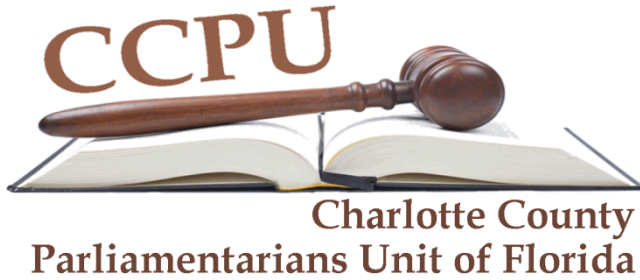


Robert Said What?



NEXT MEETING OF CCPU  
WILL BE  
MARCH 10 2022

March 2022

### President's Message

A new year is upon us and we have new opportunities to share knowledge of parliamentary law. As we struggle through the pandemic We have started a new in-person PARR class with nine students and had to turn some away to keep the class to a manageable size. Being optimistic, we have plans to offer “The Art of Presiding” course. We are hopeful that with your help CCPU will have this class in the near future.

The March meeting will be via Zoom. The majority of those that answered the survey wished for that and our guest speaker is from out of town.

Hopefully, in May, we can get together for an in-person meeting.

Please consider assisting some of our chairs as we need fresh ideas to continue our mission.

Louis Rivera RP  
CCPU President

Deadline for the May

Newsletter is  
April 18, 2022



# Congratulations!



You have just been elected as an officer or chair of your organization! **But** ... Are you comfortable in front of others? Do you know how to run a good meeting?

## CHARLOTTE COUNTY PARLIAMENTARIANS UNIT Announces "THE ART OF PRESIDING" course

**5 weeks, Thursdays, 9 -- 11 am.**

March 17 -- April 14

\$40 for course

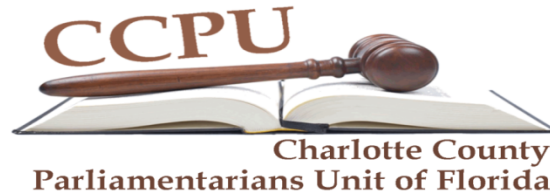
Prepare to serve in your not-for-profit club, condo association or organization! Practice in a safe and supportive environment for fair and efficient meetings.

Held at the Punta Gorda Isles Civic Association 2001 Shreve Street, Punta Gorda

To register, contact [pgica.org](http://pgica.org) or 941-637-1655. **Deadline -- March 11.**

**For further information, contact Joyce Gleason at 941-637-5921, [joyglee16@gmail.com](mailto:joyglee16@gmail.com).**

**PHOTOGRAPHY POLICY** By registering for this event, you are agreeing to allow NAP and its associations and units to use your photo and video footage, likeness, and name for NAP promotional purposes. You may opt out of being photographed by notifying NAP in writing at [hq@nap2.org](mailto:hq@nap2.org) at least one day prior to the event opening. Photos taken of large groups (such as workshop audiences) are excepted from this exclusion.



## **BYLAWS CHARLOTTE COUNTY PARLIAMENTARIANS UNIT OF FLORIDA OF THE NATIONAL ASSOCIATION OF PARLIAMENTARIANS®**

**ARTICLE I - NAME** The name of this organization shall be Charlotte County Parliamentarians Unit of Florida of the National Association of Parliamentarians® hereinafter known as CCPU. CCPU shall be a constituent division of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS®, hereinafter referred to as NAP, and affiliated with the Florida State Association of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS®, also known as the Florida State Association of Parliamentarians, hereinafter referred to as FSAP.

**ARTICLE II – OBJECT** The object of CCPU shall be to promote the study of parliamentary procedure and the educational programs of NAP and FSAP on a local level. CCPU is organized exclusively for the educational purposes of studying, teaching, promoting, and disseminating the philosophy, principles, and underlying rules of deliberative assemblies. In order to fulfill its purposes in accordance with Section 501(c)(3) of the Internal Revenue Code, or a corresponding section of any future tax code, it may also carry out other activities as may be useful in the furtherance of these purposes.

