



# The Michigan Parliamentarian

Publication of the Michigan State Association of Parliamentarians

Volume XVI, Number 6



Joyce Brown-Watkins

## From the President's Desk:

It is time for us to determine where we go from here while continuing to develop and share parliamentary knowledge. The Michigan State Association of Parliamentarians Annual Meeting will be held April 15 – 17. This year's meeting will be at the Southfield Marriott Hotel in Southfield, Michigan. Our parliamentary unit host this year is President Jewel Jones and the Detroit Unit.

We are pleased to welcome our NAP representative, Kirk Overbey to our annual meeting. An active NAP member, Kirk has served on several NAP committees. Kirk's role during the weekend will be three-fold. Not only will he bring greetings and an update from NAP, he will also present a workshop and install our newly elected officers.

This annual meeting is sure to touch on everyone's interest. The theme, "Motions! Motions! Motions!" is guaranteed to make us all think just a little more on all levels. Whether you are at the beginning, intermediate, or advanced level of parliamentary knowledge, this annual meeting is just what you need to start the new biennium.

As this biennium comes to a close, it has been a pleasure to serve as your president. Your president has learned and grown tremendously. The parliamentary knowledge shared by the board has been a molding cast for your president. As your president's term ends, the memories, friendships, and parliamentary knowledge acquired will be a reminder of the experience of a lifetime. To my successor, get ready for a great ride.

Now is the time to sit back, relax, and take some time to review the registration information found in our newsletter. Register while it is fresh on your mind. If you miss this annual meeting you will be truly missing a treat. So where do we go from here—to newer heights with brighter stars! I'm going to miss you all. 🇺🇸

**✍️ MARK your calendar now and plan to attend the 2011 Annual Meeting at the Southfield Marriott Hotel, Southfield, Michigan April 15-17, 2011**

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March 2011

Please join us at the  
**Michigan State Association of Parliamentarians**  
**Annual Meeting**  
April 15-17, 2011  
Southfield Marriott Hotel  
Southfield, Michigan

**Accompanying this newsletter are a registration form for the MSAP 2011 Annual Meeting and a copy of the proposed bylaw amendments. The registration form also contains hotel information.**

Please note the deadlines for both registration and hotel accommodations. The weekend will include three educational workshops and a national update by our NAP representative, Kirk Overbey, PRP. At the business meeting, we'll have officer and committee reports, election of officers for the next biennium, and action on proposed bylaw amendments. You won't want to miss this important meeting. Then, at the Saturday banquet, we'll find out which units have been gaining the most members, making the most presentations, and which unit will take home the "Unit of the Year" award. 🇺🇸

### **Welcome To Our NAP Representative, Kirk Overbey!**



Kirk Overbey, PRP

Kirk Overbey, PRP, has been a professional registered parliamentarian for fifteen years. He is the immediate past president of the Texas State Association of Parliamentarians and is currently the bylaws chairman for the National Association of Parliamentarians. Kirk holds masters degrees in engineering and business. He enjoys fishing, birding, and serving his clients.

This will be his third trip to Michigan. The first was to the Ford Motor Research Center in Dearborn back in 1985 and the second was with 8,500 Boy Scouts at Michigan State University in 2006, during a summer heat wave! 🇺🇸

### **Watch for Final Proposed NAP Bylaws Revision**

During 2010, members were sent a draft of the proposed revision of the NAP bylaws. At the National Training Conference, an entire morning was devoted to hearing what members liked about the proposal and what they would like to have changed prior to the final vote.

The NAP Bylaws Committee took all suggestions and have been working to refine the proposed revision. Watch for it in your mailbox and/or online and read through it carefully. Be prepared to discuss this important document at a unit meeting or with a group of fellow parliamentarians. After you've discussed it, give your suggestions to your unit delegates or to the MSAP delegates who will represent you at the NAP Biennial Convention in St. Petersburg, Florida in September. While you should not instruct your delegates how to vote, you can certainly let them know of any concerns you have so they will be prepared to speak to the issue when it comes to the floor of the assembly.

