

# AIP COMMUNICATOR

AMERICAN INSTITUTE OF PARLIAMENTARIANS



WINTER 2022

## TABLE OF CONTENTS

President's Message	1
Educational Musings – Updates from the Education Department	4
AIP Officers	5
Calendar of Events	6
Deadline Dates – Communicator	6
2023 West Coast Practicum	6
Preparing for the CPP Oral Exam – Part 2	7
Exploring the Value of AIP Membership	9
New CPs	10
New Members	11
Spotlight Item	11

## President's Message: **The Perfect Memory!**



As we sat there ready to judge the National Finals of the National FFA Parliamentary Procedure Contest, I took just a few moments to reflect on my surroundings, my professional

career as a parliamentarian and in fact, my entire life. All of which, like many of you, has been significantly impacted by the study of parliamentary procedure and camaraderie of friends who can “speak the geek” if you will.

We were sitting in finals hall at the Convention Center in Indianapolis, Indiana. I had not participated in the Conduct of Chapter Meetings Event this year as Superintendent because I had coached a team for my event and had to recuse myself. I was walking around the Exhibit Halls with my team that had unfortunately narrowly missed making the finals, trying to console some bruised egos and for the first time in almost 20 years, had casual clothes on for our second to last day at Convention. I had taken my team to watch one demo of parliamentary procedure and ran into my friend Will Fett, RP, who is the superintendent of that contest, and he had mentioned that I should

be on standby to judge finals should Pennsylvania make the Finals because my friend Dr. Daniel Foster, CP-T, PRP would have to recuse himself.

When that round ended, I went to my friends that were judging that flight and encountered one of the people responsible for my parliamentary career, Dr. Roger Hanshaw, JD, CPP, PRP. He informed me that Pennsylvania had not made the finals and I was off the hook (no, this will not devolve into a fishing article). I took my team to lunch and about halfway through lunch my phone rang, and it was Dr. Foster asking if I could judge finals. I was suspicious of a prank as is my nature. He informed me that West Virginia had made the finals and that this meant that Dr. Hanshaw would have to recuse himself so could I judge the finals.

I passed care, custody, and control of my students to my daughter, their teacher, and hurried to change into full regalia for the finals.

When I returned to Finals Hall, I reflected on the parliamentary magic that happened in this place and the deeply ingrained memories of riding the roller coaster of coaching teams, judging finals, and all the young (and old) lives that had been impacted by the study and expression of parliamentary procedure. I remembered my team winning in 2008 in a tiebreaker as well

▼ **Continued on following page**



## ▼ President's Message Continued

as finishing 4th in 2010 because, being a team from Arizona, they struggled to debate planting trees for the Soil Conservation Service. Not to be left out, a team that did not make it out of the prelims in 2012 with a Student RP as a chair and also teams finishing 2nd in 2013 and 3rd in 2014.

I looked down the judging table at Dr. Foster as well as the other judge Kay Crews, CPP-T, PRP. Behind us watching were Dr. Hanshaw; Dr. Atul Kapur, CPP-T, PRP; Valoree Althoff, CPP-T, PRP; Brandon Walters, CP-T, PRP; and about 2000 of my FFA parliamentary friends. I am extremely proud of the level of parliamentary knowledge that we seek to impart upon these students as well as the level that we expect them to demonstrate.

