

A I P COMMUNICATOR

AMERICAN INSTITUTE OF PARLIAMENTARIANS



WINTER 2021

TABLE OF CONTENTS

President's Letter	1
Educational Musings – Updates from the Educational Department	3
Notes from the Accrediting Department	3
AIP Officers	5
Calendar of Events	5
Deadline Dates – Communicator	5
The 41st Annual AIP West Coast Practicum	5
Doing to Learn with National FFA	5
New Members	8
Amazon Smile	8

Presidents Message: **The Gibbs Rules!**



I have always been a fan of the original CBS TV show NCIS. Many of you may be fans, but a few may not be, so I will try to catch some of you up and then proceed with my article. In

the show, Jethro Gibbs is the team leader of a group of Naval Criminal Investigative Service agents that are quite good. Gibbs is a little old school in the show and hesitates to embrace technology at times. He also never hesitates to rely on the science and investigative leads provided by his team to solve a crime. Like all TV dramas, they always solve the crime. There are two other constants in the show. There is always a new agent called a “nube” and Gibbs has a defined set of rules for investigations.

There are some similarities between our world and that of Jethro Gibbs. In the world of parliamentarians, we have quite a few of the “nubes” practicing. And there are rules, or guidelines if you will, that I have gleaned from practice, heard from other respected parliamentarians or witnessed in action. All of these rules are somewhat tongue in cheek but there are also some good lessons of ACTUAL practice to be rendered and internalized.

The first rules I am going to take directly from Jethro Gibbs rules because they are applicable and they are self-explanatory.

Rule No. 3 – Don't believe what you're told. Double check.

Rule No. 3 – Never be unreachable.

It should be obvious that you have to be reachable and that you have to verify information given to you. So both rule #3's apply. It is very common for you as a professional parliamentarian to only be given one side of every story in the beginning.

Rule No. 10 – Never get personally involved in a case.

What I mean by this is never get vested in producing a specific outcome.

Rule No. 28 – When you need help, ask.

Always feel free to reach out to fellow parliamentarian for advice if you need it.

There are many other rules in the standard list of Gibbs rules that are somewhat applicable and others that are wholly inappropriate for parliamentarians. The following set of rules are not found in Gibbs' rules, but they are rules that I have admittedly stolen from the wisdom of other members and a few that I have made up myself. So if you will, we will call these Gage's Rules and they are meant to be wisdom imparted tongue in cheek.

Rule No. 1: Don't fight over free work! -Roger Hanshaw, JD, PHD, CPP, PRP

These are words to model your life by. How many times have we attended meeting of a non-profit or an HOA where huge effort and treasure have

▼ **Continued on following page**



▼ *President's Message Continued*

been expended to try and secure a position that simply does not pay. Or have you seen a member of a Board or organization with hurt feelings because they did not get to work on a coveted project? I use this one all of the time to calm tensions among participants. They both think it's funny but also take it to heart when they realize they are not fighting over \$10,000.

Rule No. 2: Never Trust the Whip Count! Al Gage, CPP-T, PRP, PAP

I cannot tell you how many times I have been on location and been told that absolutely they have the votes in hand to pass the bylaw proposal. This proposal will allow them to proceed with another task or set of tasks later in the meeting. Invariably, they have miscounted or misread the support for the measure or a very eloquent debater sways the body in a different direction.

You may ask, "why is important if we do not care what the outcome is?" A series of events may depend on the execution of the first item. If the first item fails, the script that you wrote for the all-day meeting may skip straight to adjournment or be relegated back to the bylaws committee for another try.

I remember showing up to a convention with several other parliamentarians. We advised the powers that be that their course of action skirted their bylaws and was not a good course of action. We were assured that they clearly had the votes to secure the desired interpretation of the bylaws on appeal and there was nothing to worry about. I can clearly remember a member stating in debate the "he was neither a parliamentarian nor an attorney but he was able to read and that interpretation of the bylaws was simply not what they said!" His solid, plain English logic prevailed by a vote of 800 or so to 200 or so and thus required three ballots instead of one which the powers that be were now stubbornly un-prepared for.

