



PARLIAMENTARY WORKSHOP SCHEDULE

Combine a little business with your pleasure by attending the following workshops while onboard. All presentations relate to the Consultant section of the *NAP Body of Knowledge* (BOK). The program has been submitted to the NAP Commission on Credentialing for seven CEUs.

8:30 a.m.-9:30 a.m.

MAP TO PROVIDING A GREAT OPINION: PRODUCING A POSITIVE OPINION

Nancy Sylvester, MA, PRP, CPP-T

The ability to write an effective parliamentary opinion is an expected skill of a Professional Registered Parliamentarian. This session will focus on analyzing the questions the opinion is to answer, researching and problem solving that leads to those answers, and formatting the opinion in a professional manner.

Attendees will receive guidance that will prepare them to fine-tune their parliamentary opinion writing skills. (BOK Domain 7)

About Nancy Sylvester, MA, PRP, CPP-T

Nancy Sylvester has a master's degree in communication from the University of Michigan and is Professor Emeritus of Speech at Rock Valley College where she taught for 31 years. She joined NAP in 1978 and has been a PRP since 1980. Nancy is a Professional Registered Parliamentarian, a Certified Professional Parliamentarian, and a Certified Teacher of Parliamentary Procedure. She has twice served as the National Parliamentarian for NAP, thus serving as the parliamentarians' parliamentarian. Nancy has served as President and is currently Vice-President of the NAP Educational Foundation. She also authored *The Complete Idiot's Guide to Robert's Rules* and *The Guerilla's Guide to Robert's Rules*.

9:45 a.m.-10:45 a.m.

**THE ASSEMBLY'S DECISIONS: HOW THEY SWAY, ROLL, HEAVE, AND YAW
Motions Thought Final Are Presented Again Before the Assembly**

Lucy Anderson, Esq., PRP, CP-T

This interactive session will explore the use of Bring Back Motions in *Roberts Rules of Order Newly Revised (12th Ed.)* and Specific Purpose Main Motions in *AIP Standard Code*. It will thoroughly describe the situations in which each motion is applicable. (BOK Domain 1)

After participating in this session, participants will be able to explain the rules governing each motion and their differences, vote requirements, notice, and how each is considered.

About Lucy Hicks Anderson, Esq., PRP, CP-T

Lucy Hicks Anderson is an experienced parliamentarian with credentials earned from the American Institute of Parliamentarians (AIP) and the National Association of Parliamentarians (NAP). She is a licensed attorney in Texas and a member of Texas Bar College.

Lucy is NAP's District Six Director and an elected member of the NAP Board of Directors. She also is a former Chair of the NAP Ethics Committee and a past president of the Texas State Association of Parliamentarians.

She is a member of the authorship team of the recently released *American Institute of Parliamentarians Standard Code, Second Edition*, the parliamentary authority widely used by medical and dental associations. Lucy served as Chair of the AIP Bylaws Committee from 2021 to 2023. She holds the AIP Certified Parliamentarian-Teacher (CP-T) credential as well.

She has conducted numerous parliamentary workshops and presentations and has mentored students in the study of parliamentary procedure for completion of both the NAP membership exam, the NAP Registered Parliamentarian (RP) exam, and the NAP Professional Registered Parliamentarian (PRP) exam.

Lucy has a master's degree in organic chemistry and in business administration. She worked in the petrochemical industry for many years in various capacities. In 2012 she attained the J.D. from Texas Southern University in Houston, Texas.

11 a.m.-12:00 p.m.

HONOR AMONG THIEVES: FIDUCIARY RESPONSIBILITIES OF THE BOARD

Alison Wallis, JD, PRP, CP-T

How to follow the requirements in governing documents is the main theme of this session. It will cover how to seek and understand necessary information and how to raise concerns in order to protect the organization from litigation, mismanagement, and other negative consequences.

There will be discussion about protection of board members from the performance of their duties and will include practical tips on proper documentation of decisions. (BOK Domain 6)

Attendees will understand and discuss the important duties of board members, including the duty of care, the duty of loyalty, and the duty of obedience to lawful decisions.

About Alison Wallis, JD, PRP, CP-T

Alison Wallis is the President of the National Association of Parliamentarians. She became a Professional Registered Parliamentarian in 2005. She holds a law degree from Loyola University in New Orleans. She was a prosecutor and appellate attorney for many years and now handles post-conviction matters in Jefferson Parish.

