgia State Association Education Webinar on January 23, 2023
- March 1-3, 2022 & 2023- Celebrated Youth Parliamentary Law Month
- Met with the Business Professionals of America (BPA) Competitive Events Team on March 20 and 29, 2023
- Coached St. Patrick’s High School (North Platte, NE) parliamentary team from January – June 2023
- Judged BPA Parliamentary Procedure Competitive Event on April 28, 2023
- Met with Green Gavel Electronic Unit on May 8, 2023
- Secured judges for partner organizations’ competitions in May-June 2022 & 2023
- Approved by the NAP Board on June 16, 2023- Revised Partnership Agreements



2019-2021 Report of the District 1 Director

To: 2021 NAP Convention

District Director: Robert Robinson, PRP

Events/Meetings Attended

- New York Association Biennial Conference 2023

Director Activity

- Conducted Cluster Professional Development Trainings (2-3 members) for District 1 RP's and PRP's, on topics from NAP's Body Of Knowledge
- Supported re-districted D1 to D2 Unit Presidents, when asked.
- Conducted Parliamentary 101 Workshops for elementary and middle school students in Brooklyn and Manhattan, NYC Public Schools
- Supported the New Jersey State Association of Parliamentarians
- Mentored 5 RP's who successfully earned the PRP credential

District Activities

- Upcoming: NAP District I Conference, Sunday

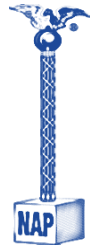
Robert Robinson, PRP

District I Director

National Association of Parliamentarians®

DISTRICT DIRECTOR BIENNIAL REPORT

Date of Report-July 10, 2023



District Two Director: Cynthia R. Mayo, PRP

Activities:

- **Prepared and sent Quarterly Newsletters to association presidents**
- **Honored 50-year members of District Two with awards and gifts in 2021 and 2022**
- **Conducted association meetings with presidents, initially monthly and then as needed**
- **Attended and provided welcome and NAP Updates for association workshops and annual meetings/conventions yearly**
- **Implemented a PRP coaching Project for District Two**
- **Recommended that associations and units/club share workshops across District Two**
- **Conducted the Biennial District Two Conference, in January 2021 and March 2023**
- **Submitted an article for publication in the NP-Volume 84, No. 3, 2023**
- **Served as a co-presenter for workshops held during the Biennial Conference held, 2021 and the Leadership Conference held in Albuquerque, New Mexico 2022**

Focus on Membership:

- **Conducted five membership sessions for the M. Stanley Ryan, Catherine Whitman, Parliamentary Law Club, and Fredericksburg Unit of Parliamentarians.**
- **Conducted workshops for units and club on topics related to NAP Body of Knowledge, Bring Back Motions, Amend Something Previously Adopted, and Subsidiary Motions**
- **Assisting with the development of a new parliamentarian unit in Virginia**

Outreach:

- **Conducted two community outreach workshops-Basic Parliamentary Procedure-June 2023**
- **Served as a convention parliamentarian for United DC Women's Group, 2021-2013**

Other Information:

- **Won the 2022 Lifetime Achievement Award from the Virginia State Association of Parliamentarians (VSAP)**

Revised 7/2/2023

National Association of Parliamentarians®

DISTRICT DIRECTOR BIENNIAL REPORT

September 8, 2023



District Three Director Lavon Moore, PRP

Activities:

- **Attended the National Association of Parliamentarians 44th Biennial Convention Planning Meeting, March 21, April 14, April 25, May 16, June 20, July 19, August 8, August 15, August 22, September 5, 2023**
- **Facilitated “Never Have I Ever Series, March 23, May 11, July 20, August 10, August 24**
- **Attended the Electronic Association of Parliamentarians Annual Meeting, March 24, 2023**
- **Extended greetings and gave a District Three update, Alabama State Association of Parliamentarians Annual Meeting, March 25, 2023**
- **Attended Membership Extension and Retention Awards Subcommittee meeting, March 27, April 10, May 22, June 19, July 31, August 21, 2023**
- **Met with the District Three Conference Planning Committee, March 29, 2023**
- **Attended Membership Extension and Retention Committee Meetings, April 11, June 13, 2023**
- **Attended the National Association of Parliamentarians Virtual Spring Conference, April 1, 2023**
- **Attended the National Association of Parliamentarians Board of Directors Meeting, April 3, May 9, June 16, July 11, September 6, 2023**
- **Submitted a proposed budget for District Three Conference, April 21, 2023**
- **Extended a welcome and presented a District Three update, South Carolina Association of Parliamentarians Annual Meeting, April 29, 2023**
- **Gave a District Three update, Florida State Association of Parliamentarians Annual Meeting, May 5, 2023**
- **Attended the American Institute of Parliamentarians East Coast Practicum, June 1-4, 2023**
- **Attended National Association of Parliamentarians Youth Committee meeting, June 6, 2023**
- **Judged South Carolina Future Farmers of America Association Parliamentary Procedure LDE, Clemson University, June 7, 2023**
- **Attended International Services Committee meeting, June 13, 2023**
- **Met with Technical Support Team, June 18, 2023**
- **Attended District Three Conference, June 24, 2023**
- **Attended National Association of Parliamentarians Town Hall Meeting, July 27, 2023**
- **Attended District Four Conference, July 28-29, 2023**
- **Attended National Association of Parliamentarian 44th Biennial Convention, September 6-10, 2023**

National Association of Parliamentarians®
DISTRICT FOUR DIRECTOR BIENNIAL REPORT

September 8, 2023



District Four Director: Deborah A. Underwood, PRP

Activities:

- Held quarterly District Four Leadership Team meetings (Director, association presidents, unit presidents, and coordinators)
- Appointed State/Province Coordinators to serve as liaison between the district director and association presidents
- Held districtwide collaborative educational program – bi-monthly workshops hosted by each association were held on Zoom
- Attended the Marjan, Moraine Valley, and Registered Parliamentarians Units' meetings, in Illinois
- Attended Indiana State Association's board meetings on Zoom
- Attended the Madison and Milwaukee County Units' meetings virtually, and the Madison Unit's dinner meeting in-person in Wisconsin
- Attended the monthly meetings of the Calumet Parliamentary Unit during the months of February to June, to discourage dissolution of the unit's charter (Calumet Unit, Northwest Indiana)
- Attended the annual meetings for the Kentucky, Ohio, Indiana, Michigan, and Ontario Associations on Zoom, and the Illinois Association annual meeting in-person
- Installed the newly elected officers in Kentucky
- Attended all board regular and special meetings, Town Hall meetings, all Membership Retention and Extension Committee (MERC) meetings, and International Services Committee (ISC) meetings
- Held two District Four Conferences (April 9, 2022 and July 28-29, 2023)

Focus on Membership:

- Held five five-week membership exam preparatory courses with a total of 119 students on Zoom
- Processed 30 membership transfers of members from Members-At-Large to unit members
- Made calls to members regarding renewal of their membership

Outreach:

- Presented a workshop for the District of Columbia Association of Parliamentarians for Parliamentary Law Day (DCAP)
- Presented a workshop for the Atlanta Unit of Parliamentarians
- Served as lead-off presenter for District Three's *Never Have I Ever* workshop series
- Assisted the DCAP with their second webinar by answering members' questions in the chat
- Presented a workshop for the Central Ohio Parliamentary Unit on Zoom
- Presented a listening session at the Leadership Conference (2022 and 2023)

Other Information:

- Attended the American Institute of Parliamentarians West Coast Practicum in Las Vegas, NV 2022
- Attended the NAPEF activities (2022 and 2023)
- Attended the inaugural Spring Conference (April 1, 2023)
- Served as Chair of the Pricing Committee
- Served on the NAP Operational Policies & Procedures Committee
- Served on the New Member Orientation Committee

National Association of Parliamentarians®

DISTRICT DIRECTOR BIENNIAL REPORT

September 8, 2023



District Five Director: Laura Meade

Activities:

- Attended regular Membership Extension and Retention Committee meetings
- Attended regular International Services Committee meetings
- Attended monthly Bylaws Committee meetings
- Attended monthly Eastern Iowa Parliamentarian unit meetings
- Attended NAP Town Hall meetings
- Attended NAP New Member Orientation
- Attended District Six Leadership Training
- Attended 2021 NAP Biennial Convention
- Attended 2022 National Training Conference
- Attended 2023 NAP Biennial Convention

Focus on Membership:

- Presented education lessons at Santa Fe, Green Gavel, and Eastern Iowa units
- Attended Nebraska State Association of Parliamentarians annual meeting in May, 2023
- Attended Missouri State Association of Parliamentarians annual meeting in May, 2023
- Presented education session on “Reconsider” at Missouri State Association conference in May, 2023
- Presented workshop on “Adjourn” at NAP National Training Conference in September 2022
- Presented RP training session on “Bylaws” with other Bylaws Committee members in October 2022
- Attended Manitoba Association of Parliamentarians annual meeting in April 2023
- Created and distributed a district newsletter in Summer 2022
- Hosted District Five conference and chaired biennial meeting in February 2023

Outreach:

- Presented six-week membership class in January 2023

Other Information:

- Attended and presented Central Iowa Parliamentarian meetings
- Attended AIP events
- Attended Dahms workshop

National Association of Parliamentarians®
DISTRICT SIX DIRECTOR BIENNIAL REPORT

September 8, 2023



District Director: Lucy H. Anderson, PRP

Administrative Team – Tophas Anderson; CJ Cavin, PRP; Ramona Hill, PRP; David Perez Hurley; Donna Mitchell, PRP; Yvette Mitchell; Kirk Overbey, PRP; Jodie Sanders, PRP; Cherise Story, RP; Fashika Willis, PRP; Lynell Wright; Sheryl Womble, PRP, Assistant District Director

Activities Completed:

- Held information sessions for 12 potential members who reside in Mexico and 16 potential members who reside in Costa Rica in April 2022 and May 2022
- Attended the 1st organizational meeting of a new unit in Arkansas, making it the single unit in this association, on July 6, 2022
- Hosted two leadership training webinars presented by Ramona Hill, PRP for District Six association and unit leaders in 2022 and 2023
- Held two, two-part NAP membership exam training webinars for 140 prospective members facilitated by Sheryl Womble, PRP; Jodie Sanders, PRP; Beth James, PRP; Cherise Story, PRP; C. J. Cavin in 2022 and 2023
- Hosted six parliamentary workshops coordinated by Lynell Wright in 2022 and in 2023
- Presented more than 20 parliamentary workshops during the biennium to associations and units both in District Six and in other districts during the Biennium
- Served on the committee and presented the education section of the inaugural seminar of the New Member's Orientation and one additional instance of the New Member's Orientation Seminar
- Met with the District Six Association presidents and the District Six Leadership Team eight times during the biennium
- Served as a facilitator for two professional recertification modules on April 27, 2022, and May 5, 2022
- Served as a co-examinee for the Professional Qualifying Examination, November 18-20, 2022
- Attended the NAP Inaugural Spring Conference, April 1, 2023
- Hosted and presided during the in-person 2023 Biennium District Six Conference for 75 attendees, June 23-24, 2023
- Served as an Instructor for the 2022 Dahms Memorial Foundation Workshop, November 4-6, 2022
- Served as a Facilitator for the American Institute of Parliamentarians Presiding Workshop, December 9-11, 2022
- Served as a Presenter for the American Institute of Parliamentarians East Coast Practicum in June 2023

