



**ANNUAL BUSINESS MEETING  
APRIL 17, 2021**

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**REPORT OF THE PRESIDENT**

It's hard to believe two years passed since my election as your president. In addition to the eleven times your board met in 2019-20, we met an additional ten times since the 2020 annual meeting. While we're only required to meet quarterly, we've been a very active and engaged board.

This has been a busy biennium, especially the past year which presented many challenges and opportunities due to COVID-19. While many organizations already had been accustomed to some type of electronic meetings, your president works with numerous municipalities which began looking for ideas on how to best proceed. He authored *Sample Zoom Rules for Public Bodies* with this in mind, which is still available on our website as a free resource for the public. Additionally, EAP made our Zoom meeting technology available to other associations and units looking for a platform to meet. Several took us up on this opportunity and your president is glad to have been able to assist several associations and units.

Additionally, your president has:

- Served as an ex-officio member of all committees except nominating;
- Participated in the bylaws and rules committee meeting which is considering the bylaw and standing rule changes proposed for this meeting;
- Conversated regularly with the vice president on strategic and operational matters;
- Served the association as the chief webmaster, in charge of the larger infrastructure of our website and association management system;
- Elected to fill the unexpired term of EAP Treasurer;
- Continued service as president of the Young Professionals unit.

It's a rare honor to have served as a unit president of two separate units and also an association president of two separate associations, especially when you were active in the founding of each of these organizations. Your president is very grateful that you elected such a great team of officers, and that we have such an incredibly diverse and talented membership to tap from to serve on our committees and for other appointed positions. Thank you to everyone who stepped up and chipped in these past two years, it wouldn't have been possible without you.

Your president extends his best wishes to the new board and president, and knows he will be a phone call or email away as he works to ensure a smooth transition of leadership.

Evan A. Lemoine, PRP  
EAP President & Chief Webmaster



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**REPORT OF THE VICE-PRESIDENT**

Since our last conference, the year ushered in a time of unexpected change as we came to grips with the challenges from the COVID-19 pandemic. Your vice-president was honored to serve as a member of the Electronic Association of Parliamentarians (EAP) leadership team as we supported members, e-units, regular units, associations and other organizations in operating in this new landscape.

This officer was excited to work with the Education committee to expand EAP's educational offerings. Specifically, presenting *Presiding in a Virtual World* as part of the *Convening in a Virtual World* series.

Equally exciting was serving as co-host, with Secretary Holmes, of the EAP Mix & Mingle Social Event during the National Association of Parliamentarians' (NAP) National Training Conference. Participating with President Lemoine in a showcase of mixology and culinary skills was a personal favorite. Opportunities that allow our organization to socialize informally, albeit electronically, are important in growing and deepening relationships.

Technological advances have given us an unprecedented method to engage people all over the world. More communities interested in parliamentary education have found the electronic format to be more advantageous for its members. This officer has been an advocate and resource in recruitment and retention of e-units. Congratulations to the newest e-unit in EAP, Grapevine Electronic Unit.

Additionally, your vice-president has:

- Attended EAP board of directors' meetings;
- Been in frequent contact with the other board members to informally discuss issues between board meetings;
- Served as EAP's Financial Review Committee Chair;
- Served as board liaison to the EAP education committee; and
- Reviewed minutes, ads, member communications and member rosters when applicable.

This officer would like to thank the EAP Board of Directors for their time and energy in advancing the Association's goals this term. This officer would especially like to thank President Lemoine for his leadership, technical expertise, and commitment to EAP's growth.

Elizabeth Sapp James, PRP  
EAP Vice-President



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**REPORT OF THE SECRETARY**

Your secretary is honored to serve the Electronic Association of Parliamentarians.