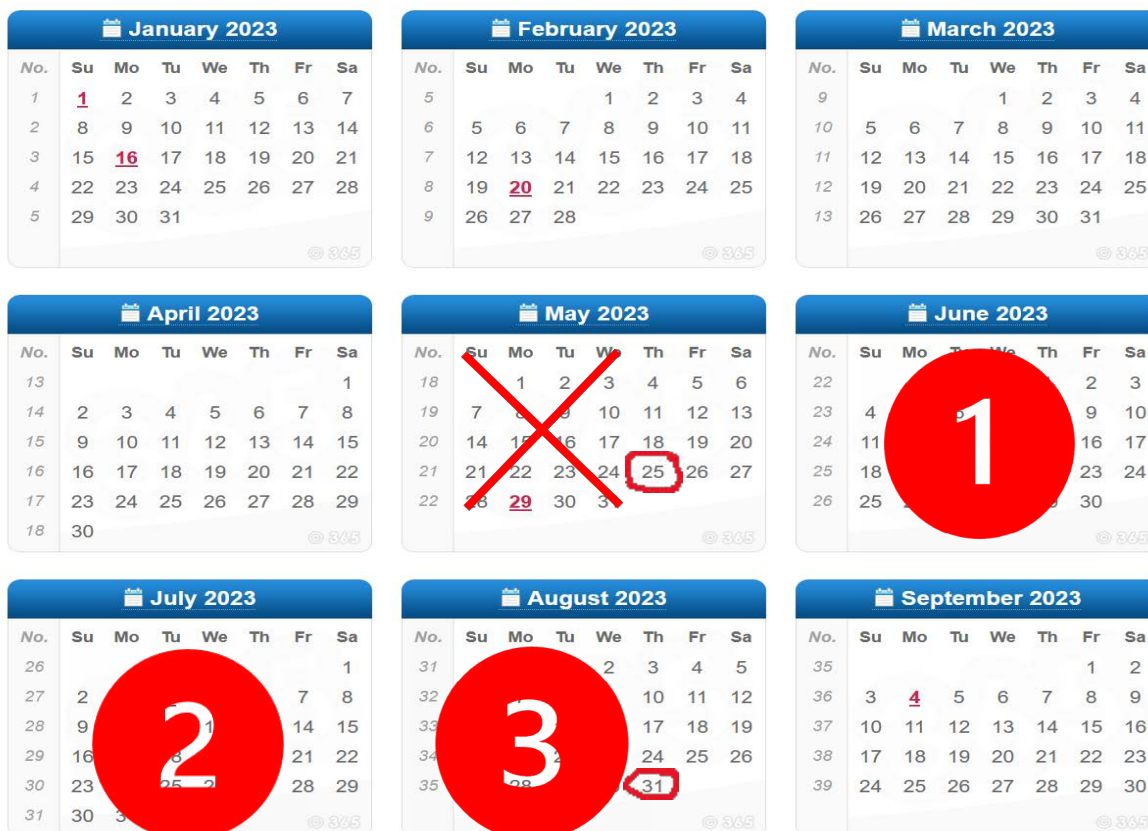
During the course of this contest, one of the questions we asked was "If our meeting is today October 28, 2022, what is the latest date our next

meeting can be scheduled for and still be able to postpone a motion to that meeting?" Apparently, this was not a question any of the students had been asked before because not a single student got the answer correct. Many of them – like many of you – know that a motion cannot be postponed, under RONR, beyond the next meeting and that meeting must occur within a quarterly interval. We received answers like a quarterly interval and even some dates, none of which were correct. Some of you may believe this is easy, but try doing it as an 18-year-old on stage without knowing what questions will be asked and in front of 2000 people. Sort of sounds like a baby CPP Examination. I suspect many of you have read this section in RONR but how many of you have actually pulled out a calendar and played with that definition.

This is a very simple process if you do it visually. If you take your calendar and circle the day in the month of the

calendar when the current meeting is occurring and then mark an X through the entire month to start. Then count three months forward and circle the last day of the month (or if you are going the other way, three months backward and circle the first of the month), this will establish your quarterly interval. Please remember that it is not any meeting within the quarterly interval, it is the next meeting as long as it is within a quarterly interval.

It is these simple little tricks that helped me keep up with a slightly deficient memory over the years. These little tricks also give you confidence that you are giving the right answers. In my last article, I wrote about my Ag Teachers' method of teaching the 7 subsidiary motions and remembering the SDC's for those motions. I received quite a few emails asking for that mnemonic so I will share that with you here. If you learned the subsidiary motions from the lowest ranking to the highest ranking in order, this probably will not help you.





