

March 2020

## Robert's Reflections

Since I cannot remember the details of the 669 pages plus “Charts, Tables, and Lists” of *RONR (11<sup>th</sup> ed.)*, I belong to two units, Northern Lights Parliamentarians and the St. Paul Unit, which gives me the opportunity to participate in lessons at both of their monthly meetings at which various aspects of parliamentary procedure are reviewed. But this means that I also need to be knowledgeable about the Bylaws of these two units (Bylaws are another item in the Parliamentarian’s “toolbox”), as well as the Bylaws of our state and national associations.



So . . . did you know that, according to the state (MSAP) bylaws:

- The President, and *not* the Treasurer, “shall file the annual 990N registration with the IRS.” [Article V, Section 2d] (?? Go figure . . .)
- The President and Vice President “shall be a member in good standing with NAP.” [Article V, Sections 2a and 3a]

Since the Bylaws specifically state that the President and Vice President need to be NAP members and are deliberately silent about the Secretary and Treasurer, one might think that the Secretary and Treasurer are elected for their special skills and that NAP membership is optional. If the Secretary and Treasurer are not NAP members, they would be provisional members of MSAP.

But provision members “may not hold office or serve on the MSAP board of directors” [Article III, Section 3d]. The Secretary and Treasurer are also elected officers [Article V, Section 1a], board members [Article VIII, Section 1), and members of the Executive Committee [Article IX, Section 1]. (?? Go figure . . .)

As I have said before, the major purpose of our parliamentary organizations at every level (national, state, local units) is education. And I certainly benefited by many opportunities for education at the 2019 NAP Biennial Convention in Las Vegas. Please see my article summarizing the convention.

Robert W.H. Vokes  
President

# ***The Minnesota Parliamentarian***

## **2019 NAP BIENNIALCONVENTION Robert Vokes, President**

The 2019 Biennial Convention took place September 5-8 at the Westgate Las Vegas Resort & Casino. One of the advantages of holding the convention at this venue is that the hotel also included a convention center, so one didn't need to travel outside to attend all of the events. Included were a number of activities, some happening at the same time: meal functions, various meetings, social events, networking, a book store, workshops, and business meetings. One could learn a great deal by attending the workshops with seven topics: Meeting Management, Governing Documents, Credentialing, Parliamentary Matters, Education, Business Practices, and Motions. However, because all of the workshops took place at the same time, one could only attend six workshops during the convention. But workshops were not the only way to learn.

The NAP business meetings, themselves, provided opportunities to learn. The important business of NAP was conducted, using a variety of motions and amendments, including several credentials reports (the number of delegates in attendance), approval of standing rules, nominations and election of officers and others, and amendments to the NAP Bylaws.

Elected during the business meetings (all PRPs) were Darlene Allen, President, Wanda Sims, Vice President, Kevin Connelly, Secretary and Carrie Dickson, Treasurer. Directors-at-Large were Joyce Brown-Watkins, Adam Hathaway, and Carl Nohr. District Directors were Larry Martin (our guest for our 2020 MSAP Convention!) and Robert Schuck. In addition, several parliamentarians were elected to the Commission on Credentialing, including Thomas "Burke" Balch, National Representative at our 2017 MSAP Convention.

There were three new items this year: an NAP Museum, which contained many historic items including early editions of *Robert's* and other parliamentary procedure books; a Guidebook downloaded onto one's smart phone, containing detailed information about all facets of the convention such as meeting times, places, topics, presenters, etc., which also included schedule changes in real time; and opportunities to try out serving as a presiding officer, as a parliamentarian, or practice taking meeting minutes.

