

THE PARLIAGRAM

Ohio Association of Parliamentarians

"Parliamentary Procedure: A tool for Democracy".

Message from the OAP President

Happy New Year to all OAP Members! Boy, did 2019 go fast, with a lot happening on all fronts. With that in mind, let us do a quick OAP Year-in-Review.

First, OAP made great strides in moving into the video communications and digital meetings world, adopting the Zoom Video conference platform and making it available for use by the Executive Board, Ohio Units, and statewide in general. Both the Board and the Units took immediate advantage of the tool, applying it for their perspective meetings, training sessions, and also for use in preparation for the NAP Registered Parliamentarian written examination.

Speaking of the latter, 2019 was the year where the RP Exam was to move from the longstanding 5-part written test to a new three-part test and demonstration approach. Because of major concerns raised by OAP members (and other NAP members overall) regarding difficulties with the transition, a resolution was passed at the NAP National Convention in Las Vegas in September requesting the reinstatement of the 5-part written test (which was originally phasing out last August). That led to the NAP Credentialing Commission voting to temporarily reinstate the 5-part test as one option to obtain the RP credential, at least for the near term. Several OAP members are taking advantage of this flexibility in dedicated study toward taking the 5-part test in the next few months.

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Message from the OAP President (continued)

The Ohio Association of Parliamentarians hosted the 50th Annual Session on Friday, April 26 at the Hillside Church of God in Springfield. Supported by the Miami Valley Unit, the Annual Session theme was "Building Your Parliamentary Toolbox", and showcased five major workshops, all geared to the elements of processing a motion. The Annual Session also paid tribute to the memory of the late Henry Martyn Robert III, storied Parliamentarian and member of the authorship team of Robert Rules of Order, Newly Revised.

The high point of the year was the NAP Biennial Convention at the Westgate Resort in Las Vegas, Nevada, on September 5 through 8. Nine OAP Members, along with yours truly, attended the event, which consisted of the business meeting, various educational workshops and seminars, special informative side meetings (including a discussion of the Credentialing Process status), and other social events. OAP members actively participated at the Convention, particularly as either OAP or Ohio Unit delegates to the business meeting, which included election of NAP Officers and Directors to the Executive Board and Members of the Credentialing Commission. One OAP Member, Ed Magiste, actively campaigned (sadly, unsuccessfully) for a seat on the Credentialing Commission. Ohio should be proud of the efforts of the OAP attendees at this year's Convention.

Looking forward to 2020, OAP will be hosting their Annual Session in the Columbus Area, at the Mt. Carmel School of Nursing. This will be a two-day event, held on April 17 and 18, and includes the election of officers for 2020-2022, as well as a great assortment of parliamentary workshops.

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There will also be a series of educational workshops presented on April 18 specifically geared to attendees from the general public. Additional details are provided in this issue of the Parliagram. Also, stand by for several Unit-based events during Parliamentary month in April.

All-in-all, OAP made great progress in advancing Parliamentary Procedure in various ways during 2019, and is positioned to make even greater strides in 2020.

Here's to a happy and successful New Year for you, OAP members!

Robert L. "Bob" Rosell, PRP

Ohio Association of Parliamentarians President

North Coast Unit

WHAT WE TEACH and HOW WE TEACH— Patricia A. Koch, PRPPresident, North Coast Unit

During my years as a Professional Registered Parliamentarian, I have had countless opportunities to teach others about Parliamentary Procedure. Those of you who know me well also know that I was a mathematics teacher and had classes at all levels, elementary, junior and senior high school and university. Parliamentary Procedure and Mathematics--two subjects very far apart in content, but so close in methodology. I've learned that each subject begins at the beginning, each has important topics that must be done in sequence, and each one has constant mystery!

Last year I had opportunities to teach these parliamentary topics: minutes, order of business, committees and their reports, the duties of various offices, bylaw amendments. There were also the great experiences with those preparing for the Registered Examination and the young men and women at Buckeye Career Center, East Holmes campus who were the Parliamentary Team which placed 10th at the National BPA Parliamentary Competition in California.

During and after adult sessions I am always thanked for my presentation. The young men and women at Buckeye took time to write letters to me from which I pulled the ideas which will anchor the rest of this article.

“I attended the Ohio Association of Parliamentarians Annual Meeting on Friday, April 26, 2019.

North Coast Unit (continued)

This was my first time attending and observing an actual meeting of parliamentarians following Robert's Rules of Order Newly Revised Eleventh Edition.”

