

1 MINNESOTA STATE ASSOCIATION OF PARLIAMENTARIANS STANDING RULES
2 AND SPECIAL RULE OF ORDER
3

- 4 1. These rules may be amended by the membership or the board of directors. However, if
5 the board does the amending, it must notify the membership in the next issue of the
6 *Minnesota Parliamentarian*.
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- 8 2. Procedure for paying MSAP bills.
9 2.1 All bills for reimbursement to officers or committee chairmen must be submitted to the
10 treasurer at not less than quarter-annual intervals, however, within fifteen (15) days of
11 the expiration of their term of office.
12 2.2 All convention and seminar bills must be submitted to the treasurer within fifteen (15)
13 days following the event.
14 2.3 The treasurer shall use a voucher form in connection with each disbursement, to which
15 the bills submitted for payment shall be attached. This voucher shall contain the name
16 and address of the intended payee, the amount and a description of the bill being
17 considered for payment, the check number that was issued in payment thereof, and the
18 signature or initials of the treasurer upon issuance of said payment.
19 2.4 Bills incurred by this association for authorized or budgeted activities may be paid by
20 the treasurer with the approval of the president; prior board approval for payment
21 thereof is not required.
22 2.5 The treasurer's report shall include an itemized list of bills paid since the last financial
23 statement.
24
- 25 3. The following are the duties of the respective standing committees:
26 3.1 The auditing committee shall audit the financial records and provide a written report to
27 the board of directors no later than January 15.
28 3.2 The budget and finance committee shall annually prepare and present proposed
29 budgets to the board of directors for the fiscal year operation of MSAP. The chairman
30 of the MSAP convention and the chairman of the annual seminar shall be members of
31 this committee and shall prepare the budget for convention and seminar and submit
32 their budgets to the budget and finance committee chair a month prior to the board
33 meeting at which the annual proposed budget is to be presented to the board of
34 directors. The MSAP budget, after receiving board approval, shall also be presented
35 to the annual convention. Each proposed budget shall contain these headings - prior
36 year's budget, actual amount spent to date, and the proposed budget. The detailed
37 seminar and convention financial reports shall be provided to the membership in the
38 next newsletter after the conclusion of each event.
39 3.3 The bylaws and standing rules committee shall review and make a recommendation on
40 any proposed amendment to either the bylaws or the standing rules; notice of all
41 proposed amendments shall be published in the call to the annual convention.
42 Proposed amendments must be submitted to the committee by January 15. A current
43 copy of the bylaws shall be sent to NAP headquarters on an annual basis.

- 44 3.4 The convention committee shall prepare a budget and make all arrangements for the
45 annual convention subject to the approval of the board of directors. The vice-president
46 shall be the chairman of this committee (Bylaws, Article V, Section 3.b).
- 47 3.5 Based on interest, the education committee shall organize the following study
48 opportunities: 1) Study session(s) for the NAP membership exam; 2) Study session(s)
49 for the NAP registered parliamentarian exam; 3) Advanced seminar study session(s)
50 for registered parliamentarians and other interested members with continuous past
51 study and achievement; 4) Study session(s) for the general public; 5) Outreach to the
52 public through community education, junior colleges and the like; and 6) Session(s)
53 devoted to a specific group of individuals such as student governments, advisors to
54 parliamentary teams, and the like.
- 55 3.5.1 The study sessions will be sponsored by MSAP. Fees for the study sessions
56 shall be established and approved by the MSAP board and collected by the
57 MSAP treasurer. The presenter(s) will receive reimbursement for expenses.
58 The board may recommend compensation for the presenter(s) not to exceed the
59 balance of the monies collected for the study session(s).
- 60 3.6 The judging and education of youth committee shall provide judges, upon request, for
61 organizations that sponsor competition in parliamentary procedure for high schools
62 and junior high schools. The committee will establish liaisons with the team coaches
63 and organize seminars for the team coaches and/or high school students participating
64 in parliamentary procedure teams and competition.
- 65 3.7 The membership committee shall maintain a list of past non-member participants at
66 MSAP conventions, seminars and other sponsored parliamentary learning activities.
- 67 3.8 The seminars committee shall prepare a budget and make all arrangements for the
68 annual seminar subject to the approval of the board of directors. The education
69 chairman shall be the chairman of the annual seminar. Presenters (not to include those
70 that participate only as a panel member) at the annual seminar may have their
71 registration fee discounted by an amount to be determined by the board. The
72 presenter(s) will be reimbursed for expenses as approved by the board.
- 73 3.9 The public relations committee shall promote information through the press and other
74 media as directed by the president or the board of directors. Publicity for all
75 workshops, seminars, conventions, etc., shall include all topics and presenters' names.
- 76 3.10 The Web Site Committee shall have overall responsibility for the web site. The
77 committee shall appoint a web master and one or more web site monitors. The MSAP
78 president shall have full access to the website via passwords.
- 79 3.10.1 The webmaster shall have full access to the website, and shall
- 80 3.10.1.1 Establish and provide passwords to the MSAP president and unit
81 liaisons, and shall change passwords whenever personnel changes
- 82 3.10.1.2 Provide the master list of passwords to the MSAP president and Web Site
83 Committee Chairman
- 84 3.10.1.3 Post information regarding unit, association, district, and national events
- 85 3.10.1.4 Ensure that invoices regarding payments are made to maintain the host
86 and domain name are submitted to the treasurer for payment
- 87 3.10.1.5 Provide the website code in a backup folder to the president and web site
88 committee chairman

