

The Ohio Parliament

REVEILLE! WAKE UP AND RISE TO THE CALL, OAP
February-March 2018

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ELECTED OFFICERS

President

Laura V. Womack
26320 Dennisport Drive
Oakwood Village, OH 44146
lvwomack@msn.com
(216) 577-1960

Vice President

Robert L. Rosell, PRP
48 Plumwood Road
Dayton, OH 45409-2510
rlrosell.rpr@gmail.com
(937) 232-9267

Secretary

Myra S. Myers, PRP
209 LaSalle Street
Mansfield, OH 44906
Mmyers.myers@gmail.com
(419) 545-1943

Treasurer

Laura V. Womack
26320 Dennisport Drive
Oakwood Village, OH 44146
lvwomack@msn.com
(216) 577-1960

Message from the President

By *Laura V. Womack, OAP President*

Do Something: Volunteer!

Several years ago, I was a member of a group similar in many ways to the Ohio Association of Parliamentarians. The organization had Officers, Members, and Committee Chairs. All paid dues as established by the organization, but not all attended meetings or served on, nor in available capacities in, committees.

This action of paying of dues and not attending meetings would go on year after year. Most of the time by the same persons not attending meeting and serving on committees. A long time member inquired of one of the members who appeared at a meeting after a very long time. "Why do you pay dues if you do not have plans to attend meetings nor serve?" The member immediately responded, "It looks good on my resumé."

If a speech given by President George H. W. Bush in December 1990 still holds true, the greatest gift we can give is of ourselves. Volunteering has the power to spur passion, inspire change, and impact our world and community by broadening one's ability to see things in a true relationship and change the appearance of a Community. And, there are no age limits to volunteering.

In the case of this officer, she began volunteering as a personal service to the Community by donating blood in January 2009 and continues to this day. There have been set backs on a few occasions when her iron level was low. But, giving up has not entered her mind. This is her gift to society every three months. In this society of Parliamentarians, we volunteer to give of ourselves. It is a gift to members of the Association.

There are many members who pay dues to the Ohio Association of Parliamentarians, but do not serve. Perhaps, the reason is that, 'Membership in OAP looks good on a resume'. Regardless, we

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APPOINTED OFFICERS**Parliamentarian**

Patricia A. Koch, PRP
550 Merrimack Drive
Berea, OH 44017
patriciaakoch75@gmail.com
(440) 759-6715

Editor

Barbara D. Whitaker, PRP
2519 Valleyview Drive
Belpre, OH 45714
b-j2519@sbcglobal.net
(740) 423-4025

COMMITTEE CHAIRMEN**Bylaws**

Patricia A. Koch, PRP
550 Merrimack Drive
Berea, OH 44017
patriciaakoch75@gmail.com
(440) 759-6715

Education

Deborah Willis
3432 Euclid Heights Blvd.
Cleveland Hts., OH 44118
Mruss72650@aol.com
(216)932-8098

Finance

James L. Williams, PRP
927 Trimble Place
Sagamore Hills, OH 44067
parliscib@aol.com
(216)225-6447

Membership

Eva Bekes
3243 Tullamore Rd.
Cleveland Hts., OH 44118
evabekes@aol.com
(216) 321-6987

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NAP Town Hall Meetings

More than 150 NAP members and local leaders gathered online for the association's first-ever *Fifth Tuesday Town Hall* on January 30. "These town halls are just one of many initiatives being rolled out to keep members informed and to make the relationship between NAP and its members closer," explained President Jones.

An additional benefit of the Town Hall was the use of Adobe's online polling feature, which allowed members to voice their strong preferences on several topics. These responses provided NAP's leadership insight for setting priorities and planning future activities.

Questions and answers from the event will be posted on the NAP website by February 15, at which time you will also be able to watch a replay of the event at your convenience. Watch NAP's Membership Update for announcements of similar face-to-face or online interactions in the future.

Please plan to attend the next *Fifth Tuesday Town Hall* on May 29, at 8:30 p.m. (EDT), as well as future town halls scheduled for July 31, October 30.

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would have you know that, volunteering to serve in this organization could greatly impact Units and Community in Parliamentary Education.

Members-at-Large, if you are interested in serving, go to the Ohio Association of Parliamentarians' Website: ohioparliamentarians.org and locate a Unit in your area and offer to perform a service. Let your willingness to serve guide you! Remember, a volunteer is one who chooses freely to serve. Do something: Volunteer!

