

# The Ohio Parliamentarian

REVEILLE! WAKE UP AND RISE TO THE CALL, OAP

October-November 2016

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## Message from the President

By *Laura V. Womack*

Your President continues to be totally committed to being president and presiding officer of the Ohio Association of Parliamentarians. But, with this commitment comes much more than presiding.

This officer began this journey by reading and reviewing several times over, the Association's governing documents, i.e., the Bylaws, Standing Rules, Executive Board Procedures Manual, and Special Rules for the OAP Annual Sessions. Inwardly, this President expressed how much this office calls for one to do. It is a lot more than presiding at meetings. This officer is very aware that President's responsibilities at every level are more than presiding at meetings. There is a lot of preparation in advance of meetings. And, to especially make sure the organization is a viable and ongoing organization, when and if those duties are assigned in the Bylaws, Standing Rules, or Special Rules stating the duties of the President. But, if it is not outlined in the governing documents of the organization, how would anyone know the importance of such cornerstones!

Please see *Message* on page 2

## Josephine Tholl and Nellie Cooley

By *Barbara Whitaker, RP*

The first Parliamentarian I ever met was Jo Tholl. A flamboyant and vibrant redhead, she was parliamentarian of the first state level woman's club board on which I served. You can blame her for my interest in parliamentary procedure. Jo had been a member of many organizations and served in office for most of them. She was a national officer for the DAR. A PRP, she was the first president of OAP. A graduate of the Flora Stone Mather College (Case Western Reserve) she received her master's degree from Columbia University. She loved history, especially Ohio history and edited "Ohio Legends" a collection of folk tale, poems and stories. Still mentally sharp, she died at the age of 98. Her husband, Joseph, was an internationally known handwriting expert. I have tales. Ask me about her sometime when you have a few minutes. She was such an inspiration.

Please see *Tholl* on page 3

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**NAP is Changing Credentialing Criteria**

*By Barbara Whitaker, RP*

NAP's Commission on Credentialing unveiled its preliminary report, "Criteria for Credentialing," at the training conference in Colorado. The report details the separate criteria for the knowledge and skills that will be required to obtain Registered Parliamentarian and Professional Registered Parliamentarian status. It appears at this time that there will be little, if any changes to acquiring member status. Three documents are available to the members to learn more about the future credentialing program and are found on the NAP website at [www.parliamentarians.org](http://www.parliamentarians.org). Please keep in mind that plans for the future credentialing program are still in progress.

The good news is that those with RP/PRP status will be "grandfathered" into the new system and plans are that the process for retaining that membership will remain the same for those grandfathered. Current RP's wanting to become PRP's will have a two year grace period to obtain the higher status, give or take. After that time in order to attain PRP, a grandfathered RP will be required to first go through the new process to attain an RP, then the new process for PRP. Please see the article on the NTC Conference by Robert Rosell, PRP, in this issue.

Please see *Credentialing* on page 10

*Message from page 1*

There are twenty-one line items in the Ohio Association of Parliamentarians Executive Board Procedures Manual that every President elected to this office must read, review, and check off each year. This must be done over and above preparing for and presiding at a meeting. If a predecessor fails to implement a very important component in the responsibilities; it could very well provoke a major stumbling block in the viability of the organization.

This President encourages all officers to read and review all governing documents of those organizations in which you are involved. Be organized!

- \* Document all duties completed in the office that you hold with date in chronological order.
- \* Place all documents in a portfolio or binder to be passed along to the successor.
- \* This process makes for an easier transition, chair occupancy, fulfilling meetings, better organization, and consistency in preparing the proper reports.

Your President and the Executive Board are striving to reach the 2016-2018 goals as set and indicated in the President's first message. We are looking forward to your support of the May 19, 2017 Annual Session to be held in Cincinnati, Ohio!

## OAP Units

**NORTH COAST:** President - Patricia Koch, PRP (pak711@aol.com). Usually meets 3<sup>rd</sup> Monday at 6:00 PM (4<sup>th</sup> 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 1<sup>st</sup> 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 3<sup>rd</sup> 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 1<sup>st</sup> 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 - Kathy Lives, PRP (liveskathy@yahoo.com). Meets 3<sup>rd</sup> Friday at 10:15 AM at Oakley Library, 4033 Gilmore Avenue, Cincinnati, OH. No regular meetings in July, August, and December.

*Tholl from page 1*

I never met Mrs. Cooley, but heard a lot about her from my mother who thought highly of her skills. Mrs. Cooley was a nationally known parliamentarian for whom the Cleveland chapter of OAP was named. She taught at South Dakota Wesleyan University for many years. But, she spent most of her time after that instructing groups and individuals in parliamentary procedure. She researched and produced a manual, "10 Commandments for Clubwomen," an indexed order-of-business guide and duties-of-officers manual.

These two women were instrumental in the formation of the Ohio Association of Parliamentarians. Both were leaders, mentors, teachers and inspirations. Not a bad legacy.