National Association of Parliamentarians®

DISTRICT DIRECTOR BIENNIAL REPORT

September 8, 2023



District Seven Director: Yvette Keesee, PRP

Activities:

- Oversaw 2021-2023 Membership Extension and Retention Committee (MERC) Awards submission and review process, and planning for Biennial Convention Awards Luncheon
- Attended 2023 NAP Spring Training Conference
- Attended NAP 2021 Virtual Biennial Convention and Leadership Conference, and 2022 Virtual Leadership Conference
- Attended September 2021–September 2023 Membership Extension and Retention Committee (MERC) meetings
- Attended September 2021– September 2023 NAP Board of Directors meetings and special meetings
- Attended NAP's 92nd virtual Anniversary Celebration – June 2022

Focus on Membership:

- Held summer Zoom meeting with District Seven association and unit presidents to plan for the 2023 District Seven Conference
- Supported Colorado Omega Gaveliers Holiday Fundraiser in December 2022
- Attended multiple New RP Training Lessons to assist members interested in taking the exam
- Attended Colorado Association of Parliamentarians (CAP) virtual Annual Meeting in June 2022, and presented national and District Seven membership statistics and a workshop on committees
- Presented national, District Seven, and Washington State membership statistics as of March 2022 at Washington State virtual Annual Meeting in March 2022
- Presented workshop to Colorado Omega Gaveliers entitled *Be in the Room Where It Happens* at Colorado Omega Gaveliers March 2022 monthly meeting
- Attended CAP Membership Committee Meeting in September 2021 to share membership recruitment ideas

Outreach:

- Planned, marketed, and co-presented at two Teach to the Test (TTT) District Seven-wide fall 2022 virtual parliamentary community workshops to increase NAP membership
- Planned, marketed, and co-presented at Parliamentary Basics Workshop in partnership with Colorado Omega Gaveliers in May 2022

DISTRICT OF COLUMBIA ASSOCIATION REPORT
September 8, 2023



Association: District of Columbia Association of Parliamentarians

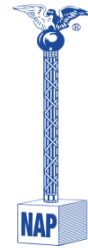
Officers: Johnine N. Clark, Esquire, PRP – President
Jason Morgan, JD, PRP – First Vice-President
Ronald J. Dupart, JD, PRP – Second Vice-President
Robin Browder, PRP – Recording Secretary
Diane Blount, RP – Corresponding Secretary
Lavdena Orr, MD, RP - Treasurer

Association Accomplishments/Member Awards:

- Recognized as one of the oldest associations in NAP having been founded in 1969.
- Continued to support our member units are Katherine G. Hobson, McCaskill, Registered Parliamentarians, and Sartwell-Tunstall.
- Continued to work together to sustain viable units that provide learning opportunities for our members and the community.
- Emphasized our biennial theme “Embracing Our Legacy, Enhancing Our Future.”
- Presented a successful Parliamentary Law Day “The Game Plan” on October 22, 2022, which presented a football themed virtual learning experience.
- Noted speakers included Wanda Sims, PRP, NAP President, Darlene T. Allen, PRP – Past NAP President, CJ Cavin, PRP, Henry Lawton, PRP, and Debra Norwood, PRP.
- Convened in-person Annual Meeting held at the University of the District of Columbia’s David A. Clarke School of Law on April 15, 2023.
- Noted speakers included Wanda Sims, PRP, NAP President, and the keynote speaker, Professor Jonathan Siegel - George Washington University School of Law whose topic was “Guiding Non-Experts: What Meeting Chairs and Attendees Need to Know About Parliamentary Procedure.”
- Had a NAP Learning Lab conducted by Mona Calhoun, PRP, on the topic of Presiding; that ran simultaneously with the Annual Meeting.

Other Information:

- Preparing final stages of planning our 2023 Parliamentary Law Day “A Parliamentary Banquet” to be held virtually on September 30, 2023.
- Planning several virtual workshops open to the community for the coming year.



ASSOCIATION REPORT Date of Report

Association: Electronic Association of Parliamentarians

Officers:

2021-2023 – President Beth James, PRP; Vice President Lee Woodward, PRP, CP; Secretary Thomas Holmes, RP; Treasurer Lachelle Fields; Parliamentarian Weldon Merritt, PRP-R

2023-2025 – President Lee Woodward, PRP, CP; Vice President Thomas Holmes, RP; Secretary Monica Fontenot-Poindexter, RP; Treasurer Lachelle N. Fields; Parliamentarian Brandon Walters, PRP, CP

Association Accomplishments/Member Awards: EAP has been blessed with strong leadership since its inception. For the 2021-2023 term, President James continued to implement technology that saved time, money, effort, or all three. Never stingy with knowledge or innovation, President James encouraged the Education Committee's series of presentations from technology providers to help units see what might benefit them and supported a leadership series led by Dr. Ramona Hill, PRP. She also assigned a project which will debut this year as the EAP New Unit Toolkit.

EAP has continued to grow in numbers and in talent. The membership is diverse and engaged, whether as part of the seven unique EAP units or its small cadre of members-at-large. EAP members take part from their communities in the United States, Canada, Japan, and Lesotho. Of our over 330 members, 43% hold an NAP credential.

EAP's gone social! Follow EAP on your favorite social networks to stay informed at

<https://www.facebook.com/eparliamentarians>,

<https://twitter.com/EAPparl>,

<https://www.instagram.com/eapparl/>, and

<https://www.linkedin.com/in/eapparl/>.

Like/share/follow us and we'll return the favor!

EAP was excited to hold the first annual *Presidents Roundtable* for Parliamentary Law Month 2023, featuring the presidents of NAP, AIP, and EAP – it was a great time of straight talk about parliamentary priorities, and we were so pleased to have it start with President Wanda Sims, PRP, CP, and President Al Gage, PRP, CPP-T. We can't wait to hold it again!

