

# **Communicator**

**The newsletter of the American Institute of Parliamentarians**

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## **Lucas Practicum Focuses on Organizations and Officers**

Moving into a leadership position in your association? Want to learn more about the role of today's organizations and officers? AIP will hold the 28<sup>th</sup> Lucas Practicum in Ontario, California on January 29-31, 2009. Paul Lamb, CPP-T, and Joy Meyer, CPP-T, will lead an outstanding faculty that will provide hands on experience to participants on how to best provide effective leadership within their own organizations.

The Lucas Practicum is designed to expand the knowledge base of all attendees. The 2009 practicum is expected to draw a diverse audience with a wide range of experience and knowledge. Each learner not only learns from the assigned faculty but also gains valuable insights from their fellow students who bring their own perspectives to the learning process.

All practicum courses combine advanced theory with practical application through small group exercises and seminar assignments. Participants receive useful leadership tools that they will be able to immediately put to use back home.

If you want to enhance your organizational leadership skills then this is an event you will not want to miss. Registration and additional information is available on the AIP website at [www.aipparl.org](http://www.aipparl.org) or by calling 888-664-0428.

*Jim Jones, CPP  
President*

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Editor: E. Marie Wilson, CPP  
35 Chapman Mill Pond Road  
Westbrook, CT 06498  
860-669-4443  
[wilsonem@ix.netcom.com](mailto:wilsonem@ix.netcom.com)

AIP Headquarters  
550M Ritchie Highway, #271  
Severna Park, MD 21146  
888-664-0428  
[aip@aipparl.org](mailto:aip@aipparl.org)

President: James N. Jones, CPP-T  
P.O. Box 617816  
Chicago, IL 60661  
202-309-3835  
[nccichgo@hotmail.com](mailto:nccichgo@hotmail.com)

### Events Calendar

#### 2008

Dec 14 Region IV Biennial Meeting, Mineola, NY

#### 2009

Jan 29-31 Lucas Practicum and CPP examination, Ontario, CA

Jan 30-Feb 5 CP examination period

Feb 1 Communicator article submission deadline

Feb 7-8 Board of Directors Meeting, Ontario, CA

Mar 1 East Coast Practicum scholarship applications due

Mar 15 East Coast June CP/ CPP examination applications due

Apr 3-4 Canadian Workshop, Peterborough, Ontario, Canada

May 1 Communicator article submission deadline

May 15 Applications due for Annual Session CPP examinations

June 2-8 CP examination period

June 5 Pre-practicum public information and education session

June 6-9 Riddick Practicum and CPP examination, Baltimore, MD

June 9-10 Board of Directors Meeting, Baltimore, MD

Jun 15-21 CP examination period

Jul 15 Applications due for October CP examinations

Jul 29 Practicing Parliamentarians Workshop, New Orleans, LA

Jul 30–Aug 1 Annual Session, New Orleans, LA

CPP examination, New Orleans, LA

Aug 1 Communicator article submission deadline

Jul 15 Applications due for October examination period

Oct 1-7 CP examination period

Nov 1 Communicator article submission deadline

Nov 15 Winter Practicum West, CPP examination applications due

Nov 15 Applications due for January CP examinations

Details of events may be found in issues of *The Communicator*, on the web at [www.parliamentaryprocedure.org](http://www.parliamentaryprocedure.org), or by telephone 888-664-0428.

### Writers Wanted

The article drawer is empty. I have lots of blank pages in the April issue of the *Parliamentary Journal* and almost nothing for the issues after that. Now is the time for all potential authors to dust off their keyboards and start writing. And those who have an unfinished article you have been forgetting for the past few months, time to remember it and finish it. And then send it to me for consideration for a future *Parliamentary Journal*.

You say that you can't write. Well, I don't believe that. Try something and send it in and I will try to help you make it into a suitable article. Email you article (or more than one) to [pj@AIPparl.org](mailto:pj@AIPparl.org) or [plamb@wildblue.net](mailto:plamb@wildblue.net).

