

American Institute of Parliamentarians



Membership Manual

AIP Membership Committee

July 2023

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Introduction

This AIP Membership Manual is designed to provide potential and new members with information about the organization, its history, programs, and activities for members in a single document.

The membership manual includes information about the organization's mission, vision, and action plan. A brief history of the organization is also included so members know the long and distinguished work the organization does to promote parliamentary procedure. It also cover educational documents and activities such as publications, conferences, and opportunities for professional credentialling.

Special thanks to Dr. Jim Connors, PRP, for his work in compiling this manual and Ann Rempel, CPP-T, PRP for her review.

What is the American Institute of Parliamentarians (AIP)?

The American Institute of Parliamentarians is a not-for-profit educational organization founded in 1958 for the advancement of parliamentary procedure. From a first-year membership of only 48 members, AIP has grown into a progressive association with active chapters. Members reside in the 50 states, the District of Columbia, Canada, Puerto Rico, and throughout the world.

AIP is unique in its integration of varied parliamentary authorities throughout its educational programs. This diversity in content allows members and students to be aware of common parliamentary procedures, but also to understand the history and theory of why certain procedures exist. We believe this methodology broadens the knowledge base of each student equipping each with greater skill as they serve their client organizations.

AIP Mission

The mission of the AIP is to develop skillful, highly trained parliamentarians and to improve parliamentary procedure in organizations that want a fair, democratic, and effective decision-making process.

AIP Vision

AIP is the leader in championing parliamentary procedure as the key strategic component of an organization's success in meetings and governance.

AIP Purpose

The general purpose of the AIP shall be the improvement of parliamentary procedure to the end that decisions are made by parliamentary means rather than by violence or by dictatorial actions, and that mankind will learn to live in peace through effective implementation of sound democratic principles as set forth in the AIP Action Plan (AIP Policy – I. Object and Purpose). The specific objectives for the organization are outlined in the AIP Action Plan

AIP Action Program

A. Promote use of effective, democratic, parliamentary practices

1. Remove unneeded complications, confusing ambiguities, and archaic terminology from parliamentary usage;
2. Emphasize parliamentary law; sound democratic principles and skillful, ethical tactics;
3. Provide a clearing house for parliamentary problems;
4. Research parliamentary practices in various times and places, and in all types of organizations, and experiment with numerous techniques;
5. Study assemblies and committees of ordinary associates and of legislatures, city councils, business corporations;
6. Develop techniques for obtaining better understanding of parliamentary procedure and for building leadership;
7. Help and encourage sponsors of student organizations in the study and practice of proper parliamentary procedure;
8. Cooperate with all groups interested in the improvement of parliamentary procedure, to maintain friendly relationships, to share its knowledge and results of its research to the end that democracy will function better through procedure;

B. Promote preparation and use of parliamentary literature

9. Publish a quarterly Parliamentary Journal, a scholarly, practical, interesting aid to AIP members;
10. Publish regular editions of a Parliamentary Directory as an aid to AIP members; and as a guide to organizations and individuals needing expert parliamentary service;
11. Maintain a parliamentary library of literature for reference, sale, circulation, and free distribution;
12. Publish a Parliamentary bibliography, parliamentary opinions, and other parliamentary materials;
13. Encourage various organizations and individuals to prepare and publish literature;
14. Provide editorial assistance to prospective authors of parliamentary material;

C. Promote teaching of Parliamentary Procedure

15. Encourage credit-bearing courses in parliamentary procedure in universities, colleges and law schools;
16. Encourage credit-bearing work in parliamentary procedure as part of other courses, at the elementary, secondary, and college levels;
17. Encourage non-credit courses in parliamentary procedure in public and private schools as part of their adult education programs;
18. Organize high school pupils, college students, and adults for the purpose of studying parliamentary procedure;
19. Encourage organizations to develop educational programs which include the study of parliamentary procedure;
20. Promote radio and television programs, articles and news items in newspapers and magazines, and discussion groups, workshops, and symposia;
21. Train and supply competent teachers of parliamentary procedure;