Josephine Bissell Tholl, PRP    Nellie Cooley, PRP, and husband

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*Continued*

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### DATES TO REMEMBER

#### PQC San Antonio

October 16-17, 2016  
San Antonio, TX

#### OAP Annual Session

May 19, 2017  
Forest Park, OH

#### NAP' Biennial Convention

September 8-12, 2017  
Westin Lombard Yorktown  
Center near Chicago, IL.

### SUBMISSION DEADLINES

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

## SAMPLE STANDING RULES FOR TELEPHONE CONFERENCE MEETINGS

*By: James Williams, PRP*

During the past ten years, boards of directors and committees have been moving rapidly towards electronic meetings. The most common electronic meeting is the telephone conference call. This trend started with large national and regional organizations and corporations with multiple branch offices. It was prompted by the need to economize on travel, lodging, and food expenses as well as to reduce the number of days that key members and employees were away from home. State and local organizations soon realized that telephone conference call meetings would encourage more members to serve on committees and boards because they would not have to take time off from work to travel to a central location or significantly disrupt their family or social life.

When business is conducted in a meeting held by telephone, certain accommodations must be made to maintain the deliberative nature of the meeting. This is done through a set of standing rules. In addition, the call for the meeting should specify the type of equipment needed (sometimes a computer is used in tandem with the phone), any special features of the equipment, and the phone number and access code.

1. No member shall speak unless recognized by the Chair.
2. To seek recognition, when no one else has the floor, the member must give his or her name. The Chair will then announce the name of the next speaker.
3. When recognized, members will give their name and state whether they are speaking for or against the motion or wishes to offer a Secondary Motion (for example, an amendment).
4. Members shall speak clearly and slowly so that everyone will understand what is being said. Make remarks concise.
5. The time limit for each speech will be two (2) minutes. Members must stop when notified.
6. No person shall speak more than once until everyone who wishes to speak has had an opportunity to do so once.
7. The Chair will alternate recognition between those who are for the motion and those who are against the motion in order to get a balanced debate. The chair may also call on each member for a comment in some predetermined order. When a member's name is called, if the member does not wish to contribute, say "pass". However, a "pass" does not automatically give a member another chance to speak.
8. If the debate becomes repetitious, the Chair will have the option to ask if anyone has something new to add to the discussion. If no new points are offered, the Chair may close debate and take the vote.
9. Voting will be done by roll call. A Majority vote in the affirmative shall adopt the motion, unless a greater vote is required. Abstentions shall count neither for nor against the motion. The Chair may exercise the right on a specific motion to take the

vote by voice (Ayes and Nos) or unanimous consent. However, if anyone objects to voice or unanimous consent, the vote will be taken by roll call. All 2/3 votes are taken by roll call.

10. Do not use the speaker button on the phone if there are background noises. The voice quality on telephone conferences is greatly compromised by superfluous sounds.

11. If a member must leave the meeting, announce this before hanging up or putting the phone on hold.

12. The quorum shall be established by roll call at the opening of the meeting and shall be presumed to be in existence throughout the meeting unless challenged.

NOTE: "A group that holds [electronic meetings] does not lose its character as a deliberative assembly so long as the meetings provide, at minimum, conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area. Under such conditions, an electronic meeting that is properly authorized in the bylaws is treated as though it were a meeting at which all the members who are participating are actually present." RONR (11th ed.) page 97, lines 22 - 30.



## 2016 NATIONAL TRAINING CONFERENCE HIGHLIGHTS

*By: Robert L. "Bob" Rosell, PRP*

I attended the 2016 National Association of Parliamentarians (NAP) National Training Conference (NTC), held in Broomfield, Colorado on August 26 through 28.

Overall events began with the NAP Annual Meeting on Friday, August 26. President Mary Randolph, PRP, called the meeting to order. Treasurer Wanda Sims, PRP, provided the NAP Treasurer's Report. While the current NAP budget appears to be balanced at present, the primary concern noted was in the area of membership; projected NAP membership for 2016 was 3200, down from 3787 in 2011. While there is concern in this area, no dues increase is presently being considered by the NAP Board of Directors, with focus instead on increasing membership.

NAP President Randolph followed up with a State of the Association report entitled "Starting the Journey to the Mountain of NAP". She addressed the many challenges to the Association, the structure of NAP itself, and the path for growth and educational development of members being expressed in terms of climbing a mountain. She identified the NAP "team" of mountain climbers, including the Board of Directors, the NAP staff, and the various committees as integral players in the

effort. She concluded the report by stressing the importance of the membership in the overall effort and asking for their help in achieving the NAP goals.

The NTC consisted of three days of training and workshops, commencing with a plenary session on the future of credentialing of parliamentarians on Friday, August 26, presented by the NAP Commission on Credentialing. The Commission is developing a proposal to change the current system for initial and follow-up credentialing of Registered Parliamentarians (RPs) and Professional Registered Parliamentarians (PRPs). The new process will consist of three-steps: (1) on-line or paper testing on knowledge of Robert's Rules of Order Newly Revised, (2) assessment of ability to apply skills via on-line or paper testing and written assignments, and (3) simulation to demonstrate capabilities as a parliamentarian, most likely conducted in person. No changes to the current process will take place until 2018, when it is planned to put the new process for RPs in place. The new process for PRPs will be implemented sometime afterward.

