



The Michigan Parliamentarian

Publication of the Michigan State Association of Parliamentarians

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President's Corner



On October 26 - 28, the Michigan State Association of Parliamentarians hosted PQC and PRC courses. Eleven members of MSAP spent their weekend demonstrating their parliamentary skills. These courses are the National Association of Parliamentarian's method of credentialing members. The Professional Qualifying Course (PQC) is for those wishing to obtain the highest level of accreditation in NAP. The Professional

Recertification Course (PRC) is the course for those who have attained the highest designation of Professional Registered Parliamentarian (PRP) and want to retain it. Every six years proficiency must be demonstrated to keep this credential.

The most impressive part of the weekend was the fact that people are committed enough to spend their free time studying, preparing homework assignments and practicing various skills. Most of our members will never make a living from this effort. They make this effort often to help local community groups or to increase their own knowledge.

As MSAP President, I was very proud of each member who participated in either the PQC or PRC. I was impressed with how seriously all participants approached the courses. I was also impressed that MSAP Parliamentarian Coco Siewert spent a Sunday afternoon meeting with any participant who wished to sharpen their skills.

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Our members support each other using humor, encouragement and hugs. One of the best features of MSAP is the opportunity to meet and form relationships with the many wonderful members of MSAP!

Carolyn Stubbs
MSAP President



Unit News

Detroit Unit

During the last quarter members of the Detroit Unit have heard three presentations including the following:

Assignment of the Floor taught by Dr. Arthur Divers and Linda McLin
Handling a Motion and Unanimous Consent taught by Dr. Alexa Joshua and Julia Boayue, RP

For those who want to study further, study sessions for attaining membership and registered parliamentarian status are offered at the William Chaney Library on Grand River and are ably taught by Julia Boayue, RP. The Detroit Unit continues to offer parliamentary services to many community organizations, officers, and associates.



Genesee Area Unit

Three new members joined the Genesee Area Unit (GAU) at their first meeting of the year. Once again, Dr. Gail Knapp, PRP, who now lives in Las Vegas, was able to participate in the meeting with the assistance of *Skype*. GAU is making plans for a parliamentary community workshop.

As usual, GAU invites other units to learn from their experiences with distant meeting attendees and welcomes questions from other units who may want to try it. If you would like to attend a GAU meeting via *Skype* contact Susan Schneberger, unit president.



Kalamazoo Parliamentary Law Unit

Kalamazoo Parliamentary Law Unit (KPLU) held a very successful three-hour workshop in September. In attendance were nine paid guests and six unit members resulting in a packed room. Members had marketed the event through e-mail and on their website. Good press coverage resulted in last minute registrations by people seeking election this fall.

Workshop topics covered included creating an agenda, board member roles, and making motions. These basics help participants make simple changes that improve meeting effectiveness. This is the third year that KPLU has offered this popular lesson.



Louise Saks

The Louise Saks Parliamentary Unit (LSPU) opened its program year with a lesson ***Act One: Presiding Basics and Beyond***, taught by members Francile Anderson and Virginia Bennett. This program was part of the year's overall theme ***Reach for the Stars—And Robert's Too***. Fran and Ginny offered the parliamentary basics in presiding and ways to make our presiding voices and manner fit the setting and the occasion.

Well-attended lively meetings continue to be held at the First Presbyterian Church in Birmingham on the third Tuesday of each month during the school year. A Spring workshop is set for March 16, 2013.



Redford

The Redford Unit has two members who became registered parliamentarians this year, Sharon Jones and Suzanne Pederson. To provide a learning opportunity for them, the Unit invited Suzanne and Sharon to preside at the September and October meetings and to teach parliamentary lessons each month.

In the meantime, the lesson schedule is being reworked for this program year. The Redford Unit meets at 10:00 am on the fourth Thursday of each month at Aldersgate United Methodist Church on Beech Daly Road.