D. Promote the training and certification of parliamentarians

22. Develop advanced courses in parliamentary procedure to include methods of teaching and of serving as parliamentarians;
23. Maintain facilities for accrediting qualified members as Certified Parliamentarians (CPs) and as Certified Professional Parliamentarians (CPPs);

E. Promote wider use of Parliamentarians

24. Distribute the parliamentary directory so that organizations and individuals may easily locate qualified parliamentarians;
25. Distribute information concerning the various services which parliamentarians are prepared to render, and the value of such expert services;

F. Maintain a representative, democratic organization

26. Maintain a membership of parliamentarians, educators, lawyers, legislators, and members of business, civic, labor, professional, trade, veteran, religious, service, and fraternal organizations, and welcome to membership interested persons regardless of age, color, creed, financial status, nationality, race, or sex;
27. Develop a sound system of representation in AIP's board, committees, and conventions;
28. Stimulate general membership participation, thus involving more persons in policy formation, and in activities that tend to develop leadership;
29. Promote effective techniques for the prevention of steamroller tactics, filibustering, and other undemocratic practices;
30. Emphasize procedures which protect the rights of the individual without hampering the proper interests of the majority;
31. Emphasize re-evaluation or practices to the end that there will be perennial development of our concepts and continuous strengthening of our FAITH in true democracy.

AIP Governance

The AIP organization is governed by four elected officers and a Board of Directors. The AIP officers include:

- President
- Vice President
- Secretary
- Treasurer

The AIP Board of Directors includes the officers and the following positions:

- Accrediting Director
- Communications Director
- Education Director
- 8 Directors

- 4 Directors are elected each year at the Annual Session

The AIP Board of Directors also has an executive committee. The executive committee may exercise the powers of the board between meetings of the board is composed of the officers and two other board members.

AIP also includes a formal committee structure to assist the officers and Board of Directors in running the organization. The AIP Committees include:

- Audit
- Budget and Finance
- Bylaws and Standing Orders
- Ethics
- Member Services
- Opinions
- Professional Responsibility
- Youth Activities and Scholarship

The AIP organization follows established rules laid out in the following governing documents.

- Bylaws
- Standing Orders
- Action Program (included above)
- AIP Policy

Member Involvement

The AIP is a member-run organization. The success of the organization is based on member involvement at all levels, from local units, to state, regional, and national events. Members organize local chapters to conduct business and study parliamentary procedure. Regional events are held to promote parliamentary procedure and the democratic process. The Annual Session is held to conduct organizational business, professional development activities, and social gatherings.

Members are invited to become active in local and national activities. Members are always needed to serve on standing and special committees, present workshops, participate in accreditation programs, serve as committee or department chairs, and run for elected positions as an officer or director.

Members are invited to attend regularly scheduled Board of Directors meetings as guests to observe the business of the organization. These meetings are frequently held using on-line meeting platforms that allow members to attend from the comfort of their home or office.

Table 1 below lists the current local chapters of the American Institute of Parliamentarians.

Table 1

Local Chapters of the American Institute of Parliamentarians

Chapter	State/Province	City
Golden Bears Chapter	California	Los Angeles
Riverside Society of Parliamentarians	California	Riverside
Sacramento Chapter of AIP	California	Sacramento
Parliamentary Society of Toronto	Ontario, Canada	Toronto
Virginia Schlotzhauer Chapter		Washington, DC
Adopt In-Lieu-Of Chapter	Electronic	
Betty S. Green Chapter	Electronic	
National Intercollegiate Parliamentary Association	Electronic	
Robert W. Leiman Chapter	Indiana	Fort Wayne
Meadows Chapter	Nevada	Las Vegas
Long Island New York Chapter for 2016-2018	New York	Long Island
Greater Cleveland Chapter	Ohio	Cleveland
Dental Chapter	Hybrid	
Parliamentarians 2.0	Hybrid	
Abilene-Emery Chapter	Texas	Abilene
North Sound Chapter of AIP	Washington	Lynnwood
Spokane-Alyce Baker Chapter	Washington	Spokane

Member Benefits & Support Services

The AIP organization offers members numerous benefits and support services.

