

# AIP COMMUNICATOR

AMERICAN INSTITUTE OF PARLIAMENTARIANS



SUMMER 2023

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## Presidents Message: Looking Back and Moving Forward!



As I sit down to write what will be my final Communicator article for the American Institute of Parliamentarians, I am slightly overcome with emotion looking back at my time

as President and as a member of the Board of Directors. This past January, we took a picture of Past Presidents of AIP, and I am humbled to soon be joining that esteemed group of legends. The picture featured Marc Schilansky, Jim Lochrie, Mary Remson, and Kay Crews all of whom are legends in the parliamentary field. All these past President's as well as others that I have known were instrumental in the formation and promulgation of our great little club. I have also known Barry Glazer, Betty Green, Alison Wallis, and Jim Jones.

As I reflect on my time with AIP, I distinctly remember Alison calling to tell me that I had been granted my CP by the board after the board meeting following the East Coast Practicum but had not been involved at all with AIP other than taking this exam. By fortune, luck or divine intervention, the AIP Annual Session was that summer in Las Vegas in combination with District 8 of NAP. With the proximity of the Arizona contingent, I was able to be elected Director at my very first Annual Session. This all occurred because a great many people that I did not know took the time and effort to get to know

me and made me feel welcome. I would love to name check all the influential people such as Ann Rempel, David Shapiro, Darlene Allen, Lucy Anderson, Ann Guiberson, Barry McCarty, John Stackpole, Paul Lamb and Eli Mina that I have met and had great, detailed conversations with, but the list would be too long. All the board members that I have served with over my 9 years on the board were also instrumental in the success and future of our organization.

Moving forward on the board, I eventually convinced the then President (after she went through every other board member as a suggestion first) that I would make a good Vice-President and eventually her successor. We have become the best of friends and shared a common vision for what this organization could and should become. We are an organization designed to educate our members in parliamentary law and not just from a single source of parliamentary authority. We are also a professional certifying organization just like a dental or medical board. This organization determines whether a candidate is sufficiently trained and prepared to practice as a professional parliamentarian. Those two major purposes are not mutually exclusive.

In my four years as president, we have made great strides towards improving the public perception of our profession, the functionality of our organization, and the credibility of our

▼ **Continued on following page**



## ▼ *President's Message Continued*

credentials. We have also increased our membership steadily and consistently as well as improved the tools available to our members.

The first major project undertaken was a revision of the Code of Ethics, which you now know as the Code of Professional Responsibility. Under the old Code, it was theoretically possible for a credentialed member to be charged with an ethical violation for making a mistake. It was also close to a violation to work as a floor parliamentarian and in some cases a professional presider. It was impossible to comply with the code and walk away from a client that was openly defying its own rules. All of these were major concerns which have now been rectified to reflect the ever-changing nature of our industry.

Speaking of ever-changing, the body of rules known as parliamentary law is one of the slowest evolving sciences on the planet. I mean electronic meetings are still prohibited? After working several conventions under AIPSC before I became President, one of the first items I pushed to the board was a revision of AIPSC. After we obtained permission from the publisher, we moved forward with selecting a team to select a team of authors for the new book. Nine members were selected, including C.J. Cavin, Lucy Hicks-Anderson, Shannon Sun, Barry Glazer, Michael Malamut, Glen Hall, Atul Kapur, myself, and Kay Crews as the Project Manager. We went right to work and what a challenge it turned out to be!

Part of our task was to follow the simplified, modern approach championed by Alice Sturgis. Little things like putting all of the fundamental principles in one place and not using the word "except" in every other sentence seem so refreshing in this book. Her approach to following parliamentary law based on actual case law was one of our foundational principles. With this team of outstanding, practicing parliamentarians, we also wanted to reflect what the actual practice was in real, everyday meetings more so than adhering to a tradition or philosophy. This combined with the lessons and problems in parliamentary law learned from a two-year long pandemic, also greatly influenced the rewriting of the book. The revision of the

book is essentially complete, and we hope to be able to deliver the finished product soon.

The actual first thing we did in my presidency was change management companies and this has been a very successful relationship over the past four years. A special shout out to Brittany Beissel, our account manager, as she has been a pleasure to work with.

Like almost all membership organizations, AIP also faced a rapidly declining membership throughout the late 2010's. I am very proud of the fact that through numerous efforts we have curbed this trend and it now slopes in the better direction. This was accomplished via a complete rebuild of the website with a much more modern look and a hard-working membership committee that has been diligent in maintaining renewals of existing members. We have also had increased involvement and recruitment from the Youth Activities and Scholarship Committee.