Michigan Unit of Registered Parliamentarians

The second quarterly meeting was held in Kalamazoo on November 3. The lesson, ***Motion Quiz Bowl***, taught by Julie Pioch, RP, was interactive and entertaining. The unit is in the process of exploring ways in which parliamentarians unable to physically travel to the meeting site can participate in the quarterly meetings. A special committee has been formed to explore options to participate electronically, such as *Skype*, *GoToMeeting*, and *Adobe Connect*. Anyone who has used one or more of these programs, or who knows of other similar programs, is welcome to share their knowledge with the unit.

The unit welcomed new affiliate member Tom DeMerritt and now boasts 33 members, four of whom are new this year. As always, any MSAP member who is, or would like to be, an RP or PRP is welcome to join. The meetings are held quarterly in various parts of the state. The January meeting is held in Lansing the evening prior to the MSAP Board meeting, and the Annual Meeting is held the afternoon prior to the start of the MSAP Annual Meeting at the same location. For further information, contact Unit President Patricia Dolan by e-mail at PEDolan@aol.com or by phone at 269-344-3202.



What's in Your Parliamentary Pouch?

by Suzanne Pederson

Recently I prepared a lesson on the duties of the presider for the PQC. It is important for the presider to feel as comfortable as possible and be prepared, as much as one can, for anything can happen.

To that end I put together what I call a **parliamentary pouch** with the following contents:

- A small American flag with stand.
- Book of inspirations: how many times have you been at a meeting and the member assigned to do the inspiration doesn't appear or has forgotten the assignment?
- Agenda: If you are the presiding officer you must have an agenda for that meeting! But you may be called upon to preside in the absence of the presider. If you have the last meeting's agenda you will have the order of business that is usually followed.
- Bylaws: This is an instrument that may need to be referred to during the course of the meeting.
- List of Standing and Special Committee members: What if you need to assign a task or get a report?
- **ROBERT'S RULES OF ORDER NEWLY REVISED**, 11TH EDITION: Of course! But, if the group uses another parliamentary authority, have a copy of that.
- Basic Parliamentary Information sheet: This is an easy reference on how to run a meeting and make motions.
- Motion forms: There may be complicated motions or motions involving money that you want to have absolutely correct. The secretary will love you for using motion forms because it helps assure that a motion appears correctly in the minutes.
- Paper, pen and pencil (with an eraser): For notes, of course.
- Timing device: Use a cell phone that may also have a calendar. Be sure to disable the ringer before you place it on the podium.

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- Gavel: This does not have to be big and fancy to serve the purpose of calling the meeting to order or adjourning with one tap.
- Glasses: I keep a pair of magnifying glasses that I get at the dollar store for the fine print!

Now for the commercial: The flag, the book of inspirations *Ceremonies for meetings*, **ROBERT'S RULES OF ORDER** NEWLY REVISED, motion forms, *Basic Parliamentary Information*, and a gavel can all be obtained from the National Association of Parliamentarians. See their online store at www.parliamentarians.org.

I have had occasion to use almost all of these items at meetings and if I am not presiding or serving as parliamentarian they are available for the person who is presiding! The little bag doesn't take up much room but it provides lots of security.



Nominating Committee Seeks Recommendations

by Julie Pioch

Greetings from the Nominating Committee!

It is that time in the biennium when we call for nominations for members to serve on the MSAP Board of Directors. The Nominating Committee is seeking names of members wishing to serve as officers during the 2013-2015 Biennium.—Positions available include: President, First Vice President, Second Vice President, Recording Secretary, Treasurer and three Directors. —New officers will be elected at the Annual Meeting in April 2013.

The nomination and consent forms were sent to unit presidents in early November. If you would like to nominate someone (or yourself), contact Julie Pioch or your Unit President for a copy of the forms. All nominations must be returned to the Committee by January 1, 2013.

Take a look at the most recent MSAP Bylaws (2011) to view the duties of each position. According to our bylaws, a candidate for elected office shall have been a member in good standing for one year and a candidate for the office of president or first vice-president shall have served on the Board of Directors for at least two years.

The Nominating Committee is looking forward to receiving your nominations!

Julie Pioch, Chair
Gretchen Denton
Harriette Woodard



Editor's Note:

Necessary nominating forms are on following two pages.

