

AIP COMMUNICATOR

AMERICAN INSTITUTE OF PARLIAMENTARIANS



SPRING 2022

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President's Message: Intertwining Parliamentary Authorities



I know that there are a lot of purists out there from either the Robert's camp or the AIPSC camp that may disagree with this article.

I know this because, I get

corrected every time I say, "Stand at Ease" in an AIP meeting, someone either at the meeting or in an email afterward writes to me and says "Stand at Ease is a Robert's Rules of Order thing." I generally respectfully agree that it is not found in AIPSC, but then gently postulate that it is an Army thing and since I was in the Army, I am allowed to use it. This begs the question: if an idea or a concept is not found in your parliamentary authority, can you use a concept from another authority?

The answer, even if you are a purist for one particular authority, is unequivocally YES!

Let's take the example above! Is there anywhere in AIPSC that says you cannot ask the assembly to take a short break and remain in place? Of course not! Using the words that RONR uses does not make it an error under AIPSC. Can you imagine yourself at a large medical or dental convention saying "Point of Order" and after being recognized

"Stand at ease is not found in AIPSC!" My response as chair or speaker would be easy. Your point is not well taken because while it is not mentioned, it is also not prohibited. This is a silly example but let's move on to some of the ones that are recommended all the time.

I was at a meeting recently operating under RONR and a motion was made that was "not ready for prime time." The body made an attempt to repair it by offering a substitute which was equally poor. One sage old member moved to refer the motion to a special committee. When the committee met, they perfected language, incorporating both factions' concerns, and produced a flawless compromise motion. They then asked me what the procedure was to get their language adopted and I explained that we had a motion and a substitute and they would have to offer their new substitute as a substitute to either the original main motion or the originally proposed substitute and then we would proceed to perfect their new motion and whichever one was being substituted for... and I saw that very glassy eyed look that you often see when you have spoken fluent Parliamentarian to non-believers. I stopped myself and said "Or you could suspend the rules and allow a motion to adopt the committees new motion in lieu of both the original main motion and the substitute amendment and that could be

▼ *Continued on following page*



▼ *President's Message Continued*

accomplished in two votes. One to suspend the rules and one to adopt the compromise motion in lieu of the other two. They really liked that idea and asked me to show them where that was found in RONR. I explained that it was not a RONR concept but came from another book. I then promised them the strategy would work well, and it did!

I know some of you are scrambling to see whether that suspension of the rules violates the prohibition against the fundamental principle of having more than one item of business pending at a time. I do not think it does because in essence, I am simply combining actions which is allowed. It is passing the new main motion and disposing of the other two in one step. Incidentally, had they tried having a main motion, a substitute and another substitute to either of those and followed the procedure under RONR, they almost assuredly would have found themselves in Gordian Knot territory – no matter that we are again mixing parliamentary authorities!

This ship sails in both directions. When it comes to interpretation of bylaws, AIPSC does not offer us much guidance other than to say that the assembly decides. I commonly use the principles of interpretation from RONR to apply to AIPSC bylaws. Both AIPSC and RONR recognize other parliamentary authorities can be persuasive when the primary authority is silent on a particular point.

So enough about the actual rules. Let's talk about using these other authorities to understand or utilize concepts from book to book. I often use descriptions from other authorities to explain situations. I was at a very large convention and was called to the side of the dais during a short pause to explain to a very unhappy delegate about a Question of Privilege. She was adamant that her Question of Privilege should be able to interrupt the pending bylaws consideration because it was important for the future of the organization. She said it had to do with the future and direction of the organization (in her opinion). I found myself explaining to her that a Question of Privilege was not an open license to debate about the future of the organization but had to do with the Safety, Health, Integrity and Protection of Property (SHIP) of the members. This was an RONR meeting but the explanation worked and that description is straight out of *Demeter's Manual of Parliamentary Law and Procedure*.

