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Studying Practical Parliamentary Procedure

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President CSAP*

We need to re-purpose our approach to our study of Parliamentary Procedure. There is nothing wrong with having a congenial gathering for the sake of camaraderie and Robert's Rules. But too often Robert's Rules is a minor portion of the gathering. Too often, the lesson receives passing emphasis. More time is devoted to conducting a meeting and catching up with friends.

A Business Meeting of 90 minutes:

Let us say that the unit meets for 90 minutes. We certainly do not have more than 20 minutes of business meeting content. If we take longer than 20 minutes to conduct a business meeting, we need to review the RONR section on Debate Protocol, pp 385-399. The unit could also focus on the RONR section on Procedure of Small Board, pp. 486-489. I am convinced that too many units slide into a friendly and casual brainstorming meeting. And then they convince themselves that handling a business meeting is a lesson in itself. It is not enough.

Hear from Live Situations:

It would be preferable to hear reports from members who share real life situations in their organizations outside of NAP. And then the unit runs a mock session imitating the problem. This could lead to research on how Robert's Rules could help. I have found that the freshest ideas on studying or implementing Robert's Rules comes from the newest members.



Involve the Associations near your Unit:

If a unit meets at the same location at a schedule time and date, there is no reason why that unit cannot attract guests. The location you have chosen certainly must have associations in the area. Google will prove that. Let me assure you that if you can find an association, you have found a group that needs your expertise. So it is just a matter of requesting permission to post a meeting announcement in their building. With a little rapport, you could have a

contact who could share their bylaws and maybe an agenda with your group. Promise them that you will review their bylaws and offer helpful recommendations. They will then ask you if you will accept guests. I have not met an organization that does not seriously suffer because of its bylaws or minutes.

If your unit meets in different locations each time and maybe even changes the day or time, then the unit is making it very difficult for the public to find the unit.

Practical Parliamentary Procedure Lesson:

So with 20 minutes for the business meeting (and 10 for a break), you have 60 minutes to offer a practical parliamentary procedure lesson.

This should be 20 minutes of lecture and 40 minutes of activities or implementation of the lecture. A short 20 minute lecture forces the workshop leader to focus on a narrower topic rather than showing off how much he or she knows! (continued on p. 2)

... Studying Practical Parliamentary Procedure

(continued from p. 1)

Test the Participants:

Do not test them with paper and pencil where the participant merely selects an answer. Test them with the same activities that were used to teach the lesson. Test by asking the participant to demonstrate, illustrate, exemplify, perform, etc. a reply that shows his comprehension level. And then ask another participant if the answer is correct. If the answer is not correct, how would the second participant change the first participant's reply?

Learning is exciting when the workshop leader hands a question or task to more than one participant. Learning is internalized when one participant helps another participant learn. Learning will increase and retain membership. Learning is wonderfully addictive. Learning is the foundation of all your unit's concerns.

A priest, a rabbi, and a parliamentarian walk into a bar...

The bartender looks up and says "What is this, some kind of joke?"

...

A priest, a rabbi, and a parliamentarian walk into a bar. The parliamentarian says "Do you make special orders?"

...

A priest, a rabbi, and a parliamentarian walk into a bar. The bartender says "What'll it be?" The parliamentarian says "I'm on the point of ordering, but I'm not ready yet." The priest says "I'm drawing a blank, too." The rabbi says "I'm thinking of a Bloody Mary, but can you substitute מַרְיָם for Mary?" The parliamentarian corrects him, "That's just a simple strike and insert."

Southern Area Report

by *TennieBee M. Hall, Director*

Southern Area held its first meeting of this term on November 25, 2014, at the Courtyard by Marriott Los Angeles/Baldwin Park. Twenty five enthusiastic attendees learned the finer points of "Rules and Decorum of Debate" from Dennis Spillane, RP. All attendees were eager participants in the Problem Clinic, presented by Sandra Sanders.

As this report was written, Area member were making plans to attend the February 28, 2015, meeting on the campus of Pasadena City College (PCC). Student government from PCC and surrounding colleges were expected to attend and hear Sally LaMacchia, Esq., present the lesson on, "Committees: Create, Conduct, Conclude." Students were invited to submit their parliamentary queries to Sandra Sanders, Problem Clinic Chairman, for group discussion. Area Secretary Aaron Taggart has been the primary contact with the city college.

We are proud to report that five of our eight Area Units are presenting Parliamentary Law Month seminars or workshops during March and April.

The next Southern Area meeting will be June 13, 2015, in Culver City. Our special guest speaker will be CSAP President, Lorenzo Cuesta, PRP. This topic is, "A Script-less Script to Engage the Entire Audience."



