

October 2021

MIRIAM'S MUSINGS

Welcome to new MSAP member Linda Williams-Brettingen, who joined NAP in June.

By the time this is published, the National Association of Parliamentarians (NAP) Convention will have concluded. A useful educational lesson no doubt can be found in the interesting motions used during the business meetings. We will have a summary of Convention in the next issue of this newsletter.

Earlier this year, Jeanette Williams kindly shared with us a pile of *National Parliamentarians*. There are issues dating to 1976. Some of the more recent issues were distributed to the newer members in the St. Paul Unit, who were urged to read through the Q & A sections of each issue.



Fundamentals of parliamentary procedure do not change, though there are details to watch for. For example, at one time for the notice of a Special Meeting, RONR included: “the exact language must be specified in the call of the meeting.” There was a more than a little controversy about the word “exact”. One issue included an account of several motions made during a long-ago NAP convention--and the second time I’ve heard of anyone using *Reconsider and Enter on the Minutes*.

Let’s look back 25 years: 1996. The first National Training Conference was held in Kansas City, with 32 workshops and a registration fee of only \$100. It was a smashing success. Also in 1996: the publication of the first 1200 question Study Guide. Test takers were guaranteed to have at least six months to study it. There was a publication delay due to illness and but the Guide still issued in time for the test-takers.

Sometimes it is easy to forget that most NAP activities are done by volunteers. A small and stunningly efficient NAP staff handles administrative activities, questions (and complaints) from members, and the day-to-day things that happen in such an organization. The Conventions, Training Conferences, tests and testing protocols, defining and refining credentials for RPs and PRPs – all these are planned by volunteers. Be sure to thank one when next you see one.

The Minnesota Parliamentarian

We have settled on a date for our annual seminar – Saturday, January 29, 2022, via Zoom. It will be in at least three parts and will be directed to some of the basics of meetings and organizations. Please mark your calendars and look for further information in November.

Miriam Simmons, PRP
President

SAVE THE DATE – ANNUAL SEMINAR!

At the last MSAP Board meeting, a motion was adopted to hold the Annual “Fall” Seminar via Zoom on **Saturday, January 29, 2022 in the morning**. Registration fee will be \$15. While the topics and speakers are still being decided, the target of this educational event is the general public. Please invite your clients, friends, family, and anyone who is interested in knowing more about parliamentary procedure. (Members certainly are welcome, too!)

Please contact me if you have suggestions for topics or would like to help in planning.

Lucy Johnson, PRP
Chairman, Education Committee
lucyhjohnson@msn.com

NOMINATING COMMITTEE

The Nominating Committee needs to have the slate for the annual MSAP meeting completed to be inserted in the March issue of *The Minnesota Parliamentarian*. In the meantime, the committee will be looking for interested candidates for various offices and for the nominating committee.

Darleen A. Harens, PRP
Chairman

The Minnesota Parliamentarian

IT'S SO EASY TO FORGET

Why, the husband says to me, can't you just remember the names of the planets? Wouldn't that be easier? But that's not what I remember. Here is what I remember: ***Mankind's Verdant Earth Must Journey as a Star Unites Nine Planets***. (Maybe then the challenge is to remember that Mercury is closest to the sun...but **that** I remember. And I have to remember that Pluto is no longer deemed a planet. Poor Pluto.)

Mnemonics – phrases that help us remember things – come in so handy. Sure, you can look something up (Google is everywhere, and so is RONR) but it's wonderful to have the answer right in your head. For learners of parliamentary procedure, and especially for those taking a test, mnemonics will help you remember what you cannot look up. An article by Doris Abbate in the First Quarter 2009 (Volume 70, #1) issue of the *National Parliamentarian* highlighted some good ones, and I'd like to share five of my favorites with you.

1. The five classes of motions: **My Sister Plays In Boston.**

- **Main Motion**
- **Subsidiary**
- **Privileged**
- **Incidental**
- **Bring Back motions**

Secondary motions are Subsidiary, Privileged, and Incidental.

2. The eight standard characteristics of motions: **SAD MR IPA**

- Does it need a **S**econd?
- Is it **A**mendable?
- Is it **D**ebatable?
- Does it need a **M**ajority or 2/3 vote?
- Can it be **R**econsidered?
- Can you **I**nterrupt?
- What is the order of **P**recedence?
- What is it **A**pplyed to?