Since March 4, 2020 your secretary has:

- Drafted all minutes of the Board of Directors and the April 2020 annual meeting.
- Oversaw the development and distribution of all EAP membership notices required under the bylaws and standing rules.
- Along with the President, responded to member inquiries submitted to EAP's email.
- Prepared minutes for all board meetings and distributed them to members of the board upon approval.
- Drafted a color advertisement for the NAP Training Conference with the assistance of the Board.
- Presented at the EAP June Lunch & Learn Educational Program Session 2: Secretary.
- Worked with the Vice-President to plan the Meet and Greet event for the NAP Training Conference.
- Notified NAP Headquarters of the election of a treasurer in February, and submitted updated bylaws following the EAP 2020 Annual Meeting.
- Worked with the Technology Committee to set up registration for the annual meeting.
- Invited members of the newly chartered Grapevine Unit to join EAP.

Thomas Holmes  
EAP Secretary



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**REPORT OF THE TREASURER**

Your treasurer is delighted to be finishing his temporary term as treasurer which began in February 2021. Since his appointment, your treasurer has:

- Established a new online banking relationship with First Internet Bank to allow for a more seamless transition between officers and administrations;
- Created a new streamlined accounting spreadsheet to manage the current year's financial information while providing relevant financial information to the board;
- Ensured that proper segregation of duties exist by giving interim review access to the vice president;
- Organized our financial records in a more effective organizational system that should allow for an easier independent review by the financial review committee;
- Developed procedures and processes for his successor to follow, which will be detailed in a meeting after we complete our election of officers; and,
- Filed our 2019 tax return (for the year 12/1/2019 - 11/30/2020).

The association continues to be well-managed within our existing budget. A written financial report is provided separately; however, our balance as of March 31, 2021 is \$5,460. Much of our treasury has accumulated due to the tireless efforts of our volunteer board and committee members who have contributed hundreds of hours to our mutual success.

It's been a pleasure serving the remainder of this term as treasurer, which now completes my cycle as having served in all four EAP offices. Upon completion of my term, my financial records will be submitted to the financial review committee for their review of my processes and procedures.

Evan A. Lemoine, PRP  
EAP Treasurer



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**REPORT OF THE BOARD OF DIRECTORS**

The EAP Board of Directors has met ten times since the 2020 annual meeting. These meetings have commonly been held on the first Monday of each month at 7PM Central via Zoom. Meeting minutes are available on our website through the Members Only area.

Significant accomplishments of the board of directors and association over this past biennium include the following:

- Advocated Against Member Disenfranchisement. At the 2019 NAP biennial convention, we successfully lobbied for several bylaw amendments that allowed EAP primary members to be part of the district based on their geographical location. Over the past year, we've learned that many are still not receiving these appropriate notices from their district directors. We continue to advocate for our members and are working to ensure primary members can participate in their respective districts.
- Actively Promoted Our Association at National Events. The association purchased a half-page color ad at the NAP Biennial Convention and NAP Training Conference to promote membership. This also helped create inquiries and push up guest attendance at our first-ever in-person social event. Last year, at our virtual Mix & Mingle, we had over 80 members registered and over 50 in attendance.
- Took Advantage of Our Tax-Exempt 501(c)(3) Status. The association is a tax-exempt 501(c)(3) organization with a determination letter from the IRS to confirm our status. This means contributions to our association are tax-deductible and we can also take advantage of certain exclusive discounts some companies offer tax-exempt organizations. This has allowed us to use Google Suite for Nonprofits at no cost to the association, a savings of over \$250 a year. This has been instrumental in allowing your board to collaborate outside of meetings, run surveys, and promote better transparency among each other.
- Continued Implementation of Our New Association Management System. Using MembershipWorks for membership and event registrations has allowed the board to be more active in managing members accounts and track payments. Automation has also allowed for proration and the dues renewal cycle to be more streamlined. We have also created procedures to import new EAP members into our database.
- Gone Social with Facebook and YouTube. While we haven't fully embraced it, EAP is on both Facebook and YouTube. More work is needed to create meaningful content, but the groundwork has been laid in creating these presences. We encourage you to find and Like/Follow us.

Evan A. Lemoine, PRP  
EAP President & Treasurer

Beth Sapp James, PRP  
EAP Vice President

Thomas Holmes  
EAP Secretary



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**REPORT OF THE PARLIAMENTARIAN**

Since EAP's last annual meeting, your parliamentarian has attended each meeting of the EAP Board of Directors and consulted with the EAP President regularly.

