

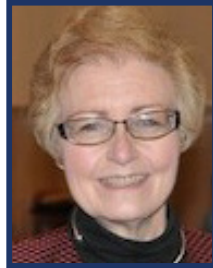
# AIP Communicator

Summer 2018



## PRESIDENT'S LETTER

by Kay Allison Crews, CPP



Dear AIP members,

I write to you today while proctoring a friend's CP exam. Being a part of her efforts to step to the next level in AIP membership has been meaningful to me, and I (again!) encourage each of you to take that next step in earning your parliamentary credentials.

So what has been going on in AIP since we last spoke? There was a very successful **East Coast Practicum**. Thanks to Mary Remson, CPP-T, PRP, for her efforts in coordinating, Al Gage, CPP, PRP, for his role as Curriculum Director, and Joe Theobald, Ph.D., CP-T, PRP, for his work as the primary instructor. John Stackpole, Ph.D., CPP, PRP, presented a wonderful program on the vagaries of voting with more than two choices, and E. Marie Wilson, CPP-T, PRP, updated those attending on changes in the accrediting program. Three "voting clicker" vendors were on hand on Saturday to explain and demonstrate their products, and in the afternoon members got to talk more in depth to the vendors and see their products up close. If you missed it, you should be regretting that fact right about now!

Next up in the AIP calendar is the **2018 Annual Session**, being planned by Alison Wallis, JD, CP-T, PRP. The Annual Session will be held August 2-4, 2018, at Le Pavillon Hotel in New Orleans. Alison has rounded up a great field of instructors. Keesey's *Modern Parliamentary Procedure* (2nd edition), edited and updated by members of AIP, will be introduced, both with a reception on August 2 and with a workshop to learn more about the book, and there will be a Robert W. English lecture focusing on the intersection of Mr. English's philosophies with Dr. Keesey's work. (In fact, Robert English's foreword to the book was retained in this second edition!) The evening before the Annual Session I hope to see lots of members join us on the Creole Queen for a dinner and boat ride.

The Board will have its final meeting of this administration on

*continued on page 4*

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# CALENDAR OF EVENTS

Additional information regarding dates and registration will be available on the AIP website at <http://www.aipparl.org> as they become available.

## Annual Session

August 1-5, 2018

Le Pavillion Hotel

New Orleans, LA

## Program To Return/Recycle AIP Membership Pins

The AIP Board of Directors has approved a process by which AIP members can return/recycle regular membership pins, CP pins, and CPP pins to AIP. The pin must be in good shape with no obvious wear. The pins with the safety pin fastening must have a working safety pin. The pins with the clutch back (tie-tac) fastening must have both the pin and the fastener. Each donor will receive \$10 for pin returned.

The pins may be returned at the Annual Session, West Coast Practicum or East Coast Practicum. If you are not going to attend any of these events, please contact board member Jeanette Williams at [director02@aipparl.org](mailto:director02@aipparl.org) for information.

This program is beneficial to the individual member who may not want to keep a pin that does not reflect that member's current designation. This project is beneficial to AIP because our current inventory of regular membership ins is almost depleted. AIP can then re-sell the pins.

### Deadline Dates for the "Communicator"

August 15, 2018

Fall Issue

November 15, 2018

Winter Issue

## AMERICAN INSTITUTE OF PARLIAMENTARIANS

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### EXECUTIVE COMMITTEE

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#### Vice President

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#### Treasurer

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The Hon. Daniel Ivey-Soto, CP-T, PRP

[Director01@aipparl.org](mailto:Director01@aipparl.org)

#### Accrediting Director

E. Marie Wilson, CPP-T, PRP

[accrediting@aipparl.org](mailto:accrediting@aipparl.org)

#### Communications Director

Larry Cisar, Ph.D, CPP-T, RP

[communications@aipparl.org](mailto:communications@aipparl.org)

#### Education Director

TBD

[education@aipparl.org](mailto:education@aipparl.org)

#### Parliamentarian

Glen Hall, DDS, CP

[parliamentarian@aipparl.org](mailto:parliamentarian@aipparl.org)

### COMMITTEE CHAIRMEN

#### Audit

Douglas Offermann, CPA

[audit@aipparl.org](mailto:audit@aipparl.org)

