

MINNESOTA STATE ASSOCIATION OF PARLIAMENTARIANS  
STANDING RULES AND SPECIAL RULE OF ORDER

- 1 1 These rules may be amended by the membership or the board of directors. However,  
2 if the board does the amending, it must notify the membership in the next issue of the  
3 *Minnesota Parliamentarian*.  
4
- 5 2 Procedure for paying MSAP bills.
- 6 2.1 All bills for reimbursement to officers or committee chairmen must be submitted to  
7 the treasurer at not less than quarter-annual intervals, however, within fifteen (15)  
8 days of the expiration of their term of office.
- 9 2.2 All convention and seminar bills must be submitted to the treasurer within fifteen  
10 (15) days following the event.
- 11 2.3 The treasurer shall use a voucher form in connection with each and every  
12 disbursement, to which voucher the bills submitted for payment shall be attached.  
13 This voucher shall, at a minimum, contain the name of the intended payee, the  
14 amount and a description of the bill being considered for payment, the payment code  
15 category to which that disbursement is being charged, including all split categories if  
16 payment is being distributed to more than one expense category, the check number  
17 that was issued in payment thereof and the signature or initials of the treasurer upon  
18 issuance of said payment.
- 19 2.4 Bills incurred by this association for authorized or budgeted activities may be paid  
20 by the treasurer with the approval of the president; prior board approval for payment  
21 thereof is not required.
- 22 2.5 The treasurer's report shall include an itemized list of bills paid since the last  
23 financial statement.  
24
- 25 3 The following are the duties of the respective standing committees:
- 26 3.1 The auditing committee shall audit the financial records and provide a written report  
27 to the board of directors no later than January 15.
- 28 3.2 The budget and finance committee shall annually prepare and present proposed  
29 budgets to the board of directors for the fiscal year operation of MSAP. The  
30 chairman of the MSAP convention and the chairman of the fall seminar shall be  
31 members of this committee and shall prepare the budget for convention and seminar  
32 and submit their budgets to the budget and finance committee chair a month prior to  
33 the board meeting at which the annual proposed budget is to be presented to the  
34 board of directors. The MSAP budget, after receiving board approval, shall also be  
35 presented to the annual convention. Each proposed budget shall contain these  
36 headings - prior year's budget, actual amount spent to date, and the proposed budget.  
37 The detailed seminar and convention financial reports shall be provided to the  
38 membership in the next newsletter after the conclusion of each event.
- 39 3.3 The bylaws and standing rules committee shall review and make a recommendation  
40 on any proposed amendment to either the bylaws or the standing rules; notice of all  
41 proposed amendments shall be published in the call to the annual convention.  
42 Proposed amendments must be submitted to the committee by January 15. A current  
43 copy of the bylaws shall be sent to NAP headquarters on an annual basis.
- 44 3.4 The convention committee shall prepare a budget and make all arrangements for the

