

CALL TO CONVENTION – 2025 ANNUAL CONVENTION VIRGINIA STATE ASSOCIATION OF PARLIAMENTARIANS

Theme – Empower. Engage. Educate.

Dear VSAP Members, Family, and Friends,

As the vibrant colors of spring paint the landscapes of Virginia, we find ourselves on the cusp of another season filled with opportunities for growth, connection, and learning. It is with immense pleasure that I extend to you an invitation to the Virginia State Association of Parliamentarians (VSAP) 2025 Annual Convention, set to take place on May 3-4, 2025, in the historic waterfront city of Newport News, Virginia.

This year, we are galvanized by the theme "Empower. Engage. Educate." — three powerful words that encapsulate our mission and promise for this gathering. This succinct mantra not only highlights our dedication to mastering parliamentary procedure but also reflects our commitment to fostering a community where every member is empowered, engaged, and educated.

I am excited to announce an array of sessions and workshops designed to enhance your skills and deepen your understanding of parliamentary law. These gatherings are more than just meetings; they are platforms for transformation and enlightenment, aimed at enhancing our abilities to lead and govern with efficacy and honor.

Our convention is an occasion to celebrate our shared dedication to the principles of democracy and good governance. It is a time to reconnect with colleagues, welcome newcomers into our fold, and build lasting relationships that strengthen our community.

Join me in Newport News for a compelling and enriching experience. Together, we will empower our minds, engage our spirits, and educate our community, continuing to shine as beacons of excellence in the practice of parliamentary procedure.

I look forward to welcoming you to an unforgettable weekend of learning and fellowship.

Warmest regards,

/s/Donald Garrett

Donald Garrett, PRP

2023-2025 VSAP President

Enclosures: Meeting Notice
Request for Reports and Other Items
Schedule at a Glance

Meeting Notice

I, Donald Garrett, PRP, President of the Virginia State Association of Parliamentarians (VSAP), hereby give notice that the 2025 Annual Convention of VSAP will occur on May 3 and 4, 2025, at the Holiday Inn Newport News-Hampton (980 Omni Boulevard, Newport News, VA 23606). The Convention will be called to order at 9:30 am on May 3, 2025. Please visit <http://tinyurl.com/2025-VSAP> (all caps) to register for the Convention and pay the registration fee or submit the attached registration form.

Delegate Credentialing

Unit/Club Delegates: Each Unit and Club receives one (1) delegate for its first five (5) primary members or major fraction thereof, and one (1) delegate for each additional five (5) members or major fraction thereof. Unit/Club Presidents must certify the name(s) and email address(es) of their delegate(s) via the attached form by April 25, 2025.

Member-At-Large Delegates: The VSAP President will appoint members-at-large to voting delegate slots on a first-come, first-serve basis.

Ex-Officio Delegates: Ex-Officio Delegates (Officers, Past Presidents, etc.) will be credentialed automatically upon registration.

Slate of Nominees

The 2025 Annual Convention will elect officers for the 2025-2027 biennium. The Nominating Committee recommends that the following individuals be elected:

- President: Donald Garrett, PRP
- First Vice President: Jacqueline Roundtree, PRP
- Second Vice President: Christopher Marston, RP
- Recording Secretary: Donna Simpson, PRP
- Treasurer: Cynthia R. Mayo, PRP

Request for Reports

Unit Presidents, Club Presidents, State Officers, and Committee Chairs:

Please submit your annual report in format to President Garrett at donaldigarrett@gmail.com no later than April 6, 2025. Please report on your accomplishments and upcoming goals for the remainder of the biennium. Separately, please notify President Garrett of any silent gavels since the 2024 Annual Convention.

Request for Donations and Bookstore Items

VSAP Members:

We intend to conduct a silent auction at the 2025 Annual Convention. If you have any goods or services you would like to donate, please contact President Donald Garrett at donaldigarrett@gmail.com to coordinate the donation. Additionally, contact President Garrett if there are any particular parliamentary resources you would like to have available on-site in Newport News for purchase.

Request for Advertisements

If you would like to advertise in the convention program, please email President Donald Garrett at donaldigarrett@gmail.com to coordinate.

Schedule at a Glance

Tentative as of 4/1/2025

Friday, May 2, 2025

Holiday Inn Newport News-Hampton, 980 Omni Boulevard, Newport News, VA 23606

4:30 pm – 6:00 pm Credentialing for Convention

6:00 pm – 8:00 pm Va. Alpha Unit of Registered Parliamentarians Meeting & Dinner
Burger Theory Restaurant – All are Welcome

Saturday, May 3, 2025

Holiday Inn Newport News-Hampton, 980 Omni Boulevard, Newport News, VA 23606

8:00 am – 11:00 am Credentialing and Registration

8:00 am – 9:15 am Breakfast

9:30 am – 11:30 am Business Meeting

11:30 am – 5:30 pm Workshops (Breaks and Lunch Included)

7:00 pm Dinner

Sunday, May 4, 2025

Holiday Inn Newport News-Hampton, 980 Omni Boulevard, Newport News, VA 23606

9:00 am – 10:30 am Credentialing and Registration

9:00 am – 10:30 am Breakfast Keynote

10:30 am – 12:00 pm Business Meeting