



THE CALIFORNIA STATE ASSOCIATION OF PARLIAMENTARIANS

# REPORT OF THE GOVERNING DOCUMENTS COMMITTEE

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**Dated: August 21, 2021**

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## Overview and Objectives

This report aims to identify, explain, and lastly resolve areas of CSAP governing documents that require amendment. At the moment, there are four primary governing documents:

1. Bylaws;
2. Standing Rules;
3. Board of Director Procedures;
4. Financial Procedures;

In reviewing all four governing documents, we have identified three key objectives that our revisions will cover:

**Objective 1: Efficient Restructuring.** We aim, pursuant to the recommendation listed in RONR 57:18 - 19, to improve captioning, heading, article, and section numbers. This restructuring will include:

- A. Heading each section to summarize the full provision, with subsequent headings following more specific provisions;
- B. Bolding additional areas of headings to emphasize general categories;
- C. For standing rules, adding in specific section numbers for easy reference.

**Objective 2: Streamlining Process.** This report suggests, along with a comprehensive reduction in unnecessary provisions, that the Board of Director Procedures and Financial Procedures be struck and inserted into either the Bylaws or Standing Rules. This will allow for an easier understanding of CSAP processes.

**Objective 3: Reflect current CSAP Practice.** Amongst other reforms that reflect actual practice, this report aims to incorporate current ‘standing’ committees in CSAP’s standing rules into the Bylaws, as recommended by RONR 50:8. Most significantly, a number of communication procedures were added to assist in the modernization of CSAP’s website and other online assets.

In doing so, this Committee recommends a full adoption of the amended governing documents. A list of substantive differences can be found in the following page for each document. Non-substantive changes, or “marginal notations,” as defined by 57:18, are not included in the tables, except for those changes that are deemed sufficiently important by the committee.

## Bylaw Amendments and Marginal Notations

The following tables, 1.1 - 1.2, are the substantive bylaw amendments and marginal notations. For the bylaw amendments, one of two primary methods were used: to strike and insert, and to the substitute. Furthermore, the ‘provision’ column lists where the language can be found in the current governing documents. Finally, if struck language is not featured under the ‘proposed language’ assume that the language is being substituted.

For table 1.2 ‘Marginal Notation Clerical Modifications’, only significant changes to the bylaws were included. Usually, this is for the purpose and explicit intention of creating a generalized category of items, without changing any of the actual substantive meanings of the original governing documents.

**Table 1.1: Substantive Bylaw Amendments**

|                       | Existing Language   | Proposed Language  |
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| <b>Proposal 1</b>     |   |  |
| Art. III, Sec. 3      | A member of CSAP is in good standing if the member is in good standing with NAP, has paid current CSAP dues, is complying with the CSAP Articles of Incorporation and Bylaws, and is not under disciplinary action. | A member of CSAP is in good standing if the member is in good standing with NAP, has paid current CSAP dues, <del>is complying with the CSAP Articles of Incorporation and Bylaws,</del> and is not under disciplinary action. |
| <b>Rationale</b>      | Many Bylaw provisions may not be complied with, often by accident. The appropriate venue for interpreting the severity of this is disciplinary procedures, not automatic suspension by the Chair.                   |  |
| <b>Proposal 2</b>     |   |  |
| Art. IV, Sec. 3       | The Director of each Area shall arrange Area meetings in accordance with Article VI, Section 5, paragraph F.  | The Director of each Area shall arrange Area meetings. <del>in accordance with Article VI, Section 5, paragraph F.</del>   |
| <b>Rationale</b>      | It is best practice to not make internal references, as it is repetitive and makes editing much more difficult. All provisions are binding, regardless of reference.  |  |
| <b>Proposal 3</b>     |   |  |
| Art. IV, Sec. 4       | Areas shall adopt their own Standing Rules, which when amended, shall be reviewed by the CSAP Parliamentarian in accordance with Article VI, Section 5, Paragraph G #3.   | Areas shall adopt their own Standing Rules, which when amended, shall be reviewed by the CSAP Parliamentarian. <del>in accordance with Article VI, Section 5, Paragraph G #3.</del>  |
| <b>Rationale</b>      | It is best practice to not make internal references, as it is repetitive and makes editing more difficult. All provisions are binding, regardless of reference.   |  |
| <b>Proposal 4</b>     |   |  |
| Art. V, Sec. 2        | Unit Bylaws shall be sent to the CSAP Parliamentarian for review as required by Article VI, Section 5, Paragraph G #4.  | Unit Bylaws shall be sent to the CSAP Parliamentarian. <del>for review as required by Article VI, Section 5, Paragraph G #4.</del>   |
| <b>Rationale</b>      | It is best practice to not make internal references, as it is repetitive and makes editing more difficult. All provisions are binding, regardless of reference.   |  |
| <b>Proposal 5</b>     |   |  |
| Article V, Sec. 4 (B) | Although Unit Provisional members are not CSAP members, a unit may grant them membership rights within the Unit, with the   | <del>Although Unit Provisional members are not CSAP members, a unit may grant them membership rights within the Unit, with the</del>   |