I personally attended the NAP FUNraiser held in the evening of August 26 in support of the NAP Education Foundation. Part of the activity at the event included three 15 minute sessions of round table discussions by the attendees, covering the relevance of parliamentarians to the public, marketing of what services parliamentarians can provide, and how Associations, Units, and individuals could encourage participation by the public. Also conducted were silent and active auctions of various pieces of merchandise contributed by NAP members, with proceeds going to the Education Foundation.

The NTC workshops themselves included a broad range of topics involving parliamentary procedure knowledge and skills, professional development, and supporting technology. I attended workshops on subjects of amendments which are not treated as amendments, the process for conducting elections, special and general orders and orders of the day, pricing practices for parliamentarians, governing documents, and the pitfalls of opinion writing.

On the final day, Sunday, August 28, I attended a strategic planning discussion concerned with the future of NAP. Input was provided on who we are as parliamentarians, what we should be doing for outreach, and what resources are needed by us and by the public.

All-in-all, I found the NTC to be a very rewarding experience both personally and professionally, and would recommend future NTCs to any interested member.



Robert Rosell, PRP, front and center at NTC



Mary Remson, PRP, NTC Presenter

## THE OAP MEMORIAL FUND - A HISTORY

*By James L. Williams, PRP, Finance Committee Chairman, and Robert F. Pollock, Treasurer*

This fund has undergone a number of transformations from the time it was first created in the early 1980's. Its name and purpose have changed repeatedly.

In 1980 and again in 1984 an OAP President died while in office (Helen Romaine, RP and then Madonna Smith). The membership in the state association was large and attendance at the Annual Convention, as it was called at that time, reached one-hundred members.

At the 1985 Annual Convention a motion was adopted to establish a separate President's Fund, so that gifts could be made to honor deceased OAP officers and members. Various proposals, including purchasing books and materials for the OAP Lending Library, were made. Eventually, the word "Memorial" was added to the title of the fund, to clarify the purpose of the donations and who had the right to access the funds. Even later, the term "President's" was removed from the title and the OAP Executive Board was made responsible for administering the funds.

In the 1990's, new purposes were assigned to how the money could be spent: these included sponsoring workshops, helping parliamentary youth groups, and purchasing a copy of RONR for the local library of a deceased member. In the late 1990's and early 2000's the growth of the fund began to wane. OAP Membership had dropped and the fund was not well publicized.

About 2007, a new purpose for the Memorial Fund was designated. The monies were used to pay for the domain name and maintenance of the OAP Web Site. With the downsizing of the membership and a loss of revenue, a move was made to economize in the production and distribution of the OAP publications (the largest line item expenditure). The web site was a major tool for digitizing the publications and reaching out to recruit younger parliamentarians.

In 2012, the term "Educational" was added to title of the Fund. At the same time, the OAP Treasurer consolidated the financial accounts and set up a separate checking account for the OAP Memorial Educational Fund to reduce the confusion about monies in this account and to facilitate the payments out of the account.

Given the rich tradition and its long history, it would appear reasonable to reinvigorate the Memorial Fund as a dedicated vehicle for members to make donations and as a means for funding the educational activities of the OAP. At the October meeting of the OAP Board of Directors such action was taken. Donations for the fund may be sent to Robert F. Pollock, Treasurer. It was noted that the donations may also be made at any time for the assistance of the educational purposes of the OAP and do not have to be for a memorial purpose.

## 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.



## 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](mailto: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:

*Credentialing* from page 2

For those in the process of attaining one of those levels things will change. Members in process of attaining RP on implementation date: If member has completed two or more parts of then-current registration exam (other than the open book part), may attain RP status by completing then-current registration exam in accordance with time limits then in effect.

For the RP: NAP will test book knowledge. However, RPs are expected to be able to offer parliamentary services to clients. For the PRP: NAP

will test skills and knowledge in simulations that mimic the actual situations in which parliamentarians work.

A new level of credentialing is also being explored. That level is "EP" or Expert Parliamentarian and they will specialize in professional presiding, teaching, expert witness, or the like.

Please take the time to explore the new requirements as NAP strives to improve. As of the time of this writing the information is on the left side of the home page.

## Fun Quotes

**Leonard:** This meeting is a waste of time. Whether we make the switch from Post Raisin Bran to Kellogg's Raisin Bran should not require parliamentary procedure.

**Sheldon:** You realize one of them has sugar on the raisins.

**Leonard:** You're the only one who eats them.

**Sheldon:** And yet you get to weigh in. Democracy, it's pretty cool, isn't it?

*Big Bang Theory*

On meetings: "We should have classes on meetings. Rule one: no meetings over twenty minutes, and no one can sit down." *Allen Smith*

On parliamentary procedure: "It's good to know how to obstruct. Legally." *Allen Smith*

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## EXERCISE YOUR RIGHTS!

*YOUR*



*COUNTS!!*

Early voting has begun in Ohio and ends at 6PM the Friday, November 4. Election Day is Tuesday, November 8. Visit My Ohio Vote.com <http://www.sos.state.oh.us/sos/elections/Voters.aspx> for voter information.