



NSAP Newsletter

A Publication of Nebraska State Association of Parliamentarians
Published Three Times A Year

<http://neparliamentarians.com>

----- Spring 2024 -----

From the President.....

WOW, where did four years go??

I was first elected President of the Nebraska State Association of Parliamentarians in 2020.

But think back....

We were in the beginning stages of Covid and couldn't meet in person and had to cancel the meeting and workshop except for the election of officers. We hadn't yet heard of Zoom or Microsoft Teams, so we all called in and did the best we could. In 2021 we were still dealing with Covid, but were able to use Zoom for our meeting and workshop. We only had one day to do it all, but again, we got it done.

During the pandemic, the National Association of Parliamentarians (NAP) also had to hold their meetings via Zoom, but learned that attendance for the workshops increased exponentially when members didn't have to travel. An unintended consequence, but positive outcome from Covid.

In 2022 we could meet in person, but a few days before the meeting, I had an emergency appendectomy! Finally, in 2023, we were all back to normal and had a great meeting and workshop.

In the last four years we've lost some GREAT NSAP members: Viola Brannen, PRP-R; Sue Goodson; Joyce Goff; Doris Steele; Jesse Statham; and George Woolstrum.

The NSAP awards program has been renamed and now celebrates all NSAP members (that is, if you turn in your point tally sheets!) We've updated the bylaws and standing rules. Those documents also had to reflect the new way of doing business. Along with that, NAP also realized that electronic meetings and units are beneficial to members, thanks to Covid.

Which brings us to 2024. In this newsletter you will see the brochure and information for the NSAP annual meeting and workshop. This will serve as the official call to the meeting and invitation to the Celebration of Leaders dinner. This is your chance to learn, laugh, and meet other NSAP members. The proposed amendments to the NSAP bylaws and standing rules are also included. Please read those and be ready to discuss. NSAP will also elect new officers for the 2024-2026 biennium. The nominating committee has slated individuals for the officer positions; the bios of those individuals are included in this newsletter. Nominations for officers may also come from the floor during the annual meeting.

Finally, it has been my honor and privilege to serve as your president of NSAP. There have been times when it's been frustrating and "hair-pulling," but I have learned so much and am grateful that I agreed to serve. The most rewarding part of serving as your president are the friendships I have formed with the other officers and board of directors. We have worked as a team for the betterment of NSAP and although at times we've disagreed, we truly respect one another and enjoy each other's company. From the bottom of my heart, I thank you.

—Lori Bucholz, PRP—
President, 2022-2024



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MARK YOUR CALENDARS!

April 15, Award Sheets due to John Heineman and Sandy Olson

*May 9-10, 2024, NSAP Annual Meeting and Workshop.
Second Baptist Church, 525 N. 58th. ST., Lincoln, NE.*

September 5-8, 2024, NAP Training Conference, San Antonio, TX

*November 9-16, 2024, NAPEF
Parliamentarians of the Caribbean Cruise*

| | | |
|---|---|--|
| PRESIDENT Lori Bucholz, PRP | ANNUAL MEETING Lori Bucholz, PRP | MEMBERSHIP Nylanne Scheidegger, PRP |
| VICE-PRESIDENT John Heineman, RP | AUDITING Elizabeth Butler | NOMINATING Bonita Dickinson |
| SECRETARY Lynna Gene Cook, PRP | AWARDS John Heineman, RP | BOX BUTTE UNIT Sheila Schmeits |
| TREASURER Nylanne Scheidegger, PRP | BYLAWS Lynna Gene Cook, PRP | GRAND ISLAND UNIT Sandy Olson, PRP |
| EDITOR (non-voting) Amy Bolling | EDUCATION Sandy Olson, PRP | LINCOLN STAR CITY Chris Marks |
| PARLIAMENTARIAN Nylanne Scheidegger, PRP | FINANCE Chris Marks | OMAHA UNIT Elizabeth Butler |
| WEBMASTER Elizabeth Butler | MARKETING AND PUBLICITY Cindy Lukan | |



“ **Reminder!!!** ”

NSAP Award sheets are due to John Heineman AND
Sandy Olson by **April 15!!**

Send to John Heineman, RP
ringojohn@aol.com

AND

Sandy Olson, PRP
olson.sandy@gmail.com

Board of Directors Actions
February 3, 2024

The following actions were taken by the Board of Directors.

