

AIP Communicator

June 2017



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PRESIDENT'S LETTER

by Kay Allison Crews, CPP



Dear AIP members,

The year continues in AIP! It has been a busy couple of months. In March, the Board met via conference call. I am happy to announce that your president was successful in her quest for the CPP credential. Many of you have followed my experiences preparing for and taking the exam – one of the most arduous tasks of my adult life, but ultimately among the most rewarding.

Good news, too, to report to others seeking **reclassifications**: Teresa Stone was reclassified as a CP-T, and Al Gage was reclassified as a CPP. Congratulations to both Teresa and Al!

You will have the opportunity to congratulate Al in person: He, along with Michael Swift, will be an instructor at the **2017 East Coast Practicum**. Under the direction of Curriculum Director Roger Hanshaw and General Coordinator Mary Remson, the plans are coming together for the ECP, with the topic "Motions for Agenda Management." Keep your eye on the website and looking for blasts to give you more information about the East Coast Practicum.

Al will also be conducting a Skills Workshop at the **2017 Annual Session**. This is something new we are trying; rather than a full-day Business Development Institute, we are offering two skill-building workshops: Tampa local Judy Gray will be teaching us how to write an article or book. Al's workshop will compare various parliamentary authorities (and would be excellent for someone preparing for a credentialing exam – either CP or CPP!) Also at the **2017 Annual Session**, we'll be getting away from the hotel to do something "local" and fun. Join us Wednesday evening for a dinner cruise on Tampa Bay on the yacht Starship. Spend a delightful evening with your friends, enjoy a tasty dinner, and relax on a trip around Tampa Bay.

Many of you are aware of the small team, led by Jim Lochrie, that was preparing the 2nd edition of Ray Keesey's **Modern Parliamentary Procedure**. This was a great project. It exposed AIP to a new audience: the American Psychological Association. As the members of this group see the timely (and necessary!) rewrite of their parliamentary authority, they will see many opportunities for further study through AIP. The manuscript has gone back to APA; we hope the book will be published late this year or early next year.

Larry Cisar continues his tireless work to update the website. Feel free to check it out at www.aipparl.org, and thank Larry for his efforts. If you have

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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.

East Coast Practicum

June 9-11, 2017

Linthicum Heights, MD

Maritime Conference Center

Pre-Annual Session BOD Meeting

July 19, 2017

Tampa, FL

Public Workshop

Mastering the Meeting:

A Skill-Building Workshop for Association Leaders

July 19, 2017

Tampa, FL

Annual Session

July 20-22, 2017

Tampa, FL

Holiday Inn Westshore Airport Hotel

Post-Annual Session BOD Meeting

July 23, 2017

Tampa, FL

Deadline Dates for the “Communicator”

August 15, 2017

September Issue

November 15, 2017

December Issue

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EDITOR'S EXCHANGE

By Martha Haun

How Big is Your Box?"

"Think Outside the Box" is one of the catch phrases of our day and frequently associated with bright, creative

minds! Unfortunately— older members frequently get "set in their ways" making it increasingly difficult for most members to think beyond what they already know. We also tend to save things in our boxes making it hard to find what we are looking for!!

Two young girls in my neighborhood were arguing vigorously about "What number comes after 12"? One was

insistent that the answer is "13" while the other insisted it is "1". It took some discussion to resolve. Finally, the younger girl in frustration brought us a clock and pointed to the "1" following the "12." Both girls were correct. One was inside the box; the other was outside! How many boxes are we in without realizing it? How could things change for the better if we were able get outside the box???

Have a great summer everyone!

See you in Tampa outside the box!

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

Ann Guiberson, PRP

The Honorable Daniel Ivey-Soto, JD, CP-T, PRP

Mary Remson, CPP-T, PRP*

Jeanette Williams, CP-T*

Secretary

Robert M. Peskin, DDS

** Candidate Statement Available at www.aipparl.org*

Candidates may also be nominated from the floor.

