



**ANNUAL BUSINESS MEETING
MARCH 24-25, 2023**

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REPORT OF THE PRESIDENT

The end of a wonderful journey. When the Electronic Association of Parliamentarians (EAP) was chartered in 2017, I would not have guessed that I'd have the honor of serving as president of this preeminent association. No different than any good leader, my main focus was best summed up by the old adage to "leave it better than you found it"; but, the cherry on top is when you experience personal growth. Thanks to the members who entrusted me, the leaders who worked with me and the bucket full of cherries. Below are a few highlights for the year:

Maintaining readiness. Using tools to enhance the member experience and sustain e-unit health and growth were key priorities. These were achieved by:

- Reconciling member records and updating notices in MembershipWorks.
- Providing to e-unit leadership strategies, information and resources that support a culture of learning and organizational effectiveness.
- Working in partnership with the National Association of Parliamentarians (NAP) staff and leadership to resolve member, or association challenges.

Promoting education. Education is the foundation of this organization. This is best executed through word and deed by:

- Participating in EAP Education Committee planning, speaker procurement, Mailchimp campaign creation and attendance of all workshops offered.
- Providing external education offerings, NAP subsidiary-centric, for member consideration.
- Implementing a technology tips and parliamentary nugget segment for the Board of Directors (BOD) meetings.
- Serving as a featured speaker for the: E-Grant Unit, Youth Professionals in Parliamentary Practice Unit, Charles County Area Unit, Green Gavel Electronic Unit, Metairie Unit, Gulf Coast Parliamentarians Unit, Maryland State Association, and NAP's National Training Conference (NTC).

Additionally, your president has:

- Chaired all BOD meetings.
- Served as an ex-officio member of all committees, except the nominating committee.
- Assisted officers and chairs in successfully achieving their goals and role objectives.

Elizabeth S. James, PRP
President



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REPORT OF THE VICE-PRESIDENT

The Vice-President has been pleased to serve the second year of the term. Activities of the year have included:

- Being part of the Education Committee for a second year and attending the instructional opportunities it has provided.
- Serving as a member of the Financial Review Committee again, which conducted two audits in the 22-23 Association year.
- Proudly representing EAP as an educational presenter for NAP District 6 and the Texas State Association of Parliamentarians, as a practicum facilitator for the American Institute of Parliamentarians, and as a member of other parliamentary associations and units, including the EAP electronic units Green Gavel, eNAP, YPPP, and Marian J. Martin Blue and Gold.
- Completing the EAP New Unit Toolkit, a special project of Madam President James', that I hope will be of great use to future units and continually improved upon by successive Education Committees.

The Vice-President is honored to serve the EAP membership and wishes all attendees an excellent conference experience.

Lee Woodward, PRP, CP
Vice President



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REPORT OF THE SECRETARY

Your secretary has been honored to serve the Electronic Association of Parliamentarians for the last four years.

Since April 2, 2022 your secretary has:

- Drafted all minutes of the Board of Directors and the April 2022 annual meeting.
- Overseen the development and distribution of all EAP membership notices required under the bylaws and standing rules.
- Along with the President and Assistant Webmaster Lemoine, 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.
- Notified NAP Headquarters of the filling of vacancies in the office of Treasurer.
- Presented "tech tips" at a majority of meetings of the Board of Directors covering EAP tools and general technology hints.
- Worked with the rest of the Technology Committee to prepare registration for the annual meeting.
- Received and collated reports to prepare this document.

Your secretary thanks the members and Board of Directors for their continued support in his current position, and he looks forward to any future opportunities to serve EAP.

Thomas Holmes, RP
EAP Secretary



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REPORT OF THE TREASURER

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

Your treasurer has:

- Maintained the EAP checking account with First Internet Bank.
- Reconciled member records monthly with NAP payments.
- Updated MembershipWorks monthly with the monthly NAP Association List, as applicable.
- Provided financial records and input, as needed, to the Financial Review Committee for the end of year review.
- Paid all vouchers approved by the president.
- Recorded and posted monthly disbursements and credits.
- Created monthly Treasurer Reports for EAP Board meetings.
- Created and disseminated the 2023 EAP Budget for EAP Board approval.
- Reviewed 2023 member dues renewal reminders.
- Compiled and submitted a Treasurer's Report for the Annual Meeting.