**ARTICLE III - MEMBERS** Section A. The classes of members shall be: 1. Primary a) Primary members are CCPU members who are NAP members counted in the unit membership as of March 1 of the NAP convention year for the purpose of determining the number of delegates to which CCPU is entitled at NAP conventions. Primary members are also members of FSAP.

2. Provisional a) Provisional members are CCPU members and FSAP members. Provisional members are not NAP members and are not counted for the purpose of determining the number of delegates to which CCPU is entitled at NAP conventions. b) Provisional members of CCPU may hold a CCPU office except the offices of president or vice-president. c) Provisional members shall pay FSAP and CCPU dues.

3. Affiliate a) Affiliate members are NAP members who are primary members of another unit. Affiliate members shall not be counted in determining CCPU representation at the NAP conventions. b) Affiliate members shall pay CCPU dues. They shall pay FSAP dues if his or her primary unit is not within FSAP.

4. Honorary a) CCPU may confer the status of honorary member to an individual in recognition of his or her service, dedication, and extraordinary contributions for the benefit of CCPU membership. Honorary members who are not NAP members shall not be counted for the purpose of determining the number of delegates to which CCPU is 2 entitled at NAP conventions. Honorary members are eligible to hold a CCPU office if officer eligibility requirements outlined in these bylaws are met. b) Honorary members shall pay no CCPU dues; but shall retain all rights of membership. Honorary membership shall be granted by an affirmative vote of two thirds (2/3) of members present and voting at any duly called CCPU meeting. Section B. The term “member” used in these bylaws shall refer to a member in good standing. A

member in good standing is one whose current dues have been paid in accordance with the provision of these bylaws and standing rules.

**ARTICLE IV – FINANCE** Section A. Dues 1. Annual dues for all classes of CCPU membership shall be as stated in the standing rules. 2. Annual dues for members shall be payable December 1 and shall be delinquent on February 1 of the following year. 3. NAP and FSAP dues must be submitted directly to NAP headquarters.

**Section B.** Fiscal Year 1. The fiscal year shall be from December 1 through November 30 inclusive.

**Section C.** Budget 1. A finance committee composed of the treasurer and two (2) other members shall be appointed by the president at the January meeting.

2. It shall be the duty of this committee to prepare a budget and present it for approval by the members at the annual meeting in March.

3. The finance committee may from time to time submit amendments to the budget for the current fiscal year, which may be adopted by a majority vote of the executive board, or by a majority present and voting at a regular membership meeting.

**Section D.** Audit 1. A committee of two (2) members shall be appointed by the president at the January meeting. It shall be the duty of the audit committee to review a compilation of the treasurer's records and present a report of their findings to the membership at the May meeting. 2. This committee shall be separate and independent of the finance committee.

**ARTICLE V – OFFICERS** Section A. Officers The elected officers of CCPU shall be a president, vice-president, secretary, and treasurer.

Section B. Election 1. Officers shall be elected at the annual meeting held in March of the odd-numbered years. The nominating committee shall present the slate of officers and then nominations may be made from the floor provided consent has been obtained from the nominee. Terms of office shall begin April 1 and be for two (2) years or until their successors are elected or appointed. Election shall be by ballot and a majority vote of those present and voting shall elect. If there is but one (1) nominee for any office to be filled, that election may be by voice vote.

Section C. Eligibility 1. To be eligible for office, a nominee shall be a member in good standing. 2. To be eligible for the offices of president or vice-president, a member must be a primary member.