3. The Five Privileged motions (from the bottom up): **Can Quenton Really Afford a Ferrari?**

- **Fix** the time to adjourn
- **Adjourn**
- **Take a Recess**
- **Raise a Question of Privilege**
- **Call for the Orders of the day**

4. The seven subsidiary motions (from the bottom up): **Pearls Are Classy, Pretty Lady, Pretty Lady**

- **Lay on the Table**
- **Previous Question**
- **Limit or extend Limits of Debate**
- **Postpone Definitely**
- **Commit or Refer to committee**
- **Amend**
- **Postpone Indefinitely**

The Minnesota Parliamentarian

5. The “bring back” motions: **Rah Rah Decision Time Again**

- **Reconsider**
- **Rescind**
- **Discharge a Committee**
- **Take from the table**
- **Amend Something Previously Adopted**

® ***National Parliamentarian 70, No. 1 (2009)***

Some we have long used in the St. Paul Unit:

1. Order of business: **MRS SUN***

- **Minutes**
- **Reports of Officers, Boards, and Standing Committees**
- **Special Committee Reports**
- **Special Orders**
- **Unfinished Business and General Orders**
- **New Business**

*A 1997 Issue of the *National Parliamentarian*, 4th Q, page 4, notes that “MRS SUN” originated with *The Colonial Courier*, a publication of the National Society of Daughters of American Colonists.

2. Bylaws Articles: **NO MOME CPA** (“No Mommy, see Pa!”)

- **Name**
- **Object**
- **Members**
- **Officers**
- **Meetings**
- **Executive Board**
- **Committees**
- **Parliamentary Authority**
- **Amendment**

The Minnesota Parliamentarian

3. Ranking motions, from the top down: **FAT** Record Company
Long Play Long Play **CAPitol** -
Main

- **Fix** the time to adjourn
- **Adjourn**
- **Take** a recess
- **Raise** a Question of Privilege
- **Call** for the Orders of the day
- **Lay** on the Table
- **Previous** Question
- **Limit** or extend Limits of Debate
- **Postpone** Definitely
- **Commit** or Refer to committee
- **Amend**
- **Postpone** Indefinitely
- **Main** Motion

4. **IS DAVE** Right? [characteristics that accompany the ranking motions]

