

# The Florida Parliamentarian

MAY 2026

Florida State Association of  
PARLIAMENTARIANS



*Let All Things Be Done Decently and in Order*

## CHARTING THE COURSE

*Welcome aboard the FSAP Cruise Ship as we sail around the great state of Florida!*

### May 16<sup>th</sup> – FSAP Virtual SPRING CONFERENCE

*Beginning with the FSAP Membership Meeting, followed by four outstanding speakers presenting on meaningful topics centered on Practical Governance.*



“Parliamentary Principles: Mastering the Meeting Landscape,” featuring topics such as the types of deliberative assemblies, improving board performance through self-assessment, and committees — the good, the bad, and the ugly — are among the practical governance sessions scheduled for Saturday, May 16. **These presentations are designed to benefit members and leaders of all organizations, not solely those individuals serving in the role of parliamentarian.**

When a presentation qualifies for CEUs, it signifies that the material aligns with the foundational standards of the National Association of Parliamentarians and has successfully passed review by the Commission on Credentialing. Because parliamentary procedure involves precise terminology and detailed procedures that can easily be forgotten or confused when consulting multiple authorities, it is important for credentialed parliamentarians to remain actively engaged so they are prepared to provide accurate and reliable guidance when called upon.

This standard also benefits individuals interested in meetings procedures who have no interest in becoming credentialed by reinforcing essential principles, strengthening understanding of deliberative assemblies, and improving the ability to use parliamentary procedure effectively to enhance board performance. Participants will also gain insight into recognizing effective committees and responding appropriately when committees become ineffective. The virtual platform allows us to benefit from the experience and expertise of seasoned parliamentarians from outside Florida. The Henry M. Robert Conference, scheduled for Saturday, November 14, will be conducted as a hybrid meeting in Lakeland.

In the interim, we hope to see many of you in person at the NAP National Training Conference in Birmingham, and online at the numerous FSAP and NAP events. Remember to show your support and add them to your calendar even if you are not able to attend.

# NOTICE

**FSAP Membership Meeting** via Zoom  
9:00 - 10:30 a.m. Saturday, May 16, 2026

## Practical Governance



**Approved for 4 CEUs**



**Click to pay  
\$20 online  
and Register**

<https://fl-state-assoc-of-parliamentarians.square.site/>

**OR mail \$20** check payable to FSAP

Edward M. Moore, PRP

FSAP Treasurer

1730 Sandy Circle, #208

Cape Coral, FL 33904

**and click for Zoom Registration**

[https://us02web.zoom.us/join/register/njc4xS3iTDK\\_4pQQ1Cq37Q](https://us02web.zoom.us/join/register/njc4xS3iTDK_4pQQ1Cq37Q)



Your email receipt from Square will look like this this!  
Click on the "Event link" below for the Zoom meeting.

Order status

**\$20.00**

2026 Virtual Spring Conference - \$20

Notes: 1) The meeting will be held virtually using Zoom 2) Each individual must pay and register with their own email address to receive a...

Event link ←←←←



**10:45-11:50 am**

### **Parliamentary Principles**

Miriam Simmons, PRP



**12:20-1:25 pm**

### **Mastering the Meeting Landscape**

(Describing the types of deliberative assemblies)

Dr. Jacquita Wright-Henderson, PRP



**1:35-2:40 pm**

### **We Can Do Better - Improve Board**

**Performance Through Self-Assessment**

Carl Nohr, PRP



**2:50-3:55 pm**

### **Committees:**

**The Good, The Bad, and the Ugly**

Mary Remson, PRP

## Notice of Proposed Bylaw Amendment – May 16<sup>th</sup> FSAP Membership Meeting

Motion to amend Article XIV to strike out “annual, fall, or special” and insert “membership” before “meeting” including conform amendments in Section 1 and in Section 2.