- [AIP Bookstore](#) – Offers members a wide variety of educational materials for the study of parliamentary procedure.
- [Study Guides and Lesson](#) – These parliamentary procedure study guides provide members with excellent educational materials to improve their parliamentary knowledge and skills.
- [Educational Conferences](#) – The AIP holds three educational conferences each year. These will be discussed in a later section of the handbook.
- [Parliamentary Publications](#) – The AIP produces two publications that are free to members. These include the *Parliamentary Journal* and *The Communicator*. More information about these publications is below.
- [Correspondence Courses](#) – The organization offers members a series of four correspondence courses to improve their parliamentary procedure knowledge. The courses include
 - Meeting Management Skills
 - Participating in a Meeting
 - Administrative Skills

- Parliamentary Law and Practice
- [Accreditation](#) – For those members who wish to advance their parliamentary knowledge and serve as a Parliamentarian, the AIP offers two levels of accreditation along with a parliamentary procedure teacher certification course. More information about the accreditation process is below.

The organization also offers support services for its members. AIP contracts with an organization management company to handle annual membership dues and the renewal process. The AIP organization website includes a member portal and directory of all organization members to facilitate communications among members. The organization also maintains a [directory](#) of accredited members with information about their training and services provided for individuals or organizations seeking a professional parliamentarian.

Parliamentary Authority

The history of parliamentary procedure goes back centuries. Over the course of history there have been numerous parliamentary authorities published by many different authors. The most widely used parliamentary authority is *Robert's Rules of Order Newly Revised* (RONR). The current version is the 12th edition published in 2020. Many people are under the impression that RONR is the only book on parliamentary procedure that organizations can adopt. That would be far from correct.

The AIP utilizes the current edition of the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*, commonly referred to as AIPSC or the Standard Code. The original author of the Standard Code was Alice Sturgis. It was first published in 1950 under the title of *Sturgis Standard Code of Parliamentary Procedure*. The parliamentary authority dramatically simplified meeting procedures with the intent of making the rules understandable to all people. Sturgis' Standard Code was simple, used plain language, and dropped archaic procedure and terminology common to other parliamentary authorities.

In 2012, the first edition of the new *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* was published.

AIP is currently working on a new edition of the AIP Standard Code of Parliamentary Procedure. The authorship team includes AIP officers, board members, credentialed parliamentarians, and attorneys. These authors bring a wealth of knowledge and experience to the process of drafting the new edition.

However, while AIP uses AIPSC as its parliamentary authority, the organization also uses and discusses other authorities including *Robert's Rules of Order Newly Revised* and *Cannon's Concise Guide to Rules of Order* (often informally referred to as Cannon's.) AIPSC, Cannon's, and RONR are all included by the Accrediting Department as part of their testing for AIP credentials. AIP educational programs and conferences regularly compare and contrast different parliamentary authorities, so members are versed in different parliamentary practices, methods, and philosophies.

AIP History

Table 2 below is a brief timeline of the history of the American Institute of Parliamentarians