The last major accomplishment of my term is a renewed interest in obtaining credentials from our members. We have preached it, promoted it, promulgated it, presented it and are currently trying to figure out how to pomegranate it. We owe this increase to our members who have actively been involved in mentoring and assisting with the preparation for credentials examinations as well the members with the constitution to stand for the same examinations pass or fail.

This brings us to the second part of the equation, where to we go from here? I know that all of the potential new board members hold a deep caring and love for this organization. The ones that I am aware of running for office do so with a servant leadership focus rather than a self-aggrandizement point of view. This organization, run by leaders that care for it, is self-sustaining. I am sure that future leadership will make changes to the things this board has done and adopt policies arising from emergent situations. My dad always said, leave something better than you found it. I hope that I have and that future boards will do the same!

Al Gage CPP-T, PRP, PAP



## Educational Musings – Updates from the Education Department

W. Craig Henry, Director-Education Department

This article will be a quick update on the activities this spring in the Education Department.

Your director, as well as many others, worked with the practicum curriculum directors for the Presiding Practicum, the West Coast Practicum, and the East Coast Practicum. All practicums were well attended and were successfully received. Your director is working with the staff for the Annual Session. Every gathering AIP holds is an extraordinary educational opportunity and you should plan on attending whenever possible.

We have had 12 people sign up for our correspondence courses from January through April 2023. Dr. Ramona Hill has been coordinating the courses and providing many excellent mentors for these students. If you have volunteered to work with the students in the correspondence courses, but haven't heard yet from Ramona, you are still on the list; if you would like the opportunity to be a mentor, contact me and let us know (email at the end).

The eLearning team has nearly finished converting and enhancing Correspondence Courses 1 and 2 into new self-study courses on *Meeting Management Skills and Meeting Participation*. They are working on creating a course on *Organization Administrative Skills* from Correspondence Course 3. Other courses they have completed are *Effective Meeting Agendas*, *Parliamentarian Office Hours*, and a *Meeting and Parliamentary Term Glossary*. These will be rolled out soon.

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 always 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.

We are also looking for any ideas that you have for new publications that we might schedule in the next two to three years.

By the way, if you plan on taking your Certified Parliamentarian examination or for those members holding a current certification (CP, CP-T, CPP, CPP-T) these presentations or preliminary work on publications count for points as service to AIP.



### Other Opportunities:

The Department still has several needs that you may wish to assist in to get points for certification or renewal of your credential:

1. We are looking for assistance in updating the following for current citations from RONR 12<sup>th</sup> edition from earlier editions:
  - a. Opinions III and IV books.
  - b. Parliamentary Study Manual (CP Study Guide)
  - c. Comparisons Of Parliamentary Authorities
2. Besides the documents in 1. Above, there are 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 the third quarter of 2023.
3. We also are looking for a volunteer(s) to assist in the final edit of Book 7 of *Here is the Answer! What is the Question?* covering Robert's Rules of Order Newly Revised 12th edition.
4. We are looking for 2 to 6 volunteers to assist in brainstorming needed/preferred courses, sequencing, and/or course development of the new eLearning curriculum.

If you can help in any of these areas (or if you want/ need points for service to AIP), please send an email to me at [education@aipparl.org](mailto:education@aipparl.org).



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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.

## Register Today!

### Hybrid Annual Session

August 10-12, 2023

Grand Sierra, Reno, Nevada | Zoom

**REGISTER HERE**

### Virtual Presiding Practicum

Choose from 3 dates! View the [AIP Events page](#) to register!

1. October 20-22, 2023

2. December 1-3, 2023

3. December 8-10, 2023

### Deadline Dates for the "Communicator"

August 15, 2023

Fall 2023 Issue

November 15, 2023

Winter 2023 Issue

February 15, 2024

Spring 2024 Issue

May 15, 2024

Summer 2024 Issue

## Annual Session 2023

August 10-12, 2023

Reno, Nevada is the location for the 2023 AIP Annual Session. Presenters are being selected and we are making plans for nine exciting and informative presentations. The business of the association will convene on Thursday, August 10, 2023, which will be a 'real-time' demonstration of our parliamentary authority – AIPSC.

But that is not all, there are several evening activities being planned. Picture this, on Friday August 11, 2023, from 4-9 pm, Reno will be hosting their annual Reno Street Food event. There will be over 45 vendors serving all types of gourmet food, craft desserts, beer, wine, and mixed drinks. This event is free to attend with live music. We are planning to share in the festivities.

