

# AIP COMMUNICATOR

AMERICAN INSTITUTE OF PARLIAMENTARIANS



SUMMER 2022

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## Presidents Message: Getting Back to Normal



As I sat there on the tarmac waiting for my 24<sup>th</sup> take-off in the last seven weeks – and which would've been the 26<sup>th</sup> had one convention not been local – it was nice to reflect not only on the body of

work but also on the changing situation in our professional world. Some of the aspects are good and some are bad. At some point sitting in a center airline seat for a 4-hour flight did not seem preferable to the endless drone of zoom meetings. At this point in May, the mask requirement having just been lifted and airports seeing record numbers of flyers, it seemed that the pandemic was over – or at the least at a tolerable endemic level which will likely be with us for the rest of time.

During those seven weeks, I did 4 conventions, a house of delegates meeting, one regular 3-day meeting and 2 annual meetings, a three-day AIP function, as well as 2 prep meetings for future conventions. All but one of these were in-person events. The one virtual event was held virtually due to the cost savings benefit of delegate travel, which is the responsibility of the parent entity. Clearly, the parliamentary world is back in full tilt. And note that I'm not bragging about my level of business – bragging would be to mention that I fit two successful turkey hunts in the middle of all of this.

The world is back to full function but is not free from change. The fact that one of those

conventions was done virtually, mostly for cost savings, is clear evidence of the impact of the last two years. I might add that, after consultation and explanation of the inefficacies and inequities of various types of virtual meetings, the leaders of the virtual convention CHOSE to use virtually the same format that AIP used to hold their entirely virtual Annual Session in 2020 and the hybrid in 2021.

The recently held East Coast Practicum was a success and was held entirely virtually and our upcoming Annual Session will be hybrid. We are doing this for a couple of reasons. The primary reason is that our membership demands, at least in part, some form of virtual delivery for some of our functions. Do we think this is the BEST way to deliver educational content? Absolutely not! It is the best way to deliver educational content to members and non-members who for various reasons related to money, health, or timing, could not otherwise attend and who still wish to have some part of the value of an AIP educational session.

We understand that the quality of educational delivery at an in-person event is richer than the coldness of cyberspace. I am no educational theory expert, but I believe that you simply learn and retain more from an in-person experience. There are fewer distractions during the class time itself. It is far too easy when you are on a Zoom or Teams call to open your email on a second screen or drift your phone over to your unanticipated struggle with your Wordle of the day. That is not to say you cannot do that at an in-person event as well, but it just

▼ **Continued on following page**



## ▼ President's Message Continued

seems less tempting. The main reason to have an in-person event versus a virtual event appears to be the social and offline conversations that happen with instructors and classmates at dinner, after or between events, or even in the halls and outside of the hotel.

Prior to the pandemic, I thought I was fairly cutting edge because we used Uber-Conference for Conference Calls, Doodle to schedule meetings and What's App for broadcast text applications. Now, sharing a screen on Zoom to perform hot edits for the bylaws committee which is meeting entirely virtually seems routine. What I want you to appreciate, is how foreign that would have been in 2019.

Another important development has been the development of parliamentary procedure for such virtual meetings. Admittedly, it is not set in stone or published anywhere, yet, but some solid progress and consensus has been made among most of the professionals that work in this industry. If you want a one act play, have your meeting in webinar format. If you want a deliberative assembly, then you better do it in meeting format. Of course, there are exceptions and limitations to every rule. The platforms become more expensive and complicated when you go over 1000 voting members.

Please don't misread what I am trying to say. The pandemic was horrible for businesses, individuals, and many organizations. Many people, unfortunately, lost their lives or loved ones or will suffer permanent disability from this horrid disease. Many organizations were completely unprepared and had no contingency plan for such a situation. Like any population, outside pressure forces the population to change. The parliamentary population, as well as many organizations have adapted. Many have incorporated much of the old with a little of the new. Including AIP.

AI Gage CPP-T, PRP, PAP

## Educational Musings – Updates from the Education Department

- W. Craig Henry, Director-Education Department

Since taking over this position after the 2021 Annual Session, several persons have asked me "What does the Education Department do?" Admittedly, I knew several areas of the Department, but as I have delved into the Directorship, I have learned much more. So, I thought in this issue of the Communicator I would share with you about the Membership Department.

The Department is comprised of four major divisions: Curriculum, Correspondence, Printed Materials, and Teacher Instruction. Additionally, the Department establishes special groups (can somebody say "ad-hoc committees?") to work on specific projects.

The first division on Curriculum is comprised of the Director and Assistant Director (currently vacant) to work on the content and materials used during all training/teaching sessions. They work with the Curriculum Directors of the various practicums to review and refine the proposed topics and specific instructional items delivered to the practicum attendees to provide the proper "building blocks" and interactions that the Practicums are intended to deliver. The director also works with the AIP President and advise from the Annual Session Coordinator to secure instructors and topics for the Annual Session. Finally, the Director works with the AIP Board of Directors to discuss and approve short-term/long-range educational plans that review and lay out the potential curriculum requirements, projects, and goals.

The Correspondence Division, headed by Correspondence Course Administration Chair, Dr. Ramona Marsalis-Hill, who

reviews, updates, and administers the four correspondence courses created by AIP. Dr. Hill is assisted in instructing the courses by Valoree Althoff, C. J. Cavin, Carol Davis, W. Craig Henry, Paul McClintock, Ruth Ryan, Jodie Sanders, Shannon Sun, and Joe Theobald. Several of these instructor mentor three or more students. We currently have 36 students enrolled in correspondence courses and have had 10 students complete their courses since the beginning of 2020.