Section D. Nominations 1. A nominating committee of three (3) shall be elected at the annual meeting held in March of odd-numbered years. 2. A plurality vote of those present and voting shall elect. 3. Terms of nominating committee service shall begin April 1 after the March annual meeting in odd-numbered years and shall be for two (2) years or until their successors are elected or appointed. 4. The report of the nominating committee shall be included with the call for the annual meeting held in March of odd-numbered years at which the election of officers is to be held. The nominating committee shall prepare the ballots for voting. The nominating committee shall also present nominees for the nominating committee. 5. The nominating committee shall present one (1) name for each office to be

filled subject to the requirements of eligibility. 6. Vacancies in the nominating committee shall be filled by the executive board.

Section E. Duties of Officers All officers shall perform his or her duties prescribed in the adopted parliamentary authority in addition to those specified in the bylaws and standing rules of CCPU, and those assigned by the president or the executive board. 1. The president shall: a) preside at all membership meetings of CCPU and of the executive board; b) appoint committee chairpersons; except when committee chairpersons are otherwise designated in the bylaws; c) be an ex-officio member of all committees, except the nominating committee; d) have the authority to sign check requisitions for funds drawn on CCPU treasury; e) ensure that no part of CCPU's funds inure to the benefit of CCPU members or officers; f) fill vacancies in the delegation to NAP conventions; g) reconcile membership reports from NAP and FSAP with the CCPU treasurer; h) send meeting notices, agenda of the next meeting, and minutes of the previous meeting to members with the call to the meeting; and i) notify NAP and FSAP of changes in CCPU officers. 2. The vice-president shall: a) perform the duties of the president in the absence or inability of the president to perform; b) coordinate recognition efforts from NAP for Parliamentary Law Month and local governmental bodies of Charlotte County; c) coordinate meeting space locations for meetings, classes and CCPU activities; and d) chair the publicity committee. 3. The secretary shall: a) record the proceedings of the meetings of CCPU and of the executive board; and b) be custodian of all documents of CCPU. 4. The treasurer shall: a) serve as chairman of the finance committee, and be the financial officer and custodian of all funds of CCPU; b) deposit funds in depositories approved by the executive board; c) pay authorized bills promptly; d) keep an accurate record of receipts and disbursements; e) present a financial report at each meeting of the executive board and each meeting of CCPU; f) file all necessary forms with IRS no later than April 15th each year; g) receive names, addresses and fees of new primary and provisional members upon their payment of CCPU dues; 4 h) present the proposed budget at the annual meeting for adoption by the CCPU membership; and i) prepare the financial records for audit annually for the time period of April 1st to March 31st .

**ARTICLE VI – MEETINGS** Section A. Meetings of the Membership 1. Regular Meetings Regular meetings of the membership shall be held on the second Thursday of the odd numbered months from September through May. Regular meetings shall be followed by educational programs. The executive board may change the day of a meeting with at least a one-week notice to members by telephone, electronic or USPS mail. 2. Special Meetings Special meetings of the membership may be called by the president or a majority of the executive board, or may be called upon a written request of any two (2) members of CCPU. The purpose of the meeting shall be stated in the call to the meeting. At least seven (7) days written notice shall be given. Written notice of the meeting may be sent by USPS mail or electronic mail. 3. Electronic meetings may be called for any CCPU meeting for the purpose of conducting CCPU business and training. Electronic meetings may be called by the president or any two members. A one-week notice shall be given to each member. Written notice, prepared by the secretary, mailed, or e-mailed to the current address provided by each member of CCPU, shall satisfy the notice requirement of this section. 4. Annual Meeting The annual meeting of CCPU shall be in March and shall be for the purpose of receiving annual reports of officers, committees, adopting the budget, and conducting any other business; and election of officers and nominating committee shall be held at the annual meeting in odd-numbered years. 5. Quorum At least one (1) elected officer and four (4) members in good standing

constitute a quorum at meetings of the membership; and Provisional members shall be counted in determining the quorum.

