

Florida Parliamentarian

SEPTEMBER 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!

The 2026 NAP NTC in Birmingham was exceptional:

educational, energizing, and a wonderful opportunity to connect with fellow NAP members - in person - after getting to know so many of them so well through Zoom. There is nothing quite like putting faces and voices together in the same room!

New Orleans is calling, and NAP is bringing us together again for NAP biennial convention, August 25-28, 2027.



Save the date 🌟 Save your pennies 🌟 Start making your plans to attend

In the interim, FSAP continues to provide opportunities at every level for individuals to learn and practice using parliamentary procedure to enable them to become better members and leaders as they serve their organizations. The easiest way to find a link to any FSAP event is to go to the **FSAP website: flparliamentarian.com**

All Hands on Deck! Saturday, November 7th is going to be an adventure!

Join FSAP for its **Hybrid Fall Membership Meeting and Henry M. Robert Day Education Conference** at SpringHill Suites in Lakeland, Florida. This year, we are adding a little pirate mischief to our parliamentary education. Pirate costumes are optional, but the fun is not!

Before you attend, take time to review the **14 proposed bylaws amendments** and the **proposed amendment to the FSAP Standing Rules** noticed in this issue of *The Florida Parliamentarian*. Come prepared to participate in the business of your association.

Then the real adventure begins! Following the membership meeting, **NAP Board Member Justin Pappano, PRP**, will take the helm and train the crew for a series of interactive mock meetings. Instead of simply talking about parliamentary procedure, participants will step into the action, experience challenging situations, make decisions, and discover what happens when a pirate crew has to govern itself!

You won't just learn parliamentary procedure. You'll experience it!

So grab your RONR, gather your crew, and prepare to set sail with FSAP for a day of learning, laughter, and parliamentary adventure!



Henry M. Robert Day

Education Conference

November 7, 2026

Florida State Association of Parliamentarians



Robert's Rules are the Treasure
Leadership is the Journey

FSAP

MEMBERSHIP MEETING @ 9 ET



Hybrid

at SpringHill Suites in
Lakeland, Florida

Mock Meeting 11:00 – 5:00 ET

\$50 Registration

\$39 Lunch Buffet

Register Today!

PRACTICE
Presiding
Making
Motions

October 7: Deadline for special \$179 rate at
SpringHill Suites by Marriott Lakeland
Phone: 863-413-1700

October 25: Deadline to pay \$39 for Lunch Buffet
for in person crew participants

November 6: Deadline to pay \$50 Registration fee
for in person and for zoom participants

Registration Link: nap.users.membersuite.com
for Lunch Buffet and Zoom meeting

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
Educating the world on parliamentary procedure

Home Events Community Bookstore NAP University

HENRY M. ROBERT DAY November 7, 2026

9:00 FSAP membership meeting
10:30 Break
10:45 Crew Training by
Justin Pappano, PRP
12:00 Lunch
1:00 Mock Meetings
2:30 Break
3:00 Mock Meetings
5:00 Adjourn

Robert's Rules are the Treasure
Leadership is the Journey

NOVEMBER 7,
2026 9:00 AM
TO 5:00 PM ET.

2026.11.07 FSAP Henry M. Robert Day Education
Conference

511 W Lime St
Lakeland, FL 33815-4609

Education Webinar

FSAP Focus Topic

**Put Robert's Rules
to the Test!**



School Board Meetings

*How could using Robert's Rules
assist this school board?*



Assignment:



Watch

the Epping School Board Meeting



<https://www.youtube.com/watch?v=8o-qhY1zpc>

*You watched!
the meeting.
You spotted the
problems.*

*Now let's see what
YOU would do!*



What parliamentary
issues do you see?



How could Robert's Rules
help?



Share your ideas, solutions
and comments with other
parliamentarians!



**Tuesday,
October 27th**



7:00 p.m.

*Come ready to watch,
analyze, question and share!*



Be the parliamentarian. Bring your solutions.

LET'S PUT ROBERT'S RULES TO WORK!



Brian Pelkie, PRP Presents September 29th



5th
Tuesday@7p.m.



FORMULATING AN OPINION (IS A PIECE OF CAKE)

2022-04-01 BRIAN PELKIE – NAP PQE INTERACTIVE TEACHING SLIDES



Formulating Opinions Is a Piece of Cake!

Parliamentarians do not just sit next to the meeting Chair and tug on their sleeves to offer a correction to the proceedings. Parliamentarians fulfill many duties for the profession. One of these services is formal opinions.

Sometimes the question being asked is more involved than just an email or verbal response may provide. The client may be asking to support a legal situation or a burning question from their organization that needs a more in-depth response.

As parliamentarians, we may offer to provide the research and support needed to answer these questions. Formulating An Opinion (Is a Piece of Cake) is an introduction into the process of accomplishing this task.



Join us for this practical TechTips session and learn practical techniques to track, organize, calculate, verify, and present credential data.

