



# NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

## MEMBERSHIP APPLICATION PROCESS

1. Please complete the application (reverse side). Send application with a check or VISA/MasterCard/Discover number for NAP dues, \$75 (U.S. funds) **plus Association dues**, (see amount in cover letter or website) and mail to:  
**National Association of Parliamentarians®**  
**213 South Main Street**  
**Independence, MO 64050-3808**  
Application may be faxed to 816.833.3893 if debit/credit card number is provided.
2. Full-time students qualify for 50% reduction in NAP dues.
3. A membership exam or web access\* will be sent to the designated monitor by the NAP Membership Examiners Committee. Most applicants complete the examination in 20 to 45 minutes. The exam is a total of 100 questions including matching, multiple choice, and true-false questions.
4. The monitor will contact and arrange with the applicant a convenient time and location for the examination.
5. The monitor shall mail the completed paper examination to the Membership Examiners Committee Chairman or committee member designee within three days, preferably the same day.
6. An administrative fee of \$25.00 (\$12.50 for full-time students) will be retained for an examination score below 70 percent or for an examination not taken within thirty (30) days of scheduled examination date.
7. Applicants passing the examination between August 1 and December 31 shall have NAP dues applied in full to the next calendar year.

## **PREPARATION FOR THE EXAMINATION**

All examination questions are based on the current edition of *Robert's Rules of Order Newly Revised*. The format is objective, including multiple choice, true-false, and matching items. To become a member, the applicant must achieve a score of at least 70 percent and have paid required dues.

The examination covers the basics of parliamentary procedure and will usually include at least the following: the precedence of motions, the articles of bylaws, the order of business, the steps of making a motion, and the vote required for ranking motions.

A bank of 300 questions, from which the examination is compiled, is available from NAP Headquarters for \$5 plus \$3.00 for postage and handling. See address in instruction one above. The study questions may also be downloaded from the NAP Web site: <http://parliamentarians.org/getdocument.php?id=33>. Online practice tests available at <http://300questions.org/>

PLEASE ALLOW **30 DAYS** FOR RECEIPT OF THE EXAMINATION  
AFTER THE APPLICATION HAS BEEN MAILED.

\*Web access consists of the URL (web address) and applicant's username and password for the online examination.