**ARTICLE VII - EXECUTIVE BOARD** Section A. Composition The executive board shall consist of the elected officers and the education chair. Section B. Duties 1. The executive board shall be subject to the orders of the membership and none of its acts shall conflict with action taken by the membership. The executive board shall be responsible for transaction of business of CCPU between its regular meetings. The executive board shall: a) approve all appointments made by the president by a majority vote of those executive board members present and voting; b) fill vacancies in office due to death, resignation or incapacity as determined by the board; c) spend up to two hundred fifty dollars (\$250) without prior approval of CCPU membership; d) bring all executive board action to the next regular meeting of CCPU for ratification; e) amend the budget, if necessary, between meetings of CCPU; and f) perform such other duties as are specified in these bylaws or ordered by CCPU. Section C. Meetings 5 1. The executive board shall meet at the call of the president or by two (2) members of the executive board. 2. Three (3) members of the executive board shall constitute a quorum. 3. Executive board business may be transacted by USPS mail, or electronic means provided the technology for electronic meetings allows all participating members to at least hear each other and must provide the opportunity for simultaneous aural communication.

**ARTICLE VIII – COMMITTEES** Section A. Standing Committees 1. The standing committees shall be bylaws, education, finance, membership, newsletter, publicity, and webmaster. 2. Committee chairmen shall be appointed by the president. The appointed chairman of each committee may appoint members to their committees. 3. Committee business may be transacted by electronic means provided the technology for electronic meetings allows all participating members to at least hear each other and must provide the opportunity for simultaneous aural communication. 4. Duties a) Bylaws committee composed of a chairman and at least two (2) committee members shall: i. review the CCPU bylaws annually to assure compliance with NAP guidelines; ii. offer amendments to CCPU bylaws according to established procedures and shall offer proposed amendments as requested by the executive board, committees or member; and iii. submit a copy of the CCPU bylaws and substantive amendments to the FSAP parliamentarian and to NAP Bylaws Committee for approval. b) Education committee, composed of a chairman who shall be a member of the executive board, and at least two (2) members, shall: i. be responsible for coordinating educational programs for CCPU; ii. arrange for a lesson to be taught following each regularly scheduled membership meeting; iii. recommend courses to be taught each year to include topics, dates, fees, and present this plan for membership approval; iv. determine interest, fees, teachers, texts, and hospitality for RP and/or PRP study group(s); and v. working with the treasurer, coordinate the purchase of any texts or other materials needed or classes. c) Finance committee chaired by the treasurer and composed of at least two (2) members shall: i. prepare a budget to be presented for approval at the annual meeting in March as required in Article IV-Finance, Section C, Budget, 2. d) Membership committee composed of a chairman and at least two (2) members shall: i. promote recruitment and retention of members; and ii. work with the education committee coordinating hospitality at CCPU meetings and events. e) Newsletter editor shall: i. be responsible for editing and publishing Robert Said What?; ii. publish at least four (4) issues of Robert Said What? annually; and iii. coordinate with the president and members for content. f) Publicity committee, chaired by the vice-president and to include at least two (2) members, shall: 6 i. be responsible for editing all print and social media promotions of CCPU; ii. be responsible for announcing public classes and open membership

meetings to the wider community; and iii. work with the treasurer when any fees for any approved social media outlet are due to be paid from CCPU funds. g) Webmaster shall: i. be responsible for maintaining the CCPU website; ii. coordinate with the president to keep online information current; and iii. notify the treasurer when annual website fees are due to be paid from CCPU funds. Section B. Special Committees Special committees may be created and appointed by the president, or as ordered by the executive board or the membership. Section C. Committees may transact business by USPS mail or electronic means.

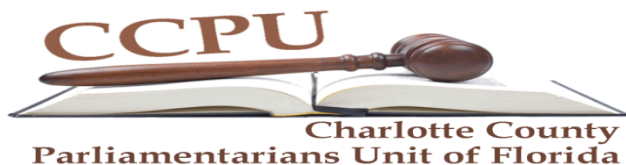
**ARTICLE IX - DELEGATE REPRESENTATION** Section A. Delegates and alternates to the NAP Convention shall be elected in accordance with the NAP bylaws. Section B. Vacancies in the delegate or alternate positions may be filled by appointment by the president.

