

AIP Communicator

September 2009



2009 Assembly Approves Bylaw Revision

Fifty-six members of the American Institute of Parliamentarians gathered in New Orleans to debate and decide on a revision of the organization's governing documents.

President James "Jim" Jones, CPP-T, presided over the event. Education programs were organized by Teresa Dean, CPP-T, Education Director.

The bylaws revision, as amended, was adopted by a vote of 35-7. Some of the key changes proposed and approved in the revised bylaws were:

- Elimination of AIP regions as of June 30, 2010.
- Making the -T designation a full certification under the control of the Accrediting Department.

- Anniversary billing of members. Current members will have dues billing dates of June 1. New members will be billed annually based on the date they join.

The assembly also adopted related provisos:

- Money budgeted for Regions is to be used for area seminars. (ed.: see page 8 for a full calendar of events.)
- The board of directors has been asked to review the concept of Regions and Chapters and their relationship with AIP. They are to bring a recommendation to the 2010 Annual Session.

(Continued on Page 4)

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PRESIDENT'S LETTER

READY, SET...

When I ran track in school, these words let the runners know that the race was about to begin. They filled us with anticipation as we waited for the gun to go off that would set us on our way. A similar feeling of anticipation has overtaken us in AIP. After a successful annual session we now wait with anticipation as we embark on a year that will be filled with exciting new opportunities for our membership.

Coming out of New Orleans with revised bylaws, a revamped strategic plan, and renewed enthusiasm from our membership, AIP is definitely ready to make the coming year another year of success and growth. The new look of this quarter's Communicator is just a small outward indicator of the changes happening in AIP. We will also be rolling out a different look for the Parliamentary Journal and the website. These changes reflect the continued improvement AIP is making in providing comprehensive useful information to our members.

Also, this year the education department will present a series of educational events across the United States and Canada. This is a key step in AIP carrying out its strategic mission. This eight-event

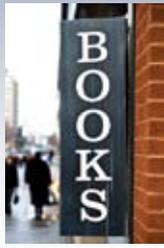
by JAMES "Jim" JONES, CPP-T



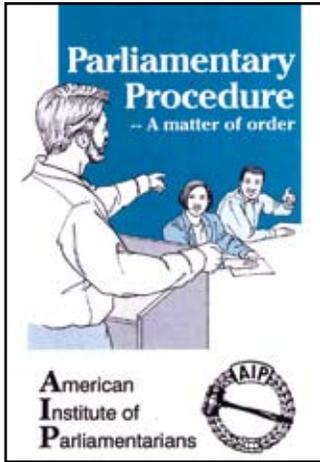
"road show" will reach out to both our members and the public and will be focused on meeting their needs. Each event will be based on a particular theme in order to maximize the learning opportunity.

Our member services committee has begun its "1K run" project looking to return AIP to the 1,000 membership level by next year. The first step in this process has been increasing our retention rate from past years. Through a letter and phone call campaign the committee has already passed its goals in this area, providing a good foundation to make the jump back to 1,000 members.

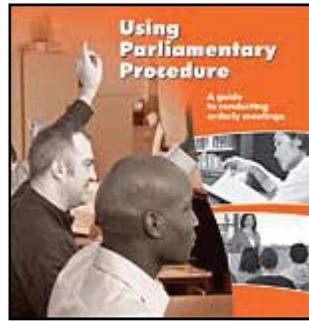
Find a way to participate in these exciting times. Grow with AIP. Get in wherever you fit in. AIP is back in the starting blocks. So—ready, set, GROW!



in the **BOOKSTORE**



Parliamentary Procedure, A matter of order
5 copies for \$10 each



Using Parliamentary Procedure
\$3.50 each

If you are an experienced teacher of parliamentary procedure, you have probably created your own materials to suit your teaching style.

But, if you're not so experienced, and you have been asked to do a quick, basic program on parliamentary procedure, why reinvent the wheel?

These two booklets (16 pages), provide, in easy-to-understand language, the basics of meeting procedures.

The easy-to-read text of each book covers everything from the standard order of business to the correct way to present motions, to proper voting procedures. Each book gives clear definitions of terms used in basic parliamentary procedure, and tips for having successful meetings.

