

# A I P COMMUNICATOR

AMERICAN INSTITUTE OF PARLIAMENTARIANS



SUMMER 2021

## TABLE OF CONTENTS

President's Letter	1
A message from AIP Education Director	2
Notice of Candidacy	3
AIP Officers	3
Calendar of Events	3
2021 Hybrid Annual Session	3
Deadline Dates – Communicator	3
2021 Annual Session Proposed Standing Rules	4
Proposed Amendments – AIP Bylaws	5
Accrediting Department Notice	14
2021 Virtual East Coast Practicum Recap	14
AIP Welcomes New Chapters	15
New Members	16
Amazon Smiles Spotlight	16

## Presidents Message: **Just When You Thought It Was Safe to Go Back in the Water!**



So after over a year of the pandemic and all that it has brought to the world of parliamentary procedure, I am starting to book and participate in some large in-person meetings.

It appears this is a sign of an eventual return to normalcy. Most of us, if not all of us have mastered or at least become proficient at the various electronic meeting platforms. AIP members have contributed many things to the industry in the form of standards for electronic meetings. Our members have assisted organizations in changing their bylaws, or in some cases state laws, to allow for virtual meetings and pioneered unique uses of the electronic meeting venue. All of this work and now it will be gone when the pandemic is over, and everyone goes back to in-person meetings. Right?

First, I am not at all sure that business and professional societies will return to in-person meetings. This is especially true for boards and organizational meetings of less than 100 members. Many

organization meetings have seen a huge in-flux of participation in their events due to the availability of virtual participation. Some of this has to do with the ease of virtual participation and the lack of additional expenses associated with attendance. I also think that some of this additional participation has to do with the additional time available to people stuck in their homes with none of the usual distractions to occupy their time.

Perhaps because people have extra time on their hands – I would like to congratulate the newly chartered NIPA (National Intercollegiate Parliamentary Association), the Betty S. Green Chapter, and the Adopt-in-lieu-of Chapter. Of course, I am kidding about this happening because of the time on people's hands part of the story, but I do think these chapters are organizing as a direct result of the awareness of the ease of meeting electronically for both meetings and training exercises. When the first chapter approached us about a new charter, we had to dig deep in the institutional knowledge bin because none of the current or recent leadership had chartered a unit and the process was a little unclear.

▼ *Continued on following page*



## ▼ *President's Message Continued*

This brings me to the next point of discussion, where do we go from here? I don't know what the future brings, but I am sure that many membership organizations will analyze this increased level of participation and conclude that a hybrid meeting is the wave of the future.

A hybrid meeting has a combination of in-person and virtual participants. You may be saying to yourself, this is easy, just a virtual meeting with some of the participants gathered in the room. It is not quite that easy. For those of you who have not experienced it, try having three active meeting participants on zoom at the same time in the same room. All sorts of feedback problems occur. Additionally, trying to get enough bandwidth from the hotel is either a guessing problem or a financial problem. In some cases, the internet connectivity for the people in the room exceeds the food and beverage minimum. The same internet connectivity that you would pay less than \$100 per month at you home may cost \$10,000 a day at the hotel.

A true hybrid means that people in the meeting room participate like they normally would in an in-person meeting while the virtual participants operate in the same manner as they would normally in an entirely electronic meeting. Blending those two methodologies together

is an experiment that AIP is going to attempt at this Annual Session, but it almost did not happen. Much of the leadership team was very concerned with the prospects of being obligated to meet a room or food and beverage minimum in early August and the potential financial loss that might entail if no one was ready to travel yet. We had almost come to the decision to make this Annual Session completely virtual when we took a Hail Mary shot to the hotel. In a most gracious fashion and in an effort to boost in-person attendance, the hotel alleviated all of our concerns about the amount or lack of attendance. With those concerns alleviated, we decided to give it a try in an effort to get our membership back in the swing of things.

From a parliamentary procedure point of view, this presents new and unique challenges of how to make both sets of attendees on an equal footing and ensure that everyone's rights are protected. I can assure you that I have a team of our members – many of whom have become recognized as industry leading professionals – working to solve all of these problems with new and innovative ideas.

I sincerely hope to see you either virtually or in-person at this year's very unique Annual Session.

**Al Gage CPP-T, PRP, PAP**

## **A message from the AIP Education Director:**



Oftentimes, the best way to understand something is to write about it. When you write, you are forced to think logically and cogently about what you know about something. The sentences must make sense both internally and in relation to those sentences and paragraphs surrounding them. Students enrolled in our correspondence courses find

themselves responding to quite a few essay questions -- sometimes between 20 and 30 per lesson. They need to respond with detailed references to RONR and AIPSC. Oftentimes, they will bring in concepts from one of other parliamentary authorities, one of the compendiums of opinions, or Parliamentary Law to make their argument for their position. As a result, they can determine for themselves what constitutes their complete position on a

parliamentary concept, much the same as we do when we write an opinion for a client.

The next time there is a something you run into while studying RONR (or any other authorities we use) that you do not understand, write about it. Go into the literature and figure out just what is meant and how you should interpret what you are learning. For example, how many times have you read in the Standard Descriptive Characteristics that a motion either yields or applies to "all applicable incidental motions?" Have you ever thought about just what motions that includes? When you are writing about a subject to gain understanding and insight, make sure you include references as footnotes so that you can go back when you need to remind yourself what you have learned.

Finally, once you have completed your personal essay on a subject of parliamentary procedure, send it to the PJ.