**ARTICLE X - DISSOLUTION** In the event of dissolution of the CCPU, the assets shall be liquidated and distributed to a local charitable organization, in accordance with governmental regulations. None of the assets shall inure to the benefit of individual members. The CCPU charter shall be returned to NAP headquarters.

**ARTICLE XI - PARLIAMENTARY AUTHORITY** The rules of the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of CCPU in all cases to which they are applicable and in which they are not inconsistent with the bylaws of NAP or FSAP, these bylaws, any special rules of order CCPU may adopt, and any statutes applicable to this organization that do not authorize the provisions of these bylaws to take precedence.

**ARTICLE XII - AMENDMENT OF BYLAWS** Section A. These bylaws may be amended at any regular meeting or special meetings of CCPU by a two-thirds (2/3) vote of those present and voting, provided that notice of the proposed amendment has been given to each member ten (10) days prior to the meeting at which it is to be considered. Without previous notice, these bylaws may be amended at any annual or special meetings by unanimous vote. Section B. Any amendment to these bylaws necessitated by amendments to NAP Bylaws and/or FSAP Bylaws shall be effected by the executive board and reported to the membership in writing at least sixty (60) days following the adoption of such amendments by either NAP or FSAP.

Amended 11/19/2020 Updated 09 17 2021



## **CHARLOTTE COUNTY PARLIAMENTARIANS UNIT STANDING RULES**

1. **BANK ACCOUNT:** The President and/or Treasurer are authorized to sign checks.
2. **BYLAWS:** A membership card with a link to the CCPU website and access to the “members only” section, shall be given to each paying member.

3. CERTIFICATES: A certificate of attendance shall be presented to anyone who has attended at least 75% of all classes in a group of seminars.

4. DUES: Annual Dues for regular members shall be twenty (\$20.00) dollars for CCPU membership.

Section 1. Provisional members shall pay CCPU forty-five dollars (\$45.00). CCPU shall remit twenty-five (\$25.00) of this amount per provisional member to FSAP in a timely manner to cover the provisional member's FSAP dues. Provisional members shall not make a separate payment to FSAP for their individual dues.

5. EXAMINATION MONITOR: A monitor for the NAP examination shall be appointed by the President.

6. CLASS OR SEMINAR FEES: Fees for seminars and classes will be set by the Executive Committee.

7. FSAP REPORT: The President shall send an annual report including a summary of CCPU's activities for the year to FSAP in April.

8. SEMINARS: Basic parliamentary procedures classes will be presented by CCPU each year and scheduled as the need arises. Advanced seminars and other classes may be scheduled at the discretion of the Education Director and the President.

9. NOTICES: The education chair or designated committee member shall notify members and potential students relative to the dates and places of seminars, and the education chair or designated member shall also notify members of advanced classes at least thirty (30) days in advance of the start date.

Revised September 19, 2021

Education News from Joyce Gleason; Chair

It has been a busy winter for CCPU Education: The venerable "Practical Application of Robert's Rules of Order" (PARR) course began in-person on Thursday, January 20th, in a new venue, the Punta Gorda Isles Civic Association (PGICA) building in Punta Gorda. Publicity for the course was sent to the Charlotte Sun, the Punta Gorda Chamber of Commerce, the PGICA, and other CCPU contacts, including former students, CCPU members and an updated course flyer. Registration was handled via the PGICA system ([pgica.org](http://pgica.org)) that is included with the room rental fee. The cost to students is now \$40. Prior to the start of the course, the PGICA classroom was made available free to CCPU for a 3-hour practice with the space and AV equipment, all since our organization is a non-profit. The PARR program is now using a revised manual, updated to RONR 12th edition by Brian Pelkie RP.

