

# AIP Communicator

June 2016



## PRESIDENT'S LETTER

by Kay Allison Crews, CP



Dear AIP members,

What a lot there is to talk about! The past month has been one of sadness and loss for AIP. As you all have heard by now, for the first time in over

30 years, AIP was forced to cancel a practicum due to lack of registrations. There were several reasons for this cancellation; your Board will be discussing these reasons and considering steps to ensure this does not happen in the future.

AIP has also lost member Rhonda Clark-Randle, a dedicated and passionate member from Texas. Rhonda could always be depended upon for her artistic assistance, and did the graphics for the 2012 Annual Session in Fort Worth. She had begun to work on marketing materials for the 2016 Annual Session in Albuquerque; those initial logos will be used in her memory. Her enthusiasm and love of parliamentary procedure will be missed by many.

In addition to the sad, there has been good news, as well! The number who have renewed their membership, which had been lagging behind last year's renewals to this point, have now surpassed last year's number. But we could do better! If you are willing to contact those who have not yet renewed and encourage them to pay their dues, please contact me at [president@aipparl.org](mailto:president@aipparl.org). A list of ten members who have not yet renewed will be sent to volunteers willing to assist with calling these individuals. This is important work for the future financial health and stability of AIP.

Also working to safeguard the financial stability of AIP, Treasurer Barbara Rosi has been hard at work ensuring that the financial records are in good shape. A number of questions that had been carried over from the prior management company's accounts have been resolved, and preparations for the fiscal year end (May 31) have begun. Barbara is truly one of the hardest working members of AIP, and deserves our thanks!

Important progress is being made on the educational front, as well. In addition to the various educational materials prepared by AIP, the organization has reprinted *Demeter's Manual of Parliamentary Law and Procedure*. AIP owns the rights to this important work, which had not been in print for some time. Like all of the AIP materials, it is now available on Amazon, and through the AIP Bookstore on the website; best of all, AIP receives royalty payments for these materials! In fact, as of the end of May, AIP has earned about \$800 in 2016 from the royalties on educational materials. Ann Rempel, Printed Materials Division Chair, and her dedicated team of authors, reviewers, and layout artists are to be commended for the various works available.

Board member Larry Cisar was instrumental in researching the options for AIP to use print-on-demand technology to eliminate the need for AIP to maintain physical inventory while expanding the reach of these materials through partnering with Amazon.com. His expertise, along with further proofreading and work on behalf of the Printed Materials Division formatting staff, ensured that AIP will have high-quality educational materials available to the general public, spreading our brand message and earning much-needed revenue for AIP.

A new printing partner has been identified for the *Parliamentary Journal*, with expected savings of about \$1000/year.

Board members Mary Remson, Ann Guiberson, and Secretary Lucy Hicks Anderson have been working to identify a location for the 2017 Annual Session. After two years in the western part of the country, the committee is looking for us to return to the east coast in 2017.

And so attention turns to the 2016 AIP Annual Session and related activities in Albuquerque. Your Board will meet at 3:00 p.m. on Tuesday, August 2. Board meetings are open to all members of AIP, so come see your leadership as they tackle the business of the association. Something casual will be planned for that evening: probably drinks and dinner at a nearby restaurant in Old Town that your president checked out while visiting this spring. This will be a no-host event – just show up and visit with friends.

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# 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.

## Pre-Annual Session BOD Meeting

August 2, 2016

Albuquerque, New Mexico

## Business Development Institute

August 3, 2016

Albuquerque, New Mexico

## AIP Annual Session

August 4, 2016 - August 6, 2016

Albuquerque, New Mexico

*Hotel Albuquerque*

## Post- Annual Session BOD Meeting

August 7, 2016

Albuquerque, New Mexico

## Deadline Dates for the “Communicator”

August 15, 2016                      September Issue

November 15, 2016                      December Issue

## AMERICAN INSTITUTE OF PARLIAMENTARIANS

618 Church Street, #220 • Nashville, TN 37219

Tel: 888-664-0428 • Fax: 615-248-9253

### EXECUTIVE COMMITTEE

<b>President</b>	
Kay Allison Crews, CP, PRP	president@aipparl.org
<b>Vice President</b>	
<i>The Honorable</i> Daniel Ivey-Soto, JD, CP-T, PRP	vpresident@aipparl.org
<b>Secretary</b>	
Lucy Hicks Anderson, JD, PRP	secretary@aipparl.org
<b>Treasurer</b>	
Barbara J. Rosi, PRP	treasurer@aipparl.org
<b>Directors</b>	
Robert M. Peskin, DDS	Director13@aipparl.org
Carl S. Silverman, JD, PRP	Director15@aipparl.org
Joe Theobald, PhD, CP-T, PRP	Director14@aipparl.org
Larry Cisar, PhD, CPP-T, PRP	Director11@aipparl.org
Al Gage, CP, PRP	Director01@aipparl.org
Ann Guiberson, PRP	Director05@aipparl.org
Mary Remson, CPP-T, PRP	Director03@aipparl.org
Jeanette Williams, CP-T, PRP	Director02@aipparl.org
<b>Accrediting Director</b>	
Teresa Dean, CPP-T, PRP	accrediting@aipparl.org
<b>Education Director</b>	
Ruth Ryan, CP-T, PRP	education@aipparl.org
<b>Parliamentarian</b>	
Ann Rempel, CPP-T, PRP	parliamentarian@aipparl.org

### COMMITTEE CHAIRMEN

<b>Audit</b>	
Joe Theobald, PhD, CP-T, PRP	audit@aipparl.org
<b>Budget and Finance</b>	
Barbara J. Rosi, PRP	finance@aipparl.org
<b>Bylaws and Standing Orders</b>	
Colette Collier Trohan, CPP-T, PRP	bylaws@aipparl.org
<b>Communications</b>	
Adam Hathaway, PRP	communications@aipparl.org
<b>Ethics</b>	
James (Jim) Slaughter, JD, CPP-T, PRP	ethics@aipparl.org
<b>Member Services</b>	
Robert M. Peskin, DDS	member@aipparl.org
<b>Opinions</b>	
Michael Malamut, JD, CPP-T, PRP	opinions@aipparl.org
<b>Youth Activities</b>	
Al Gage, CP, PRP	youth@aipparl.org

### OTHER COMMITTEES & OFFICIALS

<b>Annual Session Coordinator</b>	
Valoree Althoff, RDH, BS, PRP	annualsession@aipparl.org
<b>East Coast Practicum</b>	
E. Marie Wilson, CPP-T, PRP (General Coordinator)	EastCoast@aipparl.org
<i>The Honorable</i> Roger Hanshaw, JD, CPP, PRP (Curriculum Director)	EastCoast2@aipparl.org
<b>West Coast Practicum</b>	
Dollie McPartlin, CP-T, PRP (General Coordinator)	WestCoast@aipparl.org
Mary L. Remson, CPP-T, PRP (Curriculum Director)	WestCoast2@aipparl.org
<b>Communicator Editor</b>	
Martha Haun, PhD, PRP	Communicator@aipparl.org
<b>Parliamentary Journal Editor</b>	
Carol Johnson Davis, CP-T, PRP	pjeditor@aipparl.org



## EDITOR'S EXCHANGE

By Martha Haun

*“Success is liking yourself... liking what you do...and liking how you do it.” --Maya Angelou*

When I first read this statement, I thought immediately of myself, of course, but almost as quickly, of parliamentarians. There burns within us a cause ... the likes of which are not found in the average person one meets on the street. That cause -- to promote democracy through debate and fairness; to give voice to the minority as well as the majority; and to save face for all through decorum and equitable procedures.