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|                        | exception that they shall not serve as Unit President or Vice-president or as delegates or alternates to meetings of CSAP.  | <del>exception that they shall not serve as Unit President or Vice-president or as delegates or alternates to meetings of CSAP.</del>  |
| <b>Rationale</b>       | The exception is already provided for by Art. V, Sec. 4(a). As a result, repetitive verbiage was struck.  |  |
| <b>Proposal 6</b>      |   |  |
| Art. VI, Sec. 5 (B)(8) | --  | Appoint any staff and create staff policies as necessary, as approved by the Executive Committee.  |
| <b>Rationale</b>       | This provision is, in part, already in practice. This would give the power, by approval of the Executive Board, to appoint staff. <sup>1</sup>  |  |
| <b>Proposal 7</b>      |   |  |
| Art. VIII, Sec. 2      | The Board of Directors may adopt Board Rules of Procedure not in conflict with these Bylaws or with any other rule adopted, or action taken by the Annual Meeting.                                  | <del>The Board of Directors may adopt Board Rules of Procedure not in conflict with these Bylaws or with any other rule adopted, or action taken by the Annual Meeting.</del>  |
| <b>Rationale</b>       | Provision is repetitive, as the parliamentary rules already allow standing rules to be adopted without an explicit bylaw enumeration.   |  |
| <b>Proposal 8</b>      |   |  |
| Art. X, Sec. 1         | There shall be the following Standing Committees: Budget and Finance, Governing Documents, Annual Meeting Sites, Financial Review, Growth and Service, Membership, Communications, and Recognition. | There shall be the following Standing Committees: Budget and Finance, Governing Documents, Annual Meeting Sites, Financial Review, Growth and Service, Membership, Communications, Recognition, <b>Editorial, and Workshops.</b> |
| <b>Rationale</b>       | These two committees effectively already exist in the Board of Director Policies. RONR, however, recommends standing committees be enumerated in the Bylaws.  |  |
| <b>Proposal 9</b>      |   |  |
| Art. X, Sec.           | A Communications Committee consisting   | A Communications Chair shall be appointed by   |

<sup>1</sup> There has been much discussion on the term ‘staff’ as applicable to RONR. While the term is not actively used in the rules of procedure, the GDC committee agreed that the act of “administrative duties” are “outside the scope of parliamentary law.” RONR (12th ed.), 47:20. For this reason, we found that the act of appointing individuals in the course of assisting the Executive Committee in an administrative capacity was appropriately delegated to the President, with the term selected not applicable to parliamentary law. “Staff Policies” are also found referenced in NAP’s *Pathways to Proficiency: Writing Amending & Interpreting Bylaws*, p. 81.

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| 11 | of the Webmaster who shall serve as chair, the CP Editor and others as necessary, shall function in accordance with the Board Rules of Procedure. | the Vice President to maintain functional communications through electronic and other means. The Chair shall report at each Board of Directors meeting on the status and needs of the CSAP Editor and CSAP webmaster. |
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| <b>Rationale</b> | Amends the section to more accurately reflect current practice and role of the Vice President, as well as operation of the Communications Committee. |  |
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**Proposal 10**

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| Art. X, Sec. 13 | -- | An Editorial Committee chaired by the CP Editor and the Editor's appointed members shall assemble and prepare the California Parliamentarian for scheduled publication to the website via the CSAP Webmaster, and direct mail per member request via the CSAP Secretary. A final draft shall be provided to the President prior to publication. |
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| <b>Rationale</b> | Added the Editorial Committee to the Bylaws, which brings CSAP up to current practices. |  |
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**Proposal 11**