This officer would like to thank President Elizabeth S. James for her continued support and guidance during this treasurer's transition into her role.

Lachelle N. Fields
Treasurer



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REPORT OF THE BOARD OF DIRECTORS

We remain vigilant in our efforts to think outside the box, answer members efficiently and responsively, and steer the Electronic Association of Parliamentarians (EAP) in excellence. With continued stellar member benefits, we boast a double-digit membership growth of 16% in FYE 2022.

We considered requests of sponsoring proposed NAP amendments from the Washington State Association of Parliamentarians and the Santa Fe Parliamentary Unit. The board consented to being added to the list of proposers for the proposed NAP amendment to allow existing units to convert to electronic units without dissolution, crafted by the Santa Fe Parliamentary Unit.

In compliance with our governing documents, we appointed a Financial Review Committee, approved a 2023 budget and planned the 2023 Annual Meeting & Education Conference.

We reviewed the EAP Bylaw recommendations from NAP and determined to send them to the EAP Bylaws Committee for further review.

We increased brand recognition with the purchase of a full-page color ad at the National Association of Parliamentarians (NAP) National Training Conference.

We are extremely proud to have investigated and secured savings products that maximize interest by securing a two- and three-year Certificates of Deposit for \$1,000 each at First Internet Bank.

We continued to take advantage of exclusive discounts offered for tax-exempt organizations on products and tools that support the organization. Where applicable, we made advance payments to avoid impending product price increases.

We are honored to serve the members.

Elizabeth S. James, PRP
President



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REPORT OF THE PARLIAMENTARIAN

With a few unavoidable exceptions, the parliamentarian has attended all EAP board meetings since the 2022 EAP Annual Meeting and has presented a “Parliamentary Nugget” at most of those meetings.

Parliamentary Nuggets presented have included: “Amending by Strikeout and Insert vs Substitution,” on August 1, 2022; “Nuances of the Term of Office Language,” on October 3, 2022; “Bylaws Revision vs Amendment by Substitution,” on December 5, 2022; and “Previous Question Ordered While Limit or Extend Limits of Debate is Pending,” on January 10, 2023. He was prepared to present “Another Previous Question: Nuance,” at the February 6, 2023 board meeting, but in the interest of time the president omitted that item off the agenda. The parliamentarian will be prepared to present it instead at the board meeting on March 6, 2023.

Although not specifically part of the parliamentarian’s duties, he also continues to serve as a member of the EAP Bylaws and Rules Committee and has participated in all meetings of that committee.

Weldon L. Merritt, PRP-R, CPP Ret.
Parliamentarian



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REPORT OF THE BYLAWS AND RULES COMMITTEE

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

The Committee did not receive any proposed amendments from members nor the Board of Directors by the designated deadline for consideration for this 2023 Annual Meeting.

This Committee held a meeting on December 3, 2022 to discuss and consider observations offered by the NAP Bylaws Committee in its compliance report which was received by the EAP Board of Directors. They found the EAP bylaws to be compliant with NAP bylaws and the organization's expectations. The report offered some observations for future consideration. The EAP Board submitted those observations to this Committee without any Board direction, recommendations, or comment. At the December 3, 2022 meeting, the EAP Bylaws Committee reviewed the observations made and unanimously decided no further action to the EAP Bylaws necessary based on the comments provided.

Bylaws and Rules Committee Members: Brenda P. Kennedy, PRP, Chairman; Bennyfer Bridgewater, PRP; Atul Kapur, PRP; Weldon Merritt, PRP-R; Barbara Whitaker, PRP; and, Beth Sapp James, PRP, Ex Officio.

Brenda P. Kennedy, PRP
Chairman



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REPORT OF THE EDUCATION COMMITTEE

The EAP Education Committee continued to work to meet the challenges of virtual deliberative assemblies and organizational needs by hosting workshops focused on technology tools. The Technology Workshops included a marketing automation platform and email marketing service and using technology for more productive meetings.

Technology Workshops Dates and Topics

August 23rd: MailChimp
December 23rd: What the Tech?

The committee brainstormed, solicited, and selected presenters for the 6th Annual EAP Meeting and Conference. In the selection of presenters, the intent of the committee was to give an opportunity to those who aren't often on the circuit.