#### Budget and Finance

Barbara J. Rosi, PRP

[finance@aipparl.org](mailto:finance@aipparl.org)

#### Bylaws and Standing Orders

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#### Member Services

Ann Guiberson, PRP

[member@aipparl.org](mailto:member@aipparl.org)

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[opinions@aipparl.org](mailto:opinions@aipparl.org)

#### Youth Activities and Scholarship Committee

Al Gage, CPP, PRP

[youth@aipparl.org](mailto:youth@aipparl.org)

### OTHER COMMITTEES & OFFICIALS

#### Annual Session Coordinator

Alison Wallis, JD, CP-T, PRP

[annualsession@aipparl.org](mailto:annualsession@aipparl.org)

#### East Coast Practicum

Mary L. Remson, CPP-T, PRP

[EastCoast@aipparl.org](mailto:EastCoast@aipparl.org)

(General Coordinator)

Al Gage, CPP, PRP

[EastCoast2@aipparl.org](mailto:EastCoast2@aipparl.org)

(ECP Curriculum Director)

#### West Coast Practicum

Dollie McPartlin, CP-T, PRP

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(General Coordinator)

Mary L. Remson, CPP-T, PRP

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(Curriculum Director)

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[Communicator@aipparl.org](mailto:Communicator@aipparl.org)

#### Parliamentary Journal Editor

Jonathan Jacobs, CPP, PRP

[pjeditor@aipparl.org](mailto:pjeditor@aipparl.org)



## EDITOR'S EXCHANGE

By Martha Haun

### Thank You

*"What lies behind us and what lies before us are tiny matters compared to what lies within us."*

*--Ralph Waldo Emerson*

Another Annual Session is almost here! What excitement! What anticipation!!

What a good time to say THANK YOU to our officers and staff for adeptly, cheerfully, and willingly guiding us through another year! I tip my metaphorical hat to all who have helped us pursue AIP goals in 2017-18 through fiduciary responsibility, masterful record-keeping, goal-setting and accomplishing, especially to Madame President Kay Crews for guiding goal setting and meaningful organizational change.

A special thanks as well to staff member Betsy Hilt [so fortunate for us that we did not lose her in the recent staff shuffle]! And to Jonathon Jacobs who somehow continues to get a quality product PJ out with little help from most of us!

This Emerson quotation especially resonated within me – we've come a long way and great things are ahead but it's time to reflect on what is peacefully resting dormant within each of us just waiting to be unleashed!

## SECRETARY'S NOTICE:

### Standing Order 9.9 Notice of Candidacy, states:

9.9 Notice of Candidacy. Any person wishing to give notice of candidacy for office at the annual session shall send to the AIP Secretary a statement setting forth the notice of candidacy.

This notice shall be not more than seventy-five days prior nor less than sixty days prior to the annual session. The secretary shall forward these notices to the editor for publication in the pre-annual session Communicator.

## NOTICE OF CANDIDACY

In accordance with Standing Order 9.9, the following individuals give notice of their candidacy:

### President

**Kay Allison Crews, CPP, PRP**

### Treasurer

**Barbara Rosi, PRP**

### Vice President

**Al Gage, CPP, PRP**

### Directors

**Lucy Hicks Anderson, JD, PRP**

**Carolyn Hoxie**

**Clyde E. Waggoner, DMD**

### Secretary

**Robert M. Peskin, DDS**

*\* Candidate Statement Available at [www.aipparl.org](http://www.aipparl.org)*

*Candidates may also be nominated from the floor.*

August 1, again at the Le Pavillon Hotel. We will begin at 8 am, and the Board meetings are open to all members (except when the Board meets in closed session.)

This issue of the **Communicator** is the official **Call to the Annual Session** – so check out the work of the Bylaws Committee (led by Colette Collier Trohan, CPP-T, PRP) in their report included in this issue. Also, you will find notification from the Accrediting Department of a proposed change in the parliamentary authorities tested on the CP and CPP exams, and notification from the Secretary of those individuals who have announced their candidacy for offices and the board of directors.

There are a LOT of people doing a LOT of work behind the scenes for AIP! BUT, a couple of gaps could still be filled: **How can you help AIP?** We're looking for the following:

- **Basic education.** Many of our members get their first taste of parliamentary procedure in AIP. These members tell me that basic information

about parliamentary procedure – especially basic information based on AIPSC – would be helpful. I'm looking for someone to create some educational materials for the website – perhaps powerpoint based – to help these members.

