

**MICHIGAN STATE ASSOCIATION OF PARLIAMENTARIANS
PROCEDURES MANUAL**

A Guide for Officers and Committee Chairs

**Chartered by the NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
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PROCEDURES MANUAL
A GUIDE FOR OFFICERS AND COMMITTEE CHAIRS
OF THE
MICHIGAN STATE ASSOCIATION OF PARLIAMENTARIANS

PURPOSE

The purpose of this procedures manual is to provide guidelines and set forth duties for the officers and committee chairs who constitute the board of directors.

The procedures are based on the bylaws, special and standing rules, board standing rules, practices, and customs of the Michigan State Association of Parliamentarians (MSAP).

This manual is a revision of the first of such manuals for MSAP introduced in the 1982-administration under the presidency of Leona M. Meyer. The manual will serve its ultimate purpose as it is used and revised to suit the needs of the organization.

Officers and chairs are urged to study their respective responsibilities as found in this manual and in the bylaws always remembering that the bylaws are the supreme authority. Plans, budget, and schedule of events can easily be forecast by understanding the full scope of an officer's or committee's duties. Projected budgets for committee work should be submitted to the budget-finance committee as early as possible in the administration. The president should be consulted and informed of all committee plans and objectives.

OFFICERS AND COMMITTEE CHAIRS

MEETING ATTENDANCE

Officers and committee chairs are to attend all board of directors meetings and annual meetings. Unavoidable absences shall be reported to the president well in advance of the meeting.

Committee members are to attend meetings of their respective committees and all annual meetings.

COMMITTEE CHAIRS

Committee chairs are to:

1. Contact all members of the committee in writing or personally, reviewing (1) the purpose of the committee and its responsibilities; (2) the schedule of meetings; and (3) the delegation of specific responsibilities. Addresses of committee members, if not supplied, may be obtained from the secretary or the president.
2. Encourage members to contribute suggestions and take an active committee role; future leaders are being trained through committee membership.

EXPENSES

1. All expenses incurred by officers or committee chairs must be itemized on an expense voucher (see sample on p. 18) and mailed to the treasurer.
2. Payment for expenses will be disbursed by the treasurer only against approved budget items. Overruns must be approved by the board of directors.
3. Expense vouchers are to be received by the treasurer fifteen (15) days prior to the last day in November when the MSAP financial books are closed.

BOARD MEETING REPORTS

Officers and committee chairs shall prepare a report for each meeting of the board of directors. Each officer and committee chair shall submit one copy of the report to the president prior to the board meeting. In the event that reports are not submitted to the president in advance the member shall provide an electronic or hard copy to each member of the board at the board of directors meetings.

MSAP ANNUAL MEETING REPORTS

1. Officers and committee chairs shall prepare one (1) master copy of annual reports and send to the president or as directed by the president for publication in the annual reports booklet.
2. The auditor or auditing committee, the nominating committee chair, and the historian shall send their reports to the president as directed and read their reports at the annual meeting. The historian's report is amended at the final board meeting and then reprinted for distribution. If any of these members is unable to attend, the report shall be sent to the president.
3. Written financial accounting of the Annual meeting shall be submitted to the president within 60 days following the meeting.

FILES

Each officer and committee chair shall maintain a file of activities that includes copies of letters and reports, a record of expenses, and recommendations that would be helpful to his/her successor.

Officers and committee chairs are required to transfer all files and the *MSAP Procedures Manual* at the time of the annual meeting in the odd-numbered calendar year. Other materials and files should be transferred within thirty (30) days after the annual meeting in the odd-numbered calendar year.

FUNDS

All individuals receiving MSAP funds in the form of checks shall transmit such funds to the MSAP treasurer within one week for deposit. Excess monies over expenses as a result of annual meetings, workshops, etc., should be sent as soon as possible.

DUTIES OF OFFICERS

PRESIDENT

BEFORE ELECTION

1. The president must have a good understanding of the MSAP Bylaws, Special and Standing Rules, Board Standing Rules, *MSAP Procedures Manual*, *Robert's Rules of Order Newly Revised*, and the NAP Bylaws before accepting the office.
2. The presidential nominee shall contact members to obtain their consent to serve as board members upon the presidential nominee's election.
3. The presidential nominee shall establish goals and missions for the administration in accordance with the object of the association and funds required to carry such activities to completion.

AFTER ELECTION

The president shall:

1. Call a meeting of the executive committee as soon as possible after election to:
 - A. Approve the presidential appointments.
 - B. Select minutes approval committee for executive committee meetings.
 - C. Determine place and time for the summer board meeting.
2. Accept the MSAP gavel and president's pin from the retiring president.
3. Appoint the following:
 - A. With the approval of the executive committee
 - (1.) Corresponding secretary
 - (2.) Historian
 - (3.) Newsletter editor
 - (4.) Standing committees (chair and members)
 - B. With the approval of the board of directors, the auditor or auditing committee.
 - C. Without approval
 - (1.) Registered or professional registered parliamentarian (keeping the parliamentarian current on meeting expectation prior to meeting)
 - (2.) Annual meeting subcommittees (credentials, standing rules, elections, resolutions, protocol, installing officer)
 - (3.) Special committees (chair and members)
4. Make an acceptance speech announcing:
 - A. The goals of the new administration.
 - B. The names of the appointees.
5. Maintain a file of activities including copies of correspondence, reports to the board of directors, a record of expenses, and recommendations that would be helpful to a successor, and transfer this file to his/her successor within thirty (30) days after the term ends.

GENERAL DUTIES

The president shall:

1. Preside at all meetings of MSAP, the board of directors, and the executive committee.
2. Review the minutes of the meeting within three weeks of any meeting.
3. Perform duties of the office as specified in the bylaws, special and standing rules, board standing rules, parliamentary authority, and *MSAP Procedures Manual*.
4. Represent MSAP at the NAP Biennial Convention, District Four Conference, NAP Leadership Conference, and NAP Training Conferences.
5. Keep the first and second vice-presidents informed of all MSAP business being conducted by the president and all important NAP business.
6. Be ex officio a member of all committees except the nominating and auditing committees.
7. Be custodian of the MSAP gavel and presidential files.
8. Stay informed of the work of all officers and committee chairs, checking their progress periodically and reminding them (if necessary) to send the president a copy of all reports and correspondence.
9. Sign contracts in the name of MSAP with the secretary, as authorized by the board of directors or with approval as adopted at annual meetings.
10. Notify the treasurer and membership chair (in writing) of the acceptance of new NAP members, new registered members (RPs), new professional members (PRP's) and new units.
 - A. Write congratulatory letters to newly registered members and to new units.
 - B. Present an inscribed gavel to each new MSAP Unit at its charter meeting.
 - C. Remind the membership chair to write letters to new members and to members who resign.
11. Notify the membership and extension committee chair of those NAP members whose membership is subject to forfeiture.
12. Refer names of prospective members, received from NAP, to the membership and extension committee for follow-up.
13. Sign applications for unit charters.
14. Check with the auditor or auditing committee to assure that the audit report is being prepared for the annual meeting.
15. Make arrangements in advance to attend both the NAP Convention as a delegate from MSAP and the NAP Leadership Conference. If unable to attend, inform the board of directors immediately.
 - A. Up to \$100 of the registration fee to the NAP Convention shall be paid by MSAP for the president. (S.R. 3.4)
 - B. One hundred dollars (\$100) in addition to the registration fee shall be allocated for the president as an MSAP delegate (S.R. 3.4).
 - C. The sum of one hundred dollars (\$100) shall be allocated for the president to attend the NAP Leadership Conference (S.R. 3.3).
16. Inform the first vice-president (who is chair of the state coordinating committee) of wishes regarding the annual meetings.
 - A. The president invites the NAP representative with the approval of the board of directors.

