



# NSAP Newsletter

A PUBLICATION OF NEBRASKA STATE  
ASSOCIATION OF PARLIAMENTARIANS

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HTTP://NEPARLIAMENTARIANS.COM

————— SPRING 2021 —————

## From the President.....

*"Leadership-leadership is about taking responsibility, not making excuses."*

Mitt Romney



When I was elected as the current NSAP President, I had no doubt the office would come with challenges and disappointments. I also knew that there would be surprises and unexpected delectation.

The most challenging issue, to date, has been arranging, and rearranging, schedules and meetings and the way in which we conduct business.

As you are aware, the NSAP Annual Meeting and Workshop will be virtual this year.

### WHAT A GREAT OPPORTUNITY!

The NSAP has the ability to open our doors to many more members and introduce them to *Robert's Rules* and parliamentary procedure. But we all need to work together to make it happen.

I am challenging you to invite at least one non-NSAP member to enroll in our workshop. It will be one day, May 15<sup>th</sup>, and you'll be able to sit at home and learn a lot from one of the most renowned parliamentarians in the country. We are so fortunate to be able to have Ann Guiberson conducting our workshop. I promise, this will be an outstanding workshop and you will have fun, too!

If you have not done so, send in your registration TODAY. The form is included in this newsletter.

You will also notice in this newsletter the proposed NSAP Bylaws and Standing Rules amendments. Please read those amendments and be prepared to discuss and vote during the NSAP annual meeting.

Finally, the NSAP lost a very special member in March. If you did not have the pleasure of knowing Viola Brannen, it is regrettable. I first meant Vi when she spoke at an ONPU meeting (with Sandy Olson, as I recall) where she discussed her book, *"I've Been Elected, Now What?"* and the importance of great leadership in any organization. She had the ability to make learning fun and interesting. I remember thinking at the time, "How does she know all this?" I was so impressed that I had her autograph my copy of her book. I treasure it. Not only was Vi a great parliamentarian, she was a great member and leader of NSAP and NAP. If she said she would do something, you could count on it. There were never any excuses as to why a job wasn't accomplished. She was a great example for us all.

From the cover of, *"I've Been Elected, Now What?"*

*"The only safe ship in a storm is leadership."*

Faye Wattelton

—Lori Bucholz, PRP—



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Viola Brannen, Retired Professional Registered Parliamentarian, was a true professional leader. She was a past two-term secretary for the National Association of Parliamentarians (NAP), District Director, State President of Nebraska State Association of Parliamentarians, and a NAP National Convention Coordinator. As a published author of "I've Been Elected, Now What," she continued to teach organizational leaders and members how to have well-run meetings. Vi was inducted into the Nebraska State Association of Parliamentarians Hall of Fame. She served as President of the Omaha Beta Unit of Parliamentarians. Vi was a mentor to many young members and leaders. She was selfless and always helping others feel important. She will be greatly missed!

<b>PRESIDENT</b> Lori Bucholz	<b>ANNUAL MEETING</b> Lori Bucholz	<b>MEMBERSHIP</b> John Heineman
<b>VICE-PRESIDENT</b> John Heineman	<b>AUDITING</b> George Woolstrum	<b>NOMINATING</b> Donna Thompson
<b>SECRETARY</b> Lynna Gene Cook	<b>AWARDS</b> Jaci Knuth	<b>BOX BUTTE UNIT</b> Sheila Schmeits
<b>TREASURER</b> Nylanne Scheidegger	<b>BYLAWS</b> Raymond Meester	<b>GRAND ISLAND UNIT</b> Sandy Olson
<b>EDITOR</b> Amy Bolling	<b>EDUCATION</b> Sandy Olson	<b>LINCOLN STAR CITY</b> Tom Havelka
<b>PARLIAMENTARIAN</b> George Woolstrum	<b>FINANCE</b> Jaci Knuth	<b>OMAHA UNIT</b> Jim Carroll
<b>WEBMASTER</b> Cody McCain	<b>MARKETING AND PUBLICITY</b> Cindy Lujan	





### *NAP Contacts*

National Association of Parliamentarians (NAP)  
<http://www.parliamentarians.org> 888-627-2929 (Toll Free)

