

California Parliamentarian

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Scott Burns, Editor

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Save the Date!

CSAP Annual Meeting

Sept. 9 & 10, 2016

Santa Maria, CA

Radisson Hotel Santa Maria
3455 Skyway Dr. Santa Maria CA. 93455
Ph. (805) 928-8000 Fax (805) 928-5251

\$124/night [single or double, plus the usual tax stuff]
This rate is good for reservations made through 8/16/16
[Three weeks before] To make your room reservation call
(866) 292-4676 and use code CSAP or go online
www.radisson.com and use code CSAP16



Further details about the meeting, including a list of educational workshops and registration information, will be available around the first of June. The meeting coordinator this year is Southern Area Director Sally LaMaccia,

CSAP to Elect New Officers. Nominations are Now Open!

All four of CSAP's statewide offices will be up for election this coming September. (President, Vice-President, Secretary, Treasurer) The CSAP Nominating Committee is now seeking qualified candidates to recommend to the assembled members.

Three of our current officers are termed out of their current positions so it is practically a wide-open field! Candidates may be proposed by any member, an area, or a Unit. Members may also self-nominate. Nominations must be accompanied by a statement of qualifications and a written consent to serve. The committee hopes to recommend a full slate of qualified candidates in the *Call to Meeting* issue of the *California Parliamentarian* in July, but nominations may also be made from the floor at the annual meeting provided the nominee is eligible and has given written consent to serve.

To be eligible for the office of President or Vice-president, a member must have been in good standing for the past three years and must either be a Registered or Professional Registered member of NAP or have served as an elected officer of CSAP during at least one of the past three years. To be eligible for the office of Secretary or Treasurer, a member must have been in good standing for the past two years but need not be a PRP or RP. The term of office is for two years, beginning with the close of the annual meeting.

Suggested nominations should be sent to Nominating Committee chairman Gerry Olsen: 861 Durkin St., Camarillo, CA 93010-4926; Home Phone - 805-482-4109; Cell Phone - 805-660-7299; E-mail gerryolsen@doc.net. Nominations may be sent by e-mail, BUT, a hard copy of the signed consent should also be sent by U.S Mail.

ALL NOMINATIONS MUST BE POSTMARKED ON OR BEFORE MAY 1. THANKS FOR YOUR HELP IN MAKING CSAP A GREAT ORGANIZATION!

Electrifying News from CSAP!

That you are inevitably reading this issue of the *California Parliamentarian* in electronic format is due to one of two things: 1) At some earlier time in a distant galaxy, far, far away you expressed a preference for electronic format and delivery; 2) You didn't do that -- but we (the editor and communications committee) chose to send it to you electronically anyway. So what's up?

CSAP, like most other professional and non-profit associations, is moving into the 21st century. At it's April 7, 2016, board meeting (teleconference, of course) the CSAP Board of Directors adopted several recommendations offered by its ad-hoc (Modernization) committee. These include adopting a robust email product (MailChimp) to deliver our newsletter, meeting announcements, and other written communications; adopt Event-Brite online software as the way to manage our events and meetings and to accept payments online and via credit card; and -- here's the bottom line! -- to use the United States Postal Service only for legally mandated notices (e.g. the Call to Annual Meeting) and the occasional personal touch letter.

Why is this happening? Well, here's what the ad-hoc Modernization committee told the Board:

1. MailChimp is a professional solution designed to solve the problems in CSAP's first area of concern -- a convenient and efficient method for e-mailing information to our members. The committee foresees CSAP and its Areas using MailChimp for their newsletters, calls to meetings and other meeting information. Shorter email blasts can be sent for deadline reminders, updated information, silent gavels among other things. MailChimp easily updates a user's information and will easily import the membership data sent to us by NAP HQ. It also provides a history and reporting for all emails that we send while still complying with the CanSpam Act, other industry standards, and general netiquette. Sign up forms can be placed directly on our web page and our Facebook page. New officers will be able to reference a how-to document and focus on content creating an environment of efficiency and membership focus. While there are alternatives to MailChimp, the committee recommended this product it because of its price: free.

2. The committee investigated several online tools for managing our events and chose the one previously used for CSAP's 2015 Annual Meeting -- EventBrite. Selecting one event management product will provide a

consistent way for our members and the public to attend and pay for our events.

3. Minimizing our use of U.S. mail. The amount of time spent creating and mailing items to our members detracts significantly from our efficiency. We are all busy volunteers, the more we can use electronic means of communication, the more efficient we will be, and the more we can accommodate our newer members who tend to live their lives almost exclusively via electrons in motion. As experts at meeting efficiency, CSAP must finally acknowledge that email addresses are pretty much ubiquitous these days, are easy to update, and their use saves substantial costs for printing and postage -- especially now that CSAP's membership size no longer qualifies for non-profit mailing. Additionally, we want to be perceived as relevant by newer members and that requires more modern branding and technology. [Only fourteen of CSAP's 226 members do not have email addresses; we will be addressing that issue soon.]