- B. The district four director should be invited as early as possible; the board of directors shall approve attendance and allowance for expenses.
- 17. Advise NAP headquarters of the death of a member. A sympathy card and this information shall be forwarded to the deceased member's family.
- 18. Maintain an accurate record of expenses and submit expenses in a timely manner to the treasurer.
- 19. Complete all directives from the annual meetings and/or board of directors.
- 20. Prepare a script and/or agenda prior to meetings and meet with the parliamentary prior to meetings.

BOARD MEETINGS

Summer Meetings of the Board of Directors

The president shall:

- 1. Recognize all newly-elected officers.
- 2. Highlight overall plans for the administration (odd-numbered calendar year).
- 3. Place the following on the agenda for the meeting:
 - A. Approval of a financial institution for the deposit of MSAP funds (odd-numbered calendar year).
 - B. Approval of auditor or auditing committee (odd-numbered calendar year)
 - C. Report of the past local arrangements chair's annual meeting financial report.
 - (1.) A copy of the report should have been given to the current chair as soon as it was completed as a guide in planning the upcoming annual meeting.
 - (2.) Since the president works closely with the annual meeting, a copy of this report should be given to the president as well as to the recording secretary for the permanent records.
 - D. Election of delegates and alternates to the NAP Convention (odd-numbered calendar year).
 - E. Discussion regarding candidate for the NAP nominating committee (odd-numbered year).
- 4. Approve dates and places for future board meetings (odd-numbered year).

Fall Meetings of the Board of Directors

The president shall place the following on the agenda for the meeting:

- 1. Approval of a one-year budget (per Bylaws Article IV, Section 2)
- 2. Approval of host unit and place for annual meeting.
- 3. Approval of president's recommendation for NAP representative.
- 4. Approval of attendance of the District Four Director (with or without payment of expenses) for the annual meeting.
- 5. Appointment of annual meeting subcommittees: Credentials, Standing Rules, Protocol, Resolutions, and (in even-numbered calendar years) Elections.

Winter Meetings of the Board of Directors

The president shall:

- 1. Place the following on the agenda for the meeting:
 - A. Audit report

- B. Discussion regarding nominations for district directors in the odd-numbered calendar year.
 - C. Approval of annual meeting registration fees.
 - D. Approval of annual meeting budget.
 - E. Amendment of MSAP budget if necessary.
2. Instruct officers and committee chairs (in last year of the term) to make recommendations for their successors to be put in the office or committee file along with a copy of the annual report.
 3. Instruct officers and committee chairs (in the odd-numbered calendar year) to be prepared to turn over the *MSAP Procedures Manual* and all files belonging to their respective position at the time of the annual meeting.

Spring Meetings of the Board of Directors

The president shall:

1. Place the following on the agenda for the meeting
 - A. Historian's report.
 - B. Audit (odd-numbered years).
 - C. Appointment of Minutes approval committee for the final meeting of the board of directors (odd-numbered years).

D. Annual Meeting

The president shall:

1. Prepare a written agenda with the assistance of the parliamentarian.
2. Appoint a minutes approval committee for the annual meeting.
3. Discuss overall plans with the first vice-president who is chair of the state coordinating committee (SCC) and the local arrangements chair.
 - A. Inform the SCC chair of wishes regarding the meeting.
 - B. Keep in close touch with the committee to coordinate plans as outlined under the state coordinating committee procedures.
 - C. Appoint subcommittees as necessary for the annual meeting.
4. Remind members of the SCC that the local arrangements chair or someone appointed by the SCC should be the sole person for all contacts with the hotel.
5. Once per biennium, With the approval of the board of directors, request an NAP representative to participate in the annual meeting and to share information and promote NAP activities and programs.
 - A. The invitation must be directed to the NAP president and approved by that officer; MSAP is responsible for transportation, meals and lodging. . Upon arrival, all transportation to and from the arrival city airport, lodging, and meal costs are absorbed by MSAP.
 - B. The District Four Director may be invited in years that an NAP Representative is not requested. MSAP is responsible for all transportation, meals and lodging.
6. Issue the Official Call to the Annual Meeting at least thirty (30) days prior to the date of the annual meeting. (Bylaws Article V, Section 5, A3)
7. Check that bylaws and/or standing rules amendments and a list of the nominees for offices that all notice requirements are met in the call to meeting
8. Prepare the program for the annual meeting well in advance. Arrange for its publication.

9. Check that all annual meeting responsibilities and seating arrangements have been made by the committee using proper protocol. Ascertain that persons have been notified of seating arrangements, etc.
10. Consult with the presidential nominee regarding the installation ceremony and the installing officer.
11. Approve the seating arrangements on the dais at the head table; when necessary, request seating diagrams.
12. Arrange for a reception line following installation for the newly-elected officers.
13. Arrange for a memorial service to be held sometime during the annual meeting if one is warranted to honor members who have passed during the past year.

DUTIES OF OFFICERS

FIRST VICE-PRESIDENT

The first vice-president, in addition to being a close consultant and assistant to the president, shall:

1. Act in an advisory capacity to the president.
2. Perform the duties of the president in the absence of the president. In the absence of the president, ex-officio responsibilities and appointive powers may not be assumed.
3. Succeed to the office of president for the unexpired term in the event of a vacancy in that office.
4. Serve as chair of the state coordinating committee (SCC), making an oral report to the president after each meeting of the committee at which the president was not present. (See State Coordinating Committee.)
5. Periodically review MSAP bylaws, special and standing rules, board standing rules, and *MSAP Procedures Manual*.
6. Submit a written report to each meeting of the board of directors and to annual meetings.
7. Represent MSAP at the NAP Convention and attend the NAP National Training Conference when possible. If unable to attend, inform the president immediately.
 - A. Up to \$100 of the registration fee to the NAP Convention shall be paid by MSAP for the first vice-president. (S.R. 3.4)
 - B. One hundred dollars (\$100) in addition to the registration fee shall be allocated for the first vice-president as an MSAP delegate. (S.R. 3.4)
 - C. The sum of one hundred dollars (\$100) shall be allocated for the first vice-president to attend the NAP National Training Conference. (S.R. 3.3)
8. Maintain an accurate record of expenses and submit expenses to the treasurer in a timely manner.

DUTIES OF OFFICERS

SECOND VICE-PRESIDENT

The second vice-president shall:

1. Serve as the chair of a standing committee by appointment of the president. (Bylaws Article V, Section 5, C1)
2. Perform the duties of the president in the absence of the president and the first vice-president. (Bylaws Article V, Section 5, C2) Ex-officio responsibilities and appointive powers may not be assumed by the second vice-president.
3. Periodically review MSAP bylaws, special and standing rules, board standing rules, and *MSAP Procedures Manual*.
4. Serve as a member of the state coordinating committee (SCC) when serving as chair of the education committee.
5. Submit a written report to each meeting of the board of directors and to annual meetings.
6. Represent MSAP at the NAP Convention when attending in place of the first vice-president. If unable to attend, inform the president immediately.
 - A. Up to \$100 of the registration fee to the NAP Convention shall be paid for the second vice-president when attending in place of the first vice-president. (S.R. 3.4)
 - B. One hundred dollars (\$100) in addition to the registration fee shall be allocated when attending as an MSAP delegate in place of the first vice-president. (S.R. 3.4)
7. Attend the NAP Leadership Conference when possible. Inform the president immediately when unable to attend. The sum of one hundred dollars (\$100) shall be allocated for the second vice-president to attend the NAP Leadership Conference. (S.R. 3.3)
8. Maintain an accurate record of expenses and submit expenses to the treasurer in a timely manner.