We can see immediate results – did the meeting run smoothly? Was the presiding officer impartial and

competent? We don't always like the style of a particular presiding officer or the outcomes of a particular meeting but we do like helping organizations develop and master procedures to achieve their goals. We like training presiding officers to become the best they can be.

We do like ourselves (and each other!), what we do and how we do it! We ARE successful!!

Will I see you in Albuquerque in August? I hope so!! Happy summer!!

Martha Haun, PRP, *Editor*

## SECRETARY'S NOTICE:

### Standing Order 9.9 Notice of Candidacy, states:

9.9 Notice of Candidacy. Any person wishing to give notice of candidacy for office at the annual session shall send to the AIP Secretary a statement setting forth the notice of candidacy.

This notice shall be not more than seventy-five days prior nor less than sixty days prior to the annual session. The secretary shall forward these notices to the editor for publication in the pre-annual session Communicator.

## NOTICE OF CANDIDACY

In accordance with Standing Order 9.9, the following individuals give notice of their candidacy:

### President

**Kay Allison Crews, CP, PRP**

### Secretary

**Lucy Hicks Anderson, JD, PRP**

### Vice President

**The Honorable  
Daniel Ivey-Soto, JD, CP-T, PRP**

### Treasurer

**Barbara Rosi, PRP**

*Candidates may also be nominated from the floor.*

# WELCOME TO NEW MEMBERS OF AIP

Welcome new members of AIP – March through May 2016. Be a supportive member and contact any that live near you.

**Rolf Asphaug**  
6764 S Detroit Cr  
Centennial, CO 80122

**Joyce deJong**  
8093 Foxboro Lane  
Augusta, MI 49012

**Greg Goodwiller**  
24 CR 231  
Oxford, MS  
38655

**Jeanette Meoli**  
98 Atkinson Road  
Rockville Centre, NY  
11570

**Travis Barrick**  
804 Peachy Canyon  
Circle 20  
Las Vegas, NV 89144

**Jennifer DePasquale**  
PO Box 210  
Utica, NY 13503

**Mary Grant, PRP, NP**  
8107 Maplegrate Place  
Glenn Dale, MD 20769

**Ryan Sewell**  
10206 Seward Circle  
Omaha, NE 68114

**Todd Christy, DDS**  
8183 M-139  
Berrien Springs, MI  
49103

**Mark Desrosiers**  
132E Route 87  
Columbia, CT  
06237

**Corey Howard, MD**  
1340 Pelican Avenue  
Naples, FL 34102

**Sidney Tidwell**  
838 Arlington Street  
Houston, TX 77007

**Melissa Cooper**  
471 Fieldstone Drive  
Helena, AL 35080

**John Edwards**  
PO Box 1, Stn Lennoxville  
Sherbrooke, Quebec City  
J1M 1Z3 Canada

**Sonya Johnson Clark, JD**  
PO Box 276  
Sharpsburg, GA  
30277

**Patricia Titus**  
PO Box 8237  
Los Angeles, CA  
90008

**Rashid Darden**  
323 Oglethorpe Street  
NE Washington, DC  
20011

**Wade Emmert**  
803 Tangle Way Ct.  
Dallas, TX  
75104

**Michael Medlock**  
43 Turning Mill Road  
Lexington, MA  
02420

**Thomas Waitschiers**  
1307 Shadow Hills Dr.  
Wylie, TX  
75098

## THANK YOU FOR YOUR CONTRIBUTIONS

**AIP's generous members and donors have made contributions to the funds of their choice. We invite you to consider making one or more of these funds the recipient of your generosity.**

**Doris Abbate**  
**Alice Bartelt**  
**Joyce deJong**  
**Stephen Gorrie**

**Richard Judd**  
**James Lochrie**  
**Michael Malamut**  
**Peola McCaskill**

**Weldon Merritt**  
**John Szewczyk**  
**Colette Trohan**  
**Amazon Smiles**

continued from page one...

The Business Development Institute, open only to those parliamentarians with a parliamentary credential (from either AIP or NAP), will be held on Wednesday, August 3. The title of the BDI is "Doing It Right – Becoming a Professional Parliamentary Consultant." And while new professional parliamentarians will find the workshop useful, there will be lots of information for those who have been in practice for years!

In June, BDI Coordinator W. Craig Henry will be sending out a survey to all AIP credentialed parliamentarians. This survey will include a wide variety of topics – such as the first salary survey of professional parliamentarians done in several years. Results of this confidential survey will be distributed first at the BDI – so be sure to plan to attend to learn about this important work. (And be sure to respond to the survey when it is distributed!)

See the article elsewhere in this issue to find out more about the plans for the BDI.

The Annual Session itself will be held from August 4 through 6. Your Board made a number of decisions about the registration for the Annual Session. First of all, to encourage new attendees and new membership, nonmembers who join AIP will have a special rate that includes their first-year dues to join AIP. Additionally, for those who agree to receive materials only via electronic delivery, a \$10 discount will be provided. Annual Session Coordinator (and new AIP member) Valoree Althoff has stepped into the large shoes left by former Coordinator Alison Wallis, who resigned to deal with family medical issues. Thanks to Valoree for filling in cheerfully and well, and to Alison for much of the groundwork that she laid.

This year, in keeping with the Annual Session theme of "Above it All," the opening night event will be a dinner at High Finance restaurant at the top of Sandia Peak. Members will caravan to the base of the Sandia Mountains, just east of Albuquerque. From there, we will board the longest tramway in the country, 2.7 miles long and ascending 4,000 feet over a fifteen-minute ride to the Sandia Peak. The scenery on this ascent is gorgeous, especially at sunset.

High Finance, with a view of the 11,000 square miles of the mountains and valley below, is a lovely venue. This will be a memorable way to meet and greet your friends from around the country, and to truly be "Above it All"!

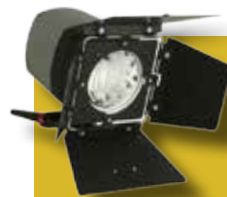
The Annual Session itself will have opportunities to meet and discuss the various issues that impact AIP, and excellent workshops and educational programs. For the first time in many years, a CPP exam is scheduled, as well.

The post-Annual Session meeting of the Board of Directors will be Sunday morning, August 7.

In a personal quest to get "Above it All," a few individuals are contemplating staying over until Monday morning, August 8, and taking a hot air balloon ride. If you are interested in participating in this bucket list opportunity, write to your President at [president@aipparl.org](mailto:president@aipparl.org). She will let you know costs and be able to better determine if it is possible to have an all-AIP ridership!

This issue of the *Communicator* is the official call to the Annual Session. Look throughout this issue for information on registration, events, and proposed amendments to the Standing Orders and the Bylaws. And continue to check the AIP Facebook page for more information and updates on AIP events!

Kay



## SPOTLIGHT ON A BOARD MEMBER



Larry Cisar, Ph.D., CPP, RP

Larry Cisar, PhD, CPP, RP is a retired teacher who is having fun in his retirement! In his current life, he finds databases to be important! "Without them, keeping track of material becomes worse than difficult; with them, it is a matter of simple decisions to get to the information that you need." [Easy for him to say! Ed.]

