

**CALIFORNIA STATE ASSOCIATION OF PARLIAMENTARIANS**  
**Division of the National Association of Parliamentarians"**

**SIERRA AREA**

The Sierra Area of the California State Association of Parliamentarians (CSAP) was established as a study group in 1982. The Area is governed by the Bylaws of CSAP, Article IV. Nothing in these Standing Rules shall be in conflict with CSAP or National Association of Parliamentarians® (NAP) Bylaws.

According to CSAP Bylaws:

1. Areas were established for the purpose of promoting intensified Parliamentary study for CSAP members living within practical traveling distance.
2. The Director of each Area shall be a member of the CSAP Board of Directors.
3. Standing rules may be adopted which are subject to the review of the CSAP Parliamentarian.
4. The Area Director shall arrange for at least four (4) area meetings per year subject to the approval of the CSAP Executive Committee as to dates.

**STANDING RULES**

1. The Sierra Area shall consist of the counties of Alpine, Amador, Butte, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, Yuba.

**EXCEPTIONS**

Any unit or MAL can, if history, geography, or transportation warrants it, associate with an adjoining Area upon approval of the CSAP Board of Directors.

2. In order to carry out Area purposes as stated in the CSAP Bylaws and to bring Sierra Area units into closer relationship, Sierra 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.
3. Meetings shall be open to members of CSAP as defined in Standing Rule 1. Guests interested in the study of parliamentary procedure may attend meetings upon payment of the registration fee.

4. The quorum for Area Meetings shall be eight (8) members, provided that at least two (2) units are represented.
5. There shall be no smoking permitted in the meeting room.
6. The charge for attending the area meetings will be \$2 registration fee, plus the cost of the meal. The NAP and CSAP Presidents and Area Director shall not be charged for registration or the luncheon. Lunch reservations not canceled before the deadline in the Call to Meeting shall be paid to the Treasurer if the Area is charged.
7. The elected officers for Sierra Area shall be a Director, an Assistant Director, a Secretary, and a Treasurer. No more than three (3) shall be regular members of the same unit and no more than one (1) shall be a member-at-large. Officers shall serve a term of one year or until their successors are elected and assume office. No officer shall serve more than two (2) consecutive terms in the same office. The office of Parliamentarian shall be filled by appointment by the Area Director.
8. The Executive Committee shall be made up of the elected and appointed officers and shall meet at the call of the Area Director or any three (3) members.
9. Election of Director, Assistant Director, Secretary and Treasurer shall be preceded by the following:
  - a. A Nominating Committee of three (3) persons, no more than one (1) from any unit and no more than one (1) member-at-large, shall be elected at the next to the last meeting of the term.
  - b. No member of the committee shall serve two (2) consecutive years. This committee shall report at the last meeting of the year preceding the CSAP Annual Meeting. Officers elected at this meeting will take office at the close of the CSAP Annual Meeting.
10. In the event of a vacancy in the office of Director, the Assistant Director shall assume the office of Director. A vacancy in any other office shall be filled by election at the next Area meeting.
11. The annual "AI James Object Until You Learn Award" shall consist of a simple inexpensive certificate of recognition awarded to the individual who is voted at the Sierra Area annual meeting by secret ballot as the person who most contributed to the learning of parliamentary procedure in Sierra Area since the last annual meeting. Any additional details can be added by the Area Director with the approval of the members in attendance at the annual meeting.

12. Area standing committees may be financial review, educational material sales, institute, program, public relations, history, door prize, hostess, name badges and question box. Committee chairmen shall be appointed by the Area Director.
13. A Budget Committee, consisting of the current Treasurer as Chairman, the incoming Area Director and the incoming Area Treasurer, shall prepare a budget for the following term and present it for approval at the first meeting of the new term.
14. Notice of Area Meetings shall be sent without charge to members of the CSAP Board of Directors, to all CSAP members residing in the Sierra Area and student members whose names are submitted by Unit Presidents.
15. The Institute chairman shall be authorized to spend up to \$1000 (one thousand dollars) in advance of the Institute to be paid out of the Area treasury as needed. At the close of the Institute, and after all expenses have been paid, any balance from an Institute shall be part of the Sierra Area general account.
16. Any Unit sponsoring an Institute shall coordinate the date and place with the Sierra Area Institute Chairman.
17. The Sierra Area Annual Institute shall be held in the spring.
18. The signatures of two (2) of the four (4) officers shall be required on all checks over one hundred dollars (\$100.00).
19. The Area shall provide the Sierra Area Director seventy-five dollars (\$75.00) per meeting to attend CSAP Board meetings outside of the Sierra Area.

### **GUIDELINES FOR OFFICERS**

1. The Director, a member of the CSAP Board of Directors, shall:
  - a. Preside at Area meetings
  - b. Appoint the Parliamentarian and committee chairmen
  - c. Organize at least four (4) area meetings with dates to be approved by the CSAP Executive Committee.
  - d. Prepare "Call to Meeting" and send to the Secretary for mailing at least three (3) weeks prior to an Area meeting.
  - e. The Area director, or in their absence the Assistant Director, shall be responsible for providing a report of the CSAP Annual Meeting to the members of the area.