The best way to not feel hopeless is to get up and do something. Don't wait for good things to happen to you. If you go out and make some good things happen, you will fill the world with hope, you will fill yourself with hope. Barack Obama.





“Cram for the NAP Membership Exam”

Parliamentary Procedure Workshop

Friday, May 4, 2018

Everyone needs to know how to have better, more meaningful meetings. Parliamentary procedure is a well-established method by which meetings can have order and efficiency. The National Association of Parliamentarians® (NAP) is the premier professional non-profit association of parliamentarians. NAP provides services and products to help its members and the general public learn how to effectively participate in and manage meetings of deliberative assemblies such as school boards, homeowners' associations, church boards, and volunteer organizations. NAP also provides continuing education and accreditation for parliamentarians who provide professional services to these types of organizations.

Anyone registered for the Annual Session is welcome to attend this session and is NOT required to take the membership exam at the conclusion of this session. The content of the workshop will be based on the content in the membership exam. After this training, you will be well prepared to take the exam either on-site at the Annual Session after this workshop session or in the very near future.

Presenter: Patricia Koch, Professional Registered Parliamentarian and President of the North Coast Unit, is a nationally known parliamentarian, educator, and workshop presenter who has mentored many members in their quest to become parliamentarians. The presenter will be answering questions related to your study and briefly going over the main parts of the exam.

Prior to the session: While attendees are encouraged to become familiar with the full version of *Robert's Rules of Order Newly Revised (11th edition)*, the NAP membership exam is based on *Robert's Rules of Order Newly Revised in Brief (2nd Edition)*. This book is available for purchase from the NAP at <http://www.parliamentarians.org/> for \$7.00 plus mailing cost. A spiral bound version of this book is also available for \$9.95 plus mailing cost.

The NAP membership exam consists of 40 objective questions based on the *NAP Membership Study Guide*. It is important that each person who plans to attend this workshop purchase in advance and read *Robert's Rules of Order Newly Revised in Brief (2nd Edition)*, and practice answering the study questions. The Study Guide can be downloaded at no cost at <http://www.parliamentarians.org/wp-content/uploads/2013/07/StudyGuideforMembershipExam-TestBank-1.pdf>. The Cram for the Exam is intended to be a final review before taking the test.

If you plan to take the membership exam after this session while on-site at the OAP Annual Session, please email Patricia Koch at patriciaakoch75@gmail.com so that she can provide you with the information you will need to register for the examination. Once you have received the needed information from Mrs. Koch you will need to register for the exam by March 20, 2018 at <http://www.parliamentarians.org/wp-content/uploads/2013/07/NAP-Membership-Application2017-10-1.pdf>. *Con't on pg. 4*

Select the RONR In Brief (40 questions) exam and indicate Patricia Koch will be your monitor. You can select the option of taking the test with paper and pencil or online. You will receive confirmation of your registration for the exam from NAP by email. If you choose to take the exam online, please bring your laptop computer and cord with you. Please note: the examination fee is \$71.00 which includes your NAP membership dues prorated to May 2018 of \$56.00 and your OAP membership dues of \$15. You will know your test results immediately if the exam is taken online, and by the end of the Annual Session if taken by paper and pencil.

Passing the membership examination and becoming a member of the National Association of Parliamentarians is the first step towards becoming a credentialed parliamentarian as NAP membership is only the first step. By further study and testing, a member may earn accreditation as a Registered Parliamentarian® (RP®) and then advance to the highest level of certification, Professional Registered Parliamentarian® (PRP®). There are Units in several cities to support you in your parliamentarian educational endeavors.

(Please share this information with those who may be interested. They do not have to be OAP members.)

Did you Know?



The House and the Senate each has an Office of the Parliamentarian to provide expert advice and assistance on questions relating to the meaning and application of that chamber's legislative rules, precedents, and practices. The Speaker began naming a parliamentarian in 1927; the Senate first recognized its parliamentarian in 1935. At present, the House parliamentarian is assisted by a deputy parliamentarian, four assistant parliamentarians, and three clerks. The Senate office currently comprises the parliamentarian, a senior assistant parliamentarian, two assistant parliamentarians, and a parliamentary assistant.