Interrupt

Second

Debate

Amend

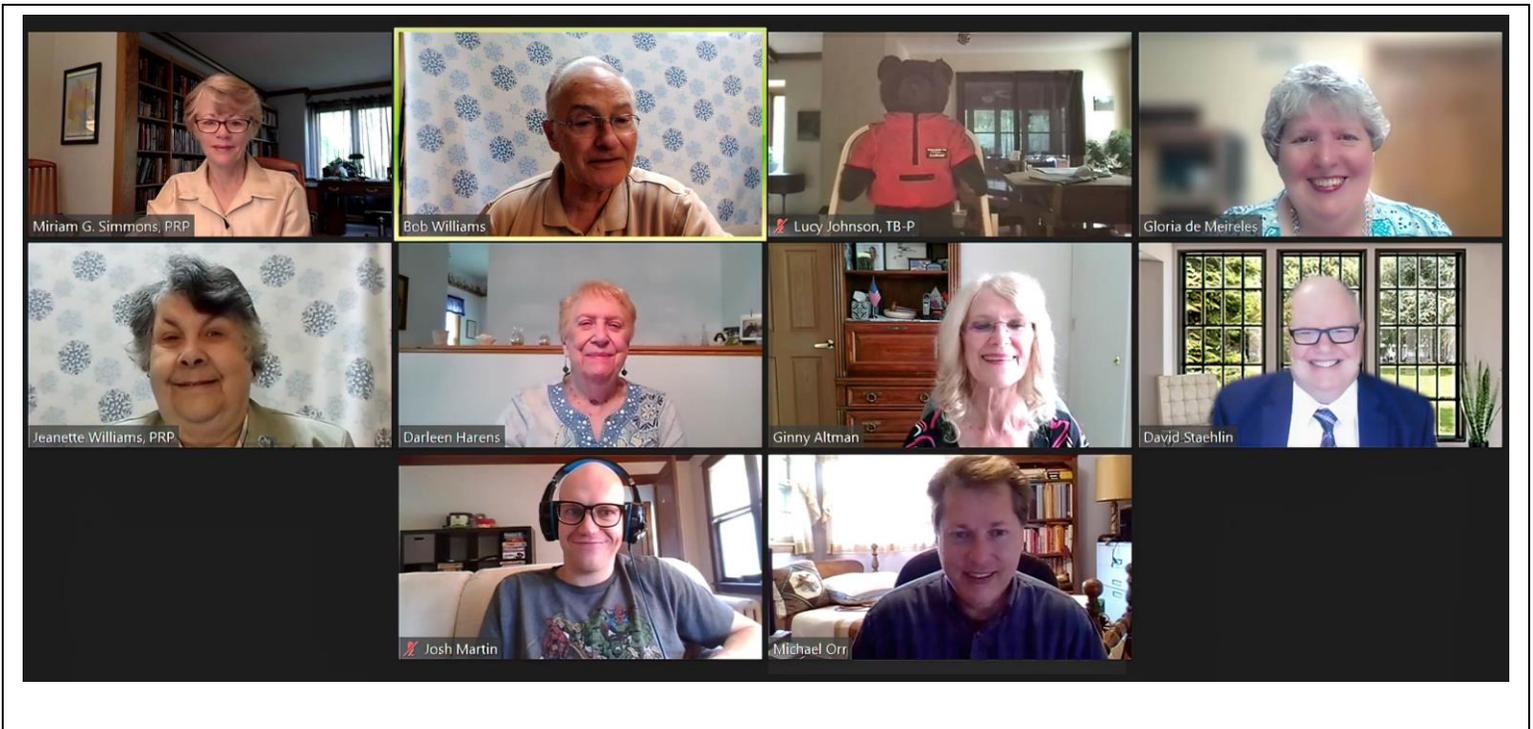
Reconsider

There are many others to be found at: <https://communities.naae.org/docs/DOC-2813-mnemonics-used-for-parliamentary-procedure> -- compiled by Shane Dunbar, PRP.

- **Compiled and edited by Miriam Simmons, PRP**



The Minnesota Parliamentarian



Editor's Note: Thanks to Bob Williams for the screenshot above composed of those persons who served as delegates at the virtual 2021 NAP Biennial Convention.

The bear pictured above is sitting in for Lucy Johnson.

THANK YOU

Fellow MSAP Members,

Thank you so much for your support of my candidacy and election to the NAP Commission on Credentialing. It is an honor to serve. And a special "shout out" to Miriam Simmons, PRP, for her delightful tribute during the Past Presidents' Luncheon.

It has been a pleasure to be involved at the various NAP levels and I look forward to continuing my service.

Warm regards,

Jeanette

Jeanette N. Williams, PRP, CP-T

AN ASSORTMENT OF PARLIAMENTARY QUESTIONS

Directions: Answer each question with a definitive answer and page reference in RONR (12th ed.). Answers will be printed in the March issue of *The Minnesota Parliamentarian*.

1. A member proposes a main motion in writing. It is seconded. No subsidiary motions are offered. When asking for discussion, the presiding officer paraphrases the motion through the lengthy debate. The vote is finally taken. How is the motion recorded in the minutes?
2. Prepare a tellers' report. Demonstrate how illegal ballots are listed in a tellers' report and describe how they affect the result.
3. Define session and meeting, and how they relate to each other.
4. List debate rules.
5. What is the correct term to use when a meeting adjourns but will be completed at a later time?
6. Is the organization president automatically a member of all committees by virtue of his/her office?
7. What is the purpose of a second?
8. Should the quorum requirement in the bylaws be a percentage of all members?
9. What does "intrinsically irrelevant" mean?
10. What are the two types of inquiries?
11. Who assumed the duties of the president if the president is absent at a meeting? What rights and responsibilities does that person have?
12. Can a motion which has been withdrawn at a meeting be made again later in the same meeting?
13. What motion, if adopted, disposes of a main motion without further debate and without a direct vote on the main motion?
14. In a convention, how may action be delayed until the next convention?
15. Can one member demand that an inconclusive vote be re-taken as a counted vote?

The Minnesota Parliamentarian

Editor's Note: During the Annual Convention of District 5 on June 12th, Northern Lights Parliamentarians member Kevin Dahlman, PRP, was elected as District Director of District 5 of NAP. District 5 includes Kansas, Minnesota, Missouri, Nebraska, and Manitoba and the uncharted regions of Iowa, North Dakota, South Dakota, Nunavut, and Saskatchewan.

Mr. Dahlman graciously agreed to be interviewed for *The Minnesota Parliamentarian*.

[Ed.] What made you decide to run for the position of District Director?

[KD] I have always been interested in committee and board leadership. I have been active in many civic, local, state and some national organizations. It was instilled in me early as a youth by my parents to give back as much or more than you have received. So, when I saw on the membership form the question about the director position, I said yes.

[Ed.] I imagine that parliamentary procedure must be important to you, since you have earned the credentials of Professional Registered Parliamentarian. Am I correct?