“I am very grateful for your invitation to the Ohio Association of Parliamentarians Annual Meeting. It was a very beneficial day for our whole team. The workshops, as a whole, presented ideas we already knew but refreshed us in our knowledge of the subject and assured us that we were doing things the right and correct way. The Workshop on Incidental Main Motions was extremely worthwhile to me. At my stage in Parliamentary Procedure I find those motions one of the most confusing things in the whole procedure. After that day our team just had a fresh start, and we were much more confident in our knowledge of what we were doing.”

“Throughout the day at your annual meeting, I enjoyed taking my knowledge of Parliamentary Procedure to the next level. The workshop in which I learned the most was "Governing Documents." Prior to this, Bylaws, Charter, etc. are categories I have not studied in depth, and that workshop was very helpful to me. I also gained insight from the other two workshops I attended; "Order of Business" and "Incidental Main Motions." These are basic knowledge categories to me, but it was helpful in that I got a good refresher, gained new ways of remembering and memorizing parts of it, and learned some new things I had not discovered before”.

What We Teach—the first part of my title, is so important. At unit and state meetings, include some of the basic topics but make sure to offer a more in-depth approach to the content.



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North Coast Unit (continued)

Include topics that are challenging, perhaps, for some, the first time learning it. In both types of content—basic or challenging—take the presentation to a next level. When teaching the public, we usually know the topics they want, so the challenge is to make the presentation interesting and include time for the audience to ask questions and engage in conversation about the content.

How We Teach—the second part of the title, is even more important. Yes, even more important than RONGR whatever the edition! How to teach includes having the materials, activities, and questions to be addressed. The most important element, however, is you, or me, or us! In every letter I received from the students it hit home to me that my success as an educator involved my ability to listen! That I listened to their questions, restated them if necessary, gave answers and rechecked--did I answer what they asked?

Some additional suggestions--:

- Assure your audience they are doing things the right and correct way when they are and help them understand the differences between the correct and incorrect ways.
- Give advice and guidance when asked for it. This usually comes about when we are presented with the dilemma the person is facing.
- Try to clear up confusions about certain topics.
- Answer questions, deal with mistakes, and bring your “students” to a higher level of knowledge and expertise.



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Dear Parliagram Readers,

I am sending you this folksy letter telling you about my NAP CONVENTION EXPERIENCES (and because my friend Dr. Jarvis has asked me three times).

During the almost ten years I have been a member of the North Coast Unit, I have been wanting to attend a National Convention. I have heard so much about the excellent workshops conducted by gifted presenters, the quick witted Parliamentary gyrations of a room full of PRPs, meeting and talking with some of the almost 500 people there who shared my interest in Parliamentary procedure and knew what I was talking about and learning about the challenges of how to vote electronically.

Yes, I had experienced all of the above mentioned pleasures and then some. It was wonderful buying Parliamentary materials and resources without paying \$20.00 in shipping costs. I purchased a three inch thick handbook that contained all the handouts of EVERY WORKSHOP SESSION. I plan to make good use of those materials in developing my own lessons.

I discovered my favorite motion: Suspend The Rules. We were spending two hours during one of the general sessions amending, revising and substituting the Standing Rules when an angel went to microphone and made a motion to suspend the rules and skip 6 agenda items and go directly to the election of officers. Who said prayers aren't answered?

On the third day of the Convention, I pulled a muscle in my back-the pain was really severe.



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But I had the help of more angels in the form of my three colleagues from the North Coast Unit : Laura Harps, Diana Brown- Brumfield and Dr. Shirley Seay. They were two nurses and a medical professor who provided me with everything I needed to make it bearable for me to sit through the remaining sessions.

I learned about the forthcoming 12th Edition of Roberts. No, I will not go in detail about that, other than say that I will be in San Antonio this year for the NAP Education Conference so I can be first in line to receive the new edition!

Finally, when you tell people that you were in Las Vegas for a Convention, they only want to know three things: gambling, drinks and shows. So, in keeping with this tradition, I will confess: I spent zero dollars(and cents) gambling; I drank no alcoholic beverages and I did not see any shows!!!

However, Hoover Dam was absolutely fantastic and beyond my expectations!!!

Sincerely yours,
Eva Bekes
North Coast Unit

Announcements

Expanding Your Parliamentary Toolbox

The Ohio Association of Parliamentarians
Invites you to their Annual Session.