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TennieBee Hall

[10abnbob@att.net](mailto:10abnbob@att.net)



### STAR CITY AREA UNIT OF PARLIAMENTARIANS (SCAUP)

SCAUP reaches out through unit members to invite individuals to attend and join with the unit as the study of *Robert's Rules of Order Newly Revised* 12th edition continues. The 2021 theme is "Back to the Basics" and focuses on reviewing knowledge already known and gaining new knowledge. The program committee has designated chapters and subsections for monthly meetings. Contact Lynna Gene Cook [lgcook08@gmail.com](mailto:lgcook08@gmail.com) for a listing of study sessions.

The unit meets on the fourth Monday of each month (except December) from 7:00 until 8:30 p.m. at a variety of locations. Publicity Chair Cindy Lugan sends articles to the *Lincoln Journal Star* newspaper section *Neighborhood Extra* inviting the public to attend the unit meetings and study sessions.

Welcome new provisional members Julie Colby and Gina Boltz.

## Bylaws Amendments

**1. Article VIII Meetings, Section 1 (A). Time, Place and Notifications** Amend to insert “in person or electronically” after “meeting” and before “for.” If adopted will read:

“NSAP shall hold an annual meeting in person or electronically for the purpose of receiving reports, amending bylaws, electing officers in even-numbered years, and conducting such other business as may properly arise.”

Current Wording	Amendment	If adopted, will read
NSAP shall hold an annual meeting for the purpose of receiving reports, amending bylaws, electing officers in even-number years, and conducting such other business as may properly arise.	NSAP shall hold an annual meeting <b>in person or electronically</b> for the purpose of receiving reports, amending bylaws, electing officers in even- number years, and conducting such other business as may properly arise.	NSAP shall hold an annual meeting in person or electronically for the purpose of receiving reports, amending bylaws, electing officers in even- number years, and conducting such other business as may properly arise.

**2. Article VIII Meetings, Section 1 (B)** Amend to strike “time, and place” and insert “date, time, and physical place and/or virtual site.” If adopted will read: “The board of directors shall determine the date, time, and physical place and/or virtual site.

Current Wording	Amendment	If adopted, will read
The board of directors shall determine the time and place.	The board of directors shall determine the <b>date</b> , time, and <b>physical place and/or virtual site</b> .	The board of directors shall determine the date, time, and physical place and/or virtual site.

Rationale: The bylaws will clarify the process for holding electronic meetings.

Fiscal impact: None The Board of Directors recommends adoption of the amendments.

## Standing Rules Amendments

- 1. Standing Rule – 3.4** amend to strike the word “attending” and insert “for travel expenses to attend.” If adopted will read: “Fifty Dollars (\$50.00) each shall be allocated for three board members for travel expenses to attend the NAP Leadership Conference.”

Current Wording	Amendment	If adopted, will read
Fifty dollars (\$50.00) each shall be allocated for three board members attending the NAP Leadership Conference. Proof of attendance shall be submitted with the voucher.	Fifty dollars (\$50.00) each shall be allocated for three board members <u>attending for travel expenses to attend</u> the NAP Leadership Conference. Proof of attendance shall be submitted with the voucher.	Fifty dollars (\$50.00) each shall be allocated for three board members for travel expenses to attend the NAP Leadership Conference. Proof of attendance shall be submitted with the voucher.

Rationale: This change is to clarify the money is to be used for travel expenses. Fiscal impact: None

- 2. Standing Rule – 3.5** amend to insert “for travel expenses” after “members” and before “to attend.” If adopted will read: One hundred dollars (\$100.00) each shall be allocated to the president, vice-president, and four members for travel expenses to attend the National Training Conference (NTC).

Current Wording	Amendment	If adopted, will read
One hundred dollars (\$100.00) each shall be allocated to the president, vice-president, and four members to attend the National Training Conference (NTC). Proof of attendance shall be submitted with the voucher.	One hundred dollars (\$100.00) each shall be allocated to the president, vice-president, and four members <u>for travel expenses</u> to attend the National Training Conference (NTC). Proof of attendance shall be submitted with the voucher.	One hundred dollars (\$100.00) each shall be allocated to the president, vice-president, and four members for travel expenses to attend the National Training Conference (NTC). Proof of attendance shall be submitted with the voucher.

