



Procedure Manual

A Guide for Officers and Committee Chairmen of the Nebraska State Association of Parliamentarians

Adopted 5/16/2015

Amended May 2022

Purpose

The procedures are based on the bylaws, special and standing rules, board standing rules, and customs of the Nebraska State Association of Parliamentarians (NSAP).

Officers and chairmen are encouraged to study their respective responsibilities in this manual and in the bylaws always remembering that the bylaws are the higher ranking authority.

The purpose of this procedure manual is to provide guidelines and set forth duties for the officers and committee chairmen who constitute the board of directors.

General Information

Board Reports

1. All board members shall be sent a copy of the reports with the minutes of the previous meeting by the president no later than twenty (20) days after the meeting.
2. Each board member shall submit one copy of the report to the president no later than ten (10) days prior to the board meeting unless otherwise directed by the president. If the deadline is not met, then the board member is responsible to provide fifteen (15) printed copies on "8 ½ x 11" paper for distribution at the meeting.
3. Board reports shall contain the activity from the previous meeting to this meeting.

Annual Meeting Reports

1. Each board member shall prepare an annual report and send to the president thirty (30) days prior to the annual meeting.
2. The nominating committee chairman shall send the report to the president and the editor no later than forty-five (45) days prior to the annual meeting in even-numbered years.
3. The president shall prepare the history report each biennium. During the pre-annual board meeting, the board shall review the history report. The history report is adopted at the post-annual board meeting for publication in the *NSAP Newsletter*.

Records

1. Board members shall maintain a record of activities that includes copies of letter, reports, and recommendations. These records shall be transferred to the incoming board members.
2. Board shall receive at post-annual board meeting the NSAP procedure manual in even-numbered years.

3. Following is a listing of records and the retention time:

Permanent Records

A. Minutes

1. Organization (regular and special meeting)
2. Board of Directors

B. Bylaws/Special Rules of Order

C. Tax exemption applications and permission

D. Reports of annual financial review

E. Financial statements—annual

F. General ledger

G. Newsletters or bulletins

H. Special correspondence of historical importance

Seven Years Retention

A. Bank statements

B. Deposit slips

C. Cancelled checks

D. Financial statements--interim

E. Check vouchers

F. Cash receipts

G. Tax returns and work sheets

Two Years Retention

A. Committee minutes/reports

B. Annual reports (officers and committee chairmen)

C. Membership rosters

D. Meeting notices

Discard Materials (made inactive by date or action)

A. Correspondence from which information has been recorded in the minutes and/or appropriate action has been taken

B. Election ballots (may be destroyed by motion at end of meeting where used)

C. Consent to serve form (retain until term is served)

D. Standing rules

E. General correspondence

F. Budget report

Attendance

1. All board members are expected to attend all NSAP meetings.
2. Notify the president prior to the meeting if unable to attend.

Expenses

1. Expense vouchers are sent to the treasurer no later than ten (10) days after the event.
2. All expenses incurred by board members must be itemized on an expense voucher and sent to the treasurer.
3. Payment for expenses will be disbursed by the treasurer only for budgeted items approved by the president and the treasurer. Expenses over budgeted items must be approved by the board.
4. Board members traveling to present or assist with unit meetings, at the request of the unit president, shall be reimbursed at the rate approved for attending board meetings.

Committee Chairmen

Committee chairmen shall:

1. contact all members of the committee and review:
 - a. purpose of the committee and its responsibilities;
 - b. schedule of meetings;
 - c. specific responsibilities; and
 - d. develop a plan of work.
2. contact information may be obtained from the president;
3. encourage members to take an active role; and
4. periodically send copies of committee activities to the president.

Duties of Officers

President

The president shall have read the NAP Bylaws, NSAP governing documents and perform the duties listed in NSAP Bylaws Article VII, Article IX, Article X, and Standing Rules.

