

The Florida Parliamentarian

Let All Things Be Done Decently and In Order

Report of the Fall Meeting of FSAP

CALENDAR

May 17-19, 2019
FSAP Annual Meeting at
Embassy Suites by
Hilton Tampa
Brandon, FL

MERRY CHRISTMAS
AND
HAPPY HOLIDAYS



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The Professional Qualifying Course is coming to Florida!

For the first time ever, the Professional Qualifying Course (PQC) will be held in Tampa, FL on February 15-17. Successful completion of this course is required to earn the PRP credential. The instructors are Ann Guiberson, PRP and Sandy Olson, PRP.

Normally the course is held in conjunction with NAP meetings, but thanks to Henry Lawton, a request to hold it in Florida was approved.

The deadline for registration is December 14, so you'll need to act fast if you are interested. FSAP offers scholarships for the course. Contact Wayne Kofink for more information. Email to: <wkofink@aol.com>

To register:

- Login to the [NAP website](#)
 - Click on the Online Store
 - Two PQCs will appear in the Featured Products box.
 - Click on the Tampa PQC
- Or if you prefer, call NAP at 816-833-3892 to register.

Florida Parliamentarian to be delivered via e-mail.

The board of directors voted to send the *Florida Parliamentarian* by e-mail to members. Research indicated that all but a handful of members have e-mail. With the cost of mailing rising, the board believes FSAP can get the newsletter to you more quickly and more cost effectively. Another benefit is that the newsletter will no longer be restricted to twelve pages if the need arises.

This would be a good time to check the member directory to make sure FSAP has your correct e-mail address. It would also be a good time to remember to check your e-mail at least once a week.

The latest member directory is found on the website: www.flparliamentarian.com. Go to Membership and Member Portal. (Password is fsap)

The newsletter will be sent using FSAP's mail server account with Constant Contact, so be sure to set your spam filters to allow us to send this publication to you.

PRESIDENTIALLY SPEAKING....



President Helen Popovich

What a forward thinking and exciting time for FSAP! At our fall meeting, we congratulated three new RPs—Ted Allman, Stephanie “Sam” King, and Henry Lawton. Henry, who wants to become a PRP, persuaded NAP to offer the Professional Qualifying Course (PQC) in Florida. Due to his efforts, the PQC will be offered in Tampa on February 15-17, 2019, with Ann Guiberson as the lead instructor. Ted, Sam, and Henry have already registered for the course, and each has applied for an FSAP scholarship to help offset the cost. I urge all of our RPs to join them in taking the course this February and to apply for a FSAP scholarship. You may get the application form from Scholarship Chair Wayne Kofink <wkofink@aol.com>. You will never have a more convenient and less expensive opportunity to earn your PRP status, and you could never have a better lead instructor.

To enable FSAP provisional members become members of NAP, and to reach out to other interested residents of the greater Tampa Bay Area, the FSAP Executive Board will offer a preparatory workshop and give the NAP Membership Exam on Friday, May 17, 2019, just before the FSAP annual meeting. We encourage provisional members to take advantage of this opportunity. Details regarding exact time and cost will be announced in the March issue of the *Florida Parliamentarian*.

Along with offering the Membership Exam in May, FSAP board members will proctor any parts of the RP Exam which regular members wish to take. They will also serve as proctors before the 2019 fall meeting, so members can complete additional parts of the exam.

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DEADLINES FOR COPY

March issue February 1

June issue May 1

September issue August 1

December issue November 1

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FSAP WEBSITE

<http://www.flparliamentarian.com>

On a sad note, for personal reasons Jason Abellada resigned as chair of the FSAP Registered Section. Shirley Brodbeck, vice chair, automatically assumed the chairmanship and Henry Lawton has been appointed to fill the vacancy in the office of vice chair.

As we end another busy year, the FSAP Executive Board wishes you a safe and happy holiday season, filled with friends and family and love and joy.

**Helen Popovich, PHD, PRP
President**

WELCOME NEW MEMBERS AND DIRECTORY UPDATE

Welcome New NAP Members

Eugenia Gomez, 21692 Hammock Point Drive, Boca Raton FL 33433, evg1228@hotmail.com, (s61) 289-8267, Student MAL

New Provisionals

Camille Coke 12562 SW 53rd Court Miramar, FL 33027 Cell: 954-614-8441 E-Mail: camillecoke@gmail.com; Broward-Palm Beach

Karen G. Femander 27 SW 7th Avenue Dania Beach, FL 33004 Hm: 954-925-1692 Cell: 7B6-868-6740 E-Mail: thirdgirlindania@bellsouth.net, Broward-Palm Beach.

New Officers:

Congratulations to the newly elected officers of Broward-Palm Beach Parliamentarians who will serve for the June 2018-May 2019 period:

Edward Nelson, President; Patricia McDougle, Vice-President; Patricia Taylor, Secretary; Jeffrey Spitzer, treasurer.

