

## Official Call to Meeting

# NAP District One & New England Association of Parliamentarians

STURBRIDGE, MASSACHUSETTS  
May 30, 2015

**REGISTER  
TODAY!**

[www.neparl.org](http://www.neparl.org)



*Pictured: NEAP President Evan A. Lemoine, PRP*

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®



Educational Workshops • Business Meetings • Continuing Education  
Networking Opportunities • Parliamentary Resource Store

## Schedule of Events (subject to change)

### Friday, May 29

5:00pm – 6:00pm Registration and Welcome by NEAP President and District 1 Director  
6:00pm Dinner at Oxhead Tavern (*at own expense*)

### Saturday, May 30

7:30am – 8:30am Registration  
7:30am – 4:30pm Parliamentary Store  
7:30am – 4:30pm Silent Auction  
7:30am – 8:30am Breakfast  
8:30am – 9:30am **Workshop - How to Run an Effective Meeting**  
*Presented by Michelle Bobrow and Dorothy Cohen (New Jersey)*  
9:40am – 10:40am **District One Biennial Business Meeting**  
10:50am – 11:50am **Workshop – Role of the Parliamentarian**  
*Presented by Mary Randolph, PRP (NAP Vice-President, Washington)*  
12:00pm – 1:00pm Lunch  
1:00pm – 2:00pm **NEAP Annual Business Meeting**  
2:10pm – 3:10pm **Workshop – Creating Future Leaders: Working with Youth Groups**  
*Presented by Shannon Sun, PRP (New Jersey)*  
3:20pm – 4:20pm **Workshop – Advanced Voting Systems**  
*Presented by Carl E. Pease, PRP (Maine)*  
4:20pm – 4:30pm Closing Remarks  
5:00pm NEAP President’s Reception  
5:45pm Installation Dinner Honoring Incoming District 1 Director & NEAP Board  
(*separate fee*)

### Sunday, May 31

9:00am – 11:00am NEAP 2015-17 Leader Orientation & Strategic Planning (*all welcome*)

## About Sturbridge

Join us in historic Sturbridge, Massachusetts for a great educational conference. Our hotel is conveniently located near many local restaurants, shops, and tourist sites including the *Old Sturbridge Village* (OSV). OSV is a **must-see** New England attraction which depicts life in an early 19th-century rural Village, featuring costumed historians, antique buildings, water-powered mills, and a working farm. You can view antiques, meet heritage breed animals, and take part in hands-on crafts. See why nearly 250,000 visitors go every year. NEAP welcomes you to beautiful, historic New England.



## Our Presenters



**Michelle Bobrow** has been involved in organization work for most of her adult life, on numerous boards and committees. She studied for the NAP membership exam under Margaret Howarth, passing the test handily. She became so intrigued by the logic of the process, that she has continued studying. She and Dorothy Cohen have been teaching a class in *How to Run a Meeting* at the local adult school for incoming club presidents, as well as serving as parliamentarian for many local nonprofit groups and two professional organizations. She has served on numerous bylaws committees, including creating the bylaws for a domestic violence services organization. She is married with a daughter and grandchild.

**Dorothy Cohen**, originally from Queens, NY, graduated from CCNY with a Bachelor in Science and later moved to Connecticut where she completed graduate work and earned her designation as an RN. She is the proud mother of four children who loved to volunteer. She became active on many boards with increased responsibility when she decided it was time to learn how to run a meeting at which time she took classes with Margaret Howarth. Dorothy is president of the Cranford Unit and treasurer of NJSAP. She is also the proud grandmother of seven grandchildren.



**Mary L. Randolph, PRP** has been a member-at-large of NAP since 1985. She became a Registered Parliamentarian (RP) in 1987 and a Professional Registered Parliamentarian (PRP) in 1989. She is currently serving the 2013-2015 term as NAP Vice-President. She has served as NAP Parliamentarian, Secretary, Director-at-Large, District Director and committee chairman. Mary is owner of Parliamentary Resources, a parliamentary consulting service. She is a graduate of the University of Washington with a BS in education. She and her husband live on beautiful Hood's Canal in the State of Washington.

**Shannon Sun, PRP** was introduced to parliamentary procedure in high school, when she competed and won first in "Introduction to Parliamentary Procedure" at the local, state, and national level for Future Business Leaders of America (FBLA). Since then, she has worked with FBLA as a local, state, and Eastern Regional parliamentarian. She has been a NAP member since April 2014, receiving her RP credential in June and PRP credential in August. She currently lives in New Jersey as a student majoring in business and science. In the future, she hopes to continue contributing to career & technical student organizations (CTSO's) and teaching others about parliamentary procedure.



