

A I P COMMUNICATOR

AMERICAN INSTITUTE OF PARLIAMENTARIANS



FALL 2022

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Presidents Message:

The Backwards Way to Become a Parliamentarian!



I am often asked “How did you become a parliamentarian?” For those of you who know me, you know that, of course, I did it backwards. I acquired most of my parliamentary

knowledge before I was ever aware of NAP or AIP. I began my parliamentary journey in high school with two years of study for the FFA (then Future Farmers of America) version of a parliamentary procedure contest. It was really more of a “could you stump the presiding officer?” contest. My chapter was never able to win the state championship while I was eligible, but many members of my team went on to win the contest the year after I graduated. I used that parliamentary procedure knowledge as a presiding officer for our State FFA Convention, and also as a delegate to the National FFA Convention. After that, I cannot recall touching it, using it, or thinking about it... for 30 years!

My daughter competed her freshman year in high school in the Agricultural Marketing Plan contest. When we received the results from that contest, I thought it was so arbitrary and opinion based that I suggested that she find another contest in which to compete. She came home the very next day and said she wanted

to do livestock judging! In my opinion, this contest is even more subjective (or at least I can't see it). IN ANY CASE, I was going to be no help whatsoever with a livestock judging team. In strolling through all of the plaques on the wall from my old high school, she found a plaque from 1980 and said “Dad, that's about your time, did you ever compete in this?” As she pointed to the state winning Parliamentary Procedure Contest. I told her yes and asked the advisor to send me the rules for this contest.

I read the rules of this new contest and it was completely different than the one I remembered. They even required a book called *Roberts Rules of Order Newly Revised* which was actually written by someone name Robert. This was much different than the hand-me-down books which I had studied from back in the day, which were basically the knock-off equivalent of *Robert's In Brief*. Fortunately, even the knock-off book had a few things right. The SDC's for the Subsidiary and Privileged motions were the same, (which made the acronyms my ag teacher, Mr. Tim Vensel, had, shall we say, ingrained in my brain, still viable). They were so well ingrained that 30 years later, I could still recite the Subsidiary motions and all their SDC's from memory. I still use that acronym in training teams today.

It was difficult at first to attract students to this pursuit. In fact, the first year, we ordered somewhere in

▼ **Continued on following page**



▼ President's Message Continued

the neighborhood of 100 pizzas. That first year we went to state, we literally changed the rules. We finished 10th out of 10 teams (who knew that fix time didn't end the meeting) but invoked a rule change. The rule change that we caused was a prohibition from having cell phones in the holding room. This occurred because my team ordered pizza to the holding room after 3 hours!

Freshly motivated, I attended and watched every round of the National FFA Contest from 2002-2007. I ordered every bit of relevant training material that I could find, and Daniel Foster, who was not yet a Ph.D., CP, PRP or PAP, sent me to seek out a source for materials.

My first exposure to a credentialed parliamentarian was through contact with Shane Dunbar, M.Ed, PRP-R, PAP. He produced (and still does) a huge amount of the training material that teams use to prepare for the National FFA Contest. He was a great mentor for coaching a team and explained many of the intricacies of parliamentary procedure.

I coached the team through my daughter's senior year, and I really thought they had won state her senior year, but it was not to be. My daughter was no longer eligible, and the remaining members of her team just lost interest the next year. But two years later, 5 of the 6 team members went on to win state and then proceed to win the national championship in a thrillingly close tiebreaker-decided contest with the State of Michigan. As a result of winning this National Championship, I was invited back

to judge the finals of the contest in 2009, where I met Roger Hanshaw, JD, PhD, CPP, PRP for whom I was, (and still am) in a constant state of brain envy. In judging with him on the last day, he said something to the effect of, "you already have the knowledge of the material, so you might as well get paid to do it. Go get your credentials."

The rest is history! I first joined NAP and went through their credentialing process and then found AIP. I never had the privilege of being mentored by Floyd Riddick, Hugh Cannon, or Gene Bierbaum but I was challenged by 6 very bright individuals who have now gone on to huge career successes more than 10 years later.