MICHIGAN STATE ASSOCIATION OF PARLIAMENTARIANS**NOMINATING FORM**

To be returned to Julie Pioch, chairman of the nominating committee by January 1, 2013

Article V, Section 2. Qualifications

- A. A candidate for elected office shall have been a member in good standing for one year.
B. A candidate for the office of president or first vice-president shall have served one the board of directors for at least two years.
-

For **PRESIDENT** _____
Primary Unit _____ Check if M-A-L _____

For **FIRST VICE-PRESIDENT** _____
Primary Unit _____ Check if M-A-L _____

For **SECOND VICE-PRESIDENT** _____
Primary Unit _____ Check if M-A-L _____

For **RECORDING SECRETARY** _____
Primary Unit _____ Check if M-A-L _____

For **TREASURER** _____
Primary Unit _____ Check if M-A-L _____

For **DIRECTOR** _____
Primary Unit _____ Check if M-A-L _____

For **DIRECTOR** _____
Primary Unit _____ Check if M-A-L _____

For **DIRECTOR** _____
Primary Unit _____ Check if M-A-L _____

RETURN FORM TO Julie Pioch, piochj@anr.msu.edu
Or mail - 628 N Kalamazoo St, Paw Paw MI 49079
FAX – 269-657-6678 (Please note Attention: Julie Pioch)

MICHIGAN STATE ASSOCIATION OF PARLIAMENTARIANS

CANDIDATE FOR OFFICE CONSENT FORM

I, _____, do hereby consent to having my name
submitted to the MSAP Nominating Committee for consideration as a nominee for the
office of

_____ and agree to serve in the office of

_____ if nominated and elected. My

qualifications for election to the office of _____

_____ include:

Signed _____
Name

Date

RETURN FORM By January 1, 2013

TO Julie Pioch, piochj@anr.msu.edu

Or mail - 628 N Kalamazoo St, Paw Paw MI 49079

FAX – 269-657-6678 (Please note Attention: Julie Pioch)

Coming Events

Board Meetings

At 10:00 am at the
Lexington Hotel, 925
South Creyts Road in
Lansing

January 12, 2013
April 5, 2013

MSAP Annual Meetings

April 5-7, 2013
Host: Louise Saks
Parliamentary Unit
Location TBD

NAP Biennial Convention

September 6-9, 2013
Portland, Oregon

Contact Info

Newsletter Editor
Gretchen Denton
1761 Oakstone Dr.
Rochester Hills, MI 48309
(248) 650-1146
msap.newsletter@gmail.com

MSAP website
www.parliamentarians.org/mi

MSAP Board Highlights

Approved the annual MSAP
Budget for December 1, 2012
through November 31, 2013.

In a time of informal
consideration, the Board
discussed the value of student
scholarships that have been
included in the awards program.
Options for publicizing and using
the scholarship fund were
considered.

Approved the audit of the 2012
Annual Meeting Financial Report.



Congratulations
to recently credentialed Michigan
parliamentarians.

Helen Popovich RP
Member at Large

Joan Wagner, RP
Member at Large

From the Editor

by Gretchen Denton

In the last edition we proclaimed a
three-peat for the Bay-Arenac
Intermediate School District *Health*
Occupation Students of America
(HOSA) parliamentary team. In

2010 and 2011, they won the gold.
in the national finals. Though a
third consecutive win was
reported, they had “only” won
second place, a silver. Good
work!

In her column President Stubbs
commented, *Most of our members*
will never make a living from this
effort. They make this effort often to
help local community groups or to
increase their own knowledge.

Why do you study parliamentary
law? Why do you seek becoming
credentialed? Do you expect to
supplement your income or do
you hope to work full time as a
parliamentarian? At national
meetings I’ve met people who
have significant parliamentary
practices such as working with
home owner associations or
serving at conventions.

I’d like to hear from you. What’s
your reason for studying
parliamentary law? I think
there’s a story in this!

Adjourning for now,
Gretchen



In Memoriam

Martha Woods
Detroit Unit