Table 2
Historical Timeline of the American Institute of Parliamentarians

Year	Historical Event
1958	Robert W. English and Frank C. Bronwell agree to organize the American Institute of Parliamentarians while riding the Clark Street Bus in Chicago, IL.
	The American Institute of Parliamentarians is incorporated
	The AIP develops the Action Program that outlines the organization's purpose
	Accrediting Department is established.
1959	The AIP Constitution is adopted by the Board of Directors
1960	AIP adopts its first set of Bylaws
	The first issue of the <i>Parliamentary Journal</i> is published in March 1960
	The first Annual Session is held at the LaSalle Hotel in Chicago, IL.
	The first Board of Directors under the AIP Constitution and Bylaws is established.
	The AIP elects the first African American to its Board of Directors.
1963	The Chicago Chapter becomes the first local chapter of AIP established.
1964	Elizabeth C. Fulkerson is elected as the first female President of AIP.
1972	The AIP Headquarters is moved from Chicago, IL to Marshalltown, IA.
1973	Robert W. English, one of the founding members of AIP passes away.
1978	The first AIP Practicum is held at Pipe-in-Tree Farm located in Middlesex County, Virginia, owned by Floyd M. Riddick.
1980	The first AIP Practicum at a college campus is held at the College of William and Mary in Williamsburg, Virginia.
1982	The first West Coast Practicum is held in the Davidson Center at the University of Southern California (USC).
1983	The AIP Headquarters moved to Fort Wayne, IN where it would remain until 1995.
1990	The West Coast Practicum moved to the campus of California State Polytechnic University – Pomona and honored Richard E. Lucas, CPP-T.
1992	<i>Readings Parliamentary Law</i> is published
1995	The AIP Headquarters moves to Maryland.
1996	AIP officially names the practicum the Floyd M. Riddick Memorial Practicum in honor of the practicum's founder. Floyd M. Riddick served as the Parliamentarian of the United States Senate.
2008	James "Jim" Jones is elected as the first African American President of AIP.
2010	Mary Remson of Ohio is elected as the first African American female President of AIP.
	AIP renamed the Riddick Memorial Practicum the AIP East Coast Practicum.
	AIP renamed the Lucas Practicum the AIP West Coast Practicum.
2012	The first edition of the <i>American Institute of Parliamentarians Standard Code of Parliamentary Procedure</i> is published.

Table 3
AIP Presidents

AIP Past Presidents 1961- Present		
*Robert W. English, Founder Executive Director, Emeritus	*Lester L. Dahms Executive Director, Emeritus	
*Paul F. Elward, CPP	Illinois	1961-1962
*Donald H. Sweet, CPP	Illinois	1962-1964
*Elizabeth C. Fulkerson, CPP	Colorado	1964-1965
*Richard S. Kain, CPP	New Jersey	1965-1967
*Nicholas Mamula, CPP	Pennsylvania	1967-1970
*Lester L. Dahms, CPP	Iowa	1970-1972
*Richard S. Kain, CPP	New Jersey	1972-1974
Darwin Patnode, PhD, CPP	California	1974-1975
*Alyce Baker, CPP	Washington	1975-1976
M. Eugene Bierbaum, PhD, CPP-T	New York	1976-1978
*Lucille Place, CPP	Tennessee	1978-1980
*Miriam Butcher, CPP	New Hampshire	1980-1982
*Floyd M. Riddick, CPP	South Carolina	1982-1983
*Leo G. Athans, ThD, CPP-T	California	1983-1985
Betty S. Green, CPP-T	Texas	1985-1987
*Richard E. Lucas, CPP-T	California	1987-1989
*Robert W. Leiman, CPP-T	Indiana	1989-1991
Cleon C. Babcock, CPP-T	Iowa	1991-1993
*Jane M. Klausman, CPP	New York	1993-1994
*Charles H. Johnson, CPP-T	California	1994-1995
*Joseph G. DiStasio, CPP-T	Massachusetts	1995-1997
*Edward Richard Weber, CPP-T	Indiana	1997-1999
James Lochrie, CPP-T	Ontario	1999-2001
Teresa A. Dean, CPP-T	Missouri	2001-2003
*Paul Moss, CPP-T	Virginia	2003-2004
Barry Glazer, CPP-T	Indiana	2004-2006
Mark Schilansky, DPM, CPP-T	New York	2006-2007
Mary D. Smith, CP	Ohio	2007-2008
James N. "Jim" Jones, CPP-T	Illinois	2008-2010
Mary Remson, CPP-T	Ohio	2010-2012
Alison Wallis, JD, CP-T	Louisiana	2012-2015
Kay Crews, CPP	Texas	2015-2019
Alvin Gage, CPP	Arizona	2019-

AIP Educational Activities

One of the main components of AIP's Action Program is to promote the use of effective, democratic, parliamentary practices. The organization accomplishes this action item by offering numerous educational opportunities to members during the year. The following are the three main educational programs offered by AIP.

