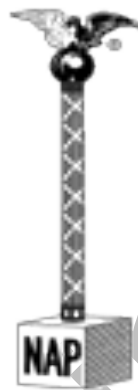


Maryland Association of Parliamentarians, Inc.



A Division of the
National Association of Parliamentarians

2015–2017

Directory

Draft Directory

Maryland Association of Parliamentarians, Inc.

A Division of the

National Association of Parliamentarians

Organized October 29, 1962

Chartered November 30, 1962

Incorporated December 9, 1964

Printed November 20, 2015

Draft Directory

Where there is no law, but every man
does what is right in his own eyes,
there is the least of real liberty.

Henry M. Robert
1837 – 1923

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Maryland Association of Parliamentarians

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As errors are discovered and changes occur to the directory, please contact the Directory Chairman with the new information. E-mail addresses are most welcome.

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President's Message

November 19, 2015

To all members and friends of MAP (Maryland Association of Parliamentarians):

I am delighted to write this welcome letter to you and to thank you for placing your confidence in me by electing me to be president of MAP for 2015–2017.

We parliamentarians realize that the best way to bring some order to the organizations with which we interact, and in which we are members, is to have clear and logical rules. Time has tested Robert's Rules of Order Newly Revised (RONR) and there us an expert authorship team that updates it every decade. While we may disagree with some of the rules in RONR (I know I do), all have to agree that this is the longest and best compilation of rules for the orderly and logical running of meetings.

The parent organization of MAP is NAP, the National Association of Parliamentarians. NAP holds conventions in odd-numbered years and MAP and each of our Units is permitted to have a certain number of delegates. We always have more delegate spots than people who want to fill them, so if you would like to be an MAP or Unit delegate, please contact me and I will take steps to make you a delegate. My wife and I have attended a couple of NAP conventions so far and we find them fascinating. Just imagine 350 experts on RONR all making motions and arguing in support or opposition. Even if you're not too interested in every motion, watching the action is fascinating.

At home MAP and its Units are our parliamentary home. The Units hold regular meetings where you can learn more about RONR and related topics. We have many MAP members who do not belong to any Unit (they are Members-at-large) and I urge you to find out more about the Units. You may want to join one to help you advance your parliamentary knowledge, or as has happened a couple of times recently you may want to get together with some other MAP members and form your own Unit. You'll find it's easier than you may have thought it was.

The Map officers, Unit officers, and all involved in studying RONR are ready and willing to help you learn more about parliamentary procedure. Please consider becoming more active in our organization, and always be on the lookout for new people whom you feel would benefit from being members of our organization. We would be happy to help them join.

Thank you for your support,

Paul M. Bessel

President of MAP 2015–2017

Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

Elected Officers
(Nov. 2013 – Nov. 2015)

President Paul M. Bessel
Vice President Barbara Braswell
Secretary Lorraine Johnson
Treasurer John D. Stackpole
Director Susan K. Nolte
Director Michael L. Swift

Appointed Officers

Editor of MACE Dacia F. Robertson
Institute Coordinator Michael L. Swift

Immediate Past President

Immediate Past President A. Royall Whitaker

Parliamentarian

Parliamentarian Michael L. Swift

Unit Presidents

Maryland Lawyers Unit Paul M. Bessel
Morgan State University Unit Laura M. Knight
Edith S. Stidman Unit George T. Sparks
Margaret W. Wheelock Unit June R. Brown
Prince Georges County Unit Lorraine W. Johnson

Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

Executive Committee

Paul M. Bessel
Barbara Braswell
Lorraine Johnson
John D. Stackpole

Standing Committees

Annual Meeting Committee

Chairman Susan K. Nolte
Member Michael L. Swift

Auditing Committee

Chairman Paul M. Bessel
Member Barbara J. Braswell

Bylaws Committee

Chairman Barbara J. Braswell
Member John F. Tatum

Directory Committee

Chairman Michael L. Swift
Member John D. Stackpole

Education Committee

Chairman Michael L. Swift
Member John D. Stackpole

Finance Committee

Chairman John D. Stackpole
Member Paul M. Bessel

Membership Committee

Chairman John D. Stackpole
Member George T. Sparks

Publicity Committee

Chairman _____
Member _____

Historian _____

Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

NAP Past Presidents (MAP Members)