The mnemonic is Lovely People Learn Parliamentary Rule and Procedures. I changed “Lonely” to “Lovely” to avoid a comment on our industry. This stands for:

1. Lay on the Table
2. Previous Question
3. Limit or Extend Debate
4. Postpone Definitely
5. Refer or Commit
6. Amend
7. Postpone Definitely

To learn the SDC’s you only have 6 more rules to learn and you are home free. All of these rules are in the negative except 1.

1. All require a second.
2. None can interrupt.
3. The first three are not debatable.
4. The first two and the last one are not amendable.
5. The best rule ever, the second and third require a two-thirds vote.
6. A positive on the first and a negative on the last cannot be reconsidered.

## Subsidiary Motions

#		Name of Motion	Second	Interrupt	Debatable	Amendable	Vote	Reconsider
1	<b>L</b>	ay on the Table						
2	<b>P</b>	revious Question						
3	<b>L</b>	imit or Extend Debate						
4	<b>P</b>	ostpone Definitely						
5	<b>R</b>	efers to a Committee						
6	<b>A</b>	mend						
7	<b>P</b>	ostpone indefinitely						

Second-All Require a Second  
Interrupt-None can interrupt  
Debate-First 3 are not debatable  
Amend-First 2 and Last 1 are not amendable  
Vote-2<sup>nd</sup> and 3<sup>rd</sup> require a 2/3<sup>rd</sup> vote  
Reconsider-A positive vote on the 1st and a negative vote on the last cannot be reconsidered

Privileged motions are above and Main motions are below Subsidiary motions in the Order of Precedence.

Incidental Motions have no rank amongst themselves but usually take precedence over the motion to which they are applied.

I have included a chart for you to fill in and practice with.

I think it is great that we all have an affinity for learning and remembering the minutiae of parliamentary procedure; but let’s not be so rigid with that knowledge and our clients that we lose all flexibility. I was confronted with a situation this week with a client making an interpretation of their bylaws. This interpretation was different than that a long standing interpretation as to the eligibility of delegates. This new interpretation, potentially, could have meant that some delegates at the convention in session, would no longer be eligible to be members. What a mess that would have created. The committee charged with making a recommendation, asked what to do. With no viable solution short of absolutism available in the book, I called an audible and we recommended putting a grace period or if you will, a proviso on the interpretation to delay its implementation much like you would delay a bylaw amendment. It is not in the book **BUT NEITHER IS IT PROHIBITED IN THE BOOK!** This too will be another memory catalogued in my brain for the rest of my life.

As I reflect on the remainder of my final year as President of AIP, I will cherish all of these and many more memories that I have with the many great, lifelong, friends I have made on this journey. I hope this reflection of both the memories and the memory tricks will inspire you to continue to study and innovate in our ever-evolving field.

AI Gage CPP-T, PRP, PAP



# Educational Musings – Updates from the Education Department

W. Craig Henry, Director-Education Department

Since our last musings, there has been a tremendous amount of work that has been accomplished. Your director (and many others) has been very busy working with the practicum curriculum directors for both the Presiding Practicum as well as the West Coast Practicum.

Additionally, the Electronic Learning/Learning Management Systems special task group has investigated 8 different learning management systems and is working out the details with one that may be a good fit with AIP.

Development has begun on some self-directed virtual learning (eLearning) that should be made available to members and the public during the first half of 2023. The Education Department is working with the Member Services Committee to look at possibilities for enhanced membership value. There have been several inquiries about how persons could assist the Education Department in achieving our goals. So, this issue I will share some of the Education Department needs and opportunities:

## Opportunities:

The Department's four major divisions, Curriculum, Correspondence, Printed Materials, and Teacher Instruction are looking for assistance to work on specific projects. Some of these opportunities are for a single project, several short-term projects, or a one-to-two year commitment:

1. The Printed Materials Division has a few needs:
  - We are looking for an editor to assist in the final edit on Book 7 of *HERE IS THE ANSWER! WHAT IS THE QUESTION?* Covering Robert's Rules of Order Newly Revised 12th edition.
  - We also have several documents that will need to be updated when the new version of the *AIP Standard Code of Parliamentary Procedure* is released. These updates will begin in mid-2023 and should be completed by mid-2024. These update and editor positions could be for one, two or three documents.