I certainly learned many things by attending the NAP Biennial Convention. For example, these conventions require a tremendous amount of organization with many activities taking place at the same time. Conventions facilitate and encourage a great many opportunities for networking, and attendees are very generous sharing their experiences. Parliamentarians can be *very* detail-oriented: it took almost an entire business meeting to approve the convention rules! Even experienced PRPs can be confused during a business meeting. Seminars and workshops in some parts of the country are so large that liability insurance is purchased. And I learned some good ideas for involving audience members in a workshop (e.g., make poster-size copies of the ranking motions, have 13 volunteers from the audience each hold one poster and then move to be in ranking order, then move to separate which motions can be debated, then move to identify which motions can interrupt a speaker, etc.)

When one attends an NAP Biennial Convention, the costs do add up: in addition to the registration fee, plane fare, hotel nights, meals not provided in the registration fee, transportation to and from the airport, etc. For this reason, I look forward to attending another NAP Convention, but only when it is geographically closer to my home.

## ***The Minnesota Parliamentarian***

### **NAP LEADERSHIP CONFERENCE 2019**

**Lucy Johnson, PRP**

Prior to the NAP Convention in Las Vegas last September, MSAP President Robert Vokes and I attended the one-day Leadership Conference entitled “*Empowerment*” *What Ordinary Leaders Do Best*. Some of the topics covered included event promotion, membership recruitment, and tools parliamentarians need to be leaders. Throughout the day, there were opportunities for networking and idea exchanges. Here is a brief summary and some take-aways from the day:

- People don’t just show up. Promotion is the key. Flyers should be available at least 2 months prior to an event and shared with other groups and clubs or posted in churches, libraries or on community bulletin boards. Personal invitation presented with a flyer works the best.
- Recruit members at public educational workshops.
- Offer “free” workshops to middle schools, high schools and college student clubs or government. Consider contacting a local law school as future lawyers might serve on a non-profit board that uses RONR.
- Research which societies or non-profit groups utilize RONR and invite them to attend an event or unit meeting. Offer to teach them how to run effective meetings, construct agendas, or update bylaws.
- Leadership needs to be clear and concise. Don’t make people “read between the lines”. Learn what expectations new members have and share with them what opportunities are possible.
- Having a consistent brand is important for marketing.

Overall the day was very informative, and the networking with other participants was a highlight. One exercise was most informative. Participants were asked to rank a set of words according to which word best characterizes them. Based on the rankings, participants were divided into one of four groups. The four groups each had different learning, thinking, and working styles. There were the *why, what, how does this work, and what if* groups. By recognizing different styles and forming teams that include all four, organizations can have better leadership and more successful outcomes.

### **Call to Convention**

The Minnesota State Association of Parliamentarians will meet in convention at the Hilton Hotel West, 3900 American Blvd W, Bloomington, Minnesota on Saturday, April 25, 2020, at 8:30 a.m. for the purpose of electing officers, hearing reports and conducting business that pertains to the organization. All MSAP members are welcome to attend and will obtain voting delegate status upon payment of the registration fee. We also welcome Unit Members who haven’t passed the NAP Membership Examination yet and other visitors.

Robert Vokes  
President

## *The Minnesota Parliamentarian*

### **MSAP Nominating Committee Report, Lucy Johnson, PRP, Chair**

The MSAP Nominating Committee for 2019 – 2020 consisted of Richard Skimland, Judy Twisk, and Lucy Johnson, chair.

The committee nominated the following people to serve from 2020 – 2021 in the respective offices and committees.

President: Robert Vokes

Vice President: David Staehlin

Secretary: Beverly Kennedy

Nominating Committee:

1. Virginia (Ginny) Altman
2. Darleen Harens
3. Joshua Martin

### **2019 FALL SEMINAR FINANCE REPORT**

#### **Income**

17 Registrations @ \$20.00	\$340.00
0 Registrations @ \$25.00	<u>0.00</u>
<b>Total Income</b>	<b>\$340.00</b>

#### **Expenses**

Breakfast and Break	\$680.47
Folder/Tape/Copies	28.00
Other supplies/Door Prizes	<u>10.00</u>
<b>Total Expenses</b>	<b>\$718.47</b>

**Income – Expenses** (\$378.47)

**Budget Loss** (-\$235.00)

### **RONR, 12<sup>th</sup> edition**

It has been announced that the new 12<sup>th</sup> edition of RONR will be available at the NAP National Training Conference the end of August of this year. The question for many you will be, when can you pre-order it from NAP? After talking to Cheryl at the NAP office, she stated you will be able to pre-order it; however the date for the pre-orders has not yet been set up. With NAP you will be able to pre-order both the Spiral bound editions of it and the bound paper back edition. Some other firms will have pre-orders listed but will only have the bound paper back editions, not the Spiral bound editions.

