

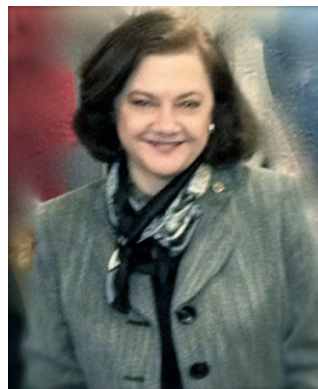
# AIP Communicator

September 2012



## PRESIDENT'S LETTER

by Alison Wallis, CP, PRP



*“There are no passengers on spaceship earth. We are all crew.”*

*—Marshall McLuhan*

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My heartfelt thanks to the membership for the honor of electing me as president for the 2012 - 2013 term. What a thrill to be the first to steer our organization under the new navigational guidance system, the American Institute of Parliamentarians Standard Code, our new parliamentary authority. AIP is well-known as a ship that sails with an innovative, pioneering spirit and it will be interesting to see how the new parliamentary authority guides us as we chart a course through the parliamentary world.

We are on onboard a strong and beautiful vessel but the destination must still be chosen with care. As Franklin Delano Roosevelt noted, “to reach a port we must sail, sail, not tie at anchor. Sail not drift.” So that we may reach our chosen ports, I propose these goals:

- create strong working committees to further AIP objectives,
- modernize our website so that it provides practical and accurate information to visitors and members,
- support our chapters,
- continue to provide outstanding educational publications and programs,
- honor and market AIP's professional credentials,
- reach new members, and
- increase organizational visibility.

To accomplish these goals, the AIP crew must work hard and it must work together. The AIP board elected in Fort Worth is talented and committed to progress. The chairs and members of committees have been chosen with great care and have already begun their work. The president, the officers, the directors and chairs need the labor and constructive comments of the entire crew. Any member, new or seasoned, who wishes to work on a committee, is encouraged to contact me at [president@aipparl.org](mailto:president@aipparl.org) so that we may find a mutually beneficial placement.

Members may become actively involved in AIP by volunteering for committees, joining and promoting chapter membership, attending and teaching at chapter events, sponsoring a chapter or national educational offering, reading and contributing to the Parliamentary Journal, attending and teaching at our educational programs, obtaining AIP credentials, advertising parliamentary services on their own and AIP's webpage, and by evangelizing the benefits of AIP.

We should not drift along but choose wisely our destination. We should not anchor but set our speed with zeal. In closing, let us remember ancient wisdom: if the wind will not serve, take up an oar. Won't you take up an oar with me?

# CALENDAR OF EVENTS

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

## October 8 - 14, 2012

CP Exam period (previous registration was required)

## November 2 -4, 2012

Dahms-Bierbaum Workshop • Bloomington, MN

## January 31 -February 2, 2013

West Coast Practicum • Ontario, CA

## February 2 -3, 2013

AIP Board Meeting • Ontario, CA

## March 13 - 16, 2013

Teacher Certification Course • Jacksonville, FL

## June 7 - 9, 2013

East Coast Practicum • near Baltimore, MD

## July 25 - 28, 2013

Annual Session • Salt Lake City, UT

## CP Exam Periods in 2013 (Expanded to 2 Weeks)

January 26 - February 10 • June 1 - 16 • October 20, 2013

## CPP Exams in 2013

January 31 - February 2 • West Coast Practicum • Ontario, CA

## DEADLINES FOR AIP PUBLICATIONS:

### Communicator Submissions:

November 1, 2012	December Issue
February 1, 2013	March Issue
May 1, 2013	June Issue
August 1, 2013	September Issue

The Communicator provides news and columns from officers, committee chairs, and chapters. In the future, we will feature member surveys and updates of authors and parliamentarians doing new and/or income-producing ventures. We will provide links to the website to connect with individual items. Updates should be sent to editor Jim Lohr at [communicator@aipparl.org](mailto:communicator@aipparl.org).