- We are also looking for any ideas that you have for new publications that we might schedule in the next two to three years.
  - We are also looking for a volunteer for the Printed Materials Division Coordinator and for the Assistant Printed Materials Division Coordinator for a one to two year term for each position.
2. The Curriculum Division has several opportunities:
    - **eLearning Steering Team.** We are developing a new eLearning section of the Curriculum Division called the eLearning Steering Team. We are looking for 3 to 6 volunteers that would commit to one to two years of service to assist in the scope, scheduling, and coordination of eLearning curriculum.
    - **eLearning Curriculum Development Team.** We are developing a new eLearning section of the Curriculum Division called eLearning Development. We are looking for 2 to 6 volunteers committing to one year of service to assist in a course-by-course development of eLearning curriculum.
    - **Training Curriculum.** If you have presentations that you would like to contribute as the basis for eLearning Courses or volunteering to present to a Practicum, Annual Session, or as a virtual presentation on a webinar, we will welcome you to submit your name, the title of your presentation (not the full presentation at this point) and what part you might play in helping with this training.
  3. The Correspondence Division is always looking for course mentors. If you have not been a course mentor before, please consider volunteering for this service.

If any of these areas of service are of interest to you, please send an email to me at [education@aiparl.org](mailto:education@aiparl.org). By the way, for you planning on taking your Certified Parliamentarian examination or those members holding a current certification (CP, CP-T, CPP, CPP-T) each of these should count for points as service to AIP.



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## Calendar of Events

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

### AIP 42nd Annual West Coast Practicum

January 12-14, 2023

Embassy Suites Hotel, Las Vegas, NV

Registration Today!

You can book your hotel room, details on the Event Page

**REGISTER**

#### Deadline Dates for the “Communicator”

February 15, 2023  
Spring 2023 Issue

May 15, 2023  
Spring 2023 Issue

August 15, 2023  
Fall 2023 Issue

November 15, 2023  
Winter 2024 Issue

## AIP 2023 West Coast Practicum

The topic of the 2023 AIP West Coast Practicum (WPC) is ***Getting Things Done!*** I think of this practicum as building my parliamentary toolbox. Just as a toolbox has many or few tools, there is a tool built to handle most specific situations. Sure, I can use a hammer if my only fix-it job involves a nail; however, maybe a wrench or screwdriver is more suited to accomplish the job satisfactorily. The same may be said of the study of several parliamentary authorities – the right tool for the right job.

Instructors, David Jackson, DHSc, PA-C, CP, PRP, DFAAPA and Atul Kapur, MD, MSc, FRCPC, FACEP, CPP-T, PRP, FHJGF will help us determine the best parliamentary tool to use in various situations.

Join us January 12-14, 2023, at the Embassy Suites Hotel on University Center Drive in Las Vegas, Nevada. We'll follow the usual format of instruction with plenty of question-and-answer time as well as practice in presiding. Your registration fee covers all the handouts, three lunches and dinner on Thursday and Saturday evenings. Friday evening is yours to explore Las Vegas. Please plan to remain through the closing banquet

as 2022 Class President Kelley Jones, Esq., PRP chairs the election for the 2023 Class President.