The third division, Printed Materials, develops, prepares, updates, and publishes educational content for the membership and the general public. Ann Rempel, Printed Materials Division Chair, has worked with various Educational Directors and with Kay Allison Crews, our publishing technology guru, to provide professional, scholarly materials that can be used for self-study as well as instruction. The Division is pleased to announce that the following materials have been updated and are available for purchase through the AIP website:

- FUNDAMENTALS OF PARLIAMENTARY LAW AND PROCEDURE, Fourth Edition – updated to include Robert's Rules of Order Newly Revised 12th edition references.
- THE COMPLETE MINUTES MANUAL, Fourth Edition (Thanks to Adrian Stratton for updating this edition to the Robert's 12th edition; Kay Allison Crews, Linda A. Juteau, and Ann L. Rempel for their time and expertise in revising and updating previous editions)
- PARLIAMENTARY STUDY: LESSONS FOR GROUPS - Lessons Using RONR, 12th ed.



(Thanks to Mary Remson, Joe Theobald, Kay Allison Crews, and W. Craig Henry)

- **HERE IS THE ANSWER! WHAT IS THE QUESTION?** Book 7 Covering Robert's Rules of Order Newly Revised 12th edition (Thanks to Paul Lamb for his contributions and hard work)

The Printed Materials Division is currently reviewing and updating AIP's other materials, and is waiting for the work of the AIP Standard Code Revision Team to complete their work, so all materials can be updated to the AIPSC second edition. If you have ideas on new materials that may be of

interest to AIP, feel free to reach out to the Department.

The Teacher Instruction Division reviews and administers the Teacher Certification Course. It is currently developing new student and teacher's handbooks for administering the course. Look for an announcement soon about a course being scheduled. It will be held if there is enough interest.

Currently, the Department has two special groups:

- **Presiding Practicum Development**, chaired by Dr. Ramona Marsalis-Hill with members Lucy Anderson,

C. J. Cavin, Kay Allison Crews, Al Gage, W. Craig Henry, and Jodie Sanders.

- **Electronic Learning/Learning Management Systems**, comprised of C. J. Cavin and W. Craig Henry.

I bet you didn't know all the things that your Education Director did "behind the curtain," but it is needed for AIP to continue to integrate the different parliamentary authorities and texts throughout its educational programs. By having this content diversity allows members and students to be better aware of parliamentary procedures and how to effectively run meetings.





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## Calendar of Events

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

### 2022 Annual Session

August 4-6, 2022

Hyatt Regency, Lexington, KY | Virtual

## REGISTER TODAY

### Deadline Dates for the "Communicator"

August 15, 2022

Fall 2022 Issue

November 15, 2022

Winter 2022 Issue

February 15, 2023

Spring 2023 Issue

May 15, 2023

Summer 2023 Issue

## AIP 2022 Hybrid Annual Session

August 4-6, 2022

Hyatt Regency, Lexington, KY | Virtual

The 2022 Annual Session will be a hybrid event – with the in-person attendees gathering at the Hyatt Regency in Lexington, Kentucky (hotel rate \$125/night), and those who can't join us in person meeting at home via Zoom.

The pre-Annual Session Board meeting will be held on Wednesday, August 3. Those of us in Lexington may enjoy an optional tour of distillery row and a dinner out together on Wednesday evening. The Annual Session will begin the morning of August 4, and conclude Saturday afternoon, August 6. On Sunday, the post-Annual Session Board will meet in the morning. There is a proposed visit to a horse farm on Sunday afternoon!

Registration for the social events will be posted later, but the registration for Annual Session is online now! Visit <https://aiparl.wildapricot.org/event-4824416> to register today.

At the Annual Session, AIP will elect new officers and directors and consider various bylaw amendments. Several educational workshops are also being prepared. Registration fees are \$395 for in-person and \$245 for those attending virtually, which represents a 0% increase since 2021!

Hotel registration is available now, too, through the following link: <https://www.hyatt.com/en-US/group-booking/LEXRL/G-AIOP>

Come to Lexington and have fun learning and meeting with your AIP friends and colleagues.



# American Institute of Parliamentarians

## Notice of Proposed Amendments to the Bylaws 2022 Annual Session

### BYLAWS

AMENDMENT #1: Amend Article III, Membership, Section 4, Membership Categories, Paragraph 4.5 Certified Parliamentary Retired and Certified Professional Parliamentary Retired, by striking "CP-Retired or CPP-Retired" and inserting "Certified Parliamentary-Retired (CP Ret. or CP-T Ret.) or Certified Professional Parliamentary Retired (CPP Ret. or CPP-T Ret.)."

Current	Proposed Amendment	If Amended
<b>ARTICLE III MEMBERSHIP</b> <b>Section 4. Membership Categories</b> <b>4.5 Certified Parliamentary Retired and Certified Professional Parliamentary Retired.</b> A certified parliamentary or certified professional parliamentary may notify the board secretary and the accrediting director that he is retired from practice as a parliamentary 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.	<b>ARTICLE III MEMBERSHIP</b> <b>Section 4. Membership Categories</b> <b>4.5 Certified Parliamentary Retired and Certified Professional Parliamentary Retired.</b> A certified parliamentary or certified professional parliamentary may notify the board secretary and the accrediting director that he is retired from practice as a parliamentary and request reclassification to retired membership. When this notice is received, the member shall be reclassified as <u>CP Retired or CPP-Retired</u> <u>Certified Parliamentary Retired (CP Ret. or CP-T Ret.) or Certified Professional Parliamentary Retired (CPP Ret. or CPP-T Ret.).</u> 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.	<b>ARTICLE III</b> <b>Section 4. Membership Categories</b> <b>4.5 Certified Parliamentary Retired and Certified Professional Parliamentary Retired.</b> A certified parliamentary or certified professional parliamentary may notify the board secretary and the accrediting director that he is retired from practice as a parliamentary and request reclassification to retired membership. When this notice is received, the member shall be reclassified as Certified Parliamentary Retired (CP Ret. or CP-T Ret.) or Certified Professional Parliamentary Retired (CPP Ret. or CPP-T Ret.). 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.