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| Art. X, Sec. 14 | -- | A Workshops Committee chaired by the Parliamentarian and the Parliamentarian's appointed members shall organize presenters and schedule workshops for all statewide CSAP events, including the Annual meeting. |
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| <b>Rationale</b> | Added Workshops Committee to more accurately represent how CSAP operated educational seminars and other related events. |  |
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**Proposal 12**

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| Art. XIV, Sec. 1(A). | At the CSAP Annual Meeting by a two-thirds vote, provided notice has been given in the Call to the Annual Meeting. | At the CSAP Annual Meeting by a two-thirds ( $\frac{2}{3}$ ) vote, provided notice has been given in the Call to the Annual Meeting. |
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| <b>Rationale</b> | Good practice to include the numerical equivalent of the word, which assists readers in correctly applying the ratio. Also consistent with Art. XIV, Sec. 1 (B). |  |
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**Proposal 13**

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| Art. XIV, Sec. 1(B). | At the CSAP Annual Meeting an amendment to the bylaws may be considered if consent is given by $\frac{3}{4}$ vote of the registered members at the Annual Meeting. | At the CSAP Annual Meeting an amendment to the bylaws may be considered if consent is given by a <b>three-fourths</b> ( $\frac{3}{4}$ ) vote of the registered members at the Annual Meeting. |
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| <b>Rationale</b> | Good practice to include the written enumeration to the numerical. Also consistent then with the amended Art. XIV, Sec. 1 (A). |
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**Proposal 14**

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| Art. XIV, Sec. 2 (A) | These Bylaws may be revised at any Annual Meeting, provided a revision has been ordered at a previous Annual Meeting by a two-thirds vote, and provided notice of the revision has been given in accordance with Article VII, Section 2. | These Bylaws may be revised at any Annual Meeting, provided a revision has been ordered at a previous Annual Meeting by a two-thirds ( $\frac{2}{3}$ ) vote, and provided notice of the revision has been given. <del>in accordance with Article VII, Section 2.</del> |
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| <b>Rationale</b> | Eliminates unnecessary verbiage. |
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**Table 1.2: Marginal Notation Clerical Modifications**

| Existing Provision               | Proposed Provision Change                  | Rationale  |
|----------------------------------|--|--|
| Art. 2, Sec. 2(D)                | Art. 2, Sec. 1(A)                          | A specification on counting unit members is more relevant under Section 1 (A).           |
| Art. VI, Sec. 5 (B)(3), (4), (5) | Art. VI, Sec. 5 (B) (3) (a), (b), (c), (d) | Moved to a general category of ‘appointments’ instead of separate sections               |
| Art. VIII, Sec. 7                | Art. VIII, Sec. 6 (A)                      | Moved under ‘meetings’ provision, as electronic meetings are relevant to this provision. |
| Art. VIII, Sec. 8                | Art. VIII, Sec. 6 (B)                      | Moved under ‘meetings’ provision, as the notice required for such is relevant.           |
| Art. XII, Sec. 1                 | Art. XII, Sec. 1 (A)                       | Moved under a general category for the procedure of dissolution.                         |
| Art. XII, Sec. 2                 | Art. XII, Sec. 1 (B)                       | Moved under a general category for the procedure of dissolution.                         |
| Art. XII, Sec. 3                 | Art. XII, Sec. 1 (C)                       | Moved under a general category for the procedure of dissolution.                         |

## Standing Rule Amendments and Marginal Notations

According to the CSAP Bylaws, the Board of Directors holds the power to amend the standing rules and Board Procedures:

*The Board of Directors may adopt Board Rules of Procedure not in conflict with these Bylaws or with any other rule adopted, or action taken by the Annual Meeting.*

Art. VIII, Sec. 2.<sup>2</sup>

As a result, this portion of the report is not required for approval at the Annual Meeting, but rather, as a transparent notification of how the Board may proceed after Bylaw amendments are made.

The following table, 2.1, illustrates the substantive amendments for standing rules. Please note that ‘marginal notation clerical modifications’ are not included in the information below, as the entire rules were amended to include several different governing documents, specifically the current standing rules, the Board of Directors Procedures, and Financial Procedures. As a result, following the approval of this report, the Board of Directors Procedures and the Financial Procedures will be struck.