Additional duties/information as follows:

1. correspond with the vice-president;
2. attend the NAP biennial convention, District Five conference, and NAP Training Conference;
3. be signatory on bank account and contracts;
4. be custodian of the Belcher gavel and mace;
5. notify treasurer and membership chairman of new members, and new credentialed members;
6. notify treasurer and membership chairman a week following notification by NAP, the names of members whose dues are not paid;
7. assist membership chairman in urging members to continue membership;
8. ensure that the duties of board members are accomplished;
9. provide notice of serious illnesses or death of members to the membership per NAP guidelines;
10. contact members to obtain their consent to serve as board members prior to a nominee's election;
11. prepare an acceptance speech including goals in accordance with the object of NSAP and announce the names of board appointees;
12. with board approval, select the NAP representative;
13. check the progress of committee assignments;
14. appoint members to serve on the Special Committee to Approve the Minutes at the beginning of each meeting;
15. working with the vice-president, collect and archive items from the biennium;
16. review articles for the *NSAP Newsletter* and send to the editor; and
17. prepare history report of the biennium in even-numbered years.

Vice-President

The vice-president shall perform the duties listed in NSAP Bylaws Article VII, Article IX, Article X, and Standing Rules.

Additional Duties/Information as follows:

1. select a small gift or a contribution, as the president desires, with NSAP money, and present to the outgoing president following the installation of officers in even-numbered years;
2. work with the president to collect and archive items from the biennium; and
3. mail birthday cards to NSAP members.

Secretary

The secretary shall perform the duties listed in NSAP Bylaws Article VII, Article IX, and Standing Rules.

Additional Duties/Information as follows:

1. send a draft of the minutes to president and special committee to approve the minutes per guidelines on page 7;
2. send the approved board minutes within twenty (20) days to each member of the board;
3. send approved annual meeting minutes within forty five (45) days to the membership;
4. maintain a permanent file of the minutes of all meetings;
5. maintain a separate file of committee and officer reports until the end of the term;
6. have available at meetings: motion forms, ballots, previous biennium minutes, and ballots for annual meeting;
7. be custodian of all governing documents and records not specifically assigned to other members;
8. send immediately following the election, the names and contact information of officers to NAP;
9. prepare an election letter for the financial institution holding the accounts of NSAP and give the letter to the incoming president and treasurer. (page 8)

Special Committee to Approve the Minutes

The Special Committee to Approve the Minutes shall perform the following.

1. The president shall appoint a special committee to approve the minutes for each meeting from among the members who are present.
2. The secretary shall send the minutes to the president no later than five (5) days after each meeting.
3. The president shall review the minutes no later than two (2) days and return minutes to secretary.
4. Upon receipt of the minutes from the president, the secretary shall simultaneously send the minutes to all members of the Special Committee to Approve the Minutes for return no later than five (5) days to the chairman of the committee.
5. No response from the committee members indicates no changes.
6. Members may indicate electronic signatures with /s.
7. The chairman shall compile the suggested changes and send the corrected minutes to the secretary within two (2) days.
8. The secretary, after making appropriate changes, shall send the approved minutes to the board members within twenty (20) days or to the membership within forty-five (45) days.

Treasurer

The treasurer shall perform the duties listed in NSAP Bylaws Article VII, Article IX, and Standing Rules.

Additional Duties/Information as follows:

1. file IRS Form 990-N (e-Postcard) by March 1;
2. file Form 10 (Nebraska and Local Sales and Use Tax Return) using NSAP TIN 1-03-0000 for tax collected on the sale of educational material;
3. prepare a voucher (sample on page 9);
4. prepare a financial statement for each meeting;
5. prepare a report comparing budgeted items and expenditures;
6. send notification of a NSAP memorial to family of the deceased;
7. prepare an annual financial statement according to the example on page 455 (48:23) in *Robert's Rules of Order Newly Revised 12th Edition*, with accompanying documentation to the auditing committee within thirty (30) days after the annual meeting;
8. maintain a separate bank account for the annual meeting;
9. purchase supplies as directed by the board; and
10. notify president and editor changes in members' contact information.

LETTER TO BANKING INSTITUTION

To Whom it May Concern:

The annual meeting of the Nebraska State Association of Parliamentarians was held at _____, on _____ the president and secretary being present.

The following officers were elected for the _____ term:

President (name and address)

Vice-President (name and address)

Secretary (name and address)

Treasurer (name and address)

The president and treasurer have signatory responsible on the association's financial account.

Secretary

NSAP VOUCHER

For reimbursement, forward to treasurer within ten (10) days after the event.