Visit the AIP Bookstore at

<http://www.aipparl.org/bookstore.html>

AMERICAN INSTITUTE OF PARLIAMENTARIANS

550M Ritchie Highway, #271 • Severna Park, MD 21146
Tel: 888-664-0428 • www.AIPparl.org • aip@AIPparl.org

President

James "Jim" Jones, CPP-T

president@aipparl.org

Vice President

Mary Remson, CP

vpresident@aipparl.org

Secretary

Alison Wallis

secretary@aipparl.org

Treasurer

Rob James

treasurer@aipparl.org

Accrediting Director

Eugene Bierbaum, CPP-T

accrediting@aipparl.org

Education Director

Jeanette Williams, CP-T

education@aipparl.org

Parliamentarian

Jim Lochrie, CPP-T

parliamentarian@aipparl.org

Directors

Joseph H. Hairston Esq.

Director01@aipparl.org

Dollie McPartlin, CP-T

Director14@aipparl.org

Weldon Merritt, CP

Director15@aipparl.org

Mary Randolph, CPP-T

Director03@aipparl.org

Mark Schilansky CPP-T

Director08@aipparl.org

S. David Shapiro, CPP

Director02@aipparl.org

Mary D. Smith, CP

Director13@aipparl.org

John D. Stackpole, CPP

Director11@aipparl.org

COMMITTEE CHAIRMEN

Ethics

James Slaughter CPP-T

ethics@aipparl.org

Member Services

Darlene Allen

member@aipparl.org

Communications

Lorenzo Cuesta

relations@aipparl.org

Website

Bobby Allen

web@aipparl.org

Bylaws

Helen T. McFadden Esq.

Bylaws@aipparl.org

Finance

Rob James

Finance@aipparl.org

Opinions

Michael Malamut, CPP-T

opinions@aipparl.org

Scholarship

Mildred Johnson

scholarship@aipparl.org

OTHER COMMITTEES & OFFICIALS

Communicator Editor

Ann Warner, CPP

communicator@aipparl.org

Lucas Practicum

Dollie McPartlin, CP-T

LucasGC@aipparl.org

Canadian Workshop

Rob James

parliamentarian@aipparl.org

Webmaster

Paul McClintock, CPP

webeditor@aipparl.org

Parliamentary Journal Editor

Paul Lamb, CP-T

PJ@aipparl.org

Riddick Practicum

Marie Wilson CPP

RiddickGC@aipparl.org

Annual Session

Sadie P. Boles

annualsession@aipparl.org

Business Development Institute

Paul Krohne

presession@aipparl.org

29th California Memorial Practicum

“Nominations, Elections, and Methods of Voting”

January 28 - 30, 2010

Doubletree Hotel Ontario-Airport
Ontario, CA

Early registration until
December 1

\$450 (AIP members)

\$525 (non-members)

Register online at
www.aipparl.org/calendar.html

“**Nominations, Elections, and Methods of Voting**” is the theme of the 29th California Memorial Practicum, to be held at the Doubletree Hotel Ontario-Airport in Ontario, CA. We will start at 8 a.m. on Thursday and conclude with a banquet on Saturday evening.

Faculty Members:

- M. Eugene Bierbaum, PhD, CPP-T, PRP, Past president of the American Institute of Parliamentarians and current AIP Accrediting Director
- Jeanette N. Williams, CP-T, PRP
- Dollie McPartlin, CP-T, PRP, is General Coordinator and Ann Rempel, CPP-T, PRP, is Curriculum Director.

Registration information is at <http://www.aipparl.org/practicum/htm>. You can download a registration form or register online. Call AIP, **888.664.0428**, for additional registration assistance.

Early registration is \$450 for AIP members, \$525 for non-AIP members.

A better parliamentary training experience is not to be found!

Southern Workshop

“Meeting Management”

February 6, 2010

Alabama State University
Mobile, AL

Hotel accommodations
Drury Inn and Suites
334.272.1101, starting at \$89

Online information at
www.aipparl.org/calendar.html

“**Meeting Management**” is the topic of this year’s final first regional workshop, to be held in Montgomery, AL. The program will run from 9 a.m. - 4 p.m. at the Abernathy Hall on the Alabama State University campus.

