

AIP Communicator

September 2011



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52nd Annual Session is History!

The 52nd Annual Session of 2011 in Mississauga is history! Fran Goddu, Annual Session Coordinator was right: "We came to be with friends. Plaudits and a big thank you to the active members of the Parliamentary Society of Toronto Chapter.

The Niagara Falls Excursion, wine tasting, boat ride and Fallsview dinner with lights and fireworks was spectacular. Thank you Fran for the gifts of wine and Maid of the Mist photo. Fran sure earned his BLUE DOT. It was wonderful and I enjoyed studying intensely with old friends and meeting new friends.

Between the animated business session and thought provoking educational workshops we

sure got our education fix. Best luck to elected President Mary Remson, Vice President Alison Wallis, Secretary Mary Randolph, Treasurer Sadie Boles, Mark Schilansky, Lucy Anderson, Alice Bartelt, and Weldon Merritt as well as Dollie McPartlin, Edra Anderson, Helen McFadden, Rob James, Jeanette Williams, Jim Jones and Ann Rempel for another productive term.

A good update of the new book was great. I'm happy it will be a new parliamentary authority rather than a 5th edition of TSC. The AIP Book workshop was done by the authorship team. Thank you. Job well done, congratulations all. Enjoy a few photos of an enjoyable event. We look forward to seeing you again in Fort Worth.

PRESIDENT'S LETTER

The Coming Year

by Mary Remson, CP-T, PRP



It is an honor to again be elected president of the American Institute of Parliamentarians by the members attending the 2011 Annual Session in Mississauga, Ontario, Canada. The

annual session was truly a wonderful experience! If you have not had hospitality Canadian style, you have truly missed an opportunity. This was a "bucket list" event. Fran Goddu was the consummate host, who planned for our every need. As conference attendees, we could 'hook-up' to our own AIP intranet and print materials as needed from our own laptops. As this was a first for me, it really became a definite plus because the AIP secretary could easily download documents at a click of her mouse. Everything was exceptionally thought-out which ensured that the 2011 Annual Session was successful and memorable.

One of the true shining events was the 25th year celebration of the Parliamentary Society of Toronto. This chapter is still actively learning and sharing parliamentary procedures in the Toronto

area. This celebration was joined by several dignitaries from Mississauga. Congratulations to the president Michael Mouritsen and members of PST for 25 years, we wish you many more.

With a new AIP year comes goals for the organization, one major goal for the year is to plan for several 'road shows'. This activity was very successful in 2010, as several colleges were targeted to hold parliamentary events. The goal for 2012 is to hold at least two road show events on college campuses. Here is where I need your help. If you have any in-roads and wish to have a location considered, please contact me, I would love to get your input. Another goal is to build relationships with other non-profit groups such as Girl Scouts, Neighborhood Civic Associations, and other organizations looking to expand their effective meeting skills.

I believe that you will agree with me when I say that the best practical parliamentary training events in the world are held by American Institute of Parliamentarians. You are personally invited to attend either or both events, any or all events. I am sure that you will be challenged in new ways with excellent learning opportunities. Please take advantage of these events, details regarding the events can be found on the website.

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 3 - 9, 2011

CP Exam period (previous registration required)

November 18, 2011

CP Exam registration deadline for January exam period
CPP Exam registration deadline for January exam

January 23 - 29, 2012

CP Exam period (previous registration required)

January 26 - 28, 2012

AIP West Coast Practicum
Ontario, California

January 28, 2012

CPP Exam at West Coast Practicum (previous registration required)

March 16, 2012

CP Exam registration deadline for June exam period

April 13, 2012

CPP Exam registration deadline for June exam

May 18, 2012

CPP Exam registration deadline for July exam

June 2-8, 2012

CP Exam period (previous registration required)

June 8-10, 2012

East Coast Practicum
CPP Exam

June 9, 2012

CPP Exam at East Coast Practicum (previous registration required)

July 13, 2012

CP Exam registration deadline for October exam period

July 19-21, 2012

AIP Annual Session
Fort Worth, TX 76106

July 21, 2012

CPP Exam at Annual Session (previous registration required)