Sleeping rooms are \$149 per night. Please make your reservation by December 21, 2022, directly with the hotel at 800-EMBASSY or the following link. To get our rate, mention that you are with the parliamentary event. Register for the practicum on the following link or go to the AIP website. <https://aipparl.wildapricot.org/event-4956783>

AIP Education Department Director Craig Henry, CPP-T, PRP; WCP Curriculum Director Mary Remson, CPP-T, PRP; and the two instructors David Jackson and Atul Kapur are planning a practicum that will add to your parliamentary toolbox and make you a better parliamentarian, leader, officer, or member of any organization. We all look forward to seeing you at this exciting event in January!

Dollie McPartlin, CP-T, PRP  
WCP General Coordinator

P.S. I've heard that there is someone who will be taking their CPP exam. If you've been looking for an event to see this process, the 2023 AIP West Coast is your next opportunity.



## Preparing for the CPP Oral Exam – Part 2

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



The daily study program outlined in the first of this series is an hour, divided into three segments. The first and second segments are 15 minutes each, with the reading/note taking section done the last half hour. This article will describe what happens during the first 15-minute segment. Be sure to set the study time when you are physically and mentally capable of engaging in intense, uninterrupted study. If you cannot bring energy and concentration to the session it will not be effective. Set a timer for 15 minutes, and when it goes off – stop. If you go ahead, you will fatigue and skip things. Just put a marker where you left off, and start in that place the next day.

Note that we are starting with RONR, and then moving to the same method for AIPSC. RONR is the

most detailed authority with the longest history. Every book since has been based on many of the same principles, so it's best to tackle the one with the most explanations of the concepts first.

Open your copy of *Robert's Rules of Order Newly Revised* (RONR) to the first page of the motion to Postpone Indefinitely. Some people find the spiral bound version easier to use because the pages will stay open for you. Begin your reading, concentrating on understanding everything that is being said. If you catch yourself reading more quickly, start the paragraph over. If you are not absolutely sure of what is being said, reread it and, if necessary, consult another reference. Sometimes hearing something stated or explained in slightly different words can turn the light on.



One of the best places to get clarity on RONR is Henry M. Robert's seminal work "Parliamentary Law," published in 1923, and referenced by parliamentarians as "PL". Instead of being a book of rules, this is written in a narrative style – instead of prescribing, it describes. As Henry Robert wrote in the preface with regard to the style of his rules of order "These points are needed for quick reference in a meeting, but are very dull reading, especially to one unfamiliar with parliamentary law." Few would disagree with that assessment. Robert's goal with PL was to create a work that was readable and explanatory. One of the reasons that RONR has grown to such a large size is that these explanations were so helpful that many of them were incorporated into the later works. Another excellent reference is the heritage reprint of the first edition of RONR. Reading what Henry Robert wrote, rather than later interpretations, might give a perspective that helps with understanding. Intermediate editions can also be helpful.

There's more to each motion than the set of standard descriptive characteristics, but that's where we will start. This author will readily admit to not being able to make a lot of sense out of the first two characteristics: the motions to which it applies and the motions that can be applied to it. Fundamental knowledge of motions is imperative to success as a parliamentarian. It's also important to separate the "need to know" from the "nice to know." Many of the in-the-weeds esoteric descriptions in characteristics #1 and #2 can be looked up if necessary. Few client meetings will ever need a level of detail beyond the basic concepts of precedence and adherence. If such a complicated need should occur in a meeting, the parliamentarian would be wise to consult the book, because someone with that detailed an issue is going to want further explanation (and probably the section reference).

While reading, question as if you were a four-year-old: "Why?" Don't just try to memorize, really dig. For example, Postpone Indefinitely is the lowest ranking of the subsidiary motions. Why? In my opinion, it is because the system is skewed toward the assembly's taking action, and the motion to postpone indefinitely is designed to, in Henry Robert III's words to me in a conversation, "take no action." Amend outranks Postpone Indefinitely because it allows the assembly to modify the words of the motion before deciding whether to act on it.

Postpone Indefinitely cannot interrupt. Why? Because interrupting is reserved for particularly urgent issues, such as a violation of the rules, or a demand that must be handled immediately.

