

# The Florida Parliamentarian

*Let All Things Be Done Decently and In Order*

## Mark Your CALENDAR

### September 5-8

NAP Convention  
Westgate Las Vegas,  
Las Vegas, NV

### October 18-20

FSAP Fall Meeting and  
Henry M. Robert's Day  
Embassy Suites  
Brandon, FL

## PLAN TO ATTEND HENRY M. ROBERT'S DAY AND MEETINGS

On October 18-20, 2019, FSAP will hold its Henry M. Robert's Day workshops and business meeting at the Embassy Suites by Hilton in Brandon, FL. Members have enjoyed this venue several times with its free cocktail hour and breakfasts as well as delicious lunch. The NAP membership exam will be given on Friday for anyone interested.

Plan to attend and learn what the units are doing as well as network and share ideas with your fellow parliamentarians from all over the state. Education Chairman, Tim Wynn, PRP, has planned a great line up of educational programs that will appeal to every member.

On Sunday, the Registered Section will present an advanced workshop with Mark Moriarty, PRP, presenting. All NAP members and guests are invited to attend.

The schedule for the meeting is as follows:

### FRIDAY, OCTOBER 18

5:30 to 7:30 pm Embassy Suites Reception  
7:30 pm Executive Board Meeting  
Dinner on your own

### SATURDAY, OCTOBER 19

8:00 am Registration  
9:00 am FSAP Business Meeting  
10:30 am Workshops  
12:15 pm Lunch  
1:15 pm Workshops  
5:00 pm Q & A  
5:30 to 7:30 pm Embassy Suites Reception  
Dinner on your own

### SUNDAY, OCTOBER 20

9:00 a.m. Registered Section Business Meeting  
Workshop

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## PRESIDENTIALLY SPEAKING....



Over the years, many of us have given our views or thoughts to a family member or friend on a medical or legal issue. Is this legal? I only have an opinion.

The same is true of a parliamentary procedure question or inquiry for us parliamentarians. The temptation is great to provide a quick opinion; we know a lot about parliamentary procedure.

Recently, I was doing some research and found some opinions on the Robert's Rules of Order website. The opinions on the perceived question were generally the same, but the questioner didn't understand or didn't want to accept the opinions. The parliamentarians continued to try to respond, with basically the same response from the questioner, "But, I don't understand."

Finally, the questioner indicated that the organization in question was not using *Robert's Rules of Order Newly Revised*. It also appeared that federal/state/local statutes maybe involved in the question. The parliamentarians did not ask enough questions to successfully help this questioner. Sometimes for us parliamentarians, success is no opinion; however, we should tell the questioner why.

There is a great temptation for us as parliamentarians and aspiring parliamentarians to provide quick opinions to a parliamentary procedure inquiry. The nature of our work is so important that we must always be very cautious and careful when providing an opinion, whether oral or written. We must do our best to understand what is being asked of us.

Again, sometimes, our opinion, is no opinion.

*Henry Lawton*  
*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>

## NEW MEMBERS AND DIRECTORY UPDATE

### NEW NAP MEMBERS

#### UNIT MEMBERS:

Rev. Robert Shaw 4510 N. W. 12th Ct. Lauderhill, FL 33313, (786)493-8341, rshawl1@bellsouth.net  
Broward-Palm Beach

#### MEMBERS AT LARGE:

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Robin Fenwick, 123 Stratford Sq., Port Orange, FL, 32127, (386) 316-3367, jrfenwick93@gmail.com  
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akno777@gmail.com  
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#### PHONE NUMBER:

Barbara Proctor, PRP, (352) 229-1670

## PAST PRESIDENT MARY BEARSS, PRP RETIRED, 1923-2019



Past President (1983-1985) Mary Bearss, PRP retired, passed away August 5, 2019. She was born in Tampa, FL and lived there all her life. She and her husband, Paul, had a large citrus grove there. One of the very special treats for parliamentarians was when Mary would bring fresh orange juice to meetings.

Mary was very active in local, state, and national parliamentary organizations. She joined soon after FSAP was chartered with NAP in 1953. She was also a founder of the Florida Alpha Unit of Parliamentarians and remained active in FSAP and NAP until she became too frail to participate.

She became a professional registered parliamentarian in 1969. In addition to serving as unit and state president, she was parliamentarian for at least four FSAP Presidents. She served as National Parliamentarian during Jimmy Stickeler's term as NAP President in 1989-1991.

Mary served numerous organizations she belonged to as parliamentarian from the Federation of Women's Clubs to several lineage groups including the Colonial Dames of the Seventeenth Century and the National Society of the Daughters of the American Revolution.