DUTIES OF OFFICERS

RECORDING SECRETARY

The recording secretary shall:

1. Record the proceedings of all MSAP membership meetings, board of directors meetings, and executive committee meetings, and be custodian of the records of MSAP during the term of office. (Bylaws Article V, Section 5, D1)
 - A. Number main motions consecutively in each administration with separate listings for each body.
 - B. Recording may be used as support in preparing minutes; a transcription of the recording may not be used as the minutes themselves. (per *RONR* p. 471)

Executive Committee and Board of Directors Meetings Minutes

- (1.) Copies of the minutes of meetings of the executive committee and the board of directors shall be sent by the secretary to the president and the parliamentarian for review within three (3) weeks of any meeting. (S.R. 4.1)
- (2.) One copy of the board minutes shall be sent to the corresponding secretary for duplication and inclusion with the notice of the next board meeting.
- (3.) Minutes of the final meeting of the board of directors (in the spring of the odd-numbered years) shall be approved by a minutes approval committee appointed by the president.

Annual Meetings

- (1.) Copies of the minutes of MSAP annual meetings shall be sent to the president and parliamentarian within three (3) weeks for review. A copy of the MSAP minutes of the annual meeting in the odd-numbered years shall be sent to the immediate past president and immediate past parliamentarian for review.
 - (2.) After review by the president and parliamentarian, and the immediate past president and immediate past parliamentarian in the odd-numbered years, the secretary shall send the minutes to the minutes approval committee. Notice of the availability of the approved minutes shall be prepared by the incumbent recording secretary for inclusion in the first available all-member mailing (Michigan Parliamentarian). (S.R. 4.2)
 - (3.) Provide a copy of approved minutes to the historian. (S.R. 4.3)
2. Maintain a Motion Log
 3. Submit the motion log to the association at its annual meeting.
 4. Have pertinent supplies available at meetings including, but not limited to, motion forms, blank ballot forms, and minutes from the past two (2) years.
 5. Be the custodian of the charter, bylaws, standing and special rules, and all records not specifically assigned to other members.
 6. Notify NAP headquarters of the names and addresses of newly elected MSAP officers immediately following their election. (Bylaws Article V, Section 5, D3)

7. Maintain an accurate record of expenses and submit expenses to the treasurer in a timely manner.
8. Perform the duties of the corresponding secretary when necessary. (Bylaws Article V, Section 5, D2)
9. Request authorization from the Board of Directors for the binding of minutes when necessary.
10. Provide for the binding and placement of minutes in the archives located at the Michigan State Library in Lansing, Michigan when authorized by the board of directors.

MINUTES APPROVAL PROCEDURE

1. The minutes of the annual meeting are approved by a minutes approval committee.
2. The Secretary sends each member of the committee, the parliamentarian and the president (ex officio to the committee) a draft of the minutes, electronically.
3. Committee members are asked to send their corrections to the chair of the committee, electronically, by a specified date.
4. The committee chair consolidates the corrections submitted by the members of the committee on one page and returns it to the secretary electronically.
5. After the corrections have been made, the secretary sends an edited electronic version of the minutes to the committee for final approval.
6. The Committee chair encourages the members of the committee to send, electronically, the dated approval statement about the minutes, as well as the signature of the committee member and the date the statement was sent to the secretary for inclusion with the minutes.

DUTIES OF OFFICERS

TREASURER

FUNDS

The treasurer shall:

1. Be custodian of all funds of MSAP (Bylaws Article V, Section 5, E1); funds shall be deposited in a financial institution approved by the board of directors.
 - a. The treasurer shall obtain new bank signature cards as well as other new forms required by the bank and have them available immediately after new officers are elected for all existing accounts, subject to the continuance of funds at the same institution. If accounts are approved at new institutions, the treasurer shall be responsible for obtaining the appropriate signature cards. The treasurer and the president shall be the authorized signers on all MSAP accounts. Only one signature is required on checks.
 - b. Investment certificates shall be purchased at federally insured institutions recommended by the budget-finance committee and approved by the board of directors. The president, first vice-president, and treasurer shall be the authorized signers. Only one signature is required on investment certificates.
2. Prepare a deposit reconciliation form for each deposit showing the breakdown of the deposit by chart of accounts line item.
3. Deposit all dues and other monies for MSAP within two (2) weeks of receipt.
4. Disburse funds by check on receipt of an expense voucher (see sample form on p. 18), with a receipt attached for either materials or services, signed by the individual responsible for the voucher. The budget account to be charged shall be indicated on the voucher.
 - a. An initial number of expense voucher forms, with the treasurer's address, are to be supplied to each board member.
 - b. Funds are to be disbursed for budgeted items only upon approval as provided in the following two paragraphs. (Bylaws Article VIII, Section 5, A and B)
 - c. Proposals concerning expenditures of funds not provided in the adopted budget shall require a two-thirds vote of members present (board of directors) or no fewer than five (5) whichever number is greater. (Bylaws Article VIII, Section 5, A)
 - d. A vote by mail is authorized when necessary. Proposals concerning expenditures of funds not provided for in the adopted budget shall require a two-thirds vote of the entire board for adoption. (Bylaws Article VIII, Section 5, B) A report of any action taken by mail shall be verified and made a part of the minutes at the next meeting of the board.
5. Pay authorized lodging, meals, and other approved travel expenses for the NAP Representative in conjunction with the MSAP Annual Meeting.
6. Notify officers and committee chairs by letter with a copy to the president when budgets have been exhausted.
7. Inform the board of directors of the status of the budget at each meeting.

8. Note that the end of the fiscal year is the last day of November; expense vouchers are to be received fifteen (15) days prior to the **end of the fiscal year**.

DUES

Annual dues (January 1- December 31) for MSAP unit members and affiliate members are \$15. Annual dues for MSAP members-at-large are \$25. Honorary and life members are excused from paying dues. (Bylaws Article IV, Section 1, A). Students who meet NAP criteria for student dues reduction shall be charged \$10 annual dues.

The treasurer shall:

1. Be responsible for verifying the membership roster, sent from NAP headquarters, of names, addresses, and membership classification with the current state dues for each classification, and return to NAP headquarters by October 1 (bylaws Article IV, Section 8, A).
2. Receive checks from NAP on a quarterly basis covering MSAP dues collected during the respective period with a list of members who have paid both NAP and MSAP dues; Retain and file such documents.
3. Receive from NAP a list of members delinquent in dues payment as of February 1 and send it to the membership committee chair for follow-up.
4. Receive from NAP a list of members who have forfeited NAP and MSAP membership by not paying dues by March 1 and send it to the membership committee chair and the president for follow-up.

The membership chair shall keep the president and treasurer informed.

RECORDS

The treasurer shall:

1. Keep a monthly accounting of the funds of MSAP and submit a written financial report to each member of the board of directors at each of its meetings. (Bylaws Article V, Section 5, E6) Copies of financial reports shall be submitted to the auditor or chair of the auditing committee.
2. Reconcile the check register to the bank statement monthly.
3. Use a spreadsheet or electronic financial software application to account for the breakdown of each bank deposit and each expenditure to the appropriate chart of accounts line item.
4. Establish a file of membership dues payments, maintaining all lists received from NAP.
5. Maintain a journal of all investments of MSAP (e.g., money-market certificates); the journal shall show the amount of the original investment, the rate of interest, the amount of interest earned each quarter, and the date of maturity. The treasurer shall notify the chair of the budget-finance committee at least six (6) months prior to the maturity of any investment.
6. Deliver all financial records (checkbook, bank statements, investment records, dues journal) to the auditor or the chair of the auditing committee appointed by the president after the end of the fiscal year; the treasurer shall arrange for the pickup of the delivered records within two weeks.

7. Submit the audited annual report to the annual meetings of MSAP.
8. Submit the financial records as noted above to the auditor or chair of the auditing committee for a special audit when requested by the board of directors.