Congratulations to the newly elected officers of the Registered Section: Shirley Brodbeck, RP, Chairman and Henry Lawton, RP, Vice-Chairman. Linda Young, RP, will continue to serve as Secretary.

Help keep the FSAP database up to date: Please send address, telephone, and email corrections to Paul Rene, at paul@rulesoforder.net



All page numbers are references to *Robert's Rules of Order Newly Revised*, 11th ed., unless otherwise noted. Send questions to the Associate Editor, Carol Austin, PRP

E-mail: carolaustinprp@cs.com

Question:

For the past few years, after the membership has elected delegates to send to the national convention, the Executive Board has met to adopt a motion instructing the delegates how to vote. Member A hates this, so this year at the membership meeting he moves “that our delegates be given no instructions”. Member B raises a point of order that a motion to refrain from doing somethings is out of order. Is Member B, right?

Answer:

No. Such a motion is in order when it serves a purpose to make certain that the board will not give instructions. RONR 11th ed. Pages 104 and 105.

Question:

How should a chairman conduct himself and what should the chair avoid when there is disorder in a meeting?

Answer:

The presiding officer should always maintain a calm, deliberate tone. He may become increasingly firm if a situation calls for it. The chair should never attempt to drown out a disorderly member either by use of the gavel or his voice. The chair should not allow himself to be drawn into a verbal give and

take. RONR 11th ed., Page 645

Question:

How should a disorderly member or nonmember be removed from the hall?

Answer:

The chair can appoint a committee to escort the offender to the door, or if there is an appointed sergeant-at-arms, he can escort the offender. If these appointed members are unable to persuade the offender to leave, it is best to call the police. Calling the police may involve pressing charges. The sergeant-at-arms or committee have the right to use such force as is necessary to remove the offender but no more. Force should be used with extreme care and caution since the person using force may be liable for a law suit. If it is known that a trouble-maker will be present, it may be necessary to hire police or a security agency. RONR 11th ed. Pages 648-649

Question:

We adopted an amendment to the bylaws at our last meeting. The amendment to Article XI, Section 6 (g) read: “No officer or director may serve on the board of directors for more than eight years within any ten year period.

What happens when an officer or director at the time the amendment was adopted has already



continued

held office more than eight years within the current ten-year period?

Answer:

Previous service in office is counted, but takes effect only when the amendment is adopted unless a proviso was adopted at that time to allow an officer or director to finish out his or her term.

RONR pages 574-574 states: "Since a reasonable rotation in office is desirable in almost all organizations, a section of this article may well provide that "No person shall be eligible to serve...consecutive terms (specifying the number) in the same office." For purposes of determining eligibility to continue in office under such a provision, an officer who has served more than half a term is considered to have served a full term in that office.

A society can, for example, amend its bylaws so as to affect the emoluments and duties of the officers already elected, or even to abolish an office; and if it is desired that the amendment should not affect officers already elected, a motion so specifying should be adopted before voting on the amendment, or the motion to amend can have added to it the proviso that it shall not affect officers already elected. RONR (11th ed.), pages 597-598

IT'S THAT TIME AGAIN! STATE DUES ARE DUE FOR PROVISIONALS



To all Unit Presidents, Treasurers and Membership Chairmen:

The FSAP Board of Directors approved the use of two new forms to report new provisional members with dues payments and to report provisional renewals for annual dues. Since FSAP has not been receiving all the necessary information for these members, the forms are intended to help unit officers gather and submit complete information when provisionals join and renew their membership.

The forms are published in this issue of the Florida Parliamentarian on pages 11 and 12. They are also published on the FSAP website: www.flparliamentarian.com on the Membership page.

Please use these forms when you submit your checks for **ALL** Provisional Renewals and any New Provisionals. Help your association keep the records up to date!

FSAP dues are \$25 per year payable in December.

Mail your forms and check to Karen Price, 474 Marina Way, Ellenton, FL 34222.

If you have questions contact FSAP Treasurer, Karen Price at craftyksp@gmail.com

UNIT LESSON: HANDLING MOTIONS by HELEN POPOVICH, PRP

MAIN MOTION, PRIMARY AMENDMENT, POINT OF ORDER, APPEAL, SECONDARY AMENDMENT

A. Give members 15 minutes to answer the following questions. They may refer to RONR, as necessary. Review the answers. (I suggest triple spacing questions to give room for writing in the answers.)