Tuesday, September 15th
Unlock the Power of Excel to
Prepare the Credential Report!

Prepare the Credential Report quickly with confidence from raw information to a polished report.

No technical experience is required
Bring your curiosity
Leave with a new skill you can use

Discover how easy it is to use Excel to do the work for you with better organization and accurate results.

Florida State Association of
PARLIAMENTARIANS

Unlock
the
Secrets
to Becoming a
NAP
Member

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

EXCLUSIVE ACCESS **INSIDER KNOWLEDGE** **VALUABLE CONNECTIONS**

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

YOUR KEY TO MORE STARTS HERE

Florida State Association of
PARLIAMENTARIANS

Unlock
the
Secrets
to Becoming a
NAP
Credentialed Member

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

STAND OUT In Your Profession **ACCESS** Exclusive Resources **CONNECT** 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
PARLIAMENTARIANS
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/84461203663) to Register:
<https://us02web.zoom.us/j/84461203663>

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

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/84461203663) to Register:
<https://us02web.zoom.us/j/84461203663>



First-Time Attendee Reflections: NAP Training Conference

Attending my first National Association of Parliamentarians Training Conference was energizing and full of pleasant surprises, including discovering that many individuals I had only seen on Zoom were much shorter in person. (lol) A light moment that sets the tone for a memorable weekend.

Although I famously skipped Freshman Orientation in college, (my belief) *“If I need it, I’ll find it,”* the “First Timers” session proved worthwhile. It was held at a reasonable hour, it was welcoming, informative, and a clear sign that the conference coordinators had organized an excellent lineup of presenters.

My workshop selections followed my usual pattern: sessions that support personal growth and those that offer new exposure. Even without plans to start a parliamentary business, I learned that issuing a *“pro bono”* invoice can have tax implications — a useful insight for future volunteer work. Loretta Tillery, PRP, delivered an eye-opening session on navigating parliamentary encounters, expanding my understanding of how these interactions can shape outcomes.

Kirby Glad, PRP, presented one of the more popular workshops. The room was in overflow status, hot with the need for additional chairs. (***Raise a Point of Privilege***). Exploring the distinctions among “shall,” “must,” and “may” in governing documents was an interest to many. As a purist, I was surprised and enlightened to learn that “shall” is not always the rigid command I once believed. I left with a better approach to drafting governing documents and will use “shall” sparingly. ‘Must and May’ were not as complicated to understand as “Shall.”

Knowing that presiding is a personal weakness, I found the workshop by Justin Pappano, PRP and Tim Wynn, PRP invaluable. The idea of stacking motions and keeping up with them properly is an art within itself. I am usually a self-contained learner and have had few opportunities to interact with others to practice presiding. Although the motion made was amazingly simple in nature, they demonstrated several other motions that could be possible for which a presider to handle. They made the session fun, interactive, and unintimidating. Even experienced volunteers made mistakes, but the presenters offered supportive feedback that encouraged growth without embarrassment. The workshop reiterated what I already knew, need to work on presiding.

Barbara Proctor, PRP, delivered a standout session with her “Cooking Up Great Meetings” presentation. Participants used recipe cards to sequence the Order of Business and flip them into a ready-made meeting script. Handling, arranging, and applying the cards turned a procedural concept into a tactile, confidence-building exercise.

My first NAP Training Conference strengthened my parliamentary skills, challenged long-held assumptions, and opened new avenues for growth. I left inspired, informed, and eager to apply what I learned.



Hattie Mary Young, RP
FSAP Corresponding Secretary



Behind the Cookies: The Democratic Tradition of Girl Scouts

A Century of Democracy in Action

What do most people think of when they hear about Girl Scouts? Cookies, of course! But did you know that the Girl Scout organization has a rich governance structure and a lengthy history of incorporating the democratic process into its affairs?

This past summer, Washington D.C. hosted the 58th meeting of the Girl Scout National Council Session (NCS). The National Council is composed of delegates from 111 Girl Scout

councils and the overseas unit, members of the National Board, members of the National Board Development Committee, and Past Presidents of Girl Scouts of the United States of America (GSUSA). Every three years, the National Council convenes to vote on proposals that are directed toward the improvement of Girl Scouting and to discuss topics relevant to the organization. The National Council also elects members of the National Board and the National Board Development Committee (the nominating committee) to three-year terms.

Since the GSUSA Constitution allows delegates to serve starting at 14 years old, many are teens who are enthusiastic participants and make their voices known at the microphones. Delegates take their role seriously by participating in a number of webinars centered on the upcoming proposals leading up to the NCS. They also attend educational sessions on parliamentary procedure. As a part of their duties, delegates reach out to their local membership to hear from volunteers and older girls through Town Halls and surveys.

After the NCS ends, delegates share what decisions were made at the NCS to their local membership and explain how this could affect the local Girl Scout council and its members. Between the triennial meetings, delegates attend webinars from GSUSA leadership and National Board members to stay informed and share feedback about current strategies and updates.