**Joe Theobald, PhD, CP-T, PRP**



## Notice of Candidacy

As per AIP Standing Order 9.9 and the message sent to all members May 25, the following individuals have sent notices of candidacy for the offices indicated.

Al Gage, CPP-T, PRP, PAP	President
Bob Peskin, DDS	Vice President
Daniel Ivey-Soto, JD, CP-T, PRP	Vice President
Atul Kapur, MD, CPP-T, PRP	Secretary
C.J. Cavin, JD, CP-T, PRP	Treasurer

Valoree Althoff, MHA, RDH, CP-T, PRP	Director
Helen McFadden, JD, PRP	Director
Nilda Rivera, Esq., PRP	Director
Brandon Walters, CP, PRP	Director

## Calendar of Events

Additional information regarding dates and registration are available on the AIP website at [aipparl.org](http://aipparl.org) as they become available.

### 2021 Hybrid Annual Session

August 5-7, 2021

The Skirvin Hotel, OKC, OK | Virtual

\*To see all member pricing for both virtual and in-person options, members please be sure to login.

<https://aipparl.wildapricot.org/event-4323202>

**REGISTER HERE**

## Deadline Dates for the "Communicator"

August 15, 2021	Fall 2021 Issue
November 15, 2021	Winter 2021 Issue
February 15, 2022	Spring 2022 Issue
May 15, 2022	Summer 2022 Issue

# AMERICAN INSTITUTE OF PARLIAMENTARIANS

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## OTHER COMMITTEES & OFFICIALS

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# AMERICAN INSTITUTE OF PARLIAMENTARIANS

## 2021 Annual Session

### Proposed Standing Rules for Hybrid Meeting

#### Meeting Rules

1. **Login time.** The tech team shall provide the internet meeting service availability to begin no less than 10 minutes before the start of each meeting and workshop, if possible.
2. **Quorum.** The presence of a quorum shall be established and announced by the chair or tech team who have the ability to observe the in-person attendees and the ability to see the online list of participating members. Thereafter, the continued presence of a quorum shall be presumed unless the tech team notifies the president of the lack of a quorum.
3. **Technical requirements and malfunctions.** Each attendee is responsible for his or her electronic connection; no action shall be invalidated on the grounds that the loss, or poor quality, of an attendee's individual connection prevented him or her from participating in the meeting or workshop; nor will a refund be granted.
4. **Forced disconnections.** The chair may cause or direct the disconnection or muting of an attendee's connection if it is causing undue interference with the meeting.
6. **Recordings.** Attendees shall not record any session or workshop.
7. **Assignment of the floor.** To seek recognition by the chair, a virtually attending member shall type in the chat feature and a member attending in person shall provide their name to a microphone monitor and state: (i) the purpose for which recognition is being sought; (ii) the intention to speak for or against the motion; or (iii) the intention to make a Factual Inquiry or Parliamentary Inquiry. The microphone monitor will enter the information into the chat feature for the in-person attendee. The raise hand feature shall not be used for these purposes. An in-person Tech Team member(s) will monitor the chat feature and collaborate to ensure equity of recognition and keep track of the speaking order. Factual and Parliamentary Inquiries shall be given priority in recognition.
8. **Interrupting motions.** Members wishing to make the interrupting motions Point of Order and Appeal from the Decision of the Chair, shall raise their hands, either in person or virtually. No other motions will be allowed to interrupt. An in-person Tech Team Member(s) will assist the chair to ensure interrupting motions are promptly addressed.
9. **Identification of speaker.** When recognized by the chair, members shall state their names and state, province, or country.
10. **Motions submitted in writing.** Members wishing to make a main motion or to offer an amendment, shall, before being recognized, email the motion to [motions@aipparl.org](mailto:motions@aipparl.org).
11. **Display of motions.** Main motions, or the pertinent part of main motions, amendments, and other documents currently before the assembly, shall be displayed, to the extent feasible.
12. **Names of members making motions.** Minutes of the Annual Session shall not include the name of the maker of any motion.
13. **Debate.** Only AIP members who are registered for the Annual Session shall have the right to speak on issues before the assembly. A member may speak no more than twice, for no more than two minutes each time, on a debatable motion.
14. **Discussion time.** Total discussion time on each main motion shall be limited to twenty minutes.
15. **Voting and balloting.** Only AIP members who are registered for the Annual Session and in compliance with the membership date of record shall have the right to vote. Votes shall be taken by general consent or by an external electronic voting service. Ballot votes, if required, shall be taken using an external electronic voting service.
16. **Bylaws and Standing Orders corrections.** The Bylaws and Standing Orders Committee shall be authorized to correct article and section designations, punctuation, grammar, syntax, and cross- references and to make such other technical and conforming changes as may be necessary to reflect the intent of the decisions arising from the AIP Annual Session.
17. **Nominees' speeches.** At the close of nominations, each nominee (or a designee) shall have two minutes for remarks. Nominees shall speak in the order in which they were nominated.