About now you may be asking yourselves, "why am I reading Al's personal history?" As I contemplated writing this article, I was aware that after not coaching a team for almost 4 years due to apathy, a school change by my daughter (who is now their teacher) and the pandemic, my skills at the little nuances of *Robert's* were just not as sharp as when I was coaching a team. (Yes, I am also getting older.) Those laundry lists of improper amendments and rules that could not be suspended always seemed to come up one short. Coaching a team is much more rewarding than judging a team for a number of reasons. So now, I am going to give you 5 reasons that you should coach a team whether you are credentialed or not.

5 Reasons to Coach a Team:

1. It will improve your knowledge of parliamentary procedure. Coaching very hungry minds will keep you on your toes and perfect

your knowledge of parliamentary procedure.

2. It will improve your presiding skills. I almost never have to think about the wording of restating a motion because I have heard and/or corrected presiding officers in almost 10,000 practice meetings over 20 years.
3. It will allow you to gain or pass on knowledge and skill to the younger generation. This is part of our mission as humanity. This is an opportunity to defeat the "my side and their side mentality."
4. It is rewarding! Competing for a national championship completely eliminates the need for a cardiac stress test. The looks in their eyes will satisfy you for a lifetime.
5. It gives you a sense of accomplishment, for you, and the team members. I remember when we were in practice, and one team member sneezed, the next said bless you, and the third said second! I thought "We have arrived!" and then burst into hysterical laughter. If you need help finding a team, just let me know.

Let me just close with this little tidbit from a recent practice: I was explaining improper amendments to a freshman-level team, and when I got to the one about changing one parliamentary form into another, one of my students immediately said, "Oh, so you can't strike indefinitely and insert a time!" I just stared at her in amazement because she had never been exposed to this before, and yet she immediately internalized it. Good stuff!

Find a team to coach!
Al Gage CPP-T, PRP, PAP



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Calendar of Events

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

AIP 42nd Annual West Coast Practicum

January 12-14, 2023
 Embassy Suites Hotel, Las Vegas, NV
 Registration now open!
 You can book your hotel room, details on the Event Page

[LINK HERE](#)

Deadline Dates for the “Communicator”

November 15 2022	Winter 2022 Issue
February 15, 2023	Spring 2023 Issue
May 15, 2023	Spring 2023 Issue
August 15, 2023	Fall 2023 Issue



*Welcome
 Fall*



Annual Session 2022 Recap

The AIP Annual Session in August was a great success! Our site of Lexington, Kentucky, was beautiful, with lots to do near the hotel. The Convention Center welcomed our on-site attendees with gifts of bluegrass seeds and lanyards for our name badges. This year's session was hybrid, with 31 attendees in person, and another 50 joining online. The Registration Team of Evan Lemoine, PRP; Gerry Woods, JD, CP, PRP; and Dr. Manushag Powell got us off to a well-organized start, and their efforts were certainly appreciated!

Following the Pledge of Allegiance (led by Glen Hall, DDS, CP-T) and the inspiration (provided by Ann Rempel, CPP-T, PRP) attendees heard greetings from:

- Wanda Sims, PRP, CP, President of the National Association of Parliamentarians
- CJ Cavin, JD, CP-T, PRP, Treasurer of the American College of Parliamentary Lawyers
- Bob Peskin, DDS, CP, Chair of the AIP Education Foundation
- Evan Lemoine, Vice President, Lester L. Dahms Memorial Foundation

CJ Cavin led a Tech Team of Shawn Paine, PRP; Rachel Miller-Bleich; and Shannon Sun, Esq., CPP-T, PRP, all of whom worked well together to keep our equipment running smoothly for all attendees. And with seven workshops and a panel discussion, they had their work cut out for them! The Tech team also did a great job managing elections and timekeeping during the meeting. The whole team was terrific, but Rachel deserved a special shout-out: she saw a problem when the microphone was banging against the table. Rachel solved the problem when she went out and bought the supplies and provided the skills to make a special pillow for the microphone, so it was protected and quiet during the rest of the sessions! Gold star service, Rachel!

Elections:

The elections ran smoothly with the following officers and directors elected:

- Officers:
 - o President: Al Gage, CPP-T, PRP, of Arizona
 - o Vice President: Bob Peskin of New York
 - o Secretary: Atul Kapur, MD, CPP-T, PRP, of Ottawa
 - o Treasurer: Evan Lemoine of Rhode Island
 - Directors:
 - o Glen Hall of Texas
 - o Daniel Foster, Ph.D., CP-T, PRP, of Pennsylvania
 - o Ramona Hill, D.Arts, PRP, of Louisiana
 - o Laura Meade, CP, PRP, of Iowa
- Congratulations to all!