**Carl E. Pease, PRP**, a resident of Maine and a member of NAP since 1999, has a Masters in Public Administration from the University of Maine and has served as a Town Manager and as a Moderator for Town Meetings. He was Parliamentarian of the Maine Democratic State Committee from 2006 to 2014, and for the Maine Democratic Conventions of 2010, 2012 and 2014. He has served as a Parliamentarian at annual meetings of the US Conference of Mayors, National Extension Association of Family & Consumer Sciences and the House of Delegates of the National Council for the Social Studies.

# NEAP—Notice of Bylaw Amendments

## Proposal #1—Object

Amend Article II—Object by substituting:

<p><b>Current Language:</b></p> <p>The object, purpose, and mission of the NEAP shall be for the studying, teaching, promotion, and dissemination of the philosophy and principles underlying the rules of deliberative assemblies; to promote wider interest in the knowledge and use of parliamentary rules, and to further the objectives and purposes of the NAP .</p>	<p><b>Proposed Changes:</b></p> <p><u><b>This association is organized exclusively for educational purposes in accordance with Section 501(c)(3) of the Internal Revenue Code. Consistent with this purpose, the object and mission of the NEAP shall be to study, teach, promote, and disseminate the philosophy and principles underlying the rules of deliberative assemblies; to promote wider interest in the knowledge and use of parliamentary rules; and to further the objectives and purposes of the NAP.</b></u></p>	<p><b>If adopted, would read:</b></p> <p>This association is organized exclusively for educational purposes in accordance with Section 501(c)(3) of the Internal Revenue Code. Consistent with this purpose, the object and mission of the NEAP shall be to study, teach, promote, and disseminate the philosophy and principles underlying the rules of deliberative assemblies; to promote wider interest in the knowledge and use of parliamentary rules; and to further the objectives and purposes of the NAP.</p>
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Proposed By: Bylaws Committee

Rationale: To conform with NAP’s suggested bylaws and include IRS reference.

Recommend: Be ADOPTED

## Proposal #2—Dues & Finances

Amend Article IV—Dues & Finances by adding:

<p><b>Current Language:</b></p> <p>None</p>	<p><b>Proposed Changes:</b></p> <p><u><b>Section 4. No Personal Inurement. No part of the net earnings of the association shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered.</b></u></p>	<p><b>If adopted, would read:</b></p> <p>Section 4. No Personal Inurement. No part of the net earnings of the association shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered.</p>
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Proposed By: Bylaws Committee

Rationale: To conform with NAP’s suggested bylaws.

Recommend: Be ADOPTED

### Proposal #3—Committee Meeting Notice

Amend Article VIII—Committees by adding:

<b>Current Language:</b>  None	<b>Proposed Changes:</b>  <u>Section 5. Notice of Meetings</u> <u>At least three days' notice of committee meetings shall be given to all members of the committee. Notice may be waived if given in writing by all members of the committee.</u>	<b>If adopted, would read:</b>  Section 5. Notice of Meetings At least three days' notice of committee meetings shall be given to all members of the committee. Notice may be waived if given in writing by all members of the committee.
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Proposed By: Bylaws Committee

Rationale: Currently no provision for committee meetings. This would clarify committee meetings notice is the same as board meetings.

Recommend: Be ADOPTED

### Proposal #4—Dissolution

Amend Article X—Dissolution by substituting:

<b>Current Language:</b>  In the event of the dissolution of the association, the assets shall be liquidated and distributed to NAP in accordance with government regulations. No funds shall inure to the benefit of individual members. The association charter shall be returned to NAP headquarters.	<b>Proposed Changes:</b>  <u>Section 1. Assets Distribution</u> <u>Upon the dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.</u>  <u>Section 2. Return of Charter</u> <u>The association charter shall be returned to NAP Headquarters. If, at the time of dissolution, NAP meets the criteria under Section 1, the assets shall be liquidated and distributed to NAP.</u>	<b>If adopted, would read:</b>  Section 1. Assets Distribution Upon the dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.  Section 2. Return of Charter The association charter shall be returned to NAP Headquarters. If, at the time of dissolution, NAP meets the criteria under Section 1, the assets shall be liquidated and distributed to NAP.
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Proposed By: Bylaws Committee

Rationale: To conform with NAP's suggested bylaws.