Most significantly, Mary was a great mentor and example of a consummate parliamentarian. A generation of FSAP members owe their professionalism and expertise to Mary Bearss' guidance. She will be missed, but remembered with the greatest love and gratitude.



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: [mmoriarty2016@outlook.com](mailto:mmoriarty2016@outlook.com)

**Question:** My board utilizes a consent agenda for disposal of routine or noncontroversial matters. All matters on the consent agenda are approved with a single vote. The standing rules provide any member wishing to debate or amend a matter on the consent agenda may request to remove an item or items from the consent agenda.

A member dutifully requested an item be removed. Her request was ignored. A motion approving the consent agenda as-is was seconded, the Presiding Officer repeated the motion and put the question to a vote. The motion passed. Did the Chair follow the rules?

**Answer:** Pursuant to §47 of Robert's Rules or Order 11<sup>th</sup> Ed., the Presiding Officer or Chair enforces the rules relating to debate and those relating to order and decorum within the assembly. After the Chair puts the matter to a vote, the motion belongs to the assemble to approve the motion or to deny it.

According to §23 of Robert's Rules any member could have raised a point of order (or Raise a question of order" as it is sometimes expressed) thereby calling upon the chair for a ruling and an enforcement of the regular rules.

Points of Order do not require a second. Had one been made the Chair could have addressed or considered any impropriety or wrongdoing. The Chair may not have heard the request to remove an item from the consent agenda, or the Chair could have felt the original request to remove an item from the consent agenda was out of order as dilatory or a delay tactic.

Had a Point of Order been raised, the Chair could have sustained the objection and asked for a motion suspending the rules pursuant to §25 Robert's Rules. Had the assembly agreed, the standing rules governing the consent agenda would be suspended for that item.



**NOTE:** *If you have received questions from non-parliamentarians or have questions yourself about parliamentary procedure, send them to Mark Moriarty, PRP, at the email address listed above. Sharing these situations and reading the response helps us all learn!*

## HENRY M ROBERT'S DAY WORKSHOPS - THE ESSENTIAL MOTIONS

Education Chairman, Tim Wynn, has organized another great line-up of educational workshops for FSAP members and guests. The Henry M Robert's Day Workshops theme is **The Essential Motions**.



**Amend or Amendments 100** presented by Henry Lawton, PRP

I like the motion, but there is something about it that concerns me. What do I do? Move to amend by ...

Together we will explore the basics of "I move to amend ...".



**Point of Order and Appeal** presented by Tim Wynn, PRP.

In this workshop, participants will identify breaches in the rules and practice making points of order and appealing from the decision of the chair. Participants will also have the opportunity to take the role of the presiding officer and practice responding to points of order and processing appeals from their decisions.



**The Dynamic Duo to the Rescue: Rescind and Amend Something Previously Adopted** presented by Ann Guiberson, PRP

Who will save the day when the assembly doesn't catch a mistake until after the meeting is over? Learn about two super heroes who can rescue the situation! Explore the motions rescind and amend something previously adopted and learn how to use them effectively in your meetings.



**Disposing of a Main Motion** presented by Julie Palm, PRP

There are many options members can use to help make a decision about a main motion, but do we always know which one to use? Learn how to dispose of a main motion without ever voting on it through the use of four motions.



**Legal Limits of Parliamentary Procedure** presented by Mark Moriarty, PRP.

Many times the law intersects with parliamentary procedure. Hear from an attorney about the potential legal hot spots of parliamentary procedure.

## WHAT RONR DOESN'T TELL YOU ABOUT COMMITTEES by Robert C. Harris, CAE



When you were elected president there were so many things that needed attention. There's the installation speech so you can inspire your members, there's that first board meeting coming up, there are a thousand and one administrative items coming your way, the annual calendar needs to be established. And, one more thing—you need to appoint the committees.

Planning a successful year includes making the best use of committees. The process includes a committee inventory, appointments, alignment of goals, and plans of work. The purpose of

committees is to assist and supplement the work of the board. However, they can become a liability if they lose direction or load unintended projects on board and staff.

**Inventory:** Committee structure can vary widely from one organization to the next. Many ask board members to serve on them or chair them. Many engage their members with a wide variety of committee opportunities. Take the time to review the committees that currently exist. Do they exist just because they have always been there? Take a look at both the standing and special committees and determine if they still fulfill a necessary function. Are there programs or activities that need to be done? Does the strategic plan have a goal that does not fit under any current committee? Do any of the committees have a workload so big that no one wants to take it on? If you answer yes to any of these, it's time to redesign the committee structure.

