

# POLICIES

## CSAP INSTITUTE CERTIFICATES

1. CSAP Institute Certificates shall be presented to persons who complete four or more hours of instruction by Registered or Professional Registered Parliamentarians at CSAP-sponsored institutes.
2. CSAP Institute Certificates shall be signed by the Institute Coordinator and by the CSAP President or by their designees.
3. Blank CSAP Institute Certificates shall be printed *by authorization of CSAP President and* kept on file and made available through the CSAP Vice President/Membership Chairman.

## AREA BOUNDRIES

Areas are composed of Units and members-at-large in the following boundaries:

A. Sierra Area: The counties of Alpine, Amador, Butte, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, and Yuba.

B. Pacific Area: The counties of Alameda, Calaveras, Contra Costa, Fresno, Inyo, Kings, Madera, Mariposa, Merced, Mono, Monterey, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Stanislaus, Tulare, and Tuolumne.

C. Southern Area: The counties of Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura.

Any Unit or MAL may, if history, geography, or transportation warrants, associate with another Area upon approval of the CSAP Board of Directors.

Moved to Policies – Oct. 25, 2008

## CONVENTION CREDENTIALING PROCEDURES

### PRESIDENT

#### **By six months before convention:**

- Appoint a Credentials Chairman

#### **By June 15:**

1. Provide the Units with an *Allocations and Designates Form* that:
  - a. States the number of delegates and alternates to which the Units are each entitled, based upon June 1 membership, using the information received from the CSAP Vice President (Bylaws Article VI-5-D-4.

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- b. When returned, the *Allocations and Designates Form* shall contain the names of Unit delegates and alternates, be signed by the Unit President or Unit Secretary, and be mailed by USPS to the Convention Credentials Chairman at least two (2) weeks before Convention (e-mails shall not be accepted).
- 2. Provide the Credentials Chairman with, using the information received from the Vice President (Bylaws Article VI-5-D-4):
  - a. The count of delegates and alternates to which each unit, and the MALs, are entitled.
  - b. A list of Board delegates (officers and on-board standing committee chairmen).
  - c. A list of CSAP Past Presidents, NAP Past Presidents, and affiliate members in good standing in California based upon June 1 membership.
  - d. A copy of the sign-in forms from the previous year to use as a sample.
- 3. Provide the Convention Coordinator with a copy of the Credentials Reports form for inclusion in the convention program.

<b>CREREDENTIALS REPORTS</b>			
<b><u>DELEGATES</u></b>	<b><u>#1</u></b>	<b><u>#2</u></b>	<b><u>#3</u></b>
Board			
Units			
MALs			
CSAP PPs			
NAP PPs			
<b>Total</b>			

**Before the credentials desk opens at convention:**

- Provide the convention voting cards to the Credentials Chairman for issuance to delegates.

**CONVENTION COORDINATOR**

**When preparing the convention program book:**

- Include the Credentials Reports form received from the president.

**UNITS**

**By two weeks before convention:**

- In accordance with the president’s instructions, provide the Credentials Chairman with a list of delegates and alternates.

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**CREDENTIALS CHAIRMAN**

**By one month before convention:**

- Update the sign-in forms (sample attached) in accordance with the information received from the president by June 15.

**Two weeks before convention:**

- Enter the Unit delegate and alternate names on the sign-in forms as they are received.

**At convention:**

1. Obtain proof of registration, sign-in the delegates and alternates and issue voting cards only to delegates.
2. Report, as scheduled in the convention program, the number of signed-in delegates using the Credentials Reports form.

**NOTES**

1. A unit affiliate member may serve as a delegate or alternate for the affiliate unit.
2. A unit delegate shall serve as a delegate or alternate for only one unit.
3. A member shall be credentialed in only one category.
4. A member of another state association, who is an affiliate member in CSAP, may serve as a MAL delegate or alternate. (Bylaws Article III-2-C).

**New Policies Associated with the Future of CSAP**

**STRUCTURE**

1. Discourage creation of new units where there is already an existing unit and encourage the merger of small units or multiple units in the same area. (Board policy change)

Units need critical mass to be effective, 5 is not sufficient

**EDUCATION**

The state's educational Goal, in broad terms, should be to bring a richer, more relevant educational experience to CSAP and the public by developing goals which build the educational component of our meetings at all levels.

2. The state should not endeavor to publish material on basic procedure.  
NAP and other sources do an excellent job on basic education and materials, it would be a waste of limited CSAP resources and a duplication of effort to deal with basic education.

3. The Education Committee should be responsible for creating and implementing a state wide coordinated educational plan which encompasses:
- A. A ‘road show’ high quality day long workshop that will be given once per year in each area (in lieu of one of the area meetings, this is the reason to lower the required area meetings to 2 per year) (This program is designed to be self supporting, although it may take 2 or 3 years to reach that goal)
  - B. Enhance and improve area educational offerings
  - C. Choose and Coordinate the education session(s) at the Annual meetings as part of the overall educational plan
  - D. Produce educational articles for the CP and Website

4. The state should identify and use those members with excellent presentation skills, without regard to credentialing.

We recognize that the ability to present interesting and engaging programs is more important than the actual content. We have many excellent presenters that are (at present) not credentialed. Just because you have not gone through the trouble and expense of credentialing does not diminish your ability to create and present excellent programs. Nor does the fact that you have a credential mean that you give good presentations.

5. The state should “mentor” those with potential to be excellent presenters.

Give them opportunities, and constructive help (not just what was wrong, but how to make it better) And include training in presentation techniques and design in the educational offerings.

6. The goal of the public education should be to demonstrate the efficacy and relevance of Parliamentary Procedure.

Simply teaching the process is not enough, the public need to understand WHY they need RONR.

7. The Board should coordinated efforts with those who have the institutional contacts to increase our outreach to institutions of higher learning.

This is a tough nut to crack; CSAP has been successful when dedicated people made a concerted effort.

9. The educational program should include California specific information and issues such as the California Corporations code, Davis Stirling act and Brown act.

Part of the ‘Out-Side-The -Book’ needed by our members

10. Unit education should be RONR specific but without allowing the ‘correctness police’ to derail education into discussion of picky points.

Potentail members and new members have been 'turned off' by unrelenting attention to minute details, rants about specific words or useage of motions etc. with the result that those person do not return or drop membership.

## **COMMUNICATIONS**

11. Maintain CP as is, but create email blast to all members BETWEEN CP publications (3 or 4 per year) from State President or Board member.

More communications is always a good thing. Members want to hear from the Pres/Board on a regular basis (RE: NAP email blasts)

12. New members should receive a Welcome Email (or snail mail) with a welcome statement and links to website (CSAP, NAP, face book, etc.) V.P. responsibility, execution has been sporadic.

13. Make better and more relevant use of Web and social media

A. Redesign web site (Possible professional designer) to create more interest and appeal, current website is packed with info, but look is dated and boring. Will not entice viewers to want to use it, or get more info on CSAP.

Specific suggestions.

Facebook link should be at the TOP of the page and use Facebook logo

More interesting and appealing graphic presentation (see Arizona State Parli. Website)

Add 'blog' or forum capabilities

B. More frequent postings on face book

Currently, only a few members are posting CSAP or Parliamentary stuff on Face book, more need to be encouraged

C. Expand use of LinkedIn

D. Encourage use of Word press for member blogging

E. Train members on use of Facebook, LinkedIn, Wordpress, Twitter etc. in CP articles and Area/Annual meeting workshops

Adopted by Board of Directors Feb. 8, 2009, Dec. 6, 2009, March 4, 2009, September 9, 2013.