Rationale: This change is to clarify the money is to be used for travel expenses. Fiscal impact: None

**3. Standing Rule – 3.6** amend to insert “for travel expenses” after “delegates” and before “to attend.” If adopted will read: One hundred dollars (\$100.00) each shall be allocated to the president, vice-president, and four delegates for travel expenses to attend the NAP biennial convention.

Current Wording	Amendment	If adopted, will read
<p>One hundred dollars (\$100.00) each shall be allocated to the president, vice-president, and four delegates to attend the NAP biennial convention. Proof of attendance shall be submitted with the voucher.</p>	<p>One hundred dollars (\$100.00) each shall be allocated to the president, vice-president, and four delegates <u>for travel expenses</u> to attend the NAP biennial convention. Proof of attendance shall be submitted with the voucher</p>	<p>One hundred dollars (\$100.00) each shall be allocated to the president, vice-president, and four delegates for travel expenses to attend the NAP biennial convention. Proof of attendance shall be submitted with the voucher.</p>

Rationale: This change is to clarify the money is to be used for travel expenses. Fiscal impact: None

**4. Standing Rule – 4.3** amend to strike “Bertha Clark Hughes” and “Margaret Hasebroock.” Strike “Leah Koester” and insert “Parliamentarian of the Year.” If adopted will read:

Recruitment Award is presented to the unit which has demonstrated the greatest recruitment of new members during the current administrative year;

Performance Award is presented to the unit which has demonstrated dedication and contributions to parliamentary excellence during the current administrative year (the most points accumulated by combining the points of the individual unit members);

Parliamentarian of the Year Award is presented to an individual or outstanding contribution to parliamentary excellence during the current administrative year (most individual points);

Current Wording	Amendment	If adopted, will read
<p>Awards are as follows:</p> <p>Bertha Clark Hughes Recruitment Award is presented to the unit which has demonstrated the greatest recruitment of new members during the current administrative year;</p> <p>Margaret Hasebroock Performance Award is presented to the unit which has demonstrated dedication and contributions to parliamentary excellence during the current administrative year (the most points accumulated by combining the points of the individual unit members);</p> <p>Leah Koester Award is presented to an individual or outstanding contribution to parliamentary excellence during the current administrative year (most individual points);</p>	<p>Awards are as follows:</p> <p><del>Bertha Clark Hughes</del> Recruitment Award is presented to the unit which has demonstrated the greatest recruitment of new members during the current administrative year;</p> <p><del>Margaret Hasebroock</del> Performance Award is presented to the unit which has demonstrated dedication and contributions to parliamentary excellence during the current administrative year (the most points accumulated by combining the points of the individual unit members);</p> <p><del>Leah Koester</del> <u>Parliamentarian of the Year</u> Award is presented to an individual or outstanding contribution to parliamentary excellence during the current administrative year (most individual points);</p>	<p>Awards are as follows:</p> <p>Recruitment Award is presented to the unit which has demonstrated the greatest recruitment of new members during the current administrative year;</p> <p>Performance Award is presented to the unit which has demonstrated dedication and contributions to parliamentary excellence during the current administrative year (the most points accumulated by combining the points of the individual unit members);</p> <p>Parliamentarian of the Year Award is presented to an individual or outstanding contribution to parliamentary excellence during the current administrative year (most individual points);</p>

Rationale: This change is proposed for a clearer understanding of the awards. Fiscal impact: None

**Standing Rule – 5.1** amend to strike “Parl-O-Gram” and insert “NSAP Newsletter.”

5. If adopted will read: The first *NSAP Newsletter* following the election of officers shall list the names of new and continuing board members.

Current Wording	Amendment	If adopted, will read
The first <i>Parl-O-Gram</i> following the election of officers shall list the names of new and continuing board members.	The first <del><i>Parl-O-Gram</i></del> <i>NSAP Newsletter</i> following the election of officers shall list the names of new and continuing board members.	The first <i>NSAP Newsletter</i> following the election of officers shall list the names of new and continuing board members.

