

The Florida Parliamentarian

Let All Things Be Done Decently and In Order

CALENDAR

May 7-8, 2021
FSAP Annual
Meeting
Brandon, FL
Or
Virtual via Zoom

FSAP NEWS

FSAP held its Fall meeting virtually in October 2020. After being in lockdown or restricted movement for many months at that point, it was wonderful to have the opportunity to meet and learn again even though we missed being together very much.

At this meeting, we amended the bylaws and standing rules. The special committee reported the names of FSAP members to be honored on tiles at NAP Headquarters and the list was approved.

The nominating committee was elected: Linda Young, PRP, Karen Price, Clifton Eserman, Julie Palm, PRP, and Luceal Curry. If you are interested in serving as an FSAP officer, contact one of these members today. The election for new officers will be held at the annual meeting in May.

Many units are holding virtual meetings as well and presenting interesting and helpful programs. Even better, several units invite FSAP members to attend these virtual meetings. If you take advantage of this generosity, it expands your learning

opportunities even more. Check the FSAP website, www.flparliamentarian.com. The Units page will show which units are meeting virtually.

DUES ARE DUE!

Dues were due January 1, 2021 and will become delinquent on February 1, 2021. Membership will be terminated on March 1 if dues remain unpaid. Please pay your dues now and continue learning parliamentary procedure.

UPDATED DIRECTORY AVAILABLE

The FSAP Directory is available on the FSAP website in the Members Only portal. The directory is current through November, 2020. The next update is in March 2021. Please check your listing to be sure your information is correct. Send correct information to:
Karen Price, Treasurer
Carol Austin, 2nd Vice President
NAP Headquarters

Tip: The password for the member portal is fsap.

SAVE THE DATE

FSAP Annual Meeting is May 7-8.

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PRESIDENTIALLY SPEAKING....



President Henry Lawton, PRP

Thank you to all of our FSAP association members and guests who were a part of our 2020 Annual/Fall Meeting.

As many of us do after a significant event, we self-evaluate, we self-diagnose. I had those moments after our Annual/Fall Meeting. The amendment process can be demoralizing to the presiding officer, especially when you have been teaching the process for the past three months.

Teaching and practicing the process of amendment, I believe, is the best means to become comfortable with the motion, but in the line of fire it is a very different story.

I am of the opinion that we, as parliamentarians, need a parliamentarian when presiding in regular meetings, not just conventions or annual meetings of any size. I have one of the best, Ann Guiberson. However, in the virtual world, the best parliamentarian cannot place a card/note in front of you, tap your arm or whisper some information to you (smart phones work, only when you are paying attention to them.)

It is relatively easy to remember the main motion, the previous question or the appeal processes. But, when going off script with the motion to amend, patience, not confidence is the order of the day for most presiding officers.

As you develop your script or reading from one provided to you; study it, do not just read it, become very familiar with it. It is your friend and your guide.

Henry C. Lawton, Jr.

Professional Registered Parliamentarian

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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>

DUES RENEWAL: RENEW NOW! by Karen Price, Treasurer



Thank you to all who have renewed their membership. Dues were due by January 1, 2021. On February 1, dues are delinquent. March 1 is the date membership will be terminated if dues are not paid.

- NAP members should pay dues to the National Association of Parliamentarians. If you have questions about your dues, contact NAP at 816-833-3892 or email to hq@nap2.org.
- Provisional and Affiliate members should send dues to me, your FSAP Treasurer.

If a member of your unit is new, and has not taken the membership test they are a provisional member with the Florida State Association and dues are \$25 per year. Once they take the membership exam they become a member of the National Association of Parliamentarians and the state dues are paid thru the National Dues.

I can not stress enough how important it is to keep your Florida State Treasurer, Florida State second Vice-President and the National Association of Parliamentarians office notified of **any and all changes** to your unit membership, your unit officers and changes to your members status, *ie*: new certification received, e-mail change, address or phone change or any other change.

In this issue are two forms, one for New Provisional Members and one for renewal of your Provisional Members. Please use these forms when submitting your checks to the Florida State Association Treasurer.

I hope all members and family have stayed safe and COVID-10 free this past year and continue to remain safe and virus free. 2020 was a challenging year for all of us.

