

**ELECTRONIC ASSOCIATION OF PARLIAMENTARIANS  
ANNUAL MEETING  
MARCH 22, 2019**

**REPORT OF THE PRESIDENT**

Since March 1, 2018, your president has presided at the 2018 EAP Annual Meeting, four regular quarterly meetings of the Board of Directors, one adjourned board meeting, and one special board meeting. He also has been in frequent contact with the other board members and the EAP Parliamentarian by email to informally discuss issues between board meetings.

In addition, to his presiding role, your president has coordinated with the Annual Meeting Coordinator and the Education Committee Chairman in planning for the 2019 Annual Meeting. He also actively participated in one meeting of the Bylaws and Rules Committee, as the ex-officio member, to consider and develop recommendations on proposed amendments to the EAP governing documents.

Your president remains an active affiliate member of the Electronic Unit of NAP (eNAP) and continues to participate in meetings of that unit whenever possible. He also is a primary member of the Inland Northwest Parliamentary Law Unit, in Spokane, Washington, and the Washington State Association of Parliamentarians; and he is an affiliate member of the Parliamentarians Association of British Columbia. He has encouraged members of those groups to consider joining EAP as affiliate members.

At the national level, your president serves as a member of the NAP Ethics Committee.

Finally, your president is pleased to report that NAP President Jim Jones, PRP, will serve as the NAP Representative for the 2019 EAP Annual Meeting. Your president looks forward to welcoming President Jones, and hearing his NAP Update and his workshop presentation.

Weldon L. Merritt, PRP  
President

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**REPORT OF THE VICE PRESIDENT**

Your vice president has been very active since the last annual meeting. Two notable areas requiring much of his attention include:

- *Expanded functionality of website to include membership and event management.* Due to the size of our organization and the frequency of numerous small dollar transactions, we needed a solution that would minimize the disruption to the officers for processing. While we had hiccups along the way, your vice president quite extensively with the secretary to ensure the accuracy of data imported. Since then, we were able to successfully go through the membership renewal process and handle event registration for this meeting. While no system is perfect, we believe this positions us strongly in the future.
- *Served NAP as the workshop coordinator for the 2018 National Training Conference in Buffalo, New York.* With over thirty workshops over two-and-a-half days, including the logistical considerations, your vice president was quite busy to make sure this event was a success. One notable contribution was the vice president's escalation of the use of Guidebook technology being central to everything about the conference, including workshop handouts, evaluations, and daily raffle prizes.

Additionally, your vice president has:

- Served as a member of the education committee and the chief webmaster;
- Assisted the Secretary & Transition during a mid-term transition of officers;
- Served as the minutes approval committee for all board meetings;
- Continued service as president of the Young Professionals unit;
- Elected to serve a vacancy as treasurer of the New England Association (NEAP);
- Nominated to serve as EAP president for the 2019-21 biennium; and,
- Selected to serve as a presenter at this educational conference.

It's been a pleasure serving as a member of this board, and your vice president is proud of the accomplishments and progress we have made. While progress can be slow, we are still young. Just remember what Edward Everett Hale said, "coming together is a beginning; keeping together is progress; working together is success."

Evan A. Lemoine, PRP  
EAP Vice President & Chief Webmaster

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**REPORT OF THE SECRETARY**

Your secretary is honored to have served as the Electronic Association of Parliamentarian's (EAP) charter secretary. Adopting the Inaugural Annual Meeting's theme, CLICK.CONNECT.ENGAGE., this officer has worked with the EAP leadership team, committee chairs, e-unit Presidents and members to continue association growth and propel the organization forward.