- **Keesey education.** Keesey's Modern Parliamentary Procedure may be another opportunity for some educational materials. For this product, I'm hoping someone will volunteer to produce a workbook or a side-by-side comparison document. The vision would be a written work that would be sold on Amazon.

If you think you can help with one of these tasks, please let me know at [president@aipparl.org](mailto:president@aipparl.org)!

I hope to see you, too, at an AIP event this summer. Remember to keep looking for ways to help advance the cause of AIP.

Kay

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## Notice of Proposed Change In The Authorities for the Accrediting Exams

AIP's bylaws require that the members approve changes in the parliamentary authorities used for examinations, with previous notice given with the call to the meeting.

Therefore, the Accrediting Department moves to amend the list of parliamentary authorities as the basis for the oral examination for Certified Professional Parliamentarian, effective January 1, 2019, by striking out "Demeter, G. Manual of Parliamentary Law and Procedure, Blue Book Edition, 2001."

If approved, the authorities used for the oral examination for Certified Professional Parliamentarian will be:

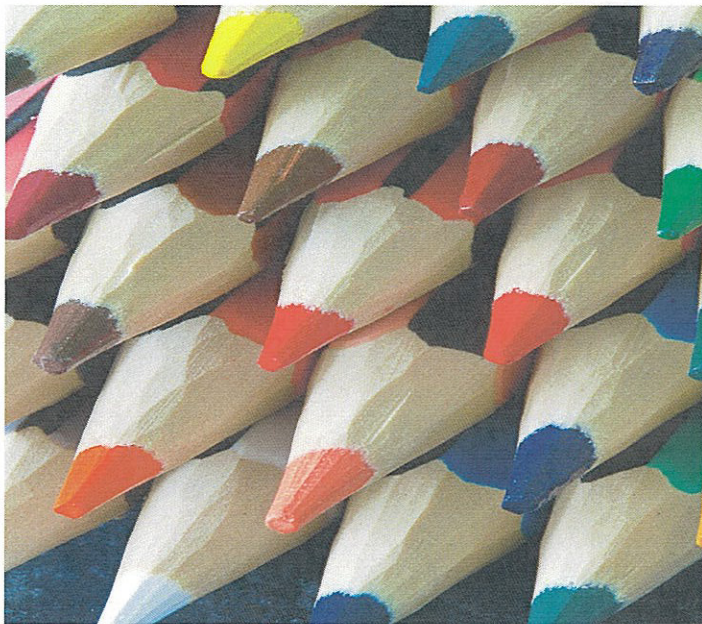
- American Institute of Parliamentarians Standard Code of Parliamentary Procedure, McGraw-Hill, 2012;
- Cannon, H. Cannon's Concise Guide to Rules of Order, Houghton Mifflin, Boston, 1992;
- Robert, H. Robert's Rules of Order Newly Revised, 11th ed. Perseus Press, New York, 2011.

And further amend the list of parliamentary authorities as the basis for the written examination for Certified Parliamentarian, effective January 1, 2019, by striking out "Demeter, G. Manual of Parliamentary Law and Procedure, Blue Book Edition, 2001."

If approved, the authorities used for the written examination of the Certified Parliamentarian will be:

- American Institute of Parliamentarians Standard Code of Parliamentary Procedure, McGraw-Hill, 2012; and
- Robert, H. Robert's Rules of Order Newly Revised, 11th ed. Perseus Press, New York, 2011.





