

California Parliamentarian

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CSAP Annual Meeting: August 7-8, Milpitas CA

Practical and Purposeful Parliamentary Procedure is the Theme

*Lorenzo Cuesta, PRP
President CSAP*

Most of us feel quite comfortable with parliamentary procedure. We can readily answer questions and even notice when it is incorrectly employed. But we need to be able to sell a more advanced level of parliamentary procedure. We need to grasp more than the definitions. We need to share the practical and purposeful power in parliamentary procedure.

For this reason I have selected the following topics for the 2015 CSAP Annual Meeting workshops to be held in Milpitas, CA from August 7 to 8, 2015. Registration and hotel information is elsewhere in this issue as well as on the CSAP website.

With the help of the 3 Area Directors, the following individuals have been selected to present the workshops.

Aug 7, 5:30 pm: “Understanding Point of Order and Continuing Nature” by Robert Duitsman.

We are all comfortable with Point of Order, but we need to understand the practical part that includes violations of a Continuing Nature as well as their similarity with the motion to Suspend.

Aug 8, 8:35 am: “Complying with Bylaws, Brown Act, and Corporate Code” by Jim Stewart.

We focus on RONR until we walk into a live scene where the culprits are armed with their own Bylaws, the Brown Act, and even the Corporations Code. We limit ourselves to



the definitions of motions. We need to see the big picture that affects motions in live situations.

Aug 8, 11:00 am: “Dealing with a Board of Directors” by David Mezzera.

Most organizations succeed or fail from the board level up. We, who understand parliamentary procedure, need to teach board members the practical and

purposeful power of parliamentary procedure and minimize its obstructive misuse.

Aug 8, 1:00 pm: “Enforcing Debate Protocol” by Maria Trujillo-Tough.

Maria has a list of 10 parliamentary concepts that can change a 3 hour meeting into a 45 minute meeting. She is the Vice President of an international organization and has seen enough to feel confident that many long meetings could have simply been a well written email instead.

Aug 8, 2:15 pm: “Using the Disciplinary Trial” by Esther Heller.

The one tool that RONR has that is absent in almost all the other parliamentary authorities is a well written process for disciplinary actions. However, because a simple process cannot solve a complex problem, RONR offers a thorough approach that simulates a court procedure. You have to see it to understand its utility.

All in all, each workshop is intended to take the beginning and the advance student of parliamentary procedure from a comfortable understanding to a deeper and more productive comprehension of the practical and purposeful power of parliamentary procedure. Attend our workshops. I know you will be pleased.

2015 CSAP Annual Meeting Program-At-A-Glance

The Annual Meeting Program will include the room information

Friday, Aug 7, 2015

4:30 PM – 5:00 PM
5:00 PM – 5:50 PM

Registration (Lobby)
Education Workshop I
Understanding Point of Order and ‘Continuing Nature’ – Robert Duitsman

6:00 PM – 7:00 PM

Pre-Annual Meeting Board Meeting
First-Timers Orientation

7:00 PM – 9:00 PM

Dinner (On Your Own)

Saturday, Aug 8, 2015

7:30 AM – 8:00 AM
8:00 AM – 8:30 AM

Registration and Credentials (Lobby)
Opening Ceremonies, introductions and memorial, District greetings

8:35 AM – 9:30 AM

Business Meeting 1
Proclamation, Presentation of first timers, new members, RPs and PRPs, Credentials Report, Annual Meeting Rules,

9:45 AM – 10:45 AM

Education Workshop II
Complying with Bylaws, Brown Act, and Corporate Code – Jim Stewart

11:00 AM – 12:00 PM

Education Workshop III
Dealing with a Board of Directors – David Mezzera

12:00 PM – 1:00 PM

Luncheon

1:00 PM – 2:00 PM

Education Workshop IV
Enforcing Debate Protocol - Maria Trujillo-Tough

2:15 PM – 3:15 PM

Education Workshop V
Using the Disciplinary Trial – Esther Heller

3:30 PM – 5:00 PM

Business Meeting 2
Credentials Report, Bylaws, Standing Rules, Nomination of Nominating Committee, District 8, Reports of Officers, Treasurer’s Report, Final Review Report, Adoption of Budget 2015-2016, New Business, Annual Meeting 2016+, Resolutions

