

March 2024

**PRESIDENT'S CORNER**

Dear fellow Minnesota Parliamentarians,

As our mild winter approaches an end and we approach another Annual Convention, I thank you for trusting your State Association to my care as your president this last year.

We've had a great year as we have welcomed new members, said goodbye to a few who are retiring, and had a successful seminar in January. Our two units continue to meet 11 times a year, practicing good parliamentary procedure and educating our membership.

We had a sizable contingent attend the 2023 NAP Biennial Convention, representing you as decisions were made about our beloved National Association. We continue to have MSAP members judge Parli Pro competitions for several youth organizations.

Check out our new website at [MSAP.us](http://MSAP.us) where you will find up-to-date information about our State Association events, links to NAP events, and more.

As both the Minnesota Association President and the Commander of Cottage Grove VFW Post 8752, I encourage you to attend our MSAP Annual Convention on May 4, 2024 at VFW Post 8752 in Cottage Grove, just southeast of St. Paul. Check-in begins at about 8:30 a.m. and we'll start promptly at 9 a.m. The very low cost covers a continental breakfast and lunch. Take part in (if a delegate) or observe our annual business meeting and then enjoy a lesson by NAP District 5 Director Laura Meade.

If you have any questions about our Association, how you can be involved, or how we might be of service to you, you can always reach me (or the then current president) at [President@MSAP.us](mailto:President@MSAP.us).



Best wishes. I hope to see you on May 4<sup>th</sup>!

David Staehlin, President



**Minnesota State Association of Parliamentarians website**

You have got to go take a look!!

Visit the website at: [MSAP.US](http://MSAP.US)

# The Minnesota Parliamentarian

## MSAP ANNUAL SEMINAR REPORT

The MSAP Annual Seminar was held via Zoom on Saturday, January 27, 2024. The title was “Let’s Get Practical.” Presenters included Jeanette Williams, PRP, CP-T, (Governing Documents); Patricia Reymann, PRP (Nominations & Elections); and Josh Martin, PRP, (Presiding). Each session included small group participation in breakout rooms. There were 47 registrants. Most were from the Twin Cities or outstate Minnesota. In addition, there were attendees from Florida, Iowa, Michigan, North Carolina, Oklahoma, South Carolina, Wisconsin, and three Provinces in Canada: Alberta, Manitoba, and Quebec. Eventbrite was used for registration. The cost of the seminar was \$10. Gross receipts were \$360 based on 36 paying registrants. The presenters, facilitators, and organizers (11 in total) attended for free. Expenses included fees of \$83.30, a returned registration, and faculty stipends. This seminar was well received. Handouts and reference material were emailed to participants. The breakout rooms with facilitators worked very well.

Income	Expense	Net Gain / (Loss)
36 paid registrations @ \$10 each		
\$360.00	Eventbrite fees	(\$83.30)
	Event adjustment ( <i>returned check + fee</i> )	(12.45)
	Instructor/facilitator (3) stipend	(150.00)
	Facilitator stipend (5)	(125.00)
	Subtotal	(\$370.75)
		(\$10.75)

co-Chairs Lucy Johnson, PRP and Miriam Simmons, PRP

NOTE: The 2023 MSAP Annual Seminar was recorded, please access those great lessons here: <https://www.youtube.com/channel/UC95Q5SqRgn1zXn4bowijKrA>

## AUDIT COMMITTEE REPORT

01 Dec 22 to 30 Nov 23

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

Beginning Balance:	01 Dec 22	\$4056.59
Receipts		6195.03
Disbursements		2678.97
Ending Balance:	30 Nov 23	\$7572.65

Audit Committee Chair Darleen Harens, PRP | 26-December, 2023

NOTE: The funds from the withdrawal of the two CDs (\$2652.06 and \$2114.77) were transferred to the balance in the checking account in May 2023.

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## MSAP TREASURER'S REPORT March 14, 2024

<b>BALANCE ON HAND</b>	<b>1/4/2024</b> .....	<b>\$7,572.65</b>
<b>Receipts</b>		
	EventBrite      Seminar Registrations	\$244.26
	Mary Schmitt      Seminar Registration	\$10.00
	Debra Keller      Seminar Registration	\$10.00
<b>TOTAL REVENUE:</b>		<b>\$264.26</b>
<b>Disbursements:</b>		
	Wix      New Website	\$174.00
	Pay Kristin Smith      New Website	\$500.00
	Checks      Checks	\$53.33
	Instructor Stipends      Instructor Stipends 3 @ \$50	\$150.00
	Facilitator Stipends      Facilitator Stipends 4 @ \$25	\$100.00
<b>TOTAL EXPENSES:</b>		<b>\$977.33</b>
<b>BALANCE ON HAND</b>	<b>3/14/2024</b> .....	<b>\$6,859.58</b>