I just need you to be in Reno. Make your reservations now at the awesome Grand Sierra Resort, 2500 E. 2nd Street, Reno NV 89595; 775-789-2000. To reserve your hotel accommodations by **Monday, July 10, 2023, at midnight Pacific Time**: Click here on the hotel link for AIP's special rate <https://book.passkey.com/go/AIP23>

Registration is open and available online, make sure you log on as a member of AIP to get the member rate. Also, in case you can't be with us in person, this event is also virtual. This means that you can opt to attend business meetings and educational sessions from the comfort of your own surroundings anywhere worldwide.

But the best seat in the house will be in Reno, I am looking especially for you!

Mary Remson, CPP-T

2023 Annual Session Coordinator





# American Institute of Parliamentarians

## Notice of Proposed Amendments to the Bylaws 2023 Annual Session

### Bylaws and Standing Orders Proposals from the AIP Committee on Bylaws and Standing Orders

AMENDMENT #1: Amend Article III Membership, Section 4 Membership Categories, Section 4.5 Certified Parliamentary Retired and Certified Professional Parliamentary Retired, by striking the current provision of Section 4.5 and inserting "A certified parliamentary or certified professional parliamentary wishing to be transferred to retired status may notify the board secretary and the accrediting director to request reclassification to retired membership. 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.) as of the effective date of the notice."  
**4.5.1** 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.  
**4.5.2** A retired member wishing to terminate retired status shall apply to the accrediting department for determination of eligibility for reinstatement to certified status."

Current	Proposed Amendment	If Amended
<p><b>ARTICLE III MEMBERSHIP</b> <b>Section 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.</p>	<p><b>Section 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.</p> <p><b>Section 4.5 Certified Parliamentary Retired and Certified Professional Parliamentary Retired.</b> A certified parliamentary or certified professional parliamentary wishing to be transferred to retired status may notify the board secretary and the accrediting director to request reclassification to retired membership. 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.) as of the effective date of the notice.</p> <p><b>4.5.1</b> 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.</p> <p><b>4.5.2</b> A retired member wishing to terminate retired status shall apply to the accrediting department for determination of eligibility for reinstatement to certified status.</p> <p>[The detail change is as follows:]</p> <p><b>Section 4.5 Certified Parliamentary Retired and Certified Professional Parliamentary Retired.</b> A certified parliamentary or certified professional parliamentary wishing to be transferred to retired status 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.) as of the effective date of the notice.</p> <p><b>4.5.1</b> 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.</p> <p><b>4.5.2</b> 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. A retired member wishing to terminate retired status shall apply to the accrediting department for determination of eligibility for reinstatement to certified status.</p>	<p><b>Section 4.5 Certified Parliamentary Retired and Certified Professional Parliamentary Retired.</b> A certified parliamentary or certified professional parliamentary wishing to be transferred to retired status may notify the board secretary and the accrediting director to request reclassification to retired membership. 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.) as of the effective date of the notice.</p> <p><b>4.5.1</b> 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.</p> <p><b>4.5.2</b> A retired member wishing to terminate retired status shall apply to the accrediting department for determination of eligibility for reinstatement to certified status.</p>
<p><b>Proposed by:</b> Bylaws and Standing Orders Committee <b>Rationale:</b> Currently, a member must contact AIP <i>after</i> retiring. This proposed amendment permits members to notify AIP in advance of retiring. This reflects the preference of members and helps to align the change in classification with the actual time of retirement. Other changes removed pronouns where appropriate. Additionally, this will be easier to read and interpret if it is broken into separate paragraphs. <b>Bylaws Committee Recommendation:</b> Adopt</p>		



**AMENDMENT #2: Amend Article IV Officers and Duties, Section 2 Terms, by deleting "Officers shall not serve a fifth consecutive term in the same position."**

Current	Proposed Amendment	If Amended
<b>ARTICLE IV OFFICERS AND DUTIES</b> <b>Section 2. Terms.</b> The terms for each officer shall be one year, beginning at the close of the annual session in the year of their election and continuing until their successor shall be elected. Terms shall begin at adjournment of the annual session in which elected. Officers shall not serve a fifth consecutive term in the same position.	<b>Section 2. Terms.</b> The terms for each officer shall be one year, beginning at the close of the annual session in the year of their election and continuing until their successor shall be elected. Terms shall begin at adjournment of the annual session in which elected. <del>Officers shall not serve a fifth consecutive term in the same position.</del>	<b>Section 2. Terms.</b> The terms for each officer shall be one year, beginning at the close of the annual session in the year of their election and continuing until their successor shall be elected. Terms shall begin at adjournment of the annual session in which elected.