7:00 PM – 9:00 PM

Banquet

Sunday, Aug 9, 2015

9:00 AM – 12:00 PM

Post-Annual Meeting Board Meeting

**Come join your friends
and colleagues at the
Annual Meeting;**



**and then join them on
Facebook too!**



www.facebook.com/CSAP.RONR

Southern Area Report

TennieBee M. Hall, Director

Four of Southern Area's eight Units held Parliamentary Law Month events in late March and early April, reaching out to organizational leaders who resided in their cities. They were: CA Beta Mu, meeting in El Cajon; CA Chi Eta Pi, meeting in Los Angeles; CA North County Unit of Parliamentarians (formerly CA Nu Chi), meeting in Escondido; and CA Theta, meeting in Paramount.

The February 28, 2015 Area meeting was held on the campus of Pasadena City College. City College students and faculty were able to use the Eventbrite online registration program. No area registration fee for the meeting was assessed to students. Twenty registered online; twelve attended the meeting. Sally LaMacchia presented the Lesson on "Committees: Create, Conduct, Conclude." The always-popular Problem Clinic, presented by Sandra Sanders, drew a lot of attention from the college students, many of whom are Political Science majors.

Major changes to the Area Standing Rules were made at the February meeting. They included

adding an Assistant Director, who will be in charge of meeting venues; deleting the Area-funded Scholarship Committee; and clarifying the Area Year.

At the June 13, 2015 meeting in Culver City we will be honored to have CSAP President Lorenzo Cuesta, PRP, present the Lesson. His topic is, "A Script-less Script to Engage the Entire Audience." At this June meeting, new leaders will be elected to serve the Area beginning the day after the CSAP Annual Meeting.

This Director wishes to thank the wonderful, productive team with whom she has served the past few months: Secretary Aaron Taggart; Treasurer Robert Duitsman, PRP, Parliamentarian Gerald Olsen, PRP; Call Chairman Lovene Knight, with her capable assistant, Mailing Chair Alice Lewin; Educational Sales Chair Greg Pokorski; Problem Clinic Chair Sandra Sanders; Registrar Sally LaMacchia; Greeter Flo Carter; and First Timers Chair Ted Carter. They've been so supportive, following through on assigned tasks without delay or complaint.

Sierra Area Report

Maria Trujillo-Tough, Director

The theme for the Sierra Area Institute meeting on April 25 was "I Just Joined An Organization, NOW WHAT!"

We had only 15 people in attendance. However the subjects presented were timely for all the levels of individuals participating. The presenters were Maria Trujillo-Tough – "Members Roles and Rights", Rick Sydor with "Biotaxy of Motions" and Lorraine Talbot – "Understanding the Role of Bylaws to an Organization."

In attendance were Fran Feedle, Sheryl Dodd-Hansen, Carolyn Hultgren, Linda Ranson, Joanne

Smallwood, Marcia Sydor, Rick Sydor, Lorraine Talbot, Maria Trujillo-Tough, Trudy Waldroop, Vicki Walter, Hiroko Saigo, and Diane Lowe.

Two attendees were absent due to the only day it decided to snow in the mountains making the Sarazan's unable to join us.

We are getting ready for the CSAP Annual Meeting that will be held in August 6-7 in Milpitas. It will be a busy time till then.

Our next meeting will be held on June 27, 2014 at Valley Hi-North Laguna Library, 7400 Imagination Parkway across Bruceville Road from Cosumnes River College, Sacramento, CA 95823.

Annual Meeting attendees to consider three Bylaw amendments re CSAP's Educational Mission

Three proposed amendments to the CSAP Bylaws will be up for review at this summer's annual membership meeting. Two alternative proposals, submitted by the CSAP Education Committee, would either abolish the committee altogether or restructure the committee and change its duties. The third proposal, submitted by the CA San Diego Unit, would eliminate the requirement the Areas sell educational materials at their quarterly meetings.