# 2018 PROPOSALS

AIP Bylaws and Standing Orders

Prepared by the Bylaws and Standing Orders Committee:

- Colette Collier Trohan, CPP-T (chair)
- John Szewczyk
- Mary D. Smith, CP
- Robin Campbell
- E. Marie Wilson, CPP-T
- Kay Crews, CPP (ex-officio)

## Proposal to Amend Bylaws

Proposal #	Title	Article	Section	Proposed by
1801	Election of Officers and Directors	VI	2.1	Referred from 2017 Annual Session

<p><b><u>Current Language:</u></b></p> <p>Officers and directors shall be elected at the annual session by a majority vote by ballot.</p>	<p><b><u>Proposed Changes:</u></b></p> <p>Officers and directors shall be elected at the annual session by a majority vote by ballot <u>except that when the number of nominees is equal to the number of positions available, the presiding officer shall declare the candidates(s) elected, and no ballot shall be required.</u></p>	<p><b><u>If Adopted:</u></b></p> <p>Officers and directors shall be elected at the annual session by a majority vote by ballot except that when the number of nominees is equal to the number of positions available, the presiding officer shall declare the candidates(s) elected, and no ballot shall be required.</p>
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<p><b><u>Rationale:</u></b></p> <p>The bylaws committee has discussed this motion referred from the 2017 Annual Session. We find that acclamation is acceptable under AIPSC, and can save time for other more important matters when write-in votes are highly unlikely to achieve the necessary majority.</p>
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## Proposal to Amend AIP Standing Orders

Proposal #	Title	Order	Proposed by
1802	Dedicated Funds	13	AIP Board of Directors

<u>Current Language:</u>	<u>Proposed Changes:</u>	<u>If Adopted:</u>
<p><b>13. Dedicated Funds.</b> Dedicated funds are those which are gifted to AIP for a specific purpose by a donor. Individuals who support that purpose may make additional donations to these funds. There shall be the following dedicated funds: Lee Demeter Fund; Rose Dhein Fund.</p> <p><b>13.1 Lee Demeter Fund.</b> Funds in the Lee Demeter Fund are to remain in an invested fund, except that the income earned shall be transferred to the general accounts of AIP.</p> <p><b>13.2 Rose Dhein Fund.</b> Funds in the Rose Dhein Fund are to remain in an invested fund, except that the income earned shall be transferred to the budget line item for educational printing.</p>	<p><b>13. Dedicated Funds.</b> Dedicated funds are those which are gifted to AIP for a specific purpose by a donor. <b><u>Said donations shall be designated by account line item, used for their intended purpose, and included in the annual financial report to the members.</u></b> Individuals who support that purpose may make additional donations to these funds. There shall be the following dedicated funds: Lee Demeter Fund; Rose Dhein Fund.</p> <p><del><b>13.1 Lee Demeter Fund.</b> Funds in the Lee Demeter Fund are to remain in an invested fund, except that the income earned shall be transferred to the general accounts of AIP.</del></p> <p><del><b>13.2 Rose Dhein Fund.</b> Funds in the Rose Dhein Fund are to remain in an invested fund, except that the income earned shall be transferred to the budget line item for educational printing.</del></p>	<p><b>13. Dedicated Funds.</b> Dedicated funds are those gifted to AIP for a specific purpose by a donor. Said donations shall be designated by account line item, used for their intended purpose, and included in the annual financial report to the members.</p>

<u>Rationale:</u>
<p>It has been determined by research into AIP financial records that the Demeter (\$6,000) and Dhein (\$5,000) investment funds were transferred in 2009 from the Vanguard MMF account to the AIP checking account operating funds and no further record of accounting for those funds has been found. The balance sheet for FYE May 31, 2010, shows a zero balance in Vanguard for both funds. Reference to these named funds is no longer applicable in the AIP Standing Orders.</p>

## Proposal to Amend AIP Standing Orders

Proposal #	Title	Order	Proposed by
1803	Bonding	15.4	AIP Board of Directors

<p><b><u>Current Language:</u></b></p> <p>Any person authorized to sign checks or receive funds shall be bonded.</p>	<p><b><u>Proposed Changes:</u></b></p> <p>Any person authorized to sign checks or receive funds shall be bonded. <b><u>If an association management company is providing these services, the company shall be required to furnish AIP with a Certificate of Liability Insurance that includes Employee Theft coverage.</u></b></p>	<p><b><u>If Adopted:</u></b></p> <p>Any person authorized to sign checks or receive funds shall be bonded. If an association management company is providing these services, the company shall be required to furnish AIP with a Certificate of Liability Insurance that includes Employee Theft coverage.</p>
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<p><b><u>Rationale:</u></b></p> <p>A fidelity bond can be obtained for an employee performing this work under an Employee Dishonesty Bond. Current standing order is not applicable to an association management company that is contracted to perform this work. AIP has on file a current certificate of insurance for this coverage from XMI.</p>
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## Proposal to Amend AIP Standing Orders