He continued his service as a consultant to the EAP Bylaws and Rules Committee. The Bylaws and Rules Committee held one meeting and assisted with the bylaws and rules revisions to be considered at this year's annual meeting.

Your parliamentarian wrote an article for the *National Parliamentarian* titled *Questions and Considerations in Electronic Absentee Voting Methods*. This was published in the Spring 2020 edition.

Your parliamentarian also presented several workshops for NAP, along with several associations and units. These include the following:

**Electronic Topics**

- NAP Webinar Series: "Methods of Absentee Voting: Analog and Digital"
- NAP National Training Conference: "What's on Your Ballot?"
- Alabama State Association: "Committee Collaboration: Remote Edition"
- Georgia: "Digital Meetings: Adapting to the New Normal"

**Non-Electronic Topics**

- New England: "Let's Vote!"
- South Carolina: "Let's Vote!"
- Mississippi: "I'm Not the President: The Other Officers in Robert's Rules of Order"
- YP3U (Electronic): "Tips and Tricks to Speed Up Your Meeting"
- Piedmont Parliamentary Law Unit (South Carolina): "Nominations"

Brandon Walters, PRP  
EAP Parliamentarian



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**REPORT OF THE BYLAWS AND RULES COMMITTEE**

The Bylaws and Rules Committee (Committee) is tasked with submitting proposed amendments or revisions to the Electronic Association of Parliamentarians (EAP) governing documents with its (the Committee's) recommendations to either adopt or not adopt.

The Committee received proposed amendments by the deadline.

The Committee met virtually on February 23, 2021, in order to consider the proposals, format them for presentation, and formulate a recommendation to EAP.

The Committee has presented 2 proposed amendments to the EAP Bylaws and 4 proposed amendments to the EAP Standing Rules, including the Committee's recommendations. The proposed amendments were submitted to the EAP Secretary for distribution to the members of EAP per the requirements of EAP Standing Rule 4.A.1: that the proposed amendments be included in the call to meeting, at least 45 days before the meeting at which they are to be considered.

Bylaws Committee Members: Lucy H. Anderson, PRP, Chairman; Brenda Kennedy, PRP; Wendy Laufer-Rhodes; Weldon Merritt, PRP; Kendra O'Toole, PRP; Evan Lemoine, PRP, Ex Officio; Brandon Walters, PRP, Board Liaison.

Lucy H. Anderson, PRP  
Chairman



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**REPORT OF THE EDUCATION COMMITTEE**

Worked with President Lemoine to develop the schedule of presenters for the EAP Lunch and Learn, and the EAP Annual Meeting and Conference.

**EAP Lunch and Learn: Convening in a Virtual World - June 2020**

Implemented virtual lunch and learn workshop series to support pandemic engagement with the following presentations:

Presiding - Beth Sapp James, PRP

Serving as Secretary - Thomas Holmes

Effective Committees - Brandon Walters, PRP

**EAP 2021 Annual Meeting Speakers**

Leading Change - Adam Hathaway, PRP

PIVOT: An Exploration of Leading Through Change - Beth Sapp James, PRP

Build it Again: Leading a Bylaws Revision - Kay Crews, CPP, PRP

Ramona Marsalis Hill, PRP  
Education Committee Chair



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**REPORT OF THE TECHNOLOGY COMMITTEE**

The EAP Technology Committee consists of:

- Paul McClintock, PRP, Chair (eNAP);
- Evan Lemoine, PRP (YP3U, eNAP);
- Wendy Laufer-Rhodes (eNAP);
- Victoria Johnson (GGEU).

The committee and its members are charged with managing the EAP website and any membership management system; maintaining the mail list distribution system; administering any social media platforms used; and, recommending, coordinating, and managing the annual meeting technology to be approved by the EAP Board of Directors.

In addition to these functions, the committee worked with the board and an outside graphic artist to develop a new logo for EAP last year.