4. Uniform look and branding --It is important for CSAP to become better known in the wider community. Branding is a tool that helps with organization identification. If everything that comes from anywhere in CSAP has the same look and feel, the different parts can be readily identified. It was beyond the scope of this present committee to develop that look so it recommended a marketing focused committee be appointed to investigate further and create a look to use in our mailings, on our website and in social media. This analysis will be presented at the 2016 Annual Meeting for member feedback.

5. Internal Communications need to be enhanced too. There are a number of software solutions that could increase the efficiency and effectiveness of our internal communications, provide a 'home' for CSAP where all of our internal communications can be stored and easily searched, and provide a central repository for our administrative and fiscal records. The committee examined several products that integrate calendaring, task management, and file-sharing but was not yet ready to recommend a specific product. Ideally, this too will be a subject at the annual meeting where members can provide their feedback.

And lastly — going to an electronic format means we can finally use color. So long as we don't abuse it.

“Humility [is] defined not by self-deprecating behavior or attitudes but by the esteem with which you regard others.”

~[Professor Clayton Christensen](#)~

by **Aaron Taggart, Communications Chair**

I once received the humble person of the year pin, but when I wore it they took it away from me...

It seems that every organization that I work with is undergoing significant, transformative change, including CSAP and NAP. Change does not come without effort and is inherently destabilizing. How do we adapt and go forward while preserving what we are at the core?

We began our quest for parliamentary knowledge with everyone knowing more than us. As we advance in our understanding and gain higher credentials the pool of people who know more than us, or have a greater breadth of experience, becomes fewer. If we have the view that we can only learn from those who know more or have experienced more, then we have severely limited the pool from which we drink.

If you have respect for others, you will humble yourself and do good by them. If you have respect for NAP, you will humble yourself and do the same. This respect does not require agreement. RONR is the outline of the process whereby groups make decisions. This process requires humbling yourself to whatever outcome the group may arrive. Individually you must do what you can to achieve the outcome you think is desirable. But even if you do not get your desired outcome, you must humble yourself and, in good faith, see that the will of the body is executed.

It is a mark of your true parliamentary ability that you implement programs and motions contrary to your individual will. RONR has ensured that you were a part of the process by giving you the ability to debate the motion. That right comes with the obligation to carry out the will of the body.

There would be no problem continuing to do things the way we always have if things currently were the way they have always been. But society itself is changing. Technology is changing faster than any sane person can keep up with it. It would be easy to sit on our laurels and keep everything as it is. It would be difficult though to run most organizations using the original pamphlet the Henry Martyn Robert wrote.

It is my opinion that every RP and PRP should be bringing, at least, one new member to CSAP/NAP every year and that every RP and PRP should be advancing, at least, one member to RP or PRP status every year. Imagine how great we can be if we are humble not through self-deprecation or self-humiliation (gossiping and complaining) but by learning from those who know less and are credentialed lower. Imagine what an organization we can build if we all work toward whatever end we have decided on. I implore you all to take an internal quest and come out of it resolved to be humble, to support all that we do, and make our organization as great as we can.

June 8 is the Deadline for Proposed Amendments to CSAP Bylaws and Standing Rules

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 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 September 9 will be June 8, 2016. 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.

Changes and Challenges

by Esther A. Heller, PRP, CSAP Vice-President

The National Association of Parliamentarians (NAP) recently informed us how many of our members renewed this year. As of April 1, CSAP has 226 members -- with 115 in Units and 111 as Members-at-Large. The breakdown by area is Pacific Area 55, Sierra Area 31, Southern Area 137, and we have three members who live out of state. At a comparable point last year, our total membership was 199. This is a great increase and there's a good reason for it happening and for optimism. Looking at the breakdown a different way, we have 19 PRPs and retired PRPs (Professional Registered Parliamentarian), 18 RPs and retired RPs (Registered Parliamentarian), 156 regular members, and 33 students. When I look at last year's count, I see no students; so that's our growth explanation.

You should be asking where did these students come from? And the answer is a program created and implemented by Aaron Taggart, our communications chair and Lorenzo Cuesta, our president. They held a training and monitored testing session at a statewide leadership conference for community college students. (See the Fall 2015 CP for more!) Plans are going ahead to do the same thing again this year. Let me take a moment to shout out to all these wonderful dedicated students: Welcome, we're delighted to have you join CSAP and I hope to meet you and shake your hands at our Annual Meeting in September!

Lorenzo and Aaron have done the first part, engaging all of these new members. Now the next part is up to the rest of

us, retaining them. This is a multi-fold challenge. As chair of the membership committee, I have been part of a Task Force looking at our communications infrastructure. Students in this century expect to find everything online, to do almost everything electronically. Partnering, as the "old" person, with Aaron Taggart and Bruce Bergman to investigate the myriad options available to us has been fascinating and challenging. Part of the challenge is balancing the needs and expectations of our potential future leaders with the needs and expectations of our hard-working long-time members.