The January issue will bring you: a train wreck, thoughts on scope of notice and on dysfunctional committees, the first part of a very complete review of a relatively unknown parliamentary book, something about "face," some comments on past opinions and the committee's second thoughts, and spanking (no, disciplinary procedures, but I did get your attention). In the mail late December.

*Paul Lamb, CPP-T*  
*Editor, Parliamentary Journal*

*The Communicator*, Vol. 35, No. 4

### Surely It Cannot Be ...

...That all the parliamentary questions have been answered for all time. The AIP Opinions Committee, Michael Malamut, CPP-T, Chair, is constantly on the lookout for problems to solve. But we don't hear of very many. Please send us your latest difficulty.

Over the past few years, the committee has generated many of the published questions for itself, based on scenarios presented in committee members' professional parliamentary practice and theoretical discussions among practicing parliamentarians. Of course, this is convenient because we only ask ourselves questions that we can answer with assurance. But we would like some tougher ones—ones that really push the envelope of parliamentary procedure and parliamentary law.

Unlike the RONR web page, which does get a lot of questions to answer but sticks to those directly related to RONR, we, the AIP Opinions committee, are happy to take on all comers – questions related to tricky bylaws provisions, questions related to applications of the rules in situations not contemplated by RONR (such as Internet based "e-meetings" and "e-voting"), questions arising from inconsistencies in RONR, questions related to other parliamentary authorities such as The Standard Code (Sturgis), Cannon, Demeter, Mason, Lochrie, Keesey, Bourinot, Atwood, and others that only you may have run across, questions arising out of state or federal (procedural) law – just bring them on. The more controversial, the better.

Give us your best shot, mail them to the Chairman, Michael Malamut, CPP-T (his address is in the online directory) or send it via e-mail to [michael@michaelmalamut.com](mailto:michael@michaelmalamut.com) and we will put your question in the queue. It may not show up in the *Parliamentary Journal* right away because of publication schedules and backlogs, but have patience. Questions from AIP members (excepting the Opinions Committee members themselves) get first priority.

*John Stackpole, CPP-T*  
*Member, Opinions Committee*

Deadline for  
Next issue of *The Communicator*  
February 1

## REGION I BIENNIAL CONFERENCE

When I first got interested in parliamentary procedure a decade ago, I wanted to join an organization that would provide information on the subject. Using the "Guide to Associations" I discovered that I had a choice—the National Association of Parliamentarians (NAP) or the American Institute of Parliamentarians (AIP). They both seemed to offer valuable newsletters. The cost for joining was roughly the same, but to join NAP you had to pass an examination and AIP had no prerequisites. There was no contest as to which association I would join. I became a member of AIP.

Then in May of this year I attended the Northwest Region Conference of AIP. It was great. The business meeting, as usual, provided opportunities to practice parliamentary procedure and learn by doing. Five members of the Alyce Baker Chapter gave a rendition of the "Do Nothing Club," a script originally written, I believe, by Mary Randolph, CPP-T. Their creative use of different hats, their lively demeanor, and the discussion afterwards made it most interesting. Stan Sturges, CP, presented a quorum issue that had recently arisen in one of his associations, which led to a great exchange of ideas and thoughts on quorum and how to handle difficulties. Weldon Merritt gave a session on unfinished business and general orders.

Ann McCartney, CP-T, Paul McClintock CP-T, and Kevin Connelly, CP, had assembled a treasure trove of materials and presented a varied and useful introduction to how to study for the CP examination. They introduced us to the exam without overwhelming us. We had multiple choice questions to try, we broke into small groups to prepare a tellers' report, and we even tried our hand at writing a script. It was fun and useful. I had no idea, for instance, that about 75% of the CP examination is based on Robert. I had been afraid that one had to master Demeter, Riddick, Mason and all the rest. I couldn't even imagine taking that exam. Now it all seems more feasible. Finally, Ann McCartney, CP-T, gave a presentation on order of business and agenda, refreshing our memory on some basic facts that we all need to know.