**Proposed by:** Bylaws and Standing Orders Committee

**Rationale:** Simplifies listing of retired credentials on any documents where credentials normally are listed (e.g., educational handouts, published articles, nametags, etc.). There is no need to spell out the word "Retired" in full when the abbreviation "Ret." adequately conveys the retired status. Also, the T designation is added.

**Bylaws Committee Recommendation:** Adopt



## DIVIDED AMENDMENT FROM 2021 ANNUAL SESSION

AMENDMENT #2: 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 professional standards committee and opinions committee; the president shall not be counted in determining a quorum.” from Section 3 and adding “**Section 5. Ex Officio Committee Membership.** The president shall be an ex officio member of all committees except the professional standards committee, appeals committee, and opinions committee; the president shall not be counted in determining a quorum.”

Current	Proposed Amendment	If Amended
<p><b>ARTICLE XII - COMMITTEES</b></p> <p><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 professional standards 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></p> <p><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 professional standards committee and opinions committee; the president shall not be counted in determining a quorum.</del> The president may appoint a board liaison to serve as an ex officio member of a committee.</p> <p><b>Section 5. Ex Officio Committee Membership.</b>  <u>The president shall be an ex officio member of all committees except the professional standards committee, appeals committee, and opinions committee; the president shall not be counted in determining a quorum.</u></p>	<p><b>ARTICLE XII - COMMITTEES</b></p> <p><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 may appoint a board liaison to serve as an ex officio member of a committee.</p> <p><b>Section 5. Ex Officio Committee Membership.</b>  The president shall be an ex officio member of all committees except the professional standards committee, appeals committee, and opinions committee; the president shall not be counted in determining a quorum.</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. Appeals committee is added as a committee on which the president is excepted from service as an ex officio member.

**Bylaws Committee Recommendation:** Adopt

## DIVIDED AMENDMENT FROM 2021 ANNUAL SESSION

AMENDMENT#3: Amend Article XII – COMMITTEES, Section 3. Membership of Standing Committees, by striking “The president may appoint a board liaison to serve as an ex officio member of a committee.”

Current	Proposed Amendment	If Amended
<p><b>ARTICLE XII - COMMITTEES</b></p> <p><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></p> <p><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. <del>The president may appoint a board liaison to serve as an ex officio member of a committee.</del></p>	<p><b>ARTICLE XII - COMMITTEES</b></p> <p><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.</p>

**Proposed by:** Bylaws Committee

**Rationale:** The president's existing appointing power for membership on committees is sufficient to cover the authority granted in the language to be struck.

**Bylaws Committee Recommendation:** Adopt



## STANDING ORDERS

**AMENDMENT#4:** Amend Standing Order 11. Education Department, 11.2 Assistant Education Director, by striking "11.2 Assistant Education Director. The education director shall appoint an assistant education director with the approval of the board. The term of the assistant education director shall be for one year. The assistant education director shall perform such duties as assigned by the education director."

Current	Proposed Amendment	If Amended
<b>11. Education Department.</b> <b>11.2 Assistant Education Director.</b> The education director shall appoint an assistant education director with the approval of the board. The term of the assistant education director shall be for one year. The assistant education director shall perform such duties as assigned by the education director.	<b>11. Education Department.</b> <del><b>11.2 Assistant Education Director.</b> The education director shall appoint an assistant education director with the approval of the board. The term of the assistant education director shall be for one year. The assistant education director shall perform such duties as assigned by the education director.</del>	<b>11. Education Department.</b>

**Proposed by:** Bylaws Committee

**Rationale:** This provision for the assistant education director and the term of service are covered in the Bylaws.

**Bylaws Committee Recommendation:** Adopt

**AMENDMENT#5:** Amend Standing Order 11. Education Department, 11.3 Division Chairs, by inserting after 'programs;' "developing the curriculum for practicums and other educational events; developing and implementing curriculum for on-line education courses;"

Current	Proposed Amendment	If Amended
<b>11. Education Department.</b> <b>11.3 Division Chairs.</b> The division chairs shall coordinate the activities of their divisions under the direction of the education director and the assistant education director. These activities shall include developing and administering correspondence courses; developing and revising educational materials and chapter education programs; and reviewing educational materials not produced by AIP.	<b>11. Education Department.</b> <b>11.3 Division Chairs.</b> The division chairs shall coordinate the activities of their divisions under the direction of the education director and the assistant education director. These activities shall include developing and administering correspondence courses; developing and revising educational materials and chapter education programs; <u>developing the curriculum for practicums and other educational events; developing and implementing curriculum for on-line education courses;</u> and reviewing educational materials not produced by AIP.	<b>11. Education Department.</b> <b>11.3 Division Chairs.</b> The division chairs shall coordinate the activities of their divisions under the direction of the education director and the assistant education director. These activities shall include developing and administering correspondence courses; developing and revising educational materials and chapter education programs; developing the curriculum for practicums and other educational events; developing and implementing curriculum for on-line education courses; and reviewing educational materials not produced by AIP.