[KD] Parliamentary Procedure is an absolutely fascinating area. The more one learns, the more you learn that you don't know. The more you learn, one slowly begins to piece all the puzzle together which makes it more intriguing. It slowly builds on you which makes it a lifelong venture. Similar to when Henry Robert, after a botched church meeting decided to write RONR, I get frustrated when I see poorly run, ineffective meetings, abuses of power, and a lot of wasted time at meetings. I want to make a difference for these members by correct usage of Parliamentary Procedure. I became a Professional Registered Parliamentarian in March of 2019.

[Ed.] How do you use parliamentary procedure? Have you served as a parliamentarian for various organizations?

[KD] I use Parliamentary Procedure in my coaching of high school students in the FFA (Future Farmers of America) organization. The competition is a hybrid blend of parliamentary procedure knowledge and debating skills. It is an absolute delight when the students figure it out, the "light goes on" and they now know how to effectively use the Roberts Rules of Order. I have worked with the FFA organization on the local, state, and national levels. I have served as a parliamentarian in some very minor roles for some local and state organizations.

The Minnesota Parliamentarian

[Ed.] I understand that you are a teacher, and you may teach parliamentary topics as a result. Again, am I correct?

[KD] I do teach at a local community college, but not related to parliamentary procedure. I teach Farm Business Management to adult farmers to enhance their record keeping skills, financial records and reports, and analysis of their farming operations. I have conducted many workshops and trainings in parliamentary procedure for Agriculture Education teachers.

[Ed.] What do you do in your non-parliamentary life?

[KD] I am still a farmer (seed corn, field corn, and soybeans) in addition to my teaching responsibilities. My brothers and I farm about 3200 acres in central Minnesota. My wife Nancy and I have been married for 42 years, have two adult children, and one granddaughter. I have been active in our local school, church, and other agricultural groups. I graduated from the University of Minnesota with a degree in agriculture.

One goal I would have as a district director would be to increase the youth participation. There are multiple organizations which train and compete students with parliamentary procedure. We need to work on keeping them interested in the field to make them lifelong members.

JUDGING AND EDUCATION OF YOUTH

MSAP will have to wait and see if BPA (Business Professionals of America) and FCCLA (Family, Career and Community Leaders of America) will have teams in competition this school year. When notified that they are looking for judges, members will be contacted to serve as judges whether for regional or state competition.

Darleen A. Harens, PRP
Chairman



The Minnesota Parliamentarian

THANK YOU

Thank you to all our delegates from the association and our local units who attended the 43rd NAP Biennial Convention representing MSAP or your unit. Your participation is appreciated. We hope you found the business meetings useful and the workshops to be educational. I know that I picked up some great tips. We may be able to use some of those presentations for future educational sessions at our units.

David Staehlin
MSAP Vice President

MSAP CONVENTION

Please continue to hold April 23, 2022, on your calendars for our 2022 MSAP convention. We're working on the details--including the location--and will share them as soon as they're available. It is our hope to approve the location at our October board meeting. The convention will be an opportunity to make leadership decisions on the future of the association and to elect officers for the next year as well as to present an educational workshop to enhance our parliamentary knowledge. We're looking forward to seeing you there.

David Staehlin
Chairman

PUBLIC RELATIONS

What the pandemic has taught me is that there are many people who have a need to learn these parliamentary procedures. Our study groups have had virtual visitors and members reconnect who we haven't seen in person for too long because geographic distances don't matter in a virtual world. Toastmasters has had at least two clubs all form around the pandemic time period focused on learning parliamentary procedures. These clubs join the Minnesota Parliamentary Procedure club formed in 1978 that many MSAP members had been associated with over time.

One of my goals for as PR Committee chair is to identify these non-NAP organizations and make them aware of MSAP so these parliamentarians can have access to even more training opportunities we and the larger NAP organization provide. I also hope to make MSAP members know about these organizations and have additional learning resources and mentorship opportunities.

Judy Twisk
Chairman

NORTHERN LIGHTS PARLIAMENTARIANS

We continue to offer our parliamentary educational sessions monthly at 6:30 p.m. on the second Tuesday of every month except in December. Now that the new covid-19 vaccinations are well underway, we expect to have in-person or at least hybrid meetings soon. In the meantime, we will continue virtual meetings by way of Zoom. We still encourage and welcome guests. If you can join us, please request a zoom invite by emailing me at skimlandr@gmail.com. We look forward to seeing you.

