

The Ohio Parliament

REVEILLE! WAKE UP AND RISE TO THE CALL, OAP
Newsletter Date

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Message from the President

By Laura V. Womack

Teamwork: Accepting and Maintaining the "Call" to Service

This is the third message from your President and eighth month in office. Much has happened in this short time; much has been accomplished, and much is yet to be done. We still have a lot more time to serve and goals to accomplish before closing the book on this journey.

Teamwork is rewarding. Why? For these reasons: Teamwork opens the door for encouragement, forms relationships, commits to shared goals, offers opportunities to rise up to the call, and shared glory. These are not unilateral feats. They require working together as a unit...teamwork.

When one is asked to serve on a team, questions usually come to mind. One such thought could be... with a little encouragement, I might enjoy getting involved! Sometimes, teammates need encouragement to get the job done! Encourage each other individually and corporately. When brainstorming is encouraged, all members may offer ideas so that the team can arrive at an agreed conclusion with that all goals that are unselfish and reflects the decisions of the group. Therefore, spur each other to be supportive. Offer information to further your team. Try to avoid individual egos by agreeing on goals, making personal commitments, working in unison, and without competition.

As teams work together, relationships are formed. Team members get to know each other and share common goals and beliefs. It is not always the task at hand that challenges in their progress. It's the relationships and

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President of North Coast Unit Receives Distinguished Award

By Julie Donaldson, North Coast Unit Publicity Chairman

The Ohio Association of Parliamentarians North Coast Unit Cleveland was chartered in 1985. Traditionally, in memory of Marguerite M. Moore, a founding member of the NCU, the month of October has been designated "Marguerite Moore Day". The 2016 Awards Committee, Sandra Evans, Chairman, selected Patricia Ann Koch, PRP, as the recipient.

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Around the State

By Barbara Whitaker, RP

Have you ever wondered what the other units in Ohio are doing? What are they studying? How are they growing? What do they do for fun? Learn about the *Queen City Unit*.

1. How many members are in your Unit?

The Queen City Unit has 12 members overall, 8 Regular and 4 Provisional.

2. Does your Unit have a formal study curriculum? What is the Unit studying?

The Unit provides monthly programs of instruction in Parliamentary Procedure as defined by Robert's Rules of Order, Newly Revised, 11th Edition, following its monthly business meeting. We are currently covering lessons from the NAP-created CD, "Learn, Grow, Lead." This is the third year in which the Unit has used this instructional material for our programs.

Additionally, the Unit conducts separate study sessions held on the second Friday of the month geared to preparing Provisional Members for the NAP

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little things that happen day-to-day. Team members should avoid measuring each other...how much one has done! Bonding and getting to know each other helps to form new and lasting relationships: Families, friends, and other cherished life styles. Together we stand, divided we fall. Division has no place in teamwork as teams celebrate in shared goals.

The joy of sharing in the accomplished goals of the team is the highest point of the success of team work. This only occurs when team members can work together for a common goal. Shared goals are more likely to be realized when team members understand the why and the what of their project(s). Helen Keller said, "Alone, we can do so little; together, we can do so much." Working with a team offers an opportunity to rise up to the call.

Team work can be an inclusive opportunity for members to rise up to the call and show their interests, their talents and their skills which could assist the team to reach its goal. Strengths are highlighted and weaknesses are camouflaged. Each member's input is molded and shaped into the goal of the team. Each step is applauded and no one carries all of the weight nor receives all of the accolades. The team is one unit. To quote Ken Blanchard, "None of us is as smart as all of us".

Team members enjoy the shared glory. They speak as a team, "we" not, "I". Everyone shares the glory as the team succeeds. Failure is not a part of a team's vocabulary. Leaders are part of the team, accepting and maintaining the call to service not only as a leader but a member of the team. Leaders should work well with their team on the common vision and goals. Each one's eyes are on the same prize. One for all and all for one! These are the effective actions of true teamwork!

OAP Units

NORTH COAST: President - Patricia Koch, PRP (pak711@aol.com). Usually meets 3rd Monday at 6:00 PM (4th Monday in January) at Warrensville Height County Library, 4415 Northfield Road, Warrensville Heights, OH. No regular meetings in July, August, December.

CENTRAL OHIO: President - Mary Remson, PRP (meetings4u@att.net). Usually meets 1st Monday at 7:00 PM (January meeting held electronically) at Worthington Municipal Building, 6550 North High Street, Worthington, OH. No regular meetings in July and August.