Proposal #	Title	Order	Proposed by
1804	Reimbursement Procedure	15.6	AIP Board of Directors

**Current Language:**

When an individual spends personal funds for AIP obligations a request for reimbursement shall be submitted with appropriate documentation on an approved voucher to the AIP Treasurer. The treasurer will reimburse expenses authorized in the annual budget within forty-five days if appropriately documented. If the expense requires approval of the budget and finance committee and the board, the treasurer will reimburse the expense within thirty days following the final approval. No expenses incurred in a prior fiscal year will be reimbursed after May 15.

**Proposed Changes:**

When an individual spends personal funds for AIP obligations a request for reimbursement shall be submitted with appropriate documentation on an approved voucher to the AIP Treasurer **within thirty days of incurring the expense or the conclusion of the event.** The treasurer will reimburse expenses authorized in the annual budget within ~~forty-five~~ **thirty days of receipt** if appropriately documented. If the expense requires approval of the budget and finance committee and the board, the treasurer **shall** will reimburse the expense within thirty days following the final approval. ~~No expenses incurred in a prior fiscal year will be reimbursed after May 15.~~

**If Adopted:**

When an individual spends personal funds for AIP obligations a request for reimbursement shall be submitted with appropriate documentation on an approved voucher to the AIP Treasurer within thirty days of incurring the expense or the conclusion of the event. The treasurer will reimburse expenses authorized in the annual budget within thirty days of receipt if appropriately documented. If the expense requires approval of the budget and finance committee and the board, the treasurer shall reimburse the expense within thirty days following the final approval.

**Rationale:**

There is no due date for submitting expense reimbursement requests to the treasurer. Forty-five days for each step is longer than needed. Thirty day submission/payments provide more timely processing of AIP expenses and easier accounting.

Proposal to Amend AIP Standing Orders

Proposal #	Title	Order	Proposed by
1805	Audit Committee	18	AIP Board of Directors

<u>Current Language:</u>  Insert new section:	<u>Proposed Changes:</u>  18.5 maintain the financial review plan that includes an internal review with a check list of documents required and information to be verified.	<u>If Adopted:</u>  18.5 maintain the financial review plan that includes an internal review with a check list of documents required and information to be verified.
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<u>Rationale:</u>  This proposal is to codify existing procedures.
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# WELCOME TO NEW MEMBERS OF AIP

Welcome new members of AIP - April through June 2018. Be a supportive member and contact any who live near you.

Sonya Ash  
984 Price Drive  
Haynesville, LA 70131

Luceal Henry Curry  
PO Box 1496  
Fort Myers, FL 33902-1496

Charles Rainey  
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Milwaukee, WI 53217

Todd Brand  
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Canada

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Long Beach, CA 90815

Eric Reines MD  
Marblehead, MA 01945

Martin Courtney DDS  
18911 Nordhoff Street,  
Suite 38  
Northridge, CA 91324

Floyda Jan Hicks  
216 Natures Acres Road  
Winnsboro, LA 71295

John White Jr.  
2345 Massey Lane  
Decatur, GA 30033

Anthony Cuomo DDS  
Newtown, CT 06470

Patricia Junkin, PRP  
2387 Baptist Church Road  
Culleoka, TN 38451

Robert Whittemore,  
CPA  
68 White Street  
Red Bank, NJ 07701

Tara Curcio  
53 Cooper Tomlinson Road  
Medford, NJ 08055

Joel Natt  
4335 Evans Farms Drive  
Cumming, GA 30040

## Thank You For Your Contribution

**Doris Abbate**                      **Kay Crews**  
**Loretta Finck**                      **Albert Hamai**                      **Clyde Waggoner**

**AIP's generous members have made contributions to the funds of their choice:  
Scholarship, Website, AIP Education Foundation or unrestricted donation.**

**We invite you to consider making one or more of these funds the recipient of your generosity.  
Make your donation online at <https://aipparl.wildapricot.org/Donate>  
or contact AIP Headquarters at 888-664-0428.**

# AMERICAN INSTITUTE OF PARLIAMENTARIANS

## 2018 ANNUAL SESSION: PARLIAMENTARY JAZZ

August 1-3, 2018, LE PAVILLION, NEW ORLEANS, LA



Come on down for the 2018 Annual Session, in New Orleans. The Crescent City turns 300 years old and YOU can be there during this milestone. Enjoy outstanding educational presentations, meet new and seasoned parliamentarians, and participate in business meetings with engaged parliamentary experts.