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

**Rationale:** Term limits create a situation that may stifle competition in elections by creating a sense of entitlement to future terms and simultaneously does remove from members the right to have the leaders that they choose. Recently, the organization has established a practice of holding the Annual Session in a hybrid format so that member participation is no longer limited to those that can afford both the time and the money to travel to attend an Annual Session. This democratization of the Annual Session meeting affords all members an opportunity to participate in selecting our leaders, and those choices should not be limited.

**Bylaws Committee Recommendation:** Adopt

**AMENDMENT #3: Amend Article IV Officers and Duties, Section 7 Duties of the Treasurer, by inserting "regular" between the words, each and meeting.**

Current	Proposed Amendment	If Amended
<b>ARTICLE IV OFFICERS AND DUTIES</b> <b>Section 7. Duties of the Treasurer.</b> The treasurer shall maintain the financial records of AIP. The treasurer shall compile the information with which to prepare the annual budget and the annual audit. The treasurer shall report current financial information at each meeting of the board and at the annual meeting of the membership; a written copy of this report must be filed with the secretary. The treasurer shall chair the budget and finance committee. The treasurer shall have such other duties and powers as are set forth in these bylaws, the standing orders, and the board policies.	<b>Section 7. Duties of the Treasurer.</b> The treasurer shall maintain the financial records of AIP. The treasurer shall compile the information with which to prepare the annual budget and the annual audit. The treasurer shall report current financial information at each <u>regular</u> meeting of the board and at the annual meeting of the membership; a written copy of this report must be filed with the secretary. The treasurer shall chair the budget and finance committee. The treasurer shall have such other duties and powers as are set forth in these bylaws, the standing orders, and the board policies.	<b>Section 7. Duties of the Treasurer.</b> The treasurer shall maintain the financial records of AIP. The treasurer shall compile the information with which to prepare the annual budget and the annual audit. The treasurer shall report current financial information at each regular meeting of the board and at the annual meeting of the membership; a written copy of this report must be filed with the secretary. The treasurer shall chair the budget and finance committee. The treasurer shall have such other duties and powers as are set forth in these bylaws, the standing orders, and the board policies.

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

**Rationale:** The adoption of this amendment simplifies the reporting responsibility of the treasurer, requiring the treasurer to report for regular board meetings but not necessarily to report at every board meeting. Board meetings can be more frequent than the three required regular board meetings. It is not always beneficial for the treasurer to report at every meeting. But the treasurer is not barred from reporting more frequently, if necessary.

**Bylaws Committee Recommendation:** Adopt



**AMENDMENT#4:** Amend Article V Board of Directors, Section 5 Regular Meetings, by striking the current language and inserting “The board shall meet at least three times during the year at a time and by such means as is determined by the board. These regular meetings shall have thirty days’ notice, if wholly in-person with no electronic participation. Regular meetings conducted with electronic participation shall have fifteen days’ notice. One of the regular meetings shall be held on the day immediately following the close of the Annual Session.”

Current	Proposed Amendment	If Amended
<b>ARTICLE V. BOARD OF DIRECTORS</b> <b>Section 5. Regular Meetings.</b> The board shall meet at least three times during the year at a time and by such means as is determined by the board. These regular meetings shall have thirty days’ notice. One of the regular meetings shall be held on the day immediately following the close of the Annual Session and shall be identified as the “post-annual session board meeting.”	<b>Section 5. Regular Meetings.</b> <del>The board shall meet at least three times during the year at a time and by such means as is determined by the board. These regular meetings shall have thirty days’ notice. One of the regular meetings shall be held on the day immediately following the close of the Annual Session and shall be identified as the “post-annual session board meeting.”</del> <u>The board shall meet at least three times during the year at a time and by such means as is determined by the board. These regular meetings shall have thirty days’ notice, if wholly in-person with no electronic participation. Regular meetings conducted with electronic participation shall have fifteen days’ notice. One of the regular meetings shall be held on the day immediately following the close of the Annual Session.</u>	<b>Section 5. Regular Meetings.</b> The board shall meet at least three times during the year at a time and by such means as is determined by the board. These regular meetings shall have thirty days’ notice, if wholly in-person with no electronic participation. Regular meetings conducted with electronic participation shall have fifteen days’ notice. One of the regular meetings shall be held on the day immediately following the close of the Annual Session.

**Proposed by:** Bylaws Committee

**Rationale:** The proposed amendment specifies a different notice period for wholly in-person meetings than for meetings with electronic participation. The amendment also removes the term “post-annual session board meeting” which appears in the same sentence as “on the day immediately following the close of the Annual Session”—the removed language duplicating the meaning of the language which remains.

