

PUBLIC WELCOME

2023 REGISTRATION FORM

Mail this completed form with check

Payable to NSAP and send to:

NSAP c/o Lynna Gene Cook

7251 Norris Lane, Lincoln NE 68516

Please Print:

NAME: _____

ADDRESS: _____

CITY & STATE: _____

ZIP: _____ PHONE: _____

EMAIL: _____

Registration includes:

Workshops by credentialed presenters,
handouts, meeting room, lunch and snacks.

Complimentary water and coffee.

DEADLINE APRIL 25, 2023 postmark for
EARLY REGISTRATION pricing.

REGISTRATION

_____ \$60.00 EARLY Registration

_____ \$70.00 after APRIL 25, 2023

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

SPECIAL DIETARY NEEDS

Send a note with Registration
of your needs.

SCHEDULE

Friday - May 5, 2023

8:30 a.m. **REGISTRATION**
Educational Materials Available

9:30 - 11:00 **WORKSHOP I**
Presiding with Precision
Facilitator: Wanda Sims, PRP

11:00 - 11:15 **BREAK**

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

12:00 - 12:45 **LUNCH**

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

2:15 - 2:30 **BREAK**

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

SILENT AUCTION!

Many items will be
available!



Parliamentary Workshop PRESIDING

Basics, Script Writing,
Interactive and Strategies
with

National Association of Parliamentarians
PRESIDENT, WANDA SIMS, PRP



May 5, 2023

9:30 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 3

choicehotels.com/reservations/groups/ZY5011

Rooms Available for May 3 check in and
May 6 check out **RATES:** \$109/night

Group Name: NSAP / Number: ZY50I1

No Smoking, Suite, 1 King Bed

Presiding with Precision

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

Script Writing – Meeting Blueprint

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

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

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

NATIONAL ASSOCIATION OF PARLIAMENTARIANS

President
Wanda Sims, PRP, CP



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

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

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

NEBRASKA STATE ASSOCIATION OF PARLIAMENTARIANS

Sandy Olson, PRP
Olson.sandy@Gmail.com



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

Lynna Gene Cook, PRP
Lgcook08@gmail.com



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