

NEBRASKA STATE ASSOCIATION OF PARLIAMENTARIANS (NSAP)

of the

National Association of Parliamentarians (NAP) ®

2024 Annual Meeting of Members, Workshop and Celebration of Leaders

May 9, 2024 4:30p.m. and May 10, 2024 8:00a.m.

Second Baptist Church, 525 N. 58th, Lincoln, NE

WELCOME

INTRODUCTIONS

ROLL CALL-CREDENTIALS REPORT

NSAP Vice President, John Heineman, RP

STANDING RULES

Lynna Gene Cook, PRP (Attachment #2)

SPECIAL COMMITTEE TO APPROVE MINUTES

Bonita Dickinson & Cindy Lugan

APPOINTMENTS

Teller-Cindy Lugan

Timekeeper-Sandy Olson, PRP

MINUTES

May 4, 2023 (Attachment #3)

CORRESPONDENCE

OFFICER REPORTS

President-Lori Bucholz, PRP

- History Report 2022-2024 (Attachment #4)

Vice President-John Heineman, RP

Secretary-Lynna Gene Cook, PRP

Treasurer-Nylanne Scheidegger, PRP

STANDING COMMITTEE REPORTS

Annual Meeting-Lori Bucholz, PRP

Auditing-Elizabeth Butler

Awards-John Heineman, RP/Sandy Olson, PRP

Bylaws-Lynna Gene Cook, PRP

- Attachment #5 & #6

Education-Sandy Olson, PRP

Finance-Chris Marks

Marketing and Publicity-Cindy Lugan

Membership-Nylanne Scheidegger, PRP

NOMINATING COMMITTEE

Chair-Bonita Dickinson

COURTESY RESOLUTION

Sandy Olson, PRP

NEW BUSINESS

ANNOUNCEMENTS

NAP Member Number for Workshop

Evaluations

2024 ANNUAL MEETING AND WORKSHOP SCHEDULE

2025 ANNUAL MEETING AND WORKSHOP

ADJOURN

CELEBRATION OF LEADERS/INSTALLATION OF OFFICERS BANQUET

May 9, 2024, 6:00p.m.

WORKSHOPS

May 10, 2024, 8:00a.m.

May 4, 2023
62nd Annual Meeting and Workshop Minutes

The **62nd annual meeting and workshop** of the Nebraska State Association of Parliamentarians (NSAP) was held Thursday, May 4, 2023, at 4:10 p.m. at the Second Baptist Church, 525 N 58th St., Lincoln, Nebraska, the president being in the chair and the secretary being present.

The Pledge of Allegiance was recited.

President Bucholz reported that Sue Goodson, member of NSAP and NAP, passed away May 3, 2023.

The president welcomed NAP President Wanda Sims and NAP Executive Director Cyndy Launchbaugh, as guests to the meeting.

Without objection, the agenda was adopted with the change stated by the president.

The credentials report was adopted as read by the credentials committee chairman. The president declared a quorum was present.

The annual meeting standing rules were adopted as read by the secretary.

The Standing Rules of the Annual Meeting
2023 Nebraska State Association of Parliamentarians (NSAP)

1. Members shall wear the name tag for admission to the meeting.
2. Reports shall be limited to THREE (3) minutes each, except those of the president and treasurer.
3. Main motions and amendments shall be made by NSAP members. Provisional members may debate, but may not vote.
4. Main motions and amendments shall be written and forwarded to the president prior to stating the motion clearly and concisely.
5. To speak in debate, members shall rise and be recognized by the president before speaking.
6. Debate on main motions shall be limited to a total FIFTEEN (15) minutes per question.
7. Debate shall be directed to the president and be germane to the pending question.
8. Debate shall be limited to TWO (2) minutes per speaker. The timekeeper shall signal the end of the time by rising at the end of the allocated time. No speaker shall speak more than twice on the same question without consent of the voting body.
9. Cell phones and similar devices shall be turned off or muted.
10. Only official recording devices shall be allowed. No personal recording devices shall be authorized.
11. These Standing Rules for the NSAP Annual Meeting may be adopted, amended, or suspended by a two-thirds (2/3) vote.

Without objection, the president made the following appointments.

- Bonita Dickinson and Sandy Olson - Special Committee to Approve the Minutes
- John Heineman - teller
- Sandy Olson - timekeeper

The minutes of the May 13, 2022, annual meeting and workshop were approved by the special committee to approve the minutes and the minutes stand approved as printed.

The president read a note from the Doris Steele family thanking NSAP for the donation to NAP Educational Foundation in her memory.

NSAP Officers and Committee Chairmen were introduced.

The motion to pay Second Baptist Church \$200 for facility use May 4 and 5, 2023, was adopted. The president directed the treasurer to pay the church.

The following standing rule amendment was adopted.

1. Standing Rule 4.3 strike in its entirety and insert “The *Star Award* is presented to members for outstanding contribution to parliamentary excellence during the reporting period. Outstanding contribution is indicated by earning at least 1000 individual points. A member may receive the award annually.”

The following bylaw amendments were adopted.