1. What does a member say when making a motion?
2. What does the chair say in stating the motion?
3. What are four things an amendment can propose to do to a main motion?
4. What does a member say in order to propose an amendment to a main motion?
5. What does the chair have to determine to see if a primary amendment is in order?
6. What does the chair say in stating a primary amendment that is in order?
7. What does the chair say if the amendment is not germane?
8. What does a member say if he/she disagrees with the chair?
9. What does the chair say if he/she believes the member is wrong?
10. What does the member say if he/she believes the chair's ruling is wrong?
11. What steps does the chair take in handling an appeal?
12. What vote is necessary to sustain the ruling of the chair?
13. What does a member say in moving a secondary amendment?
14. What does the chair have to determine to see if a secondary amendment is in order?
15. What does a chair say in stating a secondary amendment?
16. What does the chair say in handling the first and secondary amendment and the main motion?

B. Divide the members into two groups. Each group should choose who will play which role in the practice exercise, practice and then present its respective scenario for the rest of the group.

Practice Exercise:

Main motion: "that the club buy a new desk and chair for the secretary"

Primary amendment: "to add 'and a sofa for the reception room'"

Secondary amendment: "to insert 'and coffee table' after 'sofa'"

Scenario #1: The chair accepts the primary amendment as germane. Member disagrees.

Scenario #2: The chair states that the primary amendment is not germane. Member disagrees.

RAISE A QUESTION OF PRIVILEGE

The privileged motion to *raise a question of privilege* is used when the rights or privileges of an individual or the membership are being affected. Because of its urgency in some cases, it allows a question or main motion to be brought up for possible immediate consideration while other business is pending. Most of the time we see questions of privilege handled very informally; however, if it is the chair's opinion that the question is not urgent, the chair can rule that the question will not be considered at the time it was raised. This ruling is subject to an appeal. Situations which may be considered as urgent are those related to the safety, health, conduct or comfort of the members or the accuracy of published reports of proceedings of the assembly.

The following script for a regular meeting of a society demonstrates how raising a question of privilege may be handled in a meeting.

Chair: The next item of business is the report of the Scholarship Committee.

A: I rise to a question of personal privilege.

Chair: The member will state the question.

A: The minutes of the March meeting state that I made the motion to discontinue the auction to raise funds. I believe Member B made that motion.

Chair: Member B, were you the maker of that motion?

B: Yes, I was.

Chair: If there is no objection, the recording secretary will correct the minutes. (Pause) Since there is no objection, the minutes are corrected.

[In this case, no business was pending so the question of privilege is handled the same as for any other motion.]

Chair: Chairman C, do you have the report of the Scholarship Committee?

C: Madam Chairman, the committee has ten applicants for the three scholarships. The committee interviewed all the applicants. On behalf of the committee, I move that Applicants X, Y, and Z be selected as the recipients for the 2019 scholarships.

Chair: The question is on selecting Applicants X, Y, and Z as the recipients for the 2019 scholarships. Are you ready for the question.

D: I rise to a question of privilege.

Chair: The member will state the question.

D: I request that we go into executive session so that the merits of the applicants can be fully discussed.

Chair: The chair rules that the question is privileged and should be considered immediately. Is there any objection to going into executive session? (Pause) Since there is no objection, we will go into executive session. Will the guests please leave the room at this time.

[In this case, a motion was pending, so raising the question of privilege now has the rank of a privileged motion. The chair ruled that it could be admitted and then handled the motion by unanimous consent.]

PROVISOS: IT'S A PROCESS by Kay Crews, PRP, CPP

What is a proviso?

Most of us understand provisos as necessary device to deal with an organization's transition from a current practice to a new practice. We find them most commonly used with bylaws but know they could be used with standing rules and policy manuals.

A proviso is not well-defined in RONR (any edition.) RONR mentions provisos in the sections on Rules of Debate, Organization of a Permanent Society, Amendment of Bylaws, and Content and Composition of Bylaws. *Parliamentary Law* says, "Any main motion may be amended by adding to it instructions for its being printed, or a proviso as to when it is to take effect, provided the motion is not frivolous or improper." In an article in the *National Parliamentarian* in 1996, Bill Evans states that a proviso is: "a condition placed upon a bylaw."

Other parliamentary books provide definitions:

- *AIP Standard Code*: "A temporary or conditional stipulation in the bylaws, motion, rule, usually indicating the date or time the bylaws, motion or rule goes into effect.
- Riddick: Provisos essentially are a phrase or a clause placing a condition, limitation, qualification or contingency on a motion. Provisos can be found in statutes, written agreements, contracts, grants, or other documented authority of an organization (bylaws, special rules, or standing rules.) (Riddick, p. 153-154)

Provisos in general.

Provisos are strictly amendments of the motion to adopt and should not be confused with an amendment affecting the wording of the pending motion. A main motion (including the incidental main motion to amend a bylaw) may be amended by adding a proviso. For example:

- I move that, should the proposed revision of the bylaws be adopted, the new bylaws shall not take effect until after the close of the annual meeting.
- I move that if adopted, the secretary is instructed to email a copy of the motion to each member.
- I move, if adopted, the changes to the officer duties be effective with the next election of officers.

