



**MAYOR AND COUNCIL COMMUNICATION**

DATE: 11/4/15  
**REGULAR**  
ITEM #: 17  
**MOTION**

**AGENDA ITEM:** Parliamentary discussion  
**SUBMITTED BY:** Clark Schroeder  
**THROUGH:** Clark Schroeder  
**REVIEWED BY:** **Clark Schroeder**

---

**SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item.....Staff
- Report/Presentation .....Staff
- Questions from Council to Staff..... Mayor Facilitates
- Public Input, if Appropriate..... Mayor Facilitates
- Call for Motion..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion ..... Mayor Facilitates

**PUBLIC POLICY STATEMENT *NO POLICY BEING SET***

**SUMMARY AND ACTION REQUESTED:**

A request was made to research if professional parliamentarians would be available to help guide the Lake Elmo city council meetings.

The League of Minnesota Cities have not gotten back to the Administrator with anyone as of Friday afternoon, they may come back with a recommendation at a later date.

The National Association of Parliamentarians lists a just a few people that list themselves as a parliamentarian ( see the below list). There was small group (5) persons that had meetings about parliamentary procedures in 2014 but have since disbanded. The University of Minnesota used to have a student organization for parliamentarians but have since disbanded. FFA has a presence in this field, training new leaders for our communities, they may have instructors who might be willing to help guide our meetings.

**BACKGROUND AND STAFF REPORT:**

Council can decide to direct the Administrator to hire a parliamentarian for meetings if they so desire. Council could also direct the administrator to vet out prospects and present to the council for interview.



## Ms. Ginny (Virginia) Altman

Professional Registered Parliamentarian  
National Association of Parliamentarians

### Work


771 Gramsie Road  
Shoreview MN 55126  
United States

**Work Phone:** 651 481 0704

**Cell Phone:** 651 592 0704

**Work Email:** [ginialtman@aol.com](mailto:ginialtman@aol.com)

[Close Bio](#)

[Show Map](#) | 

### Biography

I became interested in gaining a knowledge of parliamentary procedure when serving as an officer of a National Dog Club in 1998 and took my first course in parliamentary procedure at the U of Wisconsin, Madison. I also have a background in health care and have completed my MBA. I continued the interest in parliamentary procedure study and advanced through the courses to become a Professional Registered Parliamentarian in 2001. I currently serve National, Regional and State organizations as their Parliamentarian during their Biannual, Annual, and Quarterly meetings as well as writing opinions and assisting with Bylaws. I have worked with Condominium

Associations. I enjoy working with the Boards and membership of the various organizations that I serve. It is my custom to prepare in advance by reviewing the organizations rules, bylaws and overall objectives. I am agreeable to being available to the members for questions before and after the meeting. I strive, in advance, to gain an understanding of the issues and establish a mutually agreeable method of communication with the president to offer discreet assistance in parliamentary law during the meetings and conventions. I focus on the intent of the business at hand and avoiding difficulties that can arise, rather than citing minor deviations or precise language while the meeting is progressing to everyone's satisfaction.





## Mrs. Patricia Reymann

Professional Registered Parliamentarian


### Work

526 Chapel Lane  
St. Paul MN 55121  
USA

Work Phone: 651.454.4702

Work Email: [patreymann@comcast.net](mailto:patreymann@comcast.net)

[Close Bio](#)

[Show Map](#) | 

### Biography

As a Professional Registered Parliamentarian since 2002, I have served over two dozen local, national and international clients. Since teaching is my forte, I am able to explain the intricacies of Parliamentary Procedure in a way that is useful and understandable. Located in a suburb of St. Paul, I am close to the airport and the three largest cities in Minnesota. Whether as a consultant, teacher or meeting script-writer, I would be pleased to assist you and your organization with your parliamentary needs.





## Kevin D Wendt

PRP

Work

6232 5th Avenue South  
Richfield MN 55423

Cell Phone: 612-209-2022

Work Email: [info@kdwconsulting.com](mailto:info@kdwconsulting.com)

Personal Email: [wend0144@umn.edu](mailto:wend0144@umn.edu)



Website: [KDW Consulting](#)

[Close Bio](#)

[Show Map](#) |

### Biography

Kevin Wendt, PRP

Kevin Wendt is a Professional Registered Parliamentarian (PRP) with the Minnesota State Association of Parliamentarians. He joined the National Association of Parliamentarians in 2009 and became a PRP at the National Training Conference in St. Paul in 2010.

Kevin is Principal Instructor in the Web Programming and Database Development program at Dunwoody College of Technology in Minneapolis, MN. As the only full-time faculty in the program, he teaches in several topic areas, advises all students in the program, creates curriculum, schedules courses, coordinates adjunct faculty in the program, and acts as career liaison for the college. He was awarded the 2011 Outstanding Academic Innovation award for his contributions to the program, including setting up mock interviews for the students with technology recruiters working in the field.

Kevin works as an Amateur Softball Association (ASA) umpire for the Minneapolis Park & Rec Board, officiating at men's, women's, and co-ed adult softball league games from April through September each year. Over the coming Labor Day weekend, he will be working his second national championship tournament in Springfield, MO.

Kevin served as President for both the Minnesota State Association and his local unit, Northern Lights Parliamentarians, from May 2011 – May 2013. He is currently chairman of the Webinar Subcommittee, has served as Assistant Webmaster for NAP, as well as being a member of a few special committees at the national level. Kevin also served for two years as presiding officer of the student body legislature at the University of Minnesota, at the time, the 2<sup>nd</sup> largest undergraduate student body in the country. He spent over 6 years in student governance in various positions. Not wanting to lose the impact of the experience he had gained, he sought out a way to continue his involvement with RONR and found NAP.

In June 2012, Kevin began work on his Ph.D. in Computer Science at the University of Minnesota. He has enjoyed his courses in Advanced Algorithms and despised those in Data Mining. He has begun his research in the area of software engineering, hoping to complete his doctorate by researching the needs and best delivery methods for software engineering skill training in industry.

Kevin and Elizabeth were married on November 11<sup>th</sup> (11-11-11), and they live in Richfield, MN (just outside of Minneapolis), with their first child, Elliott, and puppy, Duncan.



## Ms Darleen A Harens

National Association of Parliamentarians

### Work

18790 Jordan Circle  
Lakeville Minnesota 55044  
USA

**Work Phone:** 952 435 6910

**Work Email:** [daharens@gmail.com](mailto:daharens@gmail.com)

[Show Map](#) | 