2. Article III Membership Section 2 Eligibility B strike the second sentence “If the member does not take the NAP membership examination after three years, membership in the state and unit are automatically terminated.”
3. Article VII Officers Section 6 A 11 strike #11 in its entirety and insert “prepare a history report of the biennium in even-numbered years to be approved by the Board of Directors at the post annual board meeting; and”
4. Article XI Committees Section 2 A 2 strike and insert in Article VII Officers Section 6 D 6 Treasurer “maintain a separate account for annual meeting moneys and submit a final financial report to the board of directors;”

The following members were elected as NAP delegates for the 44th Biennial Convention in Atlanta, Georgia.

- President - Lori Bucholz, PRP
- Vice-President - John Heineman
- Lynna Gene Cook
- Nancy Sylvester
- Sandy Olson

The president has the authority to name delegates and alternates for the convention pursuant to NSAP Bylaws Article XIII Section 2.

Omaha and Star City (Lincoln) each have two delegates. Each unit is to elect delegates and notify NAP Headquarters and NSAP president as soon as possible.

The point of order that no election was needed was not well taken.

Without objection, the following Courtesy Resolution was adopted.

Courtesy Resolution of the Nebraska State Association of Parliamentarians

Whereas, The members and guests of the Nebraska State Association of Parliamentarians attending the 2023 Annual Meeting in Lincoln, Nebraska, have benefited from the unique educational and networking opportunities at this year’s annual meeting; and

Whereas, Lori Bucholz, PRP, President of the Nebraska State Association of Parliamentarians, the officers, chairmen, and members have served this organization with distinction; now, therefore be it

Resolved, That Lori Bucholz, PRP, President of the Nebraska State Association of Parliamentarians be commended for portraying the future with her vision of excellence in parliamentary education, for leading the members in amending the bylaws and standing rules, and for moderating other business of the organization which demonstrate clearly the principles on which parliamentary law is based;

Resolved, That sincere thanks be given to the members of the Second Baptist Church who have been successful in providing the venue for the members and guests;

Resolved, That the officers and committee chairmen of the Nebraska State Association of Parliamentarians be commended for the interesting and informative reports on the activities of the organization during the year;

Resolved, That Wanda Sims, PRP, NAP President, Lynna Gene Cook, PRP, and Sandy Olson, PRP, workshop presenters be extended our appreciation for contributions that will be long remembered;

Resolved, That Lynna Gene Cook, PRP, and John Heineman, RP, be extended our appreciation for the logistics of the annual meeting and workshop;

Resolved, That Executive Director Cyndy Launchbaugh be extended our appreciation for attending our annual meeting and workshop and transporting our NAP President and our consignment materials;

Resolved, That District Five Director Laura Meade, PRP, be welcomed to Nebraska and thanked for her participation in this year's annual meeting and workshop;

Resolved, That Tracie Simpson of the Lincoln Convention and Visitors Bureau, be commended for assistance with the event;

Resolved, That John Heineman, RP, be extended appreciation for chairing the Awards Committee;

Resolved, That Cindy Lukan, Publicity Chair, be commended for her efforts in going beyond the duties of the Publicity Chair;

Resolved, That Bonita Dickinson, be extended our appreciation providing an interesting and entertaining live and silent auction;

Resolved, That the attendees at this annual meeting hereby express their appreciation to the board of directors for a most memorable meeting;

Resolved, That appreciation and gratitude be expressed to all members and guests in attendance for making this annual meeting a most memorable experience in promoting the object; and

Resolved, That this resolution be incorporated in the minutes of this annual meeting.

Sandra K. Olson, PRP, Education Chairman

The president made the following announcements.

- award banquet is 5:45 p.m. this evening
- workshops for May 5 will begin with registration at 8:30 a.m.
 - "Basics of Presiding and Script Writing" presented by NAP President Wanda Sims, PRP

- “Presiding with Ease parliamentary” lab facilitated by Lynna Gene Cook, PRP
- “Strategies in Presiding” parliamentary lab facilitated by Sandy Olson, PRP
- check the sale table with updated parliamentary materials
- silent auction and raffle items are available
- list topics of interest for 2024 workshop on the evaluation form

The meeting was adjourned until after the evening meal.

The meeting was called to order at 6:14 p.m. and the president recognized awards committee chair John Heineman, RP, and member Sandy Olson, PRP.

Sandy Olson presented the Celebration of Remembrance for Doris Steele, Member-at-Large.

The Celebration of Leadership included recognition of award winners and service awards.

The 2023 award winners were announced.

- Performance Award - Lincoln Star City Unit
- Recruitment Award - Omaha Unit
- Star Awards - Lynna Gene Cook, John Heineman, Cindy Lukan, Sandy Olson, and Karen Watson
- Special publicity award - Cindy Lukan
- Registered Parliamentarian - Jim Carroll, John Heineman, and Jim Schulz
- Professional Registered Parliamentarian - Ryan Foor

The 2023 NSAP service awards were presented.

- Jan Falk, PRP-R - 50 years
- Sue Goodson - 40 years
- Bev Traub - 40 years
- Doris Steele - 35 years
- Polly Goecke, RP - 30 years
- Caroline Sedlacek, RP - 30 years

The meeting adjourned until 9:30 a.m. Thursday, May 5, 2023, for the workshop.