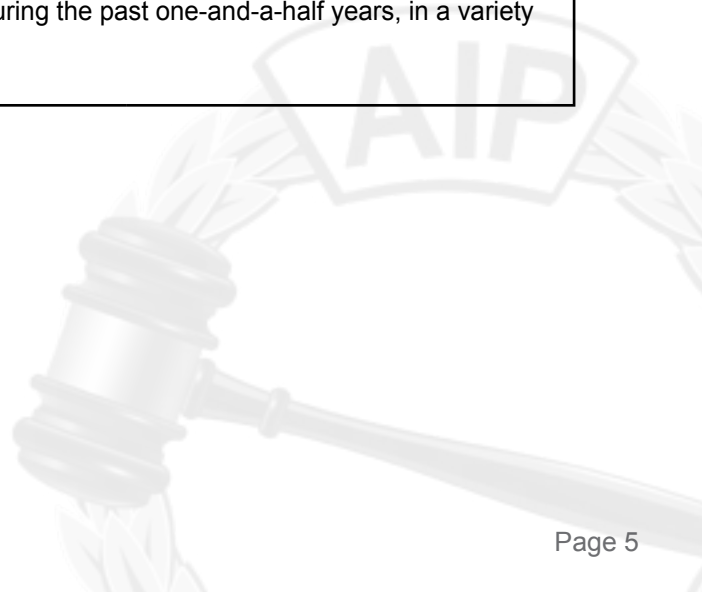


# BYLAWS

## American Institute of Parliamentarians

### Notice of Proposed Amendments to the Bylaws and Standing Orders 2021 Annual Session

AMENDMENT #1: Amend Article III – MEMBERSHIP, Section 8 Termination, 8.3 Expulsion, by striking “; such meeting shall only be held in person, and electronic participation shall not be permitted”		
Current	Proposed Amendment	If Amended
<p><b>ARTICLE III, Membership Section 8. Termination</b>  <b>8.3 Expulsion.</b> In addition to the provisions of Rules for Handling Complaints and Reporting Ethical Violations, a member may be expelled for cause by ballot vote of two-thirds of the entire membership of the board at a regular or special meeting; such meeting shall only be held in person, and electronic participation shall not be permitted. The member may appear, present evidence, and be represented by an advocate at this meeting. Notice of a proposed expulsion shall be sent to all board members and shall be sent by a trackable means to the member whose expulsion is being considered. The notice shall be sent at least twenty days, but no more than sixty days, before the meeting is to convene.</p>	<p><b>ARTICLE III, Membership Section 8. Termination</b>  <b>8.3 Expulsion.</b> In addition to the provisions of Rules for Handling Complaints and Reporting Ethical Violations, a member may be expelled for cause by ballot vote of two-thirds of the entire membership of the board at a regular or special meeting; <del>such meeting shall only be held in person, and electronic participation shall not be permitted.</del> The member may appear, present evidence, and be represented by an advocate at this meeting. Notice of a proposed expulsion shall be sent to all board members and shall be sent by a trackable means to the member whose expulsion is being considered. The notice shall be sent at least twenty days, but no more than sixty days, before the meeting is to convene.</p>	<p><b>ARTICLE III, Membership Section 8. Termination</b>  <b>8.3 Expulsion.</b> In addition to the provisions of Rules for Handling Complaints and Reporting Ethical Violations, a member may be expelled for cause by ballot vote of two-thirds of the entire membership of the board at a regular or special meeting. The member may appear, present evidence, and be represented by an advocate at this meeting. Notice of a proposed expulsion shall be sent to all board members and shall be sent by a trackable means to the member whose expulsion is being considered. The notice shall be sent at least twenty days, but no more than sixty days, before the meeting is to convene.</p>
<p><b>Proposed by:</b> Bylaws Committee  <b>Rationale:</b> Sophisticated electronic, virtual meeting tools exist now which will provide fair and proper consideration of this subject. Such tools did not exist when this provision was written into the bylaws. These electronic meeting tools have been used and tested, especially during the past one-and-a-half years, in a variety of situations including court cases and other legal situations.  <b>Bylaws Committee Recommendation:</b> Adopt</p>		





AMENDMENT #2: Amend Article IV – OFFICERS AND DUTIES, Section 3. Eligibility, by adding “Candidates for the office of president and vice-president must hold a CP or CPP credential at the time of the election, and if elected must maintain the credential throughout their term.”

Current	Proposed Amendment	If Amended
<p><b>ARTICLE IV, Officers and Duties</b>  <b>Section 3. Eligibility.</b> Only members who have held membership for at least one year shall be eligible for election to office.</p>	<p><b>ARTICLE IV, Officers and Duties</b>  <b>Section 3. Eligibility.</b> Only members who have held membership for at least one year shall be eligible for election to office. <u>Candidates for the office of president and vice-president must hold a CP or CPP credential at the time of the election, and if elected must maintain the credential throughout their term.</u></p>	<p><b>ARTICLE IV, Officers and Duties</b>  <b>Section 3. Eligibility.</b> Only members who have held membership for at least one year shall be eligible for election to office. Candidates for the office of president and vice-president must hold a CP or CPP credential at the time of the election, and if elected must maintain the credential throughout their term.</p>
<p><b>Proviso:</b> This bylaw amendment will take effect immediately prior to the election in 2022.  <b>Proposed by:</b> Bylaws Committee  <b>Rationale:</b> The amendment emphasizes the importance that AIP places on its credentials. It ensures that the two highest offices in AIP will be held by credentialed parliamentarians who know parliamentary procedure and can handle the parliamentary situations which are presented during board meetings, annual meetings, and other AIP events. One who is the representative (the President) of AIP to external entities and to individuals will possess AIP’s own credential and will be better prepared to converse with others regarding procedure and nuanced scenarios.  <b>Bylaws Committee Recommendation:</b> Adopt</p>		

AMENDMENT #3: Amend Article V - BOARD OF DIRECTORS, Section 8. Method of Notice for Meetings, by striking “Web site” and inserting “website”.