WELCOME TO NEW MEMBERS OF AIP

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

Rose L. Acker-McIver

13108 Pettus Court
Upper Marlboro, MD
20774

John Barsanti

50 Picton Rd
Roselle, IL 60172

Ira Blatt

171 Broadway
Massapequa Park, NY
11762-2350

Bradley Bolin

2121 South Bates Ave.
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Bethaney Brenner

8 Milford St.
Burlington, CT 06013

Amy Cabell

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Norwell, MA 02061

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801 Hamilton Circle
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27104

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San Antonio, TX 78253

Jerry Schmitz

31647 Greenfield Road
Vermillion, SD 57069

content for the website, Larry would LOVE to hear from you! Particularly interesting are small, fun chunks of education (especially on AIPSC). Just produce a rough idea; Larry will help with the programming!

Another group, led by Ann Guiberson, researched locations for the **2018 Annual Session** in New Orleans. An **OUTSTANDING** venue was identified, a contract negotiated, and announcements will be forthcoming soon.

Ann Guiberson has also been working with Dollie McPartlin to identify a new venue for the **2018 West Coast Practicum**, which is moving to Las Vegas. Keep an eye out for dates and topics.

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:

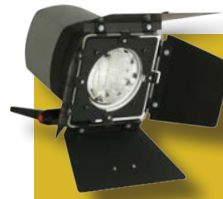
- **Education Director:** Ruth Ryan resigned due to family obligations. I seek a CP-T or CPP-T who can complete the term (through Annual Session 2018).
- **Opinions Committee Member:** Jim Lochrie is leaving the Opinions Committee. If you have a CPP and think you might be interested in this important committee, please let me know!

If you think you can help with one of these positions, please let me know at president@aipparl.org!

This letter begins and ends with congratulations! Congratulations are due to the **Parliamentary Society of Toronto, AIP Chapter 51**! This chapter celebrated their 30th anniversary last month, and your President was thrilled to get to visit them on this auspicious occasion! It was fun to visit with old friends and make new ones, and to get a wonderful tour of the area from Board member Carolyn Hoxie. The hospitality of the Toronto members was notable, and it was great to see so many AIP members!

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

Kay



SPOTLIGHT ON A BOARD MEMBER



Al Gage CPP, PRP, PAP
Candidate for AIP VP

Al is a professional practicing parliamentarian with a wide variety of national, state, and local clients to include many non-profits, corporations, boards, political parties at all levels and agriculture organizations. He is one of the two primary parliamentarians for one of the two major political parties and has worked extensively with state political conventions.

He is also a high school parliamentary procedure coach having coached National Championship CTSO teams in both the FFA (Future Farmers of America) and HOSA (Health Occupation Students of America) Contests as well as ten state champion teams since 2008 in the various organizations. His obvious passion is educating the future board members, educators, and parliamentarians in parliamentary law from the very beginning level. His efforts have resulted in two of the approximately seven student credentialed members nationwide being former members of his teams with more on the way. A direct product of FFA, having competed in parliamentary procedure contests and serving as state president from Arizona, these organizations greatly influenced his personal life.

Al currently serves as the National President of the Society of Agriculture Education Parliamentarians, the Superintendent of the National FFA Conduct of Meetings Contest and is on the Board of Directors and Executive Committee as well as the Youth Activities and Scholarship Chairman for AIP. He also looks forward to the opportunity to serve the members of AIP as Vice President.



2017 PROPOSALS

AIP Bylaws and Standing Orders

Prepared by the Bylaws and Standing Orders Committee:

- Colette Collier Trohan, CPP-T (chair)
- Junelle Banks
- John Szewczyk
- Joe Theobald, CP-T
- E. Marie Wilson, CPP-T
- Kay Crews, CPP (ex-officio)

2017 Proposed Amendments to Bylaws and Standing Orders

The bylaws and standing orders committee has prepared the following document for member consideration at the 2017 AIP Annual Session in Tampa, FL. The committee considered proposals from the accrediting department, the board of directors, and the 2016 annual session.