This past July, approximately 965 members of the National Council discussed and voted on three proposals. The GSUSA Bylaws establishes the current edition of Robert's Rules of Order Newly Revised as its parliamentary authority, and the NCS never fails to feature a few twists and turns that makes for interesting discussion for those of us who are keenly interested in parliamentary procedure and its application.

The National Council was first established in 1915, only three years after the start of Girl Scouting in the United States. Recently, Harvard University partnered with GSUSA to study how the organization uses the democratic process to influence its work. Over the past 50 years, there has been a significant decline in the number of member-based organizations using the democratic process in decision-making and decision-influencing roles in the United States, but Girl Scouts continues to believe and invest in it over 100 years later.

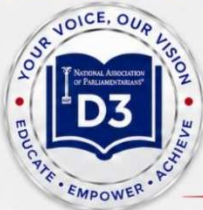
So the next time you buy a box of cookies, know that you are supporting not just local Girl Scout troops and camps, but the democratic process as well!



Amy Brown, RP
FSAP Technology Chairman
<https://girlscoutwithacause.dawgtoons.com>

CALL FOR VOLUNTEERS

★ ★ ★
Your time. Your talents. Our success.



NATIONAL ASSOCIATION OF PARLIAMENTARIANS DISTRICT THREE BIENNIAL CONFERENCE

HYBRID CONFERENCE

APRIL 16-18, 2027



Raleigh-Durham Area
NORTH CAROLINA

A successful conference relies on the support of dedicated volunteers like you!
Share your skills, make a difference, and help create an exceptional experience for all.

VOLUNTEER OPPORTUNITIES



1. CONFERENCE KIT PREPARATION
Assemble and organize materials for attendees.



2. REGISTRATION & CHECK-IN
Welcome attendees and assist with registration.



3. WORKSHOP & PRESENTER SUPPORT
Assist facilitators and presenters to ensure smooth sessions.



4. TECHNICAL SUPPORT
Provide AV and technology assistance during sessions.



5. HOSPITALITY & GUEST SERVICES
Help create a welcoming experience for all attendees and guests.



6. CONFERENCE LOGISTICS
Support event logistics and help keep things running smoothly.



7. SOCIAL & DINING EVENTS
Assist with social events, hospitality, and dining activities.



8. COMMUNICATIONS & PUBLICITY
Help promote the conference and share updates.



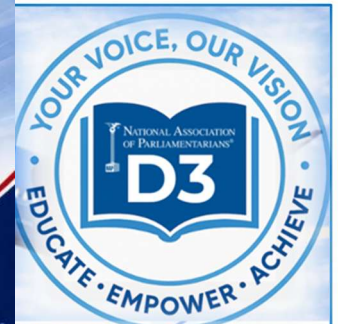
Who to Contact
Steven Cook
District Three Director
✉ drcook@nap2.org



DEADLINE TO RESPOND
Please contact Steven Cook by September 30, 2026, if you are interested in volunteering.

We can't do it without you!
Your contribution helps us foster learning, leadership, and lasting connections.
Thank you!

OUR FUTURE



Raleigh/Durham

New Bern

Wilmington

Charleston, SC

Savannah

Jacksonville

Daytona Beach

Orlando

Vero Beach

Palm Beach

Fort Lauderdale

Nassau

Key West

Fort Myers

Sarasota/Bradenton

Tampa

Pensacola

Tallahassee

Myrtle Beach

★ DISTRICT THREE ★ PARLIAMENTARY EDUCATION SERIES

PARLI POWER TALKS: *Amendments—* THE ART OF THE FIX



A TED TALK-STYLE PRESENTATION



TURN A FLAWED MOTION INTO A **BETTER DECISION.**
NOT NO—NOT YET.
LET'S FIX IT.



SEPTEMBER 17



7:00 PM – 8:00 PM CDT



FREE!



LEARN. ENGAGE.

Make a Difference.

**DON'T JUST VOTE ON THE MOTION—
LEARN HOW TO MAKE IT BETTER.**



**BROWARD-PALM BEACH
PARLIAMENTARIANS**

Robert's Rules Made Clear - Since 1985



1st Tuesday of every month at 7 p.m. ET
Come Join Us via Zoom to Learn and to Practice
parliamentary skills. For more information contact:
Darlene Sparks, BPBP President
305-951-4350 - bpbp.florida@gmail.com

Share your unit's meeting
information, logo, and promote
special events with FSAP
members every month in
The Florida Parliamentarian!



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**BROWARD-PALM BEACH
PARLIAMENTARIANS**

FOBCL and BPBP are excited to announce

A UNIQUE EDUCATIONAL OPPORTUNITY!

A SERIES OF WORKSHOPS DESIGNED TO HELP
ORGANIZATIONS RUN MORE PRODUCTIVE MEETINGS.