For the table below, one of two primary methods were used: to strike and insert, and to the substitute. The original citation can be found in the far left column.

| <b>Table 2.1: Substantive Standing Rule Amendments</b> |  |  |
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|  | <b>Existing Language</b>   | <b>Proposed Language</b>   |
| <b>Proposal 1</b>                                      |  |  |
| Board of Directors Procedure, PRESIDEN-T               | <p>GENERAL DUTIES</p> <p>1. Sign contracts as authorized by the Assembly, the Board of Directors, or the Executive Committee.</p> <p>2. Implement projects or programs authorized by the Board of Directors or Executive Committee.</p> <p>3. Select Board of Directors and Executive Committee meeting dates for the entire upcoming term at the post Annual Meeting Board Meeting. Forward the meeting schedule to Board of Directors and Executive Committee members and to CP Editor for publication of the Board of Directors meeting schedule in the next California Parliamentarian. Prepare and distribute the CALL to Board of Directors and Executive Committee meeting members at least 3 days prior to the meeting date, and to the Assembly if a previously announced</p> | <p><b>§2.1. President.</b> In conjunction with the duties prescribed by the Rules of Order and Bylaws, the President shall:</p> <p>§2.1.1. Appoint an Annual Meeting Coordinator and Annual Meeting Planning Committee. Assist with the site selection, Annual Meeting planning, and coordination.</p> <p>§2.1.2. Communicate with NAP to arrange for attendance by an NAP representative if desired.</p> <p>§2.1.3. Prepare the Call to Annual Meeting and forward it to the CP Editor to be published in the California Parliamentarian no later than 45 days prior to the Annual Meeting.</p> |

<sup>2</sup> In conformity with RONR, ‘Board Rules of Procedure’ were changed to ‘Standing Rules.’



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|  | <p>date has changed.</p> <p>4. Preside at Board of Directors and Executive Committee meetings.</p> <p>5. Serve as liaison between CSAP and NAP officers and NAP headquarters.</p> <p>6. Subject to budgetary constraints, represent CSAP at NAP/CSAP meetings and events.</p> <p>7. Send NAP a list of all CSAP officers immediately following the Annual Meeting.</p> <p>8. Submit an article for each edition of the California Parliamentarian.</p> <p>9. Encourage CSAP Officers and Area Directors to recruit individuals as potential replacements for their current office and/or other leadership positions within CSAP.</p> |  |
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| <b>Rationale</b> | Less repetition, cleaner, and no overlapping authorities. |
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**Proposal 2**

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| Board of Directors Procedure, VICE PRESIDENT | <p>VICE PRESIDENT GENERAL DUTIES</p> <p>1. Serve as chairman of the Membership and the Growth and Service Committees.</p> <p>2. Provide membership information and updates to the CP Editor and Webmaster.</p> <p>4. Assist areas, units and members in promoting CSAP membership and parliamentary education through the California Parliamentarian and when responding to requests.</p> <p>5. Respond promptly to requests for information about membership, with a copy to the appropriate Area Director.</p> <p>6. Be prepared to assume the duties of President should the need arise.</p> | <p><del>VICE PRESIDENT GENERAL DUTIES</del></p> <p><del>1. Serve as chairman of the Membership and the Growth and Service Committees.</del></p> <p><del>2. Provide membership information and updates to the CP Editor and Webmaster.</del></p> <p><del>4. Assist areas, units and members in promoting CSAP membership and parliamentary education through the California Parliamentarian and when responding to requests.</del></p> <p><del>5. Respond promptly to requests for information about membership, with a copy to the appropriate Area Director.</del></p> <p><del>6. Be prepared to assume the duties of President should the need arise.</del></p> |
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| <b>Rationale</b> | Less repetition, cleaner, and no overlapping authorities. |
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**Proposal 3**