A Toastmaster, Larry is a member of the FCCJ Toastmaster's Club in Japan, recently serving as Area Director for Area 13 (really!) of District 76. His focus is totally toward the current membership as opposed to creating new members.

As an educator, he worked extensively towards creating Computer Assisted Language Learning material – a noninvasive way to learning. He created the Parliamentary Journal electronic version with the help of Paul Lamb. Come to the workshop at this year's Annual Session to learn more. He is married to Natsumi Noji Cisar who fought the government of Japan to change her name! They have three sons, two grandsons, and one granddaughter who arrives in August. Larry describes himself as "a pain to all who think that just doing it like it has been done is the correct way of doing things. Life and society change; Parliamentarians have to be ready for change."

Of Dr. Cisar, this editor says, "He is a parliamentarian extraordinaire." He has contributed immensely with electronic materials to our profession and tirelessly, in his maintenance of blogs and site of meeting/event pictures!

### Check out:

#### Parliamentary Podcast at

<http://www.parliamentariancorner.com/Podcasts/>

#### Podcast setting for your RSS feed

<http://www.parliamentariancorner.com/Podcasts/ljc.xml>

#### Home page

[www.parliamentariancorner.com](http://www.parliamentariancorner.com)

#### Blog at

[www.parliamentariancorner.com/blog](http://www.parliamentariancorner.com/blog)

Thank you Larry from all of us!!

# AMERICAN INSTITUTE OF PARLIAMENTARIANS

## FIFTY-SEVENTH ANNUAL SESSION

AUGUST 4 - 6, 2016 ALBUQUERQUE, NEW MEXICO

Make plans now to participate in the 57th Annual Session of the American Institute of Parliamentarians (AIP). This year, we will be "Above it All" in the high-altitude city of Albuquerque, New Mexico.

The site of this year's annual session will be the luxurious Hotel Albuquerque at Old Town. Our special room rate is \$109 (plus tax), which includes free parking and complimentary in-room wifi.

Prior to the Annual Session a Business Development Institute will be held to assist parliamentarians credentialed by AIP or the National Institute of Parliamentarians in important aspects of their parliamentary business. This event will be held on Wednesday, August 3, 2016.

Also on August 3, 2016, a very special event will occur in our excursion to Sandia Peak. We will convoy to the mountain range, then take the Sandia Peak tramway (the longest in the US) to the crest, 10,378 feet above sea level. At the summit, we will enjoy a great view and multi-course meal at the High Finance restaurant. Register yourself and traveling companions for this evening in the most elevated company.

The three-day Annual Session will take place on August 4 through 6th. Highlights will be outstanding educational presentations for students at every level of knowledge as well as the business sessions themselves. Special pricing benefits super-early birds and new members. Register now for AIP's premier annual event.

Whether you take a car, a plane, a train, or a hot air balloon, come to Albuquerque for AIP's 57th Annual Session.

Valoree Althoff, RDH, BS, PRP  
2016 Annual Session Coordinator  
annualsession@aipparl.org





American Institute of Parliamentarians  
 2016 Annual Session Registration Form  
 Albuquerque, New Mexico  
 August 4 - 6, 2016

Name: \_\_\_\_\_ Badge Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Certification (Check)  CP  CP-T  CPP  CPP-T  RP  PRP Other \_\_\_\_\_  
 Guest Name: \_\_\_\_\_ Guest Badge Name: \_\_\_\_\_  
**Please specify special dietary requirements:** \_\_\_\_\_

**Cancellation Policy:** Cancellation requests must be in writing. Cancellations received after July 15, 2016 will be subject to a \$75 cancellation fee. No refunds will be given for cancellations after August 1, 2016.

	Super early bird – before July 1	Early bird – before July 15	Regular or on site registration**	Number	Total
<b>BUSINESS DEVELOPMENT INSTITUTE (Limited to credentialed parliamentarians)</b>					
Business Development Institute <i>Aug. 3 (includes lunch)</i>	\$140	\$150	\$160		
<b>REGISTRATION PACKAGES</b>					
<i>Full registration includes 3 breakfasts, 3 lunches, 1 banquet</i>					
Full Registration for Members	\$340*	\$375*	\$395*		
Full Registration for Nonmembers (not joining AIP)	\$390*	\$425*	\$445*		
DISCOUNT: Nonmembers, join AIP for \$55 and receive full conference registration for \$300	\$355* (\$55 dues and discounted registration)	\$355*	\$355*		
Single day registration for members <i>(includes breakfast and lunch for that day only)</i>	\$130*	\$150*	\$185*		
<b>SPECIAL EVENT TICKETS (Limited spaces available!)</b>					
Opening dinner at Sandia Peak (Wed) (includes transportation, tram ride, meal at High Finance)	\$70	\$70	\$75		
Guest tickets for Banquet (Sat)	\$55	\$55	\$60		
<b>TOTAL</b>					

\* There will be a \$10 reduction in fees if attendee opts to receive material electronically

\*\* On site registrations are limited to space, meal, and material availability.

**Register** one of these three easy ways:

1. Checks should be made payable to American Institute of Parliamentarians and mailed to:  
American Institute of Parliamentarians, 618 Church St., St. 220, Nashville, TN 37219
2. Call AIP at 888-664-0428
3. Register online at [www.aipparl.org](http://www.aipparl.org)

**Hotel:** Hotel Albuquerque, 800 Rio Grande Blvd., NW, Albuquerque, NM 87104

**Reservations:** Visit [www.hotelABQ.com](http://www.hotelABQ.com) or call 1-800 230-4134 and identify "AIP" or code16072016AI for the special room rate of \$109 (single/double) plus tax. The deadline for the special room rate is July 11, 2016.

**For more information, contact** Coordinator Valoree Althoff, RDH, BS, PRP at [annualsession@aipparl.org](mailto:annualsession@aipparl.org) or (505) 360-5999.



# 2016 PROPOSALS

AIP Bylaws and Standing Orders

Prepared by the Bylaws and Standing Orders Committee:

- Colette Collier Trohan, CPP-T (chair)
- Junelle Banks
- Joe Theobald, CP-T
- E. Marie Wilson, CPP-T
- Kay Crews, CP (ex-officio)



## Proposal to Amend AIP Bylaws

Proposal #	Title	Article	Section	Proposed by
1601	Opinions Committee Composition	XI	3.6	Bylaws and Standing Orders Committee
<p><b><u>Current Language:</u></b> The committee shall consist of three members. All members of the opinions committee must hold status as CPP members.</p>		<p><b><u>Proposed Changes:</u></b>  <del>Opinions Committee. The committee shall consist of three members.</del> All members of the opinions committee must hold status as CPP members.</p>		
<p><b><u>Rationale:</u></b> Section 3 states: "All committees shall have a minimum of three and a maximum of seven members." Section 3.6 requires the opinions committee to have only three members. This seems an unnecessary constraint. If adopted, the opinions committee may have up to seven members, at the discretion of the president with the approval of the board.</p>		<p><b><u>If Adopted:</u></b>  <b>Opinions Committee.</b> All members of the opinions committee must hold status as CPP members.</p>		
<p><b><u>Recommendation:</u></b>                      The amendment comes at the request of the opinions committee. The bylaws and standing orders committee recommends adoption.</p>				