October 8-14, 2012

CP Exam period (previous registration required)

AMERICAN INSTITUTE OF PARLIAMENTARIANS

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NEWSLETTER DEADLINES

Deadline for submissions for the newsletter are the first day of February, May, August, November. Items can be sent to communicator@aipparl.org

West Coast Practicum: January 2012

Governing Documents and Presiding with Pizzazz

West Coast Practicum Governing Documents and Presiding with Pizzazz

January 26 - 28, 2012

Doubletree Hotel
Ontario-Airport
Ontario, CA

\$475 (AIP members) by Nov 30
\$550 (non-AIP member) by Nov 30
\$550 (AIP member) Dec 1 and after
\$600 (non-AIP member) Dec 1 and after

Registration information available at
www.aipparl.org or
888.664.0428

The Doubletree Hotel has extended the special AIP rates for another practicum, so if you intend to register for the AIP West Coast Practicum, now would be a good time. Don't procrastinate; call 909-937-0900 and remember to state that you are with the American Institute of Parliamentarians to get our special rate of \$119 per night plus tax. Do begin the fall season right by registering for the AIP West Coast Practicum to be held in Ontario, California, January 26-28, 2012.

Curriculum Director Ann Rempel, CPP-T, has secured the services of James Lochrie, CPP-T, and Barry Glazer, CPP-T, who will provide inspiring and thought-provoking coverage of governing documents. The three-day practicum,

"Governing Documents and Presiding with Pizzazz," will focus on the various governing documents of an organization. As with all practicums, there will be practice in presiding.

The authorship team will present information about a new and yet to be released book based on the philosophies and teachings of Alice Sturgis: *AIP Standard Code of Parliamentary Procedure*. Changes in the 11th edition of *Robert's Rules of Order Newly Revised* will also be presented.

Join us in Southern California for an enjoyable and exciting learning experience!

Visit the AIP website www.aipparl.org for the hotel information and to register for the practicum.

2012 Annual Session

Details will be printed and posted to the website as plans develop, but here is the basic information concerning the 2012 Annual Session.

Dates: July 19 - 21, 2012

Site:

RADISSON HOTEL FORT WORTH NORTH-FOSSIL CREEK

2540 Meacham Boulevard • Fort Worth, TX 76106
817-625-9911 (Main) • 817-740-4605 (Direct)
www.radisson.com/ftworthtx_north

Local Transportation: From DFW: Taxi or Shuttle

Recommendation: Super Shuttle, www.SuperShuttle.com.
Cost from DFW is \$22 one way or \$42 round trip (give code of 2U38R)

Room rate: \$99 per person, pre tax
Includes WiFi throughout hotel & complimentary shuttle to local attractions. Breakfast is available in the Main Street Cafe for \$8.95.



2012 Annual Session

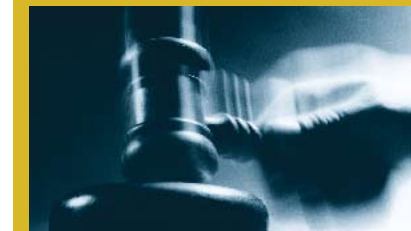
July 19 - 21
Radisson Hotel Fort Worth North
Fossil Creek • Fort Worth, TX

Registration information available at
www.aipparl.org

What is a practicum?

An AIP practicum is a 2-3 day intensive training program in parliamentary procedure. They have a long tradition in AIP's history, dating back to 1960s gathering at the farm of Floyd M. Riddick, parliamentarian for the U.S. Senate.

Practicums are highlighted with hands-on experience, a mixture of professionals and novices, and great opportunities to meet people.



CONTINUING EDUCATION - STAYING ON TOP OF THE GAME

by Mary Randolph, CPP-T, PRP

In any activity we undertake, if we do not continue to be active, we lose the edge of being the best we can be. Parliamentary procedure is no different, it takes continual involvement to stay on top of the game and know what is happening in the field.