Darleen A. Harens, PRP

# *The Minnesota Parliamentarian*

## **STUDY QUESTIONS**

There are two parts to this section. One will deal with questions from the Membership Exam and the other with questions from the 1200 questions for the RP exam.

### **MEMBERSHIP**

1. Members of an assembly
  - a. may attend meetings, make motions, debate, and vote.
  - b. may vote only if their dues are paid.
  - c. are required to vote.
2. The basic principle of decision in a deliberative assembly is that
  - a. a motion must be adopted by a two-thirds vote.
  - b. a motion must be adopted by a majority vote.
  - c. a motion must be adopted by a counted vote
3. Admittance to a mass meeting
  - a. is the same as an open forum.
  - b. depends on whether or not a person is a member.
  - c. may be limited to the invited category.
4. The constitution or bylaws of a society should contain
  - a. rules that may be suspended.
  - b. the rules necessary to conduct a meeting of an organization.
  - c. its own basic rules relating principally to itself as an organization.

### **RP EXAM**

1. What kind of motion introduces a substantive question as a new subject?
  - a. Incidental motion,
  - b. Original main motion,
  - c. Incidental main motion.
  - d. Subsidiary motion.
2. An incidental main motion:
  - a. is a main motion that relates to the business of the assembly, or its past or future action.
  - b. is usually presented in writing.
  - c. always corresponds to secondary motions described by the same or similar names
  - d. marks the beginning of a particular involvement of the assembly in a substantive matter.
3. The chief difference in the rules governing original and incidental main motions is:
  - a. incidental main motions require only a majority vote.
  - b. objection to consideration of a question can be applied only to any original main motion.
  - c. only incidental main motions can be reconsidered.
  - d. only incidental main motions carry with them pending subsidiary motions when laid on the table.
4. Which of the following can be applied to a main motion?
  - a. Lay on the table.
  - b. Call for the orders of the day.
  - c. Recess.
  - d. Appeal

ANSWERS AND REFERENCES are listed on page 10.

# Minnesota State Association of Parliamentarians

## CONVENTION REGISTRATION

Saturday, April 25, 2020

Hilton Hotel West  
3900 American Blvd W  
Bloomington, MN 55437

8:00 a.m. Registration and Continental Breakfast (Included)

8:30 a.m. Convention Convenes

12:00 noon Lunch (Included)

3:00 p.m. Convention Ends, Meeting of New Board

Cost: \$45.00 by April 17th      \$55.00 postmarked after April 17th or at the door  
Education Session, "Exceptions," by District V Director and NAP  
Board Member Larry D. Martin, PRP

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Please mail this form with your check made out to MSAP to:

Judy Twisk  
6629 Humboldt Avenue South, Richfield, MN 55423

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Unit:       MAL       NLP       SPU       On-Line       Visitor

Special food requests: \_\_\_\_\_

# ***The Minnesota Parliamentarian***

## **Ad Hoc Committee on Added Value**

**Lucy Johnson, Chair**

In the June/July issue of *The Minnesota Parliamentarian*, President Robert Vokes raised the question, “Are there ways in which MSAP can add value for its members and others?” The Ad Hoc Committee on Added Value has been studying this question. The committee met again in November 2019 and January 2020 and has done work individually in between.

