

## MEMBER

### 2023 REGISTRATION FORM

Mail this completed form with check

Payable to NSAP and send to:

NSAP c/o Lynna Gene Cook

7251 Norris Lane, Lincoln NE 68516

Please Print:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY & STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Registration includes: Workshops by credentialed presenters, handouts, meeting room, lunch, and snacks. Complimentary water and coffee. **For special dietary needs, respond with registration.**

DEADLINE APRIL 25, 2023 postmark for EARLY REGISTRATION pricing.

#### THURSDAY REGISTRATION

\_\_\_\_\_ \$30.00 EARLY Registration

\_\_\_\_\_ \$40.00 after APRIL 25, 2023

#### FRIDAY REGISTRATION

\_\_\_\_\_ \$60.00 EARLY Registration

\_\_\_\_\_ \$70.00 after APRIL 25, 2023

For more information, contact:

Lynna Gene Cook; Phone 402.430.5410

Email: [lqcook08@gmail.com](mailto:lqcook08@gmail.com)

LOCATION:

Second Baptist Church

525 N. 58<sup>th</sup> St

Lincoln NE 68505



## SCHEDULE

### Thursday - May 4, 2023

2:00 p.m. Pre-Annual NSAP Board  
of Directors Meeting

4:15 p.m. NSAP Annual Meeting

5:45 p.m. Celebration of Leaders Dinner

### Friday - May 5, 2023

8:30 a.m. REGISTRATION  
Educational Materials Available

9:30 - 11:00 WORKSHOP I  
Basics of Presiding  
Facilitator: Wanda Sims, PRP

11:00 - 11:15 BREAK

11:15 - 12:00 WORKSHOP II  
Script Writing  
Facilitator: Wanda Sims, PRP

12:00 - 12:45 LUNCH

12:45 - 2:15 WORKSHOP III  
Presiding with Ease - Presiding Lab  
Interactive with Script & Peer Evaluation  
Facilitator: Lynna Gene Cook, PRP

2:15 - 2:30 BREAK

2:30 - 4:00 WORKSHOP IV  
Strategies in Presiding/Interactive  
Facilitator: Sandy Olson, PRP

4:15 p.m. Post-Annual NSAP Board of  
Directors Meeting



## Parliamentary Workshop PRESIDING

Basics, Script Writing,  
Interactive and Strategies  
with

National Association of Parliamentarians  
PRESIDENT, WANDA SIMS, PRP



## May 4 and 5, 2023

4:15 p.m. to 7:30 p.m. / 9:30 a.m. to 4:00 p.m.

### LOCATION:

Second Baptist Church

525 N. 58<sup>th</sup> St / Lincoln NE

### HOTEL AVAILABLE

Comfort Suites East

331 N. Cotner / Lincoln NE 68505

402-817-2456 / BOOK before April 3  
[choicehotels.com/reservations/groups/ZY50I1](http://choicehotels.com/reservations/groups/ZY50I1)

Rooms Available for May 3 check in and  
May 6 check out RATES: \$109/night  
Group Name: NSAP / Number: ZY50I1

No Smoking, Suite, 1 King Bed

## Presiding with Precision

A successful meeting doesn't just happen. It requires thoughtful planning and preparation by a planning team. Each member of the team is an important part of the team, and the success of a meeting depends on how well each team member performs their duties. This interactive workshop will focus on the duties of the member chosen to lead the team – the presiding officer. As the chosen leader, the presiding officer should have a working knowledge of parliamentary procedure, including but not limited to how to prepare an agenda, how to announce in proper order the business to come before the meeting, how to state and put to a vote all questions before the assembly, the proper way to enforce the rules of debate, order, and decorum, how to expedite business without denying members their rights, and much more.

## Script Writing – Meeting Blueprint

Movie producers use scriptwriting and screenplays to create the main concept of their video production in written form. It provides a predetermined look at what will be said, by whom, and when. Like a movie producer, a presiding officer uses scriptwriting to document what to say, how to say it, and when to say it. This interactive workshop will provide participants with techniques for developing and using scripts as a blueprint for a perfect meeting and presiding with precision.

**Presiding with Ease!** Experience the opportunity to preside in a relaxed helpful atmosphere in a small group setting with a script and peer evaluation.

**Strategies for Presiding:** In a small group, identify strategies for successful presiding in specific situations utilizing RONR 12th Edition and assistance from professional parliamentarians.

## NATIONAL ASSOCIATION OF PARLIAMENTARIANS

**President**  
**Wanda Sims, PRP, CP**



**Wanda M. Sims** has been a member of the National Association of Parliamentarians (NAP) since 2008. After serving as Treasurer and Vice-President, Wanda was elected President at the 43rd NAP Biennial Convention on September 9, 2021. She is a past President of the McCaskill Unit, a member of the Florida State Association of Parliamentarians, the District of Columbia Association of Parliamentarians member-at-large, and the American Institute of Parliamentarians (AIP) where she serves as treasurer for the Adopt-In-Lieu-Of Chapter. Wanda served as the Assistant Workshop Coordinator for the 2015 NAP Biennial Convention and the 2012 and 2014 NAP District Two Conference Coordinator.

As a Professional Registered Parliamentarian and a Certified Parliamentarian, Wanda has experience serving as a parliamentarian and providing advice on parliamentary procedure, including meeting strategy, developing, revising, and amending bylaws, conducting parliamentary procedure workshops for local governments, civic organizations, and churches, overseeing elections, training presiding officers, boards and committees, preparing meeting scripts, and analyzing unique and complex matters.

Wanda has a bachelor's degree in mathematics from Spelman College, Atlanta, GA, and a master's degree in organization development and human resources from Johns Hopkins University, Baltimore, MD. In 2016 she retired from the federal government after working for the Federal Communications Commission for 36 years. Wanda is a native of Nashville, TN, a life member of Alpha Kappa Alpha Sorority, Incorporated, a legacy life member of the National Council of Negro Women, and a life member of the National League of American Pen Women.

## NEBRASKA STATE ASSOCIATION OF PARLIAMENTARIANS

**Sandy Olson, PRP**  
Olson.sandy@Gmail.com



- Two term secretary of National Association of Parliamentarians®
- Current President of National Association of Parliamentarians Educational Foundation and Diamond Life contributor
- Professional Educator for over 45 years in secondary and post-secondary settings
- Professional presenter and lecturer
- Co-author of "Conventions A to Z"
- Instructor and developer of professional development materials and re-certification courses for professional parliamentarians

**Lynna Gene Cook, PRP**  
Lgcook08@gmail.com



- Current chair of the National Association of Parliamentarians Style, Editing, and Proofreading Committee
- Current secretary of Nebraska State Association of Parliamentarians (NSAP)
- Served six years as president of NSAP
- Active member of Star City Area Unit of Parliamentarians, serving as vice-president and Membership Chair
- Educator 48 years at elementary, middle school, and post-secondary levels
- Served Fellowship Community Church as secretary and parliamentarian for over 20 years
- Current parliamentarian for Nebraska Delta Kappa Gamma (DKG)
- Active member of DKG Zeta Chapter, serving as parliamentarian; served as president four years