**Proposed by:** Bylaws Committee

**Rationale:** The amendment further clarifies the responsibilities of the division chairs.

**Bylaws Committee Recommendation:** Adopt

**AMENDMENT#6:** Amend Standing Order 26.1 Annual Practicums, by striking "one practicum in the eastern United States and one in the western United States." and inserting "two practicums. If both practicums are held in-person, they shall be distributed geographically to the extent possible."

Current	Proposed Amendment	If Amended
<b>26.1 Annual Practicums.</b> In each calendar year, AIP shall sponsor a minimum of one practicum in the eastern United States and one in the western United States.	<b>26.1 Annual Practicums.</b> In each calendar year, AIP shall sponsor a minimum of <del>one</del> <u>two</u> <del>practicum in the eastern United States and one in the western United States.</del> <u>practicums. If both practicums are held in-person, they shall be distributed geographically to the extent possible.</u>	<b>26.1 Annual Practicums.</b> In each calendar year, AIP shall sponsor a minimum of two practicums. If both practicums are held in-person, they shall be distributed geographically to the extent possible.

**Proposed by:** Bylaws Committee

**Rationale:** Changing the minimum number of practicums from one to two reflects AIP's current practice. A geographical spread of in-person practicums is maintained and an inference of the possibility of a virtual practicum is included.

**Bylaws Committee Recommendation:** Adopt

**AMENDMENT#7:** Amend Standing Order 26.2 Approvals, by striking ", and curriculum director" and inserting "and" after budget.

Current	Proposed Amendment	If Amended
<b>26.2 Approvals.</b> The board will approve the budget, general coordinator, and curriculum director of practicums sponsored by AIP. The executive committee will approve the date and location of practicums sponsored by AIP.	<b>26.2 Approvals.</b> The board will approve the budget; <del>and</del> general coordinator; <del>and curriculum director</del> of practicums sponsored by AIP. The executive committee will approve the date and location of practicums sponsored by AIP.	<b>26.2. Approvals.</b> The board will approve the budget and general coordinator of practicums sponsored by AIP. The executive committee will approve the date and location of practicums sponsored by AIP.

**Proposed by:** Bylaws Committee

**Rationale:** Removes the board's responsibility for approving the curriculum director.

**Bylaws Committee Recommendation:** Adopt



# AMERICAN INSTITUTE OF PARLIAMENTARIANS

2022 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 has 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.** Electronic connection to the meeting is the responsibility of each attendee; no action shall be invalidated on the grounds that the loss, or poor quality, of an attendee's individual connection prevented the attendee 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.
5. **Recordings.** Attendees shall not record any session or workshop.
6. **Assignment of the floor.** To seek recognition by the chair, a virtually attending member shall type their name 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. The queue shall be cleared after each new debatable motion is stated by the chair.  
Factual and Parliamentary Inquiries shall be given priority in recognition.
7. **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.
8. **Identification of speaker.** When recognized by the chair, members shall state their names and state, province, or country.
9. **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).
10. **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
11. **Names of members making motions.** Minutes of the Annual Session shall not include the name of the maker of any motion.
12. **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.
13. **Discussion time.** Total discussion time on each main motion shall be limited to twenty minutes.
13. **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.
15. **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.
16. **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.





# AIP Board Candidates



## **President:**

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

Al is a professional practicing parliamentarian with a wide variety of National, State and Local clients to include many non-profits, corporations, boards, political parties at all levels and agriculture organizations. He specializes in Medical and Dental Organizations, Labor Unions and Political Parties at the highest level. He is one of the two primary parliamentarians for one of the two major political parties and has worked extensively with state political conventions.

Al has served as the National President of the Society of Agriculture Education Parliamentarian, the Superintendent of the National FFA Conduct of Meetings Contest and is currently President of AIP after serving more than 6 years on the Board of Directors and Executive Committee. His obvious passion is in educating the future board members, educators, and parliamentarians in parliamentary law from the very beginning level. Al is announcing his candidacy for President of AIP for 2022-2023.



## **Vice-president**

### **Robert "Bob" Peskin, DDS, CP**

I am seeking reelection as Vice President to continue my active participation with AIP. Since 2010, I've attended virtually every annual session and west coast practicum. In 2014, I was first elected to the AIP Board of Directors, and two years later, began a four-year tenure as Secretary. Term limits presented an opportunity to move up, and in 2020, was honored to have been elected Vice President at the virtual Annual Session. This year in Lexington, I will be seeking reelection to serve a third term.

Throughout my career in dentistry, I have used my parliamentary skills extensively. I have authored several bylaws documents and have served in leadership positions for a great many professional organizations. Most recently, I was elected the Academy of General Dentistry's (AGD) Speaker of the House where my responsibilities include serving as Parliamentarian for the AGD Board. I remain totally prepared to assume any responsibilities deemed appropriate by the AIP in accordance with its bylaws, standing orders and board policies.



### **Secretary:**

#### **Atul Kapur, MD, CPP-T, PRP**

Atul Kapur, MD, CPP-T, PRP joined AIP in 2015 and quickly became active in many aspects of its work: he has taught at both West and East Coast Practicums, has written for the Parliamentary Journal, serves on AIP's Opinions Committee, and is a member of the authorship team for the second edition of AIPSC. He was elected to AIP's board in 2018 and has served as secretary since 2020. In addition to growing his parliamentary practice, Atul is an emergency physician in Ottawa, Ontario, Canada. If you have any questions or suggestions on making AIP better, please feel free to contact him at [atulkapur@yahoo.com](mailto:atulkapur@yahoo.com).