Since March 1, 2018, your secretary has:

- Served as Co-Coordinator of the Inaugural Annual Meeting (2018).
- Recorded and distributed minutes from the Inaugural Annual Meeting (2018).
- Assisted the EAP President in agenda development for all Board of Director's meetings.
- Recorded and distributed minutes from all Board of Director's meetings to the approval committee and upon approval to the EAP Board of Directors.
- Participated in informal email discussions to advance EAP's business.
- Sent approved EAP committee appointments and responsibilities to chairs & members, as applicable.
- Developed & distributed all notices to the EAP Membership.
- Distributed EAP's e-unit membership rosters to e-unit Presidents for review.
- Updated the EAP membership ledger.
- Drafted a proposed budget, 12/1/18-11/30/19.
- Accepted appointment to serve as EAP Treasurer for the duration of the term.
- Worked with the Annual Meeting Coordinator, Board of Directors and Education Committee Chair in planning the 2<sup>nd</sup> Annual Meeting and Education Conference.
- Requested, received and compiled Annual Meeting Reports.

This officer would like to thank President Merritt, Vice President Lemoine and Parliamentarian McClintock for their time and energy in advancing the Association's goals. A special thank you to the members of the Green Gavel Electronic Unit for their continued support.

Beth Sapp James, PRP  
Secretary

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**REPORT OF THE TREASURER**

Your treasurer was honored to accept the appointment to serve the remainder of the 2017-2019 term on December 6, 2018.

Since appointment, your treasurer has concentrated efforts on two primary focuses:

1. Bringing financial closure to the 2018-2019 fiscal year by
  - procuring the 2017-2018 funds and financial records from the Immediate Past Treasurer;
  - procuring files from PayPal, Eventbrite and NAP;
  - reconciling the 2017-2018 records and providing variances and observations to the Board, FRC and Immediate Past Treasurer;
  - creating a Dropbox structure for the 2017-2018 financial records;
  - submitting the 2017-2018 financial reports to the Financial Review Committee.
2. Setting-up and managing the 2018-2019 dues renewal process by
  - opening and maintaining a savings and checking account with JSC Federal Credit Union;
  - assisting the Vice President with the implementation of a new membership management system;
  - developing member emails to introduce the new member system, dues renewal cycle starting and reminders;
  - resolving member issues and concerns;
  - working with NAP personnel to resolve data issues;
  - sending invitations to new unit and new provisional members.

**MEMBER STATISTICS (2/28/19 – 146 Members)**

81 Primary Members, 56 Affiliate Members, 9 Provisional Members

Your treasurer has also completed the following:

- Compiled and submitted a Treasurer's Report for the February 7, 2019 regular Board of Directors quarterly meeting and this 2019 Annual Meeting.
- Created a voucher template.
- Paid all vouchers approved by the president.
- Participated in informal email discussions to advance EAP's business.
- Managed the registration for the 2019 Annual Meeting & Education Conference.

Beth Sapp James, PRP  
Treasurer

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**REPORT OF THE BOARD OF DIRECTORS**

The EAP Board of Directors has met six times since the 2018 Annual Meeting. Regular quarterly meetings were held on May 10, 2018; August 9, 2018; November 8, 2018; and February 7, 2019. In addition, an adjourned meeting as a continuation of the November 8 regular meeting was held on November 19, 2018; and a special meeting was held on December 6, 2018. Minutes of these meetings are available in the members-only area of the EAP website ([www.eparliamentarians.org](http://www.eparliamentarians.org)).

Actions taken by the board at its meetings have included:

- approval of financial institutions for use by EAP;
- appointment of Baofeng Ma, RP, as Membership Committee Chairman to fill the vacancy created by the resignation of Robert Schuck, RP;
- appointment of Wendy Laufer-Rhodes to the Membership Committee;
- appointment of Wendy Laufer-Rhodes as Membership Committee Chairman to fill the vacancy created by the resignation of Baofeng Ma, RP;
- appointment of Victoria Johnson as Annual Meeting Coordinator;
- setting the dates for the 2019 EAP Annual Meeting as March 22-23, 2019;
- requesting an NAP Representative for the 2019 Annual Meeting;
- approval of renewal of the EAP domain name;
- approval of creation of an EAP Facebook page;
- appointment of a Financial Review Committee consisting of Mary Grant, PRP (Chair); Don Freese, PRP-R; and David Mezzera, PRP;
- submission of ten proposed amendments to the EAP governing documents for consideration at the 2019 Annual Meeting;
- submission (along with associations in Washington State, British Columbia, and Manitoba) of a series of NAP Bylaws amendments;
- approval of the annual budget for December 1, 2018 to November 30, 2019;
- acceptance of the resignation of Amber Slaughter as EAP Treasurer and appointment of EAP Secretary Beth James, PRP, to serve as Treasurer for the remainder of the term;
- approval of the Annual Meeting & Education Conference schedule as planned by the Annual Meeting Coordinator and the Education Committee;
- setting the registration fee for the 2019 Annual Meeting;
- approving purchase of a 6"x6" tile in support of the NAP building fund.