The accrediting department, with some additional AIP members, has proposed amendments regarding the awarding and maintenance of the CP and CPP credentials. Some of the material currently in the standing orders is proposed to move to the bylaws, because it is felt that the rights and privileges of membership belong in the higher-ranking document. As stated in AIPSC: "The function of the bylaws of an organization is to define the privileges secured and the duties assumed by the members. . ."ⁱ

For that reason, there are many proposals that show conforming amendments to delete sections in the standing orders. In some cases the language is added to the bylaws with little or no change; in others there are significant changes being proposed. Here is a quick reference guide to the proposals being brought before the 2017 Annual Session. Please see the rationale for each proposal and the language being proposed for a more complete description.

| Number | Title | Sponsor | Description |
|--------|--|------------------------|---|
| 1701 | Notice for Special Meetings of the Board | Bylaws Committee | Reduces notice from 15 days to 72 hours |
| 1702 | Rights of Members Regarding Expulsion | Bylaws Committee | Moves notice to bylaws; requires in-person meeting for consideration |
| 1703 | AIP Credentials | Members | Allows accrediting department to award credentials on behalf of AIP; moves use of credential and receiving referrals to same sections in the bylaws. |
| 1704 | Requirements to Maintain Credentials | Members | Substantial changes include clarification of the seven year continuing education requirements, discontinues reinstatement by paying delinquent dues or by approval of the board, requirement for exams for lapsed credentials, appeals committee composition of certified members appointed by the executive committee. |
| 1705 | Nonpayment of Dues | Bylaws Committee | Clarification that credentials lapse upon nonpayment of dues, allowance for executive committee to make special hardship arrangements. |
| 1706 | AIP Communications Committee | Bylaws Committee | Editorial change – removal of committee because of department |
| 1707 | AIP Publications | Bylaws Committee | Referred from 2016 annual session; clarification of copyright on member-created materials and AIP publications. |
| 1708 | Examinations | Bylaws Committee | Requires accrediting department to make accrediting rules available on AIP website; requires vote at annual session to change authorities |
| 1709 | Reimbursement Deadline | AIP Board of Directors | Changes deadlines for reimbursement of expenses. |

ⁱ American Institute of Parliamentarians. (2012). *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*. New York: McGraw Hill.

Proposal to Amend Bylaws

| Proposal # | Title | Article | Section | Proposed by |
|------------|--|---------|---------|--------------------------------------|
| 1701 | Notice for Special Meetings of the Board | V | 6 | Bylaws and Standing Orders Committee |

| | | |
|---|--|---|
| <p><u>Current Language:</u></p> <p>Section 6. Special Meetings. Special meetings of the board may be called by the president or by any five board members with fifteen days notice and said notice may be electronic.</p> | <p><u>Proposed Changes:</u></p> <p>Section 6. Special Meetings. Special meetings of the board may be called by the president or by any five board members, with fifteen days notice and said notice may be electronic. <u>Special meetings of the board may be called by the president and shall be called by the president on the request of any five board members. Notice may be sent by electronic mail or voicemail. 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.</u></p> | <p><u>If Adopted:</u></p> <p>Special meetings of the board may be called by the president and shall be called by the president on the request of any five board members. Notice may be sent by electronic mail or voicemail. 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.</p> |
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| <p><u>Rationale:</u></p> <p>With today's technology, there is no need for fifteen days notice for a telephone conference call. This proposal shortens the notice for a special board meeting by telephone conference call to seventy-two hours, or three calendar days. It also provides that board members may waive notice, should the need arise.</p> <p>The bylaws and standing orders committee recommends adoption.</p> |
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Proposal to Amend Bylaws

| Proposal # | Title | Article | Section | Proposed by |
|------------|---------------------------------------|---------|---------|--------------------------------------|
| 1702 | Rights of Members Regarding Expulsion | III | 8.3 | Bylaws and Standing Orders Committee |