EAP first held a forum in 2021 to help members review the proposed NAP bylaws amendments. That was repeated this year, as members helped each other understand what they will be considering in Atlanta.

We're all about *Building Your Skills* this term! Join EAP the third Wednesday of each month for ParliStudy, a free educational hour open to all. Watch for periodic special events and a highly anticipated introductory training series every Thursday in February 2024.

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

ASSOCIATION REPORT

September 8, 2023

Florida State Association of Parliamentarians, Inc.

Officers:

President Edward Nelson, PRP

First Vice-President Brian Pelkie, PRP

Second Vice-President Sarah Russell, RP

Secretary Barbara Davis, RP

Corresponding Secretary, Karen Fernander

Treasurer (vacant)

Association Accomplishments

Hosted workshops at the annual meeting of October 2, 2021

- *Agenda Development* by Colette Trohan, PRP
- *Let's Play Hardball with Minutes* by David Mezzera, PRP
- *Sometimes the Best Decision is NOT Doing Anything* by Scott Burns, PRP
- *Jeopardy* by David Meigel

Hosted the 2022 workshop series, The Fifth Tuesday Parliamentary Law Training Sessions

- March 29, *Converting Hours into Minutes* by Barbara Proctor, PRP
- May 31, *Understanding Governing Documents* by Ann Guiberson, PRP
- August 30, *What Happened to My Script?* by Brian Pelkie, PRP
- November 29, *The Importance of the Agenda* by Julie Palm, PRP

Hosted workshops at the annual meeting of May 13-14, 2022

- *The Definitive History of Henry* by Dr. Leonard M. Young, PRP
- *Suspending the Rules* by Tim Wynn, PRP
- *The Motion to Amend* by Kay Crews, PRP

Hosted Henry M. Robert Day workshops at the fall meeting of November 11-12, 2022

- *How Parliamentarians Can Assist Condo's & HOA's* by Brian Pelkie, PRP
- *Technology – Tips and Tricks* by Barbara Proctor, PRP
- *Make Plans for Your Future as a RP or PRP* by the Education Committee
- *Demonstrate, Making, Using, and Handling Motions* by the Education Committee
- *Who's Line Is It Anyway?* by Julie Palm, PRP
- *Parliamentary Jeopardy* by Tim Wynn, PRP
- *I So Move!* by Tim Wynn, PRP

Hosted workshops at the annual meeting of May 5-6, 2023

- *Ramp Up Your Training!* by the Education Committee
- *Training: The Good – The Bad – The Ugly* by the Education Committee
- *Parliamentary Cringes* by Rick Sydor, RP-R
- *Robert's Rules: What it is (and How to Use it)* by Daniel E. Seabold, PRP
- *Parliamentary Peeves!* by Carl Nohr, PRP
- *Oh Henry, Why Did You Say That!* by Pat Koch, PRP-R
- *You Be the Judge!* by Donald Garrett, PRP
- *Incidentally Speaking* by Helen Popovich, PRP

Hosted the 2023 workshop series, The Fifth Tuesday Parliamentary Law Training Sessions

- January 31, *Making and Handling Motions* by Barbara Proctor, PRP and Stephanie King, PRP
- May 30, *Tips and Tricks for Conducting Meetings* by Stephanie King, PRP



ASSOCIATION REPORT
September 8, 2023

Association: Georgia State Association of Parliamentarians (GSAP)

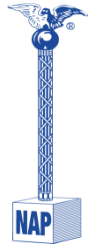
**Officers: President, Corliss Baker, RP, Vice President, Cheryl Cole, RP,
Secretary, Valerie Martin, RP, Treasurer, Kimberly Newsome, RP,
Parliamentarian, Todd Crowder, PRP, Historian, Zenda Bowie, RP,
and Wesley Thrower, Auditor.**

Association Accomplishments/Member Awards:

- Hosted virtual workshops for youths and advisors of the Georgia Career Technical Student Association
- Mentored Georgia FCCLA Parliamentary Youth group of Babb Middle School
- Chartered the Georgia Registered Unit in January, 2021
- Provided quarterly parliamentary education workshops at membership meetings
- Purchased \$2,000,000 Directors and Officers Liability insurance
- Corrected the name of the Association with the IRS
- Hosted GSAP Annual Meeting and Workshops, February, 2022
- Hosted 42nd GSAP Virtual Biennial Convention and Workshops February, 2023
- Elected officers for the 2023-2025 biennium, February, 2023
- Arranged to host the 44th NAP Biennial Convention

Recommendations from the Association

- Organize officers training retreat
- Develop Parliamentary Law month workshops
- Continue to offer youth and advisors parliamentary workshops
- Create scholarships for association members to attend NAP conventions



ASSOCIATION REPORT
September 8, 2023

Association: Illinois State Association of Parliamentarians (ISAP)

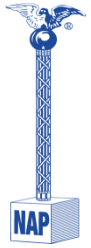
Officers: President – Javette C. Orgain, MD MPH RP
Vice President – Tonja Stokes, PRP
Secretary – Elaine L. Johnson
Treasurer – Jennifer Reed, PRP

Association Accomplishments/Member Awards:

- Held the Annual Meeting and Educational Institute July 7-8, 2023
 - Mona Calhoun, PRP, NAP Secretary and chair of the NAP PDC, provided a Hands on Lab supported by NAPEF on Serving and Presiding
 - For the Educational Institute, presentations were provided by the Registered Parliamentarians of Illinois Unit (PRP's Leatha Brooks, Myra Celestin, and Deborah Underwood) and Mona Calhoun, PRP
- Re-elected all current ISAP officers for 2023-2025
- Paid tribute to members who passed, in particular to our editor extraordinaire, Irene Jinks – Silent Gavel
- Reviewed sections of ISAP Bylaws at each Board meeting and adopted bylaw amendments at the annual meeting
- Attended (ISAP president and other members) NAP Board meetings and conferences throughout the year. As per ISAP Bylaws, ISAP restarted sending an invitation to the ISAP board meeting to all ISAP members
- Participated actively in District Four meetings throughout the year, including providing an educational session
- Increased ISAP membership numbers and planned for further youth as well as general membership recruitment for the Fall
- Provided further information regarding ISAP quarterly programs and activities via the newsletter, *Illinois Parliamentarian – IP*, including an alert to the district director and the state presidents within the district that a copy is available at no cost if desired
- Assured ISAP financial stability and compliance with NAP financial reporting.