- recommended adoption of proposed Bylaws and Standing Rules amendments
- adopted a motion to send a \$50.00 bank gift card to Editor Amy Bolling 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 workshop May 10, 2024
- announced the NSAP website had been updated
- announced the Awards Committee set April 15, 2024, as due date for award sheets
- thanked Education Chairman for submitting paperwork to the 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

Lynna Gene Cook, PRP
NSAP Secretary





NAP Contacts

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

PRESIDENT
Alison Wallis, PRP

DISTRICT FIVE DIRECTOR
Laura Meade, PRP

NAP HEADQUARTERS
Cyndy Launchbaugh

NATIONAL PARLIAMENTARIAN EDITOR
Traci Bransford-Marquis, PRP

"Where Am I"

1. "No action of acceptance by the assembly is required-or proper-on a financial report of the treasurer unless it is of sufficient importance, as an annual report, to be referred to the auditors. In the later case it is the auditors' report which the assembly accepts."
2. "If more than one mass meeting is necessary to achieve a certain objective, or if the group is working toward the formation of an organized society, a temporary organization to continue beyond a single mass meeting may become necessary."
3. "The length of the terms of office should be prescribed; and unless the terms are to begin at the instant the chair declares each officer elected, the time when they are to begin must be specified."
4. "Amendments to strike out a sentence, paragraph, or section deserve special care."
5. "Another member, making the call rises and, without waiting to be recognized, says, 'Mr. President, I call the member to order,' then resumes his seat."

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 members’ 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

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

| 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; | |

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 renumber sections

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

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.

Nebraska
State Association
of Parliamentarians



Inspire, Encourage, Inform

Inspire



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](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

**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: lgcook08@gmail.com

LOCATION:

Second Baptist Church

525 N. 58th St

Lincoln NE 68505



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.

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**

**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.

WRITING RESOLUTIONS by Karen Watson, PRP

Today's parliamentarian must possess the skill to assist with complex motions typically written as resolutions for any number of clients such as Veterans organizations, political parties, corporations, and ordinary societies.

A main motion resolution is offered, because of its importance or length or complexity, in three parts: the Preamble (Whereas clauses) which state 'reasons', a Connecting Expression, and the Enacting (*Resolved* clauses) which state 'the action of matter of record, or the like.' (See references in RONR below.)

When a resolution is requested, plan to write it in advance. Seek consultation with members who can be of assistance in perfecting it. Use *Robert's Rules of Order Newly Revised* (12th ed.) [cited RONR § (section number):paragraph number] for examples.

Preliminary steps include eliciting the purpose of the resolution to determine the kind of resolution to be written. Options include: Simple resolution §10:3, 10:15; Platform or policy statement resolution §10:23, §59:76-77; Courtesy Resolution §59:78; Disciplinary Resolution (to appoint an investigating committee, initiate disciplinary proceedings, and/or prefer charges) §63:9-11; Resolutions from a Mass Meeting §10:15; a Resolution Order (noun) §10:24; For the organization of a society §54:5-7; or Merger, Consolidation or Dissolution of a Society (either incorporated or unincorporated) §55.

Next, verify the client's desired action to discern what form and/or variation to use. (See form examples in RONR in §10:13-25 and §59:77.) Also, find out to whom the client will direct or apply the action: to the organization itself, another entity, or individual; but remember, a resolution to order (verb) can be given only to an employee.

Cast the resolution in the following way. First, construct the '*Resolved*' clauses. Second, assemble the little-known or complex supporting merits of the resolution placing each in a separate 'Whereas clause' in the preamble - use a minimal number to avoid detracting from the force of the resolution. Select no more than necessary; use only those of unusual importance or which - in their absence - render the resolution misunderstood.

Advise the client that the preamble may encumber or weigh against adoption of the resolution if any member(s) considers any of its clauses to be an 'opinion' with which they disagree; thus, the use of a preamble is not required. (Remember, preambles vary according to the resolution kind. Disciplinary resolutions begin with a general statement and must be accompanied by an investigating committee's recommendation. A platform or policy statement resolution begins each paragraph with a verb denoting an attitude or position.) Last, select the appropriate connecting expression.

Always write in concise and unambiguous wording adhering to debate decorum.

Have the client give the resolution a name. It can be identified by its subject or have a designated title, number, letter, or the like, to make it distinguishable when being voted on. Suggest the resolution be distributed in advance.

Finally, instruct the presiding officer to handle debate (with amendments) and vote in the order of Enacting Words, Preamble, and then the entire main motion resolution. Remember, no vote is needed on a courtesy resolution. Advise that the resolution be included in the minutes with the preamble.

References for this article include: §3:22, §4:4-5, §4:10, §4:15(b)-(f), §4:35, §4:37(including footnote 11), §10:9, §10:12-13, §10:15-19, §10:21, §10:52, §10:57, §12:20, §12:23, §28:7, §39:7, §47:10. §48:4 6).



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.



Qualifications For NSAP Office Form

Name: John Heineman **Unit or MAL:** Star City Area Unit of Parliamentarians **City:** Lincoln

First year of membership in NAP/NSAP: 2017 **If registered, what year?** 2022

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

List offices held at the unit level: Secretary

List committee chairmanships held at the unit level: Bylaws, Finance

List offices held at the state level: Secretary, Vice President

List committee chairmanships held at the state level: Awards, Membership

List other committees served on at the state level: Bylaws

What experiences outside of NSAP do you consider relevant to serving as an officer of NSAP?