Remember—NAP is OUR organization and it should be what WE (collectively) want it to be! 🇺🇸

## Detroit Unit Membership Growth

In a discussion with several Detroit Unit members and provisional members, we wondered about a rule in our Bylaws written long ago that was not being observed: "Provisional members shall take the NAP Membership Examination at least once during the first three years as a provisional member and annually thereafter until qualified."

The Detroit Unit decided to provide the needed encouragement and motivation to assist our membership to move to the next level. At the July 24, 2010 meeting, a half-session on NAP Membership Examination preparation was scheduled. The instructor, Jewel Jones, decided to provide NAP Membership Examination booklets to any member interested in taking the examination. The provisional members receiving the test booklet signed their names to an agreement to study in preparation for the NAP Membership Examination.

At the September meeting, another special half-session was scheduled. The membership always appreciates the focused NAP Membership Examination review. Two members, Geraldine Johnson and Jewel Jones, decided to provide incentive awards to any member passing the NAP Examination in November or December. In November we had no awardees; but December was a different story.



**NEW DETROIT UNIT PRIMARY MEMBERS**

*Front Row:* Faith Mason, Marva Johnson, Janice Harvey, Jeanette Pointexter

*Back Row:* Shelly Paros, Ryan Paros

*Not pictured:* Rocky Williamson

Five of our members, Rocky Williamson, Janice Harvey, Marva Johnson, Faith Mason and Jeanette Pointexter passed the examination and became primary members. In January 2011, two additional members, Shelley Paros and Ryan Q. Paros, achieved success.

The Detroit Unit is so grateful for the leadership of Julia Boayue, PRP, and Edna Arrington, PRP, for their special weekly NAP Membership Examination Training Sessions. We also appreciate the members who provide one-on-one encouragement/motivational sessions. Finally, we appreciate the generosity of President Jewel Jones and Vice-President Geraldine Johnson for establishing the Incentive Awards Program to encourage primary membership SUCCESS!

*by Jewel Jones  
Detroit Unit President*




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**There is no limit to how much  
good you can do  
if you don't care who gets the credit.**

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## MURP Annual Meeting

The annual meeting of the Michigan Unit of Registered Parliamentarians is scheduled for 4:00 p.m. Friday, April 15, 2011, at the Southfield Marriott Hotel, Southfield, Michigan. It will be followed by a dinner to which all MSAP members are invited. For further details, contact MURP President Edna Arrington, edna0511@aol.com or 313-341-5792.



## Unit News

### *Detroit Unit*

The Detroit Unit educational focus has recently covered Disciplinary Procedures, Previous Question, and the NAP Membership Review. Five provisional members successfully completed the training session and are new NAP and MSAP members. *The unit continues to meet on the fourth Saturday of each month at 10 a.m.*

### *Kalamazoo Parliamentary Law Unit*

The unit held its annual meeting in November, having changed its program year to coincide with the fiscal year change necessitated by a change in the NAP bylaws. Elected officers for 2011 are: Julie Pioch, president; Barbara Davis, secretary, and Betty Weston, treasurer. The unit has tentatively set another basic workshop for the public in September of 2011. *The unit meets on the second Thursdays of February, May, September, and November at 9:30 a.m.*

### *Michigan Unit of Registered Parliamentarians*

The unit continues to hold quarterly meetings. The next meeting is scheduled in conjunction with the MSAP Annual Meeting and will be held Friday, April 15, at 4 p.m. at the Southfield Marriott Hotel.

### *Redford Unit*

The educational programs for the year are being taught by Maurice S. Henderson, PRP, and Judy Edwards, PRP, or other volunteers as necessary. This year's topic is "Motions." During the past quarter, topics covered were Reconsider and Reconsider and Enter on the Minutes. The October 30 public workshop was deemed a success with positive feedback from attendees. *The unit meets on the fourth Thursday of the month.*

### *Saginaw Valley Unit*

Unit member and past president Jerry Ulrey, RP, presented "Meeting on Wheels" to the Tea Party organization of Vassar, Michigan in December. *The unit meets the third Thursday of the month.*

### *Louise Saks Unit*

The October meeting dealt with amendments to main motions. The November educational lesson was on actions that one member alone can make in the course of a meeting. Looking for the action described on a certain page of RONR highlighted the lesson. It gave members an opportunity to look for specific citations, a good tool in studying for the registration examination. *The unit continues to meet on the third Tuesday of the month.*



