**Kalamazoo Parliamentary Law Unit**

**Meeting Minutes**

**November 2, 2019**

President Barbara Hemphill called the meeting of the Kalamazoo Parliamentary Law Unit to order at 9:15 am on Saturday, November 2, 2019 at People’s Church, 1758 North 10th Street, Kalamazoo, MI. She led the members in the Pledge of Allegiance to the Flag of the United States of America.

Secretary Nancy Fody called the roll. Members present were Richard Atwell, Barb Davis, Barbara Hemphill, Laurie Marshall, Betty Weston, and Nancy Fody. A quorum was present.

Without objection, the agenda was approved after adding Special Orders: Elections between Committee Reports and Unfinished Business; Policies and Procedures, Educational Topics for next year, meeting dates and times and workshops and regional meetings under New Business; and adding discussion regarding potential members under Membership.

Without objection, the minutes were approved after adding “neither Delegate Pioch nor Hammond were able to attend the NAP annual meeting in Las Vegas”.

**Officer Reports**

President’s Report: No report.

Secretary’s Report: No report

Treasurer’s Report: Treasurer Allison Hammond submitted her report (attached). As of October 15, 2019, the balance on hand was $3,755.65. No checks were written. The report was filed for review. Member Barb Davis collected KPLU dues for 2020. Annual dues are $10. NAP dues are payable online.

**Standing Committee Reports**

Audit: Member Davis will conduct a review of the Treasurer’s Books after November 30th to be presented at the February meeting. KPLU’s fiscal year is December to November.

Bylaws: Member Laurie Marshall suggested KPLU implement an administrative policy and procedure manual. Member Davis moved to authorize the bylaws committee to develop an administrative policy and procedure manual to be submitted at the next annual meeting. The motion was seconded. After discussion the motion carried, and the Bylaws Committee was instructed to prepare an administrative policy and procedure manual for the next annual meeting. The bylaws committee will entertain suggestions for the manual and review minutes for the last 5 years for policies and procedures recorded in them.

Education: Education Chair Davis reported that handling motions was the education topic for 2019. KPLU presented no workshops or displays over the past year.

Library: Librarian Barb Davis reported that many copies of *NAP Parliamentarian* weredonated to the library. She reviewed the library collection and found many recommended references for study for the RP exam. The library currently does not have an important reference book*, Pathways to Proficiency: Parliamentary Playbook* –*Scriptwriting*. Librarian Davis recommended purchasing that text. Member Betty Weston moved that KPLU purchase 2 copies of *Pathways to Proficiency: Parliamentary Playbook* –*Scriptwriting.* Second. Motion carried and the Librarian was instructed to purchase the texts.

Membership: Member Marshall inquired about follow-up with the 2 guests who were present at the September meeting. President Hemphill will contact Member Julie Pioch regarding follow-up. Member Nancy Fody has been emailing with a potential member. President Hemphill will invite the potential member to join. NAP had forwarded the contact information to Member Pioch who forwarded it to Member Fody. Member Marshall inquired about who can use the term parliamentarian. Two national organizations exist for parliamentarians, the National Association of Parliamentarians and the American Institute of Parliamentarians.

 Nominating: Nominating Committee Member Davis Presented the 2020 slate:

 President: Barb Hemphill

 Secretary: Nancy Fody

 Treasurer: Allison Hammond

 Nominating Committee Member—2-year term: Laurie Marshall

Yearbook: Member Betty Weston circulated a list of members names and addresses for inclusion in the 2020 Yearbook. She and Yearbook Chair David Bukala will prepare the yearbook by the February meeting.

**Special Committee Reports**

No Reports

**Special Orders**

Election of Officers and Nominating Committee Member

President Hemphill declared a Stand at ease to review the bylaws regarding electing Nominating Committee members.

Member Fody moved that the slate be accepted by acclimation. Second. The motion carried and President Hemphill congratulated the newly elected.

**Unfinished Business:**

No unfinished business

**New Business:**

2020 Schedule

Discussion regarding the 2020 schedule ensued. It was noted that MSAP annual meeting is April 4-5, 2020, MURP annual meeting April 3, 2020, and NAP has a training conference August 28-30, 2020 in San Antonio, TX. Members studying for the RP exam can attend MURP educational meetings.

There was a brief recess to check calendars.

Member Davis moved that the KPLU meeting dates in 2020 be Saturday, February 22, Thursday, May 21, Thursday, September 24, and Saturday, November 7 beginning at 9 am for social time with the meeting beginning at 9:30. The motion passed. Member Fody volunteered for treats on February 22 and Member Marshall volunteered for treats on September 24th. Other dates will be assigned later. Member Davis will bring coffee.

Member Davis moved that KPLU continue to meet at People’s Church with the treasurer paying $100 annual rental fee. Second. The motion passed and Member Davis will schedule the meetings with the church. The Treasurer will be instructed to pay the annual rental fee.

Regional Meetings

Member Marshall moved that KPLU support at least 2 regional workshops in 2020 with the goals of education and recruiting potential members. Second. She suggested KPLU sponsor a statewide meeting in Lansing, a regional in St. Joseph, and perhaps a regional meeting in Holland. Motion passed and the Educational Committee was instructed to proceed.

Topics for 2020

Member Davis moved that the KPLU educational program for 2020 be based on the NAP RP study materials. Second. Motion passes and the Education Committee was instructed to proceed.

**Educational Lesson:**

Chair Barb Davis presented Count the Vote from PRP study materials. The presentation included sample scripts for the various ways of counting votes.

**Announcements and Information**

Committees

Audit: Barb Davis

Bylaws: Betty Lee Ongley & Laurie Marshall

Education: Barb Davis & Laurie Marshall

Library: Barb Davis

Membership: Everyone

Nominating: Chair Barb Davis & Laurie Marshall

Yearbook: Dave Bukala & Betty Weston

The meeting adjourned at 11:25 am.

Nancy Fody

Secretary

**Upcoming Events:**

KPLU meeting Saturday, February 22, 2020 Treats: Nancy Fody

 MSAP Annual Meeting, April 4-5, 2020

KPLU meeting Thursday, May 21, 2020 Treats: To be assigned

NAP Training Conference August 28-30, 2020 in San Antonio, TX

KPLU meeting Thursday, September 24, 2020Treats: Laurie Marshall

KPLU meeting Saturday, November 7, 2020 Treats: To be assigned

TIME: KPLU meetings begin at 9:00 am for social time with call-to-order time at 9:30 am.

Location: People’s Church, 1758 N. 10th Street, Kalamazoo, MI in a classroom in the back of the church. Use the rear parking lot for ease of entry.

**Websites:**

National Association of Parliamentarians - parliamentarians.org

Michigan State Association of Parliamentarians - michiganparliamentarian.org

Kalamazoo Parliamentary Law Unit – michiganparliamentarian.org