The meeting was called to order at 9:30 a.m. on Thursday, May 5, 2023.

The president welcomed NAP President Wanda Sims, NAP Executive Director Cyndy Launchbaugh, and District Director Five Laura Meade. Laura extended greetings from District Five.

The president introduced NAP President Wanda Sims, PRP, as the morning workshop presenter.

The meeting stood in recess for lunch and called to order at 12:45 p.m. Lynna Gene Cook, PRP, and Sandy Olson, PRP were introduced as the afternoon workshop facilitators.

The annual meeting and workshop adjourned at 3:45 p.m.

/s Lynna Gene Cook
Lynna Gene Cook
Secretary

SPECIAL COMMITTEE TO APPROVE THE MINUTES

Sandy Olson, PRP May 22, 2023
/s Sandy Olson

Bonita Dickinson May 22, 2023
s/ Bonita Dickinson

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Submitted by the Bylaws Committee

Lynna Gene Cook, PRP
Nylanne Scheidegger, PRP

NEBRASKA STATE ASSOCIATION OF PARLIAMENTARIANS
HISTORY OF THE 2022-2024 BIENNIUM

Theme: Inspire, Encourage, Inform

Elected Officers:

- President-Lori Bucholz, PRP
- Vice President-John Heineman, RP
- Secretary-Lynna Gene Cook, PRP
- Treasurer-Nylanne Scheidegger, PRP

Appointed Officers:

- NSAP Newsletter-Amy Bohling
- Parliamentarian-Nylanne Scheidegger, PRP
- Webmaster-Elizabeth Butler

Committee Chairman Appointments:

- Annual Meeting-Lori Bucholz, PRP
- Auditing-Elizabeth Butler
- Awards-John Heineman, RP
- Bylaws-Lynna Gene Cook, PRP
- Education-Sandy Olson, PRP
- Finance-Chris Marks
- Marketing and Publicity-Cindy Lujan
- Membership-Nylanne Scheidegger, PRP
- Nominating-Bonita Dickinson

Unit Presidents:

- Box Butte-Sheila Schmeits
- Grand Island-Sandy Olson, PRP
- Omaha-Kim Hoelsing; Caroline Sedlacek, RP, elected February 2024
- Star City-Chris Marks

Nominating Committee (elected)

- Chair-Bonita Dickinson
- Cindy Lujan
- Sandy Olson, PRP

New Members

Mary Dupuis
Joe Hagerty
Kim Jansa
Tina Nelson
Cheryl Oleyar, RP
Vicki Ozenbaugh
Peter White

New Credential Members

2023

Ryan Foor, PRP

Jim Carrol, RP
John Heineman, RP
Jim Schulz, RP

Silent Gavel

Doris Steele, April 2023 (a \$100 donation to the NAPEF was made in her honor from NSAP)
Sue Goodson, May 2023 (a \$100 donation to the NAPEF was made in her honor from NSAP)

2022 Annual Meeting, Celebration of Leaders dinner, and Workshop

May 13th and 14th, 2022

Workshop topics: "Let's See Your Minutes," facilitator, Sandy Olson, PRP and Lynna Gene Cook, PRP;
"What Voting Procedure is Best for Your Organization?" facilitator, Nylanne Scheidegger, PRP; "What
Would YOU Think?" facilitator, Lynna Gene Cook, PRP

Silent auction and raffle of materials was held.

There were fourteen attendees, including eleven NSAP voting members

Location: Best Western Plus Hotel, 2201 Wildcat Circle, Lincoln, NE

2023 NSAP Annual Meeting, Celebration of Leaders dinner, and Workshop

May 4th and 5th, 2023

Workshop topics: "Basics of Presiding," facilitator, National Association of Parliamentarians
President, Wanda Sims, PRP; "Script Writing," facilitator, Wanda Sims, PRP; "Presiding with
Ease-Presiding Lab, Interactive with Script and Peer Evaluation," facilitator, Lynna Gene Cook,
PRP; "Strategies in Presiding/Interactive," facilitator, Sandy Olson, PRP

Elected delegates to the NAP 44th Biennial Convention

Silent auction and life auction of materials was held.

There were twenty-two attendees, including twelve NSAP voting members.

Cyndy Launchbaugh, NAP Executive Director was also in attendance.