Mail to: NSAP Treasurer

Date Submitted: _____

Amount of Expenses _____

Requesting Officer/Chairman/Member

Make Check Payable to:

Expense Category:* (check one) ___ Annual Meeting ___ Operating Expense ___ Other

Description of Expenses:

* Receipts must accompany all expenses to be reimbursed.

TREASURER'S USE

Date Disbursed: _____

Amount Disbursed: _____

Disbursed to: _____

Check Number: _____

Budget Item Amount: _____

Budget Item Balance: _____

Parliamentarian

The parliamentarian shall be familiar with all NAP and NSAP governing documents.

Additional Duties/Information as follows:

1. may attend other committee meetings, as requested;
2. review annual meeting rules for timeliness of information and accuracy; and
3. in consultation with the president, make changes to annual meeting standing rules.

Editor

The editor shall perform the duties listed in NSAP bylaws, Article VII, Section 7. B.

Prepare the *NSAP Newsletter* using these guidelines:

1. Request contact information for members not listed in NAP Membership Manual from the treasurer.
2. Send *NSAP Newsletter* to membership to last known address, District Five Director, District Five association presidents, National Parliamentarian Editor, and NAP president.
3. Publish three issues each year. The publishing dates shall be summer (post annual meeting), fall, and spring. Upon notice of the editor, all reports and articles in Word format shall have been received twenty (20) days prior to publication date.
4. Request information from responsible officers to include the following in EACH issue of the *NSAP Newsletter*:
 - a. a message from the president
 - b. the NAP website address and 888 telephone number
 - c. the NSAP website address
 - d. names and contact information of board
 - e. information about the NSAP Award
(April 1-March 31)
 - f. new members
 - g. calendar of events
 - h. report of board actions
 - i. NAPEF information
 - j. report of unit activities

5. additional information to be included in SUMMER issue:
 - a. history report in even numbered years
 - b. annual meeting minutes
 - c. information *from* annual meeting and workshop
 - d. NSAP Award recipients
6. additional information to be included in FALL issue:
 - a. information *from* NAP convention (odd-numbered years)
 - b. information *from* Training Conference (even-numbered years)
 - c. information for annual meeting and workshop
 - d. audit report
 - e. articles, games, puzzles, quizzes, cartoons (as needed)
7. additional information to be included in SPRING issue:
 - a. official call to annual meeting
 - b. schedule of annual meeting events and workshop
 - c. proposed bylaw and/or standing rules amendments
 - d. officer candidate resumes in even-numbered years
 - e. biography of guest presenter(s), if applicable
 - f. articles, games, puzzles, quizzes, cartoons (as needed)
 - g. NAP information for convention (odd-numbered years); training conference (even-numbered years)
8. Articles and pictures of AIP functions shall not be published in the *NSAP Newsletter*.
9. Send *NSAP Newsletter* to the president for review prior to distribution.

Webmaster

The webmaster shall perform the duties listed in NSAP Bylaws Article VII, Section 7. C.

Additional Duties/Information as follows:

consult the president before posting new information on the website.

Annual Meeting Committee

The annual meeting committee shall perform the duties in NSAP Bylaws Article XI and Standing Rules.

Additional Duties/Information as follows:

1. work closely with the president for all aspects of arrangements of the annual meeting, such as:
 - a. menus and prices;
 - b. number of tables needed for registration and sales;
 - c. assignment of personnel for registration and sales;
 - d. propose registration fee to the board; and
 - e. include expenses of guest presenter.
2. select a host for the guest presenter.

Auditing Committee

The Auditing Committee shall perform the duties listed in NSAP Bylaws Article XI and Standing Rules.

Additional Duties/Information as follows:

1. perform the annual financial review for the term in office;
2. review all vouchers;
3. review bank statements and investments;
4. perform a financial review of the annual financial report ending on the last day of May; and
5. complete financial review within ten (10) days and return records to treasurer.

Awards Committee

The Awards Committee chairman shall perform the duties listed in NSAP Bylaws Article XI and Standing Rules.

Additional Duties/Information as follows:

See the activity/application forms for the NSAP Award Program on the following pages.



NSAP AWARD PROGRAM

What is the NSAP Award Program?

The NSAP Award Program was established to recognize the achievements of NSAP individual members who serve NSAP and other organizations as parliamentarians, workshop presenters, judges for parliamentary teams, etc. and for attendance at conferences and conventions. The Award recognizes units for overall work in attaining new members and total points achieved by its unit membership. Also included in the Award is recognition of individuals who achieve the Registered Parliamentarian (RP) and Professional Registered Parliamentarian (PRP) status in the National Association of Parliamentarians.