- East Coast Practicum – The East Coast Practicum is traditionally held at the Maritime Conference Center in Linthicum Heights, just outside Baltimore, MD in June of each year.
- West Coast Practicum – The West Coast Practicum is traditionally held in Las Vega, NV in January of each year.
- Annual Session – The annual session – which includes educational sessions and AIP business meetings - is held in July or August in a different region of the U.S. or Canada each year.

AIP Accreditation Procedures


The AIP offers three different credentials for those members who wish to improve their parliamentary procedure knowledge and skills and perhaps serve as professional parliamentarians. The following is a brief overview of the different credentials.

- Certified Parliamentarian (CP) – The first level credential offered by AIP is the Certified Parliamentarian (CP) credential. Members wishing to take the CP exam must apply to the Accrediting Director. The written exam covers both the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* (AIPSC) and *Robert's Rules of Order Newly Revised* (RONR).
- Certified Professional Parliamentarian (CPP) – Members who hold the Certified Parliamentarian (CP) credential can advance to complete the Certified Professional Parliamentarian (CPP) credential. The CPP examination is an oral exam conducted in front of a panel of Certified Professional Parliamentarians.
- Teacher Credential – Members who hold either the CP or CPP credential can complete an educational program to add a Teaching (T) credential. This is targeted to members who regularly conduct parliamentary procedure workshops, seminars, or courses. The Teaching credential requires completion of either a face-to-face or virtual teaching course. Members who pass the teaching course can add the T to their credential (e.g. CP-T or CPP-T).

AIP Publications

AIP produces two educational and informational publications for its members.

- *Parliamentary Journal* – The *Parliamentary Journal* is a scholarly publication that includes educational articles related to parliamentary procedure. The *Parliamentary Journal* has been published quarterly since March 1960. More information about the journal and past issues can be found at: <https://aipparl.org/parliamentary-journal/>



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AIP Communicator – The AIP Communicator is a quarterly newsletter describing AIP activities, Board of Directors business, committee, chapter news, and member activities. Past issues of the Communicator can be found at: <https://aipparl.org/the-communicator/>



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President's Message:
Intertwining Parliamentary Authorities



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

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

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

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

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

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Ways to Get Involved

All AIP members are invited to become active participants in all organizational activities. The following are some ways to become more involved; to improve your parliamentary procedure knowledge, skills, and develop a professional or collegial network.

- 1. Attend an AIP Event** – All members are invited to participate in the East Coast Practicum (June), West Coast Practicum (January) or AIP Annual Session (July/August). Members can participate in AIP business sessions, professional development workshops, and cultural and social activities offered during the Annual Session.
- 2. Committee Volunteer** – AIP Officers and the Board of Directors are always looking for volunteers to serve on standing committees to conduct organizational business. These committees often meet virtually throughout the year and at the annual session.
- 3. Get Credentialed** – All members are encouraged to obtain one of the parliamentary credentials offered by the AIP. Obtaining the Certified Parliamentarian (CP), Certified Professional Parliamentarian (CPP) or a Teaching (T) credential will improve your parliamentary knowledge, skills, and enable you to serve as a professional parliamentarian.
- 4. Join a Local Chapter** – Join either a local AIP chapter in your area or a virtual chapter available to any member in any part of the country. Or better yet, organize your friends and start your own local chapter of the American Institute of Parliamentarians.
- 5. Write an Article** – Write a scholarly article on a parliamentary procedure topic for either the *Parliamentary Journal* or the *AIP Communicator*.