*If you are receiving the Communicator* by land-mail and would be willing to receive an email notice and read it from the website, notify Jim Lohr, [communicator@aipparl.org](mailto:communicator@aipparl.org). That would save on publishing and postage. Thank you.

### Parliamentary Journal Submissions:

December 1, 2012	January Issue
March 1, 2013	April Issue
June 1, 2013	July Issue
September 1, 2013	October Issue

Since the American Institute of Parliamentarians began, the *Parliamentary Journal* has provided members with useful instruction and case studies of parliamentarians at work. If you provide them, the *Parliamentary Journal* may publish your own quality article of interest. Approaches range from simple aspects of parliamentary procedure helpful to new members to more nuanced articles of interest to more advanced members.

Regardless of how technical a well-written article is, it will find a welcome reception from editor, Larry Cisar, at [pj@aipparl.org](mailto:pj@aipparl.org). Deadlines for the *Parliamentary Journal* and *Communicator* are absolute. Material received earlier than the deadline is very highly appreciated.

## AMERICAN INSTITUTE OF PARLIAMENTARIANS

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## AIP's Year in Review

by Rob James, AIP Vice President, PRP

AIP had another very successful year. The organization is in a good position to continue to serve its members on into the future.

The organization came off a successful annual session in Mississauga, Ontario that included a Public Day, Annual Meeting, Education Sessions and a CPP exam.

Education is a mainstay of AIP, led by our Education Director, Jeanette Williams, CP-T, PRP. The past year saw the West Coast Practicum held in Ontario, California, January 26-28, 2012, led by Curriculum Director Ann Rempel, CPP-T, PRP, and Dollie McPartlin, CP-T, PRP, General Coordinator. "Governing Documents and Presiding with Pizzazz" was designed to cover the content, adoption, and amending of the documents essential to every organization and to teach presiding officers to process motions correctly. Cameo presentations were presented by Mary Randolph, CPP-T, PRP, David Shapiro, CPP, PRP, Teresa Stone, CP-T, PRP, Roger Hanshaw, CPP, PRP, Weldon Merritt, CP, PRP, Alice Bartlett, PRP, Jeanette Williams, CP-T, PRP, and John Rempel, MD, PRP. The West Coast Practicum had 24 attendees and resulted in a small profit to AIP.

The East Coast Practicum was held on June 8-10, 2012 under the guidance of Roger Hanshaw, CPP, PRP Curriculum Director and Darlene T. Allen, PRP, General Coordinator, at the Conference Center at the Maritime Institute near Baltimore, MD. The theme was "Officer and Member Discipline." Thomas (Burke) Balch, PRP and Eli Mina, CPP-T, PRP served as full time faculty. S. David Shapiro, CPP, PRP and Carrie Dickson, PRP served as cameo presenters. We are delighted to report that there were 21 attendees, and the practicum again made a slight profit.

The Accrediting Department directed by Jim Jones, CPP-T, PRP was very successful in holding 12 CP exams, with 3 passing, and 4 CPP exams, with 2 passing. During the Annual Session in July 2012, 2 more CPP exams were held but the results have not yet been announced.

One of the main highlights of the year was the publication of the new *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*.

During the year the AIP Board approved the appointment of new Trustees in February 2012 of the American Institute

of Parliamentarians Education Foundation ("AIPEF"). The new Board of Trustees have approved revised bylaws and financial policies, and plan to review the business and activities AIPEF with a view of aiding in the delivery and availability of parliamentary education.

The year ended May 31, 2012 saw gross income of \$128,000 down slightly from \$133,000 a year earlier. Expenses for the year were \$120,000 also down slightly over the previous year of \$124,000, leaving a profit from operations for the current year of \$8,000 compared to the previous year of \$9,000. The cash balance at the end of the current year was over \$132,000 compared to \$126,000 at the end of the previous year. AIP was successful in attracting 99 new members during the last year.

The year ended with a very successful Annual Session held in Fort Worth, Texas that included a Business Development Institute, Public Day, Annual Meeting, Education Sessions and CPP exams.