Most committees are under the authority of and report to the board of directors, although some bylaws specify that the president has that authority. They may be called many different many names, standing committees as well as special committees, either of which may be called task forces, ad hoc committees, councils, special interest groups, or project teams. There is a trend to engage members with shorter assignments by using some form of special committee for quick action and micro tasks.

No committee should profess to have a "life of its own" or perpetual existence. Further, it would be unlikely for a committee to establish their own bylaws or checking account since they exist under authority of the board. Another concern is a committee that obligates the organization to a project or contract without authority. Typically, committees have no authority to speak for or contract on behalf of the board.

Study the reason for each committee's existence by reviewing the missions or statements of purpose. Where purpose statements are nonexistent or outdated, develop fresh descriptions to be sure every committee has a clear purpose. If the work is not meaningful, committee members lose interest.

**Appointments:** Appoint the best people to chair committees. Seek to match interests and ability with the tasks. Many committee chairmen will become future leaders. Consider appointing vice chairs as well for continuity in case the chair is absent or loses interest.

Some organizations allow the chairmen to select members. Usually the bylaws require appointment by the board or by the president sometimes with the approval of the board of directors. Most publish a call for volunteers or maintain a committee interest submission form. Committee membership should represent the organization's diverse interests and people. Clarify that appointees will serve until the assignment is complete or for the duration of the president's term.

**Work assignments:** Assignments are made at the start of the term. For best results be specific about expectations, performance measures and deadlines. No committee should start their first meeting with, "What should we do this year?" Committees should have a plan of work which must be aligned with the mission, goals, and strategic plan. They are part of a team and a breakdown will impede progress. Good governance practices suggest committees record meeting minutes to keep staff and board informed.

**Alignment:** Committees should be aligned with strategic plan goals. For example, the membership committee should be the champion under a goal titled, "Member Service and Value." If there is no committee aligned with a goal, the likelihood of success is low. The association's mission should frame nearly every discussion. An annual orientation will acquaint committee chairs with the priorities of the board.

**Communications:** Maintain channels of communication between board and committee chairs. They should interface with board, staff and other committees to avoid working in a silo. Liaisons from the board and staff are important. Staff liaisons serve as a resource while board liaisons champion committee work, reporting progress at board meetings. However, a liaison should not usurp the committee chair's responsibilities. Provide tools and support and be sure there is a manual to pass on to the next committee. Set your committees up for success and minimize roadblocks that lead to failure or poor performance.

**Accountability:** Promote accountability to ensure assignments are completed. If a committee begins to melt down, lose traction or fail, the leadership will want to know before it is irreparable. Encourage volunteers to report problems promptly so corrections can be made.

**Celebrate success:** Committees can achieve a great deal for an association, from solving problems to producing valuable programs. They provide opportunities for leadership development, engagement and service. Recognize committee leaders and members as they achieve results. Many will want to continue their volunteer contributions in the association.

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***"Any committee is only as good as the most knowledgeable, determined and vigorous person on it. There must be somebody who provides the flame." Lady Bird Johnson***

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## **FSAP TO OFFER MEMBERSHIP EXAM AT OCTOBER MEETING by Sam King, PRP**

The NAP Membership test will be offered on October 19, 2019, at the Henry M. Robert's Day session to be held in Brandon, FL. The Registered Section of FSAP is hosting the testing site for the NAP Membership test and it is available for provisional members and the public.

The test will be given after the Saturday workshops at approximately 6:00 p.m. It will be the forty question test (to be taken on paper) from the *Robert's Rules of Order Newly Revised IN BRIEF, 2<sup>nd</sup> ed.* To schedule for the exam at Brandon, the student will need to follow the link below to print out the application and submit the form with the required prorated dues to NAP.

<http://bit.ly/NAPMembershipApp>

The dues are prorated for the remainder of this year and for next year. For a Florida provisional member the total fee is \$130 and the dues for a non-member is \$155. The dues are for both the Florida State Association of Parliamentarians (FSAP) and the National Association of Parliamentarians (NAP). The difference in the registration cost is because the provisional member has paid dues to the

FSAP for this year. If you are a provisional member, please pay the lower dues amount and mark on your application that you are a provisional member of FSAP.

**The test date is October 19, 2019**; the final date to send in your application to NAP is **October 4, 2019**. Sam King is the monitor for the test. The monitor information required for the membership application to be completed by the applicant is:

Stephanie M. King, PRP  
171 Easton Dr., NW  
Port Charlotte, FL 33952-9055 USA  
941-380-7702  
[gammanuking@gmail.com](mailto:gammanuking@gmail.com)

The test study guide is available to download at this link:

<http://bit.ly/NAPStudyGuide>

Plan to attend the October session of FSAP and spread the word that the membership test will be offered along with interesting and educational workshops.