AIP Board 2022-2023:

Sitting left to right: Evan Lemoine, PRP, Treasurer; Al Gage, CPP-T, PRP, PAP, President; Bob Peskin, DDS, CP, Vice-President; Atul Kapur, MD, CPP-T, PRP, Secretary;

Back row: CJ Cavin, Esq., CP-T, PRP, Parliamentarian; Laura Meade, CP, PRP, Director; Glen Hall, DDS, CP-T, Director; Brandon Walters, CP, PRP, Director; Kay Crews, CPP-T, PRP, Accrediting Director, Larry Cisar, PhD, CPP-T, Communications Director, Valoree Althoff, CPP-T, PRP, Director. *Not pictured:* Nilda Rivera, Esq., PRP, Director, Helen McFadden, JD, CP, PRP, Director, Daniel Foster, PhD, CP, PRP, Director; Ramona Hill, NSA, PRP, W. Craig Henry, CPP-T, PRP.

Bylaws and Standing Orders and Business Session:

Bylaws and Standing Orders Chair, Lucy Hicks Anderson, JD, CP-T, PRP, was spot on with her presentations. All proposed bylaws were adopted. For more on this important business, see her article elsewhere in the *Communicator*.

President Gage presided efficiently, providing friendly education for those members who needed it expediting business. In fact, the business was handled SO efficiently that the Fourth Business Session was cancelled and Atul Kapur presented a bonus workshop on Agendas.

Workshops and Panels:

Expertly led by some great presenters throughout AIP's ranks, the following workshops had great participation and attendance:

- Lucy Anderson led a workshop on **Exploring the Limits**



of Debate, which provided an in-depth look at the motion to Limit or Extend Limits of Debate

- Barry Glazer, MD, CPP-T led a great workshop on **How to Kill a Motion**
- Shannon Sun led a workshop on **Calculating the Assembly's Decision: Computing Voting Numbers and Exploring Voting Methods**
- Daniel Ivey-Soto, JD, CP-T, PRP, led an interesting discussion, **Our Bylaws Say What...?**, which provided great information on how to interpret unclear bylaws
- Colette Collier Trohan, CPP-T, PRP, presented a workshop on **Provisos** and change in organizations
- Daniel Foster brought -T holders back to the basics with **Exploring Characteristics of Effective Teaching: What are the fundamentals?**
- Atul Kapur hosted a bonus workshop on **Agendas: The Books vs. Reality**
- Finally, there was a Panel discussion on **Prepping for the CP Exam**. The panel included Wanda Sims, CP; Susan Eads Role, CP; and Todd Brand, CP; all of whom provided great discussion on prepping for the exam and how they earned their points.

But it wasn't all work and no play!

Social Director in Lexington, Brandon Walters, CP, PRP, arranged a fun distillery tour at Pepper Distillery, and dinner at Elkhorn Tavern. He expertly supervised the wine social in the President's suite and created and managed a great "Dinner Match", where those on site in Lexington picked a restaurant -- by description only -- and met up in small groups to make new friends over dinner. Brandon was just generally indispensable!

And our Online Social Director, Daniel Foster hosted a Zoom during lunch for general chat and socialization opportunities in response to concerns that those online were missing the socialization that the on-site attendees were getting to enjoy.



James E. Pepper Whiskey Distillery Tour



This Annual Session was fun for all who participated, and I send out personal thanks to all of those who attended, and especially to those listed above who made this a great Annual Session! Please start planning now to join us in Reno for the 2023 Annual Session. It's bound to be a blast!

Kay Allison Crews, CPP-T, PRP
Member, Order of the Blue Dot

AIP Officer Update

The 2022 AIP Annual Session included elections for officers and directors.

President Al Gage, CPP-T, PRP, PAP

Bob Peskin, DDS, CP; and **Secretary** Atul Kapur, MD, CPP-T, PRP were re-elected to their offices for another one-year term and Evan Lemoine, PRP is our new **Treasurer**. Newly elected **Directors** Glen Hall, DDS, CP-T and Laura Meade, CP, PRP join two directors who were re-elected for another two-year term: Daniel Foster, PhD, CP, PRP and Ramona Hill, D. Arts, NSA, PRP.