Your Directors and Officers, led by your President, Alison Wallis, JD, CP, PRP look forward to the new year, and look to work with the members in making AIP all that we all know it can be.

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## AIP's Bylaws Change

by Weldon Merritt, CP, PRP, immediate past Bylaws Committee Chairman

The *AIP Standard Code of Parliamentary Procedure* was adopted for use at all meetings of the AIP membership and Board of Directors. The amendment, proposed by the Bylaws and Standing Order Committee, amended Article XIV, Parliamentary Authority, by striking *Robert's Rules of Order Newly Revised* and inserting *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*. During debate on the amendment, some members expressed a concern that its adoption would result in a change in the CP and CPP exams, which currently are weighted more heavily toward RONR. Then-Bylaws and

Standing Orders Committee Chairman Weldon Merritt assured the members that nothing in the amendment would mandate a change in AIP's emphasis on multi-authority education. The bylaws amendment became at the close of the 2012 Annual Session and was the parliamentary authority at the Board of Directors meeting the following day.

A second proposed amendment to require AIP chapters to use AIPSC, with existing chapters required to make the change by January 1, 2013, was defeated.

# AMERICAN INSTITUTE OF PARLIAMENTARIANS

## Annual Report of the Treasurer Ending May 31, 2012

Financial statements are available upon request; the highlights are covered below.

	June 1, 2011 to May 31, 2012	June 1, 2010 to May 31, 2011	\$Change	%Change
<b>Income</b>				
Total 4100 - Member Dues Income	46,697.50	50,910.00	-4212.60	-8.3%
Total 4200 - Interest Income	652.57	157.56	485.01	74.3%
Total 4300 - Unrestricted Donations	2,804.06	2,186.00	618.06	22.0%
Total 4400 - Restricted Donations	736.79	1,495.00	-758.21	-50.1%
Total 4500 - Sales Income	22,614.14	15,593.48	7,060.66	31.0%
Total 4600 - Program Income	28,258.00	25,829.72	2,428.28	8.6%
Total 4700 - Member Meetings	17,373.00	21,467.00	-4,094.00	-19.1%
Total 4800 - Miscellaneous Income	8,460.00	15,771.90	-7,311.90	-46.3%
<b>Total Income</b>	<b>128,346.06</b>	<b>133,420.66</b>	<b>-5,074.60</b>	<b>-3.8%</b>
<b>Expense</b>				
Total 5100 - Headquarters Expense	47,436.48	51,645.01	-4,208.53	-8.1%
Total 5200 - Legal & Consulting Fees	316.00	6,409.62	-6,093.62	-95.1%
Total 5300 - Website Maintenance	3,203.06	3,479.64	-276.56	-7.9%
Total 5400 - Bank/Credit Card Fees	3,331.63	4,010.84	-679.20	-16.9%
Total 5500 - AIPEF Donations	0.00	0.00	0.00	0.0%
Total 5600 - Sales Expenses	20,052.28	14,090.07	5,962.21	29.7%
Total 5000 - Administrative Expenses	74,339.45	79,635.18	5,295.73	-6.6%
Total 6100 - Board Expenses	5,507.67	7,355.20	-1,847.53	-25.1%
Total 6340 - Member Services	272.50	31.55	240.95	88.4%
Total 6380 - Website	0.00	931.35	-931.35	-100.0%
Total 6400 - Member Publications	7,127.90	8,216.21	-1,088.22	-13.2%
Total 6000 - Operational Expenses	13,137.51	16,544.31	-3,406.80	-20.6%
Total 6500 - Member Meeting Expense	15,445.19	7,921.62	7,523.57	48.7%
Total 7100 - Program Expenses	17,084.80	19,224.47	-2,139.67	-11.1%
Total 7000 - Program Expenses	17,084.80	19,224.47		
Total 9000 - Miscellaneous Expenses	0.00	383.00	383.00	100.0%
<b>Total Expense</b>	<b>120,006.95</b>	<b>123,708.58</b>	<b>-3,701.63</b>	<b>-2.9%</b>
Net Ordinary Income	8,339.11	9,712.08	-1,372.97	-14.1%
Other Income				
Total 9900 - Restricted Funds (Investments)	-1,365.24	30,809.10	-32,174.34	
<b>Net Income</b>	<b>6,973.27</b>	<b>40,521.18</b>	<b>-33,547.31</b>	

Highlights: The year was good for AIP with a net income of \$6,973.27. The negative amount is from the investment account (Gerald "Bummy" Burstein). The success of a 2.9% reduction in overall expenses with a 3.1% increase in sales income was helped with the sales of the new book and careful focus on expenses.