Margaret T. Steele	1965—1967*
William J. Evans, Esq.	1979—1981*
Edith Scales Stidman	1987—1989*

MAP Past Presidents

Mrs. Charles O. Middlekauf	1962—1965
Mrs. James W. Douthat	1965—1967
Beatrice O'Neill Francis (Mrs. John P., Sr.)	1967—1969*
Jeanette Collins (Mrs. William F.)	1969—1971*
Louise Alessi (Mrs. Silvio A.)	1971—1973*
Edith Scales Stidman (Mrs. John C.)	1973—1975*
Marie Hammerman (Mrs. I. Harold)	1975—1976*
Peg Gompf (Mrs. Arthur M.)	1976—1977*
Ausma Kopf (Mrs. George R.)	1977—1979
Miss Katherine G. Hobson	1979—1981
Mr. John R. Stipp	1981—1983*
Mr. Albert H. Fitzgerald	1983—1987
Daniel H. Honemann, Esq.	1987—1989
Dr. Harry P. Porter	1989—1991
William J. Evans, Esq.	1991—1993*
Mr. Henry M. Robert III	1993—1995
Edith Scales Stidman	1995—1997*
Daniel H. Honemann, Esq.	1997—1999
Carl S. Silverman, Esq.	1999—2001
Walter E. Carson, Esq.	2001—2003
Robert L. Pierson, Esq.	2003—2005
Michael L. Swift	2005—2009
John D. Stackpole	2009—2011
Michael L. Swift	2011—2013
A. Royall Whitaker	2013—2015

* Deceased

Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

In Memoriam

Miss Margaret B. Adams
Lyda Adams (Mrs. Mark H.)
Louise Alessi (Mrs. Silvio A.)
Miss Edna C. Beneze
Mr. Harry F. Borleis
William E. Brooke, Esq.
Marguerite Brown (Mrs. Ernest H.)
Mrs. William Burr
Louise (Dixie) Caples (Mrs. D. Dalmas)
Edward N. Chandler
Jeanette Collins (Mrs. William F.)
Mr. Joseph V. Corasaniti
Mary Ruth Dowling (Mrs. Marshall)
Lucy Edwards (Mrs. Norman J.)
Georgia Evans (Mrs. William J.)
William J. Evans, Esq.
Edna Ewing (Mrs. Cecil E.)
Rosalie Y. Figge
Beatrice Francis (Mrs. John P., Sr.)
Susan S. Jones
Dr. Florence P. Kendall
Dr. Albert E. Goldstein
Elsie M. Goldstein (Mrs. Albert E.)
Margaret (Peg) Gompf
Mrs. William Goodman
Mabel Herche (Mrs. Harry O.)
Marie Hook (Mrs. Ernest)
Gertrude Hosmer (Mrs. Howard)
Beryl Kipp (Mrs. Frederick M.)
Mrs. Naomi Lawson
William F. Martin, Jr.
Winnifred Mason
Theodore Morton
Joseph Della Mea
Marian Mech (Mrs. Karl M.)
Janet Meyers (Mrs. Theodore T.)
Jean Paul (Mrs. Joseph B.)
Dorothy Potter (Mrs. Hugh M.)
Grace Sisson
Rachel Skutch (Mrs. Robert L.)
Dorothy Sorgen (Mrs. Victor I.)
Margaret C. Spring (Mrs. Theron H.)
Margaret T. Steele
Edith Scales Stidman
Mr. John R. Stipp
Evelyn Tennyson
Ruth Towler (Mrs. Elwood)
Margaret W. Wheelock (Mrs. Carl W.)
Sarah Whitehurst (Mrs. John L.)
Mrs. Merle G. Young

Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

MAP Members

Ackers-McGiver, Dr. Rose.....MAL
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Baltimore, MD 21218-1848.....410-366-6143

Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

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Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

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7 Snowmound Court..... amendment19@yahoo.com
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Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

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Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

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Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

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Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

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Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

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Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

MAP Members

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Wallace, Claudia L.....MAL
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Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

MAP Members

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Draft Directory

Teachers, Workshop Leaders, & Speakers

The following listing of Parliamentary Procedure teachers, speakers, and workshop leaders is intended for the convenience of the MAP membership, primarily as a referral source when MAP members are asked how an individual might systematically learn more about the subject or an association might obtain guidance to help them with their meetings. The list is drawn from MAP members who have stated that they offer such services for a fee, or pro-bono as the case may be, within and adjacent to Maryland. It does not represent an endorsement of any person. Other benefits of the listing would include membership recruitment of students and exposure of professional parliamentarians to possible employment opportunities.

- “Teachers” are those who routinely teach multi-session classes in parliamentary procedure intended to create more parliamentarians or instill in the students a thorough basis in the parliamentary field.
 - “Workshop Leaders” are those who offer seminars or workshops of approximately one day’s duration intended as quick surveys of parliamentary procedure for the enlightenment of association members and leaders who do not want to become parliamentarians but want to get through meetings relatively painlessly.
 - “Speakers” are those who, as guest speakers, address associations for up to an hour or so on parliamentary procedures in general or on specific parliamentary topics of interest.
1. John D. Stackpole PRP, CPP — Workshop Leader, Speaker
 2. Carl S. Silverman PRP — Speaker
 3. Michael L. Swift PRP, CPP-T — Teacher, Workshop Leader, Speaker

Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

Member Designation

- RP = Registered Parliamentarian
- PRP = Professional Registered Parliamentarian
- RRP = Retired Registered Parliamentarian
- A = Affiliate in either MAP or a Unit (or both)

Unit Designation

- MAL = Member at Large
- MLU = Maryland Lawyers Unit
- MSUU = Morgan State University Unit
- MWWU = Margaret W. Wheelock Unit
- ESSU = Edith S. Stidman Unit
- PGCU = Prince George's County Unit

Draft Directory

Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

Provisional Members in Units or At Large

Wales, Shirley ESSU
9805 Gunforge Road sswales9805@hotmail.com
Perry Hill, MD 21128-9515 410-256-5442

Draft Directory

Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

Maryland Lawyers Unit

Officers

President Paul M. Bessel
Vice-President Karen Herbert
Secretary Thomas J. Balch
Treasurer John D. Stackpole
Employer Identification Number (EIN) 431-51-6873

Members

Thomas J. Balch, Esq.
Paul M. Bessel
Barbara J. Braswell
Walter E. Carson, Esq.
Wanda Calvin-Claiborne
Ronald J. DuPart
Joseph H. Hairston, Esq.
Karen Herbert
Artisha R. Polk
Kwame O. Reed, Esq.
Henry M. Robert, III
Carl S. Silverman, LLC.
John D. Stackpole (A)
Colette C. Trohan
A. Royall Whitaker

Provisionals

Date of unit charter: 1989

Day and months unit meets: second Monday of September, November, January and March and the first Monday in June; luncheon meetings at various locations.

Officers elected: yearly in the Spring

Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

Morgan State University Unit

Officers

PresidentLaura M. Knight
Vice President Dolores B. Taylor
Secretary vacant
TreasurerEdward Hunt M.D.
Employer Identification Number (EIN)43-1542603

Members

Rev. Clayborne Black
Edward Hunt, MD
Laura M. Knight
Joseph T. Landers, III
Raymona Robinson
Dr. Ronnie Ursine

Provisionals

Date of unit charter: 1990

Day and months unit meets: first Saturday, 9:30 a.m., September, November, January, March, and May.

