

National Association of Parliamentarians ®
CALIFORNIA STATE ASSOCIATION OF PARLIAMENTARIANS
PACIFIC AREA STANDING RULES

BACKGROUND

The Pacific Area of the California State Association of Parliamentarians was established as such by the California State Association of Parliamentarians (CSAP) in 1982. The Pacific area shall consist of the counties of Alameda, Calaveras, Contra Costa, Fresno, Inyo, Kings, Madera, Mariposa, Merced, Mono, Monterey, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Stanislaus, Tulare, Tuolumne. (CSAP Policies - Boundaries)

Any unit or Member-at-Large (MAL) can, if history, geography, or transportation warrant it, associate with an adjoining area upon approval of the CSAP Board of Directors.

According to CSAP Bylaws:

- a. Areas were established for the purpose of promoting intensified parliamentary study for unit members and MALs living within a practical traveling distance.
- b. The director of each area shall be a member of the CSAP Board of Directors.
- c. Standing Rules shall be adopted which are subject to the approval of the CSAP parliamentarian.
- d. The director shall arrange for at least four area meetings, Dates are not to conflict with CSAP Board meetings.

In order to carry out the Area purposes as stated in the CSAP bylaws, and to bring Pacific Area units into closer relationship, the Pacific Area shall:

- a. Promote intensified parliamentary study;
- b. Sponsor and promote classes and study groups on all levels including student members;
- c. Sponsor workshops and institutes.

I. GENERAL

1. Pacific Area shall operate under provisions as stated in the CSAP Bylaws (Article IV, Areas). Nothing in these standing rules shall conflict with CSAP or NAP bylaws.

2. The official year (including the fiscal year and the term year) for Pacific Area shall be from December 1st through November 30th.

II. MEMBERS

1. Regular members of NAP/CSAP residing within the boundaries of Pacific Area are members of Pacific Area and shall be entitled to vote.

2. Provisional members as defined by NAP/CSAP bylaws may attend Pacific Area meetings as guests. They are not entitled to vote or hold office, but may be granted the right to speak and otherwise participate.

3. Guests interested in the study of parliamentary procedure may attend meetings upon payment of the registration fee. The assembly may grant them permission to speak, but they may not vote.

III. OFFICERS

1. The Pacific Area officers shall be: director, assistant director, secretary, treasurer and parliamentarian, who shall serve as the executive committee.

a. The director, assistant director, secretary and treasurer shall be elected annually. The parliamentarian shall be appointed by the director.

b. The director and assistant director shall not be from the same unit. No more than two officers shall be from the same unit.

c. Officers may serve no more than two (2) consecutive terms in the same office.

2. Election of officers shall be preceded by the following: a nominating committee of three members shall be elected at the first meeting of the new term. It shall be composed of not more than one member from any unit or more than one member-at-large, and no member of the committee shall serve two consecutive terms. The committee shall report at the third meeting of each term. Officers shall be elected at the fourth meeting of each term and shall take office on December 1st.

3. In the event of a vacancy in the office of director, the assistant director shall assume the office of director for the remainder of the term. A vacancy in any other office shall be filled by election at the next area meeting.

4. Duties: Each officer shall maintain official records during the term and deliver same to the area director, to be re-issued to officers within one month following the area election, with the exception of the treasurer who shall do so after the close of the fiscal year.

a. The director, a member of the CSAP Board of Directors, shall: preside at area meetings; appoint a parliamentarian and committee chairmen; organize at least four area meetings per term; and ensure that the call to each area meeting is prepared and mailed at least four weeks prior to each meeting.

b. The assistant director shall: assume the duties of the director in the director's absence; represent the area at the CSAP annual meeting if the director is unable to attend; and serve as program chair for area meetings.

c. The secretary shall: record the minutes of area meetings and send a copy to the CSAP historian and printing and mailing chairman for inclusion in the call to area meetings; keep a record of roll calls; and insure that minutes are maintained indefinitely.

d. The treasurer shall: maintain an area bank account; be responsible for collecting and disbursing funds; deposit checks within one month of receipt; make a financial report at each area meeting and an annual report at the first meeting of each fiscal year; submit financial records for a financial review following the close of each fiscal year; submit a proposed budget at the first area meeting of each fiscal year; and maintain financial records for the period required by law.

e. The parliamentarian shall: advise the director of parliamentary procedure upon request; serve as consultant to the executive committee; and have the right to debate and vote in executive committee sessions and at area meetings.

IV. AREA MEETINGS

1. Area meetings shall be held during the months of January, April, July and October unless otherwise decided by the executive committee or assembly.