Current	Amendment	If Adopted
<p>Section 1. These bylaws may be amended by a two-thirds vote at any annual, fall, or special-meeting of FSAP, provided that the content of any proposed amendment has been noticed in writing with the call of the meeting at least thirty days before the meeting. Without previous notice, these bylaws may be amended at any annual, fall, or special meeting by unanimous vote.</p> <p>Section 2. A proposal for a bylaw revision may only be authorized at an annual meeting. The proposed bylaw revision shall be presented at the next annual meeting or special meeting and shall be adopted by a two-thirds vote provided that the proposed revision has been noticed with the call of the meeting at least thirty days before the meeting.</p> <p>Section 3. Amendments to, or a revision of, these bylaws shall become effective at the adjournment of the annual meeting or special meeting at which they are adopted unless otherwise provided.</p> <p>Section 4. Any amendment to these bylaws necessitated by amendments to NAP bylaws shall be effected by the FSAP Executive Board and reported to the membership in writing at least sixty days following the adoption of such amendments by NAP.</p>	<p>Section 1. These bylaws may be amended by a two-thirds vote at any <b>annual, fall, or special membership</b> meeting of FSAP, provided that the content of any proposed amendment has been noticed in writing with the call of the meeting at least thirty days before the meeting. Without previous notice, these bylaws may be amended at any <b>annual, fall, or special membership</b> meeting by unanimous vote.</p> <p>Section 2. A proposal for a bylaw revision may only be authorized at an annual meeting. The proposed bylaw revision shall be presented at the next annual meeting or special meeting and shall be adopted by a two-thirds vote provided that the proposed revision has been noticed with the call of the meeting at least thirty days before the meeting.</p> <p>Section 3. Amendments to, or a revision of, these bylaws shall become effective at the adjournment of the <b>annual meeting or special membership</b> meeting at which they are adopted unless otherwise provided. Section 4. Any amendment to these bylaws necessitated by amendments to NAP bylaws shall be effected by the FSAP Executive Board and reported to the membership in writing at least sixty days following the adoption of such amendments by NAP.</p>	<p>Section 1. These bylaws may be amended by a two-thirds vote at any <b>membership</b> meeting of FSAP, provided that the content of any proposed amendment has been noticed in writing with the call of the meeting at least thirty days before the meeting. Without previous notice, these bylaws may be amended at any <b>membership</b> meeting by unanimous vote.</p> <p>Section 2. A proposal for a bylaw revision may only be authorized at an annual meeting. The proposed bylaw revision shall be presented at the next annual meeting or special meeting and shall be adopted by a two-thirds vote provided that the proposed revision has been noticed with the call of the meeting at least thirty days before the meeting.</p> <p>Section 3. Amendments to, or a revision of, these bylaws shall become effective at the adjournment of the <b>membership</b> meeting at which they are adopted unless otherwise provided. Section 4. Any amendment to these bylaws necessitated by amendments to NAP bylaws shall be effected by the FSAP Executive Board and reported to the membership in writing at least sixty days following the adoption of such amendments by NAP.</p>

## The NAP 2026 Virtual Spring Training Conference

Novella Franklin



While attending Track A of the NAP Spring Conference, We Want You Series, there were three speakers. The first speaker discussed member benefits, including Connections, Continuing Education, Credibility, and Community. This session was very informative and provided a clear understanding of the value of each of these areas. The National Association of Parliamentarians (NAP) offers several membership levels, including Regular Member, Registered Parliamentarian (RP), and Professional Registered Parliamentarian (PRP).

The session on Parliamentary Basics focused on its application within a deliberative assembly. Key elements of meetings were reviewed, such as the role of the Chair (Chairman/President) and the importance of a quorum. Participants were asked which two officers are required to conduct a meeting - some knew the answer, while others were unsure. The discussion on what takes place during a meeting was especially engaging, with questions posed after each segment to keep everyone involved.

Additional topics included motions and debate, as well as a fun and interactive “Jeopardy”-style activity covering basics, meetings, parliamentary situations, and more. The session also covered ballot voting, officers, and the hierarchy of governing documents.

## My First NAP Experience

Emma Sampson



It gives me pleasure to tell you about my experience in taking my first NAP class. Registration was a little challenging, but I finally got through it.