Alison has served as President of the Louisiana Association of Parliamentarians and as an NAP District Six Director. She served three terms as president of the American Institute of Parliamentarians and is a Certified Parliamentarian-Teacher. She currently is a trustee for the NAP Educational Foundation.

Alison loves to show how parliamentary procedure can improve real-life meetings and how parliamentarians can make their specialized knowledge practical.

1:00 p.m.-2:00 p.m.

WHO'S IN CHARGE? PRESIDING WITH A MISSION

Ann Guiberson, PRP

The presiding officer is the leader of the meeting, the one who sets the tone and pace, and in large measure determines its achievements. Success as a presiding officer depends on the ability, not just to maintain order, but also to guide the meeting so it moves rapidly and progressively toward its goal. This session will explore the principles related to presiding and work through situations in which participants will demonstrate the art of presiding. (BOK Domain 3)

Participants will be able to examine the principles of presiding and apply them in demonstrations of achieving balance and fairness.

About Ann Guiberson, PRP

Ann Guiberson, PRP, served as President of the National Association of Parliamentarians from 2013 to 2015. She joined NAP in 1990 and became a Professional Registered Parliamentarian in 1992. She is also a past president of the Florida Association of Parliamentarians, the Florida Unit of Registered Parliamentarians, and the Florida Alpha Unit of Parliamentarians. She currently is secretary of the NAP Educational Foundation.

Ann served as the chief executive officer of trade and professional associations for 32 years and is a retired certified association executive (CAE-Retired). In her work with trade and professional associations, she managed the standing rules and policies for organizations which included writing, amending, rescinding, and creating policy manuals.

2:15 p.m.-3:15 p.m.

TRAINED OR RESTRAINED: WHAT'S YOUR END PRODUCT?

Sandy Olson, PRP

Training for Parliamentary Workshop presentations is systematic. This system encourages the emphasis of several preparation steps. This interactive, hands-on workshop will demonstrate those steps and provide participants with the opportunity to apply them. (BOK, Domain 4)

Each participant will reveal, in action, the parliamentary message and results of the training presented.

ABOUT SANDY OLSON, PRP

Sandra (Sandy) K. Olson, PRP, is a graduate of the University of Nebraska at Kearney and has 45 years' experience in teaching business education and career counseling. She is a Professional Registered Parliamentarian who has served twice as the NAP Secretary, served a four-year term as the District Five Director, NAP Youth Committee Chairman, NAP Membership Extension and Retention Chairman and has served as President of the Nebraska State Association of Parliamentarians. She currently is President of the NAP Educational Foundation.

She has coached many national top 10 Future Business Leaders of America parliamentary teams and two National First Place teams. She has co-authored *Conventions A to Z* and has served as an instructor for the NAP's Train the Trainer and other educational courses for NAP. She is a Commissioner on the NAP Commission on Credentialing.

3:30-5:00 p.m.

PIRATES' CODE

C.J. Cavin, JD, PRP, CPP-T

In this session, attendees will gain an in-depth understanding of the purpose of the Code for Professional Responsibility of Parliamentarians (COPRP), including possible violations, the complaint process, and hypotheticals. (BOK Domain 5, Professional Responsibility)

Participants will be able to describe the background and approach to applying COPRP as described in *Professional Practices in Parliamentary Procedure* page 67 through the section entitled "Acting Professionally" on page 75, while recognizing that there have been changes in The Code since that commentary was published.

They also will be able to respond to scenarios on ethical dilemmas based upon COPPRP and identify, at least in paraphrased form, the 15 items in COPRP of which violations are subject to discipline under “Complaints Related to Member Discipline” given in *Professional Practices in Parliamentary Procedure* page 75.

About C.J. Cavin, JD, PRP, CPP-T

C.J. Cavin is a licensed Oklahoma attorney and a credentialed parliamentarian. C.J. has obtained the Certified Professional Parliamentarian-Teacher credential from the American Institute of Parliamentarians and the Professional Registered Parliamentarian credential from the National Association of Parliamentarians.

He is the Chief Parliamentarian for the Oklahoma House of Representatives, the NAP Parliamentarian, the former Chair of the NAP Commission on Credentialing, and the former AIP Parliamentarian. He also served on the authorship team for the *American Institute of Parliamentarians Standard Code, Second Edition*.