| | | |
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| <p><u>Current Language:</u></p> <p>8.3 Expulsion. In addition to the provisions of Rules for Handling Complaints and Reporting Ethical Violations, a member may be expelled for cause by ballot vote of two-thirds of the entire membership of the board at a regular or special meeting.</p> | <p><u>Proposed Changes:</u></p> <p>8.3 Expulsion. In addition to the provisions of Rules for Handling Complaints and Reporting Ethical Violations, a member may be expelled for cause by ballot vote of two-thirds of the entire membership of the board at a regular or special meeting; <u>such meeting shall only be held in person, and electronic participation shall not be permitted. Notice of a proposed expulsion shall be sent to all board members and shall be sent by certified mail to the member whose expulsion is being considered. The notice shall be sent at least twenty days, but no more than sixty days, before the meeting is to convene. The member may appear, present evidence, and be represented by counsel at this meeting.</u></p> | <p><u>If Adopted:</u></p> <p>8.3 Expulsion. In addition to the provisions of Rules for Handling Complaints and Reporting Ethical Violations, a member may be expelled for cause by ballot vote of two-thirds of the entire membership of the board at a regular or special meeting; such meeting shall only be held in person, and electronic participation shall not be permitted. Notice of a proposed expulsion shall be sent to all board members and shall be sent by certified mail to the member whose expulsion is being considered. The notice shall be sent at least twenty days, but no more than sixty days, before the meeting is to convene. The member may appear, present evidence, and be represented by counsel at this meeting.</p> |
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Conforming amendment: If the above proposal is adopted, the following will be automatically adopted as an amendment to the AIP Standing Orders.

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| <p><u>Current Language:</u></p> <p>AIP Standing Orders 8.5:</p> <p>8.5 Notice of Expulsion. Notice of a proposed expulsion action shall be sent to all board members and shall be sent by certified mail to the member whose expulsion is being considered; these notices shall be sent at least twenty days, but no more than sixty days before the meeting is to convene. The member may appear, present evidence, and be represented by counsel at this meeting.</p> | <p><u>Proposed Changes:</u></p> <p>AIP Standing Orders 8.5:</p> <p>8.5 Notice of Expulsion. Notice of a proposed expulsion action shall be sent to all board members and shall be sent by certified mail to the member whose expulsion is being considered; these notices shall be sent at least twenty days, but no more than sixty days before the meeting is to convene. The member may appear, present evidence, and be represented by counsel at this meeting.</p> | <p><u>If Adopted:</u></p> <p>Delete and renumber accordingly.</p> |
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Proposal to Amend Bylaws

Rationale:

Rights of members and loss of membership are important rights that should be captured in the bylaws rather than the standing orders. The committee is also recommending that such a vote may be taken only in person to avoid the risk of open telephone lines being used for such a vote.

The bylaws and standing orders committee recommends adoption.

Proposal to Amend Bylaws

| Proposal # | Title | Article | Section | Proposed by |
|------------|-----------------|---------|----------------------|---|
| 1703 | AIP Credentials | III | 5.2. 5.3. 5.4. | Lucy Anderson, Larry Cisar, Al Gage, Ann Guiberson, W. Craig Henry, Sarah Merkle, Colette Collier Trohan, E. Marie Wilson |

Editorial change: Move current Sections 5 and 6 to Section 4. Renumber accordingly. Receiving referrals language from AIP Standing Orders 8.3