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| Board of Directors Procedure, Secretary | <p>GENERAL DUTIES</p> <p>1. Serve as custodian of all CSAP records, including a copy of the current Articles of Incorporation, Bylaws, Standing Rules, Board Rules of Procedure, Standing Rules Relating to the Budget, and Policies.</p> <p>2. Ensure the Secretary's Binder is up to</p> | <p><b>§2.2. Secretary.</b> In conjunction with the duties prescribed by the Rules of Order and Bylaws, the Secretary shall:</p> <p>§2.2.1. Send copies of minutes of Board of Directors meetings to Board of Directors members and minutes of Executive Committee</p> |
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|  | <p>date.</p> <p>MEETINGS/MINUTES</p> <p>1. Send copies of minutes of Board of Directors meetings to Board of Directors members and minutes of Executive Committee meetings to EC members within thirty (30) days after meeting.</p> <p>2. Annual Meeting Minutes:</p> <p>A. Prepare CSAP Annual Meeting minutes within twenty (20) days after the Annual Meeting and furnish a copy to each member of the Minutes Approval Committee.</p> <p>B. The Secretary shall make corrections to the minutes in collaboration with the Minutes Approval Committee Chairman, who will verify that the corrections were made and provide an approved copy signed by committee members to the President no later than December 31.</p> <p>C. The Secretary shall promptly send a copy of the approved minutes to the CSAP Board of Directors and Standing Committee Chairmen, immediate past Board members and Webmaster. D. Put copies of all minutes for the current year into a permanent binder to retain in the CSAP archives.</p> | <p>meetings to EC members within thirty (30) days after meeting.</p> <p>§2.2.2. For Annual Meeting Minutes, the Secretary shall:</p> <p>§2.2.2.1. Prepare CSAP Annual Meeting minutes within twenty (20) days after the Annual Meeting and furnish a copy to each member of the Minutes Approval Committee.</p> <p>§2.2.2.2. The Secretary shall make corrections to the minutes in collaboration with the Minutes Approval Committee Chairman, who will verify that the corrections were made and provide an approved copy signed by committee members to the President no later than December 31.</p> <p>§2.2.2.3. The Secretary shall promptly send a copy of the approved minutes to the CSAP Board of Directors and Standing Committee Chairmen, immediate past Board members and Webmaster.</p> <p>§2.2.2.4. Put copies of all minutes for the current year into a permanent binder to retain in the CSAP archives.</p> |
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| <b>Rationale</b> | Condensed rules, less repetition, cleaner, and no overlapping authorities. |
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**Proposal 4**