Weldon L. Merritt, PRP  
President

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**REPORT OF THE BYLAWS AND RULES COMMITTEE**

The EAP Bylaws Committee membership is as follows: Brandon Walters, PRP, Chairman; Richard Brown; Victoria Johnson; Brenda Kennedy; Kendra O'Toole; and President Weldon Merritt, PRP, ex officio.

The Bylaws and Rules Committee Chairman worked with the Secretary to submit a call for Bylaw and Standing Rule amendments and deadlines included in the annual meeting call distributed in December.

The Bylaws and Rules Committee met January 22, 2019. The committee considered four bylaw amendments from the Board of Directors, proposed four bylaw amendments on behalf of the committee, and considered eight standing rule amendments from the Board of Directors. The proposals and recommendations of the committee were submitted in accordance with EAP Standing Rule 4.

Brandon Walters, PRP  
Chairman

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**REPORT OF THE EDUCATION COMMITTEE**

Committee Objective: The Education Committee coordinates the educational sessions for the annual meeting.

Three current members and one former member of the National Association of Parliamentarians (NAP) Board of Directors were invited, and graciously accepted, to make presentations at the Annual Meeting of Electronic Association of Parliamentarians (EAP). The presenters and their officer positions and workshop topics are as follows:

- James N. Jones, PRP, NAP President  
“Rules versus Reality: Giving Relevant Advice”
  
- Alison Wallis, PRP, NAP Director-at-Large  
“The Parliamentarian as Expert Witness”
  
- Darlene Allen, PRP, NAP Vice President  
“WWYD: What Would You Do?”
  
- Evan A. Lemoine, PRP, EAP Vice President  
(Past Treasurer, NAP)  
“Take Me To The Clouds: Managing Your Organization’s Finances”

The Committee wishes to thank the presenters for their time and efforts preparing and speaking to the Annual Meeting of EAP.

The members of the Education Committee are: Thomas Holmes (eNAP); Evan Lemoine, PRP (YP3U); Dan Ross (eNAP, Green Gavel); David Whitaker, RP (Green Gavel); Weldon Merritt, PRP, ex officio.

Lucy Hicks Anderson, Esq., PRP  
Education Committee Chairman

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**REPORT OF THE MEMBERSHIP COMMITTEE**

The committee met to consider several broad concepts concerning membership and committee responsibilities. These included:

- Getting accurate and current information about membership in affiliate units
- How to assist in the organization of new units
- Coordinate with units to develop and implement plans for promoting membership
- Use social media to strengthen membership and knowledge in parliamentary procedure by creating a:
  - *Facebook EAP public page*
  - *Facebook EAP group page*
  - *eNewsletters*

Your committee chair and EAP Board members had many communications throughout the year strategizing ways to accomplish the concepts that are outlined above. To date, the first three bullets have been a work in progress. As to the fourth bullet, your committee chair did create a Facebook EAP public page in August, but that, as well as the other suggestions for promoting membership through social media, have been put on hold until further notice and approval by the EAP board.

Wendy Laufer Rhodes  
Chairman

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**REPORT OF THE NOMINATING COMMITTEE**

Committee objective: To secure at least one candidate for each elected office to be presented at the Annual Meeting in March 2019.

