

# THE VIRGINIA GAVELETTER



Volume 65, Issue 2, November 30, 2023  
Vivian A. Minor, CAP – Editor-in-Chief  
Donald Garrett, PRP – President

## Greetings from the VSAP President

Dear Esteemed Members of the Virginia State Association of Parliamentarians,



As the leaves begin their splendid transformation and the air carries the crisp promise of autumn, I am reminded of the enduring rhythms of nature and the steady process of change. In this season of reflection and transition, our thoughts naturally turn to the principles that guide us not only through the cycles of the year but also through the progression of our endeavors as parliamentarians.

Autumn teaches us the beauty of letting go, a lesson that aligns gracefully with the art of parliamentary procedure. Much like the trees that shed their leaves to conserve energy for the growth to come, we, as parliamentarians, set aside personal agendas and embrace the collective will of our assembly. Through orderly conduct and thoughtful deliberation, we make room for new ideas to

take root and flourish.

This quarter, let us embrace the spirit of autumn in our meetings and deliberations. May we let go of discord, shed the leaves of inefficiency, and foster an environment where every voice is heard like the rustle of fallen leaves underfoot. In doing so, we honor the words of Henry Ford, who said, “Coming together is a beginning; keeping together is progress; working together is success.”

As we watch the landscape change and prepare for the season ahead, let's also reflect on our growth as an association. Every motion debated, every point of order raised, and every vote taken is a step towards strengthening the democratic process we hold dear. It is in these moments, in the heart of our discussions, that the core values of our association are most vibrant, much like the brilliant colors of autumn.

May this newsletter find you in good health and high spirits, ready to embrace the season of harvest. Let us gather the fruits of our labor and look forward to the growth opportunities that lie ahead, for just as autumn precedes the renewal of spring, our efforts today lay the groundwork for the achievements of tomorrow.

With warmest regards and parliamentary esteem,

Donald Garrett, PRP  
President, Virginia State Association of Parliamentarians

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## "Keepers of the Democratic Process"



The Virginia State Association of Parliamentarians (VSAP) and its member units and chapters all face the daunting task of increasing visibility about the role we play in preserving democracy in this great nation of ours. I believe a means for supporting this effort and for providing visibility in our communities is through the age-old use of op-ed pieces in local online and printed newspapers and magazines.

Op-ed articles appear in most print and online versions of newspapers and create an opportunity for you to express your thoughts about civil meetings and how to get to agreement without acrimony.

Drop-in articles, also known as camera-ready news, are a cost-effective way to share information about your organization and substance misuse prevention. A drop-in article is written for direct insertion in community and weekly newspapers. If space is available, include a reader-friendly graphic to enhance the article's appeal.

Community newspapers tend to have a much smaller staff than larger daily papers, sometimes only an editor and several staff or contributing writers, so these papers rely on editorials more often. Don't be afraid to focus on a wide range of outlets for drop-in distribution—the more places that receive your drop-in, the higher the odds of placement.

Below is a piece that can be used by all the units of VSAP.

Insert Unit name and Location Here  
of the National Association of Parliamentarians:  
"Keepers of the Democratic Process"

Are you a member of at least one club? Membership in a deliberative assembly may range from, but is not limited to, homeowners' associations, unions, academic societies, fraternal groups, Parent Teachers Associations (PTAs) and church conventions. Meetings of these groups should be microcosms of democracy. The basis for decision-making in these meetings is the use parliamentary procedure.

Parliamentary principles provide rules that can help organizations to hold efficient meetings. Good meeting management follows these fundamentals guidelines:

1. One Person, One Vote.
2. Voting is limited to members who are present.
3. Consideration of only one question at a time.
4. Suppression of a main question without allowing free debate is not allowed.
5. Impartiality of the Chair is understood.

The National Association of Parliamentarians (NAP) is the premier organization for those who appreciate good meeting management through the study of the parliamentary authority, *Roberts Rules of Order, Newly Revised, 12th edition*. NAP's goals are to provide instruction to the world by encouraging everyone to learn democratic decision-making through presentations, instructional tools, self-study, and mentorship. This more than 90-year-old organization also provides examination and accreditation for parliamentarians who would like to be recognized as experts in this field. Membership in NAP provides training to people of all ages—from students to active professionals, to retirees.

"Where there is no law, but every man does what is right in his own eyes, there is the least of real liberty" is a quote by the late Brigadier General Henry M. Roberts, the author and originator of RONR. This reference summarizes the need for rules to arrive at group decisions in a fair and orderly fashion. As "Keepers of the Democratic Process," members of NAP join the national organization after taking a test on basic procedure and may join local NAP units that are located throughout the USA, Canada, Europe, and China as well as online units. If persons are interested in learning more about parliamentary

procedure and effective meeting management, they may contact *insert local contact info here* or NAP headquarters at [Parliamentarians.org](http://Parliamentarians.org) for more information.