At the Board meeting following the Annual Session, Helen McFadden, JD, CP, PRP and Brandon Walters were elected to the **Executive Committee** and Kay Crews, CPP-T, PRP was re-elected as **Accrediting Director**. C. J. Cavin, JD, CP-T, PRP was appointed AIP **Parliamentarian** and Sarah Merkle, CPP-T, PRP was elected to the Professional Responsibility Committee for a three-year term.

AIP thanks all those who ran for the elected positions and extends a particular thanks to departing Treasurer C.J. Cavin and Directors Cameron Decker and Weldon Merritt, JD, CPP-Ret, PRP-R who completed their terms.

AIP is stronger because of the willingness of all these volunteers to contribute. There are always many opportunities for you to strengthen AIP and also gain valuable experience that will benefit your other parliamentary and leadership activities. Please contact AIP President Gage at president@aipparl.org.



Preparing for the CPP Oral Exam

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

Many years ago I laid out the study strategy I used to prepare for my oral exam. Over the next several issues of the *Communicator*, I'll share that program. Before we get down to details, there are two things to know about the AIP oral exam: (1) passing it might give you a credential, but that alone will not make you an expert; and (2) the quality of your preparation for this exam will follow you your entire parliamentary career. Thus, solid preparation not only increases the odds of passing the exam but continues to pay dividends for decades. The oral examination requires competence in three authorities: *Robert's Rules of Order Newly Revised* (12th edition), *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*, and *Cannon's Concise Guide to Rules of Order*.

The AIP website states the following with regard to the application for CPP: "Applicants must have successfully taken their Certified Parliamentary examination at least one year before the start of the Certified Professional Parliamentary examination window." (<https://aipparl.org/certified-professional-parliamentarian/>). There's a good reason for this delay: the ability to write answers on a test paper has very little to do with the skills being tested during the oral exam, and this has been borne out with very low success rates by those who took the CPP exam too soon after passing their CP exam.

You need to make a commitment to yourself one year prior to taking the exam to fully make yourself ready. For the first six months you can spend one hour per day doing the kind of slow learning that will have the highest rate of retention. That hour is organized into three parts: presiding language, intense motion study, and general reading. When I first asked an experienced examiner for pointers on studying for my oral exam, the response was "Have you read all of the books?" I was stunned; to me that's a given. You must read through the books to get the context and the nuances of the authors. This article will address the last thirty minutes of the hour: general reading.

Set a regular time to study each day. I chose 7:00 to 8:00 in the morning. This was quiet time when no one was allowed to disturb me. Be sure to have a timer – set it and use it for each segment of the study session. This is your time for study and reflection before the pressure sets in. When that timer goes off, stop. There's only so much you can do at a time.

There are those who differ on what the first parliamentary authority should be; my choice was to climb the highest mountain and start with RONR and that's still

what I recommend. Start with the first page of the book – including prefaces and introductions. There's a lot of good information there, so when you find something interesting, make a note. Again, that's a note on paper that will go into the binder, so hole-punched lined paper is your best bet. A good mechanical pencil (and a spare eraser) will keep your thoughts in better shape.

As you read, if something isn't clear, read it again. If it still isn't clear, identify what doesn't seem to make sense. Then look elsewhere for clarification. The best possible source for clarification for RONR is Henry Robert's final work: "Parliamentary Law," referred to by many as "PL." Look in the table of contents in the front of the book for the specific section where you have questions. Then go to page 401 and check the index to the questions and answers. Behind the index are 389 questions selected or written by Henry Robert himself to cover common situations. Another source I found useful was earlier editions of RONR. Years ago NAP published a heritage reprint of the first edition, and there have been times I found a clarity there that made the light go on.

When I began, I created two three-ring binders and titled them "ISBS" which stood for "important stuff by subject." (I still have them on my bookshelf.) Each binder had dividers that matched the sections in RONR; my handwritten notes and any handouts that I found particularly useful from practicums or other events went into those binders. Granted, this was 1998, so there was less digital organization of material, but there's something about having hard copies with the ability to quickly compare and contrast that still makes this a useful learning tool. If you think that makes me old-fashioned check out this 2014 article from *Scientific American* titled "A Learning Secret: Don't Take Notes with a Laptop." (<https://www.scientificamerican.com/article/a-learning-secret-don-t-take-notes-with-a-laptop/>) Studies show that we tend to take more verbatim notes when we use a laptop, but synthesize and organize our thoughts when we write out notes. Do you want to cram things into your head to spit back on an exam, or do you really want to learn what you are reading?