Rule No. 3: Let them do what they are going to do! Helen McFadden, JD, CP, PRP

This is the best piece of parliamentary advice ever given and it was given on national television. To make a long story short, the body was not voting the way anticipated. This advice was correctly given, and the body was allowed to proceed. One of the fundamental mistakes that a parliamentarian can make is striving to achieve a result that the body does not agree with. Divorcing yourself from the outcome is the most peaceful position that you can achieve.

Invariably, you will find yourself rooting for an outcome or candidate because you like them or sympathize with that particular cause but it is very important to remain impartial.

Rule No. 4: Members have a right to an efficient meeting. Kay Allison Crews, CPP-T, PRP

I remember a client that refused to impose a limitation of debate because as a group they initially thought in too heavily infringed on member's rights. They would drone on for hours with none of the rest of the board paying attention to other speakers until it was their turn to speak. When it was their turn to speak, they would say the exact same talking points that had just been iterated. Absent a 2/3 vote, the body must endure repetitive debates and even delaying or dilatory tactic until they become evident. Working with the client to ensure efficient meetings helps ensure that the organizations meet their purposes.

Rule No. 5: Parliamentary strategy is fine, but at the end of debate you've got to count noses. Barry McCarty, PhD, CPP

While I do think that great parliamentary strategy can influence an outcome, there is no strategy that does not require the votes to get to the place you want to be. Bad parliamentary strategy can lose you votes and good

strategy can gain you votes but you in the end have to count votes.

Rule No. 6: The person calling you to solve the problem may be the person causing the problem. Kay Allison Crews, CPP-T, PRP

We've all gotten the phone call about the "recalcitrant members" who are causing problems at the meeting, and the need for you to come to the meeting and "fix" the problems. Always be aware that you may show up and discover that your client is the problem.

Rule No. 7: The Roger Rule (not to be confused with the Roger's Rate) Make up a reasonably defensible rule and stick to it. - Roger Hanshaw, JD, PHD, CPP, PRP

This is only applicable when there is not already a rule in the book or the bylaws to the contrary. Often there is a parliamentary situation that is not necessarily outlined in the book. If you are presiding or advising the presiding officer and they have to make a decision, they should do so confidently and with conviction if they are to carry the day. Trying to keep in mind all of the fundamental principles and being fair and equitable are important tenets of this process.

Rule No. 7B: Sell the Call! Glen Hall, DDS, CP-T

When presiding, even if you are unsure, preside with confidence. Make your ruling, and let the members overrule you, or invite the appeal if you are unsure. The key here is to do it confidently.

All of these things are not really meant as an actual set of rules but are an illustration of what a practicing parliamentarian is faced with on a fairly regular basis. Keeping in mind your ethical obligations and professional responsibilities is always going to be important. We also do have to have the ability to not take ourselves quite so seriously.

Al Gage CPP-T, PRP, PAP



Educational Musings – Updates from the Education Department

- **W. Craig Henry, Director-Education Department**

It has been quite a ride for your Education direct since assuming this position after the 2021 Annual Session. The Department has been busy in multiple areas. Here is a quick update:

Records update. The Education Department, along with the Membership Services Committee and the Accrediting Department are working on the records in the AIP database. With all of the transitions occurring over the last few years, our membership and certification records need a review and restructuring. This process is underway, and a streamlined data structure should be in place by the end of the first quarter 2022.

Materials. We are pleased to announce the revision of *The Complete Minutes Manual*, to the 4th Edition! This manual has been reviewed, modified, and updated with paragraph references in *Robert's Rules of Order Newly Revised*, 12th edition. Available soon in the AIP Bookstore. Six additional titles are also being worked on and will be available in the near future.

Correspondence courses. The correspondence courses have been reviewed, updated to the 12th

edition of RONR, and arranged into a standardized format. We currently have 42 persons enrolled in one of the four correspondence courses. If you are looking for an educational opportunity, explore a correspondence course.

Online courses. Development is underway for new educational offerings online. The Education Department is beginning work on several e-learning opportunities beginning with a basic primer on parliamentary procedure and teaching parliamentary procedure. More information will be forthcoming.