The good cheer and discussion continued over dinner and installation of new officers. Finally, outgoing Governor Kevin Connelly, CP, did a superb job of preparing and organizing this conference.

*Ann G. Macfarlane*

## From the President...

The past three months have been busy ones for our profession. In August, AIP celebrated our 50<sup>th</sup> anniversary in Chicago. The next month NAP held its biennial National Training Conference in Virginia Beach. Last month the Dahms workshop was presented in St. Louis. Additionally, there have been educational meetings and programs sponsored by several local chapters. All of these events are worthy of our support and involvement.

With education being a driving factor in the mission of AIP, we understand the importance of always offering quality learning opportunities to our members and the public. This is why our education department under the leadership of Teresa Dean, CPP-T, is working diligently to develop new workshops and new materials that will continue to broaden the knowledge of leaders interested in progressive organizations and productive meetings.

AIP's foundational offerings will still be the Lucas Practicum (January 29-31) in California and the Riddick Practicum (early June) in Baltimore. Paul Lamb and Joy Meyer will lead the faculty at the Lucas event. In addition, this year AIP will be sponsoring a two day workshop (April 3-4) in Peterborough, Canada led by Paul Ayotte and Jim Lochrie, CPP-T. There will also be a full day workshop designed for practicing parliamentarians (July 28) given in New Orleans immediately before the Annual Session. Paul Krohne is coordinating this event that already boasts such presenters as Burke Balch, Nancy Sylvester, CPP-T, Gene Bierbaum, CPP-T, and Mary Randolph, CPP-T. Each opportunity will provide a different view of what we do as parliamentarians and how we can do it best.

AIP has provided different perspectives on parliamentary procedure since its founding in 1958. As we continue to create more innovative learning experiences focused on the improvement of our profession, it will become clear that your support for AIP also supports ideas, innovation, creativity, and service. These are the tenets for which AIP stands. These are the foundations on which AIP will continue to build. For without these principles, all the learning in the world tends to lose its significance.

*James N. Jones, CPP-T*  
*President*

### Volunteer Expert Needed

The Education Department needs a translator for parliamentary material into Spanish. Interested persons should contact Teresa A. Dean, CPP-T at [aipeducdir@planetkc.com](mailto:aipeducdir@planetkc.com).

## **Generous Members Make Contributions**

AIP's generous members have made contributions to the funds of their choice since June 2008. We will be recognizing our generous contributors periodically in *The Communicator*.

### **Unrestricted Donations**

Sally S. Minshall  
Martin F. Land  
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Gregory V. Smith  
Darwin Patnode, CPP  
Lee Snook  
Alexander Thomson  
James Reynolds  
Keith Whalen  
Yiu-Heng Liu (Yuhon)  
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Sacramento Chapter  
Stephen Powell  
Joseph Martin, III  
Mary D. Smith, CP  
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Charles R. Donaldson  
Brenda McKinley  
Hy Farwell, CPP (Ret.)  
In memory of Bob Leiman

### **Scholarship Fund**

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### **AIP Education Foundation**

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Hansel C. Hall  
James Oates  
Barbara Lott  
Elizabeth M. Stivers, CP-T  
Phillip Woodruff  
The Meadows Chapter #69,  
In memory of Robert W.  
Leiman

## **Riddick Practicum Plans for June**

Although we don't have the faculty confirmed, please plan to come to the 2009 Riddick Practicum June 5 - 9, 2009. Our theme will be "The Meeting Cycle." The practicum will open on Friday evening with introductions and general housekeeping so we can get started on subject matter first thing on Saturday morning.