Friday, April 17, 2020

8:30 AM to 5:00 PM and

Saturday, April 18, 2020

8:30 AM to 1:00 PM

Mount Carmel College of Nursing

127 South Davis Avenue

Columbus, Ohio 43222

Nationally known professional parliamentarians will present the latest information on pertinent topics in parliamentary procedure. This session is open to anyone who is interested in learning how to apply the principles that are contained in the authoritative text on conducting meetings based on *Robert's Rules of Order Newly Revised* (11th Edition). This session will benefit members and officers of nonprofit organizations, church and community boards, city clerks of council, newly elected officials, student organization officers and members, and others who are interested in effective meeting management and decision making. A Business meeting and election of officers will be a part of this day and a half event. *In addition, Reference and Educational Materials* from the National Association of Parliamentarians will be available for purchase. **Make plans to attend and bring a friend.**

Registration Form

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Phone: (_____) _____

NAP Member: Yes No If yes, Name of Unit or MAL _____

First Time Attendee: Yes No Student (Valid ID Required) _____

Registration fee: \$50 for OAP Members (\$65 after April 8), \$25 for Provisionals, Students, and guests (\$35 after April 8). (Registration fee includes lunch on Friday, refreshments and materials.) For non-members attending Saturday only, the fee will be \$15 per person, or a special fee of \$20 for two attending together. **No refunds after April 10.**

Please mail registration form and your check, payable to OAP, postmarked by **April 8, 2020** to: Laura V. Womack, OAP Treasurer, 26320 Dennisport Drive, Oakwood Village, OH 44146-5950.

CALL TO ANNUAL MEETING!



You are invited to attend the 2020 Annual Session of the Ohio Association of Parliamentarians on April 17 and 18 at the Mount Carmel College of Nursing, 127 S. Davis Avenue, Columbus, Ohio 43222. The activities will begin both days at 8:30 AM. Friday's session will include a business meeting which will include nomination and election of officers for the 2020-2022 administration. Lunch will be provided as a part of your registration fee, as will refreshments both days. The session will end by 1:00 PM Saturday.

There will be several educational sessions as well as a guest from the National Association of Parliamentarians who will update us on the organization and provide an educational opportunity. Materials from NAP will also be available for sale.

As planning is still ongoing, watch your email late February or early March for an update of workshops and other happenings related to the event. There will be door prizes and fund raisers. In addition, at the request of the Columbus Ohio Parliamentary Unit, the Ohio Association of Parliamentarians has approved a special Public Day for the Saturday Session. Non-members attending only the Saturday Session will have a special admission of \$15 per person or \$20 for two if the two are from the same group, organization, or are attending together. This is an effort to increase the membership of OAP and to increase interest in parliamentary procedure.

There are many hotels in Columbus with varying prices. The closest hotels to the venue are near Ohio State University or downtown. Hotels near I-670 are a short drive away. Columbus has a lot to offer from shopping, to theater, to great restaurants. And is the home of the world's largest gavel.

Reserve the dates. Make your plans to attend, meet up with friends and make some new ones, attend the business session and take part in the election of officers. Make a weekend of it and enjoy Columbus on your off-time.

As our bylaws require a late registration fee be assessed, the Board has voted a **\$15 late fee for OAP members and \$10 for Provisionals, Students and guests from the public.** However, no late fee will be assessed for guests from the public attending only the Saturday, April 18 workshops. They also voted that the **last date for refunds is April 10.**

Watch for further details, but be sure to register before April 8!



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Website and Social Media Updates

OAP has seen a lot of online activity, including updates to the website, investigation of social media opportunities, and the study and implementation of electronic meeting capabilities.

Website Updates:

Our home page, <http://ohioparliamentarians.org>, is now updated to show new members and new certifications. It will shortly be updated to include the registration form for our Annual Session, April 17-18 in Columbus.

Social Media Opportunities:

At their January meeting, the OAP Board of Directors discussed possibilities for social media involvement. Parliamentary consultation is a professional service, and so it seems that one of the first social media sites we should investigate is LinkedIn. We'll use the Parliagram to provide updates on OAP's social media presence.

Electronic Meetings:

As Parliamentarians, we know that the use of electronic meeting capabilities for deliberative groups needs to be carefully considered in order to meet the requirements of RONR. However, those considerations don't apply to trainings, which are not deliberative assemblies. Since early August, our Zoom Pro account has been used for 77 sessions, most of which are training's. We have two groups meeting with Zoom: one reviewing for the NAP Membership test, and another for the Registered Parliamentarian test. We're grateful to Patricia Koch, PRP, for conducting those training sessions.



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Every Zoom session needs to be initiated by a "Host." We have been fortunate to have four working hosts who have facilitated Zoom sessions: Dorothy Gordon; Bill Lavezzi; Myra Myers, PRP; and Nancy Terpening, RP. They've worked very hard to help our units, members, and member prospects use this asset, but we need more hosts. We'll be training some new hosts on Saturday, January 25, 2:00-3:30 PM.