What is the history of the NSAP Award program?

The NSAP Award program was established in 2000 in honor of NSAP 1999 president, Phil Evans. The first awards were named the Phil Evans Silver, Gold, and Platinum Awards. In 2008, the award names were changed to recognize three Nebraska women who served as president of the National Association of Parliamentarians: Bertha Hughes, Margaret Hasebroock, and Leah Koester. In 2021, the names of the awards were changed to Recruitment, Performance, and Parliamentarian of the Year Award.

What is the goal of the NSAP Award program?

The goal is to emphasize, as well as recognize, the work and accomplishments of individual NSAP members and to recognize a unit for attaining new members and/or total number of points achieved by its unit membership as related to their number of members.

What is the reporting period?

The reporting period is from April 1 through March 31.

How is the award form accessed?

The award form and information about the NSAP Award is located on the Nebraska state website. *neparliamentarians.org*

Who may apply?

All NSAP members are encouraged to track and report parliamentary activities during the reporting period using the award form and/or method devised by the applicant. This is a voluntary program.

How is the award form submitted?

The award form is submitted to the Awards Committee by the date determined by the Awards Committee.

When will the awards be announced?

The NSAP Awards will be announced in conjunction to or with the annual meeting.

What are the NSAP Awards?

The *Recruitment Award* is presented to the unit which has demonstrated the greatest recruitment of new members during the reporting period.

The *Performance Award* is presented to the unit which has demonstrated dedication and contribution to parliamentary excellence during the reporting period. The award is determined by the total number of points accumulated by combining the points of the individual unit members, as related to the number of primary members.

The *Parliamentarian of the Year Award* is presented to an individual for outstanding contribution to parliamentary excellence during the reporting period. Outstanding contribution is indicated by earning the most individual points. No person may receive the award consecutively.

A member receiving the *Registered Parliamentarian* (RP) credential in the National Association of Parliamentarians is recognized.

A member receiving the *Professional Registered Parliamentarian* (PRP) credential in the National Association of Parliamentarians is recognized.

A member exhibiting outstanding support and work for NSAP may be inducted into the *NSAP Hall of Fame*. (presented when warranted)

Nebraska State Association of Parliamentarians

NSAP AWARD PROGRAM

Name: _____

Unit/MAL: _____

Award Criteria: April 1 – March 31						
Item #	Activity – Event – Accomplishment	Number of Points Suggested				Individual/ Unit Points
		Local	State	District	National	

These activities apply to ANY organization you may serve (do not include travel time):

1	Teacher/Presenter (Workshop, etc.) Per 1 hour increments ¹	2	3	4	5	
2	Parliamentary Consultant Per 1 hour increments ¹	2	3	3	5	
3	Parl. Procedure Team Trainer Per 1 hour increments ¹	1	2	2	3	
4	Judge for Parliamentary Contest Per 1 hour increments ¹	1	1	1	2	
5	Parliamentarian of Organization	100	200	200	500	

The following activities apply to your unit, NSAP, District Five, NAP or NAPEF only:

6	New Member Each	100				
7	New Registered Parliamentarian Each	200				
8	New Professional Registered Parliamentarian Each	500				
9	Publicity Per article/clipping	25	50	75	100	
10	Officer Election/Appointment	100	200	300	500	
11	Committee Chairman Election/Appointment	100	200	400	800	
12	Committee Member Election/Appointment	100	100	200	400	
13	Attend Conference, Convention, Workshop	100	200	400	800	
14	Attendance at 75% of Unit Meetings	100				
15	Attendance at 100% of Unit Meetings	200				
	TOTALS					

¹ Complete Award Log listing event, date, type, location, length, etc. Record in 1 hour increments. For example, one hour spent would be 1 point – 1½ hours would be 1½ points.

Nebraska State Association of Parliamentarians

NSAP AWARD PROGRAM

GUIDELINES

Items 1 through 5 pertain to time spent with ANY organization including NAP constituents – units, state, district, and national. Preparation and travel time are not included.

