



NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

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NAP Communications Guidelines - Update

NAP thrives on engagement of members connected by the organization's mission of "Educating the World on Parliamentary Procedures." The keys to building and sustaining the brand are fostering the flow of information, enabling transparency, and ensuring open communications with and among NAP leadership. The NAP Communications Committee, in partnership with the NAP Headquarters Staff, is currently reviewing and updating NAP policies and guidelines to assist the organization and the leadership in achieving desired goals.

With a new administration, this initial update of guidelines serves as a reminder for some and an overview for new leaders unfamiliar with four of NAP's most visible means of internal communications.

This initial phase of the communications policy review is to:

- Ensure that the monthly [Member Update](#) remains a vital and vibrant official source of information for the membership;
- Encourage and promote the use of the [NAP Calendar](#) for districts, associations and units to share events and invaluable educational sessions and opportunities;
- Ensure all members of the leadership team receive and find value in [Leadership Connection](#); and
- Ensure consistency in general announcements and events of interest to the entire NAP population.

Here's What You Should Know

MEMBER UPDATE

The tagline is: *Keeping you informed about NAP programs and services.* To that end, members of headquarters staff compile the newsletter with the goal of providing important news, information, announcements, and updates. It is distributed on the 15th of the month.

General Guidelines for Submissions:

Suggested items from NAP leadership, standing committees, and districts should promote opportunities that are open to a broad range of interests and parliamentary educational levels.

Members are invited to suggest items or provide feedback, and a new Communications Request form for submissions/feedback is now available at: <https://www.parliamentarians.org/communications-request-form>.

Submit communication requests by the 10th of the month, or the preceding business day if the tenth falls on a weekend or holiday.

NAP CALENDAR

The stated goal is that special events and regular unit meetings are crucial for individuals to improve their skills and knowledge, stay up-to-date with parliamentary practice standards, and more. We want to ensure that the calendar is utilized to the fullest and that members come to rely on it as an important resource. A plan to better promote the calendar is being developed.

General Guidelines for Submissions:

NAP districts, associations, units, or committees can submit an event by filling out the [Calendar Submission Form](#) at least five business days before the event date. Detailed instructions are provided at the link.

LEADERSHIP CONNECTION

With the intention of reaching out to provide information and assistance unique to positions of leadership in NAP, Leadership Connection is compiled by headquarters staff to provide “News and insight to make you a strong leader.” The publication is emailed at the end of the month.

General Guidelines for Submissions:

Suggested topics for inclusion are welcome and a new Communications Request form for submissions/feedback is now available at: <https://www.parliamentarians.org/communications-request-form>.

Submit communication requests by the 25th of the month, or the preceding business day if the 25th falls on a weekend or holiday.

NON-ROUTINE COMMUNICATIONS

General announcements, educational programs, and events of interest to the entire NAP population are considered non-routine communications. These messages will be scheduled by headquarters staff and may be combined into a single communication.

General Guidelines for Submissions:

NAP leadership, standing committees and districts may submit a non-routine communication at least five business days before the requested publication date using the Communication Request form at:

<https://www.parliamentarians.org/communications-request-form>.

Note: Each communication type includes a deadline for processing requests. Very involved events and communications plans may require additional review and processing time. Refer to the [30-Day Notice Requirement](#) for national and district-sponsored event.

NAP LOGO AND LOGO TYPE

The NAP logo and logotype represent the organization's visual brand. Consistency in their use is a major factor in its identity as the premier parliamentary organization. Do not superimpose other words on the logo or distort its shape. One of these elements should be included in NAP communications (i.e., emails, flyers, social media posts).



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NAP COLOR PALETTE

The NAP color palette is useful when designing artwork for communications. It may be accessed via this link:

<https://www.parliamentarians.org/wp-content/uploads/2026/02/NAP-Color-Palette-2025.pdf>