Current	Proposed Amendment	If Amended
<p><b>ARTICLE V, Board of Directors</b>  Section 8. Method of Notice for Meetings. Meetings of the board shall be noticed to the membership of AIP by electronic mail or posted on the AIP Web site.</p>	<p><b>ARTICLE V, Board of Directors</b>  <b>Section 8. Method of Notice for Meetings.</b> Meetings of the board shall be noticed to the membership of AIP by electronic mail or posted on the AIP <del>Web site</del> <u>website</u>.</p>	<p><b>ARTICLE V, Board of Directors</b>  <b>Section 8. Method of Notice for Meetings.</b> Meetings of the board shall be noticed to the membership of AIP by electronic mail or posted on the AIP website.</p>
<p><b>Proposed by:</b> Jeanette Williams, Dollie McPartlin, Ann Rempel, Mary Remson, Dave Whitaker  <b>Rationale:</b> The form “website” has become the standard modern spelling. There is inconsistency in the use of “website” and “Web site” in the governing documents. Example: Bylaws, Article XI, Communications Department, Section 3. Duties, uses the form “website.”  <b>Bylaws Committee Recommendation:</b> Adopt (editorial change)</p>		



AMENDMENT #4: Amend Article VI - NOMINATIONS AND ELECTIONS, Section 1. Notice of Candidacy, by striking “thirty days prior to the issuance of the call of” and inserting “seventy-five days prior to”.

Current	Proposed Amendment	If Amended
<p><b>ARTICLE VI – NOMINATIONS AND ELECTIONS</b>  <b>Section 1. Notice of Candidacy.</b>            Those persons who declare to the AIP Secretary their candidacy for officer and director positions, and who give notice of intent to run at least thirty days prior to the issuance of the call of the annual session shall have their names, along with the position for which they are candidates, listed in the call.</p>	<p><b>ARTICLE VI – NOMINATIONS AND ELECTIONS</b>  <b>Section 1. Notice of Candidacy.</b>            Those persons who declare to the AIP Secretary their candidacy for officer and director positions, and who give notice of intent to run at least <del>thirty days prior to the issuance of the call of</del> <u>seventy-five days prior to</u> the annual session shall have their names, along with the position for which they are candidates, listed in the call.</p>	<p><b>ARTICLE VI – NOMINATIONS AND ELECTIONS</b>  <b>Section 1. Notice of Candidacy.</b>            Those persons who declare to the AIP Secretary their candidacy for officer and director positions, and who give notice of intent to run at least seventy-five days prior to the annual session shall have their names, along with the position for which they are candidates, listed in the call.</p>
<p><b>Proposed by:</b> Bylaws Committee  <b>Rationale:</b> To provide a more direct and less confusing calculation of the due date for a candidate to submit the notice of candidacy to the AIP Secretary. The issuance of the call can be made within a range of dates, making it difficult for a candidate to know when the notice of candidacy should be due. Seventy-five days prior to the annual session pinpoints a single date beyond which a candidate will know that the notice is past the due date.  <b>Bylaws Committee Recommendation:</b> Adopt</p>		

AMENDMENT #5: Amend Article XII – COMMITTEES, Section 2. Standing Committees, by striking “Ethics” and inserting “Professional Responsibility”

Current	Proposed Amendment	If Amended
<p><b>ARTICLE XII – COMMITTEES</b>  <b>Section 2. Standing Committees.</b>            There shall be the following standing committees: Audit; Budget and Finance; Bylaws and Standing Orders; Ethics; Member Services; Opinions; Youth Activities.</p>	<p><b>ARTICLE XII – COMMITTEES</b>  <b>Section 2. Standing Committees.</b>            There shall be the following standing committees: Audit; Budget and Finance; Bylaws and Standing Orders; <del>Ethics</del> <u>Professional Responsibility</u>; Member Services; Opinions; Youth Activities.</p>	<p><b>ARTICLE XII – COMMITTEES</b>  <b>Section 2. Standing Committees.</b>            There shall be the following standing committees: Audit; Budget and Finance; Bylaws and Standing Orders; Professional Responsibility; Member Services; Opinions; Youth Activities.</p>
<p><b>Conforming Amendments:</b> The name of the Ethics Committee to be changed to Professional Responsibility Committee everywhere it appears in the Bylaws and in the Standing Orders. The committees in a list will be re-ordered to alphabetical order and will be renumbered where necessary.  <b>Proposed by:</b> Bylaws Committee  <b>Rationale:</b> The proposed new committee name will match the name of the Code which was changed in 2020.  <b>Bylaws Committee Recommendation:</b> Adopt</p>		



**AMENDMENT #6: Amend Article XII – COMMITTEES, Section 3. Membership of Standing Committees, by striking “and a maximum of seven”**