Anytime a motion contains the word "if" or a similar construction ("should the proposed motion be adopted," "provided that this motion is adopted"), it is an implied proviso, whether or not the term "proviso" is used.

Provisos may be moved either as amendments or as an incidental motion. Both are amendable. They are debatable if the motion to which a proviso applies is debatable. Either method requires only a majority vote.

More on Proviso

Timing of a proviso:

A proviso must be moved BEFORE the adoption of the main motion to which it applies. This is especially important if the proposed main motion is an amendment to bylaws, since bylaws take effect immediately. According to *Parliamentary Law*, when giving notice of a bylaw amendment, “do not place the proviso as a part of the proposed bylaw.”

What do provisos cover?

The possibilities for what a proviso may include are limitless; however there are some common uses:

- Time: When the motion may take effect. (This motion, if adopted, shall take effect on January 1, 2019.)
- Conditions that limit the effect of the motion. (Higher standards are set for honorary membership, with the proviso that “this shall not affect the status, rights, or privileges of those who were previously awarded honorary membership.”)
- Conditions that must be met prior to full implementation of the motion. (I move that, if adopted, the changes to the expense allowance be effective the first month following completion and implementation of the required application.)
- Contingent notice: (Should amendment 1 be adopted, amendments 2 and 3 will not be considered.)

Publicizing provisos.

It is a mistake to encumber the bylaws with provisions which have effect for a limited time or which have to meet a certain condition before they take effect. RONR suggests that if the transition is complex, provisos can be numbered and attached to the revision draft on a separate sheet headed “Provisos Relating to Transition” and advises they be appended to the end of the bylaws.

Other solutions are to include the proviso in a box below the relevant provision in the bylaws.

Changes to this Article were adopted at the May 2018 Convention, but by adoption of a proviso are not effective until the election of officers in May 2019.

The box or any notice of proviso may be removed after the condition is fulfilled. In the example above, it could be removed at any time after the election in 2019.

Provisos, when needed, serve a good purpose. Use of a proviso allows an organization to make a decision at the time and then delay it until they are ready for it to take effect. Just remember the proviso must be adopted before the main question is adopted.

NEW PROVISIONAL APPLICATION

FLORIDA STATE ASSOCIATION OF PARLIAMENTARIANS NEW PROVISIONAL APPLICATION



DATE _____

UNIT _____

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP+ _____

HOME PHONE _____ CELL _____

E-MAIL _____

IMPORTANT INFORMATION

THE FSAP PRIMARY METHOD OF COMMUNICATION TO MEMBERS IS THRU EMAIL

The above information will be published in the Florida State Association of Parliamentarians (FSAP) Members Directory which is only available on line at the FSAP website for **members only**. If you do not want your information in the directory please indicate by placing your initials on this line

_____.

Signature _____ Date _____

This form is to be sent to the Florida State Association of Parliamentarians Treasurer with the required STATE dues payment of \$25.00 2018/2019 Treasurer: Karen Price, 474 Marina Way, Ellenton, FL 34222

NEW PROVISIONAL RENEWALS FORM



FLORIDA STATE ASSOCIATION OF PARLIAMENTARIANS PROVISIONAL RENEWALS

DATE _____

UNIT _____

PLEASE COMPLETE THE INFORMATION AND MAIL TO
TREASURER WITH YOUR CHECK

Name _____

Address _____ City _____ ST_ ZIP _____

Home Phone _____ Cell Phone _____

E-Mail _____

Name _____

Address _____ City _____ ST_ ZIP _____

Home Phone _____ Cell Phone _____

E-Mail _____

Name _____

Address _____ City _____ ST_ ZIP _____

Home Phone _____ Cell Phone _____

E-Mail _____

Name _____

Address _____ City _____ ST_ ZIP _____

Home Phone _____ Cell Phone _____

E-Mail _____

2018/2019 Treasurer: Karen Price 474 Marina Way, Ellenton, FL 34222

UNIT NEWS

BRADENTON UNIT

The Bradenton Unit of Parliamentarians met for their monthly November meeting on Thursday, November 15, 2018 in the Bradenton Central Library to share and promote parliamentary procedure usage for efficiently conducted meetings.

Shown in back: Shirley Brodbeck, RP; Recording Secretary Karen Price; Phoebe McLelland, U.S./Canadian member; Ed Janz; and Howard Dobson.

Front Row: Warren Johnson; President Fay Murphy; Vice President Linda Smith; Jacqueline Ekgren.



FLORIDA ALPHA UNIT

The Florida Alpha Unit celebrated the holidays at the December 1 meeting with a delicious brunch, Christmas puzzles and games, and singing to the accompaniment of musical pots with wooden spoons. The proof that parliamentary procedure can be fun is in the figgy pudding.