# Proposal to Amend AIP Bylaws

Proposal #	Title	Article	Section	Proposed by
1602a	Communications Department	NEW		AIP Board of Directors

<p><u>Current Language:</u> (none)</p>	<p><u>Proposed Changes:</u> <i>Insert new Article XI:</i></p> <p><u>Communications Department</u> <b>Section 1. Purpose.</b> <u>There shall be a Communications Department to coordinate communications in AIP. The president and vice president shall serve as ex-officio members of the department.</u></p> <p><b>Section 2. Composition.</b> <u>The communications department shall consist of the communications director, assistant communications director, and such division chairs as deemed necessary by the communications director. The assistant communications director and the division chairs shall be appointed by the communications director with the approval of the board.</u></p> <p><b>Section 3. Duties.</b> <u>The communications department shall develop strategies to provide accurate and timely information to the public, potential members, members, and former members. The department shall plan and communicate the activities and benefits of AIP to the public, work with other AIP committees as appropriate to achieve their communications goals, and regularly review the AIP website to make recommendations to the executive committee.</u></p>
<p><u>If Adopted:</u></p> <p><b>Communications Department</b> <b>Section 1. Purpose.</b> There shall be a Communications Department to coordinate communications in AIP. The president and vice president shall serve as ex-officio members of the department.</p> <p><b>Section 2. Composition.</b> The communications department shall consist of the communications director, assistant communications director, and such division chairs as deemed necessary by the communications director. The assistant communications director and the division chairs shall be appointed by the communications director with the approval of the board.</p> <p><b>Section 3. Duties.</b> The communications department shall develop strategies to provide accurate and timely information to the public, potential members, members, and former members. The department shall plan and communicate the activities and benefits of AIP to the public, work with other AIP committees as appropriate to achieve their communications goals, and regularly review the AIP website to make recommendations to the executive committee.</p>	

## Proposal to Amend AIP Bylaws

Conforming Amendments: if the above amendment is adopted, the following shall be automatically adopted to conform to the decision made.

<p><b>Article V, Section 1:</b> Section 1. Composition. The board of directors, herein referred to as the board, shall be composed of the officers of AIP, the accrediting director, the education director, and eight directors elected at the annual session.</p>	<p><b>Article V, Section 1:</b> Section 1. Composition. The board of directors, herein referred to as the board, shall be composed of the officers of AIP, the accrediting director, the education director, <u>the communications director</u> and eight directors elected at the annual session.</p>	<p><b>Article V, Section 1:</b> Section 1. Composition. The board of directors, herein referred to as the board, shall be composed of the officers of AIP, the accrediting director, the education director, the communications director and eight directors elected at the annual session.</p>
<p><b>Article V, Section 2.2:</b> Accrediting Director and Education Director. The accrediting director and the education director shall be elected by the board for a term of three years with the term to begin at the close of the board meeting at which they are elected.</p>	<p><b>Article V, Section 2.2:</b> Accrediting Director, <del>and</del> Education Director, <b>and Communications Director</b>. The accrediting director <del>and</del> the education director, <b>and the communications director</b> shall be elected by the board for a term of three years with the term to begin at the close of the board meeting at which they are elected. <b>Terms shall be staggered.</b></p> <p><i>Proviso: the communications director elected in 2016 shall serve a four year term.</i></p>	<p><b>Article V, Section 2.2:</b> Accrediting Director, Education Director, and Communications Director. The accrediting director and the education director, and the communications director shall be elected by the board for a term of three years with the term to begin at the close of the board meeting at which they are elected. Terms shall be staggered.</p> <p><i>Proviso: the communications director elected in 2016 shall serve a four year term.</i></p>
<p><b>Article VI, Section 3:</b> Section 3. Election of Accrediting and Education Directors. 3.1 Time of Election. The accrediting and education directors shall be elected at the post annual session board meeting. 3.2 Nominations for Accrediting and Education Directors. Candidates for accrediting and education directors shall be nominated from the floor at the board meeting. 3.3 Election. The accrediting and education directors shall be elected by majority vote of the board.</p>	<p><b>Article VI, Section 3:</b> Section 3. Election of Accrediting, <del>and</del> Education, <b>and Communications</b> Directors. 3.1 Time of Election. The accrediting, <del>and</del> education, <b>and communications</b> directors shall be elected at the post annual session board meeting. 3.2 Nominations for Accrediting, <del>and</del> Education, <b>and Communications</b> Directors. Candidates for accrediting, <del>and</del> education, <b>and communications</b> directors shall be nominated from the floor at the board meeting. 3.3 Election. The accrediting, <del>and</del> education, <b>and communications</b> directors shall be elected by majority vote of the board.</p>	<p><b>Article VI, Section 3:</b> Section 3. Election of Accrediting, Education and Communications Directors. 3.1 Time of Election. The accrediting, education, and communications directors shall be elected at the post annual session board meeting. 3.2 Nominations for Accrediting, Education, and Communications Directors. Candidates for accrediting, education, and communications directors shall be nominated from the floor at the board meeting. 3.3 Election. The accrediting, education, and communications directors shall be elected by majority vote of the board.</p>

## Proposal to Amend AIP Bylaws

<p><i>Article XI, Section 2:</i> Section 2. Standing Committees. There shall be the following standing committees: Audit; Budget and Finance; Bylaws and Standing Orders; Communications; Ethics; Member Services; Opinions; Youth Activities.</p>	<p><i>Article XI, Section 2:</i> Section 2. Standing Committees. There shall be the following standing committees: Audit; Budget and Finance; Bylaws and Standing Orders; Communications; Ethics; Member Services; Opinions; Youth Activities.</p>	<p><i>Article XI, Section 2:</i> Section 2. Standing Committees. There shall be the following standing committees: Audit; Budget and Finance; Bylaws and Standing Orders; Ethics; Member Services; Opinions; Youth Activities.</p>
<p><i>Article XI, Section 2.4:</i> Communications Committee. The communications committee shall develop strategies to provide accurate and timely information to the public, potential members, and former members. The committee will work with the member services committee and the youth activities committee as appropriate to achieve their communications goals. The committee will plan and communicate the activities and benefits of AIP to the public. The committee will regularly review the Web site and make recommendations to the executive committee regarding the Web site.</p>	<p><i>Article XI, Section 2.4:</i> Communications Committee. The communications committee shall develop strategies to provide accurate and timely information to the public, potential members, and former members. The committee will work with the member services committee and the youth activities committee as appropriate to achieve their communications goals. The committee will plan and communicate the activities and benefits of AIP to the public. The committee will regularly review the Web site and make recommendations to the executive committee regarding the Web site.</p>	<p><i>(Strike and renumber accordingly.)</i></p>
<p><i>Article XI, Section 3.4:</i> Communications Committee. In addition to the other members, there shall be as ex officio voting members of the committee: chair of youth activities committee; chair of the member services committee; editor of The Communicator.</p>	<p><i>Article XI, Section 3.4:</i> Communications Committee. In addition to the other members, there shall be as ex officio voting members of the committee: chair of youth activities committee; chair of the member services committee; editor of The Communicator.</p>	<p><i>(Strike and renumber accordingly.)</i></p>
<p><b><u>Rationale:</u></b> There are a number of functions that lend themselves to being combined, and that would benefit from continuity. Some of these functions include the website, our branding and messaging, and our communications and interactions with members. Having an individual or team that develops expertise in marketing our events, and is responsible for the website, social media, and inter-organizational marketing will be an advantage.</p> <p><b><u>Recommendation:</u></b> The bylaws and standing orders committee recommends adoption.</p>		