As a professional organization, the American Institute of Parliamentarians (AIP) requires that all Certified Parliamentarians (CP) and Professional Certified Parliamentarians (CPP) maintain a minimum of contact with the organization in a way to monitor if the member is keeping up with current information and procedures. AIP offers a referral system for CPs and CPPs.

The actions of a member who has been referred by AIP reflects on the organization as a whole. Therefore, it is important to know that members are staying up to date when serving a client.

The AIP Bylaws Article IX - Accrediting Department, Section 3 Continuing Education states, "To retain status as a certified parliamentarian or a certified professional parliamentarian each member shall complete continuing education activity in accordance with the provisions of the standing orders."

The AIP Standing Orders, as adopted by the 2011 Annual Session, gives more specific requirements:

10.3 Continuing Education. To retain status as a certified parliamentarian or a certified professional parliamentarian each member shall, during each applicable seven year period of certification, complete ten hours of continuing education activities approved by the accrediting department and board of directors.

10.3.1 A Certified Professional

Parliamentarian (CPP) or a Certified Parliamentarian (CP) member who fails to complete the continuing education requirement and timely submit proof thereof during his or her seven-year period shall revert to the next lower classification of membership. A CPP shall revert to a CP classification and a CP shall revert to a member classification. The member shall be required to complete the required examination to be reinstated in his or her previous classification.

10.3.2 Members holding the Teacher "T" credential that fail to maintain the required continuing education shall lose their teacher credential and shall be required to complete the AIP Teacher Certification Course to reinstate that credential.

Although ten hours may sound like a big commitment, attendance at an AIP Annual Session and attending all the associated workshops will generally fulfill most, if not all, of the requirements. Attending such a function also has the advantage of attendants gaining new insight into various parliamentary subjects, renewing old acquaintances, and taking advantage of networking opportunities. The opportunities abound! If you are unable to attend an annual session, there are many additional educational opportunities through AIP. How about attending a West Coast Practicum in January or an East Coast Practicum in June? If you are unable to travel out of your local area you may fulfill the requirements by taking one of the AIP education courses. Look on the AIP Website to see other alternatives and download the required reporting form. The reporting form also may be obtained from the AIP Headquarters.

It is the responsibility of each credentialed member to maintain a record of their activities and submit them to headquarters in a timely manner. When you have obtained the required hours, the documentation may be scanned and e-mailed or faxed. The continuing education sub-committee will maintain a record of when the files are received from the member. It is the intent of the department to send out notice to anyone who is at risk of losing their credentials within a two-year period, however, final responsibility is still that of the individual.

To maintain the teacher credential (T), a member must complete additional requirements. These include additional service points every seven years demonstrating ongoing parliamentary teaching activities. These teaching events may be obtained as instructor at an AIP approved event (in which case they would apply to both continuing education credits and T credits) or they may be obtained through other parliamentary teaching venues.

No matter what your needs or your lifestyle, you can stay on top of the game. Let's make AIP standards the best they can be.

Parliamentary Journal Call for Submissions

The *Parliamentary Journal* seeks quality articles of interest to AIP members.

Articles concerned with the simple aspects of parliamentary procedure may be of interest to new members; while articles focused on more nuanced elements of procedure are welcomed by more advanced members. Regardless of how technical your article is, it may find a welcome reception in the *Parliamentary Journal*. Submit your articles to the editor at pj@aipparl.org, who will determine its suitability.

Are you a fan of AIP?

Did you know AIP now has a Facebook page? Are you signed up as a fan? Receive instant notifications of upcoming AIP events and breaking news sent straight to your Facebook page. Share pictures from AIP events with other fans.

<http://www.facebook.com/aipparl>

Annual Financial Report Ending May 31, 2011

INCOME:

Dues	\$50,910.00
Donations	3,681.00
Sales	15,593.48
Program	63,068.62
Interest	162.85

TOTAL **\$133,415.95**

EXPENSES:

Headquarters	\$51,645.01
Operating	22,611.12
Sales	14,090.07
Program/Meetings	35,362.38

TOTAL **\$123,708.58**

NET INCOME **\$ 9,707.37**

OTHER INCOME **\$ 30,809.10**

TOTAL INCOME **\$ 40,516.47**

This year was a success for AIP with a net income of \$40,516.47 which was a result of Gerald “Bummy” Burstein donation (other income). The net ordinary income of \$9,707.37 is an improvement over last year.