Chairman Pro-Temp

Education Committee Ponders Change in Mission

by Marianne Haydon, RP, Chair

In a preliminary meeting of the Education Committee, with input from key member parliamentarians by email, we concluded that the present CSAP Education guidelines are outdated. This is primarily due to the influence of the Internet but also to the progressive actions of NAP towards education materials.

These are the current Guidelines per CSAP Bylaws:

- Section 9.** An **Education Committee** of at least three members, all appointed by the President, including (if possible) one member from the previous year re-appointed for continuity, shall:
- A. Receive, develop, edit (with approval of the originator), and publish educational materials for sale.
 - B. Have a subcommittee of three Registered or Professional Registered members, appointed by the President, to review and approve all educational materials for sale, and to assure that the materials include the date and author's name and do not conflict with the current edition of *Robert's Rules of Order Newly Revised*.
 - C. Furnish educational materials for sale at the Annual Meeting and Area meetings.

Our question, is this committee still relevant?

- A. NAP now does all of A. When everything was by snail mail it made sense for us to do this in order to keep our membership informed. Anyone that writes articles now can send them to NAP which, in turn, gets it out to all members.
- B. There are no longer any materials to review and approve.
- C. Is being done for the Annual meetings by the areas in which the meetings are held and, again, by the areas for their own meetings.

In our research we did find that a majority wanted to keep the committee and with their suggestions we have come up with the following proposal that the Executive Committee is now reviewing. Any change decided will come up as a Bylaw amendment at the CSAP 2015 Annual meeting to be held at the Beverly Heritage Hotel in Milpitas later this year.

Proposed Education Committee Guidelines:

- Section 9.** An **Education Committee** of at least three members, appointed by the President, shall: be responsible for:
- A. The development of educational programs.
 - B. An educational program to be presented at the Annual Meeting.
 - C. Inventory and sales of educational materials at the Annual Meeting.

If you have ideas or suggestions for the Education Committee, I have listed below their email addresses. We will need to submit the proposed amendment to the Bylaw Committee by May 1.

Marianne Haydon, Sierra Area, mhaydon1@mindspring.com

Jean Stallings, Pacific Area, jeanstall@comcast.net

Love Knight, Southern Area, dknightmare@earthlink.net

Using and Maintaining the Growth and Service Fund

by Esther Heller, PRP, CSAP Vice-President

The Growth and Service Fund is set up to support Areas and Units in their outreach activities. Specifically, they are to help defray costs of workshops, institutes or classes on parliamentary subjects. CSAP needs increased membership to continue as a viable organization, that's the Growth part of the Fund and Committee names. And we need to continue to educate the public on what parliamentary procedure is and how it can lead to running better meetings. That's the Service part.

Our last issue of the CP contained a fairly simple form to make requests from the fund. They have ranged from scholarships for an Institute to making copies of shared materials to holding an open house. These are all good uses of the fund. But as chair of the G&S Committee, I've been asking follow-up questions about the costs and expenses and numbers of people involved.

Here's the simply answer to why. The requests are coming in but the donations are not.

We need to manage the fund before it is depleted. A reminder that the grants are to help members in their efforts but not necessarily to totally underwrite their costs. One of the rules is, if you don't use up the entire grant, you are expected to return the excess.

I belong to another larger organization which has a similar fund but receiving a grant is far more complex. You have to provide a complete budget of expected expenses and anticipated income. You have to give details on numbers of people working as volunteers and who are expected to attend. And, there has to be a final report. To assure that, they withhold 10% of the grant until the report is filed. The last time I applied for one, I swore it would be my last one. I don't want us to go that route in CSAP.

While our current maximum grant is \$250 to any unit or Area within a fiscal year, we are more likely to be giving

smaller amounts. We want to help as many units and Areas as possible not just the first 10 who ask for the entire amount.

Of course, if we build up the Growth and Service Fund again, this all gets easier. The committee can be more generous and make more grants. If each of 200 members donates \$10 to the fund, that doubles where we're at. Bigger donations get us there faster or higher. Do you have a member who you'd like to honor for her or his efforts on behalf of your unit or Area or CSAP? You could vote to make a \$50 donation in her/his name. Perhaps a long-time member has passed away. Wouldn't a \$100 donation be a lovely way to remember that founder or past president? Public television gives gifts for donations. We don't have gifts but here's what we can do. If you send a donation to our Treasurer, I will list those names right here in this very space. I will even send a note card to the honoree or to the relatives of the deceased.

Tell me what you think. For either requests or to follow up on donations, my email is still esther@galarc.com and I read my Facebook messages regularly. Sometimes, I even talk on the phone.



**CSAP IS ON
FACEBOOK!**

www.facebook.com/CSAP.RONR

Are you aware that CSAP has a Facebook page? Feel free to 'friend' it and post your photos, messages and any Parliamentary questions, ideas or thoughts. It is a great way to show off your parliamentary skills with like-minded members.