Friday, March 24, 2023

8:00 PM CT – 9:00 PM CT – Keynote Speaker

Saturday, March 25, 2023

11:35 AM CT – 12:35 PM CT – Workshops 1A and 1B

1:20 PM CT – 2:20 PM CT – Workshops 2A and 2B

Ceresh Perry, RP
Education Committee Chair



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REPORT OF THE TECHNOLOGY COMMITTEE

Charge:

- manage the EAP website and any membership management system;
- maintain the mail list distribution system;
- administer any social media platforms used; and,
- recommend, coordinate, and manage the annual meeting technology to be approved by the EAP Board of Directors.

Accomplishments of the committee:

- met at the beginning of the term and separated duties by application, though the committee works together in resolving most issues;
- updated the EAP website, membership management system, mail list distribution system and Google-based applications, as needed;
- supported events with technology assistance;
- provided recommendations on the EAP 6th Annual Conference platform(s);
- continued implementation of a new tool, Zapier, to integrate event registration between MembershipWorks and Zoom;

The committee will continue to look for tools that advance the organization and streamline back-end processes.

Thomas Holmes, RP
Beth S. James, PRP
Evan Lemoine, PRP



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REPORT OF THE NOMINATING COMMITTEE

January 23, 2023

The Nominating Committee for the Electronic Association of Parliamentarians submits the following slate of officers for 2023-2025.

- President: Lee Woodward, PRP
- Vice-President: Thomas Holmes, RP
- Secretary: Monica Fontenot-Poindexter, RP
- Treasurer: Lachelle Fields

Thank you for the opportunity to serve.

Bennyfer Bridgewater, PRP, Chairman
Evan Lemoine, PRP
Jeannine Hunte, PRP



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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 2023.

The nominating committee collaborated via Zoom and email on multiple occasions from November 2022 to January 2023 as summarized below.

- November 2022: The chair was formally elected, committee duties discussed, process of candidate selection discussed, and committee timeline set. The Call for Nominations was drafted and sent to EAP Secretary Thomas Holmes.
- December 2022: The Call for Nominations was reviewed and edited by the Board and sent back to the nominating committee for approval. The Call for Nominations was distributed to the EAP membership.
- January 2023: The committee met to select a slate of officers. The committee decided to forego phone interviews as the candidates were known and their qualifications were more than satisfactory. The slate of officers was submitted to Secretary Holmes.

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

Committee Members: Evan Lemoine, PRP and Jeannine Hunte, PRP

Bennyfer Bridgewater, PRP
Chair, Nominating Committee



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REPORT OF eGrant UNIT (eGrant)

The eGrant Unit continues to focus on increasing membership and providing educational training to those who desire to take the membership test.

The goal of the eGrant Unit is to enhance the knowledge and skills of current and future members. The eGrant Unit will continue to conduct electronic meetings and educational programs via the Zoom platform.

The 2022 officers are:

President - Roberta Berry, RP

Vice President - Sharon Williams Jackson, RP Secretary – Dr. Mary Q. Grant, PRP

The eGrant Unit has ten members (one PRP, three RPs, one regular member, two affiliate members, and three provisional members).

The Unit participated in numerous meetings, and educational programs, sponsored by NAP, EAP, and eNAP: NAP Town Halls, NAP Board Meetings, EAP Educational Workshops, EAP 5th Annual Meeting & Educational Conference, eNAP Unit Meetings and Educational Workshops.

The eGrant Unit presented four educational programs in 2022 and 2023:

Month	Topic
May 26, 2022	Rules/Meeting/Motions
June 16, 2022	Handling Motions & Examples
October 20, 2022	Debate
January 19, 2023	Amendments

We are excited about the planned educational programs scheduled for 2023, which include:

Month	Topic
February 16, 2023	Postponing & Referring to Committee
March 16, 2023	Changing Our Minds
April 20, 2023	Voting
May 18, 2023	Nominations and Elections
June 15, 2023	Types of Rules
September 21, 2023	Enforced & Suspended & Relating to Motions

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

Roberta Berry
eGrant Unit President



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REPORT OF THE eNAP UNIT (eNAP)

The eNAP Unit is proud to be the first electronic unit chartered by NAP, and one of the original four EAP units.

The unit had a total membership of 79, including 10 primary members, as of February 1, 2023. While most members are residents of the United States, the unit also has members from Canada, Japan, and Lesotho. Almost half of the members are credentialed, with 20 PRPs, 16 RPs, and two PRP-Rs.