2. The Assistant Director shall:
  - a. Assume the duties of the Director in the case of a vacancy in the office of Director or preside in the temporary absence of the Director.
  - b. Be responsible for Educational Programs.
  - c. Represent the Area at CSAP board meetings, without vote, if the Director is unable to attend.
  
3. The Secretary shall:
  - a. Record the minutes of the Area meetings and send copies to the Director, the Assistant Director, the CSAP Historian and the Sierra Area Historian
  - b. Keep a record of the roll call.
  - c. Send the call to the Area meetings at least two weeks prior to the meeting via electronic mail unless a member requests the call be delivered via conventional mail.
  - d. Be advanced fifty dollars (\$50) at the beginning of the term as a revolving fund for necessary expenses such as mailing, duplicating, etc. Expenditures shall be substantiated by receipts.
  
4. The Treasurer shall:
  - a. Maintain the financial records for the Area.
  - b. Be responsible for receiving and disbursing funds.
  - c. Deliver financial records to the Financial Review Committee two weeks prior to the CSAP Annual Meeting.
  - d. Prepare a budget for the term following the CSAP Annual Meeting with the assistance of the incoming Area Director and incoming area treasurer, using analysis of the previous year's budget, actual income, and actual expenses. The budget shall be presented for approval at the first meeting of the new term.
  - e. Report Sierra Area's annual income to the CSAP Treasurer by February 15 of the following year.
  
5. The Parliamentarian shall:
  - a. Advise the chairman on parliamentary procedure upon request.

Each officer and committee chairman shall maintain official records during the term and deliver same to the incoming officers and chairmen two weeks after the CSAP Annual Meeting.

## COMMITTEE GUIDELINES

### FINANCIAL REVIEW:

1. Contact the Area Treasurer within one month following the last Area meeting of the term to determine when the records can be turned over for financial review.
2. Perform financial review of the ledger, checkbook, bank statements with canceled checks and deposit slips, approved budget, copies of the expense vouchers submitted by officers and committee chairmen.
3. Verify balance in check book with ledger, bank statements, and Treasurer's reports.
4. Prepare a written report with recommendations for improved record keeping, if warranted, to be presented at the first area meeting of the term.
5. Forward financial records to the incoming Treasurer when the financial review is completed.

### PROGRAM: (Assistant Director)

1. Develop a theme for the year for programs which relate to that theme.
2. Invite individuals and/or units to present programs on a rotating basis.
3. Introduce program presenters.
4. Provide area Director, Secretary and Public Relations with name of program presenter at least one month before the meeting for the "Call".

### PUBLIC RELATIONS:

1. Investigate and recommend methods of acquainting the general public with the functions and services of NAP and the Sierra Area.
2. Prepare publicity statements (press releases) for release at the time of Area meeting Institutes, Workshops, or CSAP Annual Meetings held in the Area in cooperation with the CSAP Public Relations Committee.
3. Enlist the cooperation of local Unit members for publicity incidental to meetings within the Area.
4. Solicit press clippings from members and keep press clippings for the Area Historian and the CSAP Historian.

### DOOR PRIZE:

1. Request from Area Units, on a rotating basis, donation of one or more door prizes for each meeting.
2. Gather all name badges and draw a badge for the winner of the door prize(s) at the end of each Area meeting.

### HOST/HOSTESS:

1. Arrive early at meetings.
2. Welcome members and guests as they arrive, make them feel a part of our group.
3. Be alert to needs of attendees; make sure they have coffee, tea and or rolls if they want.
4. Call restaurant staff for needed water, coffee, tea, or rolls.

#### NAME BADGES:

1. Be responsible for name badges to be given to each registrant for identification. Keep them in alphabetical order.
2. Have badges prepared with full name (*first and last*) and Unit or MAL.
3. Keep on hand blank badges for guest and new members.
4. Greet members and guests and give them their name badges.
5. Get name badges from Door prize Chairman at end of meeting.

#### NOMINATING COMMITTEE: (*Committee of three (3) elected at the next to the last meeting of the term.*)

1. Select candidates for the offices of Director, Assistant Director, Secretary and Treasurer from among the Area members. Incumbents who have served only one (1) term in an office are eligible to serve a second term. Be sure to obtain the candidate's permission before nominating him/her for office.
2. Be prepared, by reading Standing Rules and Guidelines for Officers, to tell candidates something about their potential duties.

#### QUESTION BOX:

1. Present, at each Area meeting, questions from members or be prepared with questions if none is presented by the members.
2. Present your answer with reference page(s) in RONR.

#### HISTORY:

1. Collect and organize news clippings, pictures and other items of interest in the Area relating to Parliamentary Law and place them in a scrapbook for Area members to view at meetings.

Adopted: November 1, 1986

Guidelines Amended: November 8, 2002; October 23, 2010; October 22, 2011; June 29, 2013; Standing Rules Amended: April 28, 2007; October 24, 2009; January 22, 2011; October 22, 2011; July 21, 2012; June 29, 2013