- 89
90 3.10.2 The monitors shall
91 3.10.2.1 Regularly review the website for accuracy
92 3.10.2.2 Provide suggestions for website improvement to the webmaster and
93 website committee
94 3.10.3 The unit liaisons shall
95 3.10.3.1 Be selected by each unit
96 3.10.3.2 Be responsible for posting unit material as approved by the unit
97 3.10.4 The website shall link to
98 3.10.4.1 NAP
99 3.10.4.2 NAP districts
100 3.10.4.3 NAP associations in District V
101 3.10.4.4 NAP Educational Foundation
102 3.10.4.5 Lester L. Dahms Memorial Foundation.
103 3.11.5 The website code shall be backed up to a folder; information regarding that
104 folder shall be provided to the president and web site committee chairman. The
105 treasurer shall make payments for the host and domain name when information
106 is submitted to the treasurer by the webmaster.
107
108 4. MSAP Referral Directory
109 4.1 That participation in the MSAP Referral directory shall be limited to Professional
110 Registered Members (PRPs) in good standing and who are members of MSAP.
111 4.2 Any person (board members, unit officers, members) receiving a request for a
112 parliamentarian through the website shall forward the inquiry to the person identified as the
113 “MSAP Referral Coordinator.”
114 4.3 The MSAP Referral Coordinator shall provide a list of PRPs and their emails in random
115 order and submit to the requesting party and include the following statement.
116 4.4 “The Minnesota State Association of Parliamentarians provides this listing as a service
117 to those who request assistance in locating a Professional Registered Parliamentarian®.
118 Contact the PRP directly as terms of employment shall be negotiated between you and the
119 parliamentarian.”
120 4.5 The MSAP Referral Coordinator shall be elected by the MSAP Board of Directors at the
121 post-convention board meeting.
122
123
124 5. Within two (2) weeks following the convention, the secretary shall send a copy of the
125 draft of the convention minutes to each member of the minutes approval committee. In a meeting
126 or by telephone the committee shall review the secretary's draft for format, accuracy, and
127 completeness. The secretary will incorporate the recommended corrections in the approved
128 minutes.
129
130 6. The following rules apply to the issuance and publication of the Minnesota
131 Parliamentarian:
132 6.1 Publication shall occur in March, June/July, and October/November of each year.
133 6.2 The March issue shall contain

- 134 6.2.1 the call to convention
- 135 6.2.2 the registration form for the MSAP annual convention
- 136 6.2.3 the report of the nominating committee
- 137 6.2.4 applicable information from the NAP bylaws regarding selection of
- 138 delegates and alternates to the NAP convention shall be included in the MSAP call
- 139 to convention in the year they are to be elected
- 140 6.2.5 a copy of the auditing committee report
- 141 6.2.6 the detailed annual seminar and financial reports