WORKSHOP TOPICS

-  **1.** Introduction to Parliamentary Procedure According to Robert's Rules
-  **2.** Focus on the Presiding Officer
-  **3.** The Role and Responsibilities of Officers
-  **4.** Motions and Meeting-Related Procedures
-  **5.** Committees and Committee Reports
-  **6.** Bylaws and Other Governing Documents

**SUNDAY AFTERNOONS
3:00 PM – 5:00 PM**

 **AUGUST 23, 2026**

 **AUGUST 30, 2026**

 **SEPTEMBER 13, 2026**

NO WORKSHOP – SUNDAY, SEPTEMBER 6TH

 **SEPTEMBER 20, 2026**

 **SEPTEMBER 27, 2026**

 **OCTOBER 4, 2026**

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EACH INDIVIDUAL
WORKSHOP

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LIMITED!**

\$100

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ALL SIX
WORKSHOPS

SCAN TO REGISTER!





The workshops are
NONTRANSFERABLE



The workshops are
NONREFUNDABLE

CONTACT PERSONS:



Karen Smith
FOBCL President
954.260.7757



Darlene Sparks
BPBP President
305.951.4350



FOR MORE INFORMATION &
TO REGISTER ONLINE, VISIT:
<https://www.friendsofbcl.org/>



STANDING RULES PROPOSALS Submitted by Carol Prahinski, PRP

Move to amend the standing rules by adding Standing Rule #6, under the heading “Official Correspondence and Officers’ Materials,” to state:

“6. At least 10 days before the deadline, the Corresponding Secretary shall send a call for reports to officers and chairs with the report submission deadline.”

Move to amend Standing Rule #14b by striking out “provide reimbursement up to \$500” and insert “reimburse up to \$700” and by striking out “a delegate.”

b. To the extent funds is available and budgeted, FSAP may **reimburse up to \$700** ~~provide reimbursement up to \$500~~ per budget year to each FSAP convention delegate or FSAP appointed conference member attending NAP events. Reimbursement is conditional upon ~~a delegate~~ attending session meetings and conference events and shall be paid after a written report and expense receipts are received by the FSAP president and treasurer within four weeks of the conclusion of the event.

Move to amend Standing Rule #14c by striking out c in its entirety and inserting “The six FSAP delegates mentioned in Article XI, Section 1, are eligible for reimbursement; other delegates and alternates are not eligible.”

c. ~~Unit delegates and alternates and members-at-large appointed by the FSAP president as delegates to the NAP Convention are not eligible for reimbursement by FSAP.~~ The six FSAP delegates mentioned in Article XI, Section 1, are eligible for reimbursement; other delegates and alternates are not eligible.



Notice of Proposed Bylaws Amendments November 7, 2026

Notice is hereby given to consider the following 14 proposed amendments to the FSAP bylaws during the Fall membership meeting on November 7, 2026. Pursuant to FSAP standing rule 22, editorial changes will be made by the Bylaws Committee. Current bylaws are readily available on the FSAP website behind the Member Portal.

Joyce Brown-Watkins, PRP
FSAP Bylaws Committee Chairman

AMENDMENT #1

Move to amend **Article III Members**, Section 1 Membership Classification. B. Affiliate., (a) **by inserting** “NAP,” (b) **by striking out** in Section 2. Eligibility. “and unit dues.” (c) **by striking out** in Section 4, Resignation and Reinstatement, “and Reinstatement”. **and striking out** B. Reinstatement in its entirety.

Current	Proposed	If Amended
Section 1. Membership Classification. B. Affiliate. Affiliate members shall be members who are primary members of another NAP association. Section 2. Eligibility. B. Provisional. Provisional members preparing for NAP membership shall be eligible for membership upon payment of FSAP dues and unit dues. Section 4. Resignation and Reinstatement. A. Resignation. Members shall present their resignation to FSAP’s second vice-president. B. Reinstatement. 1. Primary and affiliate members who have resigned in good standing or who have forfeited membership for non-payment of dues may be reinstated, within one year of resignation or forfeiture, upon payment of outstanding annual dues; and, if applicable, proof of NAP reinstatement presented to FSAP’s second vice-president. 2. Provisional members who have resigned in good standing or who have forfeited membership for non-payment of dues may be reinstated, within one year of resignation or forfeiture, upon payment of outstanding annual dues.	Section 1. Membership Classification. B. Affiliate. Affiliate members shall be <u>NAP</u> members who are primary members of another NAP association. Section 2. Eligibility. B. Provisional. Provisional members preparing for NAP membership shall be eligible for membership upon payment of FSAP dues and unit dues. Section 4. Resignation and Reinstatement: A. Resignation. Members shall present their resignation to FSAP’s second vice-president. B. Reinstatement: 1. Primary and affiliate members who have resigned in good standing or who have forfeited membership for non-payment of dues may be reinstated, within one year of resignation or forfeiture, upon payment of outstanding annual dues; and, if applicable, proof of NAP reinstatement presented to FSAP’s second vice-president. 2. Provisional members who have resigned in good standing, or who have forfeited membership for non-payment of dues, may be reinstated, within one year of resignation or forfeiture, upon payment of outstanding annual dues.	Section 1 Membership Classification. B. Affiliate. Affiliate members shall be NAP members who are primary members of another NAP association. Section 2. Eligibility. B. Provisional. Provisional members preparing for NAP membership shall be eligible for membership upon payment of FSAP dues. Section 4. Resignation. Members shall present their resignation to FSAP’s second vice-president.