This Treasurer thanks the Executive Committee and the members of AIP for entrusting their confidence in me as Treasurer for the past two years. It has been my pleasure serving as Treasurer.

—Sadie P. Boles, Treasurer 2010-2012



## UPCOMING EDUCATIONAL OPPORTUNITIES AND PUBLISHING DEADLINES

### Dahms-Bierbaum Workshop

Nov. 2 - 4, 2012

Courtyard by Marriott, Bloomington, MN

by *Jeanette Williams, CP-T, PRP*

■ The Lester L. Dahms Memorial Foundation will hold the annual Dahms-Bierbaum Workshop on “*Drafting Bylaws*” on November 2-4, 2012, at the Courtyard by Marriott, Minneapolis/Bloomington. This workshop will focus on problems that the parliamentarian must cope with when writing new bylaws for a new or existing organization. All aspects of the drafting process will be covered, and the workshop will provide ample “hands on” experience in drafting selected provisions. Special attention will be given to material regarding bylaws that is “new” in the 11th edition of *Robert’s Rules of Order Newly Revised*. Participants will gain an appreciation of the intricacies of the drafting process and will develop specific skills required to help organizations with their bylaws. Dr. M. Eugene Bierbaum, CPP-T, PRP, is the curriculum director; other instructors are Daniel A. Ivey-Soto, CP, PRP, JD, and Dr. Daniel E. Seabold, PRP. Visit the website at [dahmsfoundation.org](http://dahmsfoundation.org) for registration and further information.

### West Coast Practicum

Jan 31-Feb 2, 2013

Ontario, CA

by *Dollie McPartlin, CP-T, PRP*

■ [www.aipparl.org](http://www.aipparl.org) provides the registration form for this practicum focusing on “Creating Confident Leaders.” The Doubletree Hotel in Ontario, with free airport shuttle from the Ontario Airport (just east of Los Angeles) will host Roger Hanshaw, CPP, PRP, and Jim Jones, CPP-T, PRP, warm chocolate chip cookies, free WiFi and free breakfasts. Except for the Friday evening dinner, all meals are included in the registration fees. **Early registration ends December 1.**

### SPECIAL INVITATION TO CHAPTER LEADERS

AIP is proud of its hardworking chapters in California, Canada, the District of Columbia, Indiana, Nevada, New York, Ohio, Texas, and Washington. Chapters leaders are specifically encouraged to submit news of past activities and promotions of upcoming events for the inclusion on the website and in the *Communicator*.

### Teacher Certification

March 13-16, 2013

Jacksonville, FL

by *Jeanette Williams, CP-T, PRP*

■ AIP Education Director The Wyndham Hotel, Jacksonville, FL, will host certified AIP members and registered and above NAP members starting at 8:00 a.m. Thursday, March 14, 2012 and finishing with dinner, Saturday, March 16. The course will strive to develop and improve teaching skills at both the beginner and advanced levels, and it will include mock meetings, topics pertaining to educational theory, written examinations, and video-taped teaching demonstrations. The AIP Teacher Certification Course is recommended for any CP or CPP who wishes to become “teacher certified” and also for any credentialed member who wants to improve teaching skills in a controlled nonthreatening environment. Following successful completion of an AIP Teacher Certification Course, CPs and CPPs applying for teacher certification classification are required to earn service points demonstrating teaching in the field of parliamentary procedure. Jeanette Williams, CP-T, PRP, at [education@aipparl.org](mailto:education@aipparl.org) welcomes questions on the course.