# Proposal to Amend AIP Standing Orders

<b>Proposal #</b>	<b>Title</b>	<b>Order</b>	<b>Proposed by</b>
1602b	Communications Department	NEW	AIP Board of Directors

<p><u><b>Current Language:</b></u></p> <p>None.</p>	<p><u><b>Proposed Changes:</b></u></p> <p><u><b>X.1 Communications Department.</b></u> <u><b>Communications Department.</b></u>  <u><b>X.1 Communications Director.</b></u> <u><b>The</b></u>  <u><b>communications director shall direct the</b></u>  <u><b>activities of the department and shall oversee</b></u>  <u><b>the communications within and outside of AIP.</b></u></p> <p><u><b>X.2 Assistant Communications Director.</b></u> <u><b>The</b></u>  <u><b>assistant communications director shall</b></u>  <u><b>perform such duties as assigned by the</b></u>  <u><b>communications director.</b></u></p> <p><u><b>X.3 Division Chairs.</b></u> <u><b>The division chairs shall</b></u>  <u><b>coordinate the activities of their divisions under</b></u>  <u><b>the direction of the communications director</b></u>  <u><b>and the assistant communications director.</b></u></p> <p><u><b>X.4 Members of Divisions and Special Committees.</b></u>  <u><b>The members of the divisions and any such</b></u>  <u><b>special committees as may be necessary shall</b></u>  <u><b>be appointed by the president, in consultation</b></u>  <u><b>with the communications director.</b></u></p>	<p><u><b>If Adopted:</b></u></p> <p><u><b>Communications Department.</b></u> The communications  <u><b>X.1 Communications Director.</b></u> The communications          director shall direct the activities of the department and          shall oversee the communications within and outside          of AIP.</p> <p><u><b>X.2 Assistant Communications Director.</b></u> The assistant          communications director shall perform such duties as          assigned by the communications director.</p> <p><u><b>X.3 Division Chairs.</b></u> The division chairs shall coordinate          the activities of their divisions under the direction of the          communications director and the assistant          communications director.</p> <p><u><b>X.4 Members of Divisions and Special Committees.</b></u>          The members of the divisions and any such special          committees as may be necessary shall be appointed          by the president, in consultation with the          communications director.</p>
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<p><u><b>Rationale:</b></u></p> <p>This language will facilitate the implementation of the new department.</p>	<p><u><b>Recommendations:</b></u></p> <p>The bylaws and standing orders committee recommends adoption.</p>	
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# Proposal to Amend Bylaws

Proposal #	Title	Article	Section	Proposed by
1603a	Youth Activities Committee	XI	2.8	Al Gage, John Rempel, Daniel Ivey-Soto, Lucy Anderson, Terri Gage, Daniel Foster, Kay Crews

<p><u><b>Current Language:</b></u></p> <p><b>2.8 Youth Activities Committee.</b> The youth activities committee shall develop and implement programs to encourage the membership, participation, and education of the youth members. The committee may provide scholarships to practicums, annual sessions, and other AIP educational events, which events have been approved by the board.</p>	<p><u><b>Proposed Changes:</b></u></p> <p><b>2.8 Youth Activities and Scholarship Committee.</b> The youth activities <u>and scholarship</u> committee shall develop and implement programs to encourage the membership, participation, and education of the youth members. The committee may provide scholarships <u>to</u> <b>in the form of registration and meals for practicums, or annual sessions, and other AIP educational events, or in the form of membership dues.</b> <del>which events have been approved by the board.</del></p>	<p><u><b>If Adopted:</b></u></p> <p><b>2.8 Youth Activities and Scholarship Committee.</b> The youth activities and scholarship committee shall develop and implement programs to encourage the membership, participation, and education of the youth members. The committee may provide scholarships in the form of registration and meals for practicums, annual sessions, and other AIP educational events, or in the form of membership dues.</p>
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**Rationale:**  
 The addition of this program accomplishes many of the duties of the Youth Activities and Scholarship Committee with very little to no actual cost to AIP. It develops a plan for actively recruiting members from both college and high school communities. It encourages membership in AIP although it is a 12-15-year project before any actual results are available. It advertises the scholarship program as well as AIP in general to potentially over 4000 new students annually.

At the very least, this program would provide a targeted database identifying potential dues paying members and maintain their contact information until they reach an age of likely membership. It also promotes AIP over other organizations to 200-500 participants annually at each selected contest. Even if these participants never become dues paying members, they are more likely to hire professional parliamentarians because they have been exposed to the profession and if they do hire parliamentarians they are more likely to hire AIP members based on their frame of reference, further promoting the parliamentary profession throughout society. The down side to this project is that it is a 12-15-year project but other than the relatively small loss of dues from members who qualify for this program (which we currently believe is less than \$200 annually) and the cost of adding these to the AIP electronic database, there is no cost associated with this proposal.

**Recommendation:**  
 The bylaws and standing orders committee has concerns about this amendment. First, the amendment removes the phrase “which events have been approved by the board.” The 2015 annual session considered combining the two committees and did not see the need to change the name of the committee, and this change is not necessary for the committee to discharge its duties. Also of concern is the administration of handling funds for dues: this proposal does not forgive dues – it requires the committee to take AIP funds from those earmarked for youth and scholarships and pay them as dues, which could also have legal implications. The bylaws and standing orders committee recommends rejecting the amendment to the bylaws and proposes a substitute for the proposed amendment to the standing orders.

# Proposal to Amend AIP Standing Orders

Proposal #	Title	Order	Proposed by
1603b	Youth Activities Committee	25 (NEW)	Al Gage, John Rempel, Daniel Ivey-Soto, Lucy Anderson, Terri Gage, Daniel Foster, Kay Crews
<p><u>Current Language:</u></p> <p>None</p>	<p><u>Proposed Changes:</u></p> <p><u>25.11 grant scholarships to participants in national level youth parliamentary procedure contests of organizations approved by the board of directors on an opt-in electronic only basis, renewable until the end of the membership year of the recipients 30th birthday.</u></p>	<p><u>If Adopted:</u></p> <p>25.11 grant scholarships to participants in national level youth parliamentary procedure contests of organizations approved by the board of directors on an opt-in electronic only basis, renewable until the end of the membership year of the recipients 30th birthday.</p>	
<p><i>The bylaws and standing orders committee recommends the adoption of the following substitute:</i></p>			
<p><u>Current Language:</u></p> <p>None.</p>	<p><u>Proposed Changes:</u></p> <p><u>25.11 by request, grant complimentary electronic access to the AIP Communicator and Parliamentary Journal for 25, in national level youth parliamentary procedure contests of organizations approved by the board of directors.</u></p>	<p><u>If Adopted:</u></p> <p>25.11 by request, grant complimentary electronic access to the AIP Communicator and Parliamentary Journal for participants, up to age 25, in national level youth parliamentary procedure contests of organizations approved by the board of directors.</p>	
<p><b><u>Rationale:</u></b> The bylaws and standing orders committee does not share the vision of the youth activities committee, but sees electronic access to AIP's publications as a good compromise. Giving away memberships for up to 15 years in the hope that someone might decide to convert it to a paying membership involves database adjustments and other administrative tracking that can be avoided by creating a complimentary subscription list. The committee recommends adoption of the proposed substitute above, and subsequent adoption of the amendment to the standing orders.</p> <p><b><u>Recommendations:</u></b> The bylaws and standing orders committee recommends this amendment be adopted.</p>			