Practicums. The Department is working with the practicum curriculum directors to develop and “fine-tune” the topics and coursework covered within this hands-on learning experience. The West-Coast Practicum will be held in-person in Las Vegas, NV on January 13-15, 2022 at the Alexis Park All Suites Resort. The curriculum will cover “**Discipline, Warning, Naming, Removal and More**” using both the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* and *Robert's Rules of Order Newly Revised* and other materials. Reduced price, early

registration of \$475 is open until November 30, 2021, when it rises to \$500. Announcement of the East Coast Practicum information will be announced in early 2022.

Teachers Course. Several members have been requesting a Teachers Certification course be held by the department. A five-week, online class was scheduled to be held in October. Unfortunately, there were not enough participants to comprise the class on the dates and times set up. Any certified member of AIP (CP, CP-T, CPP, CPP-T) is eligible to take the course and registered members of NAP (RP or PRP) may be allowed to take the course as space allows. We are planning to set up another course in 2022. A survey will be sent out to eligible members in December 2021 to determine the best type (online, in-person, combination) day(s) of the week and month(s) so that we can schedule a course in 2022.

Education in parliamentary procedure has been a primary component of the Action Program since the formation of the American Institute of Parliamentarians. We are working hard to provide educational opportunities to both the public and the parliamentary practitioners.

Notes from the Accrediting Department

- **W. Craig Henry, Chair-Recertification Division, Accrediting Department**

Several of you are nearing the end of your accrediting cycle. Did you know that all credentials are required to be re-certified every seven years by December 31? Your Credential expiration date can be easily found on your AIP membership card. The

Accrediting Department tries to give you friendly reminders about your recertification during the expiration year, but ultimately, it is up to you to get your packet in. Go to the AIP website and download the recertification packet from the Members-Only page.

The CP examination application has been set up as an event on the AIP website, allowing persons wishing to take the exam to register online. The CP Exam event page has links to

▼ **Continued on following page**



▼ **Continued from page 3**

download the exam policies and the forms to submit your service points. Soon, the CPP Examination will be set up to provide registration this way as well.

Several individuals have been considering retiring from working as a Certified Parliamentarian or a Certified Professional Parliamentarian but are unaware of the process. The answer is, as we frequently tell our clients, in the AIP Bylaws in section 4.5:

4.5 Certified Parliamentarian Retired and Certified Professional Parliamentarian Retired.

A certified parliamentarian or certified professional parliamentarian may notify the board secretary and the accrediting director that he is retired from practice as a parliamentarian and request reclassification to retired membership. When this notice is received, the member shall be reclassified as CP-Retired or CPP-Retired. Retired members shall always use the retired qualification when using the certified designation and will be excused from any continuing education requirements for maintenance of certified membership status. A retired member shall receive the privileges of regular membership. If a retired member wishes to terminate retirement and retired status, he shall apply to the accrediting department for determination of his eligibility for reinstatement to certified status. Here is the step-by-step procedure:

1. Notify the board secretary and the accrediting director in writing (letter or email) that they are retired from professional practice. This should be on or after the date retired, not before the retirement date.



2. The board secretary and/or the accrediting director will notify the following:
 - AIP Headquarters
 - AIP President
 - AIP Treasurer
 - Membership Services
 - Committee Chair
 - Accrediting Recertification
 - Division Chair
3. The AIP Headquarters will change the membership status from “active” to “retired” and the appropriate Credential to a retired level.
4. The next annual dues renewal will be for the individual member rate. There is no dues refund for the portion of the year prior to retirement.
5. Retired members must always use the Retired qualification they use the credential.
6. The retired member does not need to maintain any continuing education/service points requirements for maintaining retired certified membership status.
7. Should the member wish to return to active membership/credential status they should contact the Accrediting Director to determine the procedure to return to professional practice. Hopefully, this clarifies the steps needed to request retired status. The Membership Services Committee and the Accrediting Department are looking at a “Request for Retirement Status” form that will be found on the Members-Only page of the AIP website to streamline this process.