GENERAL

The treasurer shall:

1. Be a member of the budget-finance committee and provide information to assist the committee in preparing a budget. (Bylaws Article V, Section 5, E2)
2. Purchase from NAP headquarters the appropriate association president's pin for presentation to the newly-elected president at the time of installation. (S.R. 3.1)

DUTIES OF OFFICERS

DIRECTORS

The directors shall:

1. Assume chairship or other responsibility assigned by the president and approved as provided in the bylaws.
2. Assume other duties assigned to the office by the bylaws, the special and standing rules, the board standing rules, and by the board of directors.

DUTIES OF OFFICERS

CORRESPONDING SECRETARY

The corresponding secretary shall:

1. Conduct all correspondence (by mail or electronic mail) as directed by MSAP, the board, and/or the president (Bylaws Article V, Section 5, G1) to include:
 - A. Approved minutes sent to the immediate past-president and to the newly elected president.
 - B. Approved minutes sent by the incumbent corresponding secretary to the incumbent board members who are continuing on the board of directors with the notice of the next board meeting.
 - C. Approved minutes sent by the incumbent corresponding secretary to the incumbent board members who are not continuing on the board of directors.
 - D. The proposed budget sent to the members of the board with the call of the meeting in order to expedite its consideration.
 - E. General routine correspondence: retain one copy and send one copy of all correspondence to the president.
 - F. Thank you notes – speakers and participants at meetings and education programs from a list supplied by the president or first vice-president.
 - G. Other notices or cards (such as congratulatory, get-well, and sympathy) as directed by the president, board of directors, or executive committee.
2. Send notices in advance of the following meetings as provided in the bylaws: (Bylaws Article V, Section 5, G3)
 - A. Special membership meetings 30 days
 - B. Regular board of directors meetings 15 days
 - C. Special board of directors meetings 7 days
 - D. Executive committee meetings 3 days
3. Maintain an accurate list of members, their addresses, and telephone numbers (Bylaws Article V, Section 5, G2); e-mail addresses should be included.
4. Prepare at the beginning of each administration a roster (names, addresses, telephone numbers, and e-mail addresses) for distribution to board members preferably at the summer meeting of the board of directors but not later than October 1 of the odd numbered years. The roster is to include:
 - A. Elected and appointed officers
 - B. Chairs of standing committees
 - C. Chair and members of the newly-elected nominating committee
 - D. The immediate past president, unit presidents (or representatives), parliamentarian, and ex officio members together with the proposed dates and locations of subsequent board of directors and association meetings. (S.R. 5.1)

DUTIES OF OFFICERS

HISTORIAN

The historian is an appointed officer, appointed by the president and approved by the executive committee.

The historian shall:

1. Keep a graphic record of the association in a history book during each administration. The history book shall contain:
 - A. Photographs of the newly-elected officers. If possible, a picture of the board in each administration would add to the record.
 - B. Photographs of special guests.
 - C. Programs of all annual meetings, educational presentations, and specially hosted or sponsored events.
 - D. A membership list for each year of the administration.
 - E. Copies of the *Michigan Parliamentarian*.
2. Prepare a written report (narrative account) of the MSAP activities. The board of directors shall approve the report to be presented to the annual meeting for adoption as the legal history of MSAP for that year. This report must contain the following information:
 - A. Membership as of the reporting date, noting gains or losses (new members, resignations, forfeits, transferred members, and deaths.)
 - B. Highlights of special events of MSAP.
 - C. Highlights of special events in units, as reported by unit presidents or representatives or as recorded in the minutes of the board of directors and the association.
3. Encourage units to keep an up-to-date history of the unit and to submit a copy to the historian for the history book.
4. Maintain the history books of MSAP and display them on a special table at the annual meetings.

DUTIES OF OTHER APPOINTEES

PARLIAMENTARIAN

The parliamentarian appointed by the president shall be a registered or professional registered member of the National Association of Parliamentarians and a member of MSAP.

The parliamentarian serves MSAP in an advisory capacity on parliamentary procedure.

As a member of MSAP, the parliamentarian retains all privileges of membership but does not use the position to influence the membership. The acceptance of the office of parliamentarian places unique responsibilities on the performance of duties in association meetings.

The parliamentarian is not a member of the board of directors or of the executive committee but serves both bodies in an advisory capacity to the president and the members.

The parliamentarian may be appointed ex officio to committees and is available to all committees on request.

The parliamentarian shall perform other duties as requested by the president.

DUTIES OF OTHER APPOINTEES

AUDITOR OR AUDITING COMMITTEE

The president shall appoint an auditor or auditing committee with the approval of the board of directors. (Bylaws Article V, Section 5, A2a)

As soon as possible after the end of the fiscal year (the last day of November), the auditor or auditing committee shall obtain the following financial records from the treasurer:

1. The ledger
2. The checkbook and canceled checks if provided by the bank
3. All paid disbursement vouchers
4. The bank statements covering all transactions through November
5. The bank statements showing transactions of the investment account(s)
6. Copies of all of the treasurer's reports including the annual report ending on the last day of November
7. The statements from NAP regarding MSAP dues collected

The auditor or auditing committee shall:

1. Audit and verify by signature the annual report of the treasurer.
2. Audit and sign ledger entries.
3. Audit the dues statements from NAP against ledger entries.
4. Check the educational materials consignments and reconcile ledger entries.
5. Audit the investment account(s) for proper interest paid.
6. Submit all audit reports to MSAP at the annual meeting using the model on page 25 of this manual.
 - A. Copies of the reports shall be submitted to the MSAP president prior to the annual meeting.
 - B. Copies of all audit reports shall be retained in a file by the auditor to be given to the incoming auditor.

DUTIES OF COMMITTEES

BYLAWS AND STANDING RULES COMMITTEE

The bylaws and standing rules committee shall be composed of at least three (3) members appointed by the president and approved by the executive committee.

The MSAP bylaws and standing rules committee shall also serve as the bylaws and standing rules committee of the board of directors. (Bylaws Article XI, Section 2, A) The chair, with the approval of the president may appoint additional members to serve on subcommittees. (Bylaws Article XI, Section 1, D)

The bylaws and standing rules committee shall:

1. Consider, edit, and/or correlate such bylaw amendments as it may originate and as are referred to it by the board, unit, or individual members. (per Article XI, Section 2, B1) Amendments must be submitted to the bylaws and standing rules committee at least 60 days prior to the annual meeting.
2. Verify that proposed bylaw amendments are not in conflict with the NAP bylaws.
3. Deliver to the president the proposed bylaw and/or standing rule amendments for publication with the call of the meeting in the *Michigan Parliamentarian*. An accepted parliamentary format shall be followed.
4. Submit to the newsletter editor the adopted MSAP bylaw and/or standing rule amendments for publication in the *Michigan Parliamentarian* in the post-meeting issue.
5. Present to the MSAP annual meeting and publish in the *Michigan Parliamentarian* changes to the bylaws and standing rules required by amendments made in the NAP bylaws.
6. Provide up-to-date copies of the MSAP bylaws and standing rules to the membership as directed by the board of directors. Additional copies are available for sale to MSAP members at \$3 per copy. (S.R. 9.2)
7. Review and update the *MSAP Procedures Manual* as needed.
8. Maintain a file of MSAP unit bylaws and review them periodically for compliance with NAP and MSAP bylaws.
9. Send a copy of the current MSAP bylaws to NAP headquarters. (Bylaws Article XI, Section 2, B9)

DUTIES OF COMMITTEES

MEMBERSHIP AND EXTENSION COMMITTEE

The membership and extension committee shall be composed of at least three (3) members appointed by the president and approved by the executive committee.