2. The quorum for area meetings shall be ten members, provided at least three units are represented.

3. Pacific Area meetings shall be scheduled to start at 10:00 am, with registration at 9:30 am.

4. A registration fee of \$5.00 plus the cost of lunch shall be charged for each member and guest.

a. Reservations for Pacific Area meetings shall be sent as directed in the call to the meeting.

b. Individuals invited to be speakers or workshop presenters (including NAP, CSAP and District Eight officers in their official capacities) shall not be charged for registration or luncheons.

c. Luncheon reservations not cancelled before the stated deadline in the call to meeting shall be paid to the treasurer if the area is charged.

5. Notice of area meetings shall be sent free to members of the CSAP Board of Directors, CSAP historian, all CSAP members residing in Pacific Area, and to provisional members of Pacific Area who elect to receive the area mailings electronically.

V. COMMITTEES

1. Area committees may be: financial review, institute, mailing and printing, newsletter editor, program, registration, and question box. Committee chairmen, as needed, shall be appointed by the area director. Special committees may be created by the director or ordered by members at an area meeting.

2. Each committee chairman shall maintain official records during the term and deliver same to the area director to be re-issued to incoming chairmen within one month following the end of their term. Chairmen shall perform the following duties and other tasks as assigned.

a. The financial review chairman shall: receive all official financial records following the close of the fiscal year from the treasurer; complete a full financial review within one month of the receipt of those records; and submit a written report prior to the first area meeting of the new fiscal year to the director of the findings of the financial review.

b. The institute chairman shall: be responsible for coordinating all institutes and work-shops sponsored by area units; and plan institutes and workshops, either in conjunction with units or as area projects.

c. The mailing and printing chairman shall: maintain a complete and accurate list of all CSAP members who reside within Pacific Area to include MALs and unit members; receive from the newsletter editor the quarterly call to area meetings; and duplicate and send the newsletter and call to all Pacific Area members plus designated CSAP recipients (electronically or via USPS).

d. The newsletter editor shall: collect newsworthy items about members and units to include in the quarterly newsletter; receive appropriate information from area officers about programs and agenda items for subsequent area meetings to include in the quarterly newsletter; and prepare the newsletter and call to area meetings to send to the mailing and printing chairman for duplication and dissemination.

e. The program chairman shall: work in conjunction with the other officers to determine a schedule of speakers, workshop topics and programs for each area meeting; and invite the appropriate speakers to be the guest of the area to serve as part of the meeting program.

f. The registration chairman shall: receive funds for registration and meals for each meeting; provide a written list of those in attendance; submit documentation and funds to the treasurer following the meeting; report the results to the assembly; and assure name badges are available and correct.

g. The question box chairman shall: solicit parliamentary questions and problems to be submitted for regular area meetings; research answers to those

inquiries using RONR and authoritative resources; and report as part of the area meeting agenda and allow for discussion and response by members.

VI. FINANCE

1. Voucher forms shall be provided by the area treasurer for all reimbursement requests. Completed forms shall be submitted to the area treasurer for approval.

2. The sum of one hundred dollars (\$100.00) shall be made available annually to the area director for necessary expenses (telephone, postage, etc.) plus up to one hundred dollars (\$100.00) for expenses such as hotel, meals and mileage not reimbursed by CSAP for attendance at CSAP and Board meetings.

3. The registration fee for the area director to attend the CSAP annual meeting shall be reimbursed to the director from the area treasury. The area director shall provide a report on the annual meeting to the area membership at the first area meeting following the CSAP annual meeting.

4. Area Institutes may be co-sponsored with units. Proceeds after expenses shall be divided fifty percent (50%) to the area, and fifty percent (50%) to the participating unit or units.

a. The institute chairman may be advanced up to one hundred fifty dollars (\$150.00) for budgeted expenses for an area institute.

b. Any unit sponsoring an institute is requested to coordinate the date and place with the Pacific Area institute chairman to avoid conflict.

VII. AMENDMENTS

1. Amendments to these standing rules require written notice in the call and a majority vote.

2. These standing rules may be suspended without notice by a two-thirds vote of members at an area meeting where a quorum is present.

3. Amendments to these standing rules shall be mailed by the area secretary promptly to the CSAP parliamentarian.

Revised: April 2, 2002

Amended: January 24, 2004

Amended: January 22, 2005

Amended: April 23, 2005

Revised: April 27, 2013

Proviso ==> If this revision to the Pacific Area Standing Rules is adopted, all provisions will become effective at the close of this meeting, with the exception of the provisions dealing with the election and term of office for area officers. Those officers elected at this meeting will take office at the close of this meeting and have their term of office extended, to be completed on November 30, 2014.