



# Virginia State Association of Parliamentarians

## Convention Minutes

Saturday, April 29, 2023

Richmond Marriott Short Pump

4240 Dominion Boulevard, Glen Allen, VA 23060

The conference opened with opening ceremonies on April 29<sup>th</sup>, 2023, at 9:30 a.m. at the Richmond Marriott Short Pump, Glen Allen, Virginia. Presentation of Colors was conducted by Franklin Military Academy, Richmond Public Schools. The Honorable Frank J. Thornton, Chairman of the Henrico County Board of Supervisors, extended greetings.

The first business meeting of the Virginia State Association of Parliamentarians (VSAP) was presided over by Beatrice Squire, PRP, and the secretary was Rhiannon Liker, RP. A program book was given to all attendees and the credentials reports are filed with attendee names and voting members documented.

The first Credentials Report was provided by Arlene Skinner, RP, at 8:50 AM with voting strength of 31 delegates entitled to vote, and 36 attendees including 3 VSAP past presidents, 6 elected officers, 2 appointed officers, 1 standing committee chair, 16 unit/club delegates, 3 MAL/delegates. The report was adopted and a quorum was present.

Secretary Liker moved adoption of the standing rules on page 33 of the book and they were adopted.

First Vice President Donald Garrett, PRP, moved adoption of the program on pp. 15-16 of the book and it was adopted.

President Squire named the Convention Special Committees:

Minutes: Executive Committee

Elections: Steve Hicks, PRP, Nancy Parker, and Sala Powell-Dabney

Audit: Steve Burke, PRP, Larry Williams

Secretary Liker read the roll call of units and club from p. 12 of the program book.

Dr. Cynthia Mayo, PRP, District Two Director, presented the District II Report. She recognized past district directors and long-term members as well. Darlene Allen, PRP, the NAP representative, raised a question regarding whether the electronic unit is affiliated with District

It since it was included with the associations, not as an association, in the presentation. The NAP Representative and District Two Director will resolve the issue, and inform VSAP accordingly.

Steve Berke, PRP, and Laurence Williams were on the Audit Committee and Mr. Berke presented the report for May 1, 2022 to April 30, 2023 which was adopted.

Officers' reports were referenced with no additions.

The Finance Committee report was presented by Dr. Mayo, with reference to the proposed budget on p. 30 of the program book. She moved adoption and it was adopted with the correction of no income from the Parliamentary Law Club.

Bylaws Committee Chair Lawrence Williams presented the proposed Bylaws amendments on p. 31 of the program book.

On behalf of the Bylaws Committee, Chairman Williams moved the adoption of the following amendment to the VSAP Bylaws, which was adopted by a show of hands vote:

*Amend Article VII, Section 2 by striking "Club and" and inserting "Club. Annual and Special Meetings."*

On behalf of the Bylaws Committee, Chairman Williams moved the adoption of the following amendment to the VSAP Bylaws, which was adopted by a show of hands vote:

*Amend Article XIV, Section 2 by striking "the Annual Association" and inserting "a."*

First Vice President Donald Garrett gave notice of the following proposed amendments to the VSAP Bylaws:

- In Article VI, Section 5, para. B, strike out "No officer shall succeed himself/herself in the same office" and insert in its place "No officer may serve more than two (2) consecutive terms in the same office."
- Amend Article VI, Section 1 by striking "A Nominating Committee consisting of five (5) members, each from a different unit or club shall be elected at the Annual Association Convention in even-numbered years" and inserting "The Annual Convention in even-numbered years shall elect a Nominating Committee consisting of five (5) members, provided, however, that no two members may be from the same unit or club."
- Amend Article XIV, Section 1, sentence 1 by adding ", Club, or Member At Large"
- Amend Article VI, Section 5, paragraph a by adding "Elections shall be by acclamation if there is only one nominee for a particular office."
- Amend the Bylaws by striking Article V, Section E, Paragraph 5

First Vice President Donald Garrett gave notice of the following proposed new standing rules:

- 11) The Treasurer shall close the books on March 31 and submit them for audit to a special Auditing Committee composed of two or more members appointed by the President with said audit report to be presented at the annual association meeting
- 12) The membership manual created by the Second Vice President shall include historical information of VSAP, including past convention locations and recent history of the association.

The meeting adjourned at 11:30 AM, to meet again at 9:30 AM on Sunday, April 30, 2023.

Rhiannon Liker, Secretary

Approved: \_\_\_\_\_(Initials and Date)



# Virginia State Association of Parliamentarians

## Convention Minutes

Sunday April 30, 2023

Richmond Marriott Short Pump

4240 Dominion Boulevard, Glen Allen, VA 23060

The annual convention of the Virginia State Association of Parliamentarians convention reconvened on April 30, 2023, at 9:30 a.m. at the Richmond Marriott Short Pump, Glen Allen, Virginia. President Beatrice Squire, PRP, presiding and the secretary was Rhiannon Liker, RP. A quorum was present.

Vivian Minor presented the memorial service.