Treasurer Josh Martin, PRP

### JUDGING and EDUCATION of YOUTH

BPA held their regional competition on January 26 at Wayzata High School in Plymouth. Miriam Simmons, PRP, and Patricia Reymann, PRP, served as the Parli-Pro judges for 3 teams from 2 schools. They were able to also advise them in areas to help prepare them for the state competitions. BPA held their state competition on March 15 at the Hyatt Regency Hotel, Minneapolis. Miriam Simmons, PRP, Patricia Reymann, PRP, and Carrie Roach, RP, served as judges for that competition. When the winning school is known, the school will receive individual medallions for each participant of the winning team. Also, the school will receive a first place plaque for their trophy case. FCCLA has also contacted MSAP for judges for their state competition on April 7 and 8. At the time of publication, of Carrie Roach, RP, volunteered to assist as a judge.

Thank you for all of you who considered and then volunteered to assist the youth in our schools as they are actively learning parliamentary procedure.

Chair Darleen Harens, PRP

### Call to the MSAP Convention

The Minnesota State Association of Parliamentarians Convention will be held at VFW Post 8752 | 9260 East Point Douglas Road | Cottage Grove, MN on Saturday, May 4, 2024, at 9:00 a.m. for the purpose of electing officers, hearing reports, and conducting business. NAP District Five Director Laura Meade, PRP, CPP will present the educational lesson. MSAP members obtain voting delegate status upon payment of the registration fee (\$10.00); all members are welcome to attend. Provisional members of the St. Paul Unit and Northern Lights Parliamentarians are also welcome to attend and observe.

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**MSAP CONVENTION REGISTRATION**

Saturday, May 4, 2024

VFW Post 8752  
9260 E Point Douglas Rd  
Cottage Grove, MN 55016

- 8:30 a.m. Registration and Continental Breakfast
- 9:00 a.m. MSAP Convention Convenes
- 12:00 noon Lunch
- 3:00 p.m. Convention Ends, Meeting of New Board
- Cost: \$10.00 Registration includes convention packets, breakfast, lunch, and an educational session.

**\*\* Please register by April 30<sup>th</sup>. No registration at the Door! \*\***

Education Session by NAP District Five Director Laura Meade, PRP, CPP  
*Question of Privilege or a Request? Which is Which and Does it Matter?*

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Please mail this form with your check made out to MSAP to:  
Josh Martin, 4503 Grand Avenue South, Minneapolis, MN 55419-4850

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

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

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

Unit:       MAL               NLP               SPU               On-Line       Visitor

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

Note: refunds are not guaranteed; requests for refunds  
will be considered on an individual basis.

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Questions? Contact: Lucy H. Johnson, PRP, Convention Chair at [VicePresident@MSAP.us](mailto:VicePresident@MSAP.us)

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## 2023 – 2024 NOMINATING COMMITTEE REPORT

The following individuals have consented to be 2024-2025 MSAP

Officer candidates:

President: Lucy Johnson, PRP

Vice President: Miriam Simmons, PRP

Secretary: Alice Chapman

The following individuals have consented to be 2024-2025 MSAP Nominating

Committee candidates:

Alice Chapman

Michael Orr, RP

David Staehlin

submitted by:

Chair Miriam Simmons, PRP

Ginny Altman, PRP-R

Chris Thorp

### MSAP E-Mail Addresses

Not sure who to e-mail or who is filling a current position? We use e-mail forwarding for your convenience. Below are some msap.us e-mail addresses that you can use. Your e-mail will be automatically forwarded to the personal e-mail address for that office holder or position.

[President@MSAP.us](mailto:President@MSAP.us)

[VicePresident@MSAP.us](mailto:VicePresident@MSAP.us)

[Secretary@MSAP.us](mailto:Secretary@MSAP.us)

[Treasurer@MSAP.us](mailto:Treasurer@MSAP.us)

[Editor@MSAP.us](mailto:Editor@MSAP.us)

### Dahms-Bierbaum Memorial Foundation November 3-5, 2023 Kansas City, MO



#### 2022-2023 Trustees

Front row: Miriam Simmons, Evan Lemoine, Jeanette Williams, Laura Meade

Back row: Dave Whitaker, Rosalie Stroman, Denise Irminger

Not pictured: Kendra O'Toole and Ann Rempel

Minnesota Participants:  
Bob Williams, Dave Whitaker, Miram Simmons,  
David Staehlin, Jeanette Williams



## The Minnesota Parliamentarian

**Editor's Note:** Because of the MSAP fiscal year and in order to operate, the board of directors gave initial approval of the 2024 proposed budget below in March 2024. The proposed budget will be reviewed and approved during the Annual Convention in May.