Submit completed form for review to Chair of Style, Editing, and Proofreading (SEP) Lynna Gene Cook at lgcook08@gmail.com. Edited copy is sent to Secretary Mona Calhoun at secretary2123@nap2.org.

ASSOCIATION REPORT
July 14, 2023



Association:

Kentucky Association of Parliamentarians

Officers:

President: Douglas E. Myers

Vice President: Brunhilda C. Williams-Curington, RP

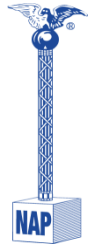
Treasurer: Mary Alice Oldfield, PRP

Secretary: Ashley Rollins

Association Accomplishments/Member Awards:

Served actively in NAP and the community.

Submit completed form for review to Chair of Style, Editing, and Proofreading (SEP) Lynna Gene Cook at lgcook08@gmail.com. Edited copy is sent to Secretary Mona Calhoun at secretary2123@nap2.org.



ASSOCIATION REPORT
September 8, 2023

Association:

Manitoba Association of Parliamentarians (MAP)

Officers: (2023-2024)

President: Paul Therrien

Vice-President.: Vacant

Treasurer: Don Freeze, PRP-R

Secretary: Mae Denby

Members-at-large: Faith Anderson, Michael Goodyear, David Gray

Association Accomplishments/Member Awards:

Held Annual General Meeting on April 30, 2022

- Elected Board of Directors 2022-2023
- Held Education Seminar “The Good, The Bad and The Ugly – Robert’s in Cyberspace”
- Held Parliamentary Panel following AGM Education Seminar

Held Fall 2022 General Meeting and Education Seminar titled “Where are the Directors?” presented by Carl Nohr - NAP Director-at-Large

Held Annual General Meeting April 15, 2023

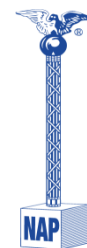
- Elected Board of Directors
- Held Education Seminar “How to Avoid ‘Death by Meetings’, presented by Heather Ewasiuk, PRP, and David Gray, RP
- Held Parliamentary Panel following AGM Education Seminar

Hosted Four Regular Study Groups Sept. 2022 – May 2023

1. *Keystone Parliamentary Study Group (KPSG)* - short “business” meeting followed by the study program;
2. *Registered Parliamentarians’ Study Group (RPSG)* - advanced study group is specifically designed for members preparing for the RP exam, or members wishing to maintain their credentialed status.
3. *Better Meeting Management (BMM)* - help the community to better understand the meeting procedures
4. *Evening Study Group (ESG)* - The group’s purpose is to acquire new MAP members, and to prepare our provisional members for the NAP membership exam.

Silent Gavel

Past District Director Vera Chernecki, PRP - (1941- July 15, 2022)



ASSOCIATION REPORT
September 8, 2023

Association: Maryland Association of Parliamentarians, Inc. (MAP)

MAP Board of Directors

- Latisha Corey, President
- Margaret-Ann Howie, PRP, Vice President
- Tamara Harris, PRP, Secretary
- Kelly Lucas, RP, Treasurer
- John Tatum, PRP, Director
- Marsha Turner, PRP, Director
- Kelly Lucas, RP, President - Anne Arundel County Unit
- Tonya Allen-Shaw, President - Charles County Area Unit
- George Sparks, President - Edith S. Stidman Unit
- Bill Shelton, PRP, President - Henry M. Robert III Unit
- Tamara Harris, PRP, President - Howard County Unit
- Barbara Elzey, RP, President - Prince George's County Unit

Association Accomplishments/Member Awards:

- Virtual Annual Meetings - October 2021 & October 2022
- MAP Board Meetings monthly
- MAP Institute Educational Workshops regularly
- Attended the NAP Board Regular, Special, and Town Hall Meetings
- Attended the NAP Leadership Conference in 2022 and 2021
- Attended the NAP Training Conference
- Implemented an electronic payment method
- Purchased Constant Contact, an email marketing platform
- Presented at the Howard County Unit, Parliamentary Law Day – Vice President
- Presented to the National Association of Boards of Education Council of School Attorneys on parliamentary procedure – Vice President
- Vice President presented on parliamentary procedure to the Maryland Democratic
- Increased membership grew to over 200 members
- Recognized credentialed members: 14 Professional Registered Parliamentarians and 20 Registered Parliamentarians
- Worked to increase membership in Association units
- Conducted monthly membership meetings and creative educational sessions in all Association units
- Hosted a Family Fundraiser at the All American Steakhouse - Anne Arundel County Unit
- Received 501(c) 3 status from the IRS - Anne Arundel County and Howard County Units
- Completed Howard County Unit successfully completed a third session of “Cram for the Exam:
“The session was for any interested individual in joining NAP or learning about Parliamentary Procedure”
- Hosted a joint Parliamentary Law Day - Anne Arundel and Howard County Units
- Launched Youth page on MAP Website

Other NAP Activities:

- MAP President chaired the NAP Strategic Partnerships Committee
- MAP President served on the NAP Webinar & Meeting Support Committee
- MAP Vice President served on the NAP Personnel Committee
- MAP Secretary served on the NAP Webinar & Meeting Support Committee Member
- MAP Secretary served as a Special Assistant to the NAP President

Projects/Activities in Progress (included target completion date)

- MAP Bylaws Revision (Annual Meeting 2023)
- MAP Members' Only Section with online access to the directory (May 2024)
- Youth/Student Outreach, Vice President of MAP (March 2024)



ASSOCIATION REPORT
September 8, 2023

Association: Minnesota Association

Officers:

- President David Staehlin
- Vice President Lucy Johnson, PRP
- Secretary Alice Chapman
- Treasurer Josh Martin, PRP
- Past President Miriam Simmons, PRP

Association Accomplishments/Member Awards:

- Issued six editions of *The Minnesota Parliamentarian* newsletter
- Maintained Association website FriendsOfRobert.org
- Maintained Association Facebook page MinnesotaParliamentarians
- Supported two units, The Saint Paul Unit and Northern Lights Parliamentarians, each of which held 11 business meetings and workshops
- Judged a regional Business Professionals of America high school parli-pro competition on January 27, 2023, providing two judges
- Held an annual parliamentary procedure seminar open to the public on January 28, 2023, entitled *Meetings: A Sprint or a Marathon*
- Presented a lesson at the Eastern Iowa Parliamentarians unit meeting on February 9, 2023
- Judged the state Business Professionals of America high school parli-pro competition on March 10, 2023, providing three judges and medallions and a plaque for the winners
- Judged the Family, Career and Community Leaders of America (FCCLA) state parli-pro competition on March 27, 2023, providing two judges and medallions and a plaque to the middle school and high school winners
- Presented parliamentary lessons at the Department of Minnesota, VFW and VFW Auxiliary annual training sessions on June 9, 2022 and June 8, 2023, presenting a copy of *Roberts Rules of Order Newly Revised, In Brief* (3rd ed.) to each veteran
- Held the Association's 55th Annual Convention on April 23, 2022 and 56th Annual Convention on April 22, 2023, electing new officers and presenting workshops at each Convention

Recommendations from the Association:

- Continue to refine the membership examination process and NAP website to support an increase in successful membership applications.



2019-2021 Report of the Missouri State Association President

To: 2021 NAP Convention

Events/Meetings Attended

- 2021 Biennial Convention held virtually
- 2020 National Training Conference held virtually
- 2019 Biennial Convention in Las Vegas, NV
- 2019 National Leadership Conference in Las Vegas, NV

Projects Completed

- In 2019 MSAP hosted our annual association Seminar
- MSAP participated in the 'Bridging the Legacy' campaign
- In December 2019, the association held its annual Holiday Brunch
- MSAP 2020 Seminar was cancelled due to Covid pandemic
- MSAP Annual Meetings for 2020 and 2021 canceled due to the Covid pandemic
- MSAP board meetings were held electronically for the 2020-2021 years
- April 2021, MSAP Parliamentary Law Month received a proclamation from the Governor of Missouri declaring April as Parliamentary Law Month and a proclamation from the Mayor of Independence, MO.

Projects/Activities in Progress

- Continued Website development; offered a Member's Only section

Unit Activities

- Units continually endeavor to acquire members by holding Unit seminars
- Focused educational programs on updates to the 12th edition of RONR

Association Leadership:

2019-2020 officers

President; Roxanne Hubbard, PRP

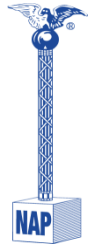
First Vice President; Rita Womack, PRP

Second Vice President; Bobby Balentine, RP

Secretary; Carol Roberson, PRP

Treasurer; Virginia Berberick, PRP

BIENNIAL ASSOCIATION REPORT
2021-2023



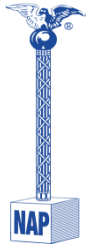
Nebraska State Association of Parliamentarians (NSAP)

Officers:

Lori Bucholz, PRP, President
John Heineman, RP, Vice-President
Lynna Gene Cook, PRP, Secretary
Nylanne Scheidegger, PRP-Treasurer

Association Accomplishments/Member Awards:

- **2022:** Presented the following awards: Performance Award-Lincoln/Star City; Recruitment-Omaha (ONPU); Parliamentarian of the Year-Karen Watson, PRP; NSAP Hall of Fame-Lori Bucholz, PRP
- Presented the following Service Awards: Nancy Slyvester, PRP-45 years; Patricia Rosenthal-40 years; Nylanne Scheidegger, PRP-35 years; Bonita Dickinson-25 years; Linda Shaw-20 years; Tom Havelka, PRP-5 years; John Heineman-5 years
- Remembered Jesse Statham during Celebration of Remembrance
- Presented Annual Workshops: *“Let’s See Your Minutes”* by Lynna Gene Cook, PRP and Sandy Olson, PRP; *“What Voting Procedure is Best for Your Organization?”* by Nylanne Scheidegger, PRP; *“What Would YOU Think?”* by Lynna Gene Cook, PRP
- **2023:** Presented the following awards: Performance Award-Lincoln/Star City; Recruitment-Omaha (ONPU); Star Awards-Lynna Gene Cook, PRP; John Heineman, RP; Cindy Lugan; Sandy Olson, PRP; Karen Watson, PRP; Publicity Award-Cindy Lugan
- Recognized New Accreditations: John Heineman-Registered Parliamentarian; Jim Carroll-Registered Parliamentarian; Jim Schulz-Registered Parliamentarian; Ryan Foor-Professional Registered Parliamentarian
- Presented the following Service Awards: Jan Falk, PRP-R-50 years; Sue Goodson-40 years; Bev Traub-40 years; Doris Steele-35 years; Polly Goecke, RP-30 years; Caroline Sedlacek, RP-30 years
- Remembered Doris Steele during Celebration of Remembrance
- Presented Annual Workshop: *“Basics of Presiding and Script Writing”* by National Association of Parliamentarians ® President, Wanda Sims, PRP; *“Presiding with Ease”* by Lynna Gene Cook, PRP; *“Strategies in Presiding”* by Sandy Olson, PRP



