

Ohio Municipal Clerks Association

National Association of Parliamentarian (NAP) Membership Examination Instructions Robert's Rules of Order Newly Revised (RONR) June 2018

The NAP membership exam will be offered at the conclusion of the September 26, 2018, OMCA One-Day Academy titled, "Understanding Robert's Rules of Order – More Than Just The Basics!"

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There are 100 study questions based on RONR *In Brief*. There will be 40 exam questions taken straight from the study questions; there are no surprises. The purchase of RONR *In Brief* (2nd edition) is highly suggested. Some of the topics will be covered during the Academy session, but the session is not being held for the purpose of preparing applicants for the exam. Applicants MUST study on their own.

REQUIRED Examination Fees

- NAP Membership - (consult application for prorated amount)
- Ohio Association of Parliamentarians (OAP) Membership/ (MAL) = \$15.00

APPLICANTS MUST SUBMIT THEIR NAP MEMBERSHIP APPLICATION AND FEES TO THE NAP NO LESS THAN 30 DAYS PRIOR TO THE SEPTEMBER 26, 2018, OMCA ONE-DAY

ACADEMY. *If applications and payment have not been submitted prior to the day of the Academy, Proctor Koch is permitted to bring copies of the exam and distribute the application on exam day, provided the application is completed and returned to her, along with payment, prior to taking the exam. Proctor Koch will send the applications and payments she receives on Academy day to NAP. ALL hand-written tests she will send to the NAP Membership Examiners Committee.*

INSTRUCTIONS FOR OBTAINING THE NAP MEMBERSHIP APPLICATION AND STUDY QUESTIONS ONLINE

- Search Engine: nap membership application
- Select: National Association of Parliamentarians » How to Apply
- Read entire document
- Complete the application (Monitor Information is above)
- Download the NAP Membership Study Guide

APPLYING AND TAKING EXAMINATION ONLINE

Applicants who wish to take the exam online, on Academy day, must complete their NAP membership application online and bring their computer to the exam. Before exam day, the NAP will send Proctor Koch a list of access codes for applicants who registered online. The code will be required to take the test online.

APPLYING ONLINE AND TAKING HANDWRITTEN EXAMINATION

Applicants who apply online, but wish to take the hand-written examination, do not have to bring their computer to the exam.

For more information contact LaVette Hennigan, MMC, Clerk of Council, City of Ashtabula, (440) 992.7119 or lhennigan@ashtabulacity.com