Day one will be "Before the Meeting"—covering topics such as scripts and agendas, that take place even before the parliamentarian is on site or the chairman gavel the meeting to order. The second day will cover activities that occur "During the Meeting" and will present such topics as presiding and motions and, hopefully, we'll have an oral exam. Day three will be "After the Meeting" and will be concerned with minutes and other records. Tuesday morning we may have the "aftermath" and have problems, opinions, and war stories before we have a closing lunch.

An all-day workshop is being advertised to the public and will be presented on June 5, the day before the practicum itself. This introductory session is designed for people who are curious about parliamentary procedure, meeting organization, and how they can use new skills to help their own organizations function more productively. Last year's presentation brought 10 newcomers to AIP, some of whom joined and have remained members. Of course, anyone can attend the workshop for a small additional fee.

Remember, the practicum dates are June 6 - 9, 2009 at the Conference Center at the Maritime Institute [www.ccmmit.org](http://www.ccmmit.org). Please save the date, plan to attend, and look for more information in the March issue of *The Communicator* or on the website.

*Colette Collier Trohan, CPP-T*  
*Curriculum Director, Riddick Practicum*

## 2009 ACCREDITING PROGRAM ANNOUNCED

AIP announces the official formation of its Accrediting Department, effective for the three year period, 2008-2011. The members of the Department and their specific assignments are as follows:

M. Eugene Bierbaum, Ph. D., CPP-T, Accrediting Director  
Ann Homer, CPP-T, Chairman, Computerized Records  
Nancy Sylvester, CPP-T, Chairman, CPP Oral Examiners  
Gaut Ragsdale, CPP-T, Chairman, CP Written Examiners  
Barry Glazer, CPP-T, Chairman, Continuing Education  
Mary Randolph, CPP-T, Chairman, Policies and Procedures

The 2009 dates for the CP written examination and the deadlines for applying for each examination are:

<u>Exam Date</u>	<u>Application Deadline</u>
Jan. 30 - Feb. 5, 2009	Nov. 15, 2008
June 2 - 8, 2009	Mar. 15, 2009
Oct. 1 - 7, 2009	July 15, 2009

Prospective examinees may order the 2009 CP examination packet from the AIP headquarters. The packet includes a form to designate a monitor and establish a definite date and time for the examination. Information on how to earn "service points" leading to qualification as a Certified Parliamentarian is also included. A pre-test, which is designed to ensure that each applicant has mastered certain basic concepts prior to taking the examination, is available in the AIP bookstore for a \$10 fee.

The 2009 CPP oral examinations will be offered at the two AIP Practicums held during January-February and May-June, as well as the Annual Session during July-August in New Orleans. CPP examination packets are available at no charge from AIP Headquarters. The packet includes an application form, procedures for administration of the oral examination, and information on accumulating "service points" leading to qualification as Certified Professional Parliamentarian. The deadline dates for applications for each examination are as follows:

<u>Exam Date</u>	<u>Application Deadline</u>
Lucas Practicum, Jan. 2009	Nov. 15, 2008
Riddick Practicum, June 2009	Mar. 15, 2009
Annual Session, July 2009	May 15, 2009

(continued at bottom of next column)

## REGION IV BIENNIAL MEETING DECEMBER 14

AIP's most populous region, Region 4, will hold its biennial regional meeting, hosted by the LINY and Metro NY chapters. The meeting, election of new officers, and an educational session will be held on December 14 in Mineola, NY, convenient to LaGuardia and Kennedy airports, the LIRR, and automobile travelers. The meeting begins at 11:30 AM and will end by 3:30 PM; registration is \$36, including lunch.

The educational portion of the meeting will focus on the day's theme, "Meetings that Work," with Pass the Gavel presiding practice, Assignment of the Floor, Painless Minutes Tips, and other topics. Publications will be available also.

For more information, please contact Lori Finck, Long Island NY Chapter President, at 917-836-9483, or Sybil Alexander, Metro Chapter of NY President, at 718-768-2748. Registration may be sent to Fran Kulik, Registrar, at 47 Irving Street, Valley Stream, NY 11580-1634 516-285-0551 or [FranAIP@yahoo.com](mailto:FranAIP@yahoo.com).