Location: Second Baptist Church, 525 N. 58th St., Lincoln, NE

Regular Board of Directors Meetings

- May 13 & 14, 2022-Pre and Post-Annual meetings, Best Western Plus, Lincoln, NE
- September 24, 2022-Trackside Bar and Grill, Waverly, NE
- February 4, 2023, Second Baptist Church, Lincoln, NE
- May 4 & 5, 2023-Pre-Annual and Post-Annual meetings. Second Baptist Church, Lincoln, NE
- September 23, 2023, La Carreta Restaurant, Seward, NE
- February 3, 2024, Second Baptist Church, Lincoln, NE

Board Actions

May 13 & 14, 2022

Ratified email vote to allow Sandy Olson, PRP, to sell "The Presidents Guidebook" for \$10.00 each;
books were donated to Grand Island Leadership Tomorrow group

With regret, accepted the resignation of Cody McCain as NSAP Webmaster

Adopted by unanimous consent that personal contact information will not be available to the public; state
president and unit presidents contact information will be available

Adopted 2020-2022 History Report

Adopted 2022-2023 budget

Adopted May 5 & 6, 2023 at the Second Baptist Church, Lincoln, NE for the annual meeting and
workshop

- Election results announced for 2022-2024 Biennium:
President-Lori Bucholz, PRP
- Vice President-John Heineman

- Secretary-Lynna Gene Cook, PRP
- Treasurer-Nylanne Scheidegger, PRP
- Nominating Committee: Bonita Dickinson-Chair; Sandy Olson PRP; Cindy Lujan

September 24, 2022

Nebraska Parliamentarians Hall of Fame award present to Lori Bucholz, PRP

Adopted motion to strike Parliamentarian of the Year Award and insert a new Star Award in the NSAP Award Program

Adopted June 1, 2021-May 31, 2022 audit report

Recognized Nylanne Scheidegger for excellent work as the NSAP treasurer

Recognized Bonita Dickinson as a new life member of the NAP Educational Foundation

Adopted amended 2022-2023 budget

Adopted that the NSAP Board of Directors endorse NAP bylaws amendments to strike "Commission on Credentialing" in Article III and insert the standing committees responsible for credentialing; strike all provisos and Article XI

Adopted May 4 and 5, 2023 at the Second Baptist Church, Lincoln, NE for the annual meeting and workshop

Adopted proposed annual meeting and workshop schedule for May 4 and 5, 2023

Approved requesting NAP representative, Tim Wynn, as guest presenter

February 11, 2023

Adopted registration fees for the 2023 annual meeting and workshop: early-bird registration postmarked April 25, 2023-Thursday=\$40.00, Friday=\$60.00, both days=\$90.00. Postmarked after April 25, 2023-Thursday=\$40.00, Friday=\$70.00, both days=\$110.00

Announced the Awards Committee set April 15, 2023 as due date for award sheets

Adopted amended motion to place \$7500.00 in a 10 month Certificate of Deposit at the Exchange Bank in Grand Island, NE for 4.1%

Adopted motion to give \$50.00 to Second Baptist Church for facility use

Recognized Cindy Lujan for designing and redesigning registration brochures for the May 4 and 5 annual meeting and workshop

Adopted expenses for National Association of Parliamentarians president, Wanda Sims, PRP, be paid from the general budget, including a recognition gift for the president and NAP Executive Director, Cyndy Launchbaugh

Recommend adoption of proposed Bylaws and Standing Rules amendments

Continued making plans and organizing events for the annual meeting and workshop

2023 990N form was filed

May 4 and 5, 2023

Adopted proposed 2023-2024 budget

All elected and appointed positions remain the same

Proposed dates for the 2024 annual meeting and workshop are May 2/3, or May 4/5 or May 9/10

Venue for the 2024 annual meeting and workshop will be Second Baptist Church, Lincoln, NE

September 23, 2023

Approved Nebraska state annual dues to remain at \$20.00

Adopted the 2024 proposed annual meeting and workshop schedule

Appointed Bonita Dickinson to organize the silent auction for the annual meeting and workshop

Announced the NSAP website has been updated

Adopted audit report for June 1, 2022 through May 31, 2023

Approved payments by the treasurer since June 1, 2023

Adopted and bridge budget from June 1, 2023 through November 30, 2023

Adopted the treasurer be directed to roll over the Certificate of Deposit that matures December 14, 2023, for 10 or 12 months, based on interest rates

Adopted May 9 and 10, 2024 for the annual meeting and workshop

Adopted venue for 2024 annual meeting and workshop at Second Baptist Church, 535 N. 58th, Lincoln, NE

February 3, 2024

Recommended adoption of proposed Bylaws and Standing Rules amendments

Adopted a motion to send a \$50.00 bank gift card to Editor, Amy Bohling, in appreciation and thanks for professional-looking NSAP Newsletters
Ratified the Board decision to set fees of \$35.00 for May 9, 2024 dinner and \$65.00 for May 10, 2024 workshop
Announced the NSAP website has been updated
Announced the Awards Committee set April 15, 2024 as due date for award sheets

Thanked Education Chairman for submitting paperwork to the NAP Credentialing Commission, so credentialed members can receive 6.5 CEU credits for participating in the workshop May 10, 2024
Directed Marketing and Publicity Chair to send the 2024 brochure to all NSAP members
Adopted a motion to give a donation of \$50.00 to Second Baptist Church for building use
2024 990N form was filed
Announced the Certificate of Deposit which matured December 14, 2023, was rolled over for 10 months with an annual rate of 5.16% and a yield of 5.25%
Announced the Spring NSAP Newsletter publication date April 1, 2024; articles due to the president no later than March 25, 2024

Filed 990N in February 2023 and February 2024

Newsletter Publication Dates

April 9, 2022-Spring 2022
August 8, 2022-Summer 2022
November 1, 2022-Fall 2022
April 10, 2023-Spring 2023
August 22, 2023-Summer 2023
November 23, 2023-Fall 2023
April 6, 2024-Spring 2024

NSAP Website

Elizabeth Butler, NSAP Website Chair, updated and improved the NSAP website.
The NSAP President responded to email requests for information regarding NSAP and Unit events and availability of parliamentarians.
Forwarded requests to appropriate NSAP members.