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| <p>Board of Directors Procedure, Treasurer</p> | <p>GENERAL DUTIES</p> <p>1. Establish a checking account for CSAP operating funds; deposit checks and/or cash into checking account promptly upon receipt.</p> <p>2. Serve as ex-officio member of the Budget and Finance Committee; assist the Budget Chairman in developing an annual CSAP budget, and the AM Coordinator with the Annual Meeting budget.</p> <p>3. Pay Annual Meeting bills approved by the Annual Meeting Coordinator.</p> <p>4. Invest CSAP funds not needed for</p> | <p><b>§2.3. Treasurer.</b> In conjunction with the duties prescribed by the Rules of Order and Bylaws, the Treasurer shall:</p> <p>§2.3.1. In general, adhere to the following general procedures of fiscal operation:</p> <p>§2.3.1.1. Invest CSAP funds not needed for immediate operations in interest-bearing accounts as approved by CSAP Board of Directors.</p> <p>§2.3.1.2. Establish a checking account for CSAP operating funds; deposit checks and/or cash into the checking account promptly upon receipt.</p> <p>§2.3.1.3. At or prior to the CSAP Annual Meeting establish procedures for transfer of</p> |
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| <p>immediate operations in interest-bearing accounts as approved by CSAP Board of Directors.</p> <p>5. At or prior to the CSAP Annual Meeting establish procedures for transfer of checkbook, records and other documents at end of term to the incoming Treasurer.</p> <p><b>DISBURSEMENT PROCEDURES</b></p> <p>1. Maintain a supply of voucher forms; issue blank voucher forms to new CSAP Officers, Board Members, and Committee Chairmen at first Board of Directors meeting after the Annual Meeting and upon request.</p> <p>2. Receive completed vouchers. Vouchers shall include receipts. Unless the expense has been previously budgeted or approved by the Board of Directors or Executive Committee, payment from vouchers must be approved by the CSAP President or ratified at the next Board of Directors meeting.</p> <p>3. Pay bills by check or debit card for budgeted items on vouchers approved by the President, Board of Directors, or the Executive Committee; payment of unbudgeted items shall be authorized by CSAP President or the Board of Directors; checks shall be signed by one (1) of the following officers: President, Vice President, Secretary or Treasurer.</p> <p><b>RECORD KEEPING</b></p> <p>1. Prepare and present financial status reports at each Board of Directors meeting and the CSAP Annual Meeting.</p> <p>2. Report the status of Growth and Service funds in the regular report to the Board.</p> <p>3. At the CSAP Annual Meeting, arrange for the obtaining of signatures of all officers required by banks for checking and investment accounts; forward signature documents to appropriate bank or financial institution as soon as possible.</p> <p>4. Issue per capita member rebate checks to the Areas each year following receipt of State dues from NAP, based on the number</p> | <p>checkbook, records and other documents at end of term to the incoming Treasurer.</p> <p>§2.3.2. Adhere to the following procedures for disbursement:</p> <p>§2.3.2.1. Maintain a supply of voucher forms; issue blank voucher forms to new CSAP Officers, Board Members, and Committee Chairmen at first Board of Directors meeting after the Annual Meeting and upon request.</p> <p>§2.3.2.2. Receive completed vouchers. Vouchers shall include receipts. Unless the expense has been previously budgeted or approved by the Board of Directors or Executive Committee, payment from vouchers must be approved by the CSAP President or ratified at the next Board of Directors meeting.</p> <p>§2.3.2.3. Pay bills by check or debit card for budgeted items on vouchers approved by the President, Board of Directors, or the Executive Committee; payment of unbudgeted items shall be authorized by CSAP President or the Board of Directors; checks shall be signed by one (1) of the following officers: President, Vice President, Secretary or Treasurer.</p> <p>§2.3.3. Adhere to the following procedures of record keeping:</p> <p>§2.3.3.1. Prepare and present financial status reports at each Board of Directors meeting and the CSAP Annual Meeting.</p> <p>§2.3.3.2. Report the status of Growth and Service funds in the regular report to the Board.</p> <p>§2.3.3.3. At the CSAP Annual Meeting, arrange for the obtaining of signatures of all officers required by banks for checking and investment accounts; forward signature documents to appropriate banks or financial institutions as soon as possible.</p> <p>§2.3.3.4. Issue per capita member rebate checks to the Areas each year following receipt of State dues from NAP, based on the number of members in each Area as of the forfeiture date.</p> <p>§2.3.4. Adhere to the following procedures of reporting to the organization:</p> <p>§2.3.4.1. Provide financial and budget comparison statements for each Board of Directors meeting and to each Board member,</p> |
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|  | <p>of members in each Area as of the forfeiture date.</p> <p><b>REPORTS</b></p> <ol style="list-style-type: none"> <li>1. Provide financial and budget comparison statements for each Board of Directors meeting and to each Board member, and when requested by the President; provide copies to the Financial Review Chairman.</li> <li>2. Prepare an interim financial statement for distribution at the CSAP Annual Meeting.</li> <li>3. Present Treasurer's records to Financial Review Chairman at least four (4) weeks prior to the CSAP Annual Meeting.</li> <li>4. Within thirty (30) days after CSAP Annual Meeting, coordinate with the Financial Review Chairman to review the books, prepare a supplemental/final report, and forward the books to the incoming Treasurer.</li> <li>5. Provide copies of financial records, checkbook stubs, deposit slips, bank statements and vouchers to Financial Review Chairman upon request for annual review.</li> <li>6. File tax and other required forms annually as required by the Internal Revenue Service (IRS), California Secretary of State, or other agencies.</li> <li>7. Forward financial records to CSAP repository for archival storage. Label boxes as to content, date range, and purge schedule.</li> </ol> | <p>and when requested by the President; provide copies to the Financial Review Chairman.</p> <p>§2.3.4.2. Prepare an interim financial statement for distribution at the CSAP Annual Meeting.</p> <p>§2.3.4.3. Present Treasurer's records to the Financial Review Chairman at least four (4) weeks prior to the CSAP Annual Meeting.</p> <p>§2.3.4.4. Within thirty (30) days after CSAP Annual Meeting, coordinate with the Financial Review Chairman to review the books, prepare a supplemental/final report, and forward the books to the incoming Treasurer</p> <p>§2.3.4.5. Provide copies of financial records, checkbook stubs, deposit slips, bank statements and vouchers to the Financial Review Chairman upon request for annual review.</p> <p>§2.3.4.6. File tax and other required forms annually as required by the Internal Revenue Service (IRS), California Secretary of State, or other agencies.</p> <p>§2.3.4.7. Forward financial records to CSAP repository for archival storage. Label boxes as to content, date range, and purge schedule.</p> |
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| <b>Rationale</b> | <p>Condensed rules, less repetition, cleaner, and no overlapping authorities.</p> <p>These rules also were incorporated with consideration to the financial rules of CSAP.</p> |
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**Proposal 5**