Current	Proposed Amendment	If Amended
<p><b>ARTICLE XII – COMMITTEES</b>  <b>Section 3. Membership of Standing Committees.</b> Except as otherwise provided in the bylaws, the president shall appoint committee chairs subject to approval by the board; committee members shall be appointed by the president in consultation with the respective committee chair. All committees shall have a minimum of three and a maximum of seven members. The president shall be an ex officio member of all committees except the ethics committee and opinions committee; the president shall not be counted in determining a quorum. The president may appoint a board liaison to serve as an ex officio member of a committee.</p>	<p><b>ARTICLE XII – COMMITTEES</b>  <b>Section 3. Membership of Standing Committees.</b> Except as otherwise provided in the bylaws, the president shall appoint committee chairs subject to approval by the board; committee members shall be appointed by the president in consultation with the respective committee chair. All committees shall have a minimum of three and a maximum of seven members. The president shall be an ex officio member of all committees except the ethics committee and opinions committee; the president shall not be counted in determining a quorum. The president may appoint a board liaison to serve as an ex officio member of a committee.</p>	<p><b>ARTICLE XII – COMMITTEES</b>  <b>Section 3. Membership of Standing Committees.</b> Except as otherwise provided in the bylaws, the president shall appoint committee chairs subject to approval by the board; committee members shall be appointed by the president in consultation with the respective committee chair. All committees shall have a minimum of three members. The president shall be an ex officio member of all committees except the ethics committee and opinions committee; the president shall not be counted in determining a quorum. The president may appoint a board liaison to serve as an ex officio member of a committee.</p>

**Proposed by:** Bylaws Committee

**Rationale:** Enables the appointment of a larger number of committee members.

**Bylaws Committee Recommendation:** Adopt







AMENDMENT #7: Amend Article XII – COMMITTEES, Section 3. Membership of Standing Committees, by striking “The president shall be an ex officio member of all committees except the ethics committee and opinions committee; the president shall not be counted in determining a quorum. The president may appoint a board liaison to serve as an ex officio member of a committee.” from Section 3 and adding “**Section 5. Ex Officio Committee Membership.**”

The president shall be an ex officio member of all committees except the ethics committee and opinions committee; the president shall not be counted in determining a quorum. **Section 6. Committee Liaison.** The president may appoint a member of the board to serve as a liaison to any committee. The liaison receives notice of all meetings of the committee and attends all meetings of the committee. Liaisons are not members of the committee.”

Current	Proposed Amendment	If Amended
<p><b>ARTICLE XII – COMMITTEES</b>  <b>Section 3. Membership of Standing Committees.</b> Except as otherwise provided in the bylaws, the president shall appoint committee chairs subject to approval by the board; committee members shall be appointed by the president in consultation with the respective committee chair. All committees shall have a minimum of three and a maximum of seven members. The president shall be an ex officio member of all committees except the ethics committee and opinions committee; the president shall not be counted in determining a quorum. The president may appoint a board liaison to serve as an ex officio member of a committee.</p>	<p><b>ARTICLE XII – COMMITTEES</b>  <b>Section 3. Membership of Standing Committees.</b> Except as otherwise provided in the bylaws, the president shall appoint committee chairs subject to approval by the board; committee members shall be appointed by the president in consultation with the respective committee chair. All committees shall have a minimum of three and a maximum of seven members. <del>The president shall be an ex officio member of all committees except the ethics committee and opinions committee; the president shall not be counted in determining a quorum. The president may appoint a board liaison to serve as an ex officio member of a committee.</del></p> <p><b>Section 5. Ex Officio Committee Membership.</b> <u>The president shall be an ex officio member of all committees except the ethics committee and opinions committee; the president shall not be counted in determining a quorum.</u></p> <p><b>Section 6. Committee Liaison.</b> <u>The president may appoint a member of the board to serve as a liaison to any committee. The liaison receives notice of all meetings of the committee and attends all meetings of the committee. Liaisons are not members of the committee.</u></p>	<p><b>ARTICLE XII – COMMITTEES</b>  <b>Section 3. Membership of Standing Committees.</b> Except as otherwise provided in the bylaws, the president shall appoint committee chairs subject to approval by the board; committee members shall be appointed by the president in consultation with the respective committee chair. All committees shall have a minimum of three and a maximum of seven members.</p> <p><b>Section 5. Ex Officio Committee Membership.</b> The president shall be an ex officio member of all committees except the ethics committee and opinions committee; the president shall not be counted in determining a quorum.</p> <p><b>Section 6. Committee Liaison.</b> The president may appoint a member of the board to serve as a liaison to any committee. The liaison receives notice of all meetings of the committee and attends all meetings of the committee. Liaisons are not members of the committee.</p>

**Proposed by:** Bylaws Committee

**Rationale:** Removing the language from the section on standing committees and placing the language in a separate Section 5., clarifies that the ex officio membership provision applies to both standing and special committees. Additionally, the new Section 6. clarifies the role of the liaison.

**Bylaws Committee Recommendation:** Adopt



**STANDING ORDERS**

AMENDMENT #8: Amend Standing Order #8. Membership. 8.1 Benefits, by substituting the following for the current language: “Each member shall receive a digital subscription or have online access to the *Parliamentary Journal* and *The Communicator*. Members shall also have online access to the AIP Directory.

Current	Proposed Amendment	If Amended
<p><b>STANDING ORDER #8. Membership.</b>  <b>8.1 Benefits.</b> Each member shall receive a subscription or have online access to the <i>Parliamentary Journal</i> and <i>The Communicator</i>. The member’s choice on the form of access to these publications will be indicated on the annual dues notice. Members shall also have online access to the AIP Directory.</p>	<p><b>STANDING ORDER #8. Membership.</b>  <del>8.1 Benefits. Each member shall receive a subscription or have online access to the <i>Parliamentary Journal</i> and <i>The Communicator</i>. The member’s choice on the form of access to these publications will be indicated on the annual dues notice. Members shall also have online access to the AIP Directory.</del></p> <p><u>8.1 Benefits. Each member shall receive a digital subscription or have online access to the <i>Parliamentary Journal</i> and <i>The Communicator</i>. Members shall also have online access to the AIP Directory.</u></p>	<p><b>STANDING ORDER #8. Membership.</b>  <b>8.1 Benefits.</b> Each member shall receive a digital subscription or have online access to the <i>Parliamentary Journal</i> and <i>The Communicator</i>. Members shall also have online access to the AIP Directory.</p>

**Proviso:** Members currently receiving a printed copy of the *Parliamentary Journal* or *The Communicator* may transition to receiving a digital subscription or online access before the end of 2024. Prior to the end of 2024 members have a right to change their subscription format to digital when they renew their membership, or by contacting the AIP headquarters. All new subscriptions will be digital.