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| <p><u>Current Language:</u></p> <p>4.2 Certified Parliamentarian. A certified parliamentarian shall receive the benefits of regular membership; and be entitled to use the title <i>Certified Parliamentarian</i> and the initials <i>CP</i>. This credential is earned by completing a program outlined and maintained by the accrediting department.</p> | <p><u>Proposed Changes:</u></p> <p>4.2 Certified Parliamentarian. A certified parliamentarian shall receive the benefits of regular membership, may receive referrals from headquarters, and be entitled to use the title <i>Certified Parliamentarian</i> (CP) and the initials <i>CP</i>. This credential is earned by successfully completing a program outlined developed and maintained by the accrediting department. <u>The credential shall be awarded by the accrediting department on behalf of AIP.</u></p> | <p><u>If Adopted:</u></p> <p>4.2 Certified Parliamentarian. A certified parliamentarian shall receive the benefits of regular membership, may receive referrals from headquarters, and use the title <i>Certified Parliamentarian</i> (CP). This credential is earned by successfully completing a program developed and maintained by the accrediting department. The credential shall be awarded by the accrediting department on behalf of AIP.</p> |
| <p><u>Current Language:</u></p> <p>4.3 Certified Professional Parliamentarian. A certified professional parliamentarian shall receive the benefits of regular membership; and be entitled to use the title <i>Certified Professional Parliamentarian</i> and the initials <i>CPP</i>. This credential is earned by completing a program outlined and maintained by the accrediting department.</p> | <p><u>Proposed Changes:</u></p> <p>4.3 Certified Professional Parliamentarian. A certified professional parliamentarian shall receive the benefits of regular membership, may receive referrals from headquarters, and be entitled to use the title <i>Certified Professional Parliamentarian</i> (CPP) and the initials <i>CPP</i>. This credential is earned by successfully completing a program outlined developed and maintained by the accrediting department. <u>The credential shall be awarded by the accrediting department on behalf of AIP.</u></p> | <p><u>If Adopted:</u></p> <p>4.3 Certified Professional Parliamentarian. A certified professional parliamentarian shall receive the benefits of regular membership, may receive referrals from headquarters, and use the title <i>Certified Professional Parliamentarian</i> (CPP). This credential is earned by successfully completing a program developed and maintained by the accrediting department. The credential shall be awarded by the accrediting department on behalf of AIP.</p> |
| <p><u>Current Language:</u></p> <p>4.4 Certified Parliamentarian-Teacher; Certified Professional Parliamentarian-Teacher. A certified parliamentarian or a certified professional parliamentarian may be credentialed as a teacher of</p> | <p><u>Proposed Changes:</u></p> <p>4.4 Certified Parliamentarian-Teacher; Certified Professional Parliamentarian-Teacher. A certified parliamentarian or a certified professional parliamentarian may be credentialed as a teacher of parliamentary</p> | <p><u>If Adopted:</u></p> <p>4.4 Certified Parliamentarian-Teacher; Certified Professional Parliamentarian-Teacher. A certified parliamentarian or a certified professional parliamentarian may be credentialed as a teacher of</p> |

Proposal to Amend Bylaws

| | | |
|---|--|---|
| parliamentary procedure by completing a program outlined and maintained by the accrediting and education departments. As appropriate, the individual so accredited shall be entitled to use the title <i>Certified Parliamentarian-Teacher</i> and the initials <i>CP-T</i> , or <i>Certified Professional Parliamentarian-Teacher</i> and the initials <i>CPP-T</i> . | procedure by <u>successfully</u> completing a program outlined and maintained <u>developed</u> by the accrediting and education departments. <u>The credential shall be awarded by the accrediting department on behalf of AIP.</u> As appropriate, the individual so accredited shall be entitled to <u>may</u> use the title <i>Certified Parliamentarian-Teacher</i> <u>(CP-T)</u> and the initials CP-T, or Certified Professional Parliamentarian-Teacher (CPP-T), and the initials CPP-T. | parliamentary procedure by successfully completing a program developed by the education department. The credential shall be awarded by the accrediting department on behalf of AIP. As appropriate, the individual so accredited may use the title <i>Certified Parliamentarian-Teacher</i> (CP-T), or <i>Certified Professional Parliamentarian-Teacher</i> (CPP-T). |
| <u>Conforming amendment</u> <i>If the above proposal is adopted, the following shall be automatically adopted to conform to the decision of the assembly.</i> | | |
| <u>Current Language:</u> Article IX, Section 5: Section 4. Use of Title. No member of AIP shall use the title Certified Parliamentarian, Certified Professional Parliamentarian, Certified Parliamentarian-Teacher, or Certified Professional Parliamentarian-Teacher, or the initials CP, CPP, CP-T, or CPP-T, or have the privileges of a certified parliamentarian, certified professional parliamentarian, certified parliamentarian-teacher, or certified professional parliamentarian-teacher until the date when the board approves reclassification. | <u>Proposed Changes:</u> Article IX, Section 5: Section 4. Use of Title. No member of AIP shall use the title Certified Parliamentarian, Certified Professional Parliamentarian, Certified Parliamentarian-Teacher, or Certified Professional Parliamentarian-Teacher, or the initials CP, CPP, CP-T, or CPP-T, or have the privileges of a certified parliamentarian, certified professional parliamentarian, certified parliamentarian-teacher, or certified professional parliamentarian-teacher until the date when the board approves reclassification. | <u>If Adopted:</u> None. |
| <u>Conforming amendments:</u> <i>If the above proposal is adopted, the following will be automatically adopted as amendments to the AIP Standing Orders.</i> | | |
| <u>Current Language:</u> Standing Orders Section 8.2: 8.2 Referrals. Only those members who have attained the CP or CPP credential may receive referrals from headquarters. | <u>Proposed Changes:</u> Standing Orders Section 8.2: 8.2 Referrals. Only those members who have attained the CP or CPP credential may receive referrals from headquarters. | <u>If Adopted:</u> Delete and renumber accordingly. |