### East Coast Practicum

June 7-9, 2013

Conference Center, Maritime Institute

Linthicum, MD (near BWI Airport)

by *Darlene Allen, PRP*

■ Please hold the date open. For additional information, dial 888-664-0428.

### CERTIFIED PARLIAMENTARIAN AND CERTIFIED PROFESSIONAL PARLIAMENTARIAN EXAMINATIONS

#### Jim Jones, CPP-T, PRP Accrediting Director

##### ■ CP Exams

October 8 - 14, 2012

January 26 - February 10, 2013

June 1 - 16, 2013

October 20, 2013

Beginning with the October CP Exam, the questions will come from RONR11 – 70%; AIPSC-25%; Demeter-5%. Beginning in 2013, candidates taking the CP exam at a major AIP event with a department-designated monitor will be allowed to use computers. And in 2013, the window for the CP exam is increased from one to two weeks.

**CPP Examination Dates:** West Coast Practicum (January); East Coast Practicum (June) Annual Session (Salt Lake City, July). All CPP Exams will be based on RONR11 and the AIPSC.

## AIP President's Writing Award Committee Report by Betty Green CPP-T, PRP Committee Chairman

This committee undertook its work by reviewing the Guidelines established in the Board of Directors Operation Manual. The general description of the Award is:

The committee was established by the AIP Board of Directors in 2000 for the purpose of recognition of "excellence in parliamentary writings." The award is to be presented each year at the AIP Annual Session to that person judged to have written an excellent article on parliamentary procedure in the past two years.

*"The person so honored shall receive a certificate with a declaration as to the excellent writing and this shall be noted in the Parliamentary Journal and Communicator.*

*"A committee of three, appointed annually by the AIP President, selects the award recipient based on their own judgment as to excellence.*

Following the guidelines, the committee members read the Parliamentary Journal for the years 2010 and 2011 and each individually applied the scoring system.

The 2012 AIP President's Writing Award Committee is pleased to recognize

### TOM URBANIAK

as the recipient of the 2012 Award for

#### ***French Canada's Dean of Procedure: The Rules of Order of Victor Morin (1865-1960)***

which appeared in the January 2011 issue  
of the Parliamentary Journal.

## EDITOR'S INSERT

by Jim Lohr, PHD, CPP, ED

Communicator Editor • Ames, Iowa



Ann Warner completed four years of excellent editing of the *Communicator* and has moved on. President Alison Wallis asked me help AIP and I was delighted. For years this has been a reliable posting place for celebrating past accomplishments and announcing opportunities. We are evaluating ways to make the *Communicator* even more useful to our members. If you have ideas to share, please contact me.

My background includes a B. A. in Philosophy from St. Mary's University in Minnesota, an M. A. in Speech from South Dakota State University and a Ph. D. in Speech at the University of Nebraska. I taught university-level classes in parliamentary procedure, provided articles in the *Parliamentary Journal* and developed the CD, *Building Confidence for Chairing Meetings!* available through the AIP Bookstore. I then spent more than thirty years in private business as an insurance agent. In my retirement, I am developing my own Parliamentary Practice. This includes development of my website, [www.improving-meetings.com](http://www.improving-meetings.com) listing several innovative products and services. I have applied a computer technology to parliamentary projects to provide accurate evaluations of minutes, volunteered in my political party on precinct, county and state-wide levels and worked with members of the Iowa Legislature using *Mason's Manual of Legislative Procedure*.

AIP offers many publications, workshops, practicums, and annual sessions for learners to become leaders and earners. As your *Communicator* editor, I hope to share opportunities that help all of us pay our AIP dues more easily and afford more AIP workshops and annual sessions. Parliamentarians serve public, private and religious decision-making bodies that preserve our American, Canadian, Puerto Rican and international communities' freedoms. Organizations which use (or should use) parliamentary procedure still provide our citizens with appropriate decision-making methods more personally involving than corporate hierarchical entities where decisions are handed down the ranks and government regulatory bureaucracies where decisions are promulgated by law. The Free World needs us parliamentarians and the skills we learn through the American Institute of Parliamentarians to share with our communities and our clients.