Location: 3812 Greenmont Avenue, Baltimore, MD 21218-1848

Officers elected Annually in May (odd years)

Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

Edith S. Stidman Unit

Officers

President Georeg T. Sparks
Vice President
Recording Secretary Lorethea C. Fields
Corresponding Secretary..... vacant
Treasurer George T. Sparks
Employer Identification Number (EIN) 52-1349995

Members

June R. Brown
Loreathea C. Fields
Charlotte Hardnett
Barbara Scherlis
George T. Sparks, Jr.
Evelyn K. Weicker

Provisional

Shirley Wales

Date of unit charter: 1981

Days and months unit meets: fourth Monday; monthly, September through May; 1:00 p.m., at the homes of various members.

Officers elected: Annually in May

Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

Margaret W. Wheelock Unit

Officers

President vacant
Vice-President vacant
Recording Secretary “Circulating Members”
Corresponding Secretary vacant
Treasurer LaVerne M. Grove
Employer Identification Number (EIN) 237-05-5082

Members

LaVerne M. Grove
Michael L. Swift

Provisional

Date of unit charter: 1962

Days and months unit meets: fourth Wednesday; September, October, January, February, March, April, and May; 10:30 AM, in the homes of members or at designated places.

Officers elected: Annually in May

Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

Prince George's County Unit

Officers

President Lorraine W. Johnson
Vice-President Deatrice S. Besong
Recording Secretary Stephanie A. Beatty
Corresponding Secretary.....
Treasurer Barbara H. Elzey
Immediate Past President Dacia F. Robertson
Employer Identification Number (EIN)

Members

Barbara Elzey
Dacia F. Robertson
Deatrice Besong
John F. Tatum (A)
Stephanie A. Beatty

Provisional

Date of unit charter: 2013

Draft Directory

Maryland Association of Parliamentarians, Inc.
2013 – 2015 Membership Directory

Members-at-Large

Ackers-McGiver, Dr. Rose
Akers Jr., Joseph C
Alfred Candi R.
Beatty, Stephanie A
Besong, Deatrice S.
Bittner, PRP, Mary Ellen
Burt, Patricia E.
Cox, Carolle M.
Cronin, Barbara S.
Curry, Yvonne D.
Daniel, Lisa Valerie
DeVries, Linda
Edwards, Willarda
Ertel, John P.
Frye, Stephanie
Gray, PRP, Mary Jean
Greene, Jean A.
Haines, Angeline F.
Harman, Amy L.
Jacobs, Carol L.
Johnson, Janet T.
Johnson, Lorraine

Makinen, Mary Lee
McGlotten, Robert
McNamara, Rebecca M.
Michener, PRP, John H., Esq.
Neil, Mary Jo S.
Nelson, Wanda L.
Nolte, Susan K.
Ohlhoff, Ernest L
Perkins, Margaret Smith
Pillote, Barbara
Reese, Janza L.
Reeves, James D.
Riddle-Fletcher, Alison P.
Roberts, Nadine L.
Sims, Wanda
Smallwood, Dr. Linda A.
Taylors, Dolores B.
Tillery, Loretta
Tunstall, Betty
Wallace, Claudia L.
Washington-Batts, LaShaun
Weinstock, Robert
Wilson, Deborah S.