AMERICAN INSTITUTE OF PARLIAMENTARIANS

1100 E. Woodfield Road, Suite 350
Schaumburg, IL 60173
Tel: (888) 664-0428 | Fax: (847) 517-7229

EXECUTIVE COMMITTEE

President
Al Gage, CPP, PRP, PAP president@aipparl.org

Vice President
Robert M. Peskin CP, DDS vpresident@aipparl.org

Secretary
Atul Kapur, MD, CPP-T, PRP secretary@aipparl.org

Treasurer
C.J. Cavin, Esq., CP-T, PRP treasurer@aipparl.org

Directors
Valoree Althoff, MHA, BSDH, CP-T, PRP Director01@aipparl.org
Nilda Rivera, Esq., PRP Director02@aipparl.org
Helen McFadden, JD, CP, PRP Director03@aipparl.org
Brandon Walters, CP, PRP Director05@aipparl.org
Daniel Foster, PhD, CP, PRP Director11@aipparl.org
Cameron Decker Director13@aipparl.org
Weldon Merritt, JD, CPP, PRP Director14@aipparl.org
Ramona Hill, NSA, PRP Director15@aipparl.org

Accrediting Director
Kay Allison Crews, CPP-T, PRP accrediting@aipparl.org

Communications Director
Larry Cisar, PhD, CPP-T communications@aipparl.org

Education Director
W. Craig Henry, CPP-T, PRP education@aipparl.org

Parliamentarian
Glen D. Hall, DDS, CP parliamentarian@aipparl.org

COMMITTEE CHAIRMEN

Audit
Barbara Rosi, PRP audit@aipparl.org

Budget and Finance
C.J. Cavin, Esq., CP-T, PRP finance@aipparl.org

Bylaws and Standing Orders
Lucy Hicks Anderson, JD, CP-T, PRP bylaws@aipparl.org

Ethics
Jesse Binnall, CPP-T (Chair) ethics@aipparl.org

Member Services
Brandon Walters, CP, PRP member@aipparl.org

James Connors, PhD, PRP member@aipparl.org
(Vice Chair)

Opinions
Michael Malamut, CPP-T, PRP opinions@aipparl.org

Youth Activities and Scholarship Committee
Daniel Foster, PhD, CP, PRP (Chair) youth@aipparl.org
Evan Lamoine, PRP (Vice Chair)

OTHER COMMITTEES & OFFICIALS

Annual Session Coordinator
Kay Allison Crews, CPP-T, PRP annualsession@aipparl.org

East Coast Practicum
(General Coordinator) EastCoast@aipparl.org
(ECP Curriculum Director) EastCoast2@aipparl.org

West Coast Practicum
Dollie McPartlin, CP-T, PRP WestCoast@aipparl.org
(General Coordinator)

Mary L. Remson, CPP-T, PRP WestCoast2@aipparl.org
(Curriculum Director)

Communicator Editor
Valoree Althoff, MHA, BSDH, CP, PRP Communicator@aipparl.org

Parliamentary Journal Editor
Roger Hanshaw, JD, PhD, CPP, PRP pjeditor@aipparl.org

Libby Willis, PRP (Assistant Editor)

Calendar of Events

Additional information regarding dates and registration are available on the AIP website at aipparl.org as they become available.

2022 West Coast Practicum

January 13-15, 2022
The Alexis Park All Suites Resort
Las Vegas, NV

[REGISTER HERE](#)

Deadline Dates for the “Communicator”

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

The 41st ANNUAL AIP WEST COAST PRACTICUM

January 13-15, 2022

“*Discipline: Warning, Naming, Removal and More*” is a topic that many of us don’t enjoy; however, parliamentarians are often “invited” to solve a problem or two involving discipline. Curriculum Coordinator Mary Remson, CPP-T, PRP, along with instructors Richard Hayes, PRP, and Alison Wallis, CP-T, PRP, have planned a practicum that will explore various typical aspects of discipline according to both the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* and *Robert’s Rules of Order Newly Revised* and possibly other materials. Topics not usually discussed in other workshops include

- ✓ the history of discipline,
- ✓ detailed investigation committees,
- ✓ ethics involved in the discipline process,
- ✓ professional responsibilities,
- ✓ presiding over a disciplinary hearing.

This is just a sampling of the breadth of this practicum. As always, all levels of instruction will be presented and practiced.