I am the presiding officer for the Nebraska State Education Association-Retired. I have served as a Nebraska Delegate to the NAP Biannual Convention three times.

ADDITIONAL COMMENTS:

Office or offices for which I consent to be nominated: President

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



Qualifications For NSAP Office Form

Name: Cynthia Lujan (Cindy) **Unit or MAL:** Star City Area Unit of Parliamentarians

Address: **City:** Lincoln **Zip:**

First year of membership in NAP/NSAP: Provisional 2012, NAP member 2014

If registered, what year? Scheduled to take October 31, 2023

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

NSAP Workshops 2014, 2015, 2016, 2019, 2020, 2021, 2022; NSAP Institution 2015

District 3 'Never Have I Ever' workshop series, 2022 to 2023

District 5, Meeting and Workshop, 2022 and 2023

NAP 43rd Biennial Convention (virtual); NAP RP Credentialing Workshops 2021, 2022

NAP Virtual Spring Conference, 2023

List offices held at the unit level: President, Treasurer, Secretary

List committee chairmanships held at the unit level: Bylaws, Marketing & Publicity, Treasurer includes membership duties.

List offices held at the state level: Secretary (got ill, could not finish)

List committee chairmanships held at the state level: Marketing and Publicity

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)

I have served as an officer of several organizations, including:

American Legion Auxiliary, Unit 194 in Alexandria, NE. Member since 1968. Have served as President, Secretary, Membership Chair, Poppy Chair, Girls State, etc. Thayer County served as President. District 11, current President, previous Parliamentarian. (still create agenda and script).

Leadership Link, Chapter of the National Management Association (past member). Positions held: President, President-Elect, Secretary, Treasurer, and multiple committee chair positions. The group dealt with workshops and testing of management skills.

Lincoln Women's Chamber of Commerce, Positions held: President, President-Elect, Treasurer, Newsletter Committee Chair, Membership Committee Chair including preparation of the annual Membership Directory, Dinner/Program Committee Chair, and Office Manager. Had input on the type of equipment to purchase for the office; trained volunteers to use personal computers; and taught a workshop on how to use Excel.

Have taught programs at the Star City Area Unit of Parliamentarians meetings and study sessions. One dealing with treasurer duties and responsibilities and the other on Scripts.

ADDITIONAL COMMENTS:

I have a degree in Business Management from the University of Nebraska, Lincoln. Studied in accounting, marketing and finance. Graduated in 1988.

Took coursework through Southeast Community College in Windows and Microsoft Office.

Worked as a computer operator for 20 years for the City of Lincoln and 12 years for the University of Nebraska-Lincoln. Have worked for a temp-agency in many areas of work.

Charter member of the Star City Area Unit of Parliamentarians.

Created and set up the current Treasury system for Star City Area Unit of Parliamentarians.

Office or offices for which I consent to be nominated: Vice-President

Qualifications For NSAP Office Form

Name: Christopher Marks

Unit or MAL: Star City

City: Lincoln

First year of membership in NAP/NSAP: 2013

If registered, what year?

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

Programs in Star City Unit and NSAP workshops

List offices held at the unit level:

Secretary, President

List committee chairmanships held at the unit level:

Program/Education

List offices held at the state level:

List committee chairmanships held at the state level:

Finance

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:

I have been involved in budgeting and finance through offices in professional organizations including the Organ Historical Society (national board chair) and American Guild of Organists (local chapter), as well as budget and finance involvement through my work in administration at UNL.

Office or offices for which I consent to be nominated:

Treasurer



Qualifications For NSAP Office Form

Name: Lynna Gene Cook **Unit or MAL:** Star City **City:** Lincoln

First year of membership in NAP/NSAP: 2005

If registered, what year? 2010 PRP 2011

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

List offices held at the unit level:

Vice-President; Secretary

List committee chairmanships held at the unit level:

Bylaws; Program; Membership; Nominating

List offices held at the state level:

President; current secretary

List committee chairmanships held at the state level:

Education; Bylaws; Annual Meeting

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)

Secretary for the church over 20 years.

Taking notes for most committees on which I serve.

Presenting minutes workshops to organizations.

ADDITIONAL COMMENTS:

I have worked with many organizations with scriptwriting, bylaws amendments, minutes, and meeting management. One of my strengths is editing.

Office or offices for which I consent to be nominated:

Secretary

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



Answers to Quiz

1. Minutes and Reports of Officers: Action on the financial report. (RONR 12 th ed.)

48:24

2. Series of Mass Meetings: Temporary Society (RONR 12 th ed.) 53:32

3. Content and Composition of Bylaws: Article IV:Officers. (RONR 12 th ed.)
56:27

4. Amending a Proposed Amendment to the Bylaws (RONR 12 th ed.) 57:13

5. Discipline of Members and Guests: Calling a member to order. (RONR 12 th ed.) 61:11