Paul McClintock, PRP  
Chairman



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**REPORT OF THE NOMINATING COMMITTEE**  
December 18, 2020

The Nominating Committee for the Electronic Association of Parliamentarians presents the following slate of officers for 2021-2023. On behalf of the committee, thank you for the opportunity to serve.

**2021-2023 Officer Slate Submission**

- President: Beth Sapp James, PRP
- Vice-President: Lee Woodward, PRP
- Secretary: Thomas Holmes
- Treasurer: Edwin Miles, RP

Traci Bransford-Marquis, PRP  
Chairman

Leah P. Nolan  
Committee Member

Kendra O'Toole, PRP  
Committee Member



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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 April 2021.

The nominating committee met via email (with one initial Zoom meeting) as summarized below:

- September 20, 2020 – initial contact made with the nominating committee.
- November 6, 2020 – Call for nominations letter proposed. Draft sent to members and discussed.
- November 9, 2020 – Call for nominations sent to EAP Secretary Thomas Holmes (hereafter “EAP Secretary”).
- November 10, 2020 – An edit was made by the EAP Secretary and sent to back to committee for approval. EAP secretary posted on EAP Website.
- December 6, 2020 – Only one candidate per office was nominated and the list was sent to the nominating committee per the chairman. The committee members were satisfied with the slate and, by consensus, decided to forego phone interviews as the candidates were known and submitted bios/resume for eligibility and qualifications were more than satisfactory.
- January 6, 2021 – The nominating committee submitted its committee report and the 2021 EAP candidates of office slate to EAP Secretary for the annual meeting. (The EAP board of directors has set the annual meeting dates as April 16-17, 2021. Therefore, in accordance with EAP bylaws, the nominating committee report must be submitted on or before February 15, 2021.)

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

Committee Members: Kendra O’Toole, PRP (Young Professionals Parliamentary Practice Unit [YP3U]) and Leah Nolan (Austin Parliamentarians’ Unit).

Traci Bransford-Marquis, PRP  
Chairman



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**REPORT OF eGrant UNIT (eGrant)**

The eGrant Unit has fully embraced the duties and responsibilities that have been required as Parliamentarians.

While faced with several challenges this year, we regrettably had to cancel events and operate in a world so different from our past. Moving forward, we found a way to continue to address our purpose through other means of communication and developed new rules on how to successfully operate as parliamentarians. In addition, we proudly accepted the changes in our ever-changing world as parliamentarians and gladly received our *Robert's Rules of Order Newly Revised, 12th ed.* The eGrant provides skills with an educational approach that combines learning objectives to provide a pragmatic, progressive learning experience while meeting societal needs and understanding of Robert's Rules of Order. Listed are just a few of this years' events and participation.

NAP: NAP Leadership (2020), NAP 2020 Virtual Leadership Conference, Town Hall Meetings, and Board Meetings.

Webinars: Membership Prep Sessions, NAP Script Writing, Navigating *Robert's Rules of Order Newly Revised, 12th ed.*, and RP preparation.

Participation: Provided Presentations, Attend Parliamentary Law Day, Sartwell-Tunstall Unit Meetings, eGrant Unit Meetings, eNAP Unit Meetings, DC Registered Unit Meetings, MAP Meetings, the Henry Roberts Unit, Baton Rouge Unit Webinars, and the Kent County Delaware Unit.

Members continue to develop greater knowledge and skills as parliamentarians while serving and advising others wherever possible. Helping others, even if it is a small task gives members a sense of fulfillment and purpose knowing that the mission has been successfully completed.

Officers: President Dr. Mary Q. Grant, PRP; Vice-President Roberta Berry RP; and Treasurer Sharon Williams Jackson RP.