ASSOCIATION REPORT
September 8, 2023

Association: New Mexico State Association of Parliamentarians

Officers:

President:	Weldon Merritt, PRP-R
Vice President:	Steven Balke
Secretary:	Barbara Posler, RP
Treasurer:	Mark Apodaca, PRP

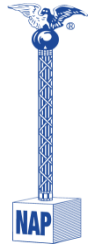
Association Accomplishments/Member Awards:

- Held Smart Meetings 2022 and Annual Meeting, April 2, 2022 (first in-person meeting since 2019)
- Hosted NAP Training Conference in Albuquerque, September 8-10, 2022
- Held Smart Meetings 2023 and Annual Meeting, April 1, 2023; elected new officers
 - Endorsed Alison Wallis, PRP, for NAP President
 - Endorsed Adam Hathaway, PRP, for NAP Vice President
 - Endorsed Daniel Ivey-Soto, PRP, for NAP Treasurer (candidate subsequently withdrew)
- Presented board training for Peñasaco Valley Historical Preservation Society, June 21, 2023

Recommendations from the Association:

None

Submit completed form for review to Chair of Style, Editing, and Proofreading (SEP) Lynna Gene Cook at lgcook08@gmail.com. Edited copy is sent to Secretary Mona Calhoun at secretary2123@nap2.org.



ASSOCIATION REPORT
September 8, 2023

Association: New Jersey

Officers:

President: Ericka A. Shoulars, RP

Vice President: Kevin Bob, RP

Recording Secretary: Phyllis Cowans, RP

Treasurer: Frank Dookie, RP

Corresponding Secretary: Tonya Johnson, RP

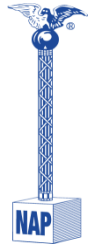
Association Accomplishments/Member Awards:

- Implemented Statewide Professional Opportunity meetings
- NJ Units continued to provide educational sessions to its members
- Implemented “Fun Fridays” to share Parliamentary knowledge
- Implemented NJSAP BBQ for networking opportunities
- Received recognition of Provisional youth members

Recommendations from the Association:

- Opportunities for cross-association events and networking
- Credentials Prep Deep Dive Sessions

Submit completed form for review to Chair of Style, Editing, and Proofreading (SEP) Lynna Gene Cook at lgcook08@gmail.com. Edited copy is sent to Executive Director Cyndy Launchbaugh at Executive.Director@NAP2.org



ASSOCIATION REPORT

September 8, 2023

Association: North Carolina Association of Parliamentarians

- **President: Tannis F. Nelson, PRP**
- **Vice President: Jessie Howell**
- **Secretary: David Whitaker, PRP**
- **Treasurer: David Harris**

Association Accomplishments/Member Awards:

- **Held two Annual Meetings, conducted business and presented educational workshops**
- **Hosted NAP's Vice President and NAP's District 3 Director**
- **Amended Association's Bylaws**
- **Conducted educational workshops via Zoom**
- **Assisted in the establishment of a unit**
- **Welcomed new members**
- **Welcomed a new credentialed members**
- **Established a new website: ncparliamentarians.org**
- **Established an award to recognize NCAP members who have devoted an extraordinary amount of time and effort to the association, Honorary Life Vice President**

Recommendations from the Association:

Proposed an amendment to the NAP Bylaws for the 2023 NAP convention to clarify and strengthen the fact that credentialed members must continue to submit annual membership dues to retain their credential.

Submit completed form for review to Chair of Style, Editing, and Proofreading (SEP) Lynna Gene Cook at lgcook08@gmail.com. Edited copy is sent to Secretary Mona Calhoun at secretary2123@nap2.org.

OKLAHOMA ASSOCIATION REPORT
September 8, 2023



Association: Oklahoma

Officers:

President C.J. Cavin, PRP

Vice-President Ashley Stuart, RP

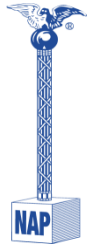
Secretary Shawn W. Paine, PRP

Treasurer Danne Johnson, RP

Parliamentarian James K. Lawson, PRP

Association Accomplishments

- Hosted OKSAP Annual Convention
- Increased number of credentialed members
- Implemented a membership association database



ASSOCIATION REPORT

September 8, 2023

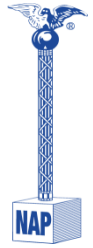
Association: Ontario Association of Parliamentarians (OAP)

Officers:

President:	Justin G. Pappano, PRP
Vice President:	Maria Odumodu
Secretary:	Atul Kapur, PRP
Treasurer:	Mateus Forte

Association Accomplishments/Member Awards:

- Increased amount of registered members by 300% since the start of the biennium;
- Increased amount of professional registered members by 17% since the start of the biennium;
- Increased amount of total membership by 37% since the start of the biennium;
- Retained 100% of membership through the biennium;
- Launched website: parliamentarians.ca.