This practicum will also offer presiding sessions designed to assist attendees with the opportunity to improve their presiding skills many times over. AIP practicums always provide a safe environment to learn and practice parliamentary skills.

The Alexis Park All Suite Resort in Las Vegas, Nevada, will again be the venue for the 41st annual AIP West Coast Practicum. The hotel is conveniently located about one mile off the Las Vegas Strip and a little less than two miles from McCarran International Airport. Rates vary (six levels available) based on the suite level and the night of the week reserved. Rates range from \$59 - \$129 on Wednesday and Thursday nights to \$99 - \$189 plus tax on Friday and Saturday nights plus a resort fee of \$14 per night per room. Even with the resort fee, the room rate is reasonable. The resort fee includes free local phone calls from guest suites, open signal Wi-Fi in the hotel’s public areas as well as guest suites, access to all recreational facilities. To make reservations call 702-796-3322 or 800-582-2228 and give the code “AIP-West Coast Practicum 2022” or “AIP2022.”

Join us in Las Vegas, Nevada, for an enjoyable and exciting learning experience! The practicum will begin promptly at 8 a.m. on January 13th and conclude after the banquet on January 15th.

Dollie McPartlin, CP-T, PRP
General Coordinator

[REGISTER HERE](#)



Doing to Learn with National FFA: Creating opportunities for youth parliamentary learning and leadership development.



Submitted by:
Dr. Daniel D. Foster, CP, PRP, AIP
Youth Committee Chair
(@FosterDanielD)

We can find in the words at the front of one of our parliamentary authorities: *“It is difficult to find another branch of knowledge where a small amount of study produces such great results in increased efficiency in a*

country where the people rule, as in parliamentary law. Henry M. Robert”. The question is: **When and how are we providing the opportunity for that study to occur in a format that energizes the next generation of parliamentarians?** In Indianapolis, Indiana, over 57,000 FFA members convened for their national convention and the best of the best competed in the fastest 11 minutes in parliamentary procedure as AIP supported the National FFA Organization in tapping into application of robust competitive spirit of students enrolled in agricultural education to parliamentary practice.

This fall, nineteen AIP members contributed their knowledge and time to help members of the National FFA Organization participate in high quality competitive events that develop their capacity in parliamentary procedure. The National FFA has two leadership development events focused on this knowledge base: Conduct of Chapter Meetings (CCM), an event for first year members of the organization and Parliamentary Procedure (PP) for more experienced members. Both

events are facilitated by committees of educators and parliamentarians. The event committees are chaired by AIP Members, Al Gage (Conduct of Chapter Meetings) and Daniel Foster (Parliamentary Procedure). To learn more about these events, click on the links below:

- <https://www.ffa.org/participate/ldes/parliamentary-procedure/>
- <https://www.ffa.org/participate/ldes/conduct-of-chapter-meeting/>

The American Institute of Parliamentarians has a memorandum of understanding that provides a pathway to AIP membership for FFA members who qualify for the National FFA Parliamentary Procedure Event to receive membership in AIP until the age of 30. It should be noted that FFA is unique in that each state is allowed to qualify one team of six per year and members may only compete at Nationals once before their eligibility is exhausted.

AIP members contribute to not only leading committees, but serving on committees, preparing materials, and evaluating each level of the competition from preliminaries to



AIP members prior to evaluating one round of the competitive event, including B. Walters, C. Cavin, V. Althoff, H. McFadden, A. Gage, and D. Foster.



finals. The 2021 National Champion of the Conduct of Chapter Meetings was North Shelby FFA representing the Missouri Association and the 2021 National Champion of Parliamentary Procedure Leadership Development Event was Galt-Liberty Ranch FFA representing the California Association.

If you are interested in being connected to help with FFA parliamentary competitive events in your area, either by coaching or judging, please email our AIP Youth Committee Chair, Daniel Foster, at foster@psu.edu.

Below is a listing of the AIP members who participated in 2021.