## Robert Rocks in Cleveland!

The District Four Conference, "Robert Rocks in Cleveland," will be held at the Crowne Plaza Cleveland Airport Hotel April 1-3, 2011. If you have not yet registered for this exciting conference, do so **today**. The deadline for registration without a late fee is **March 15**. Each of you should have received information concerning the conference. Any questions, please contact Patricia Lewis, PRP, District Four Director at plewis39@att.net




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**Courage allows the successful person to fail and to learn powerful lessons from the failure so that in the end, it was not a failure at all.**

## Bylaws Amendments Proposed

The Bylaws and Standing Rules Committee is proposing several amendments to the bylaws that will be considered at the MSAP Annual Meeting. Some amendments are related to the change in the fiscal year that was made pursuant to the change adopted by NAP in 2009. The fiscal year of MSAP now begins on December 1 and necessitated adjustments in the timing of such financial functions as approving the budget.

The chart groups the fiscal year bylaws changes together. There are other proposals as well that, in the opinion of the committee, clarify current language.

The Bylaws and Standing Rules Committee met three times this year and had the good fortune of being able to gather in person for lively conversation. In January proposed changes to the Procedures Manual were presented to the MSAP Board who did careful work enhancing the Committee's recommendations. This director looks forward to a good bylaws discussion at Annual Meeting.

Committee members are Gretchen Denton, chairman, Gail Birch, Susan Schneberger, Judy Edwards, Connie Deford *ex-officio*, Carolyn Stubbs, *ex-officio*, and Joyce Brown-Watkins, *ex-officio*.

*by Gretchen Denton*  
*Bylaws and Standing Rules Committee Chairman*

*Editor's Note:* The proposed bylaws chart appears as an addendum to this newsletter. 



## Slate of Officers for 2011-2013

The MSAP Nominating Committee of Betty Weston, chairman, Blinda Baker, and Steve Britton convened by telephone conference call on January 4, 2011, and unanimously agreed to place in nomination for the 2011-2013 term, the following candidates:

President	Carolyn Stubbs, PRP
1st Vice President	Edna Arrington, PRP
2nd Vice President	Judy Edwards, PRP
Recording Secretary	Suzanne Pederson
Treasurer	(no nominee)
Director ( <i>three to be elected</i> )	Steven Britton, RP
	Jewel Jones
	Betty Weston

*by Betty Weston*  
*Nominating Committee Chairman*




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## If the elevator to success isn't working, use the stairs

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## Award Forms Due

Did your unit keep track of all the parliamentary activities in which its members were engaged during 2010? Did the unit hold a workshop last year? Did members serve groups pro bono? Did members contribute to the youth scholarship fund?

Information on this year's awards program, and forms to be completed and returned to the MSAP Awards Committee were sent earlier. The deadline for entering the contest is April 1 (no fooling). Any questions, please contact Julie Pioch at: [piochj@anr.msu.edu](mailto:piochj@anr.msu.edu)

Remember – you can't win unless you enter!





**Coming Events****NAP**

Convention 2011  
Hilton Bayfront  
St. Petersburg, FL  
September 23-26

**DISTRICT**

April 1-3, 2011  
Crowne Plaza  
Cleveland Airport  
Hotel, Middleburg  
Heights, OH

**MSAP****Board Meetings**

April 15, 2011

**Annual Meeting**

April 16--17, 2011  
*Hosted by:*  
Detroit Unit  
*Location:*  
Southfield Marriott  
Hotel, 27033  
Northwestern Hwy.,  
Southfield, MI  
48033

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**Youth Gearing Up for State Contests!**


Members of parliamentary teams in the various youth organizations have completed regional competition and are now preparing for the state competitions to be held during March and April. Many of our MSAP members will be judging these state contests to determine which teams will represent Michigan at their national conferences and contests. It is encouraging to see the number of students involved on these teams and their enthusiasm for proper parliamentary procedure. Good luck to all the teams!



