

MINNESOTA STATE ASSOCIATION OF PARLIAMENTARIANS STANDING RULES  
AND SPECIAL RULE OF ORDER

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

- 3.4 The convention committee shall prepare a budget and make all arrangements for the annual convention subject to the approval of the board of directors. The vice-president shall be the chairman of this committee (Bylaws, Article V, Section 3.b).
- 3.5 Based on interest, the education committee shall organize the following study opportunities: 1) Study session(s) for the NAP membership exam; 2) Study session(s) for the NAP registered parliamentarian exam; 3) Advanced seminar study session(s) for registered parliamentarians and other interested members with continuous past study and achievement; 4) Study session(s) for the general public; 5) Outreach to the public through community education, junior colleges and the like; and 6) Session(s) devoted to a specific group of individuals such as student governments, advisors to parliamentary teams, and the like.
  - 3.5.1 The study sessions will be sponsored by MSAP. Fees for the study sessions shall be established and approved by the MSAP board and collected by the MSAP treasurer. The presenter(s) will receive reimbursement for expenses. The board may recommend compensation for the presenter(s) not to exceed the balance of the monies collected for the study session(s).
  - 3.5.2 The 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. The presenter(s) will be reimbursed for expenses as approved by the board and will pay no registration fee. MSAP members will be admitted at no cost for on-line events when there is a registration fee.
- 3.6 The judging and education of youth committee shall provide judges, upon request, for organizations that sponsor competition in parliamentary procedure for high schools and junior high schools. The committee will establish liaisons with the team coaches and organize seminars for the team coaches and/or high school students participating in parliamentary procedure teams and competition.
- 3.7 The membership committee shall maintain a list of past non-member participants at MSAP conventions, seminars and other sponsored parliamentary learning activities.
- 3.8 The public relations committee shall promote information through the press and other media as directed by the president or the board of directors. Publicity for all workshops, seminars, conventions, etc., shall include all topics and presenters' names.
- 3.9 The Web Site Committee shall have overall responsibility for the web site. The committee shall appoint a webmaster and one or more web site monitors.
  - 3.9.1 The webmaster shall
    - A. Post information regarding unit, association, district and national events.
    - B. Ensure that invoices regarding payments are made to maintain the host and domain name are submitted to the treasurer for payment.
  - 3.9.2 The monitors shall
    - A. Regularly review the website for accuracy.
    - B. Provide suggestions for website improvement to the webmaster and website committee.

- 3.9.3 The website shall provide links to
  - A. NAP
  - B. NAP Educational Foundation
  - C. Lester L. Dahms Memorial Foundation.
- 3.9.4 The treasurer shall make payments for the host and domain name when information is submitted to the treasurer by the webmaster.
4. MSAP Referral Directory
  - 4.1 That participation in the MSAP Referral directory shall be limited to Professional Registered Members (PRPs) in good standing and who are members of MSAP.
  - 4.2 Any person (board members, unit officers, members) receiving a request for a parliamentarian through the website shall forward the inquiry to the person identified as the “MSAP Referral Coordinator.”
  - 4.3 The MSAP Referral Coordinator shall provide a list of PRPs and their emails in random order and submit to the requesting party and include the following statement.
  - 4.4 “The Minnesota State Association of Parliamentarians provides this listing as a service to those who request assistance in locating a Professional Registered Parliamentarian®. Contact the PRP directly as terms of employment shall be negotiated between you and the parliamentarian.”
  - 4.5 The MSAP Referral Coordinator shall be elected by the MSAP Board of Directors at the post-convention board meeting.
5. Within two (2) weeks following the convention, the secretary shall send a copy of the draft of the convention minutes to each member of the minutes approval committee. In a meeting or by telephone the committee shall review the secretary's draft for format, accuracy, and completeness. The secretary will incorporate the recommended corrections in the approved minutes.
6. The following rules apply to the issuance and publication of the Minnesota Parliamentarian:
  - 6.1 Publication shall occur in March, June/July, and October/November of each year.
  - 6.2 The March issue shall contain:
    - 6.2.1 the call to convention
    - 6.2.2 the registration form for the MSAP annual convention
    - 6.2.3 the report of the nominating committee
    - 6.2.4 applicable information from the NAP bylaws regarding selection of delegates and alternates to the NAP convention shall be included in the MSAP call to convention in the year they are to be elected
    - 6.2.5 a copy of the auditing committee report
    - 6.2.6 the detailed annual seminar and financial reports
  - 6.3 The June/July issue shall contain:
    - 6.3.1 the names and phone numbers of the officers of MSAP
    - 6.3.2 the names and phone numbers of the committee members
    - 6.3.3 the names and phone numbers of the officers of the units
    - 6.3.4 a printing of the bylaws and standing rules

- 6.3.5 a membership list
- 6.3.6 the detailed annual convention and financial reports

6.4 The October/November issue shall contain:  
reminder that proposed amendments to the bylaws and standing rules initiated by a member or members are due to the bylaws and standing rules committee no later than January 15.  
the approved convention minutes

6.5 Distribution list

- 6.5.1 MSAP members - primary, affiliate, provisional
- 6.5.2 Provisional members of units
- 6.5.3 NAP headquarters
- 6.5.4 NAP president and vice-president
- 6.5.5 District 5 director
- 6.5.6 Presidents of chartered states and provinces and chairmen of unchartered states and provinces in District 5
- 6.5.7 Presidents of other states that send the MSAP president or MSAP editor a copy of the newsletter from that state
- 6.5.8 MSAP historian
- 6.5.9 Two copies to editor for the editor

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

8. An appropriate recognition shall be awarded to a school parliamentary team and/or its coach for winning a state parliamentary competition provided:  
8.11 MSAP judges were utilized at least in part  
8.12 The team(s) go on to national competition.

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

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

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

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

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

- 10 The *Mason's Manual of Procedure* given as a gift to MSAP from the Clerk of the Senate Flahaven at the 2000 State Convention shall be kept with the MSAP President's files; the manual shall be brought to the annual seminar and the annual state convention and may be borrowed by any MSAP member.
- 11 The Muriel Miller gavel shall be kept with the MSAP President's files and used by the president during the term.
- 11.13 The Muriel Miller Gavel shall be inscribed with the names of all primary MSAP members who served as NAP President. The inscription shall include the president's name, membership status and NAP term of office. (Example: Jeanette N. Williams, PRP, NAP President 2005-2007)
- 11.14 The Muriel Miller Gavel may be used by a MSAP President during a term as NAP president.

#### SPECIAL RULE OF ORDER

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

MSAP Standing Rules: Revised March 1997; Amended July 1997, March 1998, April 2000, May 2001, March 2002, February 2003, May 2003, August 2003, November 2003, June 2007, May 2008, May 2009, May 2012, April 2013, April 2014, January 2016, January 2017, May 2017, May 2018, January 2019, January 2020, August 2020, April 2021, January 2022, March 2022, April 2023, August 2023, May 2024, March 2025, April 2026