But we will NOT be electing new officers this year

CSAP's elected officers now serve two year terms. The present crop was elected at last year's annual meeting and will continue to serve during the 2014-2016 term. The only election to occur this year will be that of the nominating committee, charged with recruiting and recommending candidates for the 2016-2018 term.

Proposed Bylaw Amendment #1 *Abolishing the Education Committee*

The Education Committee is proposing two alternatives to either eliminate or restructure the committee. The current committee consists of Marianne Hayden (Sierra Area), Jean Stallings (Pacific Area), and Lovene Knight (Southern Area)

Current Wording

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.

Proposed Amendment

Strike Section 9 'Education Committee' in its entirety.

Rationale: With the coming of the Internet providing closer contact with NAP and its constituents, with NAP developing Educational materials and sending to the membership in a timely manner, there is no longer a need for states to do their own. Members now send materials directly to NAP instead of CSAP. The Areas at their meetings or the Annual meeting if held in their Area handle sales of Educational materials ordered through NAP. Because of the changes that have evolved this committee is no longer functioning, as the bylaws require.

Alternate Proposal: Bylaw Amendment #2

Changing the duties and the make up of the Education Committee.

Current Wording

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.

Proposed Amendment

Section 9. ~~Strike between President and shall, 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:~~

Strike A, B and C.

- ~~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.~~

Insert

- A. A traveling-show educational workshop to be taken to each of the three areas to take the place of one of the area meetings.
- B. An educational program to be presented at the Annual Meeting.
- C. Inventory and sales of educational materials at the Annual Meeting.

If approved would read:

Section 9. An Education Committee of at least three members, appointed by the President, shall be responsible for:

- A. A traveling-show educational workshop to be taken to each of the three areas to take the place of one of the area meetings.
- B. An educational program to be presented at the Annual Meeting.
- C. Inventory and sales of educational materials at the Annual Meeting.

Rationale: Because the committee in its capacity no longer functions, the CSAP Long Range Planning Committee at the San Diego Convention suggested a traveling Educational Workshop as a part of the Education Committee duties. Developing a program and the handling of Educational Materials at the Annual meetings provides continuity.

Proposed Bylaw Amendment #3

Eliminate Requirement for Areas to sell educational materials

To strike in its entirety Article VI – Officers, Section 5, Subsection F, Paragraph 6, "Appoint an Area member to sell educational materials at meetings in accordance with Article X, Section 9, Paragraph C.", and to strike the words, "and Area Meetings" from Article X – Standing Committees, Section 9, Paragraph C.

Submitted by CA San Diego Unit

Currently reads:

ARTICLE VI – OFFICERS

Section 5. Duties of Officers

F. Each Area Director shall:

5. Assist the Growth and Service Committee and the Membership Committee in membership recruitment and retention, Unit formation, promotion of CSAP, and interest in parliamentary procedure.
6. Appoint an Area member to sell educational materials at meetings in accordance with Article X, Section 9, and Paragraph C.

If Amended would read:

ARTICLE VI – OFFICERS

Section 5. Duties of Officers

F. Each Area Director shall:

5. Assist the Growth and Service Committee and the Membership Committee in membership recruitment and retention, Unit formation, promotion of CSAP, and interest in parliamentary procedure.
- ~~6. Appoint an Area member to sell educational materials at meetings in accordance with Article X, Section 9, and Paragraph C.~~

And,

Currently reads:

ARTICLE X - STANDING COMMITTEES

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:

- C. Furnish educational materials for sale at the Annual Meeting and Area meetings.

If Amended would read:

ARTICLE X - STANDING COMMITTEES

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:

- C. Furnish educational materials for sale at the Annual Meeting. ~~and Area meetings.~~

Rationale:

The only Educational Materials currently available are published by NAP. The CSAP Education Committee does not furnish NAP educational materials for sale at Area meetings, and has not done so for a number of years.

For Areas to independently order NAP materials for sale is neither cost nor manpower efficient.