Proposal to Amend Bylaws

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|--|--|--|
| <p><i>Standing Orders Section 13:</i></p> <p>13. <u>Teacher of Parliamentary Procedure.</u> A certified parliamentarian or a certified professional parliamentarian may be credentialed as a Teacher of Parliamentary Procedure after demonstrating competency through the successful completion of the AIP Teacher Certification Course, submission of the required teaching hours, recommendation of the accrediting department, and approval of the board.</p> | <p><i>Standing Orders Section 13:</i></p> <p>13. <u>Teacher of Parliamentary Procedure.</u> A certified parliamentarian or a certified professional parliamentarian may be credentialed as a Teacher of Parliamentary Procedure after demonstrating competency through the successful completion of the AIP Teacher Certification Course, submission of the required teaching hours, recommendation of the accrediting department, and approval of the board.</p> | <p><i>Delete and renumber accordingly.</i></p> |
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| <p><u>Rationale:</u></p> <p>The AIP credentialing program is administered by the accrediting department, but the credential is owned by AIP. In the past, the board of directors has simply endorsed the recommendation of the accrediting department, but at times there have been long delays before board meetings, and people who passed their exams were not allowed to use the credential until the board met and voted. In addition, this change avoids other problems: a situation where non-credentialed people vote whether to award a credential, thus negating the judgment of the accrediting department, and the loss of separation between the credentialing and “political” aspects of AIP. By stating that the credential is awarded on behalf of AIP, the accrediting department can notify someone of the exam score and confer the credential immediately when earned.</p> |
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Proposal to Amend Bylaws

| Proposal # | Title | Article | Section | Proposed by |
|------------|--------------------------------------|---------|---------|---|
| 1704 | Requirements to Maintain Credentials | III | 5 | Lucy Anderson, Larry Cisar, Al Gage, Ann Guiberson, W. Craig Henry, Sarah Merkle, Colette Collier Trohan, E. Marie Wilson |

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| <p><u>Current Language:</u></p> <p>None</p> | <p><u>Proposed Changes:</u></p> <p><u>Section 5. Requirements to Maintain Credentials</u> <u>5.1 A credentialed member shall submit documentation of parliamentary continuing education activities to the Accrediting Department at least once each seven years, or the credential shall be revoked. The Accrediting Department must respond to submissions within 45 days. Acceptable activities shall be proposed by the Accrediting Department, approved by the AIP board of directors, and posted on the AIP website. If the Accrediting Department requests additional documentation, such documentation shall be submitted within thirty days of the request. The Accrediting Department shall respond with its determination within sixty days of receipt of the additional documentation. The Accrediting Department may extend a credential for up to 90 days, if necessary, during the verification process.</u></p> <p><u>5.2 The credential shall be extended for seven years from the date of verification.</u></p> <p><u>5.3 A Certified Professional Parliamentarian (CPP) or a Certified Parliamentarian (CP) who does not comply with the requirements to maintain credentials shall revert to the next lower category of membership. A member holding the Teacher (T) credential who does not comply with the requirements to maintain that credential shall lose that credential. Any credential that is lost shall only be restored by successfully completing a new</u></p> | <p><u>If Adopted:</u></p> <p><u>Section 5. Requirements to Maintain Credentials</u> 5.1 A credentialed member shall submit documentation of parliamentary continuing education activities to the Accrediting Department at least once each seven years, or the credential shall be revoked. The Accrediting Department must respond to submissions within 45 days. Acceptable activities shall be proposed by the Accrediting Department, approved by the AIP board of directors, and posted on the AIP website. If the Accrediting Department requests additional documentation, such documentation shall be submitted within thirty days of the request. The Accrediting Department shall respond with its determination within sixty days of receipt of the additional documentation. The Accrediting Department may extend a credential for up to 90 days, if necessary, during the verification process.</p> <p>5.2 The credential shall be extended for seven years from the date of verification.</p> <p>5.3 A Certified Professional Parliamentarian (CPP) or a Certified Parliamentarian (CP) who does not comply with the requirements to maintain credentials shall revert to the next lower category of membership. A member holding the Teacher (T) credential who does not comply with the requirements to maintain that credential shall lose that credential. Any credential that is lost shall only be restored by successfully completing a new application and examination process.</p> |
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Proposal to Amend Bylaws