Back row: Weldon Merritt, CP, PRP; Edra Anderson; Jim Jones, CPP-T, PRP; Lucy Anderson, PRP; Rob James, PRP. **Middle row:** Ron Stinson, CP-T, PRP; Mary Randolph, CPP-T, PRP; Helen McFadden, PRP; Dollie McPartlin, CP-T, PRP; Ann Rempel, CPP-T, PRP. **Front row:** Mark Schilanksy, CPP-T, PRP; Mary Remson, CP-T, PRP; Alison Wallis, PRP

BYLAWS AND STANDING ORDERS AMENDED

Weldon L. Merritt, CP, PRP, Chairman, Bylaws and Standing Orders Committee

The AIP Bylaws and Standing Orders, which were revised at the 2009 Annual Meeting in New Orleans, were amended by the 2011 Annual Meeting in Mississauga, Ontario, Canada. The primary impetus for the amendments was adoption of a motion at the 2010 Annual Meeting, "That the AIP bylaws committee be directed to prepare a bylaw amendment for consideration at the 2011 Annual Session, spelling out the process of revoking the CP, CPP, or T credentials." While that motion referred only to the Bylaws, and not the Standing Orders, the Bylaws and Standing Orders Committee concluded that in keeping with the intent of AIP to keep administrative details out of the Bylaws and place them in other appropriate documents, the specific details would be placed in the Standing Orders.

The committee requested input from the Accrediting Department and Education Departments, which provided valuable assistance, including submission of other related amendments. The result was the submission to the assembly of two proposed amendments to the Bylaws, and three to the Standing Orders. All were adopted, with some minor changes to the wording. Following are the amendments as adopted:

Amendment 1, relating to the retention of CP and CPP credentials, amended Article IX, Accrediting Department, Section 3, Continuing Education, to eliminate some of the details of the process, which now appear in the Standing Orders. The section now reads:

Section 3. Continuing Education. To retain status as a certified parliamentarian or a certified professional parliamentarian each member shall complete continuing education activity in accordance with the provisions of the standing orders.

Amendment 2, relating to revocation or reclassification of credentials, amended Article IX, Accrediting Department, by adding a new Section 5, Revocation or Reclassification of Credentials. That section reads:

Section 5. Revocation of Reclassification of Credentials. The credentials of Certified Parliamentarian, Certified Professional Parliamentarian, Certified Parliamentarian-Teacher, or Certified Professional Parliamentarian-Teacher may be revoked, or the credential-holder reclassified to a lower credential, in accordance with the provisions of the standing orders.

Amendment 3, relating to continuing education, added a new Standing Order 10.3, Continuing Education, reading:

10.3 Continuing Education. To retain status as a certified parliamentarian or a certified professional parliamentarian each member shall, during each applicable seven year period of certification, complete ten hours of continuing education activities approved by the accrediting department and board of directors.

10.3.1 A Certified Professional Parliamentarian (CPP) or a Certified Parliamentarian (CP) member who fails to complete the continuing education requirement and timely submit proof thereof during his or her seven-year period shall revert to the next lower classification of membership. A CPP shall revert to a CP classification and a CP shall revert to a member classification. The member shall be required to complete the required examination to be reinstated in his or her previous classification.

10.3.2 Members holding the Teacher "T" credential that fail to maintain the required continuing education shall lose their teacher credential and shall be required to complete the AIP Teacher Certification Course to reinstate that credential.

Amendment 4, relating to the award of credentials as a Teacher of Parliamentary Procedure, amended Standing Order 12 to remove the reference to the Education Department. The amended language now reads:

12. Teacher of Parliamentary Procedure. A certified parliamentarian or a certified professional parliamentarian may be credentialed as a Teacher of Parliamentary Procedure after demonstrating competency through the successful completion of the AIP Teacher Certification Course, submission of the required teaching hours, recommendation of the accrediting department, and approval of the board.