**Proposed by:** Bylaws Committee, Board of Directors

**Rationale:** To reduce resources used in the publishing of the documents.

**Bylaws Committee Recommendation:** Adopt





AMENDMENT #9: Amend Standing Order #9.9 Notice of Candidacy, by striking “This notice shall be not more than seventy five days prior nor less than sixty days prior to the annual session” and inserting “This notice shall be not more than one hundred twenty days prior nor less than seventy-five days prior to the annual session”.

Current	Proposed Amendment	If Amended
<p><b>STANDING ORDER #9.9 Notice of Candidacy.</b> 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.</p>	<p><b>STANDING ORDER #9.9 Notice of Candidacy.</b> 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. <del>This notice shall be not more than seventy-five days prior nor less than sixty days prior to the annual session.</del> <u>This notice shall be not more than one hundred twenty days prior nor less than seventy-five days prior to the annual session.</u> The secretary shall forward these notices to the editor for publication in the pre-annual session Communicator.</p>	<p><b>STANDING ORDER # 9.9 Notice of Candidacy.</b> 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 one hundred twenty days prior nor less than seventy-five days prior to the annual session. The secretary shall forward these notices to the editor for publication in the pre-annual session Communicator.</p>

**Proposed by:** Bylaws Committee

**Rationale:** Shifting and increasing the due date range gives the secretary time to compile and send the notices to the editor of the Communicator before the editor’s option to send out the Communicator, containing the call to annual session, 60 days prior to the annual session.

**Bylaws Committee Recommendation:** Adopt





AMENDMENT #10: Amend Standing Orders #24 Web Site Policies, 24.1 Oversight, by substituting the following for the current language: “Website Policies.

24.1 Oversight. The executive committee is responsible for general oversight of the website which includes approving website content. The website shall include minutes of board meetings (except minutes of executive sessions) in the members-only section of the website. The executive committee shall review recommendations from the communications committee regarding the website.”

Current	Proposed Amendment	If Amended
<p><b>24. Web Site Policies.</b>  <b>24.1.Oversight.</b> The executive committee is responsible for general oversight of the Web site which includes approving Web site content. The executive committee shall review recommendations from the communications committee regarding the Web site.</p>	<p><b>24. Web Site Policies.</b>  <b>24.1 Oversight.</b><del>The executive committee is responsible for general oversight of the Web site which includes approving Web site content. The executive committee shall review recommendations from the communications committee regarding the Web site.</del></p> <p><b>24. Website Policies.</b>  <b>24.1 Oversight.</b><del>The executive committee is responsible for general oversight of the website which includes approving website content. The website shall include minutes of board meetings (except minutes of executive sessions) in the members-only section of the website. The executive committee shall review recommendations from the communications committee regarding the website.</del></p>	<p><b>24. Website Policies.</b>  <b>24.1 Oversight.</b> The executive committee is responsible for general oversight of the website which includes approving website content. <i>The website shall include minutes of board meetings (except minutes of executive sessions) in the members-only section of the website.</i> The executive committee shall review recommendations from the communications committee regarding the website.</p>

**Proposed by:** Jeanette Williams, Dollie McPartlin, Ann Rempel, Mary Remson, Dave Whitaker

**Rationale:** AIP bylaws state that members may attend but not participate in board meetings except when in executive session. Since members have this right, they should also have access to the approved minutes.  
 Bylaws Reference: AIP Bylaws, Article V (in part).

Section 7. Method of Meeting. Meetings of the board may be held in person, telephonically, or electronically. Any meeting shall provide for communication among all members of the board synchronously and, excepting executive sessions, shall provide for attendance, but not participation, by any member of AIP.

**Bylaws Committee Recommendation:** Adopt with amendment as follows...

Primary Amendment: To strike “*minutes of board meetings (except minutes of executive sessions)*” and insert “*summary of board meetings (except closed sessions)*”



AMENDMENT #11: Amend Standing Orders #24 Web Site Policies, by striking “Web site” and inserting “website” in all instances where it appears in Order #24.

Current	Proposed Amendment	If Amended
<p><b>24. Web Site Policies.</b>  <b>24.1.Oversight.</b> The executive committee is responsible for general oversight of the Web site which includes approving Web site content. The executive committee shall review recommendations from the communications committee regarding the Web site.</p> <p><b>24.2.1. CP and CPP Listing.</b> The Web site shall contain a page listing those CP and CPP members who have paid the required annual Web site listing fee. The list shall rotate randomly on each viewing. The annual fee, which may include a set-up charge and a “change” fee, for the CP and CPP listing shall be approved by the board.</p>	<p><b>24. Web Site Website Policies.</b>  <b>24.1.Oversight.</b> The executive committee is responsible for general oversight of the <del>Web site</del> <u>website</u> which includes approving <del>Web site</del> <u>website</u> content. The executive committee shall review recommendations from the communications committee regarding the Web site.</p> <p><b>24.2.CP and CPP Listing.</b> The <del>Web site</del> <u>website</u> shall contain a page listing those CP and CPP members who have paid the required annual <del>Web site</del> <u>website</u> listing fee. The list shall rotate randomly on each viewing. The annual fee, which may include a set-up charge and a “change” fee, for the CP and CPP listing shall be approved by the board.</p>	<p><b>24. Web site Website Policies.</b>  <b>24.1.Oversight.</b> The executive committee is responsible for general oversight of the website which includes approving website content. The executive committee shall review recommendations from the communications committee regarding the website.</p> <p><b>24.2.CP and CPP Listing.</b> The website shall contain a page listing those CP and CPP members who have paid the required annual website listing fee. The list shall rotate randomly on each viewing. The annual fee, which may include a set-up charge and a “change” fee, for the CP and CPP listing shall be approved by the board.</p>