Cannon's Concise Guide to Rules of Order is one of my favorite books of strategy and presiding. If you have never read it, it is easy to read and a great tool for teaching strategy. I have used a few of his strategies and recommend his "be meticulously fair and by the book in the beginning, because you may need support in the end" strategy to every presiding officer. I have used

his Clincher motion to perfection and was even accused of parliamentary witchcraft because of it. I don't think his book is a proper parliamentary authority in and of itself. My favorite part of his book is the explanation of scope of notice in the lion and lamb scenario. He explains that scope of notice of notice is a protection against introducing a benign or moderate amendment (the lamb) and then subsequently amending it to a much greater or impactful amendment (the lion) as a strategy. Using well-crafted explanations from other parliamentary authorities often helps professional parliamentarians have that "teachable moment," either with the full body or an individual member.

All of these things lead us to one conclusion: that the study of multiple parliamentary authorities is highly useful even if you intend to only ever use one of them. At AIP, we take great pride in being open minded about procedure and its implications. We are always striving to develop and promote a more direct and easier to understand model of the complexities of procedure and are open to finding it in many sources. I have intentionally not explained all of these keywords like Gordian Knot and the Clincher in the hope that you will look them up if need be in your pursuit of parliamentary knowledge.

AI Gage CPP-T, PRP, PAP



Educational Musings – Updates from the Education Department

- W. Craig Henry, Director-Education Department

As we reported in the last Communicator, a Teachers Certification course was unable to be held in October due to lack of participants. Afterwards, we received several questions regarding the course, and I thought we might review the possibilities the “-T” course entails.

The Teacher Certification Training course was established by AIP to improve the teaching skills of Certified Parliamentarians and Certified Professional Parliamentarians who teach workshops and classes on procedure. The class is led by two or three instructors and has seven to 14 students. The course covers basic educational theory, student learning and engagement, the teaching of subjects on parliamentary law, in-person, virtual and hybrid teaching as well as utilizing “teaching moments.” Pre-work, discussion, questions and answers, and presentations. There are also additional, optional activities that may be accessed.

Parliamentarians holding designations from other associations may be allowed to attend at the

discretion of AIP on an as available basis but cannot use the Teacher certification designation until they have achieved the Certified Parliamentarian credential.

So after completing the Teachers Certification course, how do you obtain the teacher designation (-T)? In 2000, the AIP Board of Directors adopted the requirement of fifteen hours of approved teaching experience in addition to taking the teacher course. Further requirements for the T designation are set by the Education Department and are administered by the Accrediting Department. Within five years after completing the Teachers’ Course you need to:

- teach *parliamentary procedure* on several occasions to groups of six or more students. The teaching can occur either in-person or virtually in one of the following settings:
 1. in a formal classroom;
 2. as a workshop;
 3. as a high school, tech school, junior college, or university course;
 4. as part of community outreach; or
 5. establishing online training (counts after six persons take the course);

6. in any other educational setting.

- teach material for at least one hour in a session.
- utilize a variety of teaching methods and experiences. The same material may be taught to different groups of students, different material to different groups, or different material to the same group. Teaching at our practicums and annual session workshops is an excellent way to accumulate suitable teaching credit.
- All submitted teaching experiences must occur after the applicant has earned at least their CP credential. This requirement ensures that the teacher applicants meet a common level of knowledge and teach from the same familiarity of our two primary parliamentary authorities, RONR and AIPSC.

Think about attending a Teachers Certification course in the near future when it is offered. Dates will be posted on the AIP website, notifications through an email blast message and in a future Communicator.



A Note from the Accrediting Department

Read
the
script!

Many of us from time to time tell our clients, “Read the script!” Sometimes our clients can best help themselves be their own advocate simply by reading the directions we have given them. That may be words or phrases we provide, or instructions such as “(pause and scan the room for objections)” or even an instruction to “think about the question asked by the member.”