Dr. Mary Q. Grant, PRP  
eGrant President



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**REPORT OF THE eNAP UNIT (eNAP)**

The eNAP Unit of the National Association of Parliamentarians has undergone great change since the last annual meeting of EAP. The formerly named “Electronic Unit,” at the request of the EAP Board of Directors, changed its name to the “eNAP Unit” to avoid confusion with other electronic units. Having only met via Internet Relay Chat (IRC) by declaring ourselves a deliberative assembly, we now meet via Zoom. We also now have our own domain for easy access to our website: <https://www.enapunit.org/>

The 2020 officers were (credentials are show as when in office):

President – Thomas Holmes  
Vice-President - Crystal Thomas, RP (until October)  
Vice President - Azella Collins, PRP (after October)  
Secretary - Richard Halverson

The 2021 officers are:

President – Thomas Holmes  
Vice-President – Azella Collins, PRP  
Secretary – Richard Halverson

As of 04-14-2021, we have 55 members (17 PRP, 1 PRP-R, 11 RP, and 26 regular members). The unit automatically drops members at the end of the January annual meeting who have not attended a meeting since the previous annual meeting or notified the unit’s membership committee of their desire to remain a member.

Education programs in 2020 included topics such as:

- Aspects of committees and board under RONR
- Review from RP exam questions
- Managing debate
- Writing bylaws
- Model Meeting Procedures, Gavel to Gavel
- Unique bylaw challenges
- Rewind: Reconsider, Rescind and Renew
- Serving as Secretary at an electronic meeting
- Open Forum: Changes in the 12th edition of RONR
- Hybrid Meetings
- Shall We Eradicate “Shall”

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

Thomas Holmes  
eNAP President



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**REPORT OF THE GRAPEVINE ELECTRONIC PARLIAMENTARY UNIT**

Grapevine Electronic Parliamentary Unit was organized in the spring of 2020, beginning with a mass meeting in April, from a few members of the General Federation of Women's Clubs (GFWC) who expressed interest in parliamentary education. Membership in EAP and the Green Gavel Electronic Unit was very helpful to the current unit president in planning for this venture. The national lockdown due to the Coronavirus also was helpful in allowing time for chartering members to practice Zoom skills with this and other organizations, the actual time to meet, and the desire to meet with other clubwomen and share experiences.

The initial five members has doubled in size through word of mouth. Currently, the unit meets on the Zoom platform monthly depending on the schedules of the members. The decision was to keep the unit membership small until better established.

Chartered January 25, 2021, the unit is in the process of establishing financial accounts and organizing educational programming. An active membership growth project is also being planned. The members voted to delay establishing these items until chartering was completed.

Educational programs to date include, as examples, "The president's voting rights", "Parliamentarians of the Senate and House and their duties", and "Henry Robert". It just so happened that several of the unit meetings fell on the same evenings as the free seminars offered by NAP. Therefore, the business meeting of the unit was held and then members signed into the NAP webinar for their educational programming.

The vision of the unit is to continue to provide parliamentary education via electronic platforms and, perhaps, through in-person seminars at conventions of GFWC and its member organizations.

Barbara D. Whitaker, PRP  
President



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

From Canada to Japan, including 29 states in the United States, GGEU members are united by their parliamentary passion to increase meeting efficiency. Since inception, June 15, 2017, we've continued to experience unprecedented membership growth boasting 216 members today. This level of achievement is the direct result of operational excellence; carefully considered and skillfully executed educational programming and members' ambassadorship in spreading the word.

I'm proud to say, we've delivered on our theme to "enhance operational effectiveness, explore avenues to improve member services, and experience and enjoy the fruits of community." Eight regular meetings are augmented by informal brainstorm sessions on member driven topics. Additionally, the summer study hall series focused on the RP credential and boot camps that offer a pathway to NAP membership round out a full-service menu for all membership categories.

The regular unit meetings, via the Zoom platform, on the fourth (4th) Thursday of the month in January-May and September-November feature a parliamentary lesson taught by both members of the Unit and special guests. A list of the lesson topics and the presenters are as follows:

|          |  |                     |
|----------|--|---------------------|
| May 2020 | Meetings and Order of Business                   | Lee Woodward, PRP   |
| Sep 2020 | What's new - <i>RONR 12<sup>th</sup> Edition</i> | Shmuel Gerber, PRP  |
| Oct 2020 | Governing Documents                              | Mona Tates, PRP     |
| Nov 2021 | Board Function & Structure                       | Edwin Miles, RP     |
| Jan 2020 | Navigating <i>RONR 12<sup>th</sup> Edition</i>   | Timothy Wynn, PRP   |
| Feb 2020 | Handling Motions                                 | Beth James, PRP     |
| Mar 2020 | Parliamentary Concepts                           | Lorenzo Cuesta, PRP |
| Apr 2020 | Renewal of Motions                               | Wanda Sims, PRP     |