Amendment 5, relating to revocation of reclassification of credentials, added a new Standing Order 13, Revocation or Reclassification of Credentials, providing the details necessary to fulfill the intent of the motion adopted by the 2010 Annual Meeting. The new section reads:

13. Revocation or Reclassification of Credentials.

13.1 Unprofessional Conduct. Revocation or reclassification of credentials for unprofessional conduct shall be in accordance with AIP's Rules for Handling Complaints and Reporting Ethical Violations.

13.2 Failure to Maintain Credentialing Requirements.

13.2.1 Credentialed members shall submit information to the Accrediting Department documenting their parliamentary continuing education activities within each seven year period. Validation of activities shall be the prerogative of the Accrediting Department.

13.2.2 If a member fails to submit the required information, or the Accrediting Department finds that the information submitted does not show satisfactory completion of the requirements for the certification for which it is submitted, the Accrediting Director shall notify the member of that fact and of the Accrediting Department's proposed revocation or reclassification of the credentials.

13.2.3 A member may submit additional documentation of questioned activities to the Accrediting Department within thirty days after receipt of the Accrediting Director's notice of the proposed action. The Accrediting Department will review the documentation and respond with a final decision within sixty days after receipt of the documentation.

13.2.4 Any member whose credentials have been revoked in accordance with these standing orders and who does not agree with the final decision of the Accrediting Department may submit an appeal to the Executive Committee within thirty days after receipt of the Accrediting Department's final decision. The Executive Committee shall consider the appeal and issue its decision within thirty days after receipt of the appeal. The decision of the Executive Committee shall be final.

Finally, all standing orders following the new Standing Order 13 were renumbered appropriately.

NEW MEMBERS TO AIP

The following individuals joined AIP from February 2011 through July 2011. Be a supportive member and contact any who live near you.



AJ E. Chase, PhD
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Vienna, VA 22182

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SILENT GAVELS

We bid farewell to the following
AIP members:

John R. Doogan
Dorchester, MA

Hy Farwell, CPP (Retired)
Pueblo, CO

Lucila Zapata
Vista Verde, Mayaguez
Puerto Rico

THANK YOU FOR YOUR CONTRIBUTIONS

AIP's generous members have made contributions to the funds of their choice during the period March-July 2011. We invite you to consider making one or more of these funds the recipient of your generosity.

SCHOLARSHIP:

Doris Abbate, CP-T, PRP
Sybil J. Alexander
David Barton
Phyllis J. Eggleston
W. Craig Henry, CPP-T, PRP
Annie Lawrence, EdD, RN, CP
Carol Noack, PRP
James Oates
Michael Malamut, JD, CPP-T, PRP
Hugh Phillis
Gregory Smith
Lawrence Sousa
John Szewczyk
Colette Trohan, CPP-T, PRP
Jeanette N. Williams, CP-T, PRP
E. Marie Wilson, CPP-T, PRP

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Alice M. Bartelt, PRP
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Samuel J. Gales, RP
Albert T. Hamai, PRP
Marcella L. Morrison, PRP
Ricardo Aponte Parsi
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Ivy Forde
Stephen Gorrie
Michael Malamut, JD, CPP-T, PRP
Weldon Merritt, CP, PRP
Carol Noack, PRP

Paula Petruso, RP
Barbara Purvis
Jim Slaughter, CPP-T, PRP
Elizabeth Stivers, CP-T, PRP

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Thomas R. Duncan, MD, CP-T (Ret)
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Richard Flowerdew, CP, RP
Jeanne H. Gianakos
Barry Glazer, CPP-T
Kathryn Johnson, CP
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Martin Land
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Jean Mostrom, PRP
John Navins, CP
Carol Noack, PRP
Milton Rosario Soto, RP
Mary D. Smith, CP, RP
John Stackpole, CPP, PRP
John Szewczyk
Philip Tuhy
Betty F. Tunstall, PRP
James F. Wilburn, CPP-T (Retired)

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Weldon Merritt, CP, PRP
Carol Noack, PRP



American Institute of Parliamentarians

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SCENES FROM NIAGARA FALLS