Lori Finck  
President, Long Island NY Chapter

### SILENT GAVELS

Emogene Emery, CPP	Abilene, TX
Member since 1961	
Virginia D. Adams	Marshalltown, IA
Member since 1964	
Marvin Steinmetz	Claremont, CA
Member since 2008	

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Exam packets are available from AIP Headquarters, 550M Ritchie Highway #271, Severna Park, MD 21146, by e-mail to [parliamentaryprocedure.org](http://parliamentaryprocedure.org), or by telephone call to 888-664-0428. Questions about accrediting procedures may be directed to M. Eugene Bierbaum, CPP-T, Accrediting Director. E-Mail: [ebierbaum@juno.com](mailto:ebierbaum@juno.com)

*M. Eugene Bierbaum, CPP-T  
Accrediting Director*

## AIP and Smart Giving Plans

It is a fact of life that an effective association must be responsive and supportive to the community which it serves. By the same token, an association cannot exist without the support of those who share a belief in the mission and vision of that organization. Our mission and vision capture the spirit of our past and direct our future. As we continue our journey, we must create “a culture of giving” that includes at its core, service—service to our members, to our clients, and to the communities in which we live—and also, financial support to provide the foundations for the programs and people we serve.

As we enter into the holiday season, this seems a good time to encourage you to begin that culture by supporting AIP through a tax deductible donation. What better time than the holidays to put giving into practice in ways that are both generous and tax-smart?

Through a year-end tax deductible gift to the AIP this season you can help AIP engage, enlighten, and enhance our parliamentary community. Consider honoring family members or friends by making your donation in their honor.

### Why you should give:

Just a few examples of how your gift could help include:

- Providing scholarships to one of AIP’s educational events for individuals interested in the study of parliamentary procedure and governance.
- Upgrading AIP’s on-line capabilities in order to increase the number of webinars and other on-line courses available to the public.
- Keeping AIP membership and benefits affordable and accessible to all.

### How to Make a Gift

- **Mail** — Mail your tax-deductible gift to:  
American Institute of Parliamentarians  
Attn: Development  
55M Ritchie Highway, 271  
Severna Park, MD 21146
- **Online** — Make a secure donation on-line on the AIP website at [www.aipparl.org](http://www.aipparl.org).
- **Call us** — Make a donation using your credit card by calling us at 888-664-0428.
- **Stock Gifts** —AIP does accept gifts of stock. In this current market this may be a smart way to strengthen your portfolio and help others. When making the donation directly through your broker/agent, always let us know your name.

*Betty Mosley*

*The Communicator*, Vol. 35, No. 4

## Opinions in PDF Format

Extra! Extra! Extra! AIP has combined three books into one and made it into a computer file. The file or the file on a CD is available through the book store. What is in this product? What is it called? How much does it cost?

This product has all the opinions published by AIP in the *Parliamentary Journal* through Volume 49 (thru 2008). That means it has *Opinions*, *Opinions II*, and the as yet unpublished *Opinions III*. You get the questions, the opinions, and the updated references that were prepared by Jonathan Jacobs. There are over 500 pages in this fully searchable PDF file, so you can easily find information about parliamentary issues that affect you.

The file is actually set up in three parts. The original *Opinions* book is found first, followed by *Parliamentary Opinions II*. The third section contains all the opinions written after *Parliamentary Opinions II* – thus creating *Parliamentary Opinions III*. Each of these sections is arranged by a chapter layout that is explained at the beginning of the PDF file.

What is the name of this work? It is *Parliamentary Opinions in PDF Format*. It is found in the bookstore as *Parliamentary Opinions as PDF* and *Parliamentary Opinions on CD-Rom*. Just search for “Opinions” in the bookstore and you will find the items.