Maryland Association of Parliamentarians, Inc.
Governing Document History

Organized - October 29, 1962

Chartered - November 30, 1962

Incorporated - December 11, 1964

Bylaws

Revised - November, 1970
Amended - November, 1976
Amended - November, 1979
Amended - November, 1982
Amended - November, 1985
Amended - November, 1987
Amended - November, 1988
Amended - November, 1989
Amended - November, 1990
Amended - November, 1991
Amended - November, 1992
Amended - November, 1993
Amended - November, 1995
Amended - November, 1996
Amended - November, 2000
Amended - November, 2011
Revised - November, 2014
Amended - November 2015

Maryland Association of Parliamentarians, Inc.
Articles of Incorporation

FIRST: WE, THE UNDERSIGNED, Margaret W. Wheelock (Mrs. Carl W.), whose post office address is 105 Saint Dunstons Road, Baltimore, Maryland 21212; Margaret L. C. Spring (Mrs. Theron II.), whose post office address is 403 Oak Forest Avenue, Baltimore, Maryland 21228; and William J. Evans, whose post office address is 741 East Lake Avenue, Baltimore, Maryland 21212; each being at least twenty-one years of age, do hereby associate ourselves as incorporators with the intention of forming a charitable and educational corporation under and by virtue of the general, non-stock, non-profit corporation laws of the State of Maryland.

SECOND: The name of this corporation (hereinafter called the corporation) is MARYLAND ASSOCIATION OF PARLIAMENTARIANS, INCORPORATED.

THIRD: The purposes for which the corporation is formed are as follows:

- (a) To bring into closer cooperation the units of the National Association of Parliamentarians in the State of Maryland, to promote the practices of parliamentary procedure, to promote the objects of the National Association of Parliamentarians, and to adhere to the ethics of that organization.
- (b) To exercise generally all of the powers, or any of them, from time to time granted to corporations of its class by the laws of the State of Maryland.
- (c) The corporation is organized exclusively for charitable and educational purposes consistent with the provisions of this Article Third including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under §501(c)(3) of the Internal Revenue Code of 1954, as amended (or the corresponding provision or any future United States Internal Revenue Law.)
- (d) No part of the net excess of income over expenses of the corporation shall inure to the benefit of, or be distributed to, its members, officers, directors, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance or the purposes set forth in this Article Third. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office. Notwithstanding any other provision of these Articles of Incorporation the corporation shall not carry on any other activities not permitted to be carried on (i) by a corporation exempt from Federal income tax under §501(c)(3) of the Internal Revenue Code of 1954, as amended (or the corresponding provision of any future United States Internal Revenue Law) or (ii) by a corporation, contributions to which are deductible under §170(c)(2) of the Internal Revenue Code of 1954, as amended (or the corresponding provision of any future United States Internal Revenue Law).

FOURTH: The post office address of the principal office of the corporation in this state is 3813 Juniper Road. Baltimore. Maryland 21218. The name and post office address of the resident agent of the corporation in this state is William J. Evans, 3813 Juniper Road. Baltimore. Maryland 21218. Said resident agent is a citizen of this state and actually resides herein.

Maryland Association of Parliamentarians, Inc.
Articles of Incorporation

FIFTH: Qualifications for membership shall be as provided in the bylaws. The corporation is not authorized to issue capital stock.

SIXTH: The officers of the corporation shall be as provided in the bylaws.

SEVENTH: The number of directors of the corporation shall be thirteen, which number may be increased or decreased pursuant to the bylaws of the corporation, but there shall never be less than three such directors. The directors shall be selected as provided in the bylaws of the corporation.

The names of the directors who shall act as such until their successors are selected and qualify are: Mrs. Charles O. Middlekauf, Mrs. Theron H. Spring, Mrs. Harry J. O'Neill, Dr. Albert E. Goldstein, Mrs. James W. Douthat, Mrs. J. Russell Buell, Miss Cleonice Tavani, Mrs. Martin A. Mason, Mrs. L. George Larsen, Mrs. Charles T. McDonald, Mrs. H. Melvin Radman, Mrs. William Bowie, and Mrs. James W. O'Gorman.

EIGHTH: Upon the dissolution of the corporation, the board of directors shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation by transferring the same to the National Association of Parliamentarians, a corporation of the State of Missouri, organized and operated exclusively for charitable and educational purposes, provided it shall at the time qualify as an exempt organization under §501(c)(3) of the Internal Revenue Code of 1954, as amended (or corresponding provision of any future United States Internal Revenue Law). Any such assets not so disposed of shall be disposed of by the Circuit Court of the county or Baltimore City in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as such Court shall determine, which are organized and operated exclusively for such purposes.