The membership and extension committee shall:

1. Maintain an accurate record of MSAP membership. A roster of MSAP membership prepared by NAP , based on the payment of dues, shall be sent to the membership chair.
2. Contact members whose membership is subject to forfeiture. Such information shall be forwarded by the president.
3. Write a letter of congratulations to each new NAP/MSAP member upon notification with a copy to the president.
4. Maintain a supply of current NAP membership application forms.
 - A. Be familiar with the requirements for membership in NAP.
 - B. Send letter and instructions on obtaining the NAP membership application from the NAP web site to those requesting them.
 - C. Offer help in studying or monitoring if needed or find someone who can assist.
5. Follow up on persons seeking membership information who have been referred to the president by NAP headquarters.
6. Send all changes of address to NAP headquarters (receiving changes from the treasurer or president).
7. Submit a written report at all MSAP board meetings and an annual report to the MSAP annual meeting.
8. Promote retention and extension of membership.
9. Assist in the formation of new units through study groups.
10. Maintain an accurate record of expenses and submit expenses to the treasurer in a timely manner.
11. Complete any assignments given by the president, board of directors, and/or from the annual meeting body.

DUTIES OF COMMITTEES

EDUCATION COMMITTEE

The education committee shall be composed of at least three (3) members appointed by the president and approved by the executive committee. (Bylaws Article XI, Section 4A)

The education committee shall:

1. Be responsible for MSAP sponsored educational programs on parliamentary procedures such as seminars, workshops, institutes, clinics, etc.
2. Encourage educational programs throughout the state and offer any assistance requested in this regard by a member or unit.
3. Encourage and offer, when feasible, programs in preparation for the NAP examination for membership.
4. Submit to the *Michigan Parliamentarian* **at least once a year** educational feature articles to stimulate interest in parliamentary procedure.
5. Submit a written report at all board and MSAP meetings.
6. Be responsible for the sale of educational materials at educational conferences sponsored by MSAP, and when otherwise requested with the approval of the board of directors.
 - A. An educational materials sales subcommittee composed of members of the education committee shall be in charge of all educational materials.
 - B. Educational materials shall be purchased from NAP on a consignment basis for workshops and at such other times as deemed necessary by the board of directors.
 - C. The chair of the educational materials sales subcommittee shall:
 - (1.) Be responsible for ordering all materials at least three weeks prior to the event.
 - (2.) Upon receipt of materials, check the shipment and, if in conformance with the shipping form, submit to the treasurer the original shipping form with a copy to the education committee chair.
 - (3.) Forward income received from the sale of materials to the treasurer as soon as possible for deposit in the MSAP account.
 - (4.) Keep a record of consignment materials ordered, those returned to NAP, and the income realized, providing the education committee chair and treasurer with appropriate documentation.
7. The chair of the education committee shall be a member of the state coordinating committee making proper provisions for educational features and shall:
 - A. Consult with the president regarding the attendance of an NAP representative and the district four director at the annual meeting.
 - B. Make recommendations to the president for the educational and program features at the annual meeting by agreement of the education committee.
 - C. Conduct correspondence with the approved speakers regarding their contributions to the educational program. Honorariums may be offered only after approval of the budget by the board of directors.
 - D. Coordinate with other committee chairs when the program interfaces with another committee.

- E. Arrange with the local arrangements committee chair for space for the sale of approved parliamentary materials. Assume responsibility for all materials.
- F. Arrange with the local arrangements committee chair for equipment needs for presenters of educational programs.

DUTIES OF COMMITTEES

PUBLIC RELATIONS COMMITTEE

The public relations committee shall be composed of at least two (2) members appointed by the president and approved by the executive committee. (Bylaws Article XI, Section 5, A)

The public relations committee shall:

1. Acquaint the general public with the functions and services of MSAP and NAP, subject to the approval of the board of director
2. Maintain the MSAP website and assign a member of the committee to manage email correspondence from the website. Establish a system to respond to the different requests received via the website.
3. Prepare publicity statements for release at the time of meetings and educational programs of MSAP. (Bylaws Article XI, Section 5, Bl.)
4. Prepare articles for the *Michigan Parliamentarian* and the *National Parliamentarian*[®] relating to activities of MSAP.
5. Assist the state and the local units in promoting activities and workshops.
6. Coordinate the publicity for the annual meeting by:
 - a. preparing and mailing news releases for all newspapers, radio and television stations in the area of the annual meeting.
 - b. enlisting the support of the local arrangements chair or the member of the committee in the geographical area of the meeting for local personal contacts.
 - c. preparing a general news release for distribution at the annual meeting to unit presidents for release to local newspapers in their community.
7. Submit a written report at all board of directors meetings and an annual report at the MSAP annual meeting.
8. Maintain an accurate record of expenses and submit expenses to the treasurer in a timely manner.

The chair of the public relations committee shall be a member of the state coordinating committee (Bylaws Article XI, Section 5, C) and shall:

1. Prepare publicity releases for annual meetings and educational programs of MSAP.
2. Send publicity on MSAP to the webmaster for posting on the web site.
3. Prepare flyers for distribution that advertise and promote scheduled programs.
4. Prepare a list of organizations and individuals for mailing of flyers.
5. Provide flyers and publicity to all units of MSAP for distribution.
6. Provide information to the webmaster in a timely manner.

DUTIES OF COMMITTEES

BUDGET-FINANCE COMMITTEE

The budget-finance committee shall be composed of at least three (3) members (including the treasurer) appointed by the president and approved by the executive committee. The first vice-president shall be an ex-officio member. (Bylaws Article XI, Section 6A)

The treasurer shall be a member of the budget-finance committee and provide information to assist the committee in preparing a budget. (Bylaws Article V, Section 5, E2)

The budget-finance committee shall:

1. Review the finances of MSAP and make recommendations to the board of directors at any of its meetings.
2. Prepare a one-year budget for presentation to the board of directors for consideration at the Fall board of directors meeting. The corresponding secretary shall mail the proposed budget to the board members with the call of the fall meeting.
3. Advise all officers and committee chairs of the funds remaining in their budget at all meeting of the board of directors. Officers and committee chairs may request an amendment to their budget.
4. Administer and review all investment accounts and make timely recommendations to the board of directors.

*Investment Account(s)

Purpose: To generate interest at the best market rate available (such as certificates of deposit).

The budget-finance committee shall monitor the account(s) and recommend any changes in the account(s) at the meeting of the board of directors prior to maturity dates.

*The board of directors shall approve the terms of the investment (number of months or years).

CHART OF ACCOUNTS

Revenues

Revenue Account #	Account Name and Description
<i>Annual Meeting</i>	
201100	Income - Annual Meeting
<i>Administration</i>	
202100	Dues
202200	Income – Lunch/Board Meetings
202300	Interest - Checking Account(s)
202400	Interest – Investment
202500	Sales – Educational Materials
202600	Workshops – Extension
202700	Workshops – Youth
202800	Youth Scholarship
202900	Miscellaneous
<i>Prior Term</i>	
203100	Prior Term Funds

Expenses

Expense Account #	Account Name and Description
<i>Committees</i>	
401100	Awards Committee Expenses
401200	Bylaws and Standing Rules Committee Expenses
401300	Education and Workshop Expenses
401400	Membership Committee Expenses
401500	Public Relations Committee Expenses
401600	Publications/Newsletter Committee Expenses
401700	Youth Committee Expenses
401800	Other Committee Expenses
<i>Administration</i>	
501100	Binding of Minutes
501200	Educational Materials
501300	Lunch/Board Meeting Expenses including coffee
501400	Postage

501500	Printing
501600	Supplies
501700	President's Pin/Installation
502100	Membership Manual Expenses
502200	Web Site – Updates and Service
<i>NAP Events</i>	
503100	Leadership Conference Registration (3)
503200	NAP Delegates Registration (8)
503300	NAP Officer Registration (2)
503400	National Reception Expenses
<i>Annual Meeting</i>	
601100	Annual Meeting/Host Unit
601200	Annual Meeting – NAP Representative
<i>Miscellaneous</i>	
602100	Youth Scholarships
603100	Miscellaneous Expenses
604100	Prior Term Expenses

DUTIES OF COMMITTEES

YOUTH COMMITTEE

The youth committee shall be composed of at least five (5) members appointed by the president and approved by the executive committee. (Bylaws Article XI, Section 8A)

The youth committee shall:

1. Promote the formation of new Youth Groups and the retention of existing Youth Groups in Michigan.
2. Arrange for competition judges for student organizations.
3. Coordinate statewide MSAP Youth Group events and activities.