MIAMI VALLEY: President - Gwendolyn Means (gmmeans1el@gmail.com). Usually meets 3rd Monday at 6:00 PM at Clark County Library, Park Shopping Center Branch, 1061 North Bechtle Ave., Springfield, OH.

LORI-EL: President - Nellie Caver, PRP (governall@aol.com). Usually meets 1st Thursday at 7:00 PM at Elyria YWCA Residence, 318 West Avenue, Elyria, OH. No regular meetings in January, July and August.

QUEEN CITY: President - Robert Rosell, PRP (rlrosell.prp@gmail.com). Meets 3rd Friday at 10:15 AM at Oakley Library, 4033 Gilmore Avenue, Cincinnati, OH. No regular meetings in July, August, and December.



Patricia Koch, PRP

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Ms. Koch's parliamentary affiliations include The National Association of Parliamentarians (NAP), the Ohio Association of Parliamentarians (OAP) and the North Coast Unit of Ohio. Ms. Koch has presented workshops, tutored individuals and groups and served as parliamentarians in other organizations. Also, she made television appearances promoting (NAP). As a member of NCU, Ms. Koch is always willing to share her vast experience with other members.

The Marguerite Moore Day award criteria:

- *a member of North Coast Unit for at least three years*
- *has served as chairman of a unit committee; served as NCU officer*
- *presented a parliamentary lesson at least two times; and has assisted outside groups understanding parliamentary procedure*
- *demonstrates regular attendance at unit meetings*

Upon the criteria for the Marguerite Moore Day Award Patricia A. Koch, PRP was chosen as the 2016 recipient of the award.

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Continued

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DATES TO REMEMBER

OAP Annual Session

May 19, 2017
Forest Park, OH

NAP's 41st Biennial

Convention will convene
September 8-12, 2017, at the
Westin Lombard Yorktown
Center outside of Chicago.

SUBMISSION DEADLINES

All submissions for the *Parliagram* are to arrive to the Editor no later than the first day of the even numbered months.

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Membership Examination. The Unit has also held similar study sessions for the NAP Registered Parliamentarian Examination in the recent past, and plans to re-initiate those sessions sometime in 2017.

3. If you do have a formal study plan, who teaches? Is it rotated among the members or is there an officer or chairman responsible for the curriculum and lessons?

For the monthly meeting programs, each member is asked to lead a lesson, in which all members participate as students. This year, the Unit President and Vice President proposed the specific topics to be covered, but the Unit approved the actual curriculum and individual members volunteered for individual topics. If, after further review, some of the curriculum needs to be amended, the Unit as a whole will approve the change (and just recently did so). The study sessions are a group review, led by the Unit President or Vice President, of the applicable study material. For material involving the Membership Examination, the group reviews the NAP Study Guide for the Membership Examination and, as a whole, identifies the answers to each question in Robert's Rules of Order, Newly Revised, In Brief, 2nd Edition. On any area where members may have questions, time is spent addressing those questions.

4. If you have electronic meetings all or part of the year, how are they conducted? Is it an email to everyone or do you use any certain online meeting service such as GoToMeeting.com? Or do you have a group Skype or Facetime?

The Unit does not conduct electronic meetings at this time.

5. Are you looking for new members? How are you going about the process? Do you have a formal recruitment drive? How do you seek public awareness of your Unit (or do you)?

The Unit recently developed a flyer inviting those members of the public who have questions about or general interest in Parliamentary Procedure to come join us at our monthly meetings on the 3rd Friday of the month at the Oakley Branch of the Cincinnati and Hamilton County Public Library. The Unit is currently seeking permission to have the flyer posted in various public locations, including various local library branches.

In addition, this Unit conducts a general workshop on Parliamentary Procedure for newly elected public officials in the Greater Cincinnati Area in the "odd-numbered" years. This workshop comprises the most basic subject matter, including the value of Parliamentary Procedure, how to handle motions, the 13 ranking motions, the duties of the chair and the rights of members.

Finally, most of our members are actively involved in either city or municipal government or other public or private community-based groups throughout the area and openly share their knowledge of Parliamentary Procedure as a whole as well as inviting others to Unit meetings. All these activities serve a dual purpose of instructing the public about Parliamentary Procedure as well as offering knowledge of the Unit and its activities, both with an eye to attracting possible new members for the Unit.

6. Do you have any "fun" activities that the other Units might like to try? Please share what the Unit does to keep the members engaged.