The nominating committee met on multiple occasions as summarized below:

- August 24, 2018: The chair was formally elected, committee duties discussed, process of candidate selection discussed and committee timeline set
- October 7, 2018: Call for Nominations letter proposed and template discussed, candidate interviews proposed and committee timeline reviewed
- December 2, 2018: Candidates names submitted reviewed, candidate interviews discussed and committee timeline reviewed
- December 7, 2018: Candidate interview questions discussed and interview schedule proposed
- December 12, 2018: Candidate phone interviews
- December 14, 2018: Candidate phone interviews completed. 2019 Officer Slate submitted to EAP Secretary

The Chair wishes to thank the committee members for their hard work, time and dedication throughout this process.

Committee Members: Brandon Walters, PRP (YP3U) and Monica Fontenot-Poindexter (GGEU).

Terri Woods-Campbell  
Chair, Nominating Committee

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**REPORT OF THE e-GRANT UNIT**

**GOALS:**

- To get to know the members of the association, their talents, skills and aspirations.
- Increased membership.
- Created a Parliamentary Information Telephone (PIT) Bank for the dissemination of information.
- Encouraged the Professional Registered Parliamentarians to support interested members.
- Created information drop-box.
- To have members to become a member of eGrant.

**ACCOMPLISHMENTS:**

- Hosted events that professionals will want to attend.
- Held a membership drive.
- Obtained feedback from current members.
- Provided understanding/benefits of online units.
- Held a first-year loyalty assessment.
- Held workshops for members who wish to become RP's
- Attended organizations were members need support and training.
- Participated in preparatory work for the Parliamentary Law Day event.
- Traveled with other members to the NAP National Training Conference in Buffalo where she served as a workshop presenter.
- Increased membership training
- Prepare members for participation in eGrant.

Dr. Mary E. Q. Grant PRP, NP  
President

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**REPORT OF ELECTRONIC UNIT OF NAP (eNAP)**

The Electronic Unit of the National Association of Parliamentarians met monthly in 2018 in an internet chat room, with the annual meeting in January; see [enap.notlong.com](http://enap.notlong.com) or [tiny.cc/enap](http://tiny.cc/enap). The 2018 officers were:

President - Paul McClintock, PRP, CP-T

Vice-President - Jan Meyer

Secretary - Thomas Holmes (Jan-Feb: Laura Kennedy LeGrand, RP-R)

The 2019 officers are:

President - Jan Meyer

Vice-President - Thomas Holmes

Secretary - Thomas Holmes

As of 11-12-2018, we had 46 members (16 PRP, 2 PRP-R, 4 RP, 1 RP-R, and 23 regular members). As of 03-10-2019, we have 37 members. We automatically drop from membership at the end of the January annual meeting those who have not attended any of the last 12 months, so these remaining 37 are at least occasional attendees.

Education programs in 2018 were led chiefly by VP Jan Meyer, on topics such as:

- Selected Brainteasers from [www.JimSlaughter.com](http://www.JimSlaughter.com)
- Previous Question
- Simultaneous Aural Communication and Gender Neutral Language
- Questions from the RP Exam
- Resolutions
- Common errors with the motion to postpone definitely and how to mitigate them
- Various topics from Robert's Rules of Order Newly Revised
- Online voting
- Drill & practice on standard characteristics
- Five ways that business can go over from one session to another
- Review from the RP question bank
- Elections, Vacancies
- Incidental main motions, agendas, and presiding over meetings

All educational programs allow members to ask parliamentary questions on any topic.

Paul McClintock, PRP  
eNAP President 2018

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**REPORT OF THE GREEN GAVEL ELECTRONIC UNIT (GGEU)**

Unit Objective: To study, teach, promote, and disseminate the philosophy and principles underlying the rules of deliberative assemblies.