Submitted by: FSAP Bylaws Committee

Rationale: To simplify instructions for dues payment and eliminate reinstatement, which is governed by NAP, not FSAP.

Bylaws Committee Recommendation: To Adopt

AMENDMENT #2

Move to amend Article IV Dues, Section 1. Annual Dues. B. Payment. **2., by inserting** “and Provisional” between “Affiliate” and “members” and **adding** “FSAP dues received by a unit are to be forwarded to FSAP Treasurer with member’s name and contact information. **Strike out** “3.”.

Current	Amendment	If Adopted
B. Payment. 1. Primary members shall pay FSAP dues to NAP. 2. Affiliate members shall pay FSAP dues to FSAP. 3. Provisional members shall pay FSAP dues to the unit. Units shall remit the association dues to FSAP with unit members’ names and contact information.	B. Payment. 1. Primary members shall pay FSAP dues to NAP. 2. Affiliate and Provisional members shall pay FSAP dues to FSAP. <u>FSAP dues received by a unit are to be forwarded to FSAP Treasurer with member’s name and contact information.</u> 3. Provisional members shall pay FSAP dues to the unit. Units shall remit the association dues to FSAP with unit members’ names and contact information.	B. Payment. 1. Primary members shall pay FSAP dues to NAP. 2. Affiliate and Provisional members shall pay FSAP dues to FSAP. FSAP dues received by a unit are to be forwarded to FSAP Treasurer with member’s name and contact information.

Submitted by: FSAP Bylaws Committee

Rationale: Simplify to make payments easy and friendly. Some Affiliate member may pay FSAP and unit dues to unit; some provisional members do not belong to a unit. Do not want to limit methods of payment.

Bylaws Committee Recommendation: To Adopt

AMENDMENT #3

Move to amend **Article V Officers. Section 2. Term of Office. C. by striking out** “, except the treasurer,”

Current	Proposed	If Amended
Section 2. Term of Office. A. Officers shall hold office for a term of two years or until their successors are elected. B. The president shall not serve consecutive terms. C. No other elected officer, except the treasurer, shall serve more than two consecutive terms in the same office.	Section 2. Term of Office. A. Officers shall hold office for a term of two years or until their successors are elected. B. The president shall not serve consecutive terms. C. No other elected officer; except the treasurer; shall serve more than two consecutive terms in the same office.	Section 2. Term of Office. A. Officers shall hold office for a term of two years or until their successors are elected. B. The president shall not serve consecutive terms. C. No other elected officer shall serve more than two consecutive terms in the same office.

Submitted by: FSAP Bylaws Committee

Rationale: The same term limits should apply to all offices.

Bylaws Committee Recommendation: To Adopt

AMENDMENT #4

Move to amend **Article V Officers**, Section 4 Duties of Officers, E. Corresponding Secretary, **by striking out** Section 2 “2. Send a copy of the current FSAP bylaws to NAP and at such other time as the bylaws may have been amended after each FSAP annual meeting,” **and inserting** “2. on an annual basis, either certify that the association bylaws have not changed, or provide a current copy of the FSAP bylaws to NAP Headquarters. When the FSAP bylaws have been updated either through amendment or revision, send a copy of the updated FSAP bylaws to NAP within 30 days,”
In 3., **striking out** “annual report book” and **inserting** “agenda and reports for the membership meetings.”

Current	Proposed	If Amended
E. Corresponding Secretary. The corresponding secretary shall: 1. send notices of all meetings and other notices when previous notice is required; 2. send a copy of the current FSAP bylaws to NAP and at such other time as the bylaws may have been amended after each FSAP annual meeting, and 3. compile the annual report book.	E. Corresponding Secretary. The corresponding secretary shall: 1. send notices of all meetings and other notices when previous notice is required; 2. send a copy of the current FSAP bylaws to NAP and at such other time as the bylaws may have been amended after each FSAP annual meeting; 2. <u>on an annual basis, either certify that the association bylaws have not changed, or provide a current copy of the FSAP bylaws to NAP Headquarters. When the FSAP bylaws have been updated either through amendment or revision, send a copy of the updated FSAP bylaws to NAP within 30 days, and</u> 3. compile the annual report book <u>agenda and reports for the membership meetings.</u>	E. Corresponding Secretary. The corresponding secretary shall: 1. send notices of all meetings and other notices when previous notice is required; 2. on an annual basis, either certify that the association bylaws have not changed, or provide a current copy of the FSAP bylaws to NAP Headquarters. When the FSAP bylaws have been updated either through amendment or revision, send a copy of the updated FSAP bylaws to NAP within 30 days, and 3. compile the agenda and reports for the membership meetings.
Submitted by: FSAP Bylaws Committee Rationale: For #2, to conform with NAP bylaw provision, Article IV Division, Section 3E1 and 3E4. For #3, the agenda and reports are needed for all membership meetings. Bylaws Committee Recommendation: To Adopt		