The program of educational instruction is the primary vehicle for maintaining membership engagement, with the monthly study sessions providing an additional vehicle. Through both vehicles, and periodically as a result of certain topics addressed during our business meetings, the members often share real-life experiences involving Parliamentary Procedure (or lack of its proper use), which leads to a discussion of the matter and a broader awareness of how certain meeting situations could have more desirable outcomes through effective use of Parliamentary Procedure. This has been of great value for all members, regardless of where they are in parliamentary practice, and helps keep everyone stayed thoroughly engaged in the subject.

CALL FOR PRESENTERS

Ohio Association of Parliamentarians

2017 Annual Training Session

Friday, May 19, 2017

"STEPPING TO THE RHYTHM OF ROBERT: REVISE-AMEND-RECOMMEND"

Forest Park Senior Center

Forest Park, OH (Cincinnati, OH area)

The object of the Ohio Association of Parliamentarians (OAP) is to promote the study of parliamentary procedure and the educational programs of the National Association of Parliamentarians (NAP). Our goal is to encourage the understanding and use of the Robert's Rules of Order to enable groups of all types and sizes to meet effectively, making decisions in a fair and consistent process that makes good use of everyone's time.

We invite all OAP members to join us for our 2017 one-day Training Session. We also invite you to be a presenter at the Training Session. We have some extremely talented members, and as we encourage learning by doing, again this year we encourage our experienced presenters to partner with a member who has not made presentations at an OAP Training Session or NAP Conference to co-present with them.

Workshop topics that are in line with the session theme "Stepping to the Rhythm of Robert: Revise-Amend-Recommend" are encouraged. **Please submit your proposal on the attached form by December 31, 2016.** If selected to be a presenter your registration for the annual session will be complimentary, however, we ask that you submit your registration form to ensure we have an accurate count for materials and refreshments.

Proposal Submission Guidelines: When developing your proposal, please keep in mind we want to provide workshops that will assist officers of local community organizations in having more productive meetings. We also want workshops that our novice, intermediate and advanced OAP members will find helpful to them in their study and work in parliamentary procedure. Please be creative in designing a presentation that fully involves attendee participation through role playing, demonstration scripts, discussion, questions, and engaging interactive activities. We want to make sure that everyone takes something away from the session that they can use in their work with organizations they are involved with.

Session Length: Each session will be **60 minutes** including question/answer/discussion time.

PLEASE CONSIDER PARTICIPATION AS A PRESENTER. THESE EVENTS MAKE OUR ORGANIZATION MORE VIABLE AND VALUABLE FOR OUR MEMBERS.

CALL FOR PRESENTERS

Ohio Association of Parliamentarians
2017 Annual Training Session Friday, May 19, 2017
"Stepping to the Rhythm of Robert: Revise-Amend-Recommend"
Forest Park Senior Center Forest Park, OH (Cincinnati, OH area)

WORKSHOP PROPOSAL

Please provide the following information by **December 31, 2016** to Deborah Willis
mruss72650@aol.com

Presenter's name, title/OAP membership category, OAP Unit affiliation, email, phone and mailing address

Presenter's biography (200 word maximum)

Co-presenter's name, title/OAP membership category, and OAP Unit affiliation ((if applicable)

Co-presenter's biography (200 word maximum)

Title of Presentation:

Level your presentation is best suited for: Beginner
 Intermediate Advanced

Description of presentation (200 word maximum)

Learning objectives (3-5 specific objectives)

- 1.
- 2.
- 3.
- 4.
- 5.