The chair of the youth committee shall:

1. Serve as a member of the board of directors.
2. Submit a written report at all board of directors meetings and an annual report at the MSAP Annual Meeting.
3. Maintain an accurate record of expenses and submit expenses to the treasurer in a timely manner.

DUTIES OF COMMITTEES

PUBLICATIONS COMMITTEE

The publications committee shall be composed of at least two (2) members, including the newsletter editor, appointed by the president with the approval of the executive committee.

The purposes of the *Michigan Parliamentarian* are to:

1. Promote the objectives of the state association and NAP.
2. Inform the membership of the progress in the work of the officers and committees.
3. Provide educational information on parliamentary procedure.

The newsletter editor shall:

1. Study the file received from the former editor. The file should contain the editor's annual report, an up-to-date mailing list (a card file may be established), and past issues of the *Michigan Parliamentarian*.
2. Establish a schedule showing required information for publication plus feature articles. Members of the board shall be scheduled to contribute articles for publication. The editor shall establish a deadline for the receipt of articles. The editor shall mail a copy of the publication to the president for review.
3. Publish the *Michigan Parliamentarian* at least three (3) times annually (including issues mailed prior to or following the annual meeting and complying with such directives as the "Call of the Meeting" and other notices).

The publications committee shall publish the *Michigan Parliamentarian* as follows:

1. No later than 30 days prior to the annual meeting. This issue shall contain the "Call to the Annual meeting," proposed amendments to the governing documents, and (in the odd-numbered calendar year) nominations for office.
2. No later than 45 days following the summer board meeting. This issue shall contain notice of availability of annual meeting minutes upon request to the recording secretary and (in the odd-numbered calendar year) a list of elected and appointed officers and standing committees.
3. No later than 45 days following the fall board meeting. This issue shall contain reports of delegates to the NAP Convention (in the year of the Convention).
4. Be responsible, with the approval of the president, for preparation and distribution of the *Michigan Parliamentarian*.
5. Mail or email copies of the *Michigan Parliamentarian* to (S.R. 8.4):
 - A. MSAP members
 - B. NAP officers
 - C. District Four Director and association presidents and unchartered area chairs (within the district)
 - D. *National Parliamentarian*[®] editor

DUTIES OF COMMITTEES

NOMINATING COMMITTEE

A nominating committee of three (3) members shall be elected by ballot for a two-year term at the annual meeting held in the odd-numbered calendar year. (Bylaws Article VI, Section 1, A)

1. The nominating committee chair shall:
 - A. Initiate arrangements for a meeting of the committee no later than September 15 of the even-numbered calendar year to establish procedures for the committee.
 - B. Make arrangements for a final meeting after January 1st of the odd-numbered calendar year to consider the members proposed for office by the membership and by members of the committee.
2. The nominating committee shall:
 - A. Send a letter to each unit and to each member-at-large prior to October 1 of the even-numbered year informing them of the offices to be filled and requesting the names of members for consideration by the committee.
 - (1.) A form (see sample form on p. 36) may be enclosed with the letter—several forms to units—for the listing of qualifications for a specific office. Also enclose a consent form (see sample form on p. 37) for the signature of the proposed individual.
 - (2.) Proposals from the membership must be received by the chair of the committee by January 1st of the odd-numbered calendar year in which the annual meeting is held.
 - B. Review the qualifications for office as set forth in the bylaws (Bylaws Article V, Section 2) and consider the qualifications of members proposed by the membership and the committee. Determine that each nominee has signed a consent form.
 - C. Submit at least one (1) name for each office to be filled and at least three (3) names for directors. (Bylaws Article VI, Section 1, C1)

Voting procedure within the committee is as follows:

- Viva voce unless more than one name is placed in nomination for each office or if only three are nominated for directors.
 - Ballot if there is more than one name for each office.
 - In cases where no candidate receives a majority vote after a second ballot, preferential balloting may be allowed.
 - In cases of a tie, both names shall be submitted.
 - For directors, vote for three by plurality.
- D. Report the list of nominees to the board of directors at its winter meeting.
 - E. Report the list of nominees with resumés to the president at least six weeks prior to the date of the annual meeting to be included with the “Call of the Meeting” as published in the *Michigan Parliamentarian*. (Bylaws Article VI, section 1, C2) The

call and the list of nominees must be published and mailed at least thirty (30) days prior to the annual meeting in the odd-numbered calendar year.

- F. Submit the committee report to the annual meeting in the odd-numbered calendar year.
- G. Notify the chair of the elections committee those candidates whose names will be submitted by the nominating committee at the annual meeting.

DUTIES OF COMMITTEES

STATE COORDINATING COMMITTEE

The state coordinating committee shall consist of the (Bylaws Article XI, Section 10):

1. First Vice-President who:
 - A. Serves as state coordinating committee chair
 - B. Is responsible to the president for planning all MSAP annual meetings and institutes
 - C. Supervises all arrangements
2. Education Committee Chair
3. Public Relations Committee Chair
4. Local Arrangements Committee Chair who:
 - A. Appoints registration chair from host unit
5. The Treasurer, who serves as financial controller of the annual meeting.
6. President, as ex officio. The president appoints the following (Bylaws Article XI, Section 10A,B):
 - A. Credentials chair
 - B. Standing rules chair
 - C. Elections chair
 - D. Resolutions chair
 - E. Protocol chair
 - F. Installing officer

The **State Coordinating Committee Chair** shall:

1. Recommend for approval the date and place for the annual meeting to the board of directors at the fall board meeting.
2. After approval of the date and place, call a meeting of the committee **within one month**. This meeting will be for information and delegation of duties as prescribed in this procedures manual and for the establishment of future meetings.
3. Call all meetings of the state coordinating committee.
4. Assist the president in planning the annual meeting program and agenda.
5. Supervise and coordinate all committee responsibilities.
6. Recommend the registration fee based on a budget prepared by the state coordinating committee to the board of directors for approval. (See sample budget on p. 44)
7. Report regularly to the president and the board on the progress of the committee.
8. Present the final report of the annual meeting to the summer (first) board meeting with copies for all board members. All financial records (including detailed registration information) shall be given to the auditor.

The **Education Committee Chair** shall:

1. Consult with the president regarding the attendance of an NAP representative and/or the district four director at the annual meeting.
 - A. The president requests the NAP representative with the approval of the board of directors.
 - B. The president invites the district four director with the approval of the board of directors.

2. Make recommendations to the president for the educational and program features at the annual meetings by agreement of the education committee.
3. Conduct correspondence with the approved speakers regarding their workshops for the educational program. Honorariums may be offered only after approval of the budget by the board of directors.
4. Arrange with the local arrangements chair for space for the sale of approved parliamentary materials. Assume responsibility for all materials.
5. Coordinate with other committee chairs when the program interfaces with another committee.

The **Local Arrangements Committee Chair** shall:

1. Appoint a registration chair from host unit members.
2. Be the sole contact person for all contacts with the hotel/motel management.
3. Attend the board of directors meeting to report the planning of the annual meeting.
4. Make arrangements for the following:
 - A. Decorations
 - B. Hospitality room
 - C. Hosts
 - D. Housing for NAP representative and district four director
 - E. Meals
 - F. Properties (equipment, room and equipment set-up)
 - G. Registration packets, name tags
 - H. Information
5. Submit written reports to the state coordinating committee.
6. Consult with state coordinating committee and the protocol chair regarding seating at business and meal functions.