1. A member who teaches or makes a presentation on parliamentary procedure at a workshop, conference, meeting, or convention.
2. A member who serves as a parliamentary consultant.
3. A member who provides leadership for a youth group as an instructor, trainer, consultant, or sponsor.
4. A member who serves as judge for parliamentary youth contests.
5. A member who serves as a parliamentarian for any organization.

Items 6 through 15 pertain to time spent with activities related to unit, state, district, or the national organization. Preparation and travel time are not included.

6. A member who attains membership status in NAP/NSAP through successful completion of the membership examination.
7. A member who attains registered parliamentarian status in NAP through successful completion of the registration examination.
8. A member who attains professional registered parliamentarian status in NAP through successful completion of the Professional Qualifying Exam.
9. A member who develops publicity items, articles or publications related to parliamentary procedure for the unit, state, district, or national convention.
10. A member either elected or appointed who serves as an officer for the unit, state, district, or national organization (president, vice-president, secretary, and treasurer).
11. A member either elected or appointed who serves as chairman of a committee at the unit, state, district, or national level.
12. A member selected to serve on a committee at the unit, state, district, or national level.
13. A member who enhances their professional development by attending parliamentary workshops, institutes, conferences, or conventions at the local, state, district, or national levels.
14. A member who attends 75% of the scheduled unit meetings) do not
15. A member who attends 100% of scheduled unit meetings) duplicate

Bylaws Committee

The Bylaws Committee shall perform the duties listed in NSAP Bylaws Article XI and Standing Rules.

Additional Duties/Information as follows:

1. be responsible for including/updating bylaw amendments adopted at the NAP biennial convention;
2. be responsible for updating changes in the standing rules and procedure manual, subject to board approval, and provide updated document to president;
3. maintain a file of governing documents and review periodically for compliance with NAP bylaws; and
4. review unit bylaws yearly and when changes are required in order to be in compliance with NAP/NSAP bylaws.

Education Committee

The Education Committee shall perform the duties listed in NSAP Bylaws Article XI and Standing Rules.

Additional Duties/Information as follows:

1. develop and coordinate education programs for the membership and list the material available in the *NSAP Newsletter*;
2. be responsible for NSAP sponsored educational programs such as seminars, workshops, and institutes;
3. encourage education programs;
4. be responsible for the sale of publications at the annual meeting;
5. order materials from NAP on consignment for sale at annual meetings and other NSAP sponsored events, price items to include cost and tax, and return all unsold items to NAP;
6. comply with board's decision on the rental of a table for sale of materials at non-NSAP events;
7. encourage persons to prepare for the membership examination;
8. encourage qualified teaching in elementary and secondary schools, colleges, and universities; and
9. provide to the treasurer within thirty (30) after the annual meeting, a detailed accounting of the receipts and expenditures of the educational materials.

Finance Committee

The Finance Committee shall perform the duties listed in NSAP Bylaws Article XI and Standing Rules.

Additional duties/Information as follows:

1. review the finances of NSAP and made recommendations to the board of directors at any of its meetings;
2. request any committee chairman who expect to have expenses in the coming biennium to report this information to the Finance Chairman as soon as possible following their appointment; and
3. review contributions to youth groups such as Future Business Leaders of America, FFA, Family Career and Community Leaders of America, Chapters of the National Forensic League, and Phi Beta Lambda, annually.

Marketing and Publicity

The Marketing and Publicity Committee shall perform the duties listed in NSAP Bylaws Article XI and Standing Rules.

Additional Duties/Information as follows:

1. assist the board and local units in promoting activities and workshops;
2. contact news media and youth organizations with scheduled workshops and meeting dates throughout the year;
3. prepare a news release for distribution at the annual meeting to unit presidents for release to local newspapers;
4. send published articles to president; include the date with newspaper articles;
5. outline a plan to acquaint the general public with the functions and services of NSAP developed subject to approval of the board of directors;
6. maintain a file of pertinent information concerning the officers and board members and keep updated to be used to personalize publicity;
7. create an awareness of the services of a parliamentarian to organizations such as toastmasters, scouts, city/county clerks;
8. offer exhibits and arrange for the Education Committee to give workshops to organizations;
9. explore promotional ideas and projects after board approval; and
10. market parliamentary education in conjunction with the Education Committee.