Recommend: Be ADOPTED

## Nominee for President



**Evan A. Lemoine, PRP (Connecticut)**

Evan is principal of Lemoine LLC, a Connecticut CPA-firm offering tax, accounting, and parliamentary solutions to entrepreneurs and non-profit organizations across New England. In addition to being a certified public accountant and professional registered parliamentarian, Evan is a certified fraud examiner and chartered global management accountant.

He serves as treasurer of the National Association of Parliamentarians, chairman of the budget-finance committee, chairman of the pricing committee, chairman of the financial stability committee, member of the personnel committee, and ex-officio member of the youth committee. He is active in numerous professional organizations in Connecticut and Rhode Island.

Evan is a professional registered parliamentarian and has extensive experience working with youth-based organizations and student governments. Under Evan's leadership, the New England Association was formed in July 2013. He currently serves as NEAP President.

## Nominee for Vice President



**Kendra O'Toole, Esq., LL.M. (Massachusetts)**

Kendra is a licensed attorney in Massachusetts servicing clients in estate planning and elder law. She graduated from New England School of Law with her Juris Doctor and then graduated from Western New England University School of Law with an LL.M. in Estate Planning and Elder Law. Kendra is a partner with Mattson, O'Toole & Reed, LLC based in Weymouth, MA.

Kendra serves as the Vice President, Chairman of the Program Committee and Chairman of the Conference Special Committee for the George Demeter Unit in Westwood, MA. She is studying to take the Registered Parliamentarian exam and looks forward to expanding her knowledge to Robert's Rules and the parliamentary procedure through her active participation in NEAP and the George Demeter Unit. She currently serves as the NEAP Vice President.

## Nominee for Secretary



### **E. Marie Wilson, PRP, CPP-T (Connecticut)**

Marie has served as a presiding officer, parliamentarian, and trainer for a wide range of organizations, from large church assemblies, non-profits, and unions to smaller, but no less complex, New England town meetings. She holds a masters degree in public administration and has extensive experience with state and local government and regulatory agencies.

Marie is the editor of the Great Leaders Series of parliamentary tools. Her additional experience as an editor of technical publications and regulations makes her uniquely qualified to assist with association governing documents, finding creative solutions for internal problems and externally mandated restrictions.

Marie served as Editor of AIP's Communicator and on its board of directors for many years. She was the Connecticut State Chairman for NAP until the formation of NEAP and is the assistant curriculum director for NAP's 2014 National Training Conference in Oklahoma City. She currently serves as NEAP Secretary.

## Nominee for Treasurer



### **Loretta E. Santagata, RP, EA (Rhode Island)**

Loretta E. Santagata has served as treasurer for most organization to which she belonged. Her first position was treasurer of a House Corporation at the University of Rhode Island. Later, she served as the first treasurer of the Lucille P. Leonard Unit of NAP.

Loretta's knowledge of spreadsheets, income statements and balance sheets, and her collaboration with insurance and union auditors afforded her opportunities in corporate accounting. Her practice widened at City Hall in her hometown where she served in the auditing department. She also worked in the Personnel Department where she calculated pensions.

A key element in Loretta's tax practice as an Enrolled Agent (EA) is her broad financial experience in a variety of situations. As NEAP Treasurer her success will be her decades of financial experience with organizations.

# Create the Future Parliamentary Workshops

NAP District One Biennial Meeting • NEAP Annual Membership Meeting



Room Rate **\$115 + tax** (11.7%)

Reserve by **April 29, 2015** to guarantee availability

Call Today @ 508-347-7393

## Registration Fees

Postmarked	MEMBER	NON-MEMBER
By April 30	\$169	\$219
By May 15	\$179	\$229
On Site	\$189	\$239

## Registration Options

**Online:** [www.neparl.org](http://www.neparl.org)  
**By Mail:** **NEAP**  
 c/o Evan Lemoine, President  
 PO Box 3071  
 Vernon CT 06066

## Registration Form

Name \_\_\_\_\_ Designation  RP  PRP

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone # ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

## Payment Information

Check enclosed payable to **NEAP**  MasterCard  Visa  American Express  Discover

Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_ CID \_\_\_\_\_

Signature \_\_\_\_\_

Yes, please register me for the conference. \_\_\_\_\_

Yes, I will attend the Friday dinner at my own expense. On Own

Yes, I will attend the Saturday installation dinner for the incoming District One Director and NEAP Board of Directors. (+\$20) \_\_\_\_\_

Special Requests or Needs \_\_\_\_\_ Total Enclosed \$ \_\_\_\_\_

Yes \_\_\_\_\_  No \_\_\_\_\_