142 6.3 The June/July issue shall contain:

- 143 6.3.1 the names and phone numbers of the officers of MSAP
- 144 6.3.2 the names and phone numbers of the committee members
- 145 6.3.3 the names and phone numbers of the officers of the units
- 146 6.3.4 a printing of the bylaws and standing rules
- 147 6.3.5 a membership list
- 148 6.3.6 the detailed annual convention and financial reports

149 6.4 The October/November issue shall contain:

150 reminder that proposed amendments to the bylaws and standing rules initiated by a member
151 or members are due to the bylaws and standing rules committee no later than January 15.
152 the approved convention minutes

153 6.5 Distribution list

- 154 6.5.1 MSAP members - primary, affiliate, provisional
- 155 6.5.2 Provisional members of units
- 156 6.5.3 NAP headquarters
- 157 6.5.4 NAP president and vice-president
- 158 6.5.5 District V director
- 159 6.5.6 Presidents of chartered states and provinces and chairmen of unchartered states
- 160 and provinces in District V
- 161 6.5.7 Presidents of other states that send the MSAP president or MSAP editor a copy
- 162 of the newsletter from that state
- 163 6.5.8 MSAP historian
- 164 6.5.9 Two copies to editor for the editor

165 7. Funds budgeted for the NAP convention delegates' expenses shall be divided equally
166 among the elected delegates at the time of the convention. The maximum amount allowed
167 toward the delegates' expenses for each delegate shall not exceed \$200 or the registration fee,
168 whichever is less. This applies to the president, vice president, the other state delegates, and each
169 member-at-large delegate.

170 8. An appropriate recognition shall be awarded to a school parliamentary team and/or its
171 coach for winning a state parliamentary competition provided:

172 8.11 MSAP judges were utilized at least in part

173 8.12 The team(s) go on to national competition.

174

179 9 The following rules apply to the death of a primary MSAP member or death of a member
180 of their immediate family.

181 9.13 If a member of MSAP dies, MSAP will notify NAP. A notice will be sent by the
182 secretary of MSAP to the family that this action was taken in the honor of their loved one.

183 9.14 Upon the death of a primary member, a memorial from MSAP of a copy of the
184 current edition of *Robert's Rules of Order Newly Revised* will be placed in the neighborhood
185 library of the member, and his or her name will be inscribed therein. This action will be
186 carried out by the president or his or her designee.

187 9.15 Upon the death of an immediate member of the family of a primary MSAP
188 member, a memorial card will be sent to the family.

189 9.16 When an MSAP member becomes aware of the death of a former MSAP primary
190 member who is not a member of another association at the time of death, the member shall
191 notify the MSAP president who shall notify NAP.

192

193 10 The *Mason's Manual of Procedure* given as a gift to MSAP from the Clerk of the Senate
194 Flahaven at the 2000 State Convention shall be kept with the MSAP President's files; the
195 manual shall be brought to the annual seminar and the annual state convention and may be
196 borrowed by any MSAP member.

197

198 11 The Muriel Miller gavel shall be kept with the MSAP President's files and used by the
199 president during the term.

200 11.13 The Muriel Miller Gavel shall be inscribed with the names of all primary MSAP
201 members who served as NAP President. The inscription shall include the president's name,
202 membership status and NAP term of office. (Example: Jeanette N. Williams, PRP, NAP
203 President 2005-2007)

204 11.14 The Muriel Miller Gavel may be used by a MSAP President during a term as NAP
205 president.

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207

SPECIAL RULE OF ORDER

208 Election of delegates and alternates to the NAP convention shall be by majority vote. If there is
209 a tie vote for any position, reballoting shall be between those candidates to break the tie. If there
210 is still a tie after reballoting, the rank shall be determined by a coin toss.

211

212 MSAP Standing Rules: Revised March 1997; Amended July 1997, March 1998, April 2000,
213 May 2001, March 2002, February 2003, May 2003, August 2003, November 2003, June
214 2007, May 2008, May 2009, May 2012, April 2013, April 2014, January 2016, January 2017,
215 May 2017, May 2018, January 2019, January 2020, August 2020, April 2021, January 2022,
216 March 2022, April 2023, August 2023