The **MSAP Treasurer** shall:

1. Have charge of all monies received and disbursed for the annual meeting, and submit to the Michigan Unit of Registered Parliamentarians (MURP) a list of payable items due MSAP such as:
 - A. a portion of the meeting room fee.
 - B. MURP special decorations.
 - C. Meal expense for NAP representative and district director at MURP events.
- 2.
3. Maintain file copies of bank deposits noting significant details, i.e., payer, check number, and source of any cash.
4. Pay all bills promptly (with approval of the local arrangements chair and the State Coordinating Committee Chair) maintaining file copy of all invoices noting date paid and check number.
5. Maintain accurate records of receipts and expenditures and prepare a final financial report of the annual meeting. Deliver copies of the annual meeting financial report to the State Coordinating Committee chair and the Local arrangements chair- following the annual meeting at least four (4) weeks prior to the summer board meeting.

The **Public Relations Chair** shall:

1. Prepare publicity releases for the annual meeting and education programs of MSAP.

2. Prepare flyers for distribution that advertise and promote scheduled programs.
 - A. Provide flyers and publicity to all units of MSAP for distribution.
 - B. Mail flyers to other individuals and organizations.

The **Registration Committee** shall:

1. Prepare a registration form for presentation to the state coordinating committee for approval (see sample form on p. 45).
2. Submit the approved form to the newsletter editor for mailing with the “Call of the Annual Meeting.”
3. Provide extra copies of the registration form to the unit presidents for distribution to provisional members and other interested persons.
4. Receive all registrations and fees.
5. Transfer to the financial controller, in a timely manner, all registration monies received.
6. Receive and assemble all materials for the meeting folder.
7. Provide nametags, meal tickets (if necessary), meeting packets, etc., to all persons registered for the meeting.
8. Providing the registration chair is also the credentials chair, submit a credentials report (including the registration report) at the beginning of the meeting and at other times as requested by the president or the assembly. Also submit a credentials report to the Election Committee Chair.
9. Register all in attendance at the meeting (including the names of the NAP representative and guests).
10. Periodically inform the local arrangements chair and the state coordinating committee chair of registrations.
11. Inform members of housing facilities.

The **Protocol Chair** shall:

1. Consult with the state coordinating committee chair regarding table seating and the receiving line.
2. Follow duties as prescribed in the *MSAP Procedures Manual* under Protocol.

Elections Committee

An elections committee consisting of a chair and four members shall be appointed by the president in advance of the opening of the annual meeting in the odd-numbered calendar year. (Bylaws Article VI, Section 2A)

Election Committee Chair Duties

The committee chair shall:

1. Prepare printed ballots for the election of officers and nominating committee. (See sample on p. 53)
2. Prepare a voter card (see sample on p. 52) to be included in the annual meeting folder of all active members of MSAP.
3. Receive a list of active MSAP members from the membership chair prior to the election.
4. Receive a copy of the credentials report (see sample on p. 55) submitted just prior to the election.
5. Prepare tally sheets for the tellers.

6. Assign committee members to two teams (one caller and one checker per team) for the counting of votes.
7. Review the adopted election rules of the annual meeting and the procedures for the counting of votes as stated in *Robert's Rules of Order Newly Revised* (RONR). If possible, decide all doubtful ballot votes by a majority of the committee or refer the matter to the assembly if the result will affect the final outcome of the election.
8. Supervise and monitor all voting activities.
9. Issue new ballots for spoiled ballots and mark “spoiled” across the face of the spoiled ballot.
10. Complete the report of the tellers for all offices and positions and sign the report as chair of the elections committee.
11. Make three copies of the final elections report—one for the president, one for the recording secretary, and one for the chair of the elections committee.
12. Read the final elections committee report for each office or position when called upon by the presiding officer.
13. Seal the ballots and tally sheets in an envelope and deliver them to the secretary to keep until the adjournment of the annual meeting.

Prior to Voting

1. Committee members station themselves as follows or as assigned by the chair:
 - A. One member at the door to check the signed voter card against the list of active MSAP members.
 - B. One member at the door to obtain the signatures of voting members and to mark or punch voter cards.
 - C. One member at the door to distribute ballots to members after they have stopped at stations A and B.
 - D. One member at the ballot box to instruct voters.
2. The chair supervises the entire procedure and when necessary issues new ballots for spoiled ballots (see Chair's duties).

Counting the Votes

1. After the polls are closed (i.e., the announced time and only those in line at that time shall be permitted to vote), only the elections committee is involved with the final counting. The parliamentarian may, if authorized, remain for the tallying process unless called back to the meeting by the president.
2. The ballot box is opened and the ballots arranged into piles of ten (10). If the last pile is less than ten (10), that pile is so marked. Record the total number of ballots cast (See #4 below)
3. Each pile of ten is numbered #1, #2, #3, #4, and so on. Tally sheets for each pile must contain the corresponding number. If the number of ballots exceeds that of the active members registered to vote, the chair consults the parliamentarian for instruction.
4. Distribute the ballot piles evenly between the two teams. Each team tallies for all offices and records the votes on the corresponding tally sheet. Teams should be separated sufficiently when counting to avoid hearing one another and confusing the recording of the votes.

5. One member reads the ballot and the other member records on the tally sheet.
 - A. Votes are recorded by placing a vertical line next to the name of the candidate as it is called out.
 - B. The marks are made in groups of five; the fifth, a line is drawn diagonally across the four vertical lines (||||)
 - C. When the fifth vote for one candidate is recorded, one recorder calls out “tally” and the other responds “check.” If the records do not agree, the votes in that particular pile must be recounted until the counters agree.
 - D. Once a pile of ten (10) ballots has been called and counted, it should be placed in an area where it will not be confused with unrecorded ballots.
 - E. When recording the votes, a new line on the tally sheet must be started for each separate pile of votes recorded so that if the talliers do not agree, only that pile needs to be rechecked. For five piles, there would be five lines of recorded votes. When all of the votes in all of the piles are tallied, they are added together for the total votes cast. (Talliers must agree.)
 - F. If the number of votes cast in any case is greater than the number of voters registered, consult the parliamentarian.
14. When the counting is finished, each team fills in the bottom portion of each tally sheet and the sheet is then signed by the team members involved in the counting.
15. Signed tally sheets are given to the chair of the elections committee for recording on the chair’s tally sheet and the final election committee report. When preparing the final report, candidates are listed in the order of votes received with the person receiving the highest number of votes listed first.

PROTOCOL

Definition

Protocol is the customs and regulations dealing with formality, precedence, and etiquette—a pattern of behavior that is generally accepted as the most desirable way to show recognition and honor to those in positions of leadership. Personal friendships, likes, and dislikes cannot be considered. The office a person holds is honored—not the person.

Guidelines

Invitations – Guest Speakers Invitations are written and should be extended as far in advance of the meeting as is possible, giving the time, place, date, hour of the meeting, the time allotted for the speech, and the type of audience the speaker will address. Guests of honor should also be advised as to what their function will be, given an outline of the program and a brief statement of the aims of the organization, advised of hotel reservations, name of host/hostess/escort, and type of dress to be worn (climate and degree of formality might be suggested). It is proper to excuse the guests (if they so desire) in the meeting prior to lengthy debate or discussions of internal affairs, such as finances or bylaws. If you are giving the speaker a fee, expense money, or gratuity, present it (in an envelope) before she leaves the meeting place.

Written invitations should be sent to the guest of honor and to others who are to be in the receiving line. If tickets are needed for the function, complimentary tickets should be provided to those being honored.

Name Badges Name Badges are worn on the right shoulder or a lanyard so that they may be easily read.

Head Table—Seating/Etiquette/Introductions The number of persons at the head table is determined by the size of the group and the number of persons to be honored. Honor tables may be used instead of an overly-long head table. These should be placed close to the head table.

Seating Guests seated at the head table may be seated in either of two ways.