**Teachers believe they have a gift  
for giving; it drives them with the  
same irrepressible drive that drives  
others to create a work of art  
or a building.**

*- A. Bartlett Giamantti*

**NAP Biennial Convention**

Have you made plans yet to attend the NAP Biennial Convention in St. Petersburg, Florida in September? If not, start your planning now. Its a wonderful opportunity to meet other parliamentarians and to help determine the future direction of our organization. Election of officers and consideration of a proposed revision of the NAP bylaws will be the main focus of the business meetings, but there will also be time for the Educational Foundation auction, numerous workshops, and networking. Let's have good representation from Michigan. 

**From the Editor...**

Once again we come to the end of a biennial administration. It's time for a "changing of the guard" that will be met with mixed emotions. Your editor hopes she has sent you meaningful information over the past two years and that you found it helpful. She enjoyed the opportunity to have contact with each of you, if only by way of the newsletter.

Thanks must go to proofreader Amy Peterson who kept this editor on the right track when she tended to wander, and to the many contributors to the Michigan Parliamentarian. Special thanks to President Brown-Watkins who cheerfully put up with this editor's insistence on deadlines and met them each and every time. Special thanks also to predecessor Jane Stephens who provided wonderful information on "how to" create a newsletter and "how to" distribute it electronically. It's amazing what can happen when people work together! Au revoir, auf wiedersehen, goodbye.

*Pat Dolan*  
*Editor*



**MICHIGAN STATE ASSOCIATION OF PARLIAMENTARIANS**

**Registration Form for Annual Meeting, April 15 - 17, 2011**

**Southfield Marriott Hotel**

**27033 Northwestern Highway, Southfield, MI**

**Phone (248) 356-7400**

**Friday, April 15, 2011**

Registration	3:00 p.m. - 4:00 p.m.
MURP Meeting/Dinner	4:00 p.m. - 6:00 p.m.
MSAP Board of Directors Meeting	8:00 p.m. - 10:00 p.m.

**Saturday, April 16, 2011**

Breakfast	7:00 a.m. - 9:00 a.m.
Registration	8:00 a.m. - 9:00 a.m.
Parliamentary Workshops	9:00 a.m. - 11:45 a.m.
Lunch	12:00 noon - 1:15 p.m.
Parliamentary Workshops	1:30 p.m. - 3:00 p.m.
MSAP Annual Meeting	3:00 p.m. - 5:00 p.m.
Awards Banquet	6:30 p.m. - 9:00 p.m.

**Sunday, April 17, 2011**

Breakfast	7:00 a.m. - 9:00 a.m.
Inspiration/Memorial Service	9:00 a.m. - 9:30 a.m.
Parliamentary Workshop	9:45 a.m. - 10:30 a.m.

**Registration:**

MSAP/NAP members	\$100.00	\$ _____
(includes workshops, lunch, banquet)		
Non- members (includes workshops & lunch)	60.00	
Students with student ID (workshops & lunch)	30.00	
Saturday Dinner Guest	33.00	\$ _____
<b>Late Fee:</b> After March 31 <sup>st</sup>	15.00	\$ _____
Total		\$ _____

Make Check payable to:

**MSAP Annual Meeting**

Mail registration form and check to:

**Jewel Jones**

**20285 Vaughan**

**Detroit MI 48219**

Call the hotel (248-356-7400) for guest room reservations. Let them know that you are with MSAP. Cutoff date is **March 31** for guaranteed accommodations at the special rate of \$95 (includes breakfast Saturday and Sunday). Rate does not include taxes. If you plan to attend the MURP dinner, send a check for \$33 to Marguerite Gutt, 813 East Evelyn; Hazel Park, MI 48030.

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**Registration Form for Annual Meeting, April 15 - 17, 2011 (Mail this portion with your check)**