- 45 annual convention subject to the approval of the president. The vice-president shall  
46 be the chairman of this committee (Bylaws, Article V, Section 3.b).
- 47 3.5 The education committee shall organize the following additional study opportunities:  
48 1) Study session(s) for the NAP membership exam; 2) Study session(s) for the NAP  
49 registered parliamentarian exam; 3) Advanced seminar study sessions(s) for  
50 registered parliamentarians and other interested members with continuous past study  
51 and achievement.
- 52 3.5.1 The study sessions will be sponsored by MSAP. Fees for the study sessions  
53 shall be established and approved by the MSAP board and collected by the  
54 MSAP treasurer. The presenter(s) will receive reimbursement for expenses.  
55 The board may recommend compensation for the presenter(s) not to exceed  
56 the balance of the monies collected for the study session(s).
- 57 3.6 The judging and education of youth committee shall provide judges, upon request,  
58 for organizations that sponsor competition in parliamentary procedure for high  
59 schools and junior high schools. The committee will establish liaisons with the team  
60 coaches and organize seminars for the team coaches and/or high school students  
61 participating in parliamentary procedure teams and competition.
- 62 3.7 The membership committee shall maintain a list of past non-member participants at  
63 MSAP conventions, seminars and other sponsored parliamentary learning activities.
- 64 3.8 The seminars committee shall prepare a budget and make all arrangements for the  
65 fall seminar with the approval of the president in electronic consultation with the  
66 board. The education chairman shall be the chairman of the annual fall seminar.  
67 Presenters (not to include those that participate only as a panel member) at the fall  
68 seminar may have their registration fee discounted by an amount to be determined  
69 by the board. The presenter(s) will be reimbursed for expenses as approved by the  
70 board.
- 71 3.9 The public relations committee shall promote information through the press and  
72 other media as directed by the president or the board of directors. Publicity for all  
73 workshops, seminars, conventions, etc., shall include all topics and presenters'  
74 names.
- 75 3.10 The Web Site Committee shall have overall responsibility for the web site. The  
76 committee shall appoint a web master and one or more web site monitors. The  
77 MSAP president shall have full access to the website via passwords.
- 78 3.10.1 The webmaster shall have full access to the website, and shall
- 79 3.10.1.1 Establish and provide passwords to the MSAP president and unit  
80 liaisons, and shall change passwords whenever personnel changes
- 81 3.10.1.2 Provide the master list of passwords to the MSAP president and Web  
82 Site Committee Chairman
- 83 3.10.1.3 Post information regarding unit, association, district, and national  
84 events
- 85 3.10.1.4 Ensure that invoices regarding payments are made to maintain the  
86 host and domain name are submitted to the treasurer for payment
- 87 3.10.1.5 Provide the website code in a backup folder to the president and web  
88 site committee chairman
- 89
- 90 3.10.2 The monitors shall
- 91 3.10.2.1 Regularly review the website for accuracy

- 92                   3.10.2.2 Provide suggestions for website improvement to the webmaster and  
93                   website committee  
94           3.10.3 The unit liaisons shall  
95                   3.10.3.1 Be selected by each unit  
96                   3.10.3.2 Be responsible for posting unit material as approved by the unit  
97           3.10.4 The website shall link to  
98                   3.10.4.1 NAP  
99                   3.10.4.2 NAP districts  
100                  3.10.4.3 NAP associations in District V  
101                  3.10.4.4 NAP Educational Foundation  
102                  3.10.4.5 Lester L. Dahms Memorial Foundation.  
103           3.11.5 The website code shall be backed up to a folder; information regarding that  
104                   folder shall be provided to the president and web site committee chairman.  
105                   The treasurer shall make payments for the host and domain name when  
106                   information is submitted to the treasurer by the webmaster.  
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108   4   Within two (2) weeks following the convention, the secretary shall send a copy of the  
109       draft of the convention minutes to each member of the minutes approval committee. In a  
110       meeting or by telephone the committee shall review the secretary's draft for format,  
111       accuracy, and completeness. The secretary will incorporate the recommended corrections  
112       in the approved minutes.  
113  
114   5   The following rules apply to the issuance and publication of the *Minnesota*  
115       *Parliamentarian*:  
116       5.1 Publication shall occur in March, June/July, and October of each year.  
117       5.2 The March issue shall contain  
118           5.2.1 the call to convention  
119           5.2.2 the registration form for the MSAP annual convention  
120           5.2.3 the report of the nominating committee  
121           5.2.4 applicable information from the NAP bylaws regarding selection of  
122               delegates and alternates to the NAP convention shall be included in the  
123               MSAP call to convention in the year they are to be elected  
124           5.2.5 a copy of the auditing committee report  
125           5.2.6 The detailed fall seminar and financial reports  
126       5.3 The June/July issue shall contain:  
127           5.3.1 the names and phone numbers of the officers of MSAP  
128           5.3.2 the names and phone numbers of the committee members  
129           5.3.3 the names and phone numbers of the officers of the units  
130           5.3.4 a printing of the bylaws and standing rules  
131           5.3.5 a membership list  
132           5.3.6 the detailed annual convention and financial reports  
133       5.4 The October issue shall contain:  
134           5.4.1 reminder that proposed amendments to the bylaws and standing rules  
135               initiated by a member or members are due to the bylaws and standing rules  
136               committee no later than January 15.  
137           5.4.2 the approved convention minutes  
138