ASSOCIATION REPORT
September 8, 2023

Association: Pennsylvania Association of Parliamentarians (PAP)

Officers: President- Theljewa Garrett, PRP; Vice President – Kamala Allen, PRP; Secretary, Cynthia Mills, PRP; Treasurer -Robert Bruce Hill, Jr. RP

Association Accomplishments/Member Awards:

- Held monthly education sessions for the unit members or the community.
- Presented *Getting Down to Basics*, sponsored by the N. L. Carter Unit, December 5, 2021
- Presented Pointers for the Presiding Officer Part I, April 24, 2022
- Attended the Parliamentarians of Philadelphia, Pennsylvania Annual Meeting and conducted the Installation of Officers ceremony on November 2022
- Presented Pointers for the Presiding Officer Part II, December 11, 2022
- Hosted the first PAP 2023 Training Conference on April 22, 2023
- Presented *The Great Teacha*, a workshop for credentialed members sponsored by the Parliamentarians of Bucks County, Pennsylvania, June 11, 2023

Members' Accomplishments:

- Vice President Kamala Allen completed the professional registered parliamentarians credentialing process and earned her PRP in May 2023.
- Added one student member.



ASSOCIATION REPORT

July 13, 2023

Association: Tennessee Association of Parliamentarians

Officers:

- President – Janice Garrett Booker, Ph.D., PRP
- Vice-President – Robert B. Blair, Ph.D., PRP
- Recording Secretary – Beth Hickman
- Corresponding Secretary – Annette Key
- Treasurer – Quinta A. Martin

Association Accomplishments/Member Awards:

- Recognized five new RPs and one new PRP since the last biennium.
- Chartered one new unit since the last Biennium: Tennessee Epsilon Unit of Registered Parliamentarians.
- TAP 2022-2023 Past President, Robert B. Blair, Ph.D., PRP
 - Presented *Developing a Business Plan for Professional Parliamentary Consulting*, NAP National Training Conference, Albuquerque, New Mexico
 - Presented *Never Have I Ever Served as a Parliamentarian* for the District III professional development series (online).
 - Co-facilitated NAP PRC *Serving as a Meeting Parliamentarian* with Beth Sapp James, PRP (online)
 - Co-facilitated NAP PRC *Interactive Teaching RONR* with Ann Homer, PRP (online)
 - Continued to serve as Conference Coordinator, Credentials Committee Chairman, and Program Committee Member for the NAP District III Virtual Conference 2023
 - Continued to serve on the NAPEF Fundraising Committee
 - Continued to Serve on the NAP Commission on Credentialing Special Examiners Committee
 - Presented *Developing a Business Plan for Professional Parliamentary Consulting*, TAP Annual Meeting 2022
 - Continued plans to present/facilitate Professional Writing for Parliamentarians Lab I and II, NAP Biennial Convention, Atlanta, Georgia
- TAP Member, Charles A. Schulz, Ph.D, PRP, CPP-T
 - Presented *Strategic Use of Subsidiary Motions*, NAP District III Virtual Conference 2023
 - Presented *Everything You Wanted to Know About Voting but Were Afraid to Ask*, TAP Annual Meeting 2022
- TAP Past Vice President, Jay Earheart-Brown, Ph.D., PRP
 - Presented *Parliamentary Law was Made for Humans, not Humans for the Law*, TAP Annual Meeting 2022



ASSOCIATION REPORT
September 8, 2022

Association: Texas State Association of Parliamentarians (TSAP)

Officers:

President - Donna Mitchell, PRP
First Vice President - Fashika Willis McClelland, PRP
Second Vice President - Constance Barron-Wilson, PRP
Third Vice President - Cherise Story, RP
Secretary- Bennyfer Bridgewater, PRP
Treasurer - Heather C. Diehl, RP
Historian - Diana Alcocer
Editor - Pamela Harmon, PRP
Parliamenetarian - Kirk Overbey, PRP
Bylaws Chair - Edwin K. Miles, PRP
Public Relations - Charles P. Bowles, PRP
Strategic Planning - Frances Rizo, RP
Convention Chair - Tonya Adkism
Procedure Handbook Chair - Omar Jimenez
Nominating Chair - Howard Redmond, RP
Youth Chair - Tamesia Garner

Association Accomplishments/Member Awards:

- Developed and debuted the new TSAP website, working with developer C. J. Cavin, PRP, CPP.
- The TSAP website ad hoc committee contacted 63 TSAP members for beta testing of the TSAP website and received feedback from 13 members in addition to the website ad hoc committee.
- Improved TSAP branding by posting a parliamentary question every Tuesday which was called Trivia Tuesdays and increased page followers from 297 to 363 followers
- Held a Summer NAP membership class to engage current members and recruit new members - 47 participants took and passed the exam
- Held a PCQ training class to assist members with preparing for the PRP exam
- Held two educational workshops sponsored by the Scholastic Committee which included an FCCLA training webinar; also a student membership workshop with three youth successfully passing the NAP membership exam
- Held four educational seminars in 2021-2022
- Held five workshops at the 2022 TSAP Convention representing a variety of units, presentation experience and credential levels
- Held 12 monthly educational workshops in 2022-2023 having a total of 887 attendees...the largest attendance in the history of the TSAP Symposium; the attendees of the workshops made donations to the TSAP Educational Endowment Fund of nearly \$2000 to show their appreciation of the free educational initiative
- Held nine workshops at the 2023 TSAP Convention which represented 3 concurrent workshops that represented basic, intermediate and advanced levels.

Recommendations from the Association:



ASSOCIATION REPORT
September 8, 2023

Association: Wisconsin Association of Parliamentarians (WAP)

Officers: President Robert G. Schuck, PRP
Vice President Frances Huntley-Cooper
Secretary Christina Emmert, PRP
Treasurer Elaine M. Staley, PRP-R

Association Accomplishments:

- Reported 47 Primary NAP members as of June 30, 2023
- Welcomed 14 new Primary NAP members this biennium
- Held the 63rd Annual State Association Convention August 27, 2022
- Worked jointly with the Madison Unit of NAP and the Milwaukee County Unit of NAP on educational programs and workshops this biennium
- Held the 64th Annual State Association Convention June 3, 2023