Some research has led the committee to examine current “members” and to identify “others” who could benefit from the knowledge of MSAP members. The MSAP bylaws currently identifies three types of members: Primary, Affiliate and Provisional. However, there are others who associate with MSAP but do not fit those categories. This discovery prompted the Ad Hoc Committee to submit proposed amendments to the Bylaws Committee.

In identifying the “others”, the Ad Hoc committee contacted a local community college and offered information about opportunities for their student government. The college was very receptive and open to an educational session led by MSAP possibly in the fall.

Other committee activities include identifying how to use the NAP membership questions to encourage more people to become NAP members and reviving the MSAP Education Committee.

The Ad Hoc Committee which consists of Darleen Harens, Lucy Johnson, David Staehlin, and Robert Vokes, continues to meet and is open to any comments or suggestions.

## **YOUTH and JUDGING**

MSAP has been requested to provide judges for the BPA Regions competition on January 24 at Wayzata High School, Plymouth. Robert Vokes and Darleen Harens, PRP, were the judges for that competition.

Three MSAP members have had their names submitted to judge the BPA state high school parliamentary procedure teams at the Hyatt Regency, Minneapolis on March 6.

Awaiting word from FCCLA for their state competition the latter part of March.

Darleen A. Harens, PRP

MSAP Youth and Judging chairman

# ***The Minnesota Parliamentarian***

## **St. Paul Unit Report**

The St. Paul Unit meets every third Monday at 9:30 a.m. at the Holy Family Residence, Little Sisters of the Poor, 330 South Exchange Street, St. Paul. Beginning at 8:30 a.m., we review the questions in the Study Guide for NAP's Examination for Registration. Member meetings commence at 9:30 a.m. and include an educational session. Guests are always welcome at our meeting. (Parking can be a challenge at the Residence but free parking is available at the lot next to the Alexander Ramsey House, about one block east.

There are now 14 members of the St. Paul Unit.

Officers for 2020 are: President, Miriam Simmons, PRP; Vice President, Lucy Johnson, PRP; Secretary, Mickey Nickelson; and Treasurer, Ginny Altman, PRP.

Miriam Simmons, PRP  
President

## **MSAP Convention**

This year our special guest and presenter is Larry D. Martin, PRP, District V Director, who will present an educational session on "Exceptions". It is sure to be a good learning experience. Please join us!

The Convention is more than a way to make new friends and catch up with old ones – it's a way to learn how to have such an event, amend bylaws, elect and install officers, and have interesting and civil debate when motions are made.

The 54<sup>th</sup> Annual Convention of the MSAP is on Saturday, April 25 at the Hilton Minneapolis Bloomington, 3900 American Blvd. West, Bloomington, MN 55437. [Note: There are many Hiltons in Bloomington! This is the Hilton just off France Avenue, just south of I494.] Early registration is encouraged because it costs less money for you and it helps us with planning. The \$45 early registration fee includes continental breakfast, lunch, the registration packet, educational materials, and a chance to network with other parliamentarians. Items from NAP will be available for purchase. Registration will begin at 8:00 a.m. and the Convention will convene at 8:30 a.m.

## **Website Committee Report**

The website continues to request contributions and articles for the purpose of fresh content and attractive features. Behind-the-scene administrative work is presently being conducted. Additionally, review is occurring toward procedures, policy, and bylaws recommendations.

Michael I. Orr, RP



## ***The Minnesota Parliamentarian***

### Message from the Northern Lights Unit President

We have continued to conduct educational sessions as well as encouraging efforts to find new members for our group. We will continue to do this in the coming months. I am confident that now that the website is up and running, we will be able to do even more education and recruiting. There are some efforts in progress to recruit new members from the Parliamentary Procedure toastmaster group as well as other local organizations that would benefit from joining our study group. We meet every second Tuesday at the Perkins near 494 and France Avenue in Bloomington starting at 6:30 p.m. Please join us.

Richard Skimland  
Northern Lights Unit President

### Membership Committee Chairman

The mission statement of the National Association of Parliamentarians is: *NAP is a society dedicated to educating leaders throughout the world in effective meeting management through the use of parliamentary procedure.* The same is true, at the state and local levels, of the Minnesota State Association of Parliamentarians and our two local units.