Postpone Indefinitely is debatable, not just as to its merits, but debate can extend into the merits of the pending question. Why? Because the motion to Postpone Indefinitely is actually a decision on the merits of the pending question – whether the assembly wants to take action or not. Therefore, before making such a decision, the assembly is free to consider all of the ramifications of setting the motion aside.

Postpone Indefinitely is not amendable. Why? It's a simple "yes" or "no" question: "Shall we take action on this motion, or set it aside for the remainder of this meeting?" There is no variable factor, therefore there is no possible amendment to offer.

The vote required is a majority vote. Why? Basically, the assembly can decide by majority to adopt a main motion, or by the same majority to set it aside. There's no need for a two-thirds vote, because that threshold is reserved for suspension of fundamental members' rights, such as limiting or closing debate or suspending the rules.

Last, the motion cannot be reconsidered. Why? Once the decision is made to take action on the motion by defeating a motion to Postpone Indefinitely, the main motion is immediately placed before the assembly for vote. It's unlikely that any other motions will be made, as they had precedence while Postpone Indefinitely was pending. Thus, there's no logical opportunity to reconsider a negative vote.

There are a few more paragraphs to dig into, but this motion is relatively easy – the hardest one comes next. I found it useful to make notecards for each motion. On the front I made a diagram with boxes for the characteristics. Using the same code for each motion made it easy to compare them. (Say what you want about old-fashioned methods, but flash cards are still the best way to learn elementary math.) On the back of the card were notes telling me anything important or significant about the motion. If I needed more space, I started another card. These cards were kept with me for a quick review any time I had a moment.

The motion to Postpone Indefinitely took only a couple of days – the motion to Amend took several weeks. But the intense time I took learning these motions has paid off for the past 25 years since I took my oral exam. Remember, when the assembly has a question, they want to see the whites of your eyes – not the top of your head as you grab the book. The CPP-level parliamentarian has a stronger grasp of the principles, concepts, and characteristics of motions, and can give clear explanations without looking at the book.





## Exploring the Value of AIP Membership

The AIP Member Services team is committed to maintaining and growing AIP's membership. This year we are excited to put special focus and attention on member outreach and support. As part of that effort, we are interested in better understanding how you - our fellow members - value your AIP member experience and where you might see opportunities for improvement.

Each month, the Member Services team makes a reach to members who are due (and perhaps overdue) for renewal. The purpose for these reaches is to encourage you to renew, but also to invite any thoughts, feedback or suggestions you may have regarding your membership. For example, over the past few months we learned from some members that using the PayPal feature on the website can be tricky, particularly for those who don't have a PayPal login. We learned that paying by check can be challenging and that knowing how to go about building a new chapter is not self-evident.

We endeavor to better understand what may be frustrating you or getting in the way of enjoying the discounts, services and resources that are available to you as members. But more importantly, we also want to know what you value most in your AIP Membership, what you get from being a member and perhaps, what else would you like from the member



experience. The more we hear from you, the better informed our team will be to generate new ideas and solutions to help grow and support AIP's membership.

We hope that next time you are up for renewal, you will take advantage of the call or email you receive from our team and offer up any thoughts or

feedback you may have. Or, if that's literally a year from now, please drop us a note any time at [membership@aipparl.org](mailto:membership@aipparl.org).

Happy Holidays!

Rachel Miller-Bleich, CP,

Member Services Chair

Donna Simpson, PRP,

Member Services Vice Chair



## New CPs



Rachel Miller-Bleich, CP #464



Clyde Waggoner, CP #465



## WELCOME NEW MEMBERS OF AIP

Alejandro Aguirre  
Plymouth, MN

John Armstrong  
Ocala, FL

Nathan Blank  
Huntington Station, NY

Gary Davis  
Shippensburg, PA

Jackson Doggette  
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Annette Draper-Moore  
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Scottsbluff, NE

amazon**smile**  
Spotlight

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