Faculty Members:

- Jacob Gerber, CPP-T, PRP
- Mary Remson, CP, PRP
- Jim Jones, CPP, PRP, President of AIP

Hotel accommodations are at Drury Inn and Suites, 1124 Eastern Blvd., Montgomery, AL, 334.273.1101. Room rates start at \$89.

Registration information, as it becomes available, can be found at

<http://www.aipparl.org/calendar.html> or call AIP at **888.664.0428**.

The event is being hosted by the Xperte Chapter of the International Association of Administrative Professionals and the Alabama State University Chapter of Student Alabama Education Association.

Midwest Workshop

“Effective Boards”

March 6, 2010
Chicago, IL

Registration information will be
available at
www.aipparl.org/calendar.html
or the AIP office
888.664.0428

“**Effective Boards**” is the topic of our Midwest regional workshop in Chicago, IL. The program will run from 9 a.m. - 4:30 p.m.

Faculty Members:

- Darlene Allen, PRP

Registration information will be found at <http://www.aipparl.org/calendar/html> or through the AIP office at 888.664.0428 for additional registration assistance.

~Coming Up! 2010 Annual Session, Ontario, CA~
July 15 - 17, 2010 • Ontario Doubletree Hotel

The Assembly also elected new officers to serve one-year terms, and four board members to serve two-year terms.

Officers elected were:

- President~James Jones, CPP-T
- Vice-President~Mary Remson, CP
- Secretary~ Alison Wallis
- Treasurer~Rob James

Elected to the board were:

- Mary Randolph, CPP-T
- David S. Shapiro, CPP-T
- Joe Hairston
- Mark Schilansky, CPP-T

(See Page 2 for a complete listing of officers and board members)

Interspersed with the business sessions were

several education programs, coordinated by Teresa A. Dean, CPP-T, Education Director.

Thomas "Burke" Balch, a member of the authorship team of *Robert's Rules of Order, Newly Revised*, talked about the process and philosophy of the authorship team in making changes to the parliamentary authority.

There were workshops on *Meeting Manners*, by Dollie McPartlin, CP-T, PRP; *Preparing for Contentious Meetings* by Dana Dickson, Let's Go the Polls: *Nominations and Elections*, by Maurice Henderson, PRP; and *Rules of Order for Canadian Organizations*, by Tom Urbaniak, PhD.

Joy Myers, CPP-T, presented a workshop for designated teachers on Enhancing Your Teaching Effectiveness.

Nancy Sylvester, CPP-T, presented the Robert English Memorial Lecture on Thursday evening, speaking about the future of the parliamentary profession.

This was followed by an impromptu auction, led by first Fran Goddu and then Jim Lochrie, CPP-T. Autographed copies of several parliamentary authorities were auctioned off.

Connie Deford presented a Friday lunch program on Professional Parliamentarians.

Attendees had Friday evening off to enjoy the sights, sounds, and heat of New Orleans.

Dr. M. Eugene Bierbaum, CPP-T, conducted the installation ceremony on Saturday evening.

PRE-ANNUAL SESSION BOARD ACTIONS

JULY 28, 2009

- The minutes may indicate items such as reports as "archived" in lieu of "attached."
- Ratified the purchase of a video camera and audio speaker system.
- Authorized the president to approve an agreement with McGraw-Hill, the family of Alice Sturgis, and Ed Bliss that will provide at least fifty percent of royalties for AIP for any revisions of The Standard Code beginning with the fifth edition and waive any royalties for earlier editions.
- The nine or ten significant parliamentary books, as determined by the book disposal committee and currently in the box labeled zero (0), to be kept in a safe deposit box. The nineteen boxes of books to be disposed of no later than June 30, 2010.
- Approved the 2010 examination schedule (see calendar on page 8)
- Approved 2010 application deadlines (see calendar on page 8)
- Amended Board Policy 17.10 regarding the Teacher Course.
- Authorized a request for funding from the AIP Educational Foundation to commit the funds needed to relieve any deficit incurred for a class of as few as four students, the amount not to exceed \$2,105.00.
- Approved registration fees for Lucas Practicum.
- Approved a new board policy 11.01 authorizing the sale of directories in the AIP bookstore.
- To approve the AIP Policy and to submit the document to the AIP annual session for information with the proviso that Section IV-1.00, Section VI-1.00 and 1.03, Section VII, and the Conflict of Interest Statement will be coming back to the board for further amendment.
- Approved the Strategic Plan draft as a working document for presentation and report to the AIP annual session.