(CONTINUED ON THE NEXT PAGE)

AMENDMENT #5

Move to amend **Article V Officers**, Section 4 Duties of Officers, F. Treasurer., by **striking out** in #9, “November” and **inserting** “December” and by **inserting** between item 6 and 7, “7. Assess financial trends of FSAP and report these trends to the members annually;”

Current	Proposed	If Amended
F. Treasurer. The treasurer shall: 1. serve as the financial officer and be custodian of all funds of FSAP; 2. deposit funds in depositories approved by the FSAP Executive Board; 3. pay authorized bills promptly; 4. keep an accurate record of receipts and disbursements; 5. present a financial report at each membership meeting and each meeting of the FSAP Executive Board; 6. prepare the budget with input from officers and committee chairmen; 7. close the books at the end of the fiscal year and submit the financial records to the audit committee; 8. file all necessary forms with the IRS and the state of Florida; 9. invoice affiliate members for FSAP dues no later than November 1; 10. forward the names and addresses of members and provisionals upon their affiliation with a unit to the FSAP Executive Board; and 11. Furnish the Herberta Ann Leonardy Scholarship Fund chairman with a record of all scholarship funds available.	F. Treasurer. The treasurer shall: 1. serve as the financial officer and be custodian of all funds of FSAP; 2. deposit funds in depositories approved by the FSAP Executive Board; 3. Pay authorized bills promptly; 4. keep an accurate record of receipts and disbursements; 5. present a financial report at each membership meeting and each meeting of the FSAP Executive Board; 6. prepare the budget with input from officers and committee chairmen; <u>7. assess financial trends of FSAP and report these trends to members annually;</u> 8. 7. close the books at the end of the fiscal year and submit the financial records to the audit committee; 9. 8. file all necessary forms with the IRS and the state of Florida; 10. 9. invoice affiliate members for FSAP dues no later than November <u>December</u> 1; 11. 10. forward the names and addresses of members and provisionals upon their affiliation with a unit to the FSAP Executive Board; and 11<u>12.</u> Furnish the Herberta Ann Leonardy Scholarship Fund chairman with a record of all scholarship funds available.	F. Treasurer. The treasurer shall: 1. serve as the financial officer and be custodian of all funds of FSAP; 2. deposit funds in depositories approved by the FSAP Executive Board; 3. Pay authorized bills promptly; 4. keep an accurate record of receipts and disbursements; 5. present a financial report at each membership meeting and each meeting of the FSAP Executive Board; 6. prepare the budget with input from officers and committee chairmen; 7. assess financial trends of FSAP and report these trends to members annually; 8. close the books at the end of the fiscal year and submit the financial records to the audit committee; 9. file all necessary forms with the IRS and the state of Florida; 10. invoice affiliate members for FSAP dues no later than December 1; 11. forward the names and addresses of members and provisionals upon their affiliation with a unit to the FSAP Executive Board; and 12. Furnish the Herberta Ann Leonardy Scholarship Fund chairman with a record of all scholarship funds available.
Submitted by: FSAP Bylaws Committee Rationale: For the current #9, to align the payment of dues with the fiscal year. For the new #7, the Treasurer’s report of these trends to ensure informed membership. Bylaws Committee Recommendation: To Adopt		

AMENDMENT #6

Move to amend **Article V Officers**, Section 5 Nominations. A. Nominating Committee. #1, by **striking out** “annual” and **inserting** “fall” before “meeting held”.

Current	Proposed	If Amended
Nominating Committee. 1. A nominating committee of five members shall be elected at the annual meeting held in even-numbered years. A plurality vote shall elect. A member shall not serve a consecutive time on the committee and no two members shall be from the same unit. Vacancies on the nominating committee shall be filled by the FSAP Executive Board.	Nominating Committee. 1. A nominating committee of five members shall be elected at the annual fall meeting held in even-numbered years. A plurality vote shall elect. No member shall serve a consecutive time on the committee and no two members shall be from the same unit. Vacancies on the nominating committee shall be filled by the FSAP Executive Board.	Nominating Committee. 1. A nominating committee of five members shall be elected at the fall meeting held in even-numbered years. A plurality vote shall elect. No member shall serve a consecutive time on the committee and no two members shall be from the same unit. Vacancies on the nominating committee shall be filled by the FSAP Executive Board.