Our successes are amplified thanks to the hard working officers of the Green Gavel Electronic Unit: First Vice-President, Karen R. Cole, PRP; Second Vice-President, Brenda P. Kennedy, PRP; Recording Secretary, Lorraine Breckenridge-Sterling; Treasurer, Traci Bransford-Marquis, PRP; Corr. Secretary, Robin Sherrod, RP; Historian, Monica Fontenot-Poindexter, RP; Publicity Officer, Victoria Johnson; Parliamentarian, Lee Woodward, PRP; and Chaplain, Gladys M. Henderson.

Elizabeth Sapp James, PRP  
GGEU President



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**REPORT OF THE  
MARIAN J. MARTIN BLUE AND GOLD GAVEL ELECTRONIC UNIT (MJM E-Unit)**

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

The MJM E-Unit, established on June 3, 2018, current unit membership consists of 71 members. Of the unit's membership, 8 are credentialed. The membership and credentialed types are as follows:

|    |                      |  |                      |                                   |
|----|----------------------|--|----------------------|-----------------------------------|
| 24 | Primary              |  | Credentialed Members |                                   |
| 21 | Affiliate            |  | 4                    | PRPs                              |
| 26 | Provisional          |  | 4                    | RPs                               |
| 71 | <b>Total Members</b> |  | 8                    | <b>Total Credentialed Members</b> |

Regular meetings of the MJM E-Unit are held on the second (2<sup>nd</sup>) Tuesday of the month unless ordered by the MJM E-Unit or Executive Board. The platform used is Zoom (audio and video). Meetings are made interactive using chat room and member questions.

The unit has held eleven meetings which were followed by educational sessions taught by Dacia Robertson, RP, Jackquiline May, PRP, Ceres Perry, RP, Dr. Allison David, PRP, and Jeanine Hunte, PRP. For the month of February, the unit had the pleasure of guest speaker Dr. Frances Jackson, PRP presenting a workshop. The focus of each education session are topics to meet the unit's objectives.

**Accomplishments:**

- On November 8, 2020, hosted the MJM E-Unit Orientation and NAP Membership Study and Exam Sessions, and monitored 7 exams at which all applicants passed
- On March 28, 2021, hosted the MJM E-Unit New Member interest forum and acquired 2 new members
- Presented topics at all educational levels of basic, intermediate, and advanced
- Began cohort training groups for members seeking the RP credential

The officers of the MJM E-Unit are as follows:

President, Jackquiline May, PRP; 1<sup>st</sup> Vice President, Dr. Allison David, PRP; 2<sup>nd</sup> Vice President, Ceres Perry, RP; Treasurer, Kimberly Morgan, RP; Secretary, Natalie Bennett; Parliamentarian, Tahir Thomas-Kinsey; and Historian, Evelyn Sanders.

Ceres Perry, RP  
MJM E-Unit 2<sup>nd</sup> Vice President of Membership



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

The Young Professionals Parliamentary Practice Unit met in the months of April, June, August, October, and December 2020 and February 2021. The educational offerings have been better structured with each member of the unit now either presenting an educational workshop or series of research questions.

We also held our annual business meeting in October.

Our technology and resources remain a benefit of YP3U and we have reached out to other groups who may need assistance, including AIP's new collegiate chapter.

The unit also has experimented with unit communications through the use of the Slack app. This allows a more instant message or text message style sharing of information in real time. This allows us to not only give unit updates via this medium, but also allows us to ask questions and discuss parliamentary topics as if you were in a group text in real time. We plan to continue experimenting with this means of communication to expand educational opportunities without the formality of meetings.

Brandon Walters, PRP  
YP3U Secretary