Rationale: The Board of Directors changed the name of the publication to NSAP Newsletter since it better describes the information included in the publication. Fiscal impact: None The Board of Directors recommends adoption.



**WHERE AM I??**

Locate the following passages in:

*Robert's Rules of Order, Newly Revised, 12<sup>th</sup> Edition*

- 1.) To illustrate the use of this form of the motion, suppose that at a long meeting of a county historical society, many members have left, unknowingly leaving a quorum composed mainly of a small group determined to commit the society to a certain action that a few of those present believe would be opposed by most of the membership.
- 2.) To ensure accuracy and to enable the tellers when unfolding the ballots to detect any error, each ballot should be folded in a manner announced in advance or stated on the ballot itself.
- 3.) A board may never alter the decision of the society's assembly (and an executive committee may never alter a decision of either the assembly or the board), even by a motion to *Rescind* or *Amend Something Previously Adopted* or by adoption of a proposal which has been rejected, unless expressly authorized by the superior body or by the bylaws.
- 4.) A voice vote-or, in larger meetings, even a vote by show of hands-may sometimes be inconclusive, either because voting is close or because a significant number of members have failed to vote.
- 5.) It is the right of every member who notices a breach of the rules to insist on their enforcement.

See Page 11 for Answer Key

**Membership Report**

John Heineman, NSAP Vice-President and membership committee chair

As of March 2021, NSAP has 37 members. The categories of membership and totals are:

- 5 – Professional Registered Parliamentarians
- 1 - Professional Registered Parliamentarians Retired
- 1 - Student Professional Registered Parliamentarians
- 5 – Registered Parliamentarians
- 25 – Regular Members

Please encourage membership in your local units.

**BOARD OF DIRECTORS REPORT OF ACTIONS**  
March 6, 2021

The following actions were taken at the March 6, 2021, meeting.

Recommended adoption of proposed Bylaws amendments

Procedure Manual amended as follows:

struck "Phil Evans" and inserted "NSAP"

added Nominating Committee form

added History template form

amended Voucher form

Set date, venue, and registration for annual meeting and workshop

Zoom meeting May 15, 2021

registration fee \$50 for all participants by May 1; May 5 and after \$65

virtual annual meeting and workshop

schedule of events revised

Amended June 2020 - June 2021 budget

President discharged special committee on NSAP dues scholarship

Set date for Spring NSAP Newsletter between April 10 and 12, 2021

Awards Committee member stated that unit reports were due April 1, 2021.

Lynna Gene Cook, PRP

NSAP Secretary

TO ALL NEBRASKA STATE ASSOCIATION OF PARLIAMENTARIANS MEMBERS:

This will serve as the official call to the  
NSAP 2021 Annual Meeting and Awards Presentation.

MAY 15<sup>TH</sup>, 2021

8:30 a.m.

VIRTUAL-ZOOM

Instructions on log-in will be sent prior to the meeting.

**DON'T MISS IT!!!**

**ZOOM MEETINGS  
2021 REGISTRATION FORM**

Mail this completed registration form with

A check payable to

NSAP;

c/o Lynna Gene Cook;

7251 Norris Lane

Lincoln, NE 68516

Please Print:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

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

EMAIL \_\_\_\_\_

All workshops and handouts by  
credentialed presenters.

MAY 1, 2021 is postmark deadline for  
EARLY REGISTRATION pricing.

REGISTRATION:

\_\_\_\_\_ \$50.00 EARLY Registration

\_\_\_\_\_ \$65.00 by May 5, 2021

For more information, please contact:

Lynna Gene Cook:

Phone 402.430.5410

Email [lgcook08@gmail.com](mailto:lgcook08@gmail.com)

NSAP  
Lynna Gene Cook  
7251 Norris Lane  
Lincoln NE 68516



## Parliamentary Workshop

STANDING RULES and  
POLICIES

Investigating the Details



## May 15, 2021

8:30 a.m. to 3:30 p.m. with breaks

LOCATION:

ZOOM MEETINGS

INFORMATION AND HANDOUTS

## SCHEDULE

Saturday – May 15, 2021

- 8:00 a.m. NSAP Board of Directors
- 8:30 a.m. ANNUAL MEETING and AWARDS Announced.
- 9:30 a.m. 1<sup>ST</sup> SESSION  
Why have Standing Rules?  
Ann Guiberson
- 10:15 a.m. 15 minute Break
- 10:30 a.m. 2<sup>ND</sup> SESSION  
Documents that Matter to  
An Organization.  
Ann Guiberson
- 11:00 a.m. 3<sup>RD</sup> SESSION  
Overview of Governing  
Documents in Relation to  
Minutes and Procedure.  
Ann Guiberson
- 12:15 p.m. Lunch
- 1:00 p.m. 4<sup>TH</sup> SESSION  
All About Policies.  
Ann Guiberson
- 2:15 p.m. Break
- 2:30 p.m. 5<sup>TH</sup> SESSION  
Convention Standing Rules  
Ann Guiberson
- 3:00 p.m. QUESTIONS
- 3:45 p.m. NSAP Board of Directors

## DETAILS OF LEARNING!

### SATURDAY

Included in this workshop will be the details of standing rules and policies. You will learn the basic rules for standing rules and their place in the hierarchy of rules. There will be a review of what Roberts Rules of Order Newly Revised (RONR) states about standing rules.

You will be able to differentiate between standing rules and special rules of order. There will be an overview of the governing documents in which you should find specific information. This will include interactive discussions and exercises.

After lunch, we will be discussing and determining administrative rules and policies needed for an organization.

Last, but not least, will be a lesson on convention standing rules. This will be a fun group-work exercise on properly writing and presenting standing rules at a convention.

These presentations will include handouts that can be used to take back to your own organization for future use.



**ANN GUIBERSON,**  
Professional Registered  
Parliamentarian (PRP).

Ann serves clients in need of parliamentary services all over the United States.

She is a parliamentarian

who believes parliamentary procedure is a wonderful tool that should be used in a practical manner to fit the needs of any particular organization.

Ann is a past president of the National Association of Parliamentarians. Ann served as the chief executive officer of trade and professional associations for thirty-two years and is a certified association executive, retired (CAE-Retired). Ann has managed the standing rules and policies for organizations which included writing, amending, rescinding, and creating policy manuals.



# REGISTRATION FORM

## For NSAP Members

May 15, 2021 Annual Meeting  
Standing Rules and Policies and Procedures Workshop

Name \_\_\_\_\_

Email address \_\_\_\_\_ Cell Phone number \_\_\_\_\_

Address, City, State, Zip Code \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Registration includes:

All workshops by credentialed presenters and handouts.

\_\_\_\_\_

Early Bird Registration.....\$50.00 by May 1  
Regular Registration.....\$65.00 after May 5

Send completed form with check (payable to NSAP) to:  
Lynna Gene Cook, 7251 Norris Lane, Lincoln, NE 68516

\_\_\_\_\_

## WHERE AM I ANSWERS

- 1.) RONR 12<sup>th</sup> Edition, 37:49-Reconsider and Enter on the Minutes
- 2.) RONR 12<sup>th</sup> Edition, 45:27-Balloting Procedure
- 3.) RONR 12<sup>th</sup> Edition, 56:41-Bylaws-Article VI: Executive Board (or Board of Directors)
- 4.) RONR 12<sup>th</sup> Edition, 4:50-Verifying an Inconclusive Vote
- 5.) RONR 12<sup>th</sup> Edition, 23:3-Grounds for Point of Order

### Reminder!!!

NSAP Award (formerly Phil Evans) sheets are due to Jaci Knuth AND Sandy Olson by **May 1!!**

Send to Jaci Knuth, RP  
333 E. Vermont  
Villa Park, IL 60181  
[Jaci@delpiere.com](mailto:Jaci@delpiere.com)

AND

Sandy Olson, PRP  
9301 Alamander Ct. #105  
Ft. Myers, FL 33919  
[olson.sandy@gmail.com](mailto:olson.sandy@gmail.com)

INFO AND LOG SHEETS ARE IN THE NSAP PROCEDURE MANUAL AND ON THE WEBSITE:  
[neparliamentarians.weebly.com](http://neparliamentarians.weebly.com)