## A Scholarship Winner's Thank You by Jiwon Lee

As a dental student learning about root canals and periodontal disease, it is a fun change to learn all about rankings of subsidiary main motions and what it means to create a blank. Not unlike chess or playing music, parliamentary procedure has its own language and rules that make it greatly appealing for detail-oriented people (like dental students). As the American Student Dental Association's current Speaker of the House, I was excited to meet a like-minded group of people at AIP's East Coast Practicum this year. Darlene Allen did an excellent job of putting together a wonderfully organized weekend of top-notch speakers and interactive sessions where I learned by doing.

As the proud recipient of a scholarship from two members of AIP, I was able to attend this year's annual session in Texas. Not only were the workshops a great source of information, but some of my biggest learning moments came from mealtimes or while new business took place on the floor. It was a real treat to be able to ask authors of The Standard Code (ASDA's parliamentary authority) specific questions I had while highlighting my copy of TSC at home.

Although my knowledge of parliamentary procedure has been greatly strengthened by workshops at both the annual session and practicum I attended, it was not the other parliamentarians' wealth of knowledge that made me understand the benefits of being an AIP

member. Rather, it was the collaborative, welcoming spirit I saw from AIP members. Mary Remson in particular was incredibly supportive and encouraging to me about involvement, which inspires me to do the same for new members of any associations I belong to. I consider myself very lucky to have met such an inclusive group of intellectuals, and I thank **Mary Remson** and **Alice Bartelt** greatly for allowing me to learn so much and become further involved. I hope that ASDA and AIP will continue to foster their relationship together, and I look forward to seeing familiar faces at future AIP events.

# NEW MEMBERS TO AIP

The following individuals joined AIP from May 2012 through July 2012. Be a supportive member and contact any who live near you.

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### Highlights from the AIP Annual Session by Kay Crews, PRP, Secretary

Once I heard that the AIP Annual Session would be held in Ft. Worth, I knew it would be worth attending. AIP's excellent West Coast Practicums had ensured my eager participation in another event where AIP's education prowess would be featured. It was an honor to be asked to present a session at the Public Day. The session was fun, and was well-received by those in attendance, as were the other sessions.

Simultaneously, the Business Practices Institute was being held across the hall. This session, open to credentialed parliamentarians in AIP or NAP, wove together business practices and ethics, and was informative and fascinating. The interaction between the various participants further enriched the experience. A highlight of the day was when the Public Day and Business Practices Institute attendees all gathered together for a luncheon, and heard keynote speaker Maurice S. Henderson,

PRP, NAP President. His fun take on unorthodox settings for parliamentary procedure brought laughter to all who heard it. That evening, a welcome evening event was held with a build-your-own taco bar, which allowed everyone to reestablish contacts and catch up with old friends.

The business meeting was capably handled by AIP President Mary Remson, CP-T, PRP. Reports were updated and business was announced, including dates for upcoming CP and CPP exams. Officers elected were President Alison Wallis, CP, PRP; Vice President Rob James, PRP; Secretary Kay Crews, PRP; and Treasurer Mary Remson, CPP-T, PRP.

The educational expertise of AIP was on full display, as interesting and informative programs were given throughout the Annual Session, with many programs given by authors of the new *AIP Standard Code*. Most exciting, an opportunity was presented for

the authors to sign copies of the book for those in attendance.

Friday night found many parliamentarians wandering through the Ft. Worth Stockyards, soaking up this unique piece of Texas history, and enjoying the food, fun, and frivolity for which the area is known.

Saturday following more business, classes, and lunch, members had the opportunity to attend one of two CPP Exams. Saturday night concluded with the Installation Banquet, featuring gifts for the outgoing officers and board members, installation of the new officers (conducted by Ron Stinson, PRP), and the passing of the gavel.

The Annual Session was a great combination of fun, business, education, and even more fun. I highly encourage you to attend the Annual Session in Salt Lake City in 2013 for more of the same!