POST-ANNUAL SESSION BOARD ACTIONS

AUGUST 2, 2009

- Approved committee appointments (see list on page 2)
- Approved the appointment of Ron Avedisian as Assistant Accrediting Director and CPP Division Chair.
- Approved the policy that the board interpret passing grades for CP Exam and CPP Exam be expressed as a decimal and as a percentage.
- Elected Jeanette Williams as Education Director.
- Elected Ann Rempel to the Ethics committee.
- Elected Mary Randolph and John Stackpole as at-large members of the Executive Committee.
- Endorsed the president's goals for the upcoming year.
- Authorized sponsoring a self-supporting Canadian workshop in 2010 in April in Alberta.
- Authorized the Education Department to sponsor additional self-supporting workshops this fiscal year.
- Established that all practicums held in 2010 be limited to no more than three days of practicum instruction.
- Inducted Sadie P. Boles into the Order of the Blue Dot.
- Took steps to complete a full revision of board policies and manual.
- Authorized the president to appoint a seven-person revision committee to draft a fifth revision of *The Standard Code* (TSC) and plan development of a companion workbook. The president was further authorized to appoint an advisory committee of business, association, legal, and academic professionals to assist the committee.
- Authorized the president to appoint a bookstore director to focus on the strategic growth of bookstore. This person shall have responsibility for all strategic bookstore issues including the website, cooperative partnerships, and inventory level.
- Authorized the Executive Committee to study regions and chapters as instructed by the annual session.

CLEON BABCOCK

IT'S A UNIQUE INTRODUCTION TO PARLIAMENTARY PROCEDURE.

In a small school in Farnhamville, IA, 3rd and 4th grade teacher Arah Collins introduced her students to parliamentary procedure. The class elected officers. Committees worked to decide when and where they would have picnics and other events. Committees even chose the appropriate punishment for fellow students' misdeeds (though Ms. Collins took over for the big stuff).

When Ms. Collins turned 90, Cleon Babcock had the privilege of presenting Ms. Collins with personally dedicated copies of several parliamentary books and thanking her for the lessons she taught him. At that time he was serving as President of the American Institute of Parliamentarians.

His childhood involvement with parliamentary procedure was limited to Ms. Collins classes, and Boy Scouts. As an adult, however, he was active with parliamentary procedure, through Toastmasters. He and his wife Jean are both active in Des Moines, IA (though in different chapters).

It was in his role as district president for Toastmasters that Cleon met Les Dahms, then Executive Director of AIP.

That was in 1968 when the AIP Annual Session was scheduled for Marshalltown, IA. Cleon attended as a guest and met and became friends with AIP Founder Bob English.

"Bob English liked me. In those days, you could pretty much become certified on the spot if Bob liked you. The CPP was the written exam." But because of family and work obligations, Cleon didn't join AIP for nine years.

When Cleon did join AIP in the spring of 1977, he didn't join just to be a member, but to be active. Within a matter of months he had attended an Annual Session in Marshalltown, IA, where he served as registrar for the assembly. He was elected to the AIP Board of Directors, and was selected to be editor of the AIP Communicator. He held the editor position for nine years.



“IF SOMEONE GIVES ME THE HONOR OF BEING ELECTED, I OUGHT TO RETURN THE FAVOR BY SERVING.”

The next year, Cleon was elected 3rd Vice President. Over the next several years, he served as 3rd, 2nd and 1st vice president. At that point, his quest to be the first non-certified president of AIP was brought to a halt when he was defeated in his election for a second term as 1st Vice President.

"In those days we had proxies, and the people who had the proxies had to be certified. They didn't want a member heading up AIP who was not certified," Cleon recalls. Annual Sessions generally attracted 100 attendees. Proxies could be 1/3 of the voting strength of the Assembly.

Cleon continued to serve on the board and served as AIP President from 1991-1993. He had, by that point, earned his credentials as Certified Parliamentarian and Certified Professional Parliamentarian.