Originally meeting via an internet chat room, the unit now meets via Zoom, at 8:00 PM US/Canada Central Time, on the second Monday of each month. Educational sessions include not only presentations on specific topics, but an opportunity for members to ask parliamentary questions for discussion by attendees.

The eNAP Unit welcomes new members, whether primary, affiliate or provisional. NAP members are admitted to unit membership automatically upon receipt of their applications, while prospective provisional members must attend at least one meeting before being admitted at a subsequent meeting. There are no unit dues (although primary and affiliate members must pay EAP dues if not already an EAP member). Information about the eNAP Unit may be found on the unit's website at www.enapunit.org.

Mary Q. Grant, PRP
eNAP President



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REPORT OF THE GRAPEVINE ELECTRONIC PARLIAMENTARY UNIT

The Grapevine Electronic Parliamentary Unit continues to evolve and grow and has experienced some growing pains. The unit has had another member enter a hiatus due to increased responsibilities with another organization. However, we have obtained a new member and have another who may have joined by the time this report is read. At least one of our members has become credentialed during this last year. The unit's president has also been in contact with the General Federation of Women's Clubs president. Permission is sought to advertise the unit to the organization following its annual convention.

The members of the unit enjoyed a variety of educational topics. We are fortunate to have a PRP-R as our Vice President and education leader. Since the last report to the Electronic Association of Parliamentarians, the unit studied such topics as governing documents, considerations for electronic meetings and elections, continuing documentation requirements to remain a credentialed parliamentarian, nominations and elections, review of bylaws, and parliamentary trivia.

Members attended the EAP and the NAP annual meetings, several webinars, town hall meetings, and board meetings of NAP, as well as online classes from various units of the Ohio Association of Parliamentarians, NAP's District IV, and the Annual Session of OAP.

The goals for the coming year are to increase membership through word-of-mouth advertising, possibly free advertisement in newsletters, and continue providing educational material of interest to the members. Through the use of electronic communication, our members have been able to join together to expand our knowledge of parliamentary procedure, as well as grow friendships.

Barbara D. Whitaker, PRP
President



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REPORT OF THE GREEN GAVEL ELECTRONIC UNIT (GGEU)

Green Gavel Electronic Unit (GGEU) now in its 6th year as the largest electronic unit established June 15, 2017, and as President, I am honored to present the Annual Report for EAP. To date, our membership is truly international as we have 249 members from 31 United States, Canada, Japan and now Korea. Membership Status breakdown: Affiliate 75, Primary 94, Provisional 80. We credit our sustained growth to our shared vision to provide parliamentary leadership to the world, commitment to a strong educational platform which fosters the study of parliamentary procedure, promotion of the educational programs of NAP and assistance of members with the credentialing process supported by the successful implementation of a Membership Management System, engaging website and new database, Wild Apricot.

GGEU hosts its virtual meetings eight times a year on the 4th Thursday using the Zoom platform. Each unit business meeting includes a 50-minute parliamentary lesson held in January, April, September, and November which is the annual meeting.

We recognized the first *GGEU Stellar Members* for their successful efforts in the Renewing, Recruiting and Reclaiming campaign of the Membership Committee.

With over 1/3 of our membership representing Provisional Members, GGEU's Education Committee utilized a focused voluntary mentoring program to prep members for the NAP Membership Exam. GGEU's Education Committee continued the 8-week series in June and July to assist participants studying for the RP Exam. The inaugural Speakers Lab was an educational focus to prepare the next generation of parliamentary speakers and was a tremendous success. In April 2022 the Spring edition of The Green Gavel Gazette was published and posted to the website, followed by the Fall edition in November 2022. A new focus this year will be a youth program to educate our younger audience on parliamentary procedure.

Our theme ***"Parliamentary PAR Excellence"*** continues to inform all that we do. Thank you to our Board of Directors for their phenomenal job and we look forward to learning and growing in this biennium. First Vice-President Brenda Kennedy, PRP, Second Vice-President Traci Bransford-Marquis, PRP, Recording Secretary Pamela Chavira, Corresponding Secretary Robin Sherrod, RP, Parliamentarian Esther A. Heller, PRP, Historian Joyce Ballard, RP.

Karen Cole, MD, PRP
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.