Welcome New Members

NEW NAP MEMBERS OCTOBER 2020-DECEMBER 2020

Constance Beckman 4569 40th St S St Petersburg FL337tL connie@kenbek.com (727) 867-3088 Member-at-Large
 Amelia Bell-Hawkins, 9579 Blue Stone Cir., Fort Myers, FL, 339813
 Barbara Bowens 120 Clay Gully Trl Ponte Vedra, FL 32081
 Sandra Brown 5246 Locksley Ave. Jacksonville, FL 32208
 Patricia Carter 10341 N Lake Vista Cir Davie, FL 33328
 Benjamin Cohen, 10803 Madison Dr., Boynton Beach, FL 33952
 Tangela DuPree 4352 Tremblay Way Palm Harbor, FL 34685
 Martha Johnson-Rutledge, 7815 N.W. 194th St., Miami, FL 33015
 Danez Lockhart, 219 Emerald Tree Lane, Apopka, FL, 32712
 Lori Matyskiel, 111 Akron Rd Lake Worth, FL 33467
 Rosa Simmons L9440 SW 30th St Miramar FL 33029 rosa_r_simmons@hotmail.com (es4) 806-1815
 Monique Slater 15809 Countrybrook St Tampa, FL 33624
 Mary Smith 13034 SW 24th St Miramar, FL 33027
 Walette Stanford 2160 Walnut Creek Ct. N. Jacksonville, FL 32246
 Constance Taylor, 3982 Ironwood Ln, The Villages, FL, 32163
 Deanna Rush, 2193 Beacon Dr., Port Charlotte, FL, 33952



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

E-mail to: mmoriarty2016@outlook.com

QUESTION:

My husband belongs to a nonprofit organization. The bylaws state the board of directors shall consist of not less than twelve (12), nor more than twenty-one (21) members, including officers. A quorum for the transaction of business shall be 9 directors, including at least two officers. The problem? The president died last February. She was a member of the board. Two directors quit the board. I don't know the reason why. My husband is a director and has been unable to get a quorum for 4 months. The board now has only 8 directors, not 12. Can my husband invoke the emergency powers? Can the board fill the vacancies without a quorum? If they cannot get 12 for the board, can they then change the bylaws to lower the number on the board and the quorum by a vote of 2/3 of the association?

ANSWER:

In general, if an organization's bylaws do not address emergencies (e.g. there are no provisions in the bylaws regarding what to do in cases of emergencies), Florida Statutes §617.0303 (2) (c) provides "*if a quorum of the corporation's directors cannot readily be assembled because of some catastrophic event*" the director or directors in attendance at a meeting constitute a quorum.

The statute does not define what a catastrophic event is. Arguably, the death of the president resulting in a lack of a quorum is a catastrophic event. The resignation of the two board members depending upon the facts

and circumstances, taken by itself or in addition to the of the death of the president, may also qualify as a catastrophic event.

Your nonprofit organization bylaws Article VI. Elections. provides "*Election of Directors shall be at the time of the Annual meeting of Members in October.*" There are no other provisions for the election of directors by any other method or any other time provided in the bylaws.

The responsibilities of the Board of Directors are provided in Article VII: "*the Board of Directors is responsible for formulating policy, overseeing the financial planning, setting dues with notice, limits of operations, and the control and management of the affairs, property, and interests of the Association.*" The board of directors has no authority to fill vacancies, or to change the bylaws.

Roberts Rules of Order, Section 40, Proceedings in the Absence of a Quorum, provides, "*Even in the absence of a quorum, the assembly may take measures to obtain a quorum.*" So, at the next meeting the first item of business would be for the director or directors in attendance to move that because the organization's directors cannot readily be assembled because of some catastrophic event (and state what the catastrophic event is), a quorum is present pursuant to Florida Statutes §617.0303 (2) (c). This procedure can be used at all meetings until the election of new directors at the time of the annual meeting in October.

Registered Section News by Stephanie (Sam) King, PRP, Section Chair

In my previous article for this newsletter, I noted that we are in a time of change. The FSAP Board is looking forward to the Annual May meeting and anticipating that it will be held in person with a back-up plan using Zoom.

The May meeting is planned to be held in Brandon, May 7-8th, which is a Friday evening and Saturday. This format is a throwback to years ago, in that the Registered Section (RS) will be meeting on Friday evening instead of the Sunday morning time slot. Friday evening was chosen because Sunday is Mother's Day and the Registered Section is required to hold the annual meeting in conjunction with the FSAP annual meeting, per the bylaws. Friday evening became the best option for meeting.

The May meeting will include election of the Registered Section Executive Committee, which includes the Chair, Vice Chair, and Secretary. The term of office is for two years and those wanting to be a candidate for leadership must be credentialed or retired credentialed members.

FSAP exists to promote the studies of parliamentary procedures and principles of parliamentary law, provide educational programs, and bring the parliamentarians of the state of Florida together. Credential and experienced members of FSAP have the opportunity to present and share their knowledge at our meetings. For PRPs and RPs, teaching is part of the continuing education credits for credentialing renewal. Why not share your knowledge and get credit for it at the same time?