Working to Increase Membership

Esther A. Heller, PRP, CSAP Vice-President

I might as well start with the bad news. CSAP membership is down to 198. Pacific Area has 47 members, Sierra has 26, Southern has 123 and we have two loyal Out of State members. As a point of reference, in February 2008, the numbers were: Pacific, 83; Sierra, 46; Southern, 184. With those two loyal out-of-staters. In the span of 7 years, we lost 117 or 37% of our total membership numbers.

To stay healthy organizations require active, interested members. These people fill the various roles that enable an organization to fulfill its mission. But people get tired, or they move away or, sadly, pass away. Organizations bringing in and grooming new people who take up leadership are the ones that last longer. Total membership numbers are about the duality of retaining existing members and having new members join.

CSAP has two opportunities for membership increase. The first involves people who aren't really new, our provisional unit members. I know some units strongly encourage their provisional members to become regular members. Those units are assuring future leadership of the unit and are allowing longer time members to take up Area and Association leadership opportunities. By becoming a regular member, the provisional member also has direct access to the various member publications and discounts on items at the NAP online store. It's a win-win!

What does it take to go from provisional membership to regular membership? Pass the membership entrance exam and pay the dues. Good news - the entrance exam has become less complex. Your provisional member can go out to the NAP website and download the [**NAP Membership Study Guide**](#). This is a way to prepare for the exam, which is based on chapters 1-11 of *Robert's Rules of Order Newly Revised In Brief* (2nd edition). For more information, check the NAP website. But hint, they say to allow about 30 minutes for the exam itself, which has only 40 questions. By the way, there's also a lot of cool information about membership awards and resources for units on the website too.

If all of our provisional members became regular members, that would help with our current numbers and our active leadership. But the reality is, most of them are in the same demographics as most of our current members, in particular age. We need to be finding ways to bring in more members who will keep our average age from getting higher. I believe that we need to be actively working to recruit people in their forties and fifties also known as Generation X. They are quite independent and may or may not realize we have knowledge and skills that can be valuable for them. As we plan our unit and area events, we need to expand our approaches to attract them. How do we do that? Well, I'm about to create an online survey, for non-members, to get some answers. If you have ideas or want to help, as always, I'm at esther@galarc.com. Or let's talk at the Annual Meeting!

Several CSAP Units adopt Geographic Based Names

Several of CSAPs local study units have changed their names during the past year from Greek letters to more meaningful geographic names. (Some have still retained their Greek names as DBAs for tax purposes.)

Beta Mu (Southern) is now San Diego East County Parliamentarian Unit, NAP

Epsilon (Sierra) is now Sacramento Parliamentarians, NAP

Nu Chi (Southern) is now North County Unit of Parliamentarians, NAP

Sigma Chi Sigma (Sierra) is now Greater Sacramento Parliamentarians, NAP

Sigma Delta (Southern) is now San Diego Unit, NAP;

Sigma Rho Pi (Sierra) is now Northern California Credentialed Parliamentarians, NAP

Zeta Chi (Southern) is now Channel Island Parliamentarians, NAP

2014-2016 CSAP Board of Directors and Committee Chairs

President	Lorenzo Cuesta	parliam@roberts-rules.com
Vice-President	Esther Heller	esther@galarc.com
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Treasurer	Gail Lover	glover8311@aol.com
Parliamentarian	Scott Burns	sburns@omsoft.com
Sierra Area Director	Maria Trujillo-Tough	mvtruj@aol.com
Pacific Area Director	AlVerta Harty	msbap@msn.com
South. Area Director	TennieBee Hall	bobn10ab@ieee.org

On-Board Standing Committee Chairmen

Bylaws	Bruce Bergman	hello@parliamentarypro.com
Communications	Aaron Taggert	aaron.taggert@pgnhrt.com
Education	Marianne Haydon	mhaydon1@mindspring.com

CSAP Calendar 2015

CSAP Annual Meeting	Aug 7-8, Milpitas	Area Meetings:	
NAP Biennial Convention	Sep 4-7, Arlington VA	Southern Area:	Jun 13, Nov 14
District 8 Biennial Conference	Jul 23-25, Las Vegas	Pacific Area:	Jul 25
		Sierra Area:	Jun 27

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