The cost for this gem is only \$60 for the file delivered via email or \$70 for the CD delivered through the mail. The two options allow you to get the one that best suits your needs. Both presentations contain exactly the same information. If you don’t mind backing up and making your own CD, chose the \$60 version. If you worry about making your own CD, go for the \$70 version and feel safe. Acrobat Reader is a free download from [Acrobat.com](http://Acrobat.com) so you do not have to pay anything extra for the program to view the file.

The file was developed by Lawrence Cisar and Paul Lamb, both of whom keep working away on their computers. Now if they could only figure out how to make money from them!!!

*Lawrence Cisar, CP*

FEBRUARY 1, 2009  
IS THE NEXT DEADLINE FOR  
THE COMMUNICATOR

## E-AIP Chapter Meets Online

The Electronic Chapter of AIP (e-AIP) was formed in 2002 "to promote communication between and education of AIP members without regard to geographical location; to investigate and experiment with methods that allow for deliberative meetings in online formats; and to promote the necessary education and research needed to allow for truly democratic online meetings."

We meet in the Slashnet.org #eaip internet chat room (IRC), where meeting attendees each type rather than speak, and they each see what the others have typed.

There are multiple ways to access the chat room (free), but this article will assume access is via:

<http://www.mibbit.com/?server=irc.slashnet.org&channel=%23eaip>

Each attendee logging in to the chat room gives himself a "nickname" with no spaces, such as paulmclintock, paulmc, or paulseattle. The nickname is entered in the Nick box on the initial screen; then the "Connect" button takes the attendee to the chat room.

In the chat room, the box on the right side lists all members signed in. The one-line text box at the bottom is where you type your text. Once you press the Enter key on your keyboard, it posts your text to the large conversation box above it. Your Nick appears to the left of your posted text. The time appears to the left of your Nick. Postings from each person appear in time order as of when they press Enter. Entered text can be up to 1300 characters. Longer texts (e.g. minutes, bylaws) could be posted in shorter pieces.

To facilitate orderliness, some protocols are used. Like an in-person meeting under Robert's Rules, a member should seek recognition. He types "MC" for mister (madame) chairman. The chair responds: "CR paul" and then all members wait for Paul to type what he has to say, whether debate, making a motion, etc. If it is more than a line or two, Paul can type in a line or so, add "..." and press Enter, posting the first part for others to read while he types some more. He adds "END" at the end of the last part so others know he's done and yields the floor.

Other useful shorthands are "M/S" for "moved and seconded" and "POO" for "point of order."

For voting with small groups it's good if all respond (yes, no, abstain) rather than someone who abstains not responding and the group wondering if they have lost a connection. If there is no response from someone, the chair types "5" Enter; "4" Enter; "3" Enter; "2" Enter; "1"

Enter. He then tallies the votes received and declares the results (e.g. "The Ayes have it; the motion is adopted.")

If someone has to step away from his computer (phone call, restroom, etc), he types "BRB" for "be right back"; that way others don't ask him a question and wonder why he doesn't answer. When he returns to the computer he types "BACK." Posting BRB and BACK needs no recognition by the chair and can be interjected even in the middle of someone else's posting. Some software for chat rooms provides other means of accomplishing this same purpose, which can be used if available.

Chat rooms don't provide for secret ballots. For that, we have experimented with [www.surveymonkey.com](http://www.surveymonkey.com) and with [www.ballotbin.com](http://www.ballotbin.com).

One challenge with chat room meetings has to do with the time you wait for a person typing. That's why it's good to type a little, put "...", press Enter, posting your text in parts. Others can be reading posted parts while you're still typing the next part.

Another problem can occur because two people can be typing a new motion or debate at the same time. That's why properly seeking recognition is so important.

E-AIP also has an educational program as part of each of our meetings. This too has its challenges, as it is also via the chat room. The chat room works well for Q&A type lessons.

There is no cost for the chat room, but we do pay for a web site, where we utilize free software such as WordPress and phpBB. We post bylaws and minutes online via these tools, and can have public and members-only sections.