That same advice can be offered to certification candidates – “Read the directions!” During the recent CP processes, candidates have been sent individual emails confirming information that had been submitted for their exam. Some candidates responded in a timely fashion; others have waited for a follow-up email. Some candidates did not respond to any emails at all. Be your own best advocate by reading the application packet and emails from the

Department carefully and completely. If we request a response, provide it timely. If information is requested, provide it in the order we requested it. We are probably filling out a checklist or entering it in software.

On the exam itself, the narration (scripting) portion of the exam asks for items in a specific order to test your understanding of concepts. For example, this section might contain an instruction on the motion to Refer, containing the following:

- Member E moves to refer the matter to committee. After debate, refer passes.
- President requests details on committee.

Some candidates might have Member E move “to refer to a committee of 3 composed of ____, ____, and ____ to report back at the next meeting.” Followed by debate and the motion passing.

But if a candidate did this, there were no details remaining for the President to request, and that was a specific instruction given.

Instead, a correct response would look like this:

Member E: I move to refer this matter to a committee. (second)

President: It is moved to refer this matter to a committee. Member E, would you like to debate your motion? (debate)

President: Those in favor of referring the matter to a committee, say Aye. Those opposed to the

referral say No. The Ayes have it, the motion is adopted, and the matter will be referred to a committee. To which committee shall the motion be referred?

In this problem, candidates might receive partial credit if the President sought the details of the committee during the making of the motion.

Read all questions carefully and don’t make assumptions. In multiple choice and in short answer portions of the exam, we sometimes use “ranking order” questions. Several motions are pending, and we ask what the correct order for consideration should be. Sometimes, the order is under RONR, and at other times under AIPSC. Motions from both authorities may be in the mix of responses. *Read the question and the responses carefully.* If we have a list with both Postpone Indefinitely and Close Debate and Vote Immediately, it cannot be the correct answer, since those motions are unique to their own parliamentary authorities. Do not think “oh, they meant Previous Question” when you read “Close Debate and Vote Immediately.” Be your own best advocate during the exam. Read each question and think about your response.

Good luck on your exam!
AIP Accrediting Department



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-T, 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, CPP-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-T, PRP Director11@aipparl.org
Cameron Decker Director13@aipparl.org
Weldon Merritt, JD, CPP-R, PRP-R 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
(Vice Chair) member@aipparl.org

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

C.J. Cavin, Esq., CP-T, PRP EastCoast@aipparl.org
(General Coordinator)

Valoree Althoff, MHA, BSDH, CPP-T, PRP EastCoast2@aipparl.org
(ECP Curriculum Director)

West Coast Practicum WestCoast@aipparl.org

Dollie McPartlin, CP-T, PRP WestCoast2@aipparl.org
(General Coordinator)

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

Communicator Editor Communicator@aipparl.org

Parliamentary Journal Editor pjeditor@aipparl.org

Roger Hanshaw, JD, PhD, CPP, PRP

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 East Coast Practicum

June 9-12, 2022

Virtual

Please check the website for further information, once available.

2022 Annual Session

August 4-6, 2022

Lexington, Kentucky

Deadline Dates for the "Communicator"

May 15, 2022

Summer 2022 Issue

August 15, 2022

Fall 2022 Issue

November 15, 2022

Winter 2022 Issue

February 15, 2023

Spring 2023 Issue

Notice of Candidacy

AIP Standing Order 9.9 (as amended in 2021) says: **"9.9 Notice of Candidacy. Any person wishing to give notice of candidacy for office at the annual session shall send to the AIP Secretary a statement setting forth the notice of candidacy. This notice shall be not more than one hundred twenty days prior nor less than seventy-seven days prior to the annual session. The secretary shall forward these notices to the editor for publication in the pre-annual session Communicator."**

*As the Annual Session is scheduled to start August 4, this notice period is April 6-May 19.

Please note that this notice period is earlier than in previous years.

Please also note that this notice is not a requirement to be a candidate for an office.

If you wish to give notice, please send it to secretary@aipparl.org

AIPSC 2 Update

Work is progressing slowly on the second edition of AIPSC2. COVID, along with other medical issues, hit various members of the Authorship Team and our families throughout the holidays, and into January and February. Look for more news soon!