Unit Activities

Box Butte-No reports received from unit president. No activities or meetings reported.
Grand Island-Summary 2023: Held workshop on conducting Business in Small Board; Elected officers for 2023-2024, President-Sandy Olson, PRP; Vice-President, Lynna Gene Cook, PRP; Secretary-Treasurer-Nylanne Scheidegger, PRP
The unit encourages the study of parliamentary procedure using various professional resources.
Lincoln, Star City-Summary: Held regular bimonthly meetings; held regular bimonthly study sessions (except December); held programs (as part of scheduled meetings and study sessions) on various topics; Two members, John Heineman and Jim Schultz, received RP certification.
Officers elected, January 2023: Secretary-Cindy Luga, Treasurer-Jim Schultz
Officers elected, January 2022: President-Chris Marks, Vice President-Lynna Gene Cook
Omaha-Annual meeting held, December 2022: officers elected: President-Kimberly Hoelsing, Treasurer-Christine Nikunen
Elections held February 2024: President-Caroline Sedlacek, RP; Vice President-open; Secretary-Jamesena Moore; Treasurer-Lori Bucholz, PRP

Awards 2022

Service

Nancy Sylvester, PRP-45 years
Patricia Rosenthal-40 years
Nylanne Scheidegger, PRP-35 years
Bonita Dickinson-25 years
Linda Shaw-20 years
Tom Havelka, PRP-5 years
John Heineman-5 years

Performance

Lincoln Star City

Recruitment

Omaha, Nebraska Parliamentarian Unit

Parliamentarian of the Year

Karen Watson, PRP

Awards 2023

Service

Jan Falk, PRP-R-50 years
Sue Goodson-40 years
Bev Traub-40 years
Doris Steele-35 years
Polly Goecke, RP-30 years
Caroline Sedlacek, RP-30 years

Performance

Lincoln Star City Unit

Recruitment

Omaha, Nebraska Parliamentarian Unit

Star Awards

Lynna Gene Cook, PRP; John Heineman, RP; Cindy Lukan; Sandy Olson, PRP; Karen Watson, PRP

NSAP Special Recognition

Cindy Lukan

Nebraska Parliamentarian Hall of Fame Inductee

Lori Bucholz, PRP

National Offices and Committees

Lynna Gene Cook, PRP-NAP Chair of the Style, Editing and Proofreading Committee; "National Parliamentarian" publication, Review Committee; Professional Development Committee
Sandy Olson, PRP-NAP Education Foundation, President
Donna Thompson, PRP, Professional Development Committee

NATIONAL ASSOCIATION OF PARLIMENTARIANS ®

September 2022, NAP Training Conference, Albuquerque, NM. (also available virtually)

May 2023, NAP President, Wanda Sims, PRP and Executive Director, Cyndy Launchbaugh, attend NSAP annual meeting and workshop

September 2023, NAP Biennium Convention, Atlanta, GA. Officers elected: President-Alison Wallis, PRP; Vice President-Carl Nohr, PRP; Secretary-Mona Calhoun, PRP; Treasurer-Robert Schuck, PRP

October 2022 and October 2023, NSAP President confirmed with NAP that NSAP dues were \$20.00 Beginning with Fall 2023, NSAP Newsletters distributed to NAP President Alison Wallis, PRP; NAP executive Director, Cyndy Launchbaugh; NAP National Parliamentarian Editor, Traci Bransford-Marquis, PRP; and NAP District 5 Director, Laura Meade, PRP

As of April 14, 2024 there are 36 NSAP members.

The proposed NSAP Bylaws amendments will be voted on
at the May 9, 2024 annual meeting.

Lined through words are to be struck and words in bold are to be added or inserted.

Amendment #1

Article V Dues and Finances Section 1. B. 3

Amend to strike “unit treasurer who submits the dues to the NSAP treasurer.” and insert “state treasurer.”

Current	Amendment	If adopted will read
B. 3. Provisional members shall pay NSAP dues to the unit treasurer who submits the dues to the NSAP treasurer.	B. 3. Provisional members shall pay NSAP dues to the unit treasurer who submits the dues to the NSAP treasurer. state treasurer.	B. 3. Provisional members shall pay NSAP dues to the state treasurer.

Rationale: By paying dues directly to the NSAP treasurer, it takes out the “middle” step.

Fiscal Impact: none

Submitted by: NSAP Board of Directors

Recommendation: The NSAP Board of Directors recommends adoption.

Amendment #1a

Article VII Officers Section 6. D.

Amend to insert 3. “Notify unit president and unit treasurer when provisional member dues are received.” and renumber

Current	Amendment	If adopted will read
	3. Notify unit president and unit treasurer when provisional members’ dues are received.	3. Notify unit president and unit treasurer when provisional members’ dues are received.