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| | <u>application and examination process.</u> <u>5.4 A member whose credential has been lost may appeal the decision within thirty days after receipt of the decision. An appeals committee shall consist of three certified members appointed by the executive committee. The appeals committee shall issue its decision within thirty days after receipt of the appeal. The decision of the appeals committee shall be final.</u> | 5.4 A member whose credential has been lost may appeal the decision within thirty days after receipt of the decision. An appeals committee shall consist of three certified members appointed by the executive committee. The appeals committee shall issue its decision within thirty days after receipt of the appeal. The decision of the appeals committee shall be final. |
| <u>Conforming amendments:</u> If the above proposal is adopted, the following proposals shall be automatically adopted to conform to the decision of the assembly. | | |
| <i>Article IX, Section 3:</i> Section 3. Continuing Education. To retain status as a certified parliamentarian or a certified professional parliamentarian each member shall complete continuing education activity in accordance with the provisions of the standing orders. | <i>Article IX, Section 3:</i> Section 3. Continuing Education. To retain status as a certified parliamentarian or a certified professional parliamentarian each member shall complete continuing education activity in accordance with the provisions of the standing orders. | None. |
| <i>Article IX, Section 5:</i> Section 5. Revocation of Reclassification of Credentials. The credentials of Certified Parliamentarian, Certified Professional Parliamentarian, Certified Parliamentarian-Teacher, or Certified Professional Parliamentarian-Teacher may be revoked, or the credential-holder reclassified to a lower credential, in accordance with the provisions of the standing orders. | <i>Article IX, Section 5:</i> Section 5. Revocation of Reclassification of Credentials. The credentials of Certified Parliamentarian, Certified Professional Parliamentarian, Certified Parliamentarian-Teacher, or Certified Professional Parliamentarian-Teacher may be revoked, or the credential holder reclassified to a lower credential, in accordance with the provisions of the standing orders. | None. |
| <i>Article III, Section 9:</i> Certified Reinstatement. A former certified member who has been reinstated as a regular member may apply to the accrediting department to be reinstated to a certified status. Certified reinstatement shall be granted upon the recommendation of the accrediting department and approval by a majority vote of the board. | <i>Article III, Section 9:</i> Certified Reinstatement. A former certified member who has been reinstated as a regular member may apply to the accrediting department to be reinstated to a certified status. Certified reinstatement shall be granted upon the recommendation of the accrediting department and approval by a majority vote of the board. | None. |

Proposal to Amend Bylaws

Conforming amendments: *If the above proposal is adopted, the following will be automatically adopted as amendments to the AIP Standing Orders.*