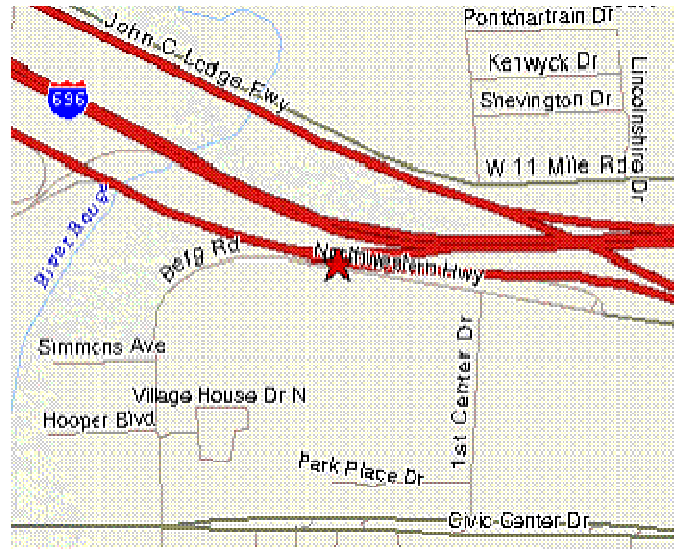
<b>Registration:</b>		\$ _____
for MSAP/NAP member	\$100.	
for Non-members	60.	
for Student w/ID	30.	
Saturday Dinner Guest	33.	\$ _____
Late Fee: After March 31	15.	\$ _____
Total		\$ _____

Name \_\_\_\_\_ Unit \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

ZipCode \_\_\_\_\_ Telephone \_\_\_\_\_

# Directions to the **Marriott** DETROIT SOUTHFIELD



## **From Detroit Metro Airport**

Take I-94 West to I-275 North. Follow I-696 Eastbound (Reuther Freeway) to Highway 10 South (Lodge Freeway). Exit Highway 10 at Lahser Road. Turn right at first light onto the service drive. Southfield Marriott is on the left (hotel can be seen from highway 10).

## **From the East (Warren, Madison Heights, Royal Oak, Port Huron, Ferndale)**

Take I-696 Westbound and exit at Lahser Road. Turn right onto Lahser crossing over two freeways. Turn right at South Service Drive (Federal Mogul office building on corner). Marriott is on the left about a ½ mile down.

## **From the West (Farmington Hills, Novi, Lansing)**

Take I-696 Eastbound to Highway 10 South (Lodge freeway). Exit Highway 10 at Lahser Road. Turn right at first light onto the service drive. Southfield Marriott is on the left (hotel can be seen from highway 10).

## **From the North (Bingham Farms, West Bloomfield, Waterford, Pontiac)**

Take highway 24 Southbound (Telegraph Road) to Highway 10 South. Exit Highway 10 at Lahser Road. Turn right at first light onto the service drive. Southfield Marriott is on the left (hotel can be seen from highway 10).

## **From the South (West Side Detroit, Dearborn, Allen Park)**

Take highway 39 Northbound (Southfield freeway) to Highway 10 Northbound. Exit highway 10 at Lahser Road. Turn Left onto Lahser Road. Make an immediate Right onto the South Service Drive (Federal Mogul office building on corner). Marriott is on the left about a ½ mile down.

## **From Downtown Detroit**

Take Highway 10 Northbound (Lodge Freeway) Exit at Lahser Road. Turn Left onto Lahser Road. Make an immediate Right onto the South Service Drive (Federal Mogul office building on corner). Marriott is on the left about a ½ mile down.

## **From Toledo**

Take I-75 Northbound to I-275 Northbound. Then use I-696 Eastbound to Highway 10 South (Lodge freeway). Exit Highway 10 at Lahser Road. Turn right at first light onto the service drive. Southfield Marriott is on the left (hotel can be seen from highway 10).