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| Board of Directors Procedure, Parliamentarian | <ol style="list-style-type: none"> <li>1. Upon request, advise CSAP Leaders, and Members on parliamentary procedures.</li> <li>2. Be ex-officio member of the Governing Documents Committee.</li> <li>3. Review Unit Bylaws within thirty (30) days of receipt</li> </ol> | <del>1. Upon request, advise CSAP Leaders, and Members on parliamentary procedures.</del><br><del>2. Be ex-officio member of the Governing Documents Committee.</del><br><del>3. Review Unit Bylaws within thirty (30) days of</del> |
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|  | <p>from the Unit, and at least every five (5) years. Unit Bylaws shall not conflict with NAP or CSAP Bylaws.</p> <p>4. Review Area Standing Rules within thirty (30) days of receipt from the Area, and at least every five (5) years.</p> <p>5. Send articles to the CP Editor for inclusion in the California Parliamentarian as necessary regarding Unit Bylaws and Area Standing Rules.</p> <p>6. Perform other duties as may be requested by the President.</p> | <p><del>receipt from the Unit, and at least every five (5) years. Unit Bylaws shall not conflict with NAP or CSAP Bylaws.</del></p> <p><del>4. Review Area Standing Rules within thirty (30) days of receipt from the Area, and at least every five (5) years.</del></p> <p><del>5. Send articles to the CP Editor for inclusion in the California Parliamentarian as necessary regarding Unit Bylaws and Area Standing Rules.</del></p> <p><del>6. Perform other duties as may be requested by the President.</del></p> |
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| <b>Rationale</b> | Condensed rules, less repetition, cleaner, and no overlapping authorities. |
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**Proposal 6**

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| <p>Board of Directors<br/>Procedure,<br/>Area<br/>Directors</p> | <p>1. Report Area meeting dates to the CSAP President as soon as dates are scheduled. Schedule at least two (2) Area meeting dates for the year.2. Preside at Area meetings. 3. Send an article to the CP Editor for publication in each issue of the California Parliamentarian.</p> | <p><del>1. Report Area meeting dates to the CSAP President as soon as dates are scheduled. Schedule at least two (2) Area meeting dates for the year.2. Preside at Area meetings. 3. Send an article to the CP Editor for publication in each issue of the California Parliamentarian.</del></p> |
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| <b>Rationale</b> | Condensed rules, less repetition, cleaner, and no overlapping authorities. |
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**Proposal 7**

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| <p>Board of Directors<br/>Procedure,<br/>Editor and<br/>Editorial<br/>Committee</p> | <p>Attend CSAP Board meetings and Annual Meeting, when possible.</p> | <p><del>Attend CSAP Board meetings and Annual Meeting, when possible.</del></p> |
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| <b>Rationale</b> | This wording has no meaningful contribution to the rules. “When possible,” effectively makes attendance subjective, and only striking “when possible” puts an enormous attendance burden on the committee. |
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**Proposal 8**

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| <p>Board of Directors<br/>Procedure,<br/>Growth and<br/>Service</p> | <p>Growth and Service Committee consisting of the Vice President as chairman, the Area Directors and up to two other members shall:</p> | <p>The Growth and Service Committee shall be composed of those officers specified in the bylaws and up to two (2) other members, and be subject to the following procedures and duties:</p> |
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|                       |   |   |
|-----------------------|---|---|
| Committee             |   |   |
| <b>Rationale</b>      | To reduce overlap, changed wording to refer back to the Bylaws, which places the Vice President as Chair.   |   |
| <b>Proposal 9</b>     |   |   |
| Standing Rules, R. 13 | Units shall be designated by a name of their own choosing that begins with 'California' and ends with 'a unit of NAP' with clearance of such name by the Vice President. This includes requiring clearance by the Vice President for any (dba) designation. | §9.1. Unit Title. Units shall be designated by a name of their own choosing that begins with 'California' and ends with 'a unit of NAP' with clearance of such name by the Vice President. This includes requiring clearance by the Vice President for any (dba) designation. This rule may be waived upon approval by the President. |
| <b>Rationale</b>      | Changed to allow university units, which sometimes require changes to this naming convention.   |   |