We had three amazing instructors. They explained everything thing from what books we needed, to how to use Robert’s Rules of Order Newly Revived In Brief. Don’t get ahead of me, this version easier for beginners, Robert’s Rules of Order Newly Revised 12th Edition is very different. I took Track A because I need to understand the language, the rules and the process before attempting to take my first test.

There were 29 attending the class that started at 10:00 a.m. and ended at 4:30 p.m. We were at a different level in understanding the language of Robert. One of the first I had to learn was, what is a Parliamentarian, I know you think should already know that but no, I had an interpretation of what the word meant not the meaning, also learned how to make a motion, by stating exactly what the motion is, not to assume everyone knows what is being proposed.

We were also taught the types of motions. Each instructor did an excellent job and went step by step to make sure we understood. At the end of the day we played a game to see how much we retained after have such excellent teaching. I was fun and i missed some of the simple one because I interpretation of the formal language.

Don’t get me wrong, I understand, but I did not say I remembered everything. My goal was to understand and practice down. Now. I am preparing to take my first test to become an NAP member.



**Report on NAP Virtual Spring Conference**  
March 28, 2026  
**Track C: Enduring Principles - Evolving Practices;  
Building Your Parliamentary Voice**  
Edward Nelson, PRP

Track C consisted of one session distinguishing the practice of parliamentary law or, more commonly, parliamentary procedure, from the law as practiced in the legal community, and four sessions of historical surveys on the evolution of the parliamentary lexicon found in Henry M. Robert's rules of parliamentary law from the first edition, *Pocket Manual of Rules of Order for Deliberative Assemblies* (1876) to the current, twelfth edition, *Robert's Rules of Order Newly Revised* (2020).

**“Where Robert's Stops and the Law Begins”**

Presented by Carole R. Albright, PRP

On distinguishing between parliamentary procedure and the law as practiced in the legal community, the speaker referred to Mason's *Manual of Legislative Procedure* wherein parliamentary procedure (e.g., Point of Order, Appeal) generally results only in making a procedural correction not likely to have legal consequences whereas violating a law or statute or ordinance risks exposure to legal liability and the possible consequences of having to un-do something previously done by invalid action. Reputational harm is also a consideration.

The speaker reviewed the category of governing documents familiar to all parliamentarians and discussed their correspondences to, and related hazards from, parliamentarians advising clients on matters of law other than, say, directing the client's awareness to particular actions having legal implications; in other words, do not practice law unless you are an attorney licensed in state in which you are advising the client.

Discussion included legislative and other governmental bodies, nonprofit corporations, community associations, and labor unions as particular risks to parliamentarians due to statutory requirements.

The speaker is an attorney-partner in the Law Firm Carolinas.

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®  
**2026 National Training Conference**  
 August 26-30, 2026 • Birmingham, AL



**Ignite the Magic:  
 Honoring Our Legacy,  
 Inspiring Our Future**


Join us for a conference experience that blends professional growth and Southern charm, with excellent educational sessions and practice labs in a historic setting. Forge new friendships and renew old ones.



Hyatt Regency Birmingham –  
 The Wynfrey Hotel  
 1000 Riverchase Galleria  
 Birmingham, AL 35244

Florida State Association of  
**PARLIAMENTARIANS**

*Let All Things Be Done Decently and in Order*




**Birmingham is ready—  
 and so are we.**

**Registration opening soon!**

Watch your email for official announcements.

Full details will be posted at: [www.parliamentarians.org/2026-ntc/](http://www.parliamentarians.org/2026-ntc/)



### Registration Fees

Full Conference registration fee includes admission to all business meetings and educational sessions, as well as breakfast Friday to Sunday and Lunch Friday to Saturday. Tickets for the NAPEF gala dinner are also available on the registration web page for \$140/person.

IN-PERSON			
FULL CONFERENCE	MEMBERS	NON-MEMBERS	STUDENTS
Early Bird (May 1-July 1)	\$449	\$499	\$150
Regular (July 2-August 15)	\$499	\$549	\$150
On-site (begins August 25)	\$529	\$579	\$150
ONE-DAY CONFERENCE			
Anytime	\$259	\$309	\$130

### PHOTOGRAPHY POLICY

By registering for this event, participants agree to allow NAP, NAP divisions and NAPEF to use conference photographs, video footage, and their names for NAP promotional activities. You may opt out of being photographed by notifying NAP in writing at [hq@nap2.org](mailto:hq@nap2.org) at least one day prior to the opening of the event. Photographs and videos taken in large group settings, such as general sessions or workshop audiences, etc., are not governed by this exemption.