**27033 Northwestern Highway, Southfield, Michigan**

**Tel: (248) 356-7400**



**PROPOSED AMENDMENTS TO THE BYLAWS OF THE  
MICHIGAN STATE ASSOCIATION OF PARLIAMENTARIANS  
2011 Annual Meeting**

**1. Amend Article II, OBJECT, by substitution.**

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
<p>The object and purpose of this association, organized as a non-profit association, shall be:</p> <p>for educational, scientific, literary, and professional purposes of studying;</p> <p>teaching, promoting, and disseminating the philosophy and principles underlying the rules of deliberative assemblies;</p> <p>to promote the purposes and programs of NAP;</p> <p>to further the growing interest in parliamentary rules in both public and private schools on all levels;</p> <p>to bring into closer cooperation the parliamentarians of the state;</p> <p>to inculcate and uphold the general principles of obedience to law and strength to the parliamentary activities of its members;</p> <p>all within the meaning of Section 501(c)(3) of the Internal Revenue Code.</p>	<p>The object and purpose of this association, organized as a non-profit association within the meaning of Section 501(c)(3) of the Internal Revenue Code for educational, scientific, literary, and professional purposes of studying, teaching, promoting, and disseminating the philosophy and principles underlying the rules of deliberative assemblies shall be:</p> <p>to promote the purposes and programs of NAP;</p> <p>to further the growing interest in parliamentary rules in both public and private schools on all levels;</p> <p>to bring into closer cooperation the parliamentarians of the state;</p> <p>to inculcate and uphold the general principles of obedience to law and to lend moral aid and strength to the parliamentary activities of its members;</p>	<p>The object and purpose of this association, organized as a non-profit association within the meaning of Section 501(c)(3) of the Internal Revenue Code, for educational, scientific, literary, and professional purposes of studying, teaching, promoting, and disseminating the philosophy and principles underlying the rules of deliberative assemblies shall be:</p> <p>to promote the purposes and programs of NAP;</p> <p>to further the growing interest in parliamentary rules in both public and private schools on all levels;</p> <p>to bring into closer cooperation the parliamentarians of the state;</p> <p>to inculcate and uphold the general principles of obedience to law and to lend moral aid and strength to the parliamentary activities of its members.</p>

**Rationale:** Moving the reference to Section 501(c)(3) of the Internal Revenue Code makes the meaning more understandable and grammatically correct.

2. Amend ARTICLE V, OFFICERS, Section 5, Duties of Officers, Subsection A Duties of the President, 2, by substitution.

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
<p>A. The president shall:</p> <p>2. Appoint:</p> <ol style="list-style-type: none"> <li>An auditor or auditing committee, with the approval of the board of directors, and a registered parliamentarian who is a member of MSAP.</li> <li>A corresponding secretary and a historian subject to the approval of the executive committee.</li> <li>Except as otherwise provided for in these bylaws, standing committee members and chairmen subject to the approval of the executive committee.</li> <li>Special committees</li> <li>Replacements to fill all vacancies except as otherwise provided for in these bylaws, subject to the same approval as is currently specified for an initial appointment.</li> </ol>	<p>A. The president shall:</p> <p>2. Appoint:</p> <ol style="list-style-type: none"> <li>A registered parliamentarian who is a member of MSAP.</li> <li>An auditor or auditing committee, with the approval of the board of directors.</li> <li>A corresponding secretary and a historian subject to the approval of the executive committee.</li> <li>Except as otherwise provided for in these bylaws, standing committee members and chairmen subject to the approval of the executive committee.</li> <li>Special committees.</li> <li>Replacements to fill all vacancies except as otherwise provided for in these bylaws, subject to the same approval as is currently specified for an initial appointment except as otherwise provided for in these bylaws.</li> </ol>	<p>A. The president shall:</p> <p>2. Appoint:</p> <ol style="list-style-type: none"> <li>A registered parliamentarian who is a member of MSAP.</li> <li>An auditor or auditing committee, with the approval of the board of directors.</li> <li>A corresponding secretary and a historian subject to the approval of the executive committee.</li> <li>Except as otherwise provided for in these bylaws, standing committee members and chairmen subject to the approval of the executive committee.</li> <li>Special committees.</li> <li>Replacements to fill all vacancies except as otherwise provided for in these bylaws, subject to the same approval as is currently specified for an initial appointment except as otherwise provided for in these bylaws.</li> </ol>

Rationale: The subsection has been reorganized based on the approving authority.

3. Amend ARTICLE VI. NOMINATIONS AND ELECTIONS, Section 1. Nominations, A. Composition, subsection 5, by substitution.

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
5. Vacancies on the nominating committee shall be filled by the president with the candidate who received the next highest number of votes, if available, in accordance with paragraph 3 above. If not available, by a ballot vote of the board of directors from qualified nominees nominated by the board of directors. In the event there is but one nominee, the election may be by voice vote.	5. Vacancies on the nominating committee shall be filled by the president with the candidate who received the next highest number of votes, if available, in accordance with paragraph 3 above. If such candidate is not available, election shall be by a ballot vote of the board of directors from qualified nominees nominated by the board of directors. In the event there is but one nominee, the election may be by voice vote.	5. Vacancies on the nominating committee shall be filled by the president with the candidate who received the next highest number of votes, if available, in accordance with paragraph 3 above. If such candidate is not available, election shall be by a ballot vote of the board of directors from qualified nominees nominated by the board of directors. In the event there is but one nominee, the election may be by voice vote.