Richard Skimland
President

ST. PAUL UNIT

The St. Paul Unit (SPU) of NAP continues to meet via zoom on the third Monday of the month from 9:30 a.m. to 11 a.m. Recent educational sessions included *Mass Meetings* in May. In June, we considered *All Things Special in RONR* such as special meetings, special rules of order, and special order of business to name a few. July and August we pondered the proposed NAP Bylaws amendments. Those who attend the NAP Convention will report on the sessions at the September meeting.

Prior to our business meeting, Ginny Altman leads a study session starting at 8:30 a.m. Attendees recently completed the purple *Study Guide for National Associations of Parliamentarians Examination for Registration*. In September, the members will begin with the white *In Order Study Guide for the NAP Registration Examination*. In between, the group discussed and answered the 100 on-line membership study questions found on the NAP website under documents.

Meeting electronically has allowed more flexibility for attendees. Please feel free to join us if you are interested and available. We welcome Jennifer Hobbs as a new member.

Lucy Johnson, PRP
President



The Minnesota Parliamentarian

WEB SITE



MSAP web site visits are actively increasing. A number of new inquiries for unit membership, professional service inquiries, and general inquiries have been happening lately. **Congratulations!**

Help us to maintain and create our website as the most vibrant, active, useful, and attractive tool and marketing endeavor for the association and your unit. If you have specific comments or feedback, your idea could be implemented!

Visit the website at: www.friendsofrobert.org.

Michael Orr, RP
Chairman

PROPOSED AMENDMENTS

Please send any proposed amendments to the MSAP Bylaws or Standing Rules to Gloria de Meireles *no later than* January 15, 2022 @ franglo8@msn.com.

Gloria de Meireles, Chairman
Bylaws and Standing Rules

MEMBERSHIP

Please continue to share with your fellow board members and fellow members of other deliberative assemblies to which you may belong the benefits of membership in NAP, MSAP, and our units. Provisional membership is a great way to get others involved. Our units welcome guests so it's free to join us for a few meetings to see what we offer.

David Staehlin
Chairman

NAP EDUCATIONAL FOUNDATION UPDATE ¹

Vision Statement: NAPEF is the leader in supporting superior parliamentary procedure educational programs and resources.

Mission Statement: The mission of NAPEF is to fund and support NAP and others to have educational programs that promote effective meetings.

Currently the NAP Educational Foundation has a basis of over one million dollars.

Contributions in 2020:

2 Diamond Diamond, \$20,000 and above

1 Diamond Ruby, \$15,000 to \$19,999

2 Diamond, \$10,000 to \$14,999

2 Ruby, \$5,000 to \$9,999

2 Sapphire, \$3,000 to \$4,999

3 Life, \$1,000 to \$2,999

3 Friend certificates, \$500 to \$999

7 Supporter certificates, \$250 to \$499

Total contributions from February 5 through April 2, 2021, equaled \$6,572.

Grants: \$7,500 to NAP for virtual educational workshops for the 2021 Biennial Convention.

Scholarships: Three dues scholarships were presented in 2020. They include the following:

Peter Klapes, Bryan McDowell, and Cody McCain, the recipients of NAP dues scholarships sponsored by NAPEF!

By unanimous consent, the Annual Meeting of the Foundation was scheduled to be held in the afternoon of September 10, 2021, via Zoom. President Allen confirmed that Foundation members who are not registered for the convention will be able to participate in the Foundation meeting.

Associations and Units are being recognized for their contributions on the NAPEF website. Plans are in progress for an online auction to raise funds for the NAP Educational Foundation. Please watch the website and view the eblasts from NAPEF for upcoming activities.

Lynna Gene Cook, PRP
NAPEF Fund Raising Committee Member

¹ As of June, 2021

The Minnesota Parliamentarian

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¹ Non-Board Position

FUTURE EVENTS

MSAP BOD Meeting
October 28, 2021
TBD

Dahms-Bierbaum Workshop
November 5-7, 2021
Hilton Hotel, Kansas City

MSAP BOD Meeting
January 27, 2022
TBD

Annual Seminar
January 29, 2022
Via Zoom

Annual Convention
April 23, 2022
TBD

THE DEADLINE FOR SUBMITTING ARTICLES FOR THE March 2022

The Minnesota Parliamentarian is February 1, 2022.

Please submit to Robert Vokes at hisfootness@comcast.com

Photos are always welcome.

MSAP: www.friendsofrobert.org

Editor's Note: the approved minutes of the 2021 MSAP Convention are attached to an e-mail with this newsletter. To include the approved minutes *within* the newsletter would have made it inordinately long.