The responsibilities of the two offices are similar. These derive from the need of Representatives and Senators, and

their staff, for access to confidential and nonpartisan expertise regarding the intricacies of the legislative process. The parliamentarians and their assistants/deputies make their authoritative knowledge available to all Members on the floor during plenary sessions and from their offices at all other times.

The most visible service that each office provides is in advising the Member presiding over House or Senate plenary sessions as to the appropriate procedure to be followed, the appropriate way in which to phrase any statements the chair needs to make, and the appropriate responses by the chair to parliamentary inquiries and points of order. Whenever the House or Senate is in session, the parliamentarian or one of the office's deputies/assistants is present on the floor at all times. In the House, the parliamentarian on duty sits or stands near the right hand of the Member who is presiding. In the Senate, the parliamentarian on duty is always seated at the rostrum immediately below the presiding officer's desk.

ICE BREAKERS

(Sourced from www.mindtools.com)

Are your unit meetings dull? Are you having trouble finding and keeping members? Ice breakers help people get to know each other and become more engaged in a meeting or event. The secret to a successful ice breaker is to keep it simple. Make sure that it is designed with everyone in mind and does not cause embarrassment for anyone.

Also take into consideration the venue. Ice breakers that involve throwing or passing objects obviously are not appropriate for online events or public areas.

A few examples of ice breakers are included here but many ideas are available online and can be designed to meet the needs of the event such as topic exploration, team-building, or introductory.

Group Selfie: Share your name, share what social media network you use, take group selfie and have each post the selfie to the internet on his/her preferred network. Provides introductions and free marketing of event. Hint: Share with OAP Editor and Webmaster.

Magic Wand: Share names and have each answer the question “If you had a magic wand, what would you change in the world (or your Executive Board, etc.)?” Provides voice recognition for online groups and some indication of participants’ values.

Burning Question: This gives each person the opportunity to ask key questions they hope to cover in the event or training. Each person states their name and asks their

question. This opportunity can be used to discuss key terminology and scope. Be sure to refer back to these questions as the event progresses and concludes. Helps instructor guide know where more emphasis is desired.

Word Association: Generate a list of words related to the topic of the event or training. Write all the suggestions on the board, perhaps clustered by theme. The instructor can use this opportunity to introduce essential terms and discuss the scope of the training. Helps people explore the breath of the area under discussion.

Problem Solvers: Ask participants to work in small groups. Create a simple problem scenario and ask them to work on it for a short time. After a short time, ask each group to present their analysis and solutions to the entire group. To “warm up” the group for further interaction.

The Little Known Fact: Ask each participant to share their name, how long he/she has been a member, and one little known fact about themselves. Assists in finding common bonds among the group.



Congrats, New Members!

The Queen City Unit is proud to announce that two provisional members are now members of NAP. Anita Alexander and Clarence Harris passed the membership exam. Congratulations!



OAP Units

NORTH COAST: President - Patricia Koch, PRP (patriciaakoch75@gmail.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 - Myra Myers, PRP (mmyers.myers@gmail.com). Usually meets 1st Monday at 7:00 PM at Worthington Municipal Building, 6550 North High Street, 2nd Floor, Worthington, OH. No regular meetings in July and August.

MIAMI VALLEY: President - Betty Reed (snookey@siscom.net). Usually meets 3rd Tuesday at 6:00 PM at Clark County Library, Park Shopping Center Branch, 1061 North Bechtle Ave., Springfield, OH.

LORI-EL: President - Ed Magiste, Ph.D (e.j.magiste@csuohio.edu). 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.



COMMITTEE CHAIRMEN

Continued

Public Relations

Ann Bauer, RP
2244 Manhattan Blvd.
Springfield, OH 45504
(937) 399-2939
bauer9380@roadrunner.com

Ways and Means

Edward J. Magiste, PhD.
17794 Indian Hollow Rd.
Grafton, OH 44044
e.j.magiste@csuohio.edu
(216) 570-2849

Webmaster

Deborah Willis
3432 Euclid Heights Blvd.
Cleveland Hts., OH 44418
Mruss72650@aol.com
(216)932-8098

DATES TO REMEMBER

OAP Annual Session

May 4-5, 2018
Cleveland, Ohio

NAP Training Conference

Buffalo, NY
September 7-9, 2018

NAP Town Hall Meetings

May 29
July 31
October 30

SUBMISSION DEADLINES

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

Please share unit news, educational handouts, event announcements and more. This is one way to make OAP more viable.