**Recording Secretary – Jacqueline Roundtree, PRP**

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## **2023 Membership Dues Renewal**

The end of another year is quickly upon us. That means it is time to renew your membership in NAP.

Your current membership expires December 31, 2023. Renew today to continue benefiting from the best parliamentary education available. NAP is continually launching new resources and improving existing content to help educate our members on effective meeting management through the use of parliamentary procedure.

In 2023, NAP introduced a new, modernized website to help users more easily find the information they need. We also launched NAP University where members and non-members can attend live events, view live workshops, access recordings from past events, and take online educational courses at their own pace. Most of these offerings will be eligible for continuing education credits as well.

Renew Today - it's quick and easy:

1. Login to the NAP Portal (<https://nap.users.membersuite.com/home>)
2. Click on the bell in the upper right corner of the page - it should have a red notification dot.
3. Click "Outstanding Balance"
4. Click the check box next to your open dues invoice, then "View"\*  
Download and print your invoice after this step if you would like to pay by check.
5. Click "Pay" and review your invoice. If there are any errors, please contact [hq@nap2.org](mailto:hq@nap2.org) before you pay.
6. Click "Pay Now" and follow the prompts to complete your payment if everything is correct.

While in the portal, you may also to donate to the NAP Educational Foundation and directly support the development and delivery of new and exciting parliamentary education. Learn more about NAPEF at <https://www.napef.org/>.

### **Other Ways to Renew**

- Pay by Check: Print your invoice and mail the invoice and check payable to NAP to 213 S. Main St., Independence, MO 64050. Printed invoices will also be mailed after Thanksgiving.
- Pay by Phone: Call NAP Headquarters at 816.833.3892 or 888.627.2929 to renew with any member of our staff.

Thank you for your continued membership!

# Renewal Requirements by Year



Note your renewal requirements based on the expiration period of your current credential

12/31/2023	1/1/2024-12/31/2025	1/1/26 and Beyond
<ul style="list-style-type: none"><li>• RP<ul style="list-style-type: none"><li>• Legacy Renewal<ul style="list-style-type: none"><li>• 20 hours of CEUs</li></ul></li></ul></li><li>• PRP<ul style="list-style-type: none"><li>• Legacy Renewal<ul style="list-style-type: none"><li>• 150 Service Points</li><li>• 50 Renewal Module Points</li></ul></li></ul></li></ul>	<ul style="list-style-type: none"><li>• RP<ul style="list-style-type: none"><li>• CEU Renewal<ul style="list-style-type: none"><li>• 10 hours of CEUs every 2 years</li><li>• 1 hour must be in Professional Responsibility</li></ul></li></ul></li><li>• PRP<ul style="list-style-type: none"><li>• Legacy Renewal or</li><li>• CEU Renewal<ul style="list-style-type: none"><li>• 15 hours of CEUs every 2 years</li><li>• 2 hours must be in Professional Responsibility</li></ul></li></ul></li></ul>	<ul style="list-style-type: none"><li>• RP<ul style="list-style-type: none"><li>• CEU Renewal</li></ul></li><li>• PRP<ul style="list-style-type: none"><li>• CEU Renewal</li></ul></li></ul>

The NAP Commission on Credentialing has approved new renewal standards for RPs and PRPs. Please see the above graphic.

## Registered Parliamentarian Renewal Policy

A Registered Parliamentarian must complete ten (10) hours of continuing education credits — including one (1) hour of Professional Responsibility, every two years — to qualify for renewal, and must submit a certification statement in the last year of the renewal period.

## Professional Registered Parliamentarian Renewal Policy

A Professional Registered Parliamentarian must complete fifteen (15) hours of continuing education credits — including two (2) hours of Professional Responsibility, every two years — to qualify for renewal, and must submit a certification statement in the last year of the renewal period.

Questions? Contact NAP at [hq@nap2.org](mailto:hq@nap2.org)

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**M. Stanley Ryan Unit of Parliamentarians – Newly Elected Officers.** These officers were installed on November 15, 2023, and will serve until November 20, 2024.



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## Word Cloud Game

Fifteen two-word parliamentary terms are hidden in the jumbled word cloud below. Match words so they create 15 terms. Cross-off individual words as you match them together. If you end up with any unmatched words, try re-matching them. There is but one unique solution where all words can be matched. Make copies so you can keep trying to make matches. (© 2022, National Association of Parliamentarians)



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### VSAP Officers – 2023-2025

President – Donald Garrett, PRP

First Vice President – Valarie A. Jones, Esq., PRP

Second Vice President – Flint Lewis, RP

Recording Secretary – Jacqueline Roundtree, PRP

Treasurer – Arlene Skinner, RP