Continue this general reading for thirty minutes every day to the end of the book, skipping sections 11-37, which contain the individual motions—you will be doing a different type of studying for those sections. While making notes, identify things that you think important – not because they might be on the exam, but because they are things that strike you as significant. Identifying significant passages or points is a skill that will also translate to reading bylaws and other documents, so take your time and get it right. Pay attention. If you catch your mind wandering, go back over the material again.



When you finish RONR, move on to AIPSC. As you read AIPSC, be aware of things that are different and note them, but don't let your reading become a comparison exercise. Finding the consistent voice in AIPSC is more difficult, but don't get discouraged. Recognize that with AIPSC the roots to an original author are far more tenuous, so you may have to work harder to understand the logic. When studying for my CPP exam, I was able to go to the first and second editions of Alice Sturgis' "The Standard Code of

Parliamentary Procedure" for clarification and that's still the basis for AIPSC.

Hugh Cannon's book can be read last and with far more enjoyment. But continue to take notes and identify differences. Compare and contrast what you've learned. Make your own diagrams and lists of what you discover. Soon some patterns will begin to emerge and you will be fully on the journey to understanding parliamentary procedure.

New CPs



Steven Cook, CP #460



Susan Eads Role, CP #461



Adrian Stratton, CP 462



Gerry (Gunn) Woods, CP #463



Parliamentarians 2.0 Becomes Newest AIP Chapter

At the end of June, the AIP Board of Directors approved our latest chapter. Parliamentarians 2.0 is led by Trenace Pyles, who was elected as the group's first president, and they welcome new members.

Parliamentarians 2.0 is the fifth new chapter of AIP over the past couple years, joining the National Intercollegiate Parliamentary Association, the Betty S. Green Chapter, the Adopt in-lieu-of Chapter, and the Dental Chapter.

Are you interested in forming an AIP chapter? Chapters are a great way to study in a small group setting with different areas of study. Email membership@aipparl.org and we will walk you through the process!

CHAPTER CHARTER AMERICAN INSTITUTE OF PARLIAMENTARIANS

HAVING BEEN ORGANIZED UNDER THE BYLAWS AND STANDING ORDERS
OF THE AMERICAN INSTITUTE OF PARLIAMENTARIANS,
THE BOARD OF DIRECTORS CONFERS THIS CHARTER TO THE

PARLIAMENTARIANS 2.0 CHAPTER

WITH ALL THE RIGHTS, PRIVILEGES, POWERS, AND OBLIGATIONS
OF A CHAPTER OF THIS ORGANIZATION.

APPROVED THIS DAY, THE 30th DAY OF JUNE, 2022



AL GAGE, PRESIDENT



WELCOME NEW MEMBERS OF AIP

Gia Alexander
Weatherford, TX

Ankush Bansal
Delray Beach, FL

Victoria Bogdanovich
Alexandria, VA

Shelia Brown
Hewitt, TX

Kathleen Butler
Arlington, VA

Cynthia Chaney
Albany, GA

George Chavis
Woodbridge, VA

Paulette Davis
Pittsburgh, PA

Anna Douglas
Brookston, IN

Steve Evans
Lubbock, TX

Beverly Fields
Washington, DC

Tara Lynn Fisher
Lindenwold, NJ

Caryn Ann Harlos
Castle Rock, CO

Vivian Henderson
Chesapeake, VA

Catherine Jenkins
Grantville, GA

Jim Jones

Lloyd Jordan
Washington, DC

Rohana Joshi
Carnation, WA

Asa Kohn
Montreal, QC

Michael Leak
Philadelphia, PA

Lisa Lucas
Williamsburg, VA

Andrew Lutzkanin
Elizabethtown, PA

Donna Maly
Beaver Dam, WI

Kurtis Mayz
Tulsa, OK

Susan McClen
Harwinton, CT

Benjamin Moldovsky
Lafayette Hill, PA

Zeb Navarro
Oceanside, CA

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Prince Frederick, MD

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amazon smile

Spotlight

**Fundamentals of
Parliamentary Law and
Procedure: The Basics of
Procedure for Deliberative
Assemblies: American
Institute of Parliamentarians**

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