Rationale: This clarifies the procedure for filling vacancies on the nominating committee.

4. Amend ARTICLE VII, MEETINGS, Section 1. Meetings, A. Annual meetings, subsections 1 and 2, by substitution.

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
1. Meetings in the odd-numbered years shall be for the purpose of electing officers and a nominating committee, receiving reports, and other business as may properly come before it. 2. Meetings in the even-numbered years shall be for the purpose of conducting educational programs and such other business as may properly come before it.	1. Meetings in the odd-numbered years shall be for the purpose of electing officers and a nominating committee, receiving reports, and conducting other business as may properly come before it. 2. Meetings in the even-numbered years shall be for the purpose of receiving reports and conducting such other business as may properly come before it.	1. Meetings in the odd-numbered years shall be for the purpose of electing officers and a nominating committee, receiving reports, and conducting other business as may properly come before it. 2. Meetings in the even-numbered years shall be for the purpose of receiving reports and conducting such other business as may properly come before it.

Rationale: The language in 1 and 2 now parallels. Additionally, conducting educational programs has been removed because it is not a part of the annual meeting itself.

5. Amend ARTICLE XI, COMMITTEES, Section 10. State Coordinating Committee, A, subsections 1 through 4, by substitution.

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
<p>The state coordinating committee shall consist of the following members:</p> <ol style="list-style-type: none"> <li>1. The coordinator whose duties shall be to coordinate MSAP meetings and educational programs (see Article V, Section 5B1).</li> <li>2. The education committee chairman whose duties shall be to plan the educational session for the meeting.</li> <li>3. A local arrangements committee chairman whose duties shall be to make meal and meeting room arrangements and plan host activities.</li> <li>4. A financial controller whose duties shall be to plan expenses, deposit all moneys in a designated account, and make a final audited accounting to the board.</li> </ol>	<p>The state coordinating committee shall consist of the following members:</p> <ol style="list-style-type: none"> <li>1. The first vice-president whose duties shall be to coordinate MSAP meetings and educational programs (see Article V, Section 5B1).</li> <li>2. The education committee chairman whose duties shall be to plan the educational session for the meeting.</li> <li>3. The local arrangements committee chairman whose duties shall be to make meal and meeting room arrangements and plan host activities.</li> <li>4. The financial controller whose duties shall be to plan expenses, deposit all moneys and pay all expenses from a designated account, and prepare a final accounting for audit to the board.</li> </ol>	<p>The state coordinating committee shall consist of the following members:</p> <ol style="list-style-type: none"> <li>1. The first vice-president whose duties shall be to coordinate MSAP meetings and educational programs (see Article V, Section 5B1).</li> <li>2. The education committee chairman whose duties shall be to plan the educational session for the meeting.</li> <li>3. The local arrangements committee chairman whose duties shall be to make meal and meeting room arrangements and plan host activities.</li> <li>4. The financial controller whose duties shall be to plan expenses, deposit all moneys and pay all expenses from a designated account, and prepare a final accounting for audit to the board.</li> </ol>

**Rationale:** The substituted language more clearly defines the members of the committee and also clarifies the responsibilities of the financial controller for the annual meeting finances.

The following proposed amendments are necessitated by the change in the MSAP fiscal year in compliance with the NAP Bylaws.

6. Amend ARTICLE IV, DUES AND FINANCE, Section 2, Budget, by substitution.

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
<b>Section 2. Budget.</b> The budget-finance committee shall prepare a budget covering a two-year period for consideration and recommendation by the board prior to the annual meetings in the odd-numbered years and adoption by the board of directors at the first session of the following biennium.	<b>Section 2. Budget.</b> The budget-finance committee shall prepare a budget covering a one-year period for adoption by the board of directors prior to the beginning of each fiscal year.	<b>Section 2. Budget.</b> The budget-finance committee shall prepare a budget covering a one-year period for adoption by the board of directors prior to the beginning of each fiscal year.