### **for Secretary and Treasurer positions**

#### **Rocco Garro, JD**

I have a JD, and specialize in research and writing. I have served as both a court and panel Mediator and Arbitrator. Presently I sit as a Hearing Officer assigned to public health with the Oneida County.

I am a Mason, sitting on the By-Laws Committee for Utica Lodge #47, and recently I am winding up our committee for the Masonic Association of Utica, where I sit as a Trustee and co-chair the By-laws committee. We have been meeting since October of last 2021. This would make an article and a half for the Parliamentary Journal. Nothing makes updating By-Laws easier than having the last update be from 1917, yes WWI, oh the changes we are proposing!



### **Treasurer**

#### **Evan Lemoine, PRP**

Evan Lemoine, PRP is a certified public accountant (CPA) and certified fraud examiner (CFE) from Providence, Rhode Island. He served as NAP Treasurer (2011-15), as an NAP association and unit leader, and currently serves as AIP Youth Committee Vice Chair. He has extensive experience with forming and managing not-for-profit organizations and creating a strong control environment.



#### **Doug Offerman**

Why would someone with 30 years of controllership experience with corporations, non-profits, and small businesses run for office of AIP? 1. Diverse backgrounds often field the best teams. 2. Their ability to articulate diverse viewpoints, questions, or opinions on a subject. That is why AIP needs a true financial expert on the board. A member with fringe experience doesn't cut it. See Harvard Business Review article, When Followers Become Toxic, 2004.

In 2016, Doug received the AIP president's writing award for his ground-breaking article Deliberating Financial Matters in the Parliamentary Journal. After that he was appointed AIP Audit Committee Chair, during which time Doug created the first comprehensive financial review program. AIP is at a critical juncture, its time to up it a notch. Mr. Offermann is a candidate for Treasurer.



#### **Ramona Marsalis-Hill, D Arts, PRP, NSA**

DR. RAMONA M. HILL, a professional registered parliamentarian, is the owner of Workshops, Etc! LLC. Areas of expertise include meeting facilitation, process improvement, team building and parliamentary procedure. She served as Associate Provost of Graduate and Continuing Studies and adjunct faculty member at Spring Hill College. She has worked in various industrial engineering and management positions in the papermaking and ship building industries in Alabama, Maine, Mississippi, and Texas.

Her professional background includes the Doctor of Arts in Communication; a master's degree in Human Resources Management; dual Bachelor of Science degrees from Spelman College and Georgia Tech; and certifications in leadership development, train-the-trainer, and process improvement.

Ramona designs and facilitates customized workshops for clients and serves as meeting, regional, and conference parliamentarian for organizations. She is a member of the AIP Board Minutes Review Committee, serves as facilitator for the Presiding Practicum Development Team and as Correspondence Course Director.





**Weldon L. Merritt, JD, CPP-Retired, PRP-R**

Has been a member of AIP since 2006. A retired lawyer living in Albuquerque, New Mexico, and recently retired from active parliamentary practice, Weldon currently is serving a fourth non-consecutive term as a member of the AIP Board of Directors. He also served two consecutive terms as chair of the AIP Bylaws and Standing Orders Committee, and as Region 1 Governor when AIP still had a regional structure.

Weldon also has been a member of the National Association of Parliamentarians since 2002. He has served that organization as president of the NMSAP, the WSAP, and the EAP; one term as a member of the Membership Examiners Committee; one term as a members of the Bylaws Committee and two terms as chair; and a four-year term as a member of the Professional Responsibility and Member Discipline Committee, including two years as chair.



**Glen Hall, DDS, CP-T**

Dentist in private practice since 1978 in Abilene, TX after serving three years in the USAF as a dentist in California and Montana. I have been on the advisory board on one of the local hospitals for 12 years, and on the bylaw committee of another hospital for 5 years. I have served as a committee member and chair at the local, state, and national dental associations, and I have been active as a presiding officer of the Texas Dental Association's House of Delegates for 12 years, then the presiding officer of the American Dental Association's (ADA) House of Delegates for 7 years. I served as the parliamentarian for the ADA Board of Trustees for that same time. I serve now as the parliamentarian for the Texas Dental Association as a consulting parliamentarian for a dental specialty society. I have been an active member of AIP for twenty years and serve a consulting d as its parliamentarian for the last 4 years.



**Daniel Foster, PhD, CP-T, PRP, PAP**

Dr. Daniel Foster, CP-T, PRP, PAP has been an active AIP member since 2015. He was elected in 2020 to serve as a member of the AIP board and has served as the AIP Youth Committee Chair since 2019. Daniel is a tenured associate professor of agriculture and extension education at The Pennsylvania State University. He is a displaced Texan with a fondness for Willie Nelson, smoked meats and Shiner Bock Beer who currently resides in State College, Pennsylvania.



**Lee Woodward, CP, PRP**

Lee Woodward is a Texas Registered Municipal Clerk, a Master Municipal Clerk with the International Institute of Municipal Clerks, and a graduate of the Texas Certified Public Manager program, and holds the NAP PRP and AIP CP credentials. She is active in Texas Women Leading Government, the National Association of Government Archives and Records Administrators (NAGARA), the Texas Association of Municipal Information Officers (TAMIO), the National Digital Stewardship Alliance (NDSA), the Association of Graduate Liberal Studies Programs (AGLSP), where she is an inaugural member of its honor society chapter for Johns Hopkins University's MLA Program, and the Italian Art Society. She is a graduate of Texas A & M University, College Station, and Johns Hopkins University, Baltimore. Currently, Woodward is the President of the Texas Association of Parliamentarians' (TSAP) Gulf Coast Parliamentarians Unit, President of the Betty S. Green Chapter of AIP (through May 2022), and Vice President of the Electronic Association of Parliamentarians. She is a frequent instructor on parliamentary procedure and Texas municipal election processes.