MSAP BUDGETS Fiscal Year is	Dec 2022 - Nov 2023 Adopted Budget	Dec 2023 - Nov 2024 Proposed Budget
REVENUES		
1. DUES	\$700.00	\$600.00
2. SEMINAR REGISTRATIONS	\$675.00	\$254.26
3. CONVENTION REGISTRATIONS	\$300.00	\$200.00
4. EDUCATIONAL MATERIAL SALES	\$0.00	\$0.00
5. MISC PROJECTS	\$0.00	\$0.00
6. DONATIONS	\$0.00	\$0.00
TOTALS	\$1,675.00	\$1,054.26
EXPENDITURES		
7. SEMINARS	\$500.00	\$275.00
8. CONVENTION	\$600.00	\$925.00
9. NAP REPRESENTATIVE <sup>1</sup>	\$400.00	\$0.00
10. NAP CONVENTION DELEGATES <sup>2</sup>	\$1,800.00	\$0.00
11. OFFICERS EXPENSES	\$50.00	\$50.00
12. NEWSLETTER EXPENSE	\$50.00	\$50.00
13. STATIONERY/SUPPLIES	\$0.00	\$50.00
14. DISTRICT 5 CONFERENCE	\$0.00	\$0.00
15. PARLI TEAMS SECONDARY	\$250.00	\$250.00
16. EDUCATIONAL MATERIALS	\$0.00	\$0.00
17. HISTORIAN	\$15.00	\$15.00
18. MISC GIFTS	\$80.00	\$80.00
19. SPECIAL PROJECTS <sup>3</sup>	\$500.00	\$500.00
20. WEB <sup>4</sup>	\$200.00	\$720.00
21. BANK CHARGES	\$0.00	\$53.33
TOTALS	\$4,445.00	\$2,968.33
Profit / Loss	(\$2,770.00)	(\$1,914.07)

Treasurer Josh Martin, PRP

<sup>1</sup>proposal – budget every other year rather than over two years; <sup>2</sup>proposal – budget in years needed; <sup>3</sup>recommend – spend-down; <sup>4</sup>includes one-time website development

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## **BYLAWS and STANDING RULES COMMITTEE REPORT**

The Committee recommends the following:

**Amendment 1.** Amend the bylaws by striking “seminars” in Article X, Section 1.

ARTICLE X – COMMITTEES Section 1. Standing Committees

There shall be the following standing committees: auditing; budget and finance; bylaws and standing rules; convention; education; judging and education of youth; membership; public relations; ~~seminars~~; and web site. Duties of standing committees shall be defined in the standing rules.

Rationale: We do not have, and have not had, a Seminars Committee in many years; the only Seminar we do is the Annual Seminar; the Standing Rules stipulate that the Education Chair is the Chair of the Annual Seminar. It makes more sense for any seminar to fall under the purview of the Education Committee.

**Conforming Amendment.** Amend Standing Rule 3.8 by striking “seminars” and inserting “education”; renumber as 3.5.2.

~~3.8~~ 3.5.2: The ~~seminars~~ education committee shall prepare a budget and make all arrangements for the annual seminar subject to the approval of the board of directors. The education chairman shall be the chairman of the annual seminar. Presenters (not to include those that participate only as a panel member) at the annual seminar may have their registration fee discounted by an amount to be determined by the board. The presenter(s) will be reimbursed for expenses as approved by the board.

Rationale: If Article X is amended as to striking “seminars”, this amendment is needed to conform to the bylaws and now should be included with the duties of the Education Committee.

**Amendment 2.** Amend the bylaws at Article III, Section 3 by striking Section 3 and substituting the following:

Section 3. Provisional members are individuals who are preparing for NAP membership.

Provisional members:

- a. are not NAP members and are not counted for the purpose of determining the number of delegates to which MSAP is entitled at NAP conventions,
- b. may discuss motions but may not make motions or vote,
- c. may not hold office or serve on the MSAP board of directors,
- d. will receive notice of all meetings and all official mailings including the *Minnesota Parliamentarian*.

Changes to the current wording are shown here:

Section 3. Provisional members are individuals who are preparing for NAP membership ~~and who have never been NAP~~

~~members~~. Provisional members:

- a. are not NAP members and are not counted for the purpose of determining the number of delegates to which MSAP is entitled at NAP conventions,
- b. ~~may be a provisional member for a maximum of five years,~~
- c. may discuss motions but may not make motions or vote,
- d. may not hold office or serve on the MSAP board of directors,
- e. will receive notice of all meetings and all official mailings including *The Minnesota Parliamentarian*.