To that end, to our long-time members, I urge you all to reach out and invite new members to your Area and Unit meetings and events. To our new members, I urge you all to reach out and attend some of these events. Remember, we're all here to study and practice parliamentary law and that's a big thing to have in common. Once again, I remind you that we have a Growth and Service Fund which can be used to help fund events. Engaging new members is an ideal use of those funds.

Finally, as always, I'm here with you. I have access to our membership list a valuable resource as you all reaching out. I have the application forms for Growth and Service Funds. Rumor has it, I have ideas, I am almost always friendly and I don't bite. I can talk on phones and I can Hangout.

Start by emailing me at esther@galarc.com because that's my favorite!

Vital Statistics: Pacific Area.....

Director: Kathy Flowers
Assistant Director: Open
Secretary: AlVerta Harty
Parliamentarian: David Mezzera, PRP

Meeting dates at Sunny View Community
Center in Cupertino:
April 16, 2016 – Parliamentary Law Month
July 23, 2016
October 22, 2016

Lorenzo Cuesta, CSAP President, is the speaker at Pacific Area's April 16th meeting.

A Parliamentary Institute is been planned for sometime in July.

Pacific Area has an open position for Assistant Director.

Standard Operating Procedures are being developed for the Pacific Area Treasurer.

Effective Meeting Procedures are Enhanced When You Adopt Special Rules of Order

by Scott M. Burns, PRP

Our profession -- avocation or hobby for many of you -- sometimes gets a bad rap -- especially from critics who are unaware of Robert's simplified procedures for small boards and committees. But part of the responsibility for that bad rap is our fault. While the NAP mission statement speaks broadly about our dedication to "effective meeting management" and "promoting use of effective, democratic, parliamentary practices" we tend to focus almost exclusively on "according to RONR" and tend to disregard, or worse -- criticize as either erroneous or unprofessional -- inconsistent customs and practices that many of our clients use every day.

Henry Robert didn't see things that way. When he declared that custom and practice yield to the rules in his new parliamentary manual, he was doing no more than expressing a preference for written 'rules' over unwritten. He never expected that his *Pocket Manual of Rules of Order for Deliberative Assemblies* would be followed either completely or blindly.

"[This manual] has been made sufficiently complete to answer for the rules of an assembly until they see fit to adopt special rules conflicting with and superseding any of its rules...." Robert, Henry Martyn. "*Pocket Manual of Rules of Order for Deliberative Assemblies.*" Chicago: S. C. Griggs & Company, 1876, p.12. [My emphasis.]

In so stating, he was echoing what Thomas Jefferson said earlier in his *Manual of Parliamentary Practice*.

It is much more material that that there should be a rule to go by, than what that rule is... Thomas Jefferson, *Manual of Parliamentary Practice*, sect. 1.

Most of our clients want meetings that are fair, democratic, and efficient. To the extent that following Robert's Rules of Order, the Standard Code, or other parliamentary authority accomplishes those goals, they are happy to comply. But if

they feel a rule is too nit-picky, or too esoteric, -- or that they have a better way of doing something -- they often disregard the rules without a second thought. This sounds like it could lead to chaos or to endless points of order. But, in my experience, that is very rare. Most of the time my clients don't follow 'correct procedure', it isn't out of ignorance. It is either because they prefer their own way of doing things -- or they are avoiding something technical or arcane in Robert that they think allows those who are more knowledgeable or comfortable with the book to play games or to unfairly dominate the meetings.

That said, it is hard to be fair and democratic when you are improvising, and even harder to be seen as fair and democratic. So as a preventive measure, I often urge my clients to put some certainty into their customs and practices and to adopt special rules of order that conform to their own needs and culture. Here is one example — This particular rule is fully consistent with what is allowed by *RONR*, but it is direct, to the point, and every member can understand it:

"The Chair may use a speakers list to assist with managing debate. Members should raise their hands, await a signal that they have been added to the list, and then lower their hands until recognized. The purpose of the list is to minimize disruption. The Chair will still recognize speakers according to the usual rules of recognition -- e.g. give preference to those who have not yet spoken; alternate between pro and con when practicable; etc. If an amendment or other debatable secondary motion is offered, a new speakers list will be created for that motion and the chair will return to the primary list when the interrupting matter has concluded. If a motion is tabled or postponed until later in the meeting, the speaker's list will be retained. The Chair will not entertain a motion to close debate from a member who has already spoken if there are still members on the list who have not yet been recognized."

CSAP Calendar 2016

AIP Annual Meeting: Aug 4-6, Albuquerque NM
NAP National Tng Conf: Aug 26-28, Broomfield CO
CSAP Annual Meeting: Sep 9-10, Santa Maria CA

Area Meetings

Pacific Area: Apr 16, Jul 23, Oct 22
 Southern Area: Jul 23, Nov 19
 Sierra Area: Apr 30, Jul 30, Oct 29