NINTH: The charter of the corporation may be amended by a three-fourths vote at any convention of the corporation convened as prescribed in the bylaws of the corporation provided that such amendment has been approved previously by the board of directors and notice of the amendment has been given in the same manner as that provided in the bylaws for the amendment of the bylaws.

TENTH: The duration of the corporation shall be perpetual.

IN WITNESS WHEREOF, we have signed these Articles of Incorporation this 9th day of December, 1964.

WITNESS: /s/ Ellen E. Gifford /s/ Margaret W. Wheelock (Mrs. Carl W. Wheelock)
/s/ Ellen E. Gifford /s/ Margaret L. C. Spring (Mrs. Theron H. Spring) /s/ William J. Evans
William J. Evans

STATE OF MARYLAND, CITY OF BALTIMORE, TO

WIT:

I HEREBY CERTIFY that this 9th day of December, 1964, before me, the Subscriber, a Notary Public of the State of Maryland, City of Baltimore, personally appeared Margaret W.

Wheelock (Mrs. Carl W.), Margaret L. C. Spring (Mrs. Theron H.), and William J. Evans and severally acknowledged the foregoing Articles of Incorporation to be their act.

WITNESS my hand and Notary Seal, the day and year last above- written.

/s/ Ellen E. Gifford /s/ Ellen E. Gifford Notary Public

My Commission Expires: May 3, 1965

[Notary Public Seat of Ellen E. Gifford, Baltimore, Md.]

The MAP IRS Employee Identification Number (EIN) is 237-05-5083

Maryland Association of Parliamentarians, Inc.
Bylaws

Article I Membership

- §1 Membership in the Association shall be open to all NAP members.
- §2 Unit members of the Association shall be those NAP members designated as members of units. Members-At-Large in the Association shall be those NAP members who do not belong to a unit.
- §3 A member of the Association may be a member of more than one unit but shall be listed in only one unit for purposes of payment of State dues and shall be designated as an active member of such unit. In other units in which the individual holds membership, the member shall be designated as an affiliate member.
- §4 Annual dues, payable January 1, shall be set by the Association, the Board of Directors, or the Executive Committee. Any member of the Association whose dues are not paid by February 1 shall be in arrears and shall be so notified by the Treasurer; any member whose dues are not paid by March 1 shall be dropped from membership.
- §5 Members shall make payment of the annual dues payable to the Association, either through NAP or directly to the Association, in accordance with procedures established by NAP.
- §6 Each unit shall remit to the Treasurer of the Association \$2.00 for each Provisional Member in the unit together with the Provisional Member's full name, current address, and telephone number.
- §7 The fiscal year shall be from December 1 through November 30.
- §8 Honorary Membership. To qualify for honorary membership, an individual shall be a non-member of MAP who has given exceptional service to MAP or who has added distinction to the parliamentary profession. An individual shall be granted honorary membership by a two-thirds vote at the Annual Meeting upon recommendation by the Board of Directors. Honorary members may attend meetings and speak in debate, but shall not pay dues, nor shall they have any of the other obligations, rights, or privileges of membership.

Article II Constituent Units

- §1 Constituent units of this Association shall be the NAP chartered units within Maryland.
- §2 The secretary of each new unit shall send the names, addresses, and telephone numbers of the active members, a list of the officers, the date of the charter, and a copy of the bylaws, to the Association secretary upon receipt of the unit charter from NAP. When unit bylaws are amended, an updated copy shall be sent to the Association secretary and to NAP.

Article III Officers

- §1 The officers of the Association shall be a President, a Vice President, a Secretary, a Treasurer, and two Directors.