As the MJM E-Unit continues to evolve and grow, the focus in the coming year is to increase membership, incorporate leadership training, automate processes, provide membership engagement opportunities, and promote the unit's educational sessions.

The unit had a total membership of 60, including 25 primary members. Of the membership 6 hold the PRP credential and 12 are credentialed RPs.

The unit provided a variety of educational topics on parliamentary procedure, to include handling adopted actions when returning to an in-person environment. Some of the topics are as follows:

- Hierarchy of Rules
- Renewal of Motions
- Ratification Process

The unit is looking forward to and ready for the great things the upcoming year will bring!

The 2022 officers were:

President, Jackquline May, PRP
1st Vice President, Dr. Allison David, PRP
2nd Vice President, Ceres Perry, RP
Treasurer Kimberly Morgan, RP
Secretary, Natalie Bennett
Parliamentarian, Tahir Thomas-Kinsey, RP
Historian, Evelyn Sanders

The 2023 officers are:

President, Ceres Perry, RP
1st Vice President, Tiana Beard, RP
2nd Vice President, Natalie Bennett
Treasurer, Jeanine Hunte, PRP
Secretary, Kimberly Morgan, RP
Parliamentarian, Vacant
Historian, Vacant

Ceres Perry, RP
MJM E-Unit President



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REPORT OF THE PARLIAMENTARY GEMS UNIT

For Parliamentary Gems, 2022 was a year of education, development, and growth.

- **Education:** As our unit was organized exclusively for educational purposes of studying, teaching, promoting, and disseminating the philosophy and principles underlying the rules of deliberative assemblies, we held the following education sessions:
 - January – Cathy Blakeney, RP – Parliamentary Terms
 - April – Beth James, PRP – Parliamentary Jeopardy
 - Sept – Never Have I Ever Worked on Bylaws – Lavon Moore, PRP
 - Nov – Access to Educational Videos by Tim Wynn, PRP
- **Development:** In order to ensure we were an effective and efficient unit, the following committees were formed:
 - Membership – The Vice-President serves as the chairman of this committee.
 - Education
 - Technology
- **Growth:** The Parliamentary Gems chartered with 43 members and ended 2022 with 60 members, 4 of which are provisional members.
- **Goals for 2023:** A few of our goals for 2023 include:
 - Membership - Reach a membership of 100
 - 20% of members are from other organizations
 - Develop a Membership Directory
 - Education
 - Have two training sessions for our Provisional members to become members of NAP
 - Develop group sessions for those interested in becoming RPs

The officers of the Parliamentary Gems Unit are:

- President – Dr. Joy Jackson-Guilford
- Vice-President – Ms. Cathy Blakeney, RP
- Secretary – Mrs. Billette Owens-Ashford
- Treasurer – Ms. Kaitlin Camp
- Parliamentarian – Mrs. Sonya Johnson Clark, RP

Joy Jackson-Guilford
President





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

The YP3U Board of Directors are as follows:

- President – Evan Lemoine, PRP
- Vice President and Treasurer – Kendra O’Toole, PRP
- Secretary – Brandon Walters, PRP, CP
- Education Chairman – Daniel Foster, PRP, CP-T

The unit meets bimonthly and provides both educational opportunities to our members, and offers opportunities for members to present workshops and research drills.

YP3 is unique in that educational time is distributed in three categories:

- 1) research drills, akin to the legacy RP open book research drill;
- 2) an educational workshop;
- 3) an open Q&A time for group discussion on topics of parliamentary procedure, including issues members may be seeing in groups, with clients, or in other parliamentary situations.

Our goal, much like that of EAP and NAP, is to make sure our unit provides adequate educational opportunities and information to apply as a practicing parliamentarian.

Guests are always welcome! Please visit our website at yp-3.org or email secretary@yp-3.org for details. The current meeting schedule for 2023 is as follows:

April 2
June 4
August 20 (Tentative)
October 3
December 3

Our experiment utilizing the instant messaging app *Slack* for chapter communications has yielded mixed results. We plan to continue utilizing Slack for immediate messages exchanged between members for comment (including requests for quick member advice), and board discussions. However, one of our main focuses for this use will be internal discussions for activities around the NAP biennial convention, which was very successful as a closed discussion and learning area for our unit in 2021.

Brandon Walters, PRP, CP
Secretary