**Todd Brand, MA, CP, PRP**

Todd Brand, MA, CP, PRP is the owner and founder of Todd Brand Consulting. Todd's education and wide experience cover many unique organizations and come together in his ability to coach, lead and train others for organizational effectiveness. As an expert in meeting rules, he provides parliamentary services and consultation for annual general meetings and board meetings. He also assists with organizational needs such as bylaw revisions and training. Todd is a third-term elected Trustee with Rocky View Schools, one of the largest school boards in Alberta serving over 25,000 students and overseeing an annual budget of over 250 million dollars. Todd lives and works in Airdrie, AB, Canada, where he enjoys soccer, travel, reading and of course... hockey!



**Laura Meade, CP, PRP, DTM**

Laura has been a credentialed parliamentarian since 2012. She has served in leadership positions in several organizations at all levels. She knows how AIP raises the bar of what a well-rounded parliamentarian should be, and she is ready to listen to its members and continue this high standard. She is experienced, committed, and passionate, and she would appreciate your vote.



## 2022 Virtual East Coast Practicum Recap



The 2022 Virtual East Coast Practicum closed its final session on Sunday, June 5, 2022. This four-day virtual practicum focused on “Conventions and Houses of Delegates.” Educational seminar for this weekend included: orientation to convention and HOD definitions, committees and their preparation, credentials, rules, program, conducting the convention, Cannon’s view, convention management including war stories, reference committees, elections and a special workshop for scripting. Over seventy people participated and increased their knowledge of what goes into holding conventions and houses of delegates and improve their skill as presiding officers.

Special thanks go out to the lead instructors, Al Gage ,CPP-T, and Glen Hall, CP-T, for their interactive presentations and panel. Additionally, thanks to Barry Glazer, CPP-T, Kay

Crews, CPP-T, Craig Henry, CPP-T, Lucy Anderson, CP-T, Glen Hall, CP-T, Mary Remson, CPP-T, Lee Woodward, CP, for participating as facilitators throughout the practicum with the assistance of Valoree Althoff, CPP-T to cover a lab.

It would be impossible to put quality educational events without dedicated staff. I want to express my thanks to Curriculum Director Valoree Althoff CPP-T, and lead instructors Al Gage CPP-T and Glen Hall CP-T. Technical staff included Craig Henry CPP-T and Kay Crews CPP-T. I believe that one of the many strengths of AIP is in our strong educational events. The 2022 East Coast Practicum continues that legacy and it would not be possible without our incredible group of volunteers.

C.J. Cavin, CP-T, 2022 East Coast Practicum Coordinator  
Valoree Althoff, CPP-T, 2022 East Coast Curriculum Director





## The AIP Oral Examination for the Certified Professional Parliamentary Credential

By Colette Collier Trohan, MS, CAE, PRP, CPP-T

The most prestigious credential in the field of parliamentary procedure is the Certified Professional Parliamentarian, or CPP. It is also the most difficult credential to obtain, through the most rigorous process. The oral exam imitates the conditions under which a professional parliamentarian works during meetings. As a mentor told me many years ago “it’s not about the exam, but about the preparation.” When a candidate stands for the CPP examination, the quality of the preparation is totally exposed; there are no books and no lifelines.

Some years back, the accrediting department adopted the following definition of the CPP:

“A Certified Professional Parliamentarian is an individual who has been classified as a Certified Parliamentarian and has demonstrated the ability to:

- Exhibit a comprehensive knowledge of parliamentary procedure according to multiple authorities, including Robert’s Rules of Order Newly Revised, The Standard Code of Parliamentary Procedure, Cannon’s Concise Guide to Parliamentary Procedure, and others;
- Use the rules and principles of parliamentary procedure to develop solutions appropriate for the needs of those being served;
- Apply the rules and principles of parliamentary procedure as a presiding officer or professional parliamentarian in a meeting;
- Communicate in a poised and professional manner as a presiding officer, parliamentarian, or parliamentary consultant; and
- Represent the American Institute of Parliamentarians and the profession in the best possible light.”

Obviously, since that time the books have been updated and the authorities changed, but the definition is still useful to understand some of what seems mysterious about the CPP exam. Only those who have held the CP credential for at least one year may apply to take the CPP exam. There are several good reasons for this time delay: the pass/fail rate over the life of the CPP exam has held quite steady at 50/50, and those who have attempted to take the exam too soon after passing the CP exam had a far higher failure rate. They simply weren’t experienced enough for the next step.

At each exam there are three examiners who evaluate independently; the average of all three scores (rounded to the nearest integer) determines the final exam score. A 90% is required to pass the CPP exam. Questions do not have specific points assigned to them as in the CP exam; examiners base the relative importance of individual answers on their professional experience. This composite experience results in a very rich evaluation and ensures that candidates who



pass the exam are qualified to take on a variety of professional situations. Examiners also sign a statement certifying that their scores reflect their considered judgment as to the fitness of the candidate to hold the designation of Certified Professional Parliamentarian. Their reports include observations on the candidates’ strengths and areas that need improvement.