Come early and join us for the Dinner Jazz Cruise on the Creole Queen and enjoy great food and jazz on the Mighty Mississippi.

Watch parliamentarians in the field! Participate in the Business Meetings to elect your officers, hear reports, and vote on bylaw amendments.

Workshops on a wide variety of parliamentary procedure topics will be engaging and useful. AIP's approach is for the content to be accessible to all levels of knowledge.

The hotel is in the Central Business District, near the French Quarter.

Le Pavillon is a beautiful historic hotel in the Central Business District, near the French Quarter.

AIP Rate: \$109 (plus tax). **Rate is available until July 9.**

833 Poydras Street, New Orleans, LA 70112

Reservations: 504-620-4126

<https://www.lepavillon.com/>

Reservation Code: 1707AMERIC

***Value: Registration includes nine meals, eight presentations, all business meetings, and an outstanding room rate.***

## ANNUAL SESSION AT A GLANCE

### ***Wednesday, Aug. 1***

- 8 am Pre-session board meeting
- 6 pm-9 pm Board Creole Queen at 6 pm for 7 pm dinner cruise (separate ticket required)

### ***Thursday, Aug. 2***

- 7 am Breakfast
- 8:30 am Opening Ceremonies and First business meeting
- 10 am Second business meeting
- 11:30 am Lunch
- 12:30 pm Workshop # 1: Masonic Parliamentary Procedure, Adam Hathaway, PRP
- 2 pm Workshop # 2: When Real Life Meets Book Learning, Nancy Sylvester, CPP-T, PRP
- 4:15 pm Bylaws hearing
- 5:30 pm Reception

### ***Friday, Aug. 3***

- 7:30 am Breakfast
- 8:30 am Workshop # 3 (for "T" holders): Dollie McPartlin, PRP, CP-T
- 8:30 am Workshop # 4 (non-T): What Needs to Be Done at the Meeting, Lori Fink
- 10:15 am Workshop # 5 Glen Hall, DDS, CP-T
- Noon Lunch
- 1 pm Third Business Meeting
- 3 pm Workshop # 6: Parliamentary Authority: Keesey, Joe Theobold, PhD, CP-T, PRP
- 6 pm Dinner

### ***Saturday, Aug. 4***

- 7:30 am Breakfast
- 8:30 am Fourth Business Meeting (if needed) OR presiding practice
- 10:30 am Workshop # 7: Interrupting Motions, Steve Gounardes, DDS, CP-T, PRP
- Noon Lunch
- 1:15 pm Fifth Business Session (if needed) OR bonus workshop
- 2:30 pm Workshop # 8: Parliamentary Procedure in Legislatures, CJ Cavin, PRP
- 3: 15 pm Workshop # 9: When the Rules are a Hindrance, Lucy Anderson, JD, PRP
- 5 pm AIPF meeting, All members welcome
- 6 pm Reception
- 7 pm Installation Banquet and Bob English Lecture, Michael Malamut, JD, CPP-T, PRP

### ***Sunday, Aug. 5***

- 8 am Post-annual session board meeting

**REGISTER TODAY: [www.aipparl.org](http://www.aipparl.org)**





## American Institute of Parliamentarians

618 Church Street, Suite 520  
Nashville, TN 37219

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Represent a charitable organization? [Visit org.amazon.com](#)

AIP has two separate ways we earn money from Amazon: through the **AmazonSmile** program and through items in the AIP bookstore at our website.

Items purchased through the bookstore pay us a higher rebate, but only if the item is actually listed in the bookstore. For that reason, some “gavel” items (*jewelry, clothes, and um, gavels*) are going into the AIP bookstore.

Put higher priced purchases and gifts into the AIP bookstore and purchase them through the bookstore for a higher donation to AIP. Anyone who would like to coordinate that type of activity need only contact President Kay Crews for help!

This is “free money” for AIP, and anyone who supports these programs is also supporting our professional organization!!!