**Proposed by:** Jeanette Williams, Dollie McPartlin, Ann Rempel, Mary Remson, Dave Whitaker  
**Rationale:** The form “website” has become the standard modern spelling. There is inconsistency in the use of “website” and “Web site” in the governing documents. Example: Bylaws, Article XI, Communications Department, Section 3. Duties, uses the form “website.”  
**Bylaws Committee Recommendation:** Adopt (editorial change)

AMENDMENT #12: Amend Standing Order #25. Publications, #25.1 Parliamentary Journal, #25.1.1 Purpose, by striking “on a quarterly basis” and inserting “at least three times per year”.

Current	Proposed Amendment	If Amended
<p><b>STANDING ORDER</b>  <b>25.1 Parliamentary Journal.</b>  <b>25.1.1 Purpose.</b> The Parliamentary Journal shall publish, on a quarterly basis, articles of interest in the field of parliamentary procedure, law, and education.</p>	<p><b>STANDING ORDER</b>  <b>25.1 Parliamentary Journal.</b>  <b>25.1.1 Purpose.</b> The Parliamentary Journal shall publish, on a quarterly basis at least three times per year, articles of interest in the field of parliamentary procedure, law, and education.</p>	<p><b>STANDING ORDER</b>  <b>25.1 Parliamentary Journal.</b>  <b>25.1.1 Purpose.</b> The Parliamentary Journal shall publish, at least three times per year, articles of interest in the field of parliamentary procedure,law, and education.</p>

**Proposed by:** Bylaws Committee  
**Rationale:** The change gives flexibility in the number of issues to be published per year – a minimum of three but not limited to three. Adoption wouldalso allow for more issues than currently required.  
**Bylaws Committee Recommendation:** Adopt



## Accrediting Department: Notice of Request to Change Authorities

The AIP Accrediting Department, under the direction of Kay Crews, CPP-T, is responsible for the development and administration of the two credentialing examinations: the CP written and CPP oral exams. Rules regarding the exams are available on the AIP website, and notification is given to the membership whenever they are changed.

An important aspect of the examinations is the selection of authorities on which they are based. Currently, the authorities for the CP written examination are *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* (2012) and *Robert's Rules of Order Newly Revised*, 11th Edition (2011). The CPP oral examination is based on the candidate's knowledge and proficiency with *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* (2012), *Cannon's Concise Guide to Rules of Order* (1995), and *Robert's Rules of Order Newly Revised*, 11th edition (2011).

AIP Standing Order #10.2 provides the following: ". . . The authorities used for the examinations, including subsequent editions of current authorities, shall not be changed except on the recommendation of the accrediting department, approval by majority vote at an annual session, and with notice being given with the official notice of the annual session."

This is to serve as the **official notice** that the Accrediting Department is proposing a change to the parliamentary authorities used for the CP and CPP exams by striking "*Robert's Rules of Order Newly Revised* 11th edition" for both exams and inserting "*Robert's Rules of Order Newly Revised 12th edition*" to be effective for exams offered after January 1, 2022.

~The AIP Accrediting Department

## Virtual East Coast Practicum Recap

The 2021 Virtual East Coast Practicum closed its final session on Sunday, June 6, 2021. This four-day virtual practicum addressed the topic of "Where the Book Ends" and allowed participants the ability to increase their knowledge of how to handle out-of-the-book experiences and improve their skill as presiding officers significantly.

Special thanks go out to the lead instructors, Atul Kapur, CPP-T, and Daniel Ivey Soto, CP-T, for their interactive presentations and panels. Additionally, thanks to Shmuel Gerber, Kay Crews, CPP-T, Colette Trohan, CPP-T, Roger Hanshaw, CPP, Alison Wallis, CP-T, and Al Gage, CPP-T, for participating in various panels throughout the practicum.

A consistent popular feature of the practicums is the presiding labs. These labs provide a safe learning environment to presiders of all levels. Practicum organizers rely on a number of presiding facilitators to make these sessions effective. The presiding facilitators for this practicum were Mary Remson, CPP-T, Ann Guiberson, Kay Crews, CPP-T, Jason Morgan, CP, Valoree Althoff, CP-T, Glen Hall, CP-T, Brandon Walters, CP, Atul Kapur, CPP-T, Colette Trohan, CPP-T, and Al Gage, CPP-T with the assistance of Barry Glazer, CPP-T, C.J. Cavin, CP-T, and Daniel Ivey-Soto, CP-T.

The practicum had over 90 registered participants. It would be impossible to put quality educational events without dedicated staff. I want to express my thanks to Assistant Practicum Coordinator Mary Remson, CPP-T, Curriculum Director Valoree Althoff, CP-T, and lead instructors Atul Kapur, CPP-T, and Daniel Ivey-Soto, CP-T. In my humble opinion, the practicum attendees are better parliamentarians because of the work of this incredible team.