The CPP exam is not about the accumulation of knowledge alone – it is also about demonstrating a deeper understanding of the principles behind that knowledge and how it is used in real world situations. The CP written examination is a test of certain facts, such as listing the privileged and subsidiary motions in the order of precedence, or giving the standard descriptive characteristics of a motion. A CPP candidate will be given situations where those rules apply and expected to determine the correct course of action. In some cases, questions will be asked that have no “book answer.” These questions probe the critical thinking skills of the candidate and the ability to reason the best answer based on the facts at hand.

For example, a CP candidate might be asked the latest date on which a meeting could take place for a motion to be postponed to that meeting, and “within a quarterly time frame” would be an acceptable answer. A CPP candidate who gave



such a short answer might get a follow up question looking for specifics, such as the last date on which the meeting could take place if the current meeting is on January 15. The correct answer, by the way, is April 30, not April 15. The CPP candidate must fully understand the rule and its application.

Another aspect of the CPP exam is the demonstration of an ability to answer questions of an assembly during a meeting and under stressful circumstances. In this case the focus is not on how difficult the question is, but how well the candidate can communicate the necessary concepts clearly to a large group of people and keep the meeting on track. In the past, a question such as “what are the articles that should be in a set of bylaws?” has been criticized as being “rote.” However, that’s a very common question when dealing with a bylaws committee or house of delegates. The candidate’s attitude and demeanor during an exam are highly likely to be the same as during a meeting, so being able to answer “simple” questions for people who aren’t parliamentarians is an important skill for a professional parliamentarian.

The examination is given in two parts, with a short break between them. One part of the CPP examination is the theory portion. Examiners ask questions in turn, and other examiners may offer follow-up questions. During this portion the examiners are evaluating whether the answers are accurate and complete, whether the candidate is exhibiting poise and professionalism, and assessing the rhythm and delivery of the answers. A candidate might give a wrong answer, but those in the room might not know because it was given with confidence or it was not questioned. No one watching an exam should ever assume that everything the candidate says is correct, just because it was not questioned..

The second part of the examination is a simulated scripted meeting with the candidate serving as presiding officer. In decades past, members of the audience knew the candidate had made a mistake if one of the examiners raised a point of order to get things back on track. Now, a point of order might be raised or an argument might be pressed to test the confidence of the chair in the ruling or decision. Or, the chair might make a mistake in presiding, and the examiners might simply go along as if everything was correct. The examiners are looking primarily at whether members’ rights are being violated or the meeting is going off track. Besides evaluating accuracy and competence in processing motions, the examiners are looking at fluency, rhythm, timing, flexibility, poise, and professionalism. The meeting should flow along at a steady pace.

Taking the CPP exam is a very intense experience. It requires meticulous preparation and the ability to focus on the exam and examiners and tune out distractions. Many of those who have not passed the first time have gone on to pass it on the second, armed with their experience and additional time to study. The exam is over in approximately 3 hours, but the quality of the study will pay dividends for the rest of the parliamentarian’s career.

## AIP Youth Corner

The AIP Youth Committee recently conducted it’s end-of-year committee meeting. Very thankful to the 13 members of the committee (listed below) who helped the committee have a productive year. If you are interested in serving on the AIP Youth Committee, please let your interest be known to the current AIP Leadership.

Three students were awarded registration scholarship to the 2022 AIP Annual Meeting in Lexington Kentucky including: Nathan Blank, University of Albany (New York) and Kendra Flood and Thomas Gabel, The Pennsylvania State University. The AIP Youth committee helps facilitate the scholarship program on an annual basis. Be sure to let folks in your orbit know about this opportunity.

The Youth Committee has supported and appreciates the hard work of the National Institute of Parliamentary Association (NIPA), the collegiate chapter of our organization founded in 2020. NIPA has conducted targeted outreach to graduating high school students and current college students. Share with the collegiate parliamentarians in your life their website to join in the fun: <https://sites.google.com/view/aip-nipa/home>.

The Youth committee encourages all AIP members to not only follow the organization on social media, but also engage! During April’s Parliamentary Law Month, Committee Member Kendra Flood utilized Facebook to conduct Member Mondays, Teacher Tuesdays, What Do You Know Wednesdays, Trivia Thursday and Fun Fridays with Video Episodes. Here are the links to connect on:

 facebook	<a href="https://www.facebook.com/aipparl">https://www.facebook.com/aipparl</a>
 instagram	<a href="https://www.instagram.com/aipparlipro/">https://www.instagram.com/aipparlipro/</a>

Thank you for again to our members:

1. Cleven, Carisa (student member) (WI)
2. Decker, Cameron (student member) (AZ)
3. Flood, Kendra (student member) (PA)
4. Foor, Ryan, RP (NE)
5. Gabel, Thomas (student member) (PA)
6. Gage, Al, CPP-T, PRP, PAP, (AZ) (Ex-Officio)
7. Gorman, Luke (student member) (PA)
8. Hinckley, Cindy, PRP (TX)
9. Laborie, Joe (student member) (OH)
10. Lemoine, Evan, PRP (RI); Vice Chair
11. Lewis, Matt (AZ)
12. Ramstad, Joe (MN)
13. Walters, Brandon, PRP, CP (SC)

Daniel Foster, CP-T, PRP, PAP; (PA)  
Chairman  
Youth Committee



## New AIP Dental Chapter Chartered

A new chapter of AIP has formed with an emphasis on professionals in the dental field. The AIP board of directors approved the new group's charter in May. The Dental Chapter of AIP elected Mark Desrosiers, DMD, CP, RP as its first president. If you are a dental professional interested in studying parliamentary procedure, this is a fantastic opportunity to learn and connect with peers in your field.