You may also share photos of meetings you have attended, cartoons and awards you have received, and even the extra-curricular activities you would like fellow members to know about. You can also check out the public relation tips on the CSAP Website members only section. There are excellent ideas on finding and retaining members as well as promoting your unit.

Pacific Area Report

by AlVerta Harty, Director

Pacific Area held an educational Institute on Saturday, January 17, 2015. Attendance was very good and included members from the Contra Costa County Democratic Club, The S.F. Supervisors Club, as well as a few instructors from local colleges, one of whom recently passed the RP Exam. Titled "Keep It Simple and Successful", speakers Esther Heller PRP (Planning a Successful Meeting), David Mezzera PRP (Important Motions) and David Shapiro (PRP) (Handling difficult situations) provided basic needs for conducting successful and effective meetings using Robert's Rules of Order Newly Revised (RONR). Each speaker generated questions and discussions throughout the afternoon, with more questions and discussion generated during the panel discussion at the end of the day.

At our regular January meeting we also elected our Nominating Committee for the next term.

Getting new members is becoming more difficult at both the Areas and Units.

Communications Committee Looks to the Future (Or is it already the Present?)

The CSAP Communications Committee is working diligently to bring CSAP into the 21st century. With three electronic meetings already under its belt this term, the committee is examining a rebuild of the CSAP website; an interactive calendar on the CSAP website that areas and units can use to post their events; developing a social media policy to give CSAP members useful guidance on using Facebook, LinkedIn, and other social media services; and evaluating software for conducting CSAP Board meetings online (and that could also be used to host statewide webinars.) More information will be available in the next issue of the CP. The committee consists of Aaron Taggart (Chair), CSAP Webmaster H.R. Bob Hall, CP Editor Scott Burns, and Vice-President Esther Heller.

Sierra Area Report

by Maria Trujillo-Tough, Director

Our January 24 meeting had two presenters: Daniel O'Neill, a student member, on *Robert vs Brown* (California's 'Brown Act') and Lorenzo Cuesta on "Reports of Boards and Committees." We had three guests from Sacramento City College: Kenneth Johnson, Sandeep Singh and Christian O'Neil. We were very pleased that we are getting students to participate in Unit and Area meetings.

We are in the midst of planning our Training Institute on Saturday April 25, 2015 at Fair Oaks Library, 11601 Fair Oaks Blvd, Fair Oaks, CA 95628. Registration begins at 9:30 a.m. and Program to 3:00 pm. Mark your calendars to join us.

Our Area meetings continue to be held at Raleys Event Center, 4840 San Juan Avenue, Fair Oaks, CA. One major challenge our Units encountered this term is locating meeting places as our major source of meeting rooms is undergoing renovation and displaced numerous non-profit organizations that met there. We make every attempt to keep our members advised on new locations. Units are reviewing bylaws to ensure there are no barriers to participating at every meeting and offering support toward membership and accreditation.

CSAP 2015..... Save the Dates!

April 25: Sierra Area Parliamentary Institute (Sacramento) and Pacific Area regular meeting

June 13: Southern Area regular meeting

June 27: Sierra Area regular meeting

July 23-25: Joint meeting of NAP District 8 and the annual meeting of the American Institute of Parliamentarians. (Las Vegas)

August 7-8: CSAP Annual Meeting (Milpitas)

September 4-7: NAP Biennial Convention (Arlington VA)

May 9 Deadline for Proposed Amendments to CSAP Bylaws

Bylaws are always an interesting part of the annual CSAP meeting, so now is the time to review the bylaws (and Standing Rules) for any necessary changes. Proposed changes to the bylaws must be submitted to the Bylaws committee no later than ninety (90) days prior to the annual meeting. They may be submitted by a Unit, an Area, two Members-at-large, the Past Presidents Club, the Executive Committee, or the Board of Directors. Ninety days prior to the Annual Meeting of August 7 will be May 9, 2015. That seems a long way off right now, but it will be here sooner than you think. If you have questions, contact chair Bruce Bergman at hello@parliamentarypro.com, 858.829.2456.

*ipsa scientia potestas est**

“...Somewhere along the line, I tired of relying on others for instructions about what I could or should do, so I learned parliamentary procedure. It was a surprisingly painless experience, and the benefits are lifelong. For the rest of my life, I know that, regardless of what meeting, convention, or caucus I attend, if my opponents are going to defeat me, they will have to have the better argument, or they will have to do a better job of bringing in their troops, because I know one thing for sure: they will never defeat me because they know more about parliamentary procedure than I do. And that is a good feeling. Parliamentary procedure is simply another form of power, and I relinquish that power to no one.”

Jon L. Ericson, *Notes and Comments on Robert's Rules*, 3rd ed. p. xiii

* “Knowledge itself is power.” Francis Bacon, *Meditationes Sacrae* (1597)

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