Cleon served on the AIP Board of Directors for 28 consecutive years. He resigned from the board

in 2005 because back problems made travel to meetings and conventions difficult.

He proudly reports that during those 28 years, the only meeting he missed was the one where he left office. He was 1/2 hour late to one meeting, because his luggage with reports didn't arrive at the airport with him. And he never left a meeting early.

"If somebody gives me the honor of being elected, I ought to return the favor by serving," Cleon says. "Initially we weren't reimbursed any expenses for serving on the board." Eventually some reimbursement for expenses was offered to board members. "You put your money into the things that you're dedicated to."

Cleon sees fluctuations in the use of parliamentarians and parliamentary procedure. "People think they can use their own minds without rules for meetings, then it changes. We need to get back to basics. It's like a football team, when you start losing games you need to go back to basic. Robert's says it, 'Where there is no law, but every man does what is right in his own eyes, there is the least of real liberty.' (RONR 10th, v)

"But when you don't have the rules, you don't know where you're going."

A lot of perception of parliamentary procedure lies in the hands of the chairman, says Cleon. "It's how the chair uses them. As the chair you can put the members down, or you can help them. A lot of people who become chair become power hungry, they feel like they can dictate, but that's not what Robert's is about, it is to stop the dictation."

Nothing can compare with face-to-face meetings, where people can talk, learn things, and color debate. "It's important to have that personal give and take," Cleon says. "I learned by example that if you're factual and reasonable in your argument, you can change minds in debate."

Cleon's "clowning around" became official with a trip to clown college in 1997. For 10 years Cleon as clown volunteered at hospitals, parades and the state fair.

He and Jean also volunteered teaching speech craft at a women's prison.

Cleon currently volunteers at the Iowa Blood Center. He's been a donor since 1955, and recently became a 40-gallon donor.

The following individuals joined AIP from May 1st through August 1st.
Be a supportive member and contact any who live near you.



Region 1

Beth Chase
1277 Canyon Court
East Wenatchee, WA 98802

Robin Shaban
11342 69st NW
Edmonton, AK T5B 1R7
Canada

Region 2

Richard Buchanan
8 South Regency Dr East
Arlington Heights, IL 60004

Joseph Keating
1401 Clinton Ave
Berwyn, IL 60402

Region 3

Darlene Cummings-Corley
890 Sutherland Ave
Akron, OH 44314

Gayle Jackson
50 Andrew St, S, Suite 300
Orillia, ON L3V 7T5
Canada

Region 4

Stephanie Allen
321 Peabody St, NE
Washington, DC 20011

Jesse Ehrenfeld
9 W Broadway
Suite 215
Boston, MA 02127

Sarah Entsminger
42427 Belmont Glen Place
Ashburn, VA 20148

Don Tabor
P. O. Box 1000
43 Main St
Springhill, NS B0M 1X0
Canada

Candice Wolk
57 Francis Ave
Cambridge, MA 02138

Dagoerto Zavala Jr
3614 Fessenden St., NW
Washington, DC 20008

Region 5

Dr Robert Daggart PhD
183 Fern Mist Trail
Signal Mountain, TN 37377

Nicholas Scalice
10391 S 228th Ln
Boca Raton, FL 33428

Denyce Singleton
PO Box 1629
Kingshill, VI 00851

Eric Steiner
2122 Pleasant View Ave
Ruskin, FL 33570

Region 6

Shane Dillard
3016 Maloney
Bryan, TX 77801

William Myers
631 Labarre Rd
Jefferson, LA 70121

Karl Ninh
2316 Valleywood Dr
Carrollton, TX 75006

John Safranek
704 Pennsylvania Dr
Denton, TX 76205

Clifford Walker
14408 Ballycastle Trail
Austin, TX 78717

Region 7

Frances Beck
7700 Lampson Ave Sp 38
Gardens Grove, CA 92841-4101

Mrs. Carrie Dickson
PO Box 16539
Salt Lake City, UT 84116

Mr. Dana Dickson
PO Box 16539
Salt Lake City, UT 84116

Mrs. Mary Guinn
10917 Casimir Ave
Inglewood, CA 90303

Mrs Mary Hansen
P.O. Box 6806
1417 Woodland Dr
Pine Mountain Club, CA 93222

Richard Jarnat
4601 Inglewood Blvd #5
Culver City, CA 90230

Lucas Moore
5525 Buchanan St
Los Angeles, CA 90042

DAHMS WORKSHOP FOCUSES ON NONPROFITS

Looking for something different, something that will broaden your horizons and give you a whole new perspective on the parliamentary profession? The Annual Dahms Bierbaum Workshop, taught by two expert attorneys and two non-attorney parliamentarians experienced in working with nonprofit corporations may be just the thing.