# Proposal to Amend AIP Standing Orders

Proposal #	Title	Order	Proposed by
1604	AIP Fiscal Year	16.1	AIP Board of Directors <i>(Referred to board by 2015 Annual Session)</i>

<p><b><u>Current Language:</u></b> Fiscal Year. The fiscal year shall be from June 1 through May 31.</p>	<p><b><u>Proposed Changes:</u></b> Fiscal Year. The fiscal year shall be from June 1 through <del>May 31</del> <b><u>March 1 through the last day of February.</u></b></p>
<p><b><u>If Adopted:</u></b> Fiscal Year. The fiscal year shall be from March 1 through the last day of February.</p>	

**Rationale:**  
This motion was referred to the AIP board of directors by action of the 2015 annual session. The audit and the budget and finance committees studied the problem extensively, and reported to the board their recommendation that it not be adopted, because this will not solve the timeliness issues in AIP's financial reporting.

**Recommendations:**  
The bylaws and standing orders committee recommends this amendment not be adopted.



# Proposal to Amend AIP Standing Orders

Proposal #	Title	Order	Proposed by
1605	Authorized Signatories	16.1	AIP Board of Directors <i>(Referred to board by 2015 Annual Session)</i>

<p><b><u>Current Language:</u></b></p> <p><b>16.3 Authorized Signatures.</b> The four elected officers shall be authorized signatures on all financial accounts.</p>	<p><b><u>Proposed Changes:</u></b></p> <p><b>16.3 Authorized Signatures.</b> <del>The four elected officers</del> <b>The executive committee</b> shall be authorized signatures on all financial accounts.</p>	<p><b><u>If Adopted:</u></b></p> <p><b>16.3 Authorized Signatures.</b> The executive committee shall be authorized signatures on all financial accounts.</p>
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<p><i>The AIP Board of Directors proposes the following substitute:</i></p>		
<p><b><u>Proposed Changes:</u></b></p> <p><b>16.3 Authorized Signatories. The president and treasurer shall be authorized signatories on all financial accounts.</b></p>	<p><b><u>If Adopted:</u></b></p> <p><b>16.3 Authorized Signatories.</b> The president and treasurer shall be authorized signatories on all financial accounts.</p>	

<p><b><u>Rationale:</u></b></p> <p>This motion was referred to the AIP board of directors by action of the 2015 annual session. The board proposes a secondary amendment as noted. Getting new signatures handled every time the officers change has proven to be overly burdensome and challenging, as banks often require proof of identity.</p> <p><b><u>Recommendations</u></b></p> <p>The bylaws and standing orders committee recommends adoption of the substitute and subsequent adoption of the amendment to the standing orders.</p>
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# Proposal to Amend AIP Standing Orders

Proposal #	Title	Order	Proposed by
1606	Reinstatement By Payment of Dues	8.3	AIP Bylaws and Standing Orders Committee <i>(Referred from 2015 Annual Session)</i>

<u>Current Language:</u>	<u>Proposed Changes:</u>	<u>If Adopted:</u>
<p><b>8.3 Reinstatement By Payment Of Delinquent Dues.</b> A petition for reinstatement of membership shall detail the reasons for non-payment of dues and shall be accompanied by the dues which are then delinquent. In the case of certified members, there shall be an additional processing fee of \$5.00 for each month, or fraction thereof, elapsed since the dues became delinquent.</p>	<p><b>8.3 Reinstatement By Payment Of Delinquent Dues.</b> A petition for reinstatement of membership shall detail the reasons for non-payment of dues and shall be accompanied by the dues which are then delinquent. In the case of certified members, there shall be an additional processing fee of \$5.00 for each month, or fraction thereof, elapsed since the dues became delinquent.</p>	<p>None. Renumber accordingly.</p>

The bylaws and standing orders committee recommends the following substitute:

<p><b>8.3 Reinstatement By Payment Of Delinquent Dues.</b> A petition for reinstatement of request to reinstate membership shall detail the reasons for non-payment of dues and shall be accompanied by the dues which are then delinquent. In the case of certified members, there shall be an additional processing fee of \$5.00 for each month, or fraction thereof, elapsed since the dues became delinquent.</p>	<p><b>8.3 Reinstatement By Payment Of Delinquent Dues.</b> A request to reinstate membership shall detail the reasons for non-payment of dues and shall be accompanied by the dues which are then delinquent. In the case of certified members, there shall be an additional processing fee of \$25.00 for each month, or fraction thereof, elapsed since the dues became delinquent.</p>
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**Rationale:**  
This motion was referred to the bylaws and standing orders committee by action of the 2015 annual session. The original rationale was given as “to support easier access to membership in the event of loss of membership.”

**Recommendation:**  
This provision deals with two separate situations. If a member allows AIP membership to lapse and then wants to be reinstated with continuing membership, it is only fair that the delinquent dues be paid. The other choice is to rejoin AIP and start the membership tenure over.

## Proposal to Amend AIP Standing Orders

Certified members who allow their membership to lapse have also allowed their credentials to lapse. Standing order 8.4 allows the accrediting department to determine whether the member requesting reinstatement must provide additional information or retake the examination(s). Keeping up a credential is something that is necessary for many professional associations, and it is possible that a member originally passed the examination for CP or CPP under a totally different parliamentary authority or under different exam conditions than those present at the time the reinstatement request is made. Certified members should take their credentials seriously and not expect AIP to provide a revolving door.

The bylaws and standing orders committee believes that certified members who are thinking of dropping their membership should recognize that the cost to regain their continuing membership and credential will be significant, and therefore recommends a substitute, which includes an amendment to strike "petition" and insert "request" made at the 2015 annual session, ruled not in order by the chair, appealed, and the sustaining of the chair's ruling, (which is likely why the subsequent motion to refer was adopted).

The bylaws and standing orders committee recommends the adoption of the proposed substitute, and subsequent adoption of the amendment to the standing orders.

## Proposal to Amend AIP Standing Orders

Proposal #	Title	Order	Proposed by
1607	Exam Copies	10.2.2.	AIP Bylaws and Standing Orders Committee

<p><b><u>Current Language:</u></b></p> <p>10.2.2 The accrediting director shall send a master copy of each examination to headquarters for filing.</p>	<p><b><u>Proposed Changes:</u></b></p> <p><del>10.2.2 The accrediting director shall send a master copy of each examination to headquarters for filing.</del></p>	<p><b><u>If Adopted:</u></b></p> <p>None</p>
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**Rationale:**

Copies of old exams were destroyed several years ago. Master copies of the exams are not being kept, and we no longer have a headquarters to file things in.

**Recommendations:**

The bylaws and standing orders committee recommends adoption.