Please don't wait to be asked to present a program, fill out the form on page 12 and send it to me. One speaker is needed for the Friday evening meeting and others for the Saturday FSAP meeting. If you need to discuss your presentation or want to be convinced that you can present, then call me at: 941-380-7702 or Brian Pelkie at: 239-266-4143.

Remember this organization exists for you and because of you!

Congratulations New RP and PRP

NEW REGISTERED PARLIAMENTARIANS

Sarah Russell, RP

Arabella Walker, RP

NEW PROFESSIONAL REGISTERED PARLIAMENTARIAN

Edward M. Nelson, III, PRP

AMENDMENTS THAT ARE NOT TREATED AS AMENDMENTS

By Lorenzo Cuesta, PRP

Amendments to an amendable main motion or to an amendable secondary motion are clearly explained in *Robert's Rules of Order Newly Revised* (RONR § 12). The three forms of the motion to amend (insert/add; strike; strike and insert) are among the most common and productive motions in every meeting. In this article we are going to explore other ways amendments may be handled.

The fundamental concept for amendments is that no more than one primary amendment and one secondary amendment are permitted to be pending at a time. The number of times a motion may be amended is endless, as long as a proposed amendment does not raise a question already decided. (RONR 12:13) Thus, a word or phrase may be amended only once.

Unless an amendment is adopted by unanimous consent or the body's bylaws require otherwise, adoption of an amendment requires a majority of the votes cast. This means that one amendment is proposed, debated (if debate is in order), voted upon, and then business moves on to the next amendment or to the main motion. Notice the sequence restrictions.

MODIFICATIONS: There are several situations where motion modifications behave as amendments. However, these modifications appear to violate Robert's limit on the number of pending amendments because numerous modifications are definitely pending at one time. Additionally, the same question may be voted upon numerous times.

SUGGESTIONS: RONR refers to these modifications as "suggestions." Suggestions are applied to two subsidiary motions and to three incidental motions. The characteristics of suggestions are different from the motions they modify:

- (1) They do not require the mover to be recognized (except previous question),
- (2) They do not require a second (except previous question),
- (3) They are not debatable (except fill a blank and nominations),
- (4) They are not amendable, and
- (5) They all (except previous question) require a majority vote to adopt.

Here are 6 amendments that are not treated as amendments because each proposed modification is actually a series of suggestions:

1. Fill a blank: The mover of a main motion (or a primary amendment), or any member, or the chair may move that a blank be created. The blank is inserted so as to contain names of persons *or places; amounts; dates; or numbers.*

Voting Sequence:

Names (same order as proposed);

Money to be spent (least amount desirable first);

Money to accept (smallest amount first);

Places/Dates/Numbers (either same sequence as proposed, or least popular choice first, or

Amendments Not Treated as Amendments (continued)

largest/longest first). (RONR 12:107-12:111)

2. Completing an incomplete motion to commit (a) : In this situation, there are several potential committees members may suggest to handle a referred motion: Committee of the whole, quasi committee of the whole, consider informally, standing committee, special committee, or recommit to the same previous standing committee or special committee

Voting Sequence: If more than one of these committees is suggested, the vote would follow the sequence as listed above with 2 exceptions. (1) If more than one standing committee is proposed, the first proposed standing committee is voted on first. (2) If more than one special committee is proposed, the one with the greatest number of members is voted on first. (RONR 13:12)

3. Committing an incomplete motion to commit (b): In addition to suggestions for which committee, there is the potential to suggest methods to appoint committee members to a special committee:

- (1) election by ballot,
- (2) nominations from the floor (with voice vote),
- (3) nominations by the chair,
- (4) appointment by the chair. (RONR 13:13)

Voting Sequence: If more than one committee is suggested by the members, the suggestions are voted upon in the sequence listed above.

4. Previous Question: This motion cannot be amended, but once it is moved, it may be qualified with suggestions. Assume that 4 motions are pending:

(a) main motion, (b) an amendment, (c) refer, and (d) postpone.

A motion for the previous question would apply only to the immediately pending motion, (d) to postpone. However, other qualified suggestions could be either (d) and (c); or (d), (c) and (b); or ALL the pending motions.

Voting Sequence: If more than one qualified suggestion is offered, the suggestion that involves the largest number of motions would be voted on first. (RONR 16:5(2).)

5. Division of a Question: A member may wish to deliberate and vote upon separate stand-alone parts of a single motion. A motion to divide a question would be in order and would state the manner in which the member wishes to divide the motion.

Let us assume that a motion has 4 parts – A, B C, and D.

Member Clark suggests division into 2 parts – Part 1 (A), and Part 2 (B, C, D).

Member Smith suggests 2 parts – Part 1 (A, B), and Part 2 (C, D).

Amendments Not Treated as Amendments

Member Jones suggests 3 parts – Part 1 (A, B), Part 2 (C), and Part 3 (D).