AIP 2022 West Coast Practicum Recap

The 41st Annual AIP West Coast Practicum began with a guided script written by AIP President Al Gage demonstrating the basic process of “Discipline: Warning, Naming, Removal and More!” of a disruptive member. Who knew that instructor Richard Hayes, JD, PRP was such an accomplished actor? During the three days, the 41 participants learned why we need discipline and its history, various offenses outside a meeting, how an investigation committee completes its task, then whatever penalties and legal ramifications might be levied. Instructors Alison Wallis, JD, CP-T, PRP and Richard Hayes, JD, PRP concluded the workshop with a script on how to run a discipline committee with the participants serving as the committee members. Both the scripts were wonderful examples of how the process of disciplining a member is successfully completed.

The four staff members and 41 participants also learned about handling an abusive presiding officer and the ethics or professional responsibility that all members of AIP must adhere to. Three presiding practices were available to the participants as well as the honor of observing two members stand for their CPP exam.

2021 Class President Justin Schmid was unable to attend the practicum because of work commitments; however, he did send a virtual greeting. At the banquet, neither 2020 Class President Cameron Decker nor 2021 Class President Justin Schmid were available to conduct the election of the 2022 Class President; that task was handled by 2019 Class President David Jackson, DHSc, PA-C, CP, PRP. Kelley Jones, PRP was elected 2022 Class President. After certificates were distributed, Class President Kelley Jones, PRP adjourned the practicum sine die.



Curriculum Coordinator Mary Remson, CPP-T, PRP (who was not in attendance); AIP Education Director W. Craig Henry, CPP-T, PRP; instructors Richard Hayes, JD, PRP and Alison Wallis, JD, CP-T, PRP are

to commended for developing and executing such a comprehensive curriculum on discipline.

General Coordinator Dollie McPartlin, CP-T, PRP



Congratulations

**to the newest AIP Certified Professional Parliamentarian-Teacher,
Valoree Althoff!**



When Valoree served as a delegate to the American Dental Hygienists' Association, the Speaker of the House did not state the amendment, so there was confusion whether the immediately pending question was the amendment or the main motion. Thanks to her membership in Chi Omega, Valoree knew which motion was pending, but not what to do to make the assembly aware. As the president-elect of the New Mexico Dental Hygienists' Association, she knew she had to learn more. Valoree joined NAP in 2010 and AIP in 2015 because of her interest in parliamentary procedure.

Valoree is a director of AIP, Editor of the *Communicator*, member of the Membership Committee, and has served NAP in various leadership positions including District Six Director. While still practicing as a dental hygienist in Farmington, New Mexico, she is looking forward to continuing her parliamentary education while expanding her career as a professional parliamentarian.



New CP credentials awarded:

The AIP Accrediting Department is privileged to award Daniel Foster his Teaching credential. In addition many individuals have earned their CP credentials: Omar Atiq, CP #454, James Battle Morgan, JR, CP #455, Todd Brand, CP #456, Ken Reed, CP #457, Jodie Sander, CP #458, and Wanda Sims, CP #459. Congratulations to you all!



Daniel Foster, CP-T



Omar Atiq, CP #454



James Battle Morgan, Jr, CP #455



Todd Brand, CP #456



Ken Reed, CP #457



Jodie Sanders, CP #458



Wanda Sims, CP #459



Save the Date

East Coast Practicum 2022 is VIRTUAL



The AIP Board of Directors has heard from many of our members about the desire to continue hosting high-quality virtual educational events. At the last Board meeting, it was approved to host the 2022 East Coast Practicum (ECP) virtually.

The dates for the virtual ECP will be June 9-12, 2022. Having a four-day practicum will allow the daily sessions to be a little shorter to decrease Zoom fatigue. This practicum topic has not been announced yet; however, the practicum will have excellent instructors and will also have several opportunities for presiding practice.