Nonprofit corporation codes remain a "mystery" to many parliamentarians, but understanding how these codes work is an essential part of our work.

Exactly what do parliamentarians need to know about the applicable codes for nonprofit corporations? How can we be certain that we are matching the right code to the needs of our client's organization? What are default provisions and how do they operate in practice? Where are states currently heading in revising their codes, and how might this affect our clients? In which areas are the states' codes most likely to override the adopted parliamentary authority? How

can the parliamentarian provide advice regarding the interpretation of state codes without inviting accusations of giving "legal advice?"

This workshop will address these and many other questions pertaining to the parliamentarian and the law. The workshop is targeted to parliamentarians who work with nonprofit corporations, those who anticipate working with such organizations, and attorneys seeking to broaden their knowledge of state corporate codes.

The curriculum director is Dr. M. Eugene Bierbaum, CPP-T, PRP. Other instructors are Michael Malamut, CPP-T, PRP; Alison Wallis, PRP; and Jeanette Williams, PRP, CP-T.

The workshop will be held in Bloomington, MN, on November 6-8, 2009. The trustees encourage college students to apply for a scholarship to attend the workshop.

Schedule, registration and scholarship information are available on the website:
<http://pages.prodigy.net/rw/dahms>

ANNUAL DAHMS BIERBAUM WORKSHOP

State Codes for Nonprofit Corporations: Overview for Parliamentarians

November 6 - 8, 2009
Minneapolis, MN
Registration forms and programs
information available at
<http://pages.prodigy.net/rw/dahms>

AIP Establishes New Teacher Certification Program



The AIP Bylaw Revision adopted during the 2009 Annual Session provides for the establishment of a Teacher Certification program to be developed and administered by the Accrediting Department. A proviso to the adopted Bylaw Revision permits all current holders of the CP-T and CPP-T designation to be “grandfathered” as Certified Teachers of Parliamentary Procedure. The initials CP-T and CPP-T will now be used to indicate that the member is a “certified” rather than “designated” teacher. No action is required of current CP-T or CPP-T members to obtain the new certification.

Members who are unfamiliar with AIP’s teacher education program should understand that the “teacher designation” program has been administered by the Education Department, and no formal testing procedures were involved. The teacher designation requirements were (a) to attend and participate in AIP’s Teacher Education course, and (b) to provide evidence of a specified number of hours of satisfactory teaching experience. The new “teacher certification” program will provide opportunities for members to specialize in the development of specific competencies appropriate for teachers of parliamentary procedure.

The Accrediting Department is now in the process of developing a new curriculum and a series of formal examinations leading to teacher certification. An overview and

description of the program will appear early next year in *The Communicator*, and implementation will begin at the 2010 Annual Session in Ontario, California.

In addition, the Executive Committee of AIP has approved the following transitional procedures:

1. No further Teacher Education courses shall be offered prior to the 2010 Annual Session.
2. Members who have previously taken the Teacher Education course may continue to submit evidence of teaching experience to the Education Department prior to the pre-annual session board meeting of the 2010 Annual Session.
3. During the pre-annual session board meeting of the 2010 Annual Session, the Education Department will submit the names of those who have met the requirements for the T designation to the Board for approval. Those approved will be “grandfathered” as Certified Teachers of Parliamentary Procedure.

Those members not grandfathered according to the provisions stated above will not receive credit for any Teacher Education course previously taken nor for any prior teaching experience except as may be provided by the new program requirements established by the Accrediting Department and approved by the Board of Directors.

Next in the PJ

Electronic meetings are the newest thing for which a parliamentarian must be prepared.