**Bylaws Committee Recommendation:** Adopt

**AMENDMENT #5:** Amend Article V Board of Directors, Section 6 Special Meetings, by striking “conference call meetings” and inserting “meetings conducted with electronic participation”.

Current	Proposed Amendment	If Amended
<b>ARTICLE V BOARD OF DIRECTORS</b> <b>Section 6. Special Meetings.</b> Special meetings of the board may be called by the president and shall be called by the secretary on the request of any five board members. Notice may be sent by electronic mail. Fifteen days’ notice shall be required for in-person meetings and 72 hours’ notice shall be required for conference call meetings. Notice may be waived by any board member before, during, or after the meeting.	<b>Section 6. Special Meetings.</b> Special meetings of the board may be called by the president and shall be called by the secretary on the request of any five board members. Notice may be sent by electronic mail. Fifteen days’ notice shall be required for in-person meetings and 72 hours’ notice shall be required for <del>conference call meetings</del> <u>meetings conducted with electronic participation</u> . Notice may be waived by any board member before, during, or after the meeting.	<b>Section 6. Special Meetings.</b> Special meetings of the board may be called by the president and shall be called by the secretary on the request of any five board members. Notice may be sent by electronic mail. Fifteen days’ notice shall be required for in-person meetings and 72 hours’ notice shall be required for meetings conducted with electronic participation. Notice may be waived by any board member before, during, or after the meeting.

**Proposed by:** Bylaws Committee

**Rationale:** The amendment proposes to use a more general term for electronic meetings. “Conference call” is specific and has mostly been replaced with video conferencing. The new terminology covers all meetings held by electronic means.

**Bylaws Committee Recommendation:** Adopt



AMENDMENT#6: Amend Article V Board of Directors, Section 8 Method of Notice for Meetings, by striking “or posted on the AIP website” and inserting “a minimum of fifteen days prior to in-person meetings or a minimum of forty-eight hours prior to meetings conducted with electronic participation”.

Current	Proposed Amendment	If Amended
<b>ARTICLE V BOARD OF DIRECTORS</b> <b>Section 8. Method of Notice for Meetings.</b> Meetings of the board shall be noticed to the membership of AIP by electronic mail or posted on the AIP website.	<b>Section 8. Method of Notice for Meetings.</b> Meetings of the board shall be noticed to the membership of AIP by electronic mail <u>or posted on the AIP website a minimum of fifteen days prior to in-person meetings or a minimum of forty-eight hours prior to meetings conducted with electronic participation.</u>	<b>Section 8. Method of Notice for Meetings.</b> Meetings of the board shall be noticed to the membership of AIP by electronic mail a minimum of fifteen days prior to in-person meetings or a minimum of forty-eight hours prior to meetings conducted with electronic participation.

**Proposed by:** Bylaws Committee  
**Rationale:** The proposed amendment provides guidance on timing for the meeting notice.  
**Bylaws Committee Recommendation:** Adopt

AMENDMENT#7: Amend Article XI Communications Department, Section 1 Purpose, by striking “The president and vice president shall serve as ex-officio members of the department.”

Current	Proposed Amendment	If Amended
<b>ARTICLE XI – COMMUNICATIONS DEPARTMENT</b> <b>Section 1. Purpose.</b> There shall be a communications department to coordinate communications in AIP. The president and vice president shall serve as ex-officio members of the department.	<b>Section 1. Purpose.</b> There shall be a communications department to coordinate communications in AIP. <del>The president and vice president shall serve as ex-officio members of the department.</del>	<b>Section 1. Purpose.</b> There shall be a communications department to coordinate communications in AIP

**Proposed by:** Bylaws Committee  
**Rationale:** The member composition of the department is more correctly placed in the section on composition. The ex-officio membership is therefore removed from the section on Purpose and proposed to be placed in the section on Composition.  
**Bylaws Committee Recommendation:** Adopt

AMENDMENT#8: Amend Article XI Communications Department, Section 2 Composition, by adding “The president and vice president shall serve as ex-officio members of the department.”

Current	Proposed Amendment	If Amended
<b>ARTICLE XI – COMMUNICATIONS DEPARTMENT</b> <b>Section 2. Composition.</b> The communications department shall consist of the communications director, assistant communications director, and such division chairs as deemed necessary by the communications director. The assistant communications director and the division chairs shall be appointed by the communications director with the approval of the president.	<b>Section 2. Composition.</b> The communications department shall consist of the communications director, assistant communications director, and such division chairs as deemed necessary by the communications director. The assistant communications director and the division chairs shall be appointed by the communications director with the approval of the president. <u>The president and vice president shall serve as ex-officio members of the department.</u>	<b>Section 2. Composition.</b> The communications department shall consist of the communications director, assistant communications director, and such division chairs as deemed necessary by the communications director. The assistant communications director and the division chairs shall be appointed by the communications director with the approval of the president. The president and vice president shall serve as ex-officio members of the department.