Membership Committee

As chairman of the membership committee, the treasurer shall:

1. maintain a list of members with contact information;
2. contact members whose membership is subject to forfeiture;
3. select members to assist in encouraging provisional members to apply for NAP membership;
4. follow-up with persons seeking membership information;
5. promote retention and extension of membership; and
6. assist in the formation of new units.

Nominating Committee

The Nominating Committee shall perform the duties listed in NSAP Bylaws Article VI and Standing Rules.

Additional Duties/Information as follows:

1. The committee may confer in person, via phone, or via e-mail. At least one meeting shall be held in person with a quorum present prior to submitting the final candidates' names to the editor.
2. The committee shall review the bylaws to become familiar with the duties of each office.
3. After verification of eligibility of potential candidates, the committee shall discuss and compile a list of potential candidates.
4. The committee chairman or designated committee member shall contact proposed candidates to seek their consent to place their names on the ballot and report the answers back to the committee.
5. If any proposed candidate declines to run, the committee shall select an alternate and contact that person and report back to the committee.
6. No committee member shall contact any proposed candidate until expressly directed to do so by the committee.
7. Committee discussion of proposed candidates shall be kept in confidence.
8. After the proposed candidates are finalized, the chairman shall report the names of the candidates to the editor no later than the Spring issue for inclusion in the *NSAP Newsletter*.

Unit Presidents

The unit presidents shall perform the duties listed in NSAP Bylaws Article IV and Standing Rules.

Additional Duties/Information as follows:

1. send to the state president, treasurer and membership chairman the names and contact information of all unit members indicating those members who are primary members, provisional members, and student members;
2. ensure that the treasurer has current unit membership information;
3. may send information to NSAP president for inclusion on the unit page on the NSAP website; and
4. complete a *Knowledge of the Death of a Member* form. (page 22) Send the completed form to the president and treasurer.



Knowledge of the Death of a Member

Instructions

This report is to be prepared by the unit president immediately upon the death of a member. A copy is to be sent to the following:

- Association President
- Association Treasurer
- Keep one copy in the unit file

Unit or MAL _____ State Association _____

Name of Deceased Member _____
(Title) (First) (Middle) (Last)

Residence at time of death _____
(Street, R.F.D., P.O. Box)

(City) (State) (Zip)

(Country)

Professional Information

Contributions to/participation in National Association of Parliamentarians, Nebraska State Association of Parliamentarians, and unit:

Use the back of the form for additional information.

Name and address of closest relative or friend (specify relationship):

Unit President _____

Nebraska State Association of Parliamentarians

Nominations from the floor confirmation

I certify that I am qualified for the office of PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER (circle one) and agree to serve if elected.

Signature _____

Date _____

Qualifications For NSAP Office Form

This form is to provide information to the nominating committee for consideration in determining nominees for NSAP office. PLEASE TYPE OR PRINT:

Name: _____ **Unit or MAL:** _____

Address: _____ **City:** _____ **Zip:** _____

Preferred telephone number: _____

First year of membership in NAP/NSAP: If registered, what year?

If not registered, have you taken any advanced courses in parliamentary procedure?

List offices held at the unit level:

List committee chairmanships held at the unit level:

List offices held at the state level:

List committee chairmanships held at the state level:

List other committees served on at the state level:

What experiences outside of NSAP do you consider relevant to serving as an officer of NSAP? (Include NAP if applicable)

ADDITIONAL COMMENTS:

Office or offices for which I consent to be nominated:

I understand the responsibilities involved and, if nominated and elected, I hereby consent to serve in the office named above.

Signature: _____ **Date:** _____

Send completed form to: _____ by (date)

THEME

ELECTED OFFICERS

APPOINTED OFFICERS

COMMITTEE CHAIRMEN APPOINTMENTS

UNIT PRESIDENTS

NOMINATING COMMITTEE (elected)

NEW MEMBERS

(* - primary members)

NEW CREDENTIALLED MEMBERS

NSAP DUES SCHOLARSHIP

ANNUAL MEETINGS AND WORKSHOPS

BOARD MEETINGS

BOARD ACTIONS

HIGHLIGHTS

AWARD RECIPIENTS

AWARD RECIPIENTS

AWARD RECIPIENTS

SERVICE AWARDS

SERVICE AWARDS

SERVICE AWARDS

NATIONAL OFFICES AND COMMITTEES