## HERBERTA ANN LEONARDY SCHOLARSHIP

These scholarships are available to individuals who have been FSAP members for at least one year and are a Florida resident. Applications must be submitted at least 30 days before the funds are needed. **Apply now for the NAP NTC.** These funds are available for furthering study as well as for taking the RPCE or PRPCE. FSAP has more than \$10,000 in scholarship funds available. **Apply now!** FSAP Bylaws, Article VIII, Section 3. F.11 gives the Scholarship Committee authority to select the recipients of Dr. Herberta Ann Leonardy scholarships. Complete and submit the Application on the next page, or from the Member Portal on the FSAP website, to Mary Giddens, [diamondg@gate.net](mailto:diamondg@gate.net).

Mary Giddens, Chairman  
 Craig Culbreth  
 Diana Smith  
 Darlene Sparks  
 Education Chair Carol Prahinski  
 Ex officio: President Barbara Proctor



**Together, we uphold  
 the light of education  
 and opportunity  
 within the FSAP galaxy.  
 May the funds - and the  
 forms - be with us all.**

# Florida State Association of PARLIAMENTARIANS



## Dr. Herberta Ann Leonardy Scholarship Application

By completing, signing, and submitting this application, I affirm that I have been a member of FSAP for at least 12 consecutive months and I am a resident of the state of Florida. Remember to submit your application at least 30 days before the money is needed to allow time to process your request.

### APPLICANT CONTACT INFORMATION

Applicant's Name: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Are you a student?    No     High School     College

### INFORMATION ABOUT SPONSOR

Sponsor's Name: \_\_\_\_\_

Sponsor's Phone Number: \_\_\_\_\_

Sponsor's Email: \_\_\_\_\_

Sponsor's Credentials:    RP     PRP     Elected FSAP Officer     Elected Unit Officer

### STATEMENT OF NEED *(max 250 words - proceed to an extra page if necessary)*

If submitting this form electronically, my typed name is to be considered the same as my signature.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



# Herberta Ann Hathcock Leonardy

(1893 - 1981)

**Date of Admission: 1926**

Parliamentarian extraordinaire, distinguished lawyer, dedicated teacher, and world traveler: each accurately describes Dr. Herberta Ann Hathcock Leonardy. This multifaceted woman, born in Atlanta on November 27, 1893, and raised in Plant

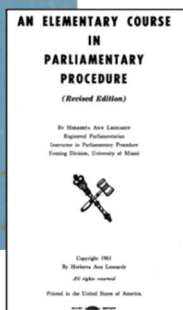
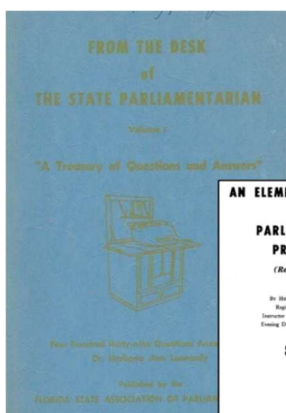
City, Florida, was one of four children born to Dr. W. C. and Janie Victoria Mobley Hathcock.

She came from a family of physicians, and was admitted to a women's medical school in Philadelphia

Dr. Herberta Hathcock Leonardy (1926) taught parliamentary law in UM's evening division and was also UM's law librarian. The Academy of Parliamentary Procedure and Law was started by Dr. Herberta Ann Leonardy. She was a noted Registered Parliamentarian and an attorney in Miami, Florida. She was the author of **An Elementary Course in Parliamentary Procedure** and another book **From the Desk of The State Parliamentarian**, Volume 1, A Treasury of Questions and Answers. She wanted to keep the Anniversary edition of Robert as their parliamentary authority. The Academy was incorporated in Georgia, originally, and later, changed to Florida.