1. **Straight Line** Highest ranking person to the immediate right of the presiding officer, and continuing in rank all the way down the right side of the table. Those of lesser rank are seated to the left.
2. **Alternate** The person with the highest rank is seated at the right of the presiding officer, the next highest to the left—continue alternating right to left.

When business is being conducted, seating is provided for the parliamentarian and secretary near the presiding officer.

If there is a lectern, the presiding officer sits to the right of it.

If there is no lectern, the presiding officer sits to the right of center if an even number is seated at the head table. The presiding officer sits in the center position if there is an odd number seated at the head table.

The Master of Ceremonies for the event should be seated to the left of the lectern unless rank demands that he/she be seated to the right of the presiding officer.

The presiding officer never leaves the head table.

If spouses are seated at the head table, they should be seated next to their husbands or wives. If there is not enough room, they may be seated at an honor table.

Etiquette If an error has been made in the seating arrangements, do not draw attention to it, particularly if it concerns yourself.

1. Personal articles should not be placed on the table.
2. Include both the persons on your right and on your left in your conversation.
3. Give your undivided attention to the speakers. Remember you are in full view of the audience.
4. Guests and members do not begin to eat before the presiding officer has taken the first bite.
5. Do not leave the head table until the honored guest has departed or proceedings are over.

Introductions When guests are to nod or stand only, they are introduced from the highest rank to the lowest; when they are to say a few words, they are introduced from the lowest ranking to the highest; past presidents are introduced in order of seniority with the most recent being introduced first.

Invocation The invocation always comes before the Pledge of Allegiance to the Flag of the United States of America.

A prayer calling for divine assistance should be short and nonsectarian. A spiritual or ethical thought or message (often an appropriate poem) is often preferred by organizations composed of many faiths.

Flag The flag of the United States of America is always to the right of the presiding officer.

Respect for the flags of all countries is shown by standing at attention. The flag of the host country takes precedence over flags from other countries.

Duties of the Protocol Chair

The chair shall:

1. Obtain a list of honored guests and program participants.
2. Ascertain room size, the anticipated attendance, and the size of the head table required, in consultation with the president.
3. Receive a list of head table guests from the president and arrange seating according to rank, subject to the approval of the president.
4. Send a copy of the approved seating chart to the meeting coordinator and to everyone else who requires this information.
5. Arrive early; check the head table. See that place cards are arranged according to the approved chart. (Recheck the table before guests are seated to verify the seating.)
6. Determine that all persons to be seated at the head table are present and notified of their seating. With the president's (or presiding officer's) approval, make any required substitutions. (Never leave chairs vacant at the head table.)
7. When there is no processional, prepare seating charts and distribute them to those guests at the head table in advance of the call to order.
8. In the event of a processional, notify the participants in advance of the time and place to meet and the proper attire.
9. Arrange those in the processional in order so as to agree with the seating chart and direct them into the room promptly.
10. Inform those guests at the head table who will move to seating in the audience during the recess.
11. In the case of a large meeting of more than one day's duration (such as a conference or a convention), prepare protocol cards or sheets for reference by those being honored at all functions. Deliver this protocol information personally so you will know that all are present and have been properly informed.
12. Attire for the occasion. If the president or presiding officer prefers special attire, notify members in advance.

Introductions (Formal). A person who is unknown to the audience is INTRODUCED. If the person is known, he or she is PRESENTED.

Introductions (Informal). When introducing one person to another before or after meetings, an informal method of introduction is used.

If two persons are about the same age, rank, or sex, it makes no difference who is introduced to whom. Under certain conditions, however, remember that:

1. a young woman is introduced to an older woman.
2. a man is introduced to a woman.
3. a guest is introduced to a hostess.
4. a person with rank is introduced to one without rank.
5. a member or guest is introduced to the president.
6. a citizen is introduced to a city official.

Strictly speaking, a woman offers her hand; but if the man should extend his hand first, she must give him her hand. The man to whom another is being introduced should offer his hand first, but the gesture is usually simultaneous.

RANK

Government Officials

1. Federal Officials (commonwealth, Kingdom, etc.)
2. State Officials (Province, etc.)
3. City or Local Officials
4. Officers of International Organizations
5. Prominent Citizens
6. Other Organization Officers by rank

Guest Speaker A speaker who is not a member of the organization outranks all officers. This courtesy is due a guest speaker.

Installation The installing officer has highest rank, unless there is an outside guest speaker, international president/officer, or the national president/officer present, if that is the top level of the organization. The international president outranks all officers, except the above-mentioned official and a guest speaker.

Charter Meeting The person presenting the charter has the highest rank, followed by the installing officer, unless there is an outside guest speaker, the international president, or national president in attendance.

Officers are installed before the charter is presented.

Business Meeting

During the business meeting, the secretary sits to the right of the president (or to the left of the parliamentarian) and the parliamentarian to the left. [*RONR*, “The parliamentarian should be assigned a seat next to the chair...”]

Public Relations Meeting

Representatives and officers from other civic groups or organizations have no rank but are acknowledged. The rank of Government Officials must be observed. Places not needed for prominent citizens may be filled by local club officers. Honor past and present members who have done outstanding work in the community.

Receiving Line

Persons stand in line in order of their rank. A person who knows members well (hostess or the meeting coordinator) heads the line to introduce everyone to the first and highest ranking person in line. Each person in the line introduces the person next to him, speaking the names

of both parties. If a name is not correctly heard, it is correct for a member to repeat his or her name to any member in the line.

Rank Within Organization

1. National Officers
2. National Chairs
3. Former National Presidents (most recent first)
4. State Officers
5. State Chairs
6. Past State Presidents (most recent first)
7. Unit Officers
8. Unit Chairs
9. Past Unit Presidents (most recent first)

Guest Speakers

A speaker who is not a member of the organization outranks even the national officers. This is a courtesy due a guest.

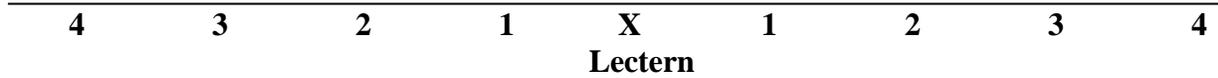
More About Rank

1. Only past presidents at any level have rank. Other past officers have no rank.
2. If more than one past president is present, the one serving most recently is honored first.
3. When special guests of equal rank are present, the one with the greater length of service takes precedence.
4. When an individual is entitled to VIP treatment for more than one reason, he or she is honored for the highest office.
5. When more than one standing committee chair is honored at the head table, seating is in alphabetical order or as listed in the bylaws.

**MICHIGAN STATE ASSOCIATION OF PARLIAMENTARIANS
SAMPLE SEATING CHART**

Business Meeting

AUDIENCE



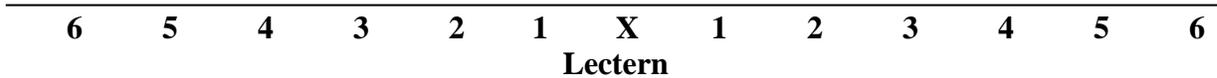
LEFT

- 1 – Parliamentarian**
- 2 – Treasurer**
- 3 – Invocation**
- 4 – Pledge**

RIGHT

- 1 – President (presiding officer)**
- 2 – Secretary**
- 3 – First Vice-President**
- 4 – Second Vice-President**

AUDIENCE



LEFT

- 1 – Parliamentarian**
- 2 – Vice-President**
- 3 – President-Elect**
- 4 – Board Member**
- 5 – Board Member**
- 6 – Board Member**

RIGHT

- 1 – President**
- 2 – Secretary**
- 3 – Treasurer**
- 4 – Board Member**
- 5 – Board Member**
- 6 – Board Member**

Protocol Note

Reference is made to the book *LEADERSHIP in the Spotlight* published by the National Association of Parliamentarians®. Officers and committee chairs should obtain a copy for their files to use in conjunction with the *MSAP Procedures Manual*.