The Dental Chapter is the fourth new AIP chapter formed in the past two years and the first this term. Interest continues to build for chapters, both in new formations and as a means of unique, smaller group learning. If you are interested in forming or joining a chapter, please contact [member@aipparl.org](mailto:member@aipparl.org).

### South Carolina House of Representatives Recognizes Parliamentary Law Month

The South Carolina House of Representatives passed H 5174 recognizing the work of parliamentarians in South Carolina and declared April as Parliamentary Law Month.

State Representative Chandra Dillard was the primary sponsor of the resolution with all members of the House of Representatives signing on as co-sponsors.

Board member and member services chair Brandon Walters represented AIP at a presentation ceremony in Greenville along with NAP District Three Director Lavon Moore. Director Moore is also an AIP member.



(Left to right; Chandra Dillard, State Representative, Lavon Moore, PRP, NAP D3 Director, Brandon Walters, CP, PRP)





## Why Aren't You Attending BSGC Meetings?

The Betty S. Green Chapter (BSGC) of AIP is not a secret, or at least it's not intended to be. It is a fabulous and relatively new (2021) virtual chapter that meets twice a month to reveal the hidden knowledge of AIPSC and RONR! Okay, that may sound grand, but if you haven't attended, you wouldn't know!

BSGC was founded primarily through the efforts of its first President, Cindy Hinckley, PRP. Vice President Kay Crews, CPP-T, PRP, has been a major part of the chapter's success, as she has provided almost all of the education for the chapter since its establishment. Each 60-90-minute session focuses on a topic or two sent to attendees in advance. So far, the group has worked through 26 lessons on parliamentary fundamentals and will finish up the 30 chapters of the AIP Standard Code of Parliamentary Procedure Workbook in July. After that, be sure to be on board for the next round in our educational journey - it's a great time to start!

Along the way, we've also thoroughly enjoyed special guest presenters including AIP President Al Gage, CPP-T, PRP; C. J. Cavin, CP-T, PRP, and Brandon Walters, CP, PRP (and we'd love to have

more, hint, hint). Members have attended from around the world, from as far north as the Arctic Circle! Some come to prepare for a CP or CPP or NAP exam and some come because learning is never a waste. As you may have guessed by the name, Betty S. Green, CPP-T, PRP-R, is a member, too!

The study lesson sessions are the first Thursday of the month at 7:30 CT and the third Sunday of the month at 4 p.m. CT. There are four business meetings a year, each lasting only a few minutes. BSGC does not have dues or other fees and it could hardly be easier to join. Just email Secretary Jodie Sanders, CP, PRP, at [Jodie.Sanders@gmail.com](mailto:Jodie.Sanders@gmail.com) and let her know you would like to be added to the notification email list.

We in the Betty S. Green Chapter of AIP hope you will consider stopping by to see what we're all about and think you'll find it valuable enough to return on a regular basis. We doubt you'll find higher quality education on the regular in any other chapter, so what are you waiting for? See you soon!

Lee Woodward, CP, PRP  
BSGC President

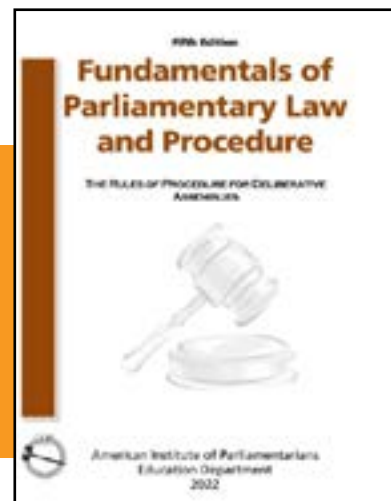


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## WELCOME NEW MEMBERS OF AIP

Hampton Allen  
Port Charlotte, FL

Lucienne Bahuaud

Michelle Bogdanovich  
Alexandria, VA

David Bussone  
The Villages, FL

Mimi DeLessio-Matta  
Woodbury, CT

Michael Dellavecchia  
Berwyn, PA

John Duggan  
Silver Spring, MD

Dwight D. Elam  
Ft. Myers, FL

Steven Fields  
Sarasota, FL

James Gaskins  
Jacksonville, FL

John David Goolsby  
Louisville, KY

Jennifer (Vanessa) Greig  
Toronto, ON

Abby Halpern  
Alexandria, VA

Tamara D Harris  
Reisterstown, MD

Maxine Hickman  
San Francisco, CA

Jonathan D Hunt  
Matlacha, FL

Sonya Johnson Clark  
Sharpsburg, GA

Sean Jordan  
Lake Mary, FL

Mark Kelland  
Lansing, MI

Baofeng Ma  
Greenwood, IN

Earl Mathews  
Greenwood, FL

Harold McIlwain  
Clinton, MD

Kevin McLaughlin  
New Canaan, CT

Cecelia Millea  
Moorestown, NJ

Bruce Olson  
Franktown, CO

Shelley Olson  
Creedmoor, NC

John Piland

Alesha Porter  
Minnetonka, MN

Kelly Reid  
Doylestown, PA

Shanell Robinson  
Hackensack, NJ

Pamela Rosman  
Woodmere, NY

Lisa Sawyer  
Las Vegas, NV

Jim Schmitt  
Green Bay, WI

Sherridan Schwartz  
Houston, TX

Curt Shimizu  
Honolulu, HI

Philbert Smith  
Douglasville, GA

Michael Westergren  
Beebe, AR