GGEU was established on June 15, 2017, with 62 members. Chartering members were members of the Western Area of The Links, Incorporated and one member of the Southern Area. Today GGEU has 19 credentialed members and 114 total members including the following membership types:

65 Primary	<u>Credentialed Members</u>
33 Affiliate	13 PRP
<u>16</u> Provisional Members	1 PRP-R
114 Total Members	6 RP

The Green Gavel Electronic Unit gathers electronically, via the Go-to-Webinar platform, on the fourth (4th) Thursday of the month excluding June, July, August, and December. Business meetings are held in January, April, September, and November. A parliamentary lesson is featured at every gathering. The lessons in 2018-2019 are being taught by members of the Unit.

A list of the lesson topics and the presenters for each month are as follows:

Sep 2018	Bylaws	Elizabeth Sapp James, PRP
Oct 2018	Officers	Lachelle Fields
Nov 2018	Minutes	Karen Cole, RP
Jan 2019	Motions	Lucy Hicks Anderson, PRP
Feb 2019	The Agenda	Margaret Winn, PRP-R
<i>Mar 2019*</i>	<i>Boards &amp; Committees</i>	<i>Eneid Francis</i>
<i>Apr 2019*</i>	<i>Presiding</i>	<i>Brenda Kennedy, RP</i>
<i>May 2019*</i>	<i>Debate</i>	<i>Lucy Hicks Anderson, PRP</i>

The hardworking officers of the Green Gavel Electronic Unit are: 1<sup>st</sup> Vice President, Beth Sapp James, PRP; 2<sup>nd</sup> Vice President, Karen Cole, RP; Recording Secretary, Lorraine Breckenridge-Sterling; Treasurer, Patricia Ingram; Corresp. Secretary, Tamla Roberts; Historian, Monica Fontenot-Poindexter; Publicity Officer, Victoria Johnson; Parliamentarian, Susan Comrie; and Chaplain, Robin Sherrod.

Lucy Hicks Anderson, PRP  
GGEU President

*\*Scheduled*

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**REPORT OF THE  
MARIAN J. MARTIN BLUE AND GOLD GAVEL ELECTRONIC UNIT (MJMBGEU)**

Unit Objective: To promote electronically the study, teaching and philosophy of parliamentary procedure and principles.

The MJMBGEU was established on June 3, 2018, with 26 members. The chartering members were members of Northeastern Region of Sigma Gamma Rho Sorority, Inc. The current Unit membership consists of 39 members.

Regular meetings of the MJMBGEU are held on the second (2nd) Wednesday of the month unless ordered by the MJMBGEU Unit or Executive Board. Since chartering, the unit has held six meetings which featured a parliamentary lesson taught by our First Vice-president of Education, Dacia Robertson, along with other assigned members of the Unit. The focus of each education session has been topics to move members forward toward the registration exam.

Monthly Unit meetings are held using the Free Conference Call platform (audio and video). Meetings are made interactive using chat room and member questions.

Marian J. Martin, PRP  
MJMBGEU President

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**REPORT OF THE  
YOUNG PROFESSIONALS PARLIAMENTARY PRACTICE UNIT (YP3U)**

**Accomplishments**

- YP3U spent much of this term developing a more robust educational program for its members.
  - The unit now offers a wide range of educational offerings, from traditional workshops to general discussions.
  - Recent topics presented include the duties of the secretary, function and operation of committees, and a discussion of less common officers from a Robert's Rules prospective.
- YP3U considered bylaw amendments proposed by the EAP board of directors.
- YP3U's President and Vice President served as 2018 NAP Training Conference workshop coordinator and assistant coordinator respectively.
- YP3U officers served EAP in a variety of ways this term.
  - YP3U's president served as EAP vice president.
  - YP3U's secretary served as chairman of the bylaws and rules committee and as a member of the nominating committee.
  - YP3U's vice president served as a member of the bylaws and rules committee.

**Goals**

- The YP3U board of directors is planning additional educational programs this year and a social event at the NAP convention in Las Vegas.
- YP3U is planning a new recruitment and outreach initiative to bring in more members.
- Bring more attention to parliamentary procedure, how it helps organizational governance and its application as a lifelong skill.