Valarie Jones, Esq., PRP, presented the report of the credentials committee as of 10:00 AM and it was adopted. In attendance were one past president, four elected or appointed state officers, two standing committee chairs, 17 unit or club delegates, and two MAL delegates, for a total of 26 delegates entitled to vote. There were four guests and 30 attendees.

Darlene Allen, PRP, National Association of Parliamentarians (NAP), provided NAP updates.

On behalf of the Bylaws Committee, Chair Lawrence Williams moved the adoption of the following amendment to the VSAP Bylaws, which was adopted by a unanimous vote:

*In Article VI, Section 5, para. B, strike out "No officer shall succeed himself/herself in the same office" and insert in its place "No officer may serve more than two (2) consecutive terms in the same office."*

On behalf of the Bylaws Committee, Chair Lawrence Williams moved the adoption of the following amendment to the VSAP Bylaws, which was adopted by a unanimous vote:

*Amend Article VI, Section 1 by striking "A Nominating Committee consisting of five (5) members, each from a different unit or club shall be elected at the Annual Association Convention in even-numbered years" and inserting "The Annual Convention in even-numbered years shall elect a Nominating Committee consisting of five (5) members, provided, however, that no two members may be from the same unit or club."*

On behalf of the Bylaws Committee, Chair Lawrence Williams moved the adoption of the following amendment to the VSAP Bylaws, which was adopted by a unanimous vote:

*Amend Article XIV, Section 1, sentence 1 by adding ", Club, or Member At Large"*

On behalf of the Bylaws Committee, Chair Lawrence Williams moved the adoption of the following amendment to the VSAP Bylaws, which was not adopted by a unanimous vote:

*Amend Article VI, Section 5, paragraph a by adding "Elections shall be by acclamation if there is only one nominee for a particular office."*

On behalf of the Bylaws Committee, Chair Lawrence Williams moved the adoption of the following amendment to the VSAP Bylaws, which was adopted by a unanimous vote:

*Amend the Bylaws by striking Article V, Section E, Paragraph 5*

First Vice President Donald Garrett moved the adoption of the two following standing rules, each of which were adopted by voice vote:

*11) The Treasurer shall close the books on March 31 and submit them for audit to a special Auditing Committee composed of two or more members appointed by the President with said audit report to be presented at the annual association meeting*

*12) The membership manual created by the Second Vice President shall include historical information of VSAP, including past convention locations and recent history of the association.*

Nominations Committee Chair Christopher Marston, RP, presented the committee's nominees:

- President Donald Garrett, PRP
- Second Vice President Flint Lewis, RP
- Treasurer Arlene Skinner, RP
- Recording Secretary Jackie Roundtree, PRP

Cynthia Mayo nominated Valarie Jones, PRP, for 1<sup>st</sup> Vice President.

Steven Hicks, PRP, Election Committee Chair conducted the balloting and the results were:

President

Number of votes cast..... 25  
Necessary for election (majority)..... 13  
Donald Garrett received ..... 25

First Vice President

Number of votes cast..... 25  
Necessary for election (majority)..... 13  
Valarie Jones received..... 25

Second Vice President

Number of votes cast..... 25  
Necessary for election (majority)..... 13  
Flint Lewis received..... 25

Treasurer

Number of votes cast..... 25  
Necessary for election (majority)..... 13  
Arlene Skinner received ..... 25

Recording Secretary

Number of votes cast..... 25  
Necessary for election (majority)..... 13  
Jacqueline Roundtree received..... 25

President Beatrice Squire declared Donald Garrett, PRP elected President; Valarie Jones, PRP elected First Vice President; Flint Lewis, RP elected Second Vice President; Arlene Skinner, RP elected Treasurer; and Jacqueline Roundtree, PRP elected Recording Secretary.

The Convention, by voice vote, elected the following persons to serve as VSAP’s delegates to the 2023 National Association of Parliamentarians Convention:

- |                       |                               |                          |
|-----------------------|-------------------------------|--------------------------|
| 1) Donald Garrett     | 9) Marsha Meekins<br>Cheatham | 17) Hazel Cameron        |
| 2) Valarie Jones      | 10) Margie Booker             | 18) Arlene Skinner       |
| 3) Dr. Cynthia Mayo   | 11) Joyce Henderson           | 19) Florence Taylor      |
| 4) Deborah Fitzgerald | 12) Flint Lewis               | 20) Lawrence Williams    |
| 5) Steven Hicks       | 13) Vivian Minor              | 21) Cheryl Love          |
| 6) Willie Watson      | 14) Rhiannon Liker            | 22) Michael Wagner-Diggs |
| 7) Jacqueline Wells   | 15) Sala Powell Dabney        | 23) Mary Loose DeViney   |
| 8) Vanessa Jackson    | 16) D’Borah Bunn              | 24) James Carney         |

Darlene T. Allen installed the newly elected VSAP officers for the 2023 - 2025 term.

The meeting adjourned *sine die* at 12:05 PM.

Rhiannon Liker, Secretary

Approved: \_\_\_\_\_(Initials and Date)