Herberta Leonardy



Law school class with Annie Jo Law and Herberta Hathcock Leonardy (1915)

# Herberta Leonardy, 87, dies; was parliamentarian, teacher

DICK HOLLAND  
Miami News Reporter

Herberta Ann Leonardy knew all the ins and outs of running a formal meeting, and she could unravel the knottiest questions arising as various factions maneuvered for control.

Leonardy, a lawyer, parliamentarian, author and teacher, also knew her way around the world.

In her 80s, she wasn't content to stay at her retirement apartment in the United Teachers of Dade Towers on Brickell Avenue. She traveled.

"She loved to travel and she traveled a great deal," said a grandson, Nick Leonardy, of Atlanta.

"She just returned from Japan, where she'd had a very good time. Before that, she'd been to Australia. Two years ago she went to Red China. She'd been around the world a number of times, loved to collect things on her travels and talk about them."

Leonardy, 87, died in her sleep Wednesday night at the Atlanta home of Dr. John Leonardy, her only child. She had stopped there for a visit, planning to get back to Miami next week.

Nick said his grandmother had had a slight heart condition for many years but otherwise had appeared in good health. She died of natural causes.

The Atlanta-born Leonardy earned a bachelor's degree and law degree at Stetson University in DeLand, was admitted to the Florida Bar in 1926 and practiced law in the central part of the state until coming to Miami in 1939.

She served for a year as librarian at the University of Miami Law School, then taught parliamentary law at the U-M. She also taught at Ponce de Leon Junior and High and Coral Gables Senior High. She recorded lectures on her specialty for use in Florida and other states by the National Association of Parliamentarians, of which she was a past president.

She was the author of "Leonardy's Parliamentary Law Chart" and "Elementary Course in Parliamentary Procedures," and served as parliamentarian for 15 national organizations.

Leonardy was named one of 10 outstanding women in Dade County in 1956 by Theta Sigma Phi. Seventeen years earlier she had been named most outstanding citizen of Seminole County by the Seminole Federation of Women's Clubs.

She was an honorary Florida regent of the Daughters of the American Revolution and a member of the National Society of Huguenots, Beta Sigma Phi honorary society, Phi Delta Delta, the Coco Plum Woman's Club and the Coral Gables Country Club.

Leonardy also was a member of the First United Methodist Church of Coral Gables, at 536 Coral Way, where a memorial service is scheduled tomorrow at 11 a.m., with arrangements being handled by the Van Orsdel Coral Gables Funeral Home.

In addition to her son and two grandchildren, she is survived by three brothers. Instead of flowers, the family suggests donations to the memorial scholarship fund of First United Methodist Church.

## Dr. Herberta Ann Leonardy Dies

Word has been received here of the death of Dr. Herberta Ann Leonardy, of Miami, on June 4 while visiting her son in Atlanta. A former attorney, she was the first woman from Florida admitted to practice before the U.S. Supreme Court. She practiced law in Sanford from 1924 to 1939. A recognized authority on parliamentary law, she had recently returned from Japan, where she had been teaching the subject. A former teacher, she served as president of the National Association of Parliamentarians and of the Dade County Classroom



DR. LEONARDY

Teachers Association.

She was a graduate of Stetson University Law School and did six years graduate study in Colombia. She moved to Miami in 1939 to become librarian of the University of Miami Law School. She taught at Ponce de Leon and Coral Gables high schools until the 1950s.

Dr. Leonardy, who was president of the Woman's Club of Sanford in 1921-22, also taught adult classes in psychology and parliamentary law at UM and founded the first all-male parliamentary law group in the nation. She was a member of many organizations in-

cluding the Daughters of the American Revolution, the National Society of Huguenots and the Florida Bar Association.

She authored several books on parliamentary law and was associate editor of the National Association of Parliamentarians magazine.


She was a member of the Coral Gables United Methodist Church.

She is survived by her son, Dr. John G., Atlanta; two grandchildren and three brothers, Dr. W.C. Hathcock, Atlanta, M.C. Hathcock, Lake Worth, and Ted Hathcock, Fort Myers.



