

# NAP District 8 Conference

## Educational Workshops

### June 18, 2023

*[all times listed are Hawai'i Standard Time]*

There are five educational workshops! Moderators listed will introduce each speaker and monitor the Chat for questions to be answered near the end of each workshop.



#### **Workshop 1 Quorum Quandaries by Adam Hathaway, PRP**

Sunday June 18 from 9:00 am to 9:55 am.

Josette Kawana, Moderator

An organization is only as effective as its ability to meet and to adequately represent the interests of its membership. RONR defines quorum as "The minimum number of members who must be present at the meetings of a deliberative assembly for business to be validly transacted." An understanding of the intricacies surrounding the creation and calculation of quorum requirements is critical to a society's ability to conduct business in a proportionally representative fashion. Attendees will be introduced to the intricacies of quorum requirements, quorum quirks and best practices for electronic meetings and including quorum requirements in bylaws.

Adam Hathaway, Professional Registered Parliamentarian, is proud to be a member of the National Association of Parliamentarians since 2006 and currently serves as a Director-at-Large. He is the Parliamentarian, as well as Immediate Past President, of the New Mexico State Association of Parliamentarians and is a past president of the Albuquerque Parliamentarian Unit. Adam holds a Master's Degree in Public Administration and a Bachelor's Degree in Organizational Communication. He teaches leadership and parliamentary procedure classes at the international, national, state and local levels, both in person and virtually. Adam's parliamentary clients include non-profit organizations; government agencies, boards and committees; and a federal credit union.

#### **Workshop 2 Script Writing by Rachel Glanstein, PRP**

Sunday June 18 from 10:15 am to 11:15 am.

John Brewer, Moderator

Script writing is a helpful skill that can serve different purposes. When you have to preside over a meeting, or advise someone else in the chair, it helps to have a script. Knowing what to say ahead of time is a key to a successful meeting. In that same fashion, scripts can be used for your own personal or volunteer meetings, in addition to client or workplace environments. Scripts can also assist in teaching different motions because they require participants to practice while taking away the scary part – not knowing the correct language. The more fun you can make a teaching script, the better the retention is on the part of the attendees.



Rachel Mahealani Glanstein is one of the few Professional Registered Parliamentarians in the State of Hawai'i. She has been a member of the National Association of Parliamentarians since 1999 and has served as either a parliamentarian or a professional presiding officer at over 850 meetings since 2004. Her parliamentary specialty is in the area of condominium and community associations. She has also consulted with various law firms, providing them with parliamentary terminology to protect their client's procedural rights as well as to ensure that meetings are conducted fairly. She is experienced in teaching parliamentary procedure. Rachel has served in every office of the Hawai'i State Association of Parliamentarians, and of two parliamentary units in the state (Aloha-'Ohana Parliamentary Unit of Hawai'i, the largest parliamentary unit in the state and one of the largest parliamentary units in the country, and the Pono Unit of Parliamentarians). She is currently the chair of the Parliamentary Research Committee, which publishes general parliamentary questions and answers for parliamentarians in the quarterly publication, *The National Parliamentarian*.



**Workshop 3 Management and Avoidance of Disorder (M.A.D.) by Steve Glanstein, PRP**

Sunday June 18 from 11:30 am to 12:30 pm.

Rich Halverson, Moderator

Management and avoidance of disorder have become increasingly important skills in today's troubled world. Parliamentarians and presiding officers need to have some basic skills to reduce the opportunity for and damage by disorder at a meeting. This presentation will provide assistance for managing disorder as well as information for enhanced management using the Zoom meeting platform.

A Professional Registered Parliamentarian since 1984, Steve Glanstein is the longest practicing professional parliamentarian in Hawai'i and was the founder and first president of Aloha-'Ohana Parliamentary Unit of Hawai'i. He is a former president of the Hawai'i State Association of Parliamentarians, District Director, NAP Board member and Treasurer. He regularly teaches certification modules for NAP's RP and PRP candidates. Since 1985, he has served more than 2000 meetings, including condominium associations, timesharing organizations, and numerous professional associations. Though not a lawyer, his testimony is highly valued and respected by Hawai'i State legislators, and he is often called upon to testify as an expert witness in judicial proceedings.

*Reminder: all times listed are Hawai'i Standard Time*

**Workshop 4 Executive Session by Rule, Custom, or Motion  
by William J. Puette, PRP**

Sunday June 18 from 12:45 pm to 1:45 pm.

Josette Kawana, Moderator

This workshop will review the procedures in RONR relating to Executive Session and consider the different ways and sample scripts by which an assembly can go into and out of executive session as well as the common use and content of executive sessions, focusing particularly on what is not specified in RONR.



Dr. Puette has been a Professional Registered Parliamentarian since 2009 and an AIP Certified Parliamentarian since 2009 as well. He is a former President of the Hawai‘i State Association of Parliamentarians and its current Treasurer. As senior faculty at the University of Hawai‘i - West O‘ahu, he regularly teaches a (12-hour) non-credit Parliamentary Procedure course for which the university awards Continuing Education Units. His parliamentary clients include labor organizations, political parties, churches, government agencies, and professional societies. co-author of the *Nā Lula Hālāwai* (HSAP's parliamentary guide to conducting meetings in Hawaiian). Over the years he has presented workshops at state, district, and national educational conferences and is the author of various articles published in the *National Parliamentarian*.



**Workshop #5: The Job of the Parliamentarian by Mike Peck, PRP**

Sunday June 18 from 2:00 pm to 3:00 pm.

John Brewer, Moderator

What is a parliamentarian and what is the function of a professional parliamentarian at a meeting.

Mike Peck has been a member of the National Association of Parliamentarians since 1978 and a Professional Registered Parliamentarian since 1991. He is currently serving his second term as NAP's Director of District 8. He is a former president of the Arizona State Association of Parliamentarians, and has served in officer positions in several Arizona units, as well as units in Michigan and Nevada. In addition, he is CEO of M&M Consulting & Training, LLC, an Associate Broker with RE/MAX Alliance Group. He also teaches real estate through MPRES.

Reminder: *all times listed are Hawai‘i Standard Time*