Rationale: Conforming amendment to notify unit that members paid NSAP dues.

Fiscal Impact: None

Submitted by: NSAP Bylaws Committee

Recommendation: The NSAP Board of Directors recommends adoption.

Amendment #1b

Article VII Officers Section 6. D. 10

Amend to strike #10 in its entirety “notify unit treasurers to submit provisional members’ dues by January 1 and notice of delinquency by February 15” and renumber

Current	Amendment	If adopted will read
6. D. 10. Notify unit treasurers to submit provisional members’ dues by January 1 and notice of delinquency by February 15;	6. D. 10. Notify unit treasurers to submit provisional members’ dues by January 1 and notice of delinquency by February 15;	

Rationale: Not needed if proposed amendment #1 is adopted.

Fiscal Impact: None

Submitted by: NSAP Bylaws Committee

Recommendation: The NSAP Board of Directors recommends adoption.

Amendment #2

Article VII Officers Section 6. A. 11

Amend to strike “post” and insert “pre”

Current	Amendment	If adopted will read
6. A. 11. Prepare a history report of the biennium in even-numbered years to be approved by the Board of Directors at the post annual board meeting; and	6. A. 11. Prepare a history report of the biennium in even-numbered years to be approved by the Board of Directors at the post pre annual board meeting; and	6. A. 11. Prepare a history report of the biennium in even-numbered years to be approved by the Board of Directors at the pre annual board meeting; and

Rationale: The current president submits the History Report to the current Board of Directors.

Fiscal Impact: None

Submitted by: NSAP Board of Directors

Recommendation: The NSAP Board of Directors recommends adoption.

Amendment #3

Article VIII Meetings Section 2

Amend to strike “Registration Fee. The registration fee, determined by the board of directors, shall be paid by all members and those attending the annual meeting.” and renumber

Current	Amendment	If adopted will read
2. Registration Fee. The registration fee, determined by the board of directors, shall be paid by all members and those attending the annual meeting.	2. Registration Fee. The registration fee, determined by the board of directors, shall be paid by all members and those attending the annual meeting.	

Rationale: Clarify there is no registration fee to attend the NSAP annual meeting.

Fiscal Impact: None

Submitted by: NSAP Bylaws Committee

Recommendation: The NSAP Board of Directors recommends adoption.

Amendment #4

Article VIII Meetings Section 3.

Amend to strike “those NSAP members who are properly registered for the meeting” and insert “NSAP members, except provisional members, who are present for the meeting.”

Current	Amendment	If adopted will read
Section 3. Representation. The voting body of the annual meeting shall consist of those NSAP members who are properly registered for the meeting.	Section 3. Representation. The voting body of the annual meeting shall consist of those NSAP members who are properly registered for the meeting. NSAP members, except provisional members, who are present for the meeting.	Section 3. Representation. The voting body of the annual meeting shall consist of NSAP members, except provisional members, who are present for the meeting.

Rationale: Clarify the voting members at the NSAP annual meeting.

Fiscal Impact: None

Submitted by: NSAP Bylaws Committee

Recommendation: The NSAP Board of Directors recommends adoption.

Amendment #5

Article VIII Meetings Section 4. Quorum

Amend to strike “ten NSAP members” and insert “eight (8) NSAP members, except provisional members, including two elected officers who are present.”

Current	Amendment	If adopted will read
Section 4. Quorum. A quorum shall be ten NSAP members for the annual meeting.	Section 4. Quorum. A quorum shall be ten NSAP members for the annual meeting. eight (8) NSAP members except provisional members, including two elected officers who are present for the annual meeting.	Section 4. Quorum. A quorum shall be eight (8) NSAP members, except provisional members, including two elected officers who are present for the annual meeting.

Rationale: The quorum needs adjusting since there is a declining attendance at the NSAP annual meetings.

Fiscal Impact: None

Submitted by: NSAP Bylaws Committee

Recommendation: The NSAP Board of Directors recommends adoption.

Amendment #6

Article IX Board of Directors Section 2. B.

Amend to strike “determine the amount of annual meeting fees;” and re-letter

Current	Amendment	If adopted will read
Section 2. B. determine the amount of annual meeting fees;	Section 2. B. determine the amount of annual meeting fees	

Rationale: Clarify there is no registration fee for the NSAP annual meeting.

Fiscal Impact: None

Submitted by: NSAP Bylaws Committee

Recommendation: The NSAP Board of Directors recommends adoption.

Amendment #7

Article IX Board of Directors Section 2. G.

Amend to strike “approve the annual report of the board of directors presented during the annual meeting;” and re-letter

Current	Amendment	If adopted will read
Section 2. G. approve the annual report of the board of directors presented during the annual meeting;	G. approve the annual report of the board of directors presented during the annual meeting;	

Rationale: The History Report takes the place of the annual report.

Fiscal Impact: None

Submitted by: NSAP Bylaws Committee

Recommendation: The NSAP Board of Directors recommends adoption.

