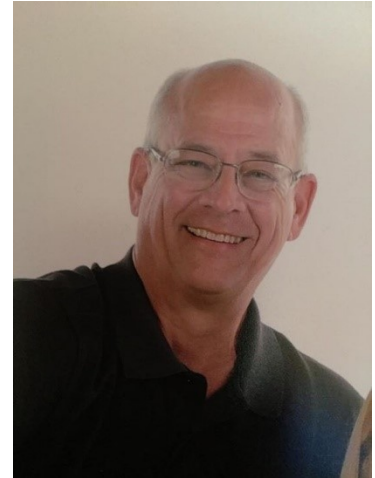


# NAP DISTRICT FIVE NOTES

The National Association of Parliamentarians©  
District Five (5) is made up of the  
chartered associations:

Kansas State Association of Parliamentarians  
Manitoba Association of Parliamentarians  
Minnesota State Association of Parliamentarians  
Missouri State Association of Parliamentarians  
Nebraska State Association of Parliamentarians

And the unchartered regions of:  
Iowa, North Dakota, South Dakota, Nunavut,  
and Saskatchewan.



Larry D. Martin, PRP, District 5 Director, NAP Board of Directors Representative  
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## Calendar Updates

### Region Reminders

**May 5, 2018:** Missouri State Association of Parliamentarians Annual Meeting at St. Lukes United Church of Christ in Independence, MO. Contact Linda Sehrt.

**May 18-19, 2018:** Nebraska State Association of Parliamentarians Celebration of Leaders Awards Dinner, plus NSAP Annual Meeting in Lincoln, NE. Contact Nylanne Scheidegger.

**June 2, 2018:** Nebraska State Association of Parliamentarians BYLAWS Workshop in Lincoln, NE.

### NAP Reminders

**December 31, 2017:** NAP Membership Renewal, including RP and PRP. Renew before December 31, 2017 to be in a drawing, plus a recommendation to donate

to the Henry M. Roberts, III Fund. You may renew via online, phone call to the NAP office, or remit your renewal via check.

**September 7-9, 2018:** National Association of Parliamentarians National Training Conference, in Buffalo, NY, held at the Hyatt Regency Hotel.

PRC Modules to renew your PRP credentials are listed online with [www.parliamentarians.org](http://www.parliamentarians.org).

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**Each One, Reach One!**

Your newly elected District Director wishes to extend his heart-felt holiday greeting to every member of District Five. It is his hope that 2018 will bring much success to you, both individually and as a member of the National Association of Parliamentarians (NAP). While my tenure began at the end of the 2017 Biennial Convention, we hope to hit this new year fully engaged and fully responding.

Your Director would like to address a thought that can be used over the next two years as we seek ways to expand our membership within NAP. EACH ONE, REACH ONE!



While this phrase is used by churches and other organizations, consider using this concept and action as we search for new ways to spread the excitement of membership within the National Association of Parliamentarians [NAP], and more closely to home, within our units and associations.

EACH ONE, REACH ONE! Is a concept still viable when looking on how to expand membership and involvement of others in the organization we find so useful and meaningful to us. When one attends a play or movie, and it's very enjoyable, we can't wait to tell our friends. Whenever you try a new restaurant with delightful foods and a widely-regarded menu, you rush to text or email someone to give

them your opinion, and perhaps you invite them to share a meal with you. To spread the values found within NAP, and the impact it has for us, we should approach this next year with the reminder for EACH ONE, REACH ONE!

At times, we approach expanding our units or associations with a large scale event, inviting everyone we can think of, sending emails through our mailboxes to touch so many people. The mass mailing effect might draw first-timers but seldom creates a data base of new members. EACH ONE, REACH ONE! creates a personalized, individualized touch to that one or two person contact who has already expressed some sort of interest in parliamentary rules. We have had acquaintances ask us about NAP, or our unit meetings, or why we are so involved with clients as their parliamentarian.

Look in your circle of friends, not just contacts, and make that personal invitation to attend a seminar, maybe visit one of your unit meetings, or even the occasional cup of coffee with some of your friends, who just happen to be parliamentarians. The personal interest you have taken just might make the difference in their follow-up within NAP. EACH ONE, REACH ONE! It is more than just a catchy phrase, but a way of life for extending the circle of those who might want to make a difference in effective meeting management.

LARRY D. MARTIN, PRP  
2017-2019 District Five Director

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**January 1, 2018 National Association of Parliamentarians RENEWAL**

Now is the time to consider renewing your membership within the National Association of Parliamentarians. By renewing before December 31, 2017 either on-line or via the phone to the NAP Headquarters, you become eligible for a free drawing of some great gifts. Please take the time to consider adding a donation to the Henry M. Roberts, III, Fund or the NAP Educational Foundation when renewing your membership.