Maryland Association of Parliamentarians, Inc.
Bylaws

- §2 In the even numbered years, a Nominating Committee of two members shall be elected by the Board of Directors. No unit shall be represented by more than one member of the Nominating Committee. Affiliate members may not represent units on the Nominating Committee.
- §3 It shall be the duty of the Nominating Committee to nominate candidates for the elected offices to be filled at the Annual Meeting held in the odd numbered years.
- §4 All officers shall be members of the National Association of Parliamentarians.
- §5 The officers shall be elected by ballot unless there is only one candidate for an office, in which case election for that office may be by voice vote. The terms of office shall begin at the close of the Annual Meeting at which elections take place and shall be for two years, or until their successors are elected.
- §6 A vacancy occurring in an elected office shall be filled for the unexpired term by the Executive Committee. Without previous notice of the election, an affirmative vote of a majority of the entire Executive Committee shall be required.

Article IV Duties of Officers

- §1 The President shall preside at all meetings of the Association, the Board of Directors, and the Executive Committee; appoint a Parliamentarian; appoint the chairs of committees; serve ex officio as a member of all committees except the Nominating Committee, sign checks if the Treasurer is absent or unable to serve; and perform such other duties incident to the office as are prescribed in the parliamentary authority.
- §2 The Vice President shall be an aide to the President; in the temporary absence of the President, perform the duties of that office; in the case of permanent disability, resignation, or death of the President, succeed to that office for the unexpired term; make arrangements for the meetings of the Board of Directors with the approval of the President; and perform such other duties incident to the office as are prescribed in the parliamentary authority.
- §3 The Secretary shall perform the duties prescribed by these bylaws, by the standing rules adopted by the Association and the Board of Directors, and by the parliamentary authority adopted by the Association. In addition the Secretary shall send to the Executive Director of NAP and the District Director of District Two the list of new and re-elected officers of the Association and their addresses immediately following their election.

Maryland Association of Parliamentarians, Inc.
Bylaws

- §4 The Treasurer shall receive and have custody of all funds of the Association; deposit all funds in such bank or banks as are authorized by the Board of Directors; keep an itemized account of receipts and disbursements; send statements of dues and collect the same as provided in these bylaws; notify NAP Headquarters, by October 1 of each year, of the amount of the Association's dues payable by all membership classifications; notify members delinquent in the payment of dues; keep an up-to-date roll of members in good standing, supplying copies thereof as required to the President, the Secretary and the Directory chairman, disburse funds, not in excess of the amounts listed in each category of the budget; and perform such other duties incident to the office as are prescribed in the parliamentary authority.
- §5 The Directors shall sit as members of the Board of Directors; may be appointed to serve as chairmen of standing committees; and shall perform such other duties incident to the office as are prescribed in the parliamentary authority.

Article V Membership Meetings

- §1 The Annual Meeting shall be held in Autumn, on a date and at a time and in a place determined by the Board of Directors or the President and the Chair of the Annual Meetings Committee. The call to the Annual Meeting shall be sent to all members of the Association by the Secretary, by postal mail or email for those who agree to receive notice in that manner, at least thirty days before the Annual Meeting.
- §2 The voting members of the Annual Meeting shall be all members of MAP in attendance.
- §3 The Annual Meeting shall be open to all MAP members, Provisional Members of units, and visitors. The privilege of making motions, debating, and voting shall be limited to the voting members. A voting member shall have but one vote.
- §4 The Annual Meeting in even-numbered years shall elect the delegates and the alternates of the Association to the convention of the National Association of Parliamentarians. The MAP President and Vice President shall be delegates to the NAP convention. Separate elections by plurality vote shall be conducted to select the following:
- (a) Two delegates from among the unit members.
 - (b) Two alternates from among the unit members, plus an alternate for the Vice President.
 - (c) One delegate for each five members-at-large.
 - (d) One alternate for each five members-at-large.
- §5 Election shall be by ballot, except that, in cases where there are no more candidates than there are positions to be filled, balloting may be dispensed with. A vacancy among the delegates shall be filled by the President from among the available alternates. A vacancy among the alternates shall be filled by the President.
- §6 A quorum shall be seven members.