Membership in e-AIP is open to any member of AIP, and guests are welcome to visit (but not vote) at meetings to see if they'd like to join. Visit our [www.e-aip.org](http://www.e-aip.org) web site for more information, or contact me at paulmc@gte.net.

*Paul McClintock, CP-T*

*President, e-AIP, [www.e-AIP.org](http://www.e-AIP.org)*

### **Correction:**

The Annual Session did not approve the bylaws amendment calling for the establishment of a Nominations Committee. This fact was incorrectly reported in the September issue of The Communicator. The Editor apologizes for the error.

## WELCOME NEW MEMBERS WHO JOINED AUGUST - OCTOBER

Between August and October this year forty new members have joined AIP. Look below for those who might live near you and make a welcoming call, invite them to a chapter meeting or just to say "Welcome." See how you can help them, whatever their level of knowledge or interest, become involved in this organization. They'll be glad you did—and you will too!

### Region 1

Margaret Ethier, MS  
Solutionsethler  
1984 Avondale Court  
Sherwood Park, AB  
T8A 0X9  
Canada

Elvi Gray-Jackson  
City of Anchorage  
2096 Crataegus Avenue  
Anchorage, AK 99508

Cheryl Dawn Marino  
350 E. Dahlia Ave  
Palmer, AK 99645-6488

Todd McKendrick  
Macaulay McColl  
Box 11635, 1575-650  
West Georgia Street  
Vancouver, BC  
V6B 4N9  
Canada

Harvey W. Mehlhaff  
35230 SE Ridge St  
Apt. A  
Snoqualmie, WA 98065

### Region 2

Bernice Howze  
3718 Trendley Ave.  
East Saint Louis, IL  
62207-1523

Beverly Miller  
501 S Mathis Ave.  
Morton, IL 61550

### Region 3

Edna Arrington  
18303 Fairfield  
Detroit, MI 48221

Harold E. Corbin  
1823 West 9th St.  
Anderson, IN 46016

Raymond Kenney  
24 Maple Park Heights  
Rochester, NY 14625

Paul Mailhot  
168 Cavagnal Circle  
Hudson, QC J0P 1H0  
Canada

Brenda McKinley  
1001 Dogleg Rd  
Spencerville, OH 45887

Timothy Sulisz  
87 Ridgemount Road  
Toronto, ON M9P1C7  
Canada

### Region 4

Freddie L Colston  
119 Onondaga Dr.  
Forest Heights, MD  
20745

Ed Lally  
121 W. Park Ave.  
Oaklyn, NJ 08107

Dr. Cynthia Mayo  
6106 Phelps Street  
Glen Allen, VA 23060

Christie Morgan  
BU School of Medicine  
255 Lincoln Street  
Hingham, MA 02043

Mary Schoenfuhs  
P.O. Box 743  
Cheltenham, MD 20623

Enid E. Searles  
322 92nd Street  
Apt D306  
East Elmhurst, NY  
11369

Mark Sell  
1012 Smartts Lane  
Leesburg, VA 20176

Phillip Woodruff  
10812 Brookwood Ave.  
Upper Marlboro, MD  
20772

### Region 5

Gary Baker  
Fla. Jr. Classical League  
569 Golden Links Drive  
Orange Park, FL 32073

Nancy Dauster  
2861 Sancho Panza Ct.  
Punta Gorda, FL 33950

Kay W. Savage  
3815 Riverview Circle  
Birmingham, AL 35243

Shirley Turner Spaeth  
1904 A Rivershore Rd.  
Elizabeth City, NC  
27909

Carolyn Stewart  
P.O. BOX 1531  
Tampa, FL 33601

Keith Warren  
Warren & Company, Inc.  
610 S. McDonough St.  
Montgomery, AL 36104