**Proposed by:** Bylaws Committee  
**Rationale:** The member composition of the department is more correctly placed in this section on composition. The ex-officio membership is therefore proposed to be removed from the section on Purpose and to be placed in this section on Composition.  
**Bylaws Committee Recommendation:** Adopt

AMENDMENT#9: Amend Standing Order 8 Membership, 8.2.2, by striking the current provision and inserting “AIP activities which list individual names shall include only AIP parliamentary credentials. The AIP Credentials Directory shall list only AIP credentials.”

Current	Proposed Amendment	If Amended
<b>8. Membership.</b> <b>8.2.2</b> It is the policy of AIP that AIP activities which list individual names shall include all easily ascertainable parliamentary credentials. This policy does not apply to the AIP Directory which lists only AIP credentials.	<del><b>8.2.2</b> It is the policy of AIP that AIP activities which list individual names shall include all easily ascertainable parliamentary credentials. This policy does not apply to the AIP Directory which lists only AIP credentials.</del> <b>8.2.2</b> AIP activities which list individual names shall include only AIP parliamentary credentials. The AIP Credentials Directory shall list only AIP credentials.	<b>8.2.2</b> AIP activities which list individual names shall include only AIP parliamentary credentials. The AIP Credentials Directory shall list only AIP credentials.

**Proposed by:** Bylaws Committee  
**Rationale:** The organization can only attest to AIP credentials.  
**Bylaws Committee Recommendation:** Adopt





## American Institute of Parliamentarians

### 2023 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 can observe the in-person attendees and can 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 muting or disconnections.** The chair may cause or direct the muting or disconnection 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, Parliamentary Inquiry, or Question of Privilege. 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 Inquiries, Parliamentary Inquiries, and Questions of Privilege 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 or, audibly address the chair 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 as determined by the tech team.
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.
14. **Voting and balloting.** Only AIP members who are registered by the registration deadline 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 anonymously 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 up to two minutes for remarks. Nominees shall speak in the order in which they were nominated.



# 2023 AIP Board Candidates

As of the midnight of the deadline, the AIP Secretary and Communicator editor have received these declarations of candidacy.



**President:**  
Robert "Bob" Peskin, DDS, CP



**Vice-president:**  
Atul Kapur, MD, CPP-T, PRP



**Secretary:**  
Nilda Rivera, Esq., CP, PRP



**Treasurer**  
Evan Lemoine, PRP

## Directors:



Brandon Walters, CP, PRP



Kenneth L Reed, DMD, ATP, CP, PRP



Jim Schmitt



Clyde Waggoner, DMD, CP, PRP



## CP Exam

You're interested in taking your CP Exam. You've studied; you think you can ace that test! You go to fill out the paperwork, but wait, there are points? What's that about?

The CP exam requires candidates to complete 20 activity points covering two categories. The first of these is Category 1: Educational Activities. There, you can obtain points for a variety of activities in which you may already participate:

- Attending an AIP Annual Session, a practicum, or workshops at an Annual Session.
- Attending the Dahms Memorial Foundation Workshop.
- Taking an approved correspondence course.
- Other online or electronic parliamentary courses
- Other approved workshops or seminars.

AIP makes it easy for you! If you attend an AIP Annual Session (including workshops) or practicum, we track that information and retain it. We also access the list of those who attend the Dahms Memorial Foundation Workshop each fall. No information other than the date of attendance is required for claiming points associated with these events. Likewise, we know those who have taken the AIP Correspondence Courses and track that information.

If you attend other online or electronic parliamentary courses, including study sessions with units or chapters, or attend an event sponsored by the National Association of Parliamentarians, those classes may count as well, but are subject to Accrediting Department review. To validate those events, provide the following:

- Date of activity
- Name of organization
- Activity time (hours or partial hours)
- Format of presentation (lecture, workshop, etc.)

- Validation of participation in activity (examples: certificate, program, agenda, letter)

Materials should be scanned and uploaded. Hard copies may be taken to your local library or office supply store for scanning, or mailed to headquarters. Note that points are only accrued at this level of certification for classes that you have taken as a student, not for those that you have taught.