Submitted by: FSAP Bylaws Committee

Rationale: Align the nominating process with the election cycle. Electing the Nominating Committee in the fall provides sufficient time to prepare its report to give notice to members at least 30 days prior to the election at the spring membership meeting.

Bylaws Committee Recommendation: To Adopt

AMENDMENT #7

Move to amend **Article V Officers**, Section 6 Elections. B., by **striking out** “, except the treasurer,” and “The Treasurer shall assume office on August 1.”

Current	Proposed	If Amended
Section 6. Elections. A. Officers shall be elected at the annual meeting held in odd-numbered years. B. Elected officers, except the treasurer, shall assume their duties at the close of the annual meeting at which they are elected. The treasurer shall assume office on August 1. C. Elections shall be by ballot except, when there is only one nominee for an office the chair shall declare the nominee elected by acclamation.	Section 6. Elections. A. Officers shall be elected at the annual meeting held in odd-numbered years. B. Elected officers, except the treasurer, shall assume their duties at the close of the annual meeting at which they are elected. The treasurer shall assume office on August 1. C. Elections shall be by ballot except, when there is only one nominee for an office the chair shall declare the nominee elected by acclamation.	Section 6. Elections. A. Officers shall be elected at the annual meeting held in odd-numbered years. B. Elected officers shall assume their duties at the close of the annual meeting at which they are elected. C. Elections shall be by ballot except, when there is only one nominee for an office the chair shall declare the nominee elected by acclamation.

Submitted by: FSAP Bylaws Committee

Rationale: The Treasurer should commence their term in alignment with the other officers.

Bylaws Committee Recommendation: To Adopt

AMENDMENT #8

Move to amend **Article VI Meetings**, Section 4 Special Meetings, by **striking out** “upon the” and **inserting** “within 30 days of” after “shall be called by the president”.

Current	Proposed	If Amended
Section 4. Special Meetings. A. Special meetings may be called by the president or by majority vote of the FSAP Executive Board, and shall be called by the president upon the written request of a majority of the units. B. Notice shall be sent to the membership at least seven days prior to the date of the meeting.	Section 4. Special Meetings. A. Special meetings may be called by the president or by majority vote of the FSAP Executive Board and shall be called by the president upon the <u>within 30 days of the</u> written request of a majority of the units. B. Notice shall be sent to the membership at least seven days prior to the date of the meeting.	Section 4. Special Meetings. A. Special meetings may be called by the president or by majority vote of the FSAP Executive Board and shall be called by the president within 30 days of the written request of a majority of the units. B. Notice shall be sent to the membership at least seven days prior to the date of the meeting.
Submitted by: FSAP Bylaws Committee Rationale: To establish a time limit. Bylaws Committee Recommendation: To Adopt		

Amendment #9

Move to amend Article VII, The Executive Board. Section 1. Composition, **by striking out** “following standing committees: communications, education, meeting planning, membership, technology, and unit presidents” and **adding** “standing committees and unit presidents.”

Current	Amendment	If Adopted
Section 1. Composition. The FSAP Executive Board shall consist of the elected officers, the corresponding secretary, and the chairmen of the following standing committees: communications, education, meeting planning, membership, technology, and unit presidents. The parliamentarian shall serve as an advisor to the board.	Section 1. Composition. The FSAP Executive Board shall consist of the elected officers, the corresponding secretary, and the chairmen of the <u>standing committees and unit presidents.</u> following standing committees: communications, education, meeting planning, membership, technology, and unit presidents. The parliamentarian shall serve as an advisor to the board.	Section 1. Composition. The FSAP Executive Board shall consist of the elected officers, the corresponding secretary, and the chairmen of the standing committees and unit presidents. The parliamentarian shall serve as an advisor to the board
Submitted by: FSAP Bylaws Committee Rationale: Expand leadership and communication opportunities. Bylaws Committee Recommendation: To Adopt		

AMENDMENT #10

Move to amend **Article VII**, The Executive Board. Section 2. Powers and Duties. B. Duties. In 3., by **striking out** “approve those authorized to sign checks;” and **inserting** “authorize signatories on the bank account;”.

Current	Proposed	If Amended
B. Duties. The FSAP Executive Board shall: 3. approve those authorized to sign checks;	B. Duties. The FSAP Executive Board shall: 3. approve those authorized to sign checks; <u>authorize signatories on the bank account;</u>	B. Duties. The FSAP Executive Board shall: 3. authorize signatories on the bank account;

Submitted by: FSAP Bylaws Committee

Rationale: For clarification.

Bylaws Committee Recommendation: To Adopt

AMENDMENT #11

Move to amend **Article VII The Executive Board**, Section 3. Meetings. B. Special (a) by **adding** “within five days” after “FSAP Executive Board”, (b) by **striking out** “twenty-four” and **inserting** “forty-eight”, and (c) by **striking out** “Notice may be waived by the members of this board in accordance with statutory requirements. Officers present at a meeting shall be deemed to have received, or to have waived, notice.”