### Region 6

Lucy Anderson  
14811 Tumbling Falls  
Court  
Houston, TX 77062

Lola Fehr  
4902 W. 29th St # 8C  
Greeley, CO 80634

Martin Giesecke  
3738 Blue Bonnet Blvd.  
Houston, TX 77025

Richard Hayes  
819 W. Oak Street  
Denton, TX 76201

Yolanda Lyons  
17070 Snowwood Drive  
Monument, CO 80132

Donald V. Troxell  
P.O. Box 1981  
Englewood, CO 80150

Lance Hunter Voorhes  
3109 Birchor  
Abilene, TX 79696

Rhea A. Woltman  
17 Polo Circle  
Colorado Springs, CO  
80906-3104

### Region 7

Paul Chesney  
1845 Locust Ave.  
Los Angeles, CA 90806

Charles R. Donaldson  
2308 30th St.  
Santa Monica, CA  
90405

Sylvia Griffith  
26755 China Drive  
Sun City, CA 92585

Sandra Ybanez  
Los Angeles County  
Office of Education  
10100 Pioneer Blvd.  
# 100  
Santa Fe Springs, CA  
91760

### Region 8

M. Carling  
Gedimino 7-66  
Vilnius, LT-01001  
Lithuania

Tawnya Hartberger  
13D Bright Hill Drive  
Singapore, 579620  
Singapore

# 28<sup>th</sup> Annual California Memorial Practicum

Honoring Past President Richard E. Lucas, CPP-T

**January 29-31, 2009**

Sponsored by the American Institute of Parliamentarians

## Officers, Organizations, and Opportunities

Name \_\_\_\_\_ First Name on Badge \_\_\_\_\_  
\_\_\_\_ CP \_\_\_\_ CPP \_\_\_\_ CP-T \_\_\_\_ CPP-T \_\_\_\_ RP \_\_\_\_ PRP \_\_\_\_\_ (other please specify)  
Address \_\_\_\_\_ City \_\_\_\_\_  
State/Province \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ E-Mail \_\_\_\_\_  
Guest Name \_\_\_\_\_ Badge name for guest \_\_\_\_\_  
Emergency contact \_\_\_\_\_ Phone number \_\_\_\_\_

This form must be postmarked on or before November 30, 2008 for the discounted rate. All fees to be paid in US currency.

**Cancellation Policy:** All cancellation requests must be in writing. Cancellations received after January 12<sup>th</sup> will be subject to a \$75.00 cancellation fee. No refunds will be given for cancellations after Monday, January 19, 2009.

Registration fee includes: All materials, 3 lunches, Thursday dinner and Saturday banquet. Make hotel reservations with Doubletree Hotel Ontario — breakfast included in room rate.

<b>Full Registration</b>	<b>Prior to Dec. 1, 2008</b>	<b>Dec. 1 and thereafter</b>	
AIP Member	425.00	450.00	\$ _____
Non - AIP Member	500.00	550.00	\$ _____
<b>One Day rate includes Lunch/Materials - Specify Day ____ Thursday ____ Friday ____ Saturday</b>			
AIP Member	150.00	150.00	\$ _____
Non - AIP Member	190.00	190.00	\$ _____
<b>Registrants not paying full registration</b>			
Thursday Dinner - Guest	40.00	40.00	\$ _____
Saturday Banquet - Guest	40.00	40.00	\$ _____
<b>Total payment</b>			\$ _____

Please contact the hotel directly to make your reservations: **Doubletree Hotel Ontario-Airport**, 222 N. Vineyard Avenue, Ontario, CA 91764 **909-937-0900**. Remember to mention the American Institute of Parliamentarians when making your reservation to receive the group rate of \$109.00 (plus 11.85%) single or double - breakfast is included.

Registration checks should be payable to AIP California Practicum and sent to:  
American Institute of Parliamentarians, 550M Ritchie Highway #271, Severna Park, MD 21146

**Credit Card Register online** at [www.AIPparl.org](http://www.AIPparl.org) or call Headquarters 888-664-0428