Category 1 points are relatively easy to obtain. But what about those Category 2 points? At least one of your 20 total points must come from Category 2, formally titled "AIP Leadership," but a category I describe as "Service to AIP." Our credentials are a category of membership, and CPs and CPPs help our organization by participating in its programs. So how do you obtain these points?

Certainly, leadership in the organization is one way. Serving as a coordinator for an event, an instructor for a workshop for AIP, founding an AIP chapter, or serving in elected leadership can earn those points. Serving as a member of a committee also earns points. But for some individuals, personal participation is not an option. How can they earn these valuable points?

One way is to write an article for the Parliamentary Journal. Submit articles to [PJEditor@aipparl.org](mailto:PJEditor@aipparl.org). Others have obtained that point by assisting the Education Department with developing and updating content. Reach out to Education Director Craig Henry at [Education@aipparl.org](mailto:Education@aipparl.org) if this sounds appealing.

So now you have unlocked the mysteries of the "Certified Parliamentarian Activity Points Calculation Form." Go sign up for that exam today!

Kay Allison Crews, CPP-T, PRP  
AIP Accrediting Director



**Registration  
Open!**

## AIP 2023 Presiding Practicums - Choose from 3 dates!

Online (Central Time)  
October 20-22, 2023  
December 1-3, 2023  
December 8-10, 2023

You're invited to participate in an AIP Presiding Practicum!

**The American Institute of Parliamentarians will offer the Presiding Practicum experience online on three dates. Please note if the cohort does not get at least 25 registrants, the event will be canceled, and your registration will roll over to a future practicum.**

This immersive practicum will focus on both the art and science of presiding.

Attendees will not only experience in-depth practical presiding scenarios but will also participate in plenary sessions that will focus on the following:

- The Value of Presiding Skills
- Presiding Philosophy
- Finding Your Cadence
- Conflict Management/Resolution
- Script Writing

The Presiding Practicum is a cohort program that will allow participants to practice presiding in a safe learning environment. **The cohorts will be small, intimate groups, so participation is limited to the first thirty (30) registrants.**

**Register today using the link below for the Practicum date you prefer!**

**October 19-22, 2023 Presiding Practicum**

**November 30-December 3, 2023 Presiding Practicum**

**December 7-10, 2023 Presiding Practicum**

C.J. Cavin, CP-T, PRP  
General Coordinator  
Ramona Hill, PRP  
Curriculum Director





## ECP recap:

The 2023 Virtual East Coast Practicum closed its final session on Sunday, June 4, 2023. This four-day virtual practicum focused on “Rules that Run Societies: Organizational Governance.”

The educational seminar for this weekend included the following:

- The Legal Side of Parliamentary Law with Jim Slaughter, JD, CPP-T;
- Organizational Governance with Todd Brand, CP;
- The Creation of Rules with Adrian Stratton, CP;
- The Governance of Subordinate Bodies with The Honorable Michael Malamut, JD, CPP-T;
- A panel on Governance and Organizational Staff moderated by W. Craig Henry, CPP-T, Al Gage, CPP-T, Lee Woodward, CP, and local REALTOR Board CEO Tessa Hughes served as panelists.;
- The Eight Principles of Bylaws Interpretation with Lucy Anderson, CP-T, with a cameo from Thomas “Burke” Balch, JD;
- Financial Governance with Evan Lemoine, CPA; and
- An Interpreting Bylaws Group Work Session with Al Gage, CPP-T.

In addition to the packed education sessions, participants participated in three presiding labs to hone their skills as presiding officers.

Events with virtual components offer a unique

set of opportunities and challenges for planners and participants. For example, AIP had a first-ever happening – we lost power in the building the production team was in! Fortunately, we could pivot and have a temporary setup, running on battery and an iPhone hotspot, to introduce our next presenter. Fortunately, the next presenter, Jim Slaughter, was virtual and could deliver his presentation while we were getting re-setup on our side. It just shows you that anything can happen even with proper planning and experience planning these types of events. I appreciate the flexibility of both Jim and the participants in understanding our predicament and being flexible.

Thanks to the lead instructor, Lucy Anderson, CP-T, for her interactive presentations. Additionally, thanks to our presiding lab facilitators for their assistance.

It would only be possible to put quality educational events with dedicated staff. I want to thank Curriculum Director David Jackson, CP-T, and the technical staff, including Craig Henry, CPP-T, and Kay Crews, CPP-T. One of the many strengths of AIP is our solid educational events. The 2023 East Coast Practicum continues that legacy and is only possible with our incredible group of volunteers.