## Proposal to Amend AIP Standing Orders

Proposal #	Title	Order	Proposed by
1608	Publication of Personal Information	8.6.1	AIP Bylaws and Standing Orders Committee
<p><b><u>Current Language:</u></b></p> <p>8.6.1 Officers and directors shall, by agreeing to serve if elected, give consent to have personal contact information published.</p>		<p><b><u>Proposed Changes:</u></b></p> <p><del>8.6.1 Officers and directors shall, by agreeing to serve if elected, give consent to have personal contact information published.</del></p>	<p><b><u>If Adopted:</u></b></p> <p>None</p>
<p><b><u>Rationale:</u></b> AIP officers and directors have association emails by which they can be contacted. There's no need for their personal contact information to be published.</p> <p><b><u>Recommendations:</u></b> The bylaws and standing orders committee recommends adoption.</p>			

## Proposal to Amend AIP Standing Orders

Proposal #	Title	Order	Proposed by
1609	Editorial Corrections and Clarifications	As Designated	AIP Bylaws and Standing Orders Committee
<p><b><u>Current Language:</u></b></p> <p><b>10.2.1</b> The accrediting department shall notify the examinee of the written examination score within two months of the examination. Examinees shall receive a report identifying subject areas requiring improvement.</p>			
<p><b><u>Proposed Changes:</u></b></p> <p><b>10.2.1</b> The accrediting department shall notify the examinee of the written <b>or oral</b> examination score within two months of the examination. Examinees shall receive a report identifying subject areas requiring improvement.</p>		<p><b><u>If Adopted:</u></b></p> <p><b>10.2.1</b> The accrediting department shall notify the examinee of the written or oral examination score within two months of the examination. Examinees shall receive a report identifying subject areas requiring improvement.</p>	
<p><b><u>Current Language:</u></b></p> <p><b>10.3.1</b> 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 regular member classification. The member shall be required to complete the required examination to be reinstated in his or her previous classification.</p>			
<p><b><u>Proposed Changes:</u></b></p> <p><b>10.3.1</b> A Certified Professional Parliamentarian (CPP) or a Certified Parliamentarian (CP) member <del>who fails to</del> <b>shall</b> complete the continuing education requirement and timely submit proof thereof during <del>his or her</del> <b>the</b> seven-year period <del>or</del> shall revert to the next lower classification of membership. A CPP shall revert to a CP classification and a CP shall revert to a regular member classification. The member shall be required to complete the required examination to be reinstated in <del>his or her</del> <b>a</b> previous classification.</p>		<p><b><u>If Adopted:</u></b></p> <p><b>10.3.1</b> A Certified Professional Parliamentarian (CPP) or a Certified Parliamentarian (CP) member shall complete the continuing education requirement and timely submit proof thereof during the seven-year period or shall revert to the next lower classification of membership. A CPP shall revert to a CP classification and a CP shall revert to a regular member classification. The member shall be required to complete the required examination to be reinstated in a previous classification.</p>	
<p><b><u>Current Language:</u></b></p> <p><b>10.3.2</b> Members holding the Teacher "T" credential that fail to maintain the required continuing education shall lose their teacher credential and shall be required to successfully complete the AIP Teacher Certification Course and submit the required teaching points to reinstate that credential.</p>			
<p><b><u>Proposed Changes:</u></b></p> <p><b>10.3.2</b> Members holding the Teacher "T" credential <del>that fail to</del> <b>shall</b> maintain the required continuing education <del>or</del> shall lose their teacher credential and <del>shall be</del> required to successfully complete the AIP Teacher Certification Course and submit the required teaching points to reinstate that credential.</p>		<p><b><u>If Adopted:</u></b></p> <p><b>10.3.2</b> Members holding the Teacher "T" credential shall maintain the required continuing education or shall lose their teacher credential and be required to successfully complete the AIP Teacher Certification Course and submit the required teaching points to reinstate that credential.</p>	

## Proposal to Amend AIP Standing Orders

<p><b><u>Current Language:</u></b></p> <p><b>11.6 Education Materials.</b> The education department will set pricing on AIP-produced educational materials subject to the approval of the executive committee.</p>	<p><b><u>Proposed Changes:</u></b></p> <p><b>11.6 Education Materials.</b> The education department will <b>shall</b> set pricing on AIP-produced educational materials subject to the approval of the executive committee.</p>	<p><b><u>If Adopted:</u></b></p> <p><b>11.6 Education Materials.</b> The education department shall set pricing on AIP-produced educational materials subject to the approval of the executive committee.</p>
<p><b><u>Current Language:</u></b></p> <p><b>13. Revocation or Reclassification of Credentials.</b></p> <p><b>13.1 Unprofessional Conduct.</b> Revocation or reclassification of credentials for unprofessional conduct shall be in accordance with AIP's Rules for Handling Complaints and Reporting Ethical Violations.</p> <p><b>13.2 Failure to Maintain Credentialing Requirements.</b></p> <p><b>13.2.1</b> Credentialled 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.</p> <p><b>13.2.2</b> 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.</p> <p><b>13.2.3</b> 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.</p> <p><b>13.2.4</b> 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</p>	<p><b><u>Proposed Changes:</u></b></p> <p><b>13. <del>Revocation or Reclassification of Maintaining Credentials.</del></b></p> <p><b>13.1 Unprofessional Conduct.</b> <i>No changes.</i></p> <p><b>13.2 <del>Failure to Requirements to Maintain Credentialing Requirements.</del></b></p> <p><b>13.2.1</b> <i>No changes</i></p> <p><b>13.2.2</b> <i>No changes</i></p> <p><b>13.2.3</b> 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 <b>will shall</b> review the documentation and respond with a final decision within sixty days after receipt of the documentation.</p> <p><b>13.2.4</b> <i>No changes</i></p>	<p><b><u>If Adopted:</u></b></p> <p><b>13. Maintaining Credentials.</b></p> <p><b>13.1 Unprofessional Conduct.</b> Revocation or reclassification of credentials for unprofessional conduct shall be in accordance with AIP's Rules for Handling Complaints and Reporting Ethical Violations.</p> <p><b>13.2 Requirements to Maintain Credentials.</b></p> <p><b>13.2.1</b> Credentialled 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.</p> <p><b>13.2.2</b> 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.</p> <p><b>13.2.3</b> 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 shall review the documentation and respond with a final decision within sixty days after receipt of the documentation.</p> <p><b>13.2.4</b> 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</p>