Amendment #8

Article IV NSAP Constituent Units and Unit members

Amend to insert Section 2. “Electronic Units. Electronic units may be established following the criteria in NAP Bylaws Article IV Divisions Section 5 Subsection B.” and re-letter

Current	Amendment	If adopted will read
	Section 2. Electronic Units. Electronic units may be established following the criteria in NAP Bylaws Article IV Divisions Section 5 Subsection B.	Section 2. Electronic Units. Electronic units may be established following the criteria in NAP Bylaws Article IV Divisions Section 5 Subsection B.

Rationale: By adding the information concerning electronic units, it allows the formation of electronic units in NSAP.

Fiscal Impact: None

Submitted by: NSAP Board of Directors

Recommendation: The NSAP Board of Directors recommends adoption.

The proposed NSAP Standing Rules amendments will be voted on
at the May 9, 2024 annual meeting.

Lined through words are to be struck and words in bold are to be added or inserted.

Amendment #1

Standing Rule 3.7

Amend to strike “The NSAP registration fee shall be paid by attendees even though they may not attend all activities. NSAP invited guests shall be exempt from paying the registration fee.” and renumber

Current	Amendment	If adopted will read
3.7 The NSAP registration fee shall be paid by attendees even though they may not attend all activities. NSAP invited guests shall be exempt from paying the registration fee.	3.7 The NSAP registration fee shall be paid by attendees even though they may not attend all activities. NSAP invited guests shall be exempt from paying the registration fee.	

Rationale: Clarify there is no registration fee to attend the NSAP annual meeting.

Fiscal Impact: none

Submitted by: NSAP Bylaws Committee

Recommendation: The NSAP Board of Directors recommends adoption.

Amendment #2

Standing Rule 3.8 first sentence

Amend to strike “unit meetings when requested to attend and transport NSAP guests” and insert “and/or unit meetings when requested.”

Current	Amendment	If adopted will read
3.8 Reimbursement of miles shall be at twenty cents (0.20) per mile, per driver, to attend board meetings, unit meetings when requested, to attend and transport NSAP guests.	3.8 Reimbursement of miles shall be at twenty cents (0.20) per miles per driver, to attend board meetings, unit meetings when requested, to attend and transport NSAP guests. and/or unit meetings when requested.	3.8 Reimbursement of miles shall be at twenty cents (0.20) per mile, per driver, to attend board meetings, and/or unit meetings when requested.

Rationale: Clarify the reimbursement policy.

Fiscal Impact: none

Submitted by: NSAP Bylaws Committee

Recommendation: The NSAP Board of Directors recommends adoption.

Amendment #3

Standing Rule 3.9

Amend to substitute the following “Lodging, food, and transportation shall be paid for guest presenters at the annual meeting/workshop.”

Current	Amendment	If adopted will read
3.9 Lodging, food, transportation to and from the arrival airport, when applicable, shall be paid for the official NAP representative or guest presenter at the annual meeting/workshop.	3.9 Lodging food, transportation to and from the arrival airport, when applicable, shall be paid for the official NAP representative or guest presenter at the annual meeting/workshop.	3.9 Lodging, food, and transportation shall be paid for guest presenters at the annual meeting/workshop.

Rationale: Clarify the reimbursement policy.

Fiscal Impact: none

Submitted by: NSAP Bylaws Committee

Recommendation: The NSAP Board of Directors recommends adoption.

2024 ANNUAL MEETING & WORKSHOP

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: _____

Friday presentations include: credentialed presenters, handouts, meeting room, lunch, and snacks. Complimentary water and coffee.

For special dietary needs, respond with payment.

DEADLINE May 1, 2024 postmark for EARLY PRICING.

THURSDAY CELEBRATION DINNER

_____ \$35.00 EARLY payment

_____ \$45.00 after May 1, 2024

FRIDAY WORKSHOP

_____ \$65.00 EARLY payment

_____ \$75.00 after May 1, 2024

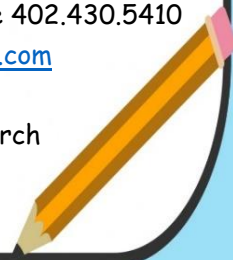
For more information, contact:

Lynna Gene Cook; Phone 402.430.5410

Email: lqcook08@gmail.com

LOCATION:

Second Baptist Church
525 N. 58th St
Lincoln NE 68505



Thursday - May 9, 2024

- 3:00 p.m. Pre-Annual NSAP Board of Directors Meeting
- 4:30 p.m. NSAP Annual Meeting
- 6:00 p.m. Celebration of Leaders Dinner
Installation of Officers