Voting Sequence: When more than one suggestion is made on how to divide a question, and all the suggestions involve the same number of parts, the suggestions are voted upon according to the order in which they were suggested.

Otherwise, the suggestion with the largest number of parts is voted upon first. In the example above, the assembly would vote on Member Jones' suggestion first, and then the Member Clark's suggestion, and finally Member Smith's suggestion. (RONR 24:7)

6. Nominations: If neither the bylaws nor the body has a rule prescribing the method of nominations, members may offer the following suggestions. (RONR 31:3, 46:3-46:9, 46-22,25, and 26)

- By the chair
- From the floor
- By Committee
- By Ballot
- By Mail
- By Petition

Voting Sequence: If more than one method is suggested, the vote to select the method to nominate an office to be filled follows the sequence above.

In summary, the vote on a main motion or a secondary motion is more like a True/False question because the body answers with 'Aye' or 'No'. Modifications/suggestions are not conventional amendments because they offer the body a multiple choice answer to the question "Which shall we select?"

Suggestions are not conventional amendments because suggestions permit numerous choices on the same question to be pending at one time. Additionally, with suggestions the body does not vote just one time on the modification and then move on with other business. The body continues to vote on the options until one of the suggestions for a question receives a majority vote.

The concept of suggestions vs. amendments illustrates not only that RONR is abundantly practical, but also richly thorough, persistently consistent, and endlessly resourceful.

PRESIDING: YOU CAN DO IT! by Ann Guiberson, PRP

Have you ever been asked to preside at a meeting and had a panic attack? A variety of reasons might bring on the attack. You may not know how to handle debate or you might not feel comfortable with the proper language to use while presiding; or both.

Robert's Rules of Order Newly Revised (12th ed.) includes language for nearly all possible types of motions. At the end of each section on a motion, you will find the subsection heading, Form and Example. In this section there are examples of how to state and how to take the vote on the motion. (See RONR 11:6 for the Form and Example for Postpone Indefinitely.)

A major exception is the motion to Amend. There are so many different ways to amend that the form and example is found with four of the six forms:

1. To insert or add words or a paragraph begins in Section 12:32-12:38 with example for adding and inserting words into a secondary amendment in Section 12:41-12:44.
2. To strike out words or a paragraph is found in Section 12:53-12:55.
3. To strike out and insert words is found in Section 12:67.
4. To substitute begins with Section 12:82 and goes through Section 12:89.

To get started, however, begin with the main motion. Everyone needs to be able to handle this one. It is how a new topic of discussion is introduced. Here are some tips:

1. Learn the six steps to handle a motion. Section §4. How a Motion is Brought Before the Assembly beginning with Section 4:2: Making a Motion, Seconding a Motion, Stating the Question by the Chair and beginning with Section 4:25 Debating the Motion, Putting the Question, and Announcement of the Results.
2. Study the form and example for the main motion in Section 10:38-10:43. This will give you the language to use in stating the motion and taking the vote.
3. Practice every chance you get. Encourage your unit to establish presiding practice sessions. The more you do it, the more natural it becomes.
4. Write out a script for yourself. Take the form and example and substitute the words of motions that will come up in your meetings. Even the most experienced parliamentarians prepare scripts to help them in meetings.

In addition to RONR, *Robert's Rules of Order Newly Revised In Brief* (3rd edition) also has the language of presiding with the basic motions. It is easier to find the examples in this book.

Presiding practice sessions can be done online in Zoom meetings, but even if you can only practice in front of mirror, do that. Practice will lead to improvement in skill, greater confidence, and better meetings.

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 2019/2020 Treasurer: Karen Price, 474 Marina Way, Ellenton, FL 34222

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 _____

FSAP Treasurer: Karen Price, 474 Marina Way, Ellenton, FL 34222

CALL FOR WORKSHOP PROPOSALS

Florida State Association of Parliamentarians
WORKSHOP PROPOSAL FORM
Annual Meeting
May 7 & 8, 2021

Please return the Workshop Proposal Form below:

- Attach a separate headshot in a jpg file.
- Determine if you will be allowing for file sharing (PDF/PPT) yes___ no___

Please return the form and picture by February 15, 2021 to: Sam King, PRP,
samkingprp@gmail.com

Name:

Email:

Workshop Title:

Presentation Time: 1 hr. 15 min. Shorter or Longer (must note time needed)

Brief Description of Workshop:

Brief Information for Introduction:

Brief List of Needs: ___ using PowerPoint

Other:

IF YOU HAVE ANY QUESTIONS, PLEASE CALL or TEXT Sam King, FSAP Education Chair/
Registered Section Chair at, : 941-380-7702 or Email: samkingprp@gmail.com