## Proposal to Amend AIP Standing Orders

<p>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.</p>		<p>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.</p>
<p><b><u>Current Language:</u></b></p> <p><b>19. Standing Committee Duties: Audit Committee.</b> The committee shall: <b>19.1</b> receive and review the audit report from the auditor. <b>19.2</b> make any recommendations for management changes based on the auditors' recommendations and findings. <b>19.3</b> develop the criteria for the solicitation of bids for the audit. <b>19.4</b> make recommendations for procedures, checks and balances for the control of AIP funds.</p>	<p><b><u>Proposed Changes:</u></b></p> <p><b>19. Standing Committee Duties: Audit Committee.</b> The committee shall: <b>19.1</b> receive and review the audit report from the auditor. <b>19.2</b> make any recommendations for management changes based on the auditors' <del>recommendations and</del> findings <b>and recommendations.</b> <b>19.3</b> develop the criteria for the solicitation of bids for the audit. <b>19.4</b> make recommendations for procedures, checks and balances for the control of AIP funds.</p>	<p><b><u>If Adopted:</u></b></p> <p><b>19. Standing Committee Duties: Audit Committee.</b> The committee shall: <b>19.1</b> receive and review the audit report from the auditor. <b>19.2</b> make any recommendations for management changes based on the auditors' findings and recommendations. <b>19.3</b> develop the criteria for the solicitation of bids for the audit. <b>19.4</b> make recommendations for procedures, checks and balances for the control of AIP funds.</p>
<p><b><u>Current Language:</u></b></p> <p><b>27.1.3 Subscription.</b> The annual subscription for the <i>Parliamentary Journal</i> for non-members shall be established by the board. The member subscription is included as part of the membership dues.</p>	<p><b><u>Proposed Changes:</u></b></p> <p><b>7.1.3 Subscription.</b> The annual subscription <b>fee</b> for the <i>Parliamentary Journal</i> for non-members shall be established by the board. The member subscription <b>rate shall be</b> is included as part of the membership dues.</p>	<p><b><u>If Adopted:</u></b></p> <p><b>7.1.3 Subscription.</b> The annual subscription fee for the <i>Parliamentary Journal</i> for non-members shall be established by the board. The member subscription rate shall be included as part of the membership dues.</p>
<p><b><u>Current Language:</u></b></p> <p>Miscellaneous grammatical corrections.</p>	<p><b><u>Proposed Changes:</u></b></p> <p><i>Insert commas in the following sections:</i></p> <p><b>9.5 (last sentence):</b> This requirement for the session to be self-supporting does not mean that AIP cannot appropriate funds for</p>	<p><b><u>If Adopted:</u></b></p> <p><b>9.5 (last sentence):</b> This requirement for the session to be self-supporting does not mean that AIP cannot appropriate funds for the session, which shall be reimbursed to the AIP budget from the funds of the session.</p>



## Proposal to Amend AIP Standing Orders

	<p>the session <b>1</b> which shall be reimbursed to the AIP budget from the funds of the session.</p> <p><b>25.3</b> prepare <b>1</b> in conjunction with the Education Department, materials for study and competition for national and international organizations.</p> <p><b>25.4</b> exercise general oversight of the scholarship program <b>1</b> to include establishing an application form and time lines for distribution and return of the application(s) for scholarships.</p>	<p><b>25.3</b> prepare, in conjunction with the Education Department, materials for study and competition for national and international organizations.</p> <p><b>25.4</b> exercise general oversight of the scholarship program, to include establishing an application form and time lines for distribution and return of the application(s) for scholarships.</p>
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**Rationale:**

These editorial corrections do not change the intent, but make grammatical corrections and clarifications.

**Recommendations:**

The bylaws and standing orders committee recommends adoption.

*AIP Certified  
Parliamentarian  
Services Survey*

Later this month, BDI Coordinator W. Craig Henry, CPP-T, PRP, will be sending out a survey to all AIP credentialed parliamentarians. This survey will include a wide variety of topics – such as the first salary survey of professional parliamentarians done in several years. Other topics will include fee structures, services provided, itinerant vs. stable clients served, etc.

Results of this confidential survey will be distributed first at the BDI – so be sure to plan to attend to learn about this important work. (And be sure to respond to the survey when it is distributed!)



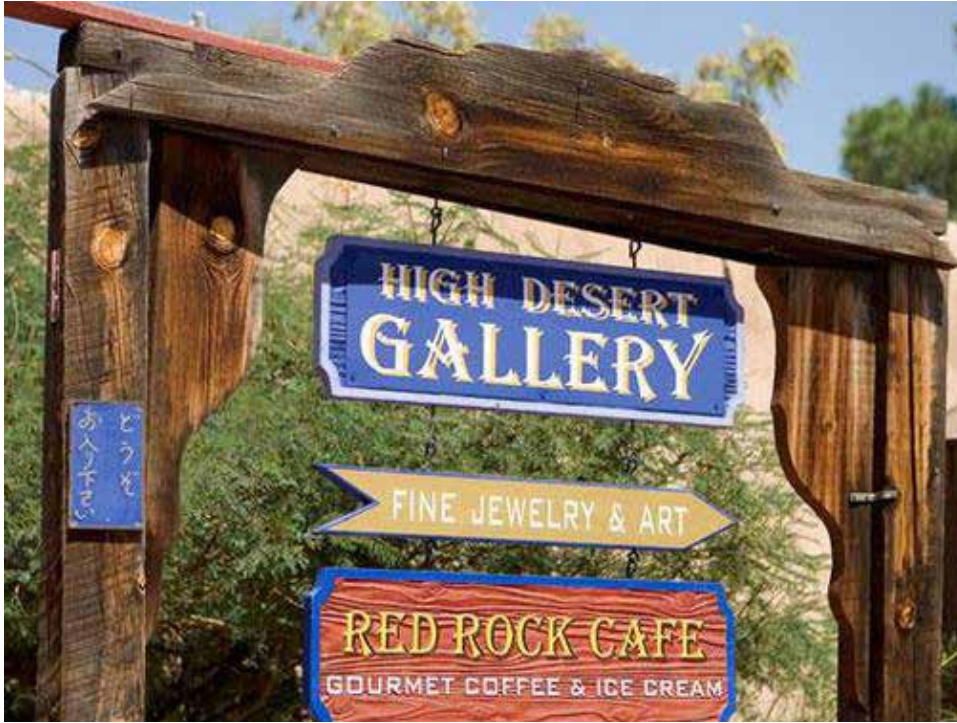
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## American Institute of Parliamentarians

618 Church Street, Suite 220  
Nashville, TN 37219

# BUSINESS DEVELOPMENT INSTITUTE

Make plans to come to the 2016 Business Development Institute to be held August 3, 2016 immediately preceding this year's Annual Session. W. Craig Henry, CPP-T, PRP, is lining up several seasoned professional members to present varied topics on professionalism.

Kicking off the Institute will be Making the Transition – From Hobby to Business, an overview of the part-time parliamentarian who has decided to make professional parliamentary consulting a full- (or nearly full-) time profession. Rather than concentrating on just setting up the business, this section will examine the pitfalls—and potential pitfalls—that a person may encounter as you transition. It will also cover how to establish that you are a legitimate consultant and the dilemmas/ethical problems that may arise between the consultant and clients, other parliamentary consultants and your local and parent associations.

Next will be discussed Clients: How to find them, work with them and when to

gently let them go. This section of the institute will focus on the various aspects and insight about clients, including:

### 1. Finding Clients:

**Using websites, social media, newsletters, podcasts, books, videos, referrals (and any other types of marketing)**

### 2. Working with Clients:

**Services offered (Broad/Narrow), proposals, client etiquette, discovering client problems/needs, working with difficult clients**

### 3. Parting ways with the Client:

**When it is time to say goodbye (either client or parliamentarian) and how not to “burn any bridges.”**

After lunch we will delve into the Statistics of the Profession based on results of the AIP Professional Parliamentary Consultant

Survey that will be held during June 2016. Some of the topics will cover fee structures, services provided, itinerant vs. stable clients served, etc.

Following the survey overview will be a Panel Discussion on working as a professional parliamentary consultant. Both “long time” consultants as well as “newbies” will discuss topics such as: How they got started; working as an Individual or working as part of a group; types of services performed; most unusual meeting handled; most memorable client (and why); and the infamous Q&A from the floor.

Finally, we will have an overview of Automated Software/Hardware Tools that the professional parliamentary consultant might use—whether they are a sole proprietor or a member of an organization. These may be used to facilitate working directly with clients, training, running their business, or as marketing tools.