## **NEW ON THE WEBSITE: WWW.FLPARLIAMENTARIAN.COM**

Following the FSAP annual meeting in May, the booklet of reports was posted in the Members Only area. Just to refresh your memory, the password is fsap

The information page for Officers and Committees was updated to reflect the new officers elected at the May meeting as well as the committees that have been appointed.

The 2019 membership directory will be posted by September 1, 2019.



## FSAP LEADERSHIP TEAM FOR 2019-2021

### OFFICERS

President	Henry C. Lawton, Jr., PRP	(904) 446-6141	hcljr@lawtonparliamentarygroup.com
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Recording Secretary	Elizabeth "Betti" Cogswell	(321) 613-2278	chinmom@pobox.com
Treasurer	Karen Price	(941) 626-0436	craftyksp@gmail.com
Corresponding Secretary	Sarah Russell	(786) 709-8883	sarafran_99@yahoo.com
Parliamentarian	Ann Guiberson, PRP	(727) 528-4355	aguiberson@gmail.com

### COMMITTEES

Audit	Carol Austin, PRP	(813) 833-4747	carolaustinprp@cs.com
Budget/Finance	Karen Price	(941) 626-0436	craftyksp@gmail.com
Bylaws	Linda Laurendeau	(407) 889-9792	llaurendeaa@aol.com
Chaplain	Wayne Kofink, RP	(352) 861-4841	WKofink@aol.com
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Scholarship	Wayne Kofink, RP	(352) 861-4841	WKofink@aol.com
Unit Presidents Coordinator	Carol Austin, PRP	(813) 833-4747	carolaustinprp@cs.com
Website			
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Assistant Webmaster	Jason Abellada, PRP	(727) 518-4401	jason.abellada@gmail.com
Youth	Julie Palm, PRP	(305) 947-2099	hpalm@bellsouth.net

### FSAP ANNUAL MEETING REGISTRATION FORM



FLORIDA STATE ASSOCIATION OF PARLIAMENTARIANS

Annual Meeting

Embassy Suites, 10220 Palm River Road, Brandon, FL

October 18-20, 2019

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

(Street) (City) (State) (Zip)

PHONE \_\_\_\_\_ CELL \_\_\_\_\_ EMAIL \_\_\_\_\_

UNIT \_\_\_\_\_ MAL \_\_\_\_\_ MEMBER \_\_\_\_\_ GUEST \_\_\_\_\_

FSAP Office/Chairmanship Held \_\_\_\_\_

Unit Office/Chairmanship Held \_\_\_\_\_

NAP/District III Office/Chairmanship Held \_\_\_\_\_

**REGISTRATION FEE:** Includes Saturday Lunch, all day beverages \$79 \_\_\_\_\_

**STUDENT REGISTRATION FEE:** \$40 \_\_\_\_\_

**GUEST LUNCH:** \$40 \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

**Please select your lunch choice:**

- Roaster Herb Chicken
- Bourbon Glazed Sirloin
- I need a vegan or vegetarian meal

Special Dietary Needs \_\_\_\_\_

Payment: Make check payable to FSAP and mail to:  
 Theodore Allman, 729 Dunhill Drive, Orlando, FL 32825-6807  
 Email: tedallman@gmail.com  
 Telephone: (407) 697-3440

Advance registration deadline: October 4, 2019



EMBASSY SUITES  
HOTELS®

**Embassy Suites Brandon**  
**10220 Palm River Road**  
**Brandon, Florida 33619**  
**Phone: 813-413-3907**  
**October 18-20, 2019**

**HOTEL RESERVATION FORM**

**(Make reservation by telephone, online, or mail directly to hotel. Please print)**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

(Street)

(City)

(State)

(Zip)

PHONE \_\_\_\_\_ CELL \_\_\_\_\_ EMAIL \_\_\_\_\_

ARRIVAL DATE \_\_\_\_\_ DEPARTURE DATE \_\_\_\_\_

ROOM RATE: \$119.00 per night plus applicable state and local taxes.

(All rooms are suites, hot breakfast and afternoon reception is included)

**GUARANTEE:** Submit one night's deposit or fill out the following information:

American Express \_\_\_\_\_ Discover \_\_\_\_\_ Master Card \_\_\_\_\_ Visa \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Room rate is available October 15-23, 2019

**Deadline for room rate guarantee 5 p.m. September 27, 2019**

Group Code: FSA

To make reservations, call 1-800-EMBASSY (800-362-2779)  
Or Reservations online at <http://bit.ly/2019FSAPRobertsDay>