Current	Proposed	If Amended
B. Special. Special meetings of the FSAP Executive Board may be called by the president and shall be called at the written request of three members of the FSAP Executive Board. The call shall be given at least twenty-four hours before the meeting. Notice may be waived by the members of this board in accordance with statutory requirements. Officers present at a meeting shall be deemed to have received, or to have waived, notice.	B. Special. Special meetings of the FSAP Executive Board may be called by the president and shall be called at the written request of three members of the FSAP Executive Board <u>within five days.</u> The call shall be given at least twenty-four <u>forty-eight</u> hours before the meeting. Notice may be waived by the members of this board in accordance with statutory requirements. Officers present at a meeting shall be deemed to have received, or to have waived, notice.	B. Special. Special meetings of the FSAP Executive Board may be called by the president and shall be called at the written request of three members of the FSAP Executive Board within five days. The call shall be given at least forty-eight hours before the meeting.

Submitted by: FSAP Bylaws Committee

Rationale: (a & b) To set time limits. (c) Restating Florida statute is redundant.

Bylaws Committee Recommendation: To Adopt

AMENDMENT #12

Move to amend **Article VIII Committees**, Section 3. Duties., I. Unit Presidents., by **striking out** “exchange information” and **inserting** “develop strategies and seek alternatives”.

Current	Proposed	If Amended
I. Unit Presidents. The unit presidents committee shall exchange information on unit membership, educational	I. Unit Presidents. The unit presidents committee shall exchange information <u>develop strategies and seek alternatives</u>	I. Unit Presidents. The unit presidents committee shall develop strategies and seek alternatives on unit membership,

program development and communication strategies. A unit president may select the unit's vice-president to represent the unit at the committee meeting.	on unit membership, educational program development and communication strategies. A unit president may select the unit's vice-president to represent the unit at the committee meeting.	educational program development and communication strategies. A unit president may select the unit's vice-president to represent the unit at the committee meeting.
Submitted by: FSAP Bylaws Committee Rationale: Establish a collaborative approach to strategic planning and problem solving. Bylaws Committee Recommendation: To Adopt		

AMENDMENT #13

Move to amend **Article X Electronic Meetings and Communications**. Section 3 Ballot Vote., by **striking out** "through the designated internet meeting service" and **inserting** "electronically" after "anonymous vote conducted".

Current	Proposed	If Amended
Section 3. Ballot Vote. An anonymous vote conducted through the designated internet meeting service shall be deemed to be a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.	Section 3. Ballot Vote. An anonymous vote conducted through the designated internet meeting service electronically shall be deemed to be a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.	Section 3. Ballot Vote. An anonymous vote conducted through the designated voting software service shall be deemed to be a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.
Submitted by: FSAP Bylaws Committee Rationale: For clarification. Bylaws Committee Recommendation: To Adopt		

AMENDMENT #14

Move to amend **Article XIV Amendment of Bylaws**. Section 2., (a) by **striking out** "A proposal for a bylaw revision may only be authorized at an annual meeting." (b) and **striking out** "the next annual meeting or special" and **inserting** "any membership" before "meeting and".

Current	Proposed	If Amended
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.	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 any membership 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.	Section 2. The proposed bylaw revision shall be presented at any membership 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.
Submitted by: FSAP Bylaws Committee Rationale: To eliminate restrictions. Bylaws Committee Recommendation: To Adopt		



The Responsibility of Leadership

Scripture:

“Moreover it is required in stewards, that a man be found faithful.”
— 1 Corinthians 4:2 (KJV)

Reflection:

Leadership in parliamentary settings is stewardship, not ownership. Chairs, officers, and members are entrusted with responsibilities that require faithfulness, preparation, and integrity.

Parliamentary Principle:

Officers must faithfully execute the duties assigned by bylaws and parliamentary authority, serving the organization with diligence.

Call to Action:

Lead with integrity, fulfill your responsibilities faithfully, and serve the organization with honor.



“True
disappointment
comes from ignoring
your own moral
compass and inner
wisdom.”



Committee

- A body of one or more persons that follows informal procedures
- Elected or appointed
- To consider, investigate, or take action on certain matters
- A committee is not considered a form of deliberative assembly
- Normally has no regular meetings specified in bylaws
 - Two types of committees: Standing or Special

Tech Tip: What if I do not have Excel with a paid Microsoft account? Free options include Google Sheets and Microsoft Excel for the web which allows for Excel compatibility without installing Excel. LibreOffice Calc allows working offline with Excel files as well.

Overuse of “Point of Privilege”

Scenario:	Problem:	Tip:
A member uses a point of privilege repeatedly to interrupt the meeting, often over minor issues like air conditioning temperature.	Overuse of points of privilege disrupts the flow of the meeting and irritates members.	Remind members to use points of privilege sparingly and only for important matters, like noise or comfort issues, not trivial concerns.

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).

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).