AIP Members involved included (listed alphabetically by last name):

- Valoree Althoff, NM (Preliminaries CCM/PP; Semifinals CCM)
- Lucy Anderson, TX (Preliminaries CCM)
- CJ Cavin, OK (Committee Member, CCM; Finals, CCM)
- Jim Connors, ID (Committee Member, PP; Preliminaries, PP)
- Kay Crews, TX (Committee Member, PP, Preliminaries, PP; Finals, PP)
- Cameron Decker, AZ (Preliminaries CCM)
- Will Fett, IA (Committee Member, PP; Preliminaries, PP)
- Ryan Foor, NE (Preliminaries, PP)
- Kendra Flood, PA (Preliminaries CCM)
- Thomas Gabel, PA (Collegiate Assistant, PP)
- Al Gage, AZ (Superintendent CCM)
- Roger Hanshaw, WV (Semifinals PP, Finals PP)
- Daniel Foster, PA (Superintendent, PP; Preliminaries, PP; Semifinals, PP; Finals, CCM)
- Evan Lemoine, RI (Preliminaries, PP)
- Helen McFadden, SC (Preliminaries CCM, Semifinals CCM, Finals CCM)
- Laura Meade, IA (Preliminaries CCM, Preliminaries PP)
- Joe Ramstad, MN (Preliminaries PP)
- Brandon Walters, SC (Committee Member PP, Preliminaries CCM, Preliminaries PP, Semifinals PP)
- Rebecca White, SD (Collegiate Assistant, CCM)



Eventual 2021 National Champion, Galt Liberty-Ranch FFA from California on the National Stage



The Parliamentary Procedure Leadership Development Event perpetual gavel with carrying case built by AIP member, Jim Connors.



WELCOME NEW MEMBERS OF AIP

James Abely
Sea island, GA

Jesus Altamirano
Golden, CO

Frances Berrios
Fajardo, PR

Sandra Catchings
Staunton, VA

Melody Coleman
Naperville, IL

Paul Crawford
Toronto, ON

Zina Cruse
Belleville, IL

Joseph Cruz
Barnwell, SC

Ariel Rafael Cruz Rivera
Arecibo, PR

Tyna. D. Davis
Montgomery, AL

Christina Delmont-Small
Ellicott City, MD

Monica Fontenot-Poindexter
Houston, TX

Stephanie Frye
College Park, MD

Michael Halasz
Centerville, OH

Deirdre Hendersen
Chicago, IL

LaShonda H. Henderson
Riviera Beach, FL

Steven Hicks
Culpeper, VA

Nikisha Horn
Chicago, IL

Ray Hsiao
Bellevue, WA

Talmadge Hutchins
Columbus, OH

Chanelle James
Greensboro, NC

Kelley Jones
Henderson, NV

Michael Kinkade
San Antonio, TX

Neill Kovrig
San Marcos, CA

Jimmy Lopez
San Juan, PR

Gina Merritt-Epps
Galloway, NJ

William Micklin
Alpine, CA

Doris Moore
Dayton, OH

Lavon Moore
Easley, SC

William Moore
Dayton, OH

Jennifer Neese
Whitestown, IN

Joan O'Brien
South Plainfield, NJ

Mary Ortega
Guaynabo, PR

Ismael Pagán-Trinidad
Mayaguez, PR

John Preston
Baltimore, MD

Willena Rembert
Mullins, SC

Federico Rivera - Llopiz
San Juan, PR

Carlos Rivera-Matos
Toa Baja, PR

Ledell Rivers
Columbia, SC

Justin Rosado
Bridgeport, CT

Jose Sampayo
San Juan, PR

Miguel Santiago
Mayaguez, PR

Brittaney Schwing
Chula, GA

Miriam Simmons
Stillwater, MN

Melissa Smith
Hingham, MA

Shirley Smith
Stedman, NC

Deb Stewart
Winnipeg, MB

Philip Storm
St. Louis, MO

Tracey Straker
Yonkers, NY

Robert Sussan
St. Johns, FL

Steven Thornquist
Bethany, CT

Lyle Timpson
Highland Lakes, NJ

Euclides Valentin
Carolina, PR

Lawrence White
Chicago, IL

Susan Wilson
Tucson, AZ

Marlene Wust-Smith
Coudersport, PA

amazonsmile
Spotlight

\$16

Presiding:
You Can Do It!

PURCHASE HERE