## SAVE THE DATE

2026 District Three  
**Innovation in Motion:**  
*Parliamentary Spotlight Forum*


 Saturday, June 20, 2026



Join **District Three** for a dynamic and engaging virtual forum highlighting **innovation, best practices**, and thought leadership in **parliamentary procedure**. This event will feature insightful presentations and spotlight discussions designed to inform, inspire, and elevate **parliamentary excellence**.


Contact **Steven Cook, PRP, District Three Director**  
email: [d3d.cook@nap2.org](mailto:d3d.cook@nap2.org)

Florida State Association of  
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# Unlock the Secrets

to Becoming a  
**NAP**  
Member




**Mondays at 7 p.m. ET**  
Facilitated by Carol Prahinski, PRP

		
<b>EXCLUSIVE ACCESS</b>	<b>INSIDER KNOWLEDGE</b>	<b>VALUABLE CONNECTIONS</b>

Discover the benefits, resources, and opportunities waiting for you.


**YOUR KEY TO MORE STARTS HERE**

Florida State Association of  
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# Unlock the Secrets

to Becoming a  
**NAP**  
Credentialed Member



**Wednesdays at 7 p.m. ET**  
Facilitated by Stephanie "Sam" King, PRP

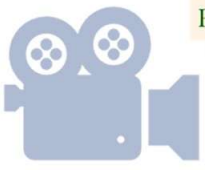
		
<b>STAND OUT</b> In Your Profession	<b>ACCESS</b> Exclusive Resources	<b>CONNECT</b> with a Network of Industry Leaders

Discover the knowledge, resources, and Opportunities that open the door to Professional excellence.

**UNLOCK YOUR POTENTIAL  
BECOME NAP CREDENTIALLED**

Florida State Association of  
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*Let All Things Be Done Decently and in Order*



**Wednesdays**  
at 2 p.m. for 1-hour

**ON DEMAND TRAINING:**  
**Videos from NAPU**  
FOR AN IN-DEPTH REVIEW OF RONR

with  
**Sarah Russell, RP**

- Target Audience**
- You recognize that setting aside a consistent weekly time is the only reliable way to review NAPU videos and prepare for the credentialing exams.
  - You want to assess your understanding one question at a time.



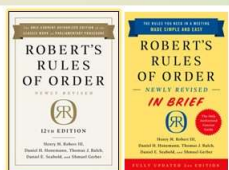
Click [HERE](https://us02web.zoom.us/j/84481111111) to Register:  
<https://us02web.zoom.us/j/84481111111>

Florida State Association of  
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**QUESTIONS ANSWERED:**  
**Basic Review**  
PARLIAMENTARY PROCEDURES

**FRIDAYS**  
at 2 p.m. for 1-hour  
with  
**Sarah Russell, RP**



- Target Audience**
- You have questions and a desire to learn basic terminology and procedures
  - You want to understand how these procedures benefit members in an organization
  - You prefer a friendly and conversational learning environment



Click [HERE](https://us02web.zoom.us/j/84481111111) to Register:  
<https://us02web.zoom.us/j/84481111111>



Florida State Association of  
**PARLIAMENTARIANS**  
*Let All Things Be Done Decently and in Order*

3<sup>rd</sup> Tuesdays @ 7 p.m. ET  
Facilitated by Amy Brown, RP



## Tuesday, May 18<sup>th</sup>

Explore Traditional programs for presenting in addition to the popular

- AI slide generators
- AI design assistants
- AI writing tools
- AI video/avatar tools

Florida State Association of  
**PARLIAMENTARIANS**  
*Let All Things Be Done Decently and in Order*

5<sup>th</sup> Tuesday @ 7p.m.  
**June 30<sup>th</sup>**



The NAP Educational Foundation (NAPEF) is a charitable organization that raises funds to support NAP's efforts to develop, promote, and provide educational content and programs that will enhance the parliamentary profession. NAPEF also provides scholarships to students and young professionals that fund annual membership dues and other fees.

The theme for the gala dinner is **A Day in the Life of Henry M. Robert III**. Tickets are \$140/person.