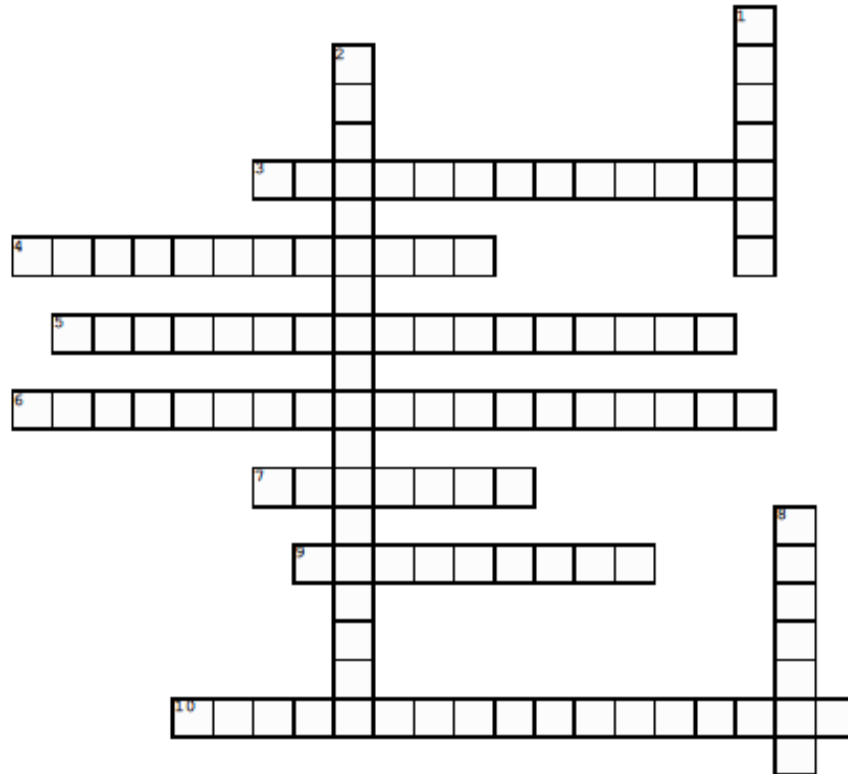
Special equipment requests:

Indicate what interactive activities will occur during your session to encourage attendee participation:

Name: _____

Order of Business

Complete the crossword below



Created with TheTeachersCorner.net [Crossword Puzzle Generator](#)

Across

- 3. An Order of the Day
- 4. Never discussed before
- 5. Informal observations
- 6. Leftovers
- 7. Ad Hoc or Select Committee
- 9. Attendance record
- 10. Can be Topic of Entire Meeting

Down

- 1. Officers, Boards, Standing Committees give
- 2. Invocation, National Anthem, Rituals
- 8. Read and Approve

| | |
|-----|---------------------|
| 1. | Reports |
| 2. | Opening Ceremonies |
| 3. | General Order |
| 4. | New Business |
| 5. | Good of the Order |
| 6. | Unfinished Business |
| 7. | Special |
| 8. | Minutes |
| 9. | Roll Call |
| 10. | The Special Order |

This is just for fun. Complete the puzzle using RONR's order of business. Some are optional categories and they may not be in proper order. Don't cheat. Hide the answers. Merry Christmas!

DUES ARE DUE

It's time to renew your NAP membership! Renew before December 31 to enter a drawing for a \$25 gift card to the NAP Bookstore. There will be one winner from each district. This year, with your continued support, NAP will focus on:

- Continuing to restructure the credentialing process of professional parliamentarians
- Delivering educational programs for parliamentarians of all interest levels
- Raising awareness among individuals and organizations worldwide of the relevance of parliamentary procedure and NAP
- Promoting the importance of every member parliamentarians

If you do not pay NAP dues with your Unit dues you can pay over the phone at 888.627.2929 before Dec online at www.parliamentarians.org, or by mail to NAP at 213 S. Main St., Independence, MO 64050.

NAP Headquarters will be closing for the holidays at 1 PM December 23. They will reopen January 3.

Start Planning for Parliamentary Law Month

By Barbara Whitaker, RP

The National Association of Parliamentarians has once again designated April as Parliamentary Law Month. This is a perfect time to highlight your Unit's activities to the general public. Build awareness by events such as:

Membership teas or drives

Press releases

Re-enact a mock meeting at your local library or civic service club to demonstrate the benefits of parliamentary procedure

Ask your local government to pass a resolution designating April as Parliamentary Law Month or choose a specific date such as the day of your event as Parliamentary Law Day

Doing a community service project as a Unit such as adopting a planter at a local walking path. Be sure there is a sign attached giving you credit. Select a project that will give the Unit continued visibility.

HAPPY HOLIDAYS!!

This is also a good time to review your Unit's governing documents and perhaps even review club practices. Are you losing members because meeting times are inconvenient? Are members goals being met in terms of advancing to full membership, RP or PRP status? Do dues cover expenses? Are you encouraging participation at the state and national levels?

If your Unit does not have a year's programming planned, perhaps April would be a good time to plan for the coming club year.

Open your meeting to the public in April. Be sure to collect names and contact information for those in attendance in order to invite them to join.

Donate RONR 11th edition to a public or school library. They might also appreciate other NAP materials such as the ceremonies book or the Spotlight booklets.

Offer to work with a student group or civic organization in parliamentary training. It may help both your members and theirs.

Make reservations to attend the OAP meeting in May. Offer to help with the meeting.

More ideas can be found on the NAP website.