C.J. Cavin, CP-T  
2021 East Coast Practicum Coordinator



## AIP Welcomes Three New Chapters

As we all have adapted our daily lives to COVID, AIP has also had to make changes. First, members have expressed their desire for parliamentary studies at a greater scale. Secondly, the desire for community is at an all-time high. When one combines the two, it created the perfect conditions for AIP members to come together to study and sharpen their skills.

AIP moved the 2020 annual session, along with the East and West Coast Practica, online. This provided world-class educational opportunities from the comfort of home while also allowing our members to stay safe.

While these are large events with many participants, there is something to be said for smaller groups who share similar learning goals and want to meet more frequently. This is the perfect recipe for forming and participating in an AIP chapter. During this term, we have had three new AIP chapters form—all with different memberships and educational objectives, but similar in their passion for the study of parliamentary procedure. I've been told these are the first three AIP chapters to form in more than a decade.

The first group to form was the National Intercollegiate Parliamentary Association. The first discussion of this group occurred during a meeting of the Youth Activities and Scholarships Committee and, before long, the group took off! This group is focusing on collegiate membership, unique challenges faced by collegiate parliamentarians, and they're even thinking about creating collegiate parliamentary competitions! They meet electronically so they can reach their nationwide membership.

Not long after that group was approved by the AIP Board of Directors, another group expressed interest in chartering, the Betty S. Green Chapter. They are an open group and meet twice a month, the first Thursday at 7:30 p.m. and third Sunday at 4 p.m. Central Time. Any member of AIP can join the Betty S. Green Chapter and there are no dues!

Most recently, the Adopt-in-lieu-of Chapter received approval from the Board of Directors. They are also an open group and meet on the fourth Tuesday of February, April, June, August, October, December at 7:00 p.m. Central Time.

The Betty S. Green and Adopt-in-lieu-of Chapters are also electronic chapters, so you can study parliamentary procedure with a great group of parliamentarians from the comfort of home.



If you are interested in joining any of these chapters, please let me know at [member@aipparl.org](mailto:member@aipparl.org) and I will gladly connect you with the respective chapter leadership.

As we look forward to the post-COVID era, it's important that we not lose sight of the few positives that have come from it. This includes a renewed interest in parliamentary studies and an increased sense of community—regardless of whether it's in-person or on Zoom. While I don't believe anything will replace the comradery of an in-person meeting, many have adapted to the next best thing. I look forward to the opportunities these new chapters will bring in the future for our members to connect, learn, and grow together.

Brandon Walters, CP, PRP  
AIP Member Services Chair



## WELCOME NEW MEMBERS OF AIP

Michael Adams  
Versailles, KY

Anthony Agee  
Skokie, IL

C. Scott Ananian  
Brookline, MA

Rochester Baker

Rhoneise Barnett-Smith, RP  
Wilmington, DE

Terry Betts  
North Port, FL

Mona Calhoun  
Bowie, MD

Dante Campos  
Lincoln, CA

Sebastian Celis  
New York City, NY

Beverly Chandler  
San Diego, CA

Mary Ann Contogiannis  
Greensboro, NC

Latisha Corey  
Fort Washington, MD

Alex Davidson  
Seattle, WA

Teresa Devine  
Austin, TX

Daniel Fitzpatrick  
Rochester, NH

Julia Floyd  
Cullman, AL

Amador Gonzales  
Mesilla Park, NM

Luke Gorman  
Pittsburgh, PA

Jennifer Gysler  
Pinon Hills, CA

Elizabeth Haynes  
Windsor, ON  
Canada

Esther Heller, PRP  
Menlo Park, CA

Tija Hilton-Phillips, Esq.  
Wrightsville, PA

Bessie Hironimus  
Oroville, CA

Elizabeth James  
League City, TX

Twylah Jenkins  
King of Prussia, PA

Kenneth Johnson  
Redondo Beach, CA

Norma Jean Johnson  
Little Rock, AR

Sharon V Jones, Esquire  
Dorchester, MA

Chris Jones  
Broken Arrow, OK

Jeanna Kindle  
Los Angeles, CA

James A Llanos, Jr.  
Ketchikan, AK

Rosie M McCollum  
Temple, TX

Donna Mitchell  
Katy, TX

Latorsha Murray  
Irmo, SC

Ray Nelson, North Thurston  
Education Association  
Olympia, WA

Lance Neward  
Sandy, UT

Karen Odom  
Long Branch, NJ

Udaya Padakandla  
Carrollton, TX

Manushag Powell  
West Lafayette, IN

Felicia Prince-Heath  
Blythewood, SC

Tonja Roberts  
South Boston, VA

Schniqua Roberts  
Bel Air, MD

Garrett Scott  
Slatinington, PA

Heather Speas  
Summit, NJ

Karen Stocks  
San Antonio, TX

Susan J Supp  
Dalton Gardens, ID

Francine Vasquez  
Philadelphia, PA

Vicki Walter  
Fair Oaks, CA

David Whitaker  
Winston Salem, NC

Levis Phil Worsham  
Joaquin, TX

Jacquita Wright-Henderson  
Wilmington, DE

Henry Young  
Apple Valley, CA



Spotlight

If you are considering CP/PPP exam  
please consider purchasing:

**Comparisons of Parliamentary Authorities \$12**

**PURCHASE HERE**