| <u>Current Language:</u> | <u>Proposed Changes:</u> | <u>If Adopted:</u> |
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| <p><i>Standing Orders Section 8.3:</i> 8.3 Reinstatement By Payment Of Delinquent Dues. A request to reinstate membership shall detail the reasons for non-payment of dues and shall be accompanied by the dues which are then delinquent. In the case of certified members who wish to retain their credentials, there shall be an additional processing fee of \$10.00 for each month, or fraction thereof, elapsed since the dues became delinquent.</p> | <p><i>Standing Orders Section 8.3:</i> 8.3 Reinstatement By Payment Of Delinquent Dues. A request to reinstate membership shall detail the reasons for non-payment of dues and shall be accompanied by the dues which are then delinquent. In the case of certified members who wish to retain their credentials, there shall be an additional processing fee of \$10.00 for each month, or fraction thereof, elapsed since the dues became delinquent.</p> | <p><i>Delete and renumber accordingly.</i></p> |
| <p><i>Standing Orders Section 8.4:</i> 8.4 Certified Reinstatement. The accrediting department in reviewing an application for certified reinstatement may request additional data and/or require examination.</p> | <p><i>Standing Orders Section 8.4:</i> 8.4 Certified Reinstatement. The accrediting department in reviewing an application for certified reinstatement may request additional data and/or require examination.</p> | <p><i>Delete and renumber accordingly.</i></p> |
| <p><i>Standing Orders Section 10.3:</i> 10.3 Continuing Education. To retain status as a certified parliamentarian or a certified professional parliamentarian each member shall, during each applicable seven year period of certification, submit at least ten service points of continuing education activities approved by the accrediting department and board of directors. 10.3.1 A Certified Professional Parliamentarian (CPP) or a Certified Parliamentarian (CP) member shall complete the continuing education requirement and timely submit proof thereof during the seven-year period or shall revert to the next lower classification of membership. A CPP shall revert to a CP classification and a CP shall revert to a regular member classification. The member shall be required to</p> | <p><i>Standing Orders Section 10.3:</i> 10.3 Continuing Education. To retain status as a certified parliamentarian or a certified professional parliamentarian each member shall, during each applicable seven year period of certification, submit at least ten service points of continuing education activities approved by the accrediting department and board of directors. 10.3.1 A Certified Professional Parliamentarian (CPP) or a Certified Parliamentarian (CP) member shall complete the continuing education requirement and timely submit proof thereof during the seven-year period or shall revert to the next lower classification of membership. A CPP shall revert to a CP classification and a CP shall revert to a regular member classification. The member shall be required to</p> | <p><i>Delete and renumber accordingly.</i></p> |

Proposal to Amend Bylaws

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| <p>complete the required examination to be reinstated in a previous classification.</p> <p>10.3.2 Members holding the Teacher "T" credential shall maintain the required continuing education or shall lose their teacher credential and be required to successfully complete the AIP Teacher Certification Course and submit the required teaching points to reinstate that credential.</p> | <p>complete the required examination to be reinstated in a previous classification.</p> <p>10.3.2 Members holding the Teacher "T" credential shall maintain the required continuing education or shall lose their teacher credential and be required to successfully complete the AIP Teacher Certification Course and submit the required teaching points to reinstate that credential.</p> | |
| <p><i>Standing Orders Section 14:</i></p> <p>14. Maintaining Credentials.</p> <p>14.1 Unprofessional Conduct. Revocation or reclassification of credentials for unprofessional conduct shall be in accordance with AIP's Rules for Handling Complaints and Reporting Ethical Violations.</p> <p>14.2 Requirements to Maintain Credentials.</p> <p>14.2.1 Credentialed members shall submit information to the Accrediting Department documenting their parliamentary continuing education activities within each seven year period. Validation of activities shall be the prerogative of the Accrediting Department.</p> <p>14.2.2 If a member fails to submit the required information, or the Accrediting Department finds that the information submitted does not show satisfactory completion of the requirements for the certification for which it is submitted, the Accrediting Director shall notify the member of that fact and of the Accrediting Department's proposed revocation or reclassification of the credentials.</p> <p>14.2.3 A member may submit additional documentation of questioned activities to the Accrediting Department within thirty days after receipt of the Accrediting Director's notice of the proposed action. The Accrediting Department shall review the documentation and respond with a final decision within sixty days after receipt of the documentation.</p> <p>14.2.4 Any member whose credentials have been revoked in accordance with these standing orders and</p> | <p><i>Standing Orders Section 14:</i></p> <p>14. Maintaining Credentials.</p> <p>14.1 Unprofessional Conduct. Revocation or reclassification of credentials for unprofessional