Think back to when you first became a member of NAP. What were the reasons that drew you toward taking the membership exam? What passion helped push you toward achieving the first level of credentials as a Registered Parliamentarian (RP)? How

did you feel when you achieved the status of Professional Registered Parliamentarian (PRP)? When you relive those moments and re-feel the thrill and excitement of making the step in membership or credentialing, you might be able to sense that great moment in your life that very few achieve. Actually, these are the same moments you can feel the same again.



I would like to invite you to renew your NAP membership as soon as practicable. As a member of the National Association of Parliamentarians [NAP], you carry with you the first step that others see as someone who went beyond a “face in the crowd.” You have shown you have a basic, rudimentary knowledge of Roberts’ Rules beyond the average meeting-attender. You are the core entity within an organization that rises above the level so few take.

If you have achieved the first level of credentialing as Registered Parliamentarian (RP), you have proven you know the depths of Roberts’ and in many cases are the core leadership group in units and associations. I would like to invite you to renew your NAP membership as an RP as soon as possible. NAP would hope you would consider making the last step on the credentialing ladder to add that additional star of knowledge on your resume and in use within your organizations.

By the time you have achieved the highest credentialing level within NAP as Professional Registered Parliamentarians (PRP), you shown the world you know Roberts’ and know how to use that knowledge, especially in the world. I invite you to renew your NAP membership as PRP as soon as possible. So many doors become open to you as PRP credentialed and we encourage an un-interrupting flow to your resume. Your work with other PRPs supports and edifies each other, your work with RPs continue to encourages and trains, and others who are NAP members look toward your involvement as examples.

Please take this moment to renew your NAP membership and be the parliamentary in action.

LARRY D. MARTIN, PRP  
2017-2019 District Five Director

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## Unit Audit Committees

Every year (or upon the demand of the unit) your unit should complete a complete audit of the finances. The purpose of completing the audit is two-fold:

- 1) To make sure that the treasurer's records reflect the actual use of club funds
- 2) To learn how to serve on an audit committee.

For most NAP Unit Members, the audit of a unit's finances is usually a relative small matter because most unit's budgets are fairly small. Take advantage of that situation and learn how to have a formal audit committee.

Perhaps your unit had a pizza party or an annual workshop. If that's the biggest issue, learn from any mistakes you may have made during the twenty dollar pizza party so you will be prepared in the future to audit the fifty million building budget for a church or college.



There are basic rules for an audit committee. RONR (11th edition) lists the following pages in the index as references for the auditing committee: 477, 479-480, 587, 627. Here are a collection of those rules:

"(The treasurer's annual report) should always be audited." (477, line 14)

"No action of acceptance by the assembly is required--or proper--on a financial report of the treasurer unless it is of sufficient importance, as an annual report, to be referred to auditors. In the latter case it is the auditors' report which the assembly accepts." (479, lines 5-9)

"When the amounts involved are very large and the reports or complicated... it is desirable to have the audits made by independent certified accountants. But in ordinary societies and those in which the expense of a professional cannot be justified, it is practical to have the financial reports audited by an auditing committee of two or more members of the society..." (479, lines 13-19)

"The adoption of the auditors' report has the effect of relieving the treasurer of responsibility for the period covered by this report, except in the case of fraud."  
(479-480, lines 34-2)

It is normally considered best practice that the treasurer or any other person who has signature authority over accounts should not sit on the audit committee. This prevents individuals from auditing their own actions, which is certainly leaving the organization open to impropriety.

What if your unit is so small in number that no one is available to serve on the auditing committee without violating the signature authority practice? Or what do you do if the only members available to serve on the audit committee are inexperienced? The answer there is simple--contact another NAP unit in your area and ask for help--perhaps your unit can audit their finances and their unit can audit your finances.

I challenge you to swap audit committees with other units in the future. What a learning experience--preparing a formal audit report for another unit. You may be called upon to do so in the future for a much larger organization. Prepare for that challenge in advance!

Practice your auditing skills and get better at this often overlooked arena of running an organization.

PAUL D. MCDONALD  
2017-2019 District Five Newsletter Editor

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**Call For Papers**

The Region V Newsletter is published quarterly and welcomes contributions from its members. Articles, submissions, and items for the calendar may be made to the District V Director: [Lddsmartin@att.net](mailto:Lddsmartin@att.net) – 816-550-4429 or to the editor [paul@speakerpaul.com](mailto:paul@speakerpaul.com) – 913-708-3037.