Rationale: the language as to provisional members seems unnecessarily restrictive and off-putting to potential new members who wish to become engaged in MSAP activities. Provisional members are defined by NAP as those preparing

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for membership (NAP Bylaws, Article IV, Section 8, 7.). Their participation is properly limited. However, they should be encouraged to attend meetings and events and encouraged to proceed with their parliamentary education.

**Amendment 3.** Amend the bylaws at Article VII, Section 1 b., by striking “approving” and inserting “reviewing.”  
Section 1. Convention

- b. The convention shall be held for the purpose of electing officers and the nominating committee, ~~approving~~ reviewing the annual budget, providing educational sessions, and considering such other business as may arise.

Rationale: Article VIII, Section 4 of the bylaws states that the Board of Directors shall approve a budget prior to the beginning of each fiscal year; the budget is subject to review and amendment at the convention. In Article VII, b., the bylaws state that the convention [shall approve] the annual budget. This is inconsistent with the language in Article VIII and is illogical since the Board has already approved the budget. The Convention can review the budget and make changes to it if desired.

Submitted by the MSAP Bylaws Committee: Chair Miriam Simmons, PRP and Gloria de Meireles

### **SAINT PAUL UNIT**

The Saint Paul Unit (SPU) of the National Association of Parliamentarians currently has eighteen members. During our December meeting we elected officers for 2024; they are Carrie Roach as President, Pat Reymann as Vice-President, Mickey Nickelson as Secretary, and Gloria de Meireles as Treasurer. Business meetings are on the third Monday of the month from 9:30-11:30 a.m. CT during the months of March through January (we do not meet in February). Each business meeting includes an educational program focusing on the 2024 theme of Practicing Democratic Decision-making. Our March session was on ‘Steps in Processing a Motion’ by President Carrie Roach, RP and provided 0.5 CEU to NAP credentialed RPs and PRPs. Ahead of our business meetings, from 8:30-9:15 a.m. CT we have an RONR review session. We typically hold hybrid meetings. All are welcome to attend our review sessions and our business meetings. Please contact [President.SPU@msap.us](mailto:President.SPU@msap.us) for further information and meeting links.

**12/30/2023 SPU Open House**  
in the home of Jim Schenz & Miriam Simmons

Saint Paul Unit President Carrie Roach, RP



back row: Dave Whitaker, Gloria & Francisco de Meireles, Carrie Roach, Greg & Jane Hanzalik, Bob Williams;  
first standing row: Jeanette Williams, Miriam Simmons, Pat Reymann;  
kneeling in front: Jim Schenz



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## **NORTHERN LIGHTS PARLIAMENTARIANS**

Northern Lights Parliamentarians meet the Second Tuesday of the month at 6:30 PM by Zoom. Our most recent education session in March was led by Darleen Harens, PRP on the topic 'Parliamentary Inquiry' and a brief secondary session on 'What's Wrong' from member Josh Martin's most recent article in the National Parliamentarian. The February education program was led by Jason Cassady on 'Body Language in Robert's Rules of Order Newly Revised, 12th Edition.' January's education program was led by Darleen Harens, PRP, on the topic 'Standing Rules: Can You Identify Standing Rules?' Parliamentary retirements have been announced with the departure of two long time members, officers, and committee chairs – Beverly Kennedy and Robert Vokes. Northern Lights Parliamentarians and our officers thank Robert and Beverly for their many years of service and contribution to our unit. Dan Thomas Commins has joined our unit as a new provisional member. Guests are always welcome! For meeting links and further information contact [President.NLP@MSAP.us](mailto:President.NLP@MSAP.us).

Northern Lights Parliamentarians President Michael Orr, RP



### **FUTURE EVENTS**

NAP Spring Training  
April 20, 2024  
Online  
{pre-register \$\$\$}

MSAP Annual Conv.  
May 4, 2024  
VFW Post 8752  
Cottage Grove  
{pre-register \$}

NAP Training Conf.  
September 5-8,  
2024  
San Antonio, TX

Dahms Foundation  
November 1-3,  
2024  
Minneapolis, MN

NAP Biennial Conv.  
August 20-24, 2025  
Phoenix, AZ

JUNE/JULY 2024 ARTICLE DUE DATE:

*The Minnesota Parliamentarian*

**\*\* Wednesday July 10, 2024 \*\***

Please submit articles to

[Editor@MSAP.us](mailto:Editor@MSAP.us)

Photos are always welcome!

MSAP: [www.MSAP.us](http://www.MSAP.us)

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