Join the NAP Educational Foundation for an evening of fun and fellowship while supporting the Foundation.



Sign up for the NAPEF Fundraiser when you register for the Conference.

See you there!



### Connect. Learn. Lead.

Join parliamentarians and leaders from across the country for a weekend of education, networking, and inspiration—all under one spectacular roof.

Conference sessions begin promptly at 8:00 a.m. Friday, so plan to arrive Thursday, get settled, and start refreshed.



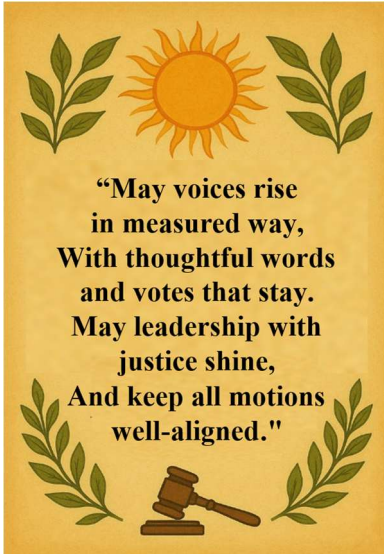
Bring your spouse. Extend your stay. Make it a weekend.

Stay through Saturday night to fully enjoy the weekend atmosphere and join us for a special Sunday morning closing event you will not want to miss. Wrap up your conference experience on Sunday morning with a special farewell breakfast, featuring

an inspiring keynote speaker. It's the perfect way to connect, reflect, and celebrate the weekend together—plan to stay through the final event!



## Finishing Well



### Scripture:

“Let us not be weary in well doing: for in due season we shall reap, if we faint not.” —Galatians 6:9 (KJV)

### Reflection:

Parliamentary service can be tiring. The work is rarely glamorous, often detailed, and sometimes thankless.

Yet those who serve faithfully contribute to the flourishing of their community. Perseverance through procedure leads to progress with integrity.

### Parliamentary Principle:

Diligence in following proper procedures, even when inconvenient, yields decisions that are just, defensible, and respected.

**Call to Action:** Keep showing up with excellence, your steady presence helps the assembly finish its work with strength and grace.



*"Just as the rain breaks through a poorly thatched house, passion will break through an untrained mind. Train yourself well."*  
– Dhammapada 13

*A meeting well concluded reflects a mind well guided.*



### Public Sessions

School Board  
City/County Commission

State statutes typically require notice with agenda  
Required to allow public to attend and comment  
Adopt rules governing “public comment”  
Adopt the meeting agenda  
Agenda item may include a “consent agenda”  
May have “workshops” or “Committee of the Whole” sessions

## Failure to Recognize Point of Order

Scenario:	Problem:	Tip:
A member raises a <b>point of order</b> to address a procedural error, but the chair ignores it, continuing with the meeting as if nothing happened.	Ignoring points of order undermines the meeting's adherence to procedural rules and creates confusion.	The chair should <b>immediately address any points of order</b> to ensure the meeting is conducted according to procedural rules.

### MEMBERSHIP BENEFITS

#### Education & Training

- Members learn what to expect and how to participate
- Reach new leadership potential
- Earn credentials as an RP or PRP

#### Resources

- Access FREE guides & publications
- NAP University & NAP Bookstore
- Virtual Training Sessions

#### Advocacy

- Promote leadership skills
- Learn best practices for your organization

#### Networking

- Connect with other leaders and professionals
- Answers to your questions



**MEMBERSHIP INFORMATION** – If you have questions regarding your membership, contact FSAP Second Vice President, Mary Smith, RP ([maryhsmith@yahoo.com](mailto:maryhsmith@yahoo.com)).

**INTERESTED IN FSAP EDUCATIONAL OPPORTUNITIES?** If your organization or unit, or someone you know is interested in learning more about parliamentary procedure, be it general training or preparing to take the NAP exam to become a member, the RPCE, or the PRPCE, contact FSAP Education Chairman, Carol Prahinski, PRP ([prahinski@gmail.com](mailto:prahinski@gmail.com)).