If you're interested in becoming a Zoom host or joining one of the training sessions (for the NAP Member test and the RP test) please send an email to Bill Lavezzi info@ohioparliamentarians.org.



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I was just being appointed to this position in 2018 when the title was changed to include social media responsibilities. I've finally been able to devote some time to social media questions.

You may recall an invitation to participate in a survey on social media use among the OA Board and Unit Chairs. With this small sample, the "winners" are, in order, Facebook, LinkedIn, Twitter, and Instagram. (I probably should have included YouTube as an option.)

Since parliamentary consultation is a professional service, it seems that one of the first social media sites we should investigate is LinkedIn. At the request of the Executive Board, I'm asking you to consider three options so that we can start getting some experience in this area.

- If you're not a member of LinkedIn, consider joining at <https://linkedin.com>.
- There's an existing LinkedIn group for NAP members! Once you're a Linked In member, join the NAP group at <https://www.linkedin.com/groups/1026347/>.
- And now, there's a LinkedIn group for OAP members! Please join us at <https://www.linkedin.com/groups/12336543/>.

LinkedIn isn't nearly as much fun as Facebook, but it is an effective way to network among experts. I hope you find it interesting, but that will depend largely on what we do with it.

William S. Lavezzi, Webmaster/Social Media Chair
Ohio Association of Parliamentarians



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Greetings and Happy New Year!

My how time flies, it is time to prepare for our 2020 Annual Meeting of the Ohio Association of Parliamentarians. This 2-day session will be held in Columbus Ohio at the Mt. Carmel School of Nursing reception room.

As Education Chair and on behalf of OAP, each unit is requested to prepare a one-hour workshop, however, anyone can be a present a session. Each session will be 60 minutes including the required activity and question/answer/discussion time. Here are some suggested topics:
Effective meeting agenda

How to preside & run effective meetings

Elections

Common Voting Errors

Officers and Member Rights and Obligations

Bylaw misconceptions

The work of Nominating Committees

How to prepare and present a lesson for your unit

Toolkit for newly elected officers

Is there any debate?

If you have any questions, please feel free to contact me. Thanks for your consideration of this request. Please share it with your unit members.

Mary Remson, PRP

Ohio Association of Parliamentarians Education Chairman

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OAP Units

NORTH COAST: President- Patricia A. Koch, PRP
(patricaakoch75@gmail.com)

Usually meets 3rd Monday at 6:00 PM(Monday in January) at South Euclid-Lynhurst Library, 1876 South Green Road, South Euclid, OH 44122. No regular meeting December

CENTRAL OHIO: President-Mary Remson, PRP
(meetings4u@att.net)

Usually meets 1st Monday(except September) at 7:00 PM at Northside Public Library, 1423 North High Street, Columbus, OH. 43201

MIAMI VALLEY: President-Ann Bauer, RP
(bauer9380@roadrunner.com)

Usually meets 3rd Tuesday at 6: PM at Clark County Library, Park Shopping Center Branch, 2061 North Bechtle Avenue, Springfield, Ohio, 45504

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

Usually meets 1st Tuesday at 7:00 PM at Elyria YWCA Residence, 318 West Avenue, Elyria, OH. 44035

QUEEN CITY: President-Clarence Harris
(thecincinnati@msn.com)

Meets 3rd Friday at 10:45 AM at Oakley Library, 4033 Gilmore Avenue, Cincinnati, OH, 45209
No meeting held in December.

For all units: No regular meetings held in July and August

Desk of the Editor

Happy New Year and Welcome ALL to this New Decade! I trust that everyone had a nice, caring and hopefully peaceful with rest holiday season and anew for days ahead.

Lots in store for parliament procedures as we process into this year. So Be Steadfast and Ready! In the meantime, we will carry on as per the 11th Edition of Robert's Rule Of Order has outlined.

This is a good time to invite gather and invite persons new in leadership along with seasoned ones from the community to visit, seek and to join like-minded persons for our monthly educational sessions. There is always something fresh and new to learn.

Submissions for the Parliagram are always welcome and ready to be received at any time until the deadline with an article maximum of 250 words and it would be nice to have at least 2 photos to accommodate it.

There is always something going on to share, such as; unit training sessions, visiting guest, new members, upcoming events, birthdays, anniversaries births, losses, "real news" and the list is endless. Come on and allow the membership to celebrate and hold your hand.

Attention! Unit presidents and members, encouraging to confirm email addresses and it can be done by sending me a short email to confirm that you have received the newsletter. Deadline for submissions for the upcoming newsletter is April 5, 2020.

Submissions to: uncrownedqueensevent@yahoo.com

OAP Editor

Dr. Gwen Jarvis-PhD