The cost of the event will be \$245 for current members and \$300 for non-members (includes first year of AIP membership dues). More information about the topic and presenters will be released soon but make sure you save the date for the 2022 virtual East Coast Practicum!

See you in June!

C.J. Cavin, JD, CP-T, PRP
Valoree Althoff, MHA, BSDH, CPP-T, PRP

AIP Scholarship Applications Available

One of the main objectives of the AIP Youth Committee is to engage young parliamentarians in professional parliamentary procedure activities, but at times, the cost to participate in some of these activities can discourage some of these outstanding youth to even think about the potential to participate. But thanks to the generosity of the AIP, the AIP Youth Committee is able to reduce this barrier and conduct its conference scholarship program once again this year. The aim of the scholarship program is to fully fund the registration for students to attend the 2022 annual conference this summer, and selected recipients will have the choice of participating in-person or in the virtual format.

Any interested applicant must be (or have been enrolled) as a full-time student during the 2021-2022 school year in a secondary or post-secondary educational program. In addition to current AIP student members, students who are not yet AIP members are encouraged to apply. The application period opened on February 1 and will remain open through April 30. Applications will be reviewed and awarded until available funds are exhausted, so candidates are

encouraged to begin their applications as soon as possible.

Candidates will be selected based on the following criteria: 1) ability to articulate a strong desire to attend the conference, 2) ability to identify and describe specific desired learning outcomes from attending the conference, 3) ability to utilize parliamentary procedure skills to educate or serve those around them, 4) submitting a quality resume which highlights the candidate's achievements and 5) completion of a quality application that is free of errors that distract the reader. The application is available on a google form and many candidates would likely be able to complete the application in less than an hour.

Please be sure to spread the word within your networks about this incredible opportunity! We would appreciate any willingness to share this opportunity with local high school's career and technical education programs or any post-secondary institutions you have connections with. Interested candidates can find an application at z.umn.edu/23AIPScholarship and questions can be directed to Joe Ramstad at ramst083@umn.edu!

AIP Youth Committee



New *Members*

Mohamud Aden
Alexandria, VA

Victor Archie
Suffolk, VA

Eric Biagioli
Baltimore, MD

David Bonewell
St Augustine, FL

Michael Conard
Kewaunee, WI

Maya D. H. Earls
Highlands Ranch, CO

Amanda Fitzpatrick

George Fouras
Los Angeles, CA

Novella Franklin
Tallahassee, FL

Jennifer Freund
Calgary, AB

Herbert Gant
Wilmington, NC

Chavonne Good
Simpsonville, SC

Theria Hammonds-Green
Miami, FL

Charles Harris, Sr.
Olney, MD

Richard Hayes
Hickory Creek, TX

Michael Hayward
Anchorage, AK

Lucy Johnson
St. Paul, MN

Aundre Johnson-Byrd
Egg Harbor Township, NJ

Beresford Landers, Jr.
Lauderdale Lakes, FL

Marisa Lee
Blythewood, SC

Chanda LeGrant
Iadson, SC

Jean Lin
Camas, WA

Susan Lipman
West Islip, NY

Morgan Looten
Maryville, MO

Larry McKenzie
Minneapolis, MN

Jon Moyer
Kountze, TX

Stephanie Nicholson
Martinez, GA

Briana Padilla
Henderson, NV

Robert Pauley
Decatur, GA

Luann Raymond
Mission, TX

Meghan Reckling
Webberville, MI

Kara Reynolds
Florence, SC

Alasdair Robertson
North York, ON

Glenn Rogers
Middletown, DE

Jennifer Russell
Benton, WI

Donell Samuels-Bassett
Stone Mountain, GA

Chantel Sanford
Reisterstown, MD

Cory Schneider
Somerset, NJ

Michael Stouffer
Little Chute, WI

Joseph Vizard
Waltham, MA

Richard Walker
Newton, KS

Jacalyn Shelton Wallace
Romulus, MI

Yvonne White
Detroit, MI

Ruth Young, RP
Silver Spring, MD