Rationale: Because of the change in the fiscal year, the budget-finance committee should prepare a budget prior to the December 1 beginning of each new fiscal year. The budget is no longer “tied to” the biennium of each administration.

7. Amend ARTICLE IV, DUES AND FINANCE, Section 3, Audit, by substitution

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
<b>Section 3. Audit.</b> The financial records shall be audited at the end of the fiscal year and at such other times requested by the board of directors by an auditor or an auditing committee appointed by the president with approval of the board of directors. The report shall be presented to the members annually for adoption.	<b>Section 3. Audit.</b> The financial records shall be audited at the end of the fiscal year and at such other times as requested by the board of directors. Such audit shall be performed by an auditor or an auditing committee appointed by the president with approval of the board of directors. The report shall be presented annually to the board of directors for adoption.	<b>Section 3. Audit.</b> The financial records shall be audited at the end of the fiscal year and at such other times as requested by the board of directors. Such audit shall be performed by an auditor or an auditing committee appointed by the president with approval of the board of directors. The report shall be presented annually to the board of directors for adoption.

Rationale: Because of the change in the fiscal year, it is more expeditious to have the audit approved by the board of directors rather than waiting almost five months for the annual meeting.



8. Amend ARTICLE VIII, BOARD OF DIRECTORS, Section 3. Duties, Subsection A, 2, by substitution

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
A. The Board of Directors shall: 2. Adopt a biennial budget at its first regular meeting.	A. The Board of Directors shall: 2. Adopt a one-year budget prior to the beginning of each fiscal year.	A. The Board of Directors shall: 2. Adopt a one-year budget prior to the beginning of each fiscal year.

Rationale: Because of the change in the fiscal year, the board should adopt the budget prior to the beginning of each fiscal year.

9. Amend ARTICLE XI, COMMITTEES, Section 6. Budget-Finance Committee, Subsection B 2 by substitution.

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
B. The budget-finance committee shall: 2. Prepare a two-year budget for presentation to the board of directors for consideration and recommendation at the session of the board prior to the annual meetings in the odd-numbered years.	B. The budget-finance committee shall: 2. Prepare a one-year budget for adoption by the board of directors at the session of the board prior to the beginning of each fiscal year.	B. The budget-finance committee shall: 2. Prepare a one-year budget for adoption by the board of directors at the session of the board prior to the beginning of each fiscal year.

Rationale: Because of the change in the fiscal year, the committee's duty to prepare a budget should be presented to the board of directors for adoption prior to the beginning of each fiscal year.



# Meetings That Work 2011

## PREPARING FOR A GOOD MEETING: BASICS AND BEYOND

**Saturday, April 9, 2011 8:30 A.M. - Noon**

Attendees will learn meeting “best practices” and have time to ask questions. A variety of educational books and pamphlets will be available for purchase.

Louise Saks Parliamentary Unit (LSPU), a division of the National Association of Parliamentarians (NAP), offers this annual workshop to mark Parliamentary Law Month.

**Speaker:** Connie Deford, immediate past president of NAP, is a noted authority on parliamentary procedure in municipal government and non-profit organizations.

**Where:** Oakland County Executive Office Building Conference Center  
2100 Pontiac Lake Road, Building 41 West  
Waterford, MI 48328

**Fee:** \$15.00 by April 2, 2011; \$20.00 after April 2, 2011  
\$ 5.00 student admission (no difference in price at door)

**8:30 AM** Registration & Continental Breakfast

**9:00 AM** Connie Deford’s presentation

**10:30 AM** Break

**10:45 AM** “Ask the Experts” with Connie and LSPU Parliamentarians

**11:45 AM** Wrap up and Evaluation

**Noon** Adjourn

For more information contact Linda: [lalmead@att.net](mailto:lalmead@att.net) or (248) 394-0478



### Registration Form

Postmark deadline to receive discounted registration is Saturday, April 2, 2011.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail \_\_\_\_\_

Organization: (if applicable) \_\_\_\_\_

Make check payable to: LSPU Are you a full time student? \_\_\_\_ Where? \_\_\_\_\_

Mail registration form with check to: LSPU, P.O. Box 123, Bloomfield Hills, MI 48303