Within the AIP organization John Stackpole is known as the one to go to for information, and he has brought the key elements of that information to the pages of the October issue of the *Parliamentary Journal*.

The person who has implemented e-meetings for both AIP and NAP (almost) is Paul McClintock, and he shares his experience with us in the October issue of the *Parliamentary Journal*.

Even the Opinions Committee gets into the mood with an opinion on e-notices.

And the icing on this cake comes from Gene Bierbaum and results of his survey of parliamentarians on how much we should be charging for our services.

As for the future, there is always room for **YOUR** article, particularly those geared to the novice among us, the beginner.

You may email them to your editor at: plamb@wildblue.net.

Paul Lamb, PJ Editor

Deadlines for Registering for CP and CPP Exams

- November 15, 2009 ~ Deadline for January CP and CPP exams
- March 15, 2010 ~ Deadline for June CP and CPP exams
- May 15, 2010 ~ Deadline for July CPP exam
- July 15, 2010 ~ for October CP exams

Contact AIP Headquarters at 888.664.0428 for exam applications.

PJ Authors Honored

Jonathan M. Jacobs, CP, PRP, has been honored with the 2009 President’s Award for Excellence in Writing. His winning article, “Timeliness and Suspension of the Rules” was published in the January 2007 edition of the *Parliamentary Journal*. Jacobs lives in Philadelphia, PA, and is a frequent contributor to the PJ.

Roberta M. McDow, CPP-T, RP, received Honorable Mention for her article “When the Meeting is NOT in Order...”, published in the October 2007 PJ. McDow lives in Stockton, CA.

Winners were announced at the 2009 AIP Annual Session held in New Orleans, LA, July 29 - August 1, 2009.

The members of the award committee were Betty S. Green, CPP-T, PRP; Linda A. Juteau, CPP-T, PRP; and Ann L. Rempel, CPP-T, PRP.

The award is presented to the person judged to have written an excellent article on parliamentary procedure in the past two years. Articles printed in the PJ during 2007 and 2008 were considered for this year’s award.

According to the committee, “the committee members...each individually applied the scoring system. The decision was not an easy one to make.”



American Institute of Parliamentarians

550M Ritchie Highway, #271 • Severna Park, MD 21146
Tel: 888-664-0428 • www.AIPparl.org • aip@AIPparl.org

CALENDAR OF EVENTS

Additional information regarding dates and registration will be available on the AIP website at <http://www.aipparl.org> as they become available.

October 1 - 7, 2009

CP exam period (previous registration required)

November 1, 2009

Communicator submission deadline

November 15, 2009

- CPP Exam registration deadline for Lucas Practicum exam
- CP Exam registration deadline for January exam period

January 25 - 31, 2010

CP exam period (previous registration required)

January 28 - 30, 2010

Lucas Practicum
Ontario, CA

Theme: *Nominations and Elections*

CPP Exam

January 31 - February 1, 2010

AIP Board of Director meeting
Ontario, CA

February 6, 2010

Southern Workshop
Montgomery, AL

Theme: *Meeting Management*

March 6, 2010

Midwest Workshop
Chicago, IL

Theme: *Effective Boards*

March 15, 2010

- CPP exam registration deadline for Riddick Practicum exam
- CP exam registration deadline for June exam period

April 2010

Canadian Workshop
Calgary, Alberta, Canada

April 2010

Legal Symposium
Washington, DC
Theme: *Not for Profit Law*

May 1, 2010

Communicator article submission

May 15, 2010

CPP Exam registration deadline for Annual Session exam

June 3 - 9, 2010

CP exam period (previous registration required)

June 5 - 7, 2010

Riddick Practicum
Linthicum, MD

July 13, 2010

AIP Board of Directors meeting
Ontario, CA

July 14, 2010

Business Development Institute
Ontario, CA

Theme: *Business Skills for Parliamentarians*

July 15, 2010

CP Exam registration deadline for October exam period

July 15 - 17, 2010

AIP Annual Session
Ontario, CA
CPP exam

July 18, 2010

AIP Board of Directors meeting
July 18-20-2010
Teacher Course
Ontario, CA

Theme: *Teaching Parliamentary Procedure*

October 4 - 10, 2010

CP Exam period (previous registration required)