69th Virginia State Association of Parliamentarians Convention
Annual Meeting Notes – Day 1
Richmond Marriott – Short Pump
4240 Dominion Boulevard
Glen Allen, Virginia 23060
April 18, 2026

The annual meeting of the Virginia State Association of Parliamentarians Convention - Day 1, was called to order by President Donald Garrett, PRP at 9:30 AM.

Presentation of Colors, Franklin Military Academy Color Guard
Greetings presented by The Honorable May Nivar, Member of the Virginia House of Delegates (District 57), The Honorable Misty Roundtree, Vice Chair of the Henrico County Board of Supervisors, Three Chopt District, and Mona Calhoun, PRP President, National Association of Parliamentarians (via Zoom)

	1st Report
Date/Time	4/18/26 @ 9:15 AM
VSAP Past Presidents	2
Elected Officers	4
Appointed Officers	3
Standing Committee Chairs	0
Unit/Club Delegates	16
MAL Delegates	1
Number of Delegates Entitled to Vote	26
Alternates	0
Guests	2
Total in Attendance	28
Number of Units Represented	9

Shirley Smith moved to adopt the credentials report. Motion passed.
Ceresh Perry, PRP moved to adopt the standing rules. Motion passed.
Jackie Roundtree, PRP move to adopt the program. Motion passed.

President Garrett appointed the following members to the Convention Committee:

Credentials Committee
Shirley Smith
Sala Powell-Dabney

Standing Rules Committee
Ceresh Perry, PRP

Program Committee
Jackie Roundtree, PRP
Vivian Minor

Convention Interns
Victoria Garrett
Lisha Garrett

Convention Tellers
Chris Marston, RP
George Chavis

Hospitality Committee
Jacqueline Wells, RP

Memorial Service Committee
Beatrice Squire, PRP

Audit Committee
Darlene Davis, RP
Arlene Skinner, RP

Executive Committee Board report by President Garrett. Presented the 2026 Lifetime Achievement Award to Marian J. Martin, PRP - M. Stanley Ryan Unit of Parliamentarians.

Arlene Skinner, RP moved to adopt the Audit Committee Report. Motion passed.

Chris Marston, RP moved to amend Standing Rule 11 by striking out "on March 31" and inserting "by March 1". Motion passed.

Wording of Amendment as Adopted
11. The Treasurer shall close the books on March 1 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.

The following individuals were elected to the Nominations Committee:
All nominees elected by voice vote.

1) Nominees:
    a. Jacqueline Wells, RP
    b. Alicia Campbell
    c. Craig Mayo, RP
        - Vera Toney, RP raised a point of order that Craig Mayo is not eligible due to the election of Jacqueline Wells, RP because Article VI, Section 1 of the VSAP Bylaws states, "that no two members may be from the same unit or club." Point well taken.
    d. Jacqueline Roundtree, PRP
    e. Chris Marston, RP
2) Nominations Reopened:
    a. Ceresh Perry, PRP

Workshops presented:
Dr. Jackquline May, PRP - “From the Table to the Floor Again”
Dr. Jackquline May PRP and Donald Garrett, PRP - Laboratory on Presiding
Chris Marston, RP – “The Plain Language Guide to Drafting Bylaws”
Beatrice Squire, PRP – “Meeting Minutes Matter”

Meeting adjourned at 5:15 PM.

69th Virginia State Association of Parliamentarians Convention
Annual Meeting Notes – Day 2
Richmond Marriott – Short Pump
4240 Dominion Boulevard
Glen Allen, Virginia 23060
April 19, 2026

The annual meeting of the Virginia State Association of Parliamentarians Convention - Day 2, was called to order by President Donald Garrett, PRP at 10:13 AM.

Silent Gavel Ceremony conducted by Beatrice Squire, PRP.

Workshop presented by Donald Garrett, PRP - "Other Duties as Assigned: Meeting and Event Planning for Parliamentarians".

Credentials Committee report by Shirely Smith. Motion to accept report adopted.

	1st Report	2nd Report
Date/Time	4/18/26 @ 9:15 AM	4/19/26 @ 10:22 AM
VSAP Past Presidents	2	3
Elected Officers	4	4
Appointed Officers	3	3
Standing Committee Chairs	0	1
Unit/Club Delegates	16	16
MAL Delegates	1	1
Number of Delegates Entitled to Vote	26	28
Alternates	0	0
Guests	2	3
Total in Attendance	28	31
Number of Units Represented	9	10

Courtesy Resolution by Donna Simpson, PRP. President Garrett moved to adopt the resolution. Motion passed.

Courtesy Resolution

Whereas, The Virginia State Association of Parliamentarians (VSAP) had its 69th Annual Convention, April 18 - 19, 2026, at the Richmond Marriott – Short Pump, 4240 Dominion Boulevard, Glen Allen, Virginia 23060 with the theme "Many Voices, One Assembly;" and

Whereas, the 2026 Convention provided an opportunity for members to learn, share experiences, and reaffirm our shared commitment to the principles that make deliberative assemblies work; now therefore be it;

Resolved, that acknowledgement and appreciation is extended to The Honorable Schuyler T. VanValkenburg, State Senate District 16; The Honorable May Nivar, Virginia House of Delegates District 57; and Roscoe D. Cooper, III, Chair, Henrico County Board of Supervisors for their letters of greetings and congratulations to President Garrett and members of the Virginia State Association of Parliamentarians; and

Resolved, that sincere thanks is extended to the Franklin Military Academy Color Guard of Richmond, Virginia for the Presentation of Colors and The Honorable May Nivar, Virginia House of Delegates District 57, The Honorable Misty D. Roundtree, Vice Chair, Henrico County Board of Supervisors, and Mona Calhoun, PRP, President of the National Association of Parliamentarians for bringing official greetings during the opening ceremonies; and

Resolved, that sincere thanks be extended to the Convention Coordinator and Committees, VSAP Units and Clubs, contributors to the hospitality bags, and all who planned and participated in the 69th annual convention through many courtesies extended to ensure its success; and

Resolved, that acknowledgement and appreciation is expressed to workshop presenters Chris Marston, RP, Dr. Jackquline May, PRP, Dr. Cynthia Mayo, PRP, Donald Garrett, PRP, and Beatrice Squire, PRP, for preparing and facilitating informative educational presentations; and

Resolved, that gratitude is expressed to Beatrice Squire, PRP, for the Silent Gavel Ceremony to celebrate the unique lives and contributions of departed members; and

Resolved, appreciation is extended to Kenyatta “Doc” Smither, Sr. and Friends for providing entertaining music which enhanced the ambiance and experience of the convention dinner; and

Resolved, the staff of the Richmond Marriott – Short Pump be recognized with a Certificate of Appreciation for their cooperation, warm welcome, and hospitable service to members and guests; and

Resolved, that members extend their deep appreciation and thanks to President Donald Garrett, PRP, for his outstanding leadership and guidance of the Virginia State Association of Parliamentarians; and

Resolved, that a copy of this resolution be made an official part of the 2026 VSAP Convention minutes.

Meeting adjourned sine die at 10:41 AM.

Minutes Approval Committee
Donald Garrett, PRP
Jacqueline Roundtree, PRP
Donna Simpson, PRP