Maryland Association of Parliamentarians, Inc.
Bylaws

- §7 Special meetings of the members may be called by the President and shall be called if requested by seven or more members.

Article VI Board of Directors

- §1 The officers, the immediate past president, and the President (or, in his absence, the Vice President) of each unit shall constitute the Board of Directors.
- §2 The Board of Directors shall have full power and authority over the affairs of the Association during the interim between Annual Meetings, except that of modifying any action taken by an Annual Meeting other than amendments to the budget. It shall make an annual report to the Annual Meeting.
- §3 With reasonable notice, meetings of the Board of Directors shall be held at the call of the President. Special meetings shall be called by the President at the request of five members of the Board.
- §4 Five members of the Board of Directors shall constitute a quorum.

Article VII Executive Committee

- §1 The officers except the Directors shall constitute the Executive Committee.
- §2 The Executive Committee shall be responsible for the transaction of necessary business between meetings of the Board of Directors. It shall make a complete report at each meeting of the Board of Directors.
- §3 The Executive Committee shall meet at the call of the President or upon the request of two of its members. When a meeting cannot be held to take action on a matter requiring prompt decision, a vote by telephone or other electronic means, confirmed in writing, may be taken at the discretion of the President.

Article VIII Committees

The President or the Board of Directors may establish committees as necessary, and appoint their Chairs, and the Chairs shall appoint the other members of their committees. The President shall be ex officio a member of all committees except the Nominating Committee.

Article IX Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

Article X Amendment of Bylaws

These bylaws may be amended at any Membership Meeting, by a two-thirds vote, provided that the members have received at least 30 days notice of the proposed amendment(s)

End bylaws as revised November 15, 2014

Maryland Association of Parliamentarians
Standing Rules

1. A copy of the Current edition of *Robert's Rules of Order Newly Revised* or other work on parliamentary procedure approved by NAP for study and reference shall be placed in an appropriate library in memory of any MAP past president or any member who dies while serving on the Board of Directors of the State Association.
2. The Parliamentarian shall attend all meetings of the Association and the Board of Directors, attend meetings of the Executive Committee when requested, advise the President and members upon request, and perform such other duties incident to the office as are prescribed in the parliamentary authority.
3. The *MACE*
 - (a) The Editor of the *MACE* may appoint an assistant.
 - (b) The number of issues of the *MACE* shall be determined by the President and the Editor, with a minimum of one and a maximum of four issues per year.
 - (c) The content and format of the *MACE* shall be determined by the Editor.
 - (d) One copy of each issue of the *MACE* shall be sent to each member and each unit Provisional Member.
4. The Historian shall be responsible for keeping the chronological history of the State Association.
5. The Publicity chairman shall be responsible for sending in press notices, contacting television and radio stations for notices, and collecting published articles for the state publicity book. A copy of publicity material prepared by units shall be sent to the Publicity chairman, who shall forward a copy to the chairman of the public relations committee of NAP.
6. The Directory chairman shall be responsible for obtaining information for the directory from the President, units, and members-at-large; compiling, printing, and distributing the books to all members, members-at-large, unit Provisional, NAP headquarters, the National President, District Director, and the NAP Membership chairman.
7. Each unit treasurer shall furnish a list of officers, members, addresses, and meeting dates to the MAP Treasurer and the MAP Directory chairman at the MAP Annual Meeting in the election year.
8. The Treasurer shall keep a separate accounting of funds from the estate of Margaret W. Wheelock, together with all memorial gifts contributed in her name and the income earned by these monies and designate them as the Margaret W. Wheelock Fund. All fund income and disbursements shall be listed separately in the Treasurer's accounts and reports.

Draft Directory

Draft Directory

Inside Back Cover

Draft Directory

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