As you work with organizations, either as a member, officer, or parliamentarian, please freely share information about NAP; MSAP; and our St. Paul and Northern Lights Parliamentarians units with those who express interest. When asked why someone hasn't joined an organization from which they may benefit, a frequent answer is "No one ever asked." Ask!

Has anyone complimented you on your parliamentary knowledge? Share how they too, can become knowledgeable in parliamentary procedure through NAP, MSAP, and our local units. Invite them to a local unit meeting or to a MSAP conference or convention.

David Staehlin

Membership Committee Chair

## ***The Minnesota Parliamentarian***

### **Minnesota State Association of Parliamentarians**

Financial review

01 Dec 18 to 30 Nov 19

The account book, check book, payment vouchers, and bank statements from TCF Bank are in agreement as presented and are accurate.

Beginning balance: 01 Dec 18	\$3649.43
Receipts	1868.25
Disbursements	2535.02
Ending balance: 30 Nov 19	\$2982.66

There are two outstanding checks: #3045 for \$100 and #3046 for \$8.40. Subtracting them from the last bank statement makes the bank's balance in agreement with the check book balance.

Audit committee: Darleen Harens  
Richard Skimland  
12 Jan 20

STUDY QUESTIONS: answers and references. All references are from the 11<sup>th</sup> edition of RONR.

#### Membership.

1. a, p 3, ll1-5
2. b, p.4, ll3-9
3. c, p 5, ll24=28, 34-35
4. c, p 12, ll8-10

#### RP exam (from Part II, Motions and related procedures)

1. b, p 100, ll12-13
2. a, p 101 ll 5-7
3. c, p 102, ll4-8
4. a, p 103, 3-6; p210, 20-23

# ***The Minnesota Parliamentarian***

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**Ad hoc Committee – Added Value:** Lucy Johnson, Darleen Harens, Dave Staehlin

# The Minnesota Parliamentarian

## MSAP BOARD MEMBERS 2019-2020

President.....Robert Vokes  
Vice President.....Miriam Simmons, PRP  
Secretary.....Beverly Kennedy, RP  
Treasurer.....Judy Twisk  
Immediate Past President.....Josh Martin, PRP  
Editor.....Mickey Nickelson  
Historian.....Patricia Reymann, PRP  
Parliamentarian.....Lucy Johnson, PRP  
Audit Committee.....Darleen Harens, PRP;  
Richard Skimland  
Budget & Finance Committee.....Judy Twisk;  
Lucy Johnson, PRP  
Bylaws & Standing Rules Committee.....Gloria de Meireles;  
Josh Martin, PRP; Jeanette Williams, PRP  
Convention Committee.....Miriam Simmons, PRP  
Education Committee  
Judging & Education of Youth Committee.....Darleen Harens, PRP  
Membership Committee.....Dave Staehlin  
Nominating Committee.....Lucy Johnson, PRP;  
Richard Skimland, Judy Twisk  
Public Relations Committee.....  
Seminars Committee.....Patricia Reymann, PRP  
Web Site Committee.....Michael Orr, RP  
Northern Lights Parliamentarians.....Richard Skimland  
St. Paul Unit.....Miriam Simmons, PRP  
Ad Hoc Committee- Added Value.....Lucy Johnson, PRP;  
Darleen Harens, PRP; Dave Staehlin

## FUTURE EVENTS

MSAP BOD Meeting  
March 19, 2020  
7:00-9:00 p.m.  
Perkins, 4201 W 78<sup>th</sup> St  
Bloomington

MSAP Annual Meeting  
April 25, 2020 - Hilton  
3900 American Blvd W  
Bloomington

MSAP Fall Seminar  
October 3, 2020  
Location TBD

Dahms-Bierbaum Workshop  
November 6 –8, 2020  
Minneapolis