C.J. Cavin, CP-T, 2023 East Coast Practicum Coordinator  
David Jackson, CP-T, 2023 East Coast Curriculum Director



## AIPSC Second Edition Update!

The work on AIPSC2 is nearing completion. Work is moving from actual drafting and revising language to work with publishers, reviewers, and others who help ensure the document is the best it can be!

Kay Allison Crews, CPP-T, PRP



## Starting an AIP Chapter from the AIP Member Services

AIP chapters are a great way to bring parliamentary fellowship and education to your local community – whether that community is in your city, state, fraternal organization, or profession. If you would like to become more engaged and involved in your local parliamentary community, be sure to check out our [current roster of chapters](#) on the AIP website.

If you don't see a chapter in your area or proximity, you may want to think about starting one yourself. It may seem like a daunting task, but it actually only needs to start with 5 people, which is the minimum number of members required to form a chapter.

The first step in the process is to organize. Find the folks near you who share your passion for parliamentary law and would like to advance the AIP's mission and purpose through study and education. These folks may live nearby, or you may only know them via Zoom. In either case you will want to meet, organize, and formally establish your group before applying to become a chapter.

Applying for a charter from AIP is actually fairly easy. Simply submit the following materials to the [AIP Secretary](#):

- Name of the chapter
- Minutes of organizational meeting(s)
- Roster of officers
- Adopted Bylaws

These materials are then shared with the Bylaws & Standing Rules Committee and the Member Services Committee who work together to review the bylaws to ensure they comply and are consistent with the [AIP Bylaws](#). In which case the two committees will vote to recommend to the AIP Board of Directors that the chapter be chartered.

Once chartered, your chapter can recruit members and develop programming with the recognition and support of AIP behind you! If you are interested in starting a chapter or if you are currently a member of a chapter that may need some help and guidance, please don't hesitate to reach out to us at [membership@aipparl.org](mailto:membership@aipparl.org).

Rachel Miller-Bleich, CP  
AIP Member Services Chair

## Youth Committee

The American Institute of Parliamentarians (AIP) Youth Scholarship Committee is once again providing young adults interested in parliamentary procedure with the opportunity to earn a scholarship to attend an AIP parliamentary event this year. The link to the brief scholarship application can be found [here](#) and any high school or post-secondary student interested in advancing their parliamentary knowledge or skill is welcome to apply for this opportunity and attend the events. Please be sure to share this opportunity with anyone that would be a good candidate for this opportunity and email Joe Ramstad with any questions ([ramst083@umn.edu](mailto:ramst083@umn.edu))!

Daniel Foster, Ph.D., CP-T  
AIP Youth Activities and Scholarship Committee Chair





## WELCOME NEW MEMBERS OF AIP

Dakhalfani Boyd  
Woodbridge, VA

Verna Brocks  
Detroit, MI

Gregory Buckler  
Columbia, MD

Therese Cahill  
Manchester, ME

Stacy Campbell-Domineck  
Lakeland, FL

Douglas Cortney  
Highland, UT

John Flores  
Carrollton, TX

Robert Glad  
Orem, UT

Roxie Glenn  
Irving, TX

Daniel Golliher  
Brooklyn, NY

Marijo Gosselink  
Minooka, IL

Glenn Grayer  
Silver Spring, MD

Christopher Gribbin  
Princeton, NJ

Kenneth Hatcher  
Winnabow, NC

Monica Higgs  
Seat Pleasant,  
Maryland Municipal League

Lori Ishimaru  
Gardena, CA

Angela Jeter-Jones  
Detroit, MI

Zacharias Kalarickal  
Wesley Chapel, FL

Jeanna Kindle  
Los Angeles, CA

Mary LaPlante  
Broadview Heights, OH

Lynette Lewis  
Chicago, IL

Marsha McFadden  
Honolulu, HI

Vineta Mitchell  
Southfield, MI

D'Lisa Patterson  
Indianapolis, IN

Gregory Rashall  
Liberty, TX

Jane Simpson  
Binghamton, NY

Marsha Thornton  
Red Oak, TX

Leonard Weather  
Shreveport, LA

Terry Wiggin  
Millis, MA

Charlie Williams  
Fairfax Station, VA

Richard Williams  
Arvada, CO

Shane Zuspan  
Cathedral City, CA



### ***Parliamentary Study for AIP Chapters – Lessons on using RONR***

Now available in Kindle as well as print editions:

***Parliamentary Study for AIP Chapters – Lessons on using RONR***  
with references to *Robert's Rules of Order Newly Revised* 12th edition.

Useful for both self-study as well as Chapter Lessons.

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