The course began with ten enthusiastic students in a classroom new to many of us. Instructors over the six weeks included new PARR co-teachers, Shirley Castonguay and Barbara Davis, and returning teachers, Sam King PRP, Joyce Gleason RP and



Brian Pelkie RP. Members Luceal Curry, Barbara Holland and Louis Rivera RP joined certain classes as well. The usual CCPU hospitality was not available in the new space but treats were provided. One student withdrew for health reasons, and one former student, Ruth Brooks from the PARR course in 2020, returned for selected lessons. Four students, including two from the City of North Port staff, will be taking the membership test in March.

Again, a go-to organization for community teaching, the Charlotte County Public Works Department has requested specialized parliamentary training, tentatively scheduled for April. As a result of publicity for PARR and interaction with President Louis Rivera RP, a group from Manatee County is scheduled for training on presiding and parliamentary procedure in May. At this time Sam King PRP and Joyce Gleason RP are tailoring those programs. The fees charged will be dedicated to CCPU's Scholarship Fund. Potentially a homeowners' association in Englewood is also considering training, at the urging of President Rivera. The unit is again a go-to organization for community teaching. The Charlotte County Public Works Department has requested specialized parliamentary training, tentatively scheduled for April. As a result of publicity for PARR and interaction with President Louis Rivera RP, a group from Manatee County is scheduled for training on presiding The unit is and parliamentary procedure in May. At this time Sam King PRP and Joyce Gleason RP are tailoring those programs. The fees charged will be dedicated to CCPU's Scholarship Fund. Potentially a homeowners' association in Englewood is also considering training, at the urging of President Rivera

Speakers are arranged for lessons following upcoming CCPU business meetings: David Mezzera PRP from San Francisco will be speaking virtually on the topic, "And the Winner is..." about various voting options, in March; and FL's own Barbara Proctor PRP will present in May, tentatively in a hybrid meeting format, on a topic TBA. You know the common three or four voting margins allowed under RONR (majority, plurality, two-thirds, etc.) but in this workshop, you will learn that there are actually quite a number of other victory margins. Wanna guess how many more? Stay tuned!

Bio: David Mezzera, PRP, is a past District Eight Director and former California State Association President. He is a frequent presenter at biennium and national training conference workshops. Since the pandemic lockdown, he has enjoyed transforming his workshops into PowerPoint presentations as you shall see.

The Education Committee chair has suggested a budget for CCPU's Education function in 2022-2023. PARR should return a profit after rental and materials

expenses are deducted. One education-related expense is the token gift cards offered to "outside" speakers following business meetings.

"The Art of Presiding" course returns on March 17th. The 5-week program has not been offered since 2020 due to the pandemic. It has a new acronym, a la PARR: "TAP" was suggested by member Deanna Rush! Free space at the Charlotte Community Foundation in Punta Gorda was briefly considered as a venue but insurance costs were prohibitive. Thus the course will be conducted at the PGICA, again for a modest room rental fee which includes their online registration system. Any CCPU members who have not taken the course are invited to register at [pgica.org](http://pgica.org). Look for the class flyer elsewhere in this newsletter and spread the word. This course will be \$40. Publicity has begun among PARR students and by repeating many of the same methods as with PARR. A class minimum of five is necessary.

Members Shirley Castonguay, Joyce Gleason RP, Sam King PRP, Louis Rivera RP, Barb Davis, and Deanna Rush are taking a 3-week virtual course in preparation for TAP. By meeting via CCPU's Zoom, they are taking a deep dive into the objectives of the program and seeking renewed efforts to involve students in the extensive, interactive presiding practice the course offers. As a result, instructors will be better able to assist students in developing their skills in conducting fair and efficient meetings. RONR references in the course materials also need to be updated for the 12th edition.

## Graduates from CCPU's

Practical Application of Robert's Rules of Order class

2/24/2022



Back Row left to right: Amanda Baker, Joe Lowe, Gwen Grace, Linda S Hall,

Front row left to right: Adrian Jianelli, Maria Metge , Elaine McNeill

**CONGRATULATIONS**