- 139 5.5 Distribution list
- 140 5.5.1 MSAP members - primary, affiliate, provisional
- 141 5.5.2 Provisional members of units
- 142 5.5.3 NAP headquarters
- 143 5.5.4 NAP president and vice-president
- 144 5.5.5 District V director
- 145 5.5.6 Presidents of chartered states and provinces and chairmen of unchartered
- 146 states and provinces in District V
- 147 5.5.7 Presidents of other states that send the MSAP president or MSAP editor a
- 148 copy of the newsletter from that state
- 149 5.5.8 MSAP historian
- 150 5.5.9 Two copies to editor for the editor
- 151
- 152 6 Funds budgeted for NAP convention delegates' expenses shall be divided equally among
- 153 the elected delegates at the time of the convention. The maximum amount allowed
- 154 toward the delegates' expenses for each delegate shall not exceed \$100. This applies to
- 155 the president, vice president, the other state delegates, and each member-at-large
- 156 delegate.
- 157
- 158 7 An appropriate recognition shall be awarded to a school parliamentary team and/or its
- 159 coach for winning a state parliamentary competition provided:
- 160 7.1 MSAP judges were utilized at least in part.
- 161 7.2 The team(s) go on to national competition.
- 162
- 163 8 The following rules apply to the death of a primary MSAP member or death of a member
- 164 of their immediate family.
- 165 8.1 If a member of MSAP dies, MSAP will notify NAP. A notice will be sent by the
- 166 secretary of MSAP to the family that this action was taken in the honor of their loved
- 167 one.
- 168 8.2 Upon the death of a primary member, a memorial from MSAP of a copy of the
- 169 current edition of *Robert's Rules of Order Newly Revised* will be placed in the
- 170 neighborhood library of the member, and his or her name will be inscribed therein.
- 171 This action will be carried out by the president or his or her designee.
- 172 8.3 Upon the death of an immediate member of the family of a primary MSAP member,
- 173 a memorial card will be sent to the family.
- 174 8.4 When an MSAP member becomes aware of the death of a former MSAP primary
- 175 member who is not a member of another association at the time of death, the
- 176 member shall notify the MSAP president who shall notify NAP.
- 177
- 178 9 The *Mason's Manual of Procedure* given as a gift to MSAP from the Clerk of the Senate
- 179 Flahaven at the 2000 State Convention shall be kept with the MSAP President's files; the
- 180 manual shall be brought to the fall seminar and the annual state convention and may be
- 181 borrowed by any MSAP member.
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- 183 10 The Muriel Miller gavel shall be kept with the MSAP President's files and used by the
- 184 president during the term.
- 185 10.1 The Muriel Miller Gavel shall be inscribed with the names of all primary MSAP

186 members who served as NAP President. The inscription shall include the president's  
187 name, membership status and NAP term of office. (Example: Jeanette N. Williams,  
188 PRP, NAP President 2005-2007)  
189 10.2 The Muriel Miller Gavel may be used by a MSAP President during a term as NAP  
190 president.

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194 **SPECIAL RULE OF ORDER**  
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196 Election of delegates and alternates to the NAP convention shall be by majority vote. If there  
197 is a tie vote for any position, reballoting shall be between those candidates to break the tie. If  
198 there is still a tie after reballoting, the rank shall be determined by a coin toss.

MSAP Standing Rules: Revised March 1997; Amended July 1997, March 1998, April 2000,  
May 2001, March 2002, February 2003, May 2003, August 2003, November 2003, June  
2007, May 2008, May 2009, May 2012, April 2013, April 2014, January 2016, January 2017,  
May 2017, May 2018