Friday - May 10, 2024

- 8:00 a.m. **SIGN-IN**
Educational Materials Available
 - 8:15 a.m. **WELCOME & INTRODUCTIONS**
 - 8:30 - 10:00 a.m. **WORKSHOP I**
We've Always Done It That Way!
Managing Better Meetings
Presenter: Lori Bucholz, PRP
 - 10:00 - 10:15 a.m. **BREAK**
 - 10:15 a.m.-12:15 p.m. **WORKSHOP II**
Choosing the Right Motions!
Presenter: Nancy Sylvester, PRP
 - 12:15 - 12:45 p.m. **LUNCH**
 - 12:45 - 2:15 p.m. **WORKSHOP III**
Serving as a Parliamentarian
Presenter: Lynna Gene Cook, PRP
 - 2:15 - 2:30 p.m. **BREAK**
 - 2:30 - 4:00 p.m. **WORKSHOP IV**
Is this Ethical and Professional?
Presenter: Sandy Olson, PRP
- OR**
- The Meeting Order Is ...
Presenters: Lynna Gene Cook, PRP and
Bonita Dickinson
- 4:00 p.m. **EVALUATION AND QUESTIONS**
 - 4:30 p.m. **POST ANNUAL BOARD OF DIRECTORS MEETING**



Inspire, Encourage, Inform



Nebraska State Association of Parliamentarians (NSAP) wish to inspire and encourage you to join us to become informed about how to run your meetings.

Open to anyone wanting to learn.
CEUs available for credentialed members.

May 9 and 10, 2024

3:00 p.m. to 8:00 p.m. / 8:00 a.m. to 4:00 p.m.

LOCATION:

Second Baptist Church
525 N. 58th St / Lincoln NE

HOTEL AVAILABLE

Comfort Suites East

331 N. Cotner / Lincoln NE 68505

402-817-2456 / BOOK before April 8

<https://www.choicehotels.com/reservations/groups/VA23G9>

Rooms Available for May 8 check in and May 11 check out. **RATES:** \$119/night +tax
Group Name: NSAP / Number: VA23G9
No Smoking, Suite, 1 King Bed

**8:30-10:00 a.m. We've Always Done It That Way!
Managing Better Meetings Lori Bucholz, PRP**

Abstract: Practice using motions, through skits, that emphasize the common problems in mismanaged meetings. Problem-solving with skits will be the basis for group interaction.

Performance Objectives:

Attendees will experience the importance of proper meeting preparation and problem-solving strategies. Focus will be on using proper motions, proper committee preparation, conflict resolutions and other commonalities.

10:15 a.m.-12:15 p.m. Choosing the Right Motions! Nancy Sylvester, PRP

Abstract: Learn how incidental motions can have a positive effect on your meeting through this interactive workshop with one of the nation's leading parliamentarians.

Performance Objective: To challenge the parliamentarian to use effectively selected incidental motions and provide the client with the necessary tools and scripted protocol.

**12:45-2:15 p.m. Serving as a Parliamentarian.
Lynna Gene Cook, PRP**

Abstract: Using *Robert's Rules of Order Newly Revised*, 12th Edition, determines the answer to situations that happen in the normal meeting setting.

Performance Objective: To answer correctly with references parliamentary puzzles and work as a group to provide effective parliamentary references.

Your Choice:

**2:30-4:00 p.m. Is This Ethical and Professional?
Sandy Olson, PRP (Professional Responsibility Credit)**

Abstract: Determine the difference between fact and opinion as you test your abilities at using the Code for Professional Responsibility to process right from wrong.

Performance Objective: Using the Code for Professional Responsibility, NAP and AIP, the participant will determine which case and code, if any, specifically warrants submitting a complaint to the Professional Responsibility Committee.

OR

**2:30-4:00 p.m. The Meeting Order Is...
Lynna Gene Cook, PRP and Bonita Dickinson**

Abstract: Determine the order of agenda items and why they are provided in this order.

Performance Objective: Using RONR (12th Ed.), interactively demonstrate the correct order of agenda items.

**GREAT MEETINGS
DON'T JUST HAPPEN...
PARLIAMENTARY PROCEDURE
THE GREAT EQUALIZER**

Credentialed members remember to bring your NAP member number for the CEUs.

**Lori Bucholz, Professional Registered Parliamentarian
NSAP President, 2020-2024
Previously NSAP Vice-President and Secretary**



- American Quarter Horse Association, Executive Committee member. Only the fourth woman elected to the Executive Committee since the founding in 1941.
- On the Board of Directors for:
 - National Snaffle Bit Association
 - Omaha Equestrian Foundation
 - Plastilite Corporation
 - National Collegiate Equestrian Association
 - Omaha Equestrian Foundation
- Parliamentarian for the Nebraska Quarter Horse Association.
- Trustee for Carl & Caroline Swanson Foundation and American Quarter Horse Foundation

**Nancy Sylvester, PRP,
MA, CPP-T**



- Master's Degree in Communication from the University of Michigan.
- Professor Emeritus of Speech at Rock Valley College where she taught for 31 years.
- Joined NAP in 1978, earned her PRP in 1980
- PRP, Certified Professional Parliamentarian
- Certified Teacher of Parliamentary Procedure
- Twice served as the National Parliamentarian for NAP, thus serving as the parliamentarians' parliamentarian.
- NAP Educational Foundation – has served as the President and is currently Vice-President.
- Author of the books:
 - *The Complete Idiot's Guide to Robert's Rules*
 - *The Guerilla's Guide to Robert's Rules*
- She has been recognized as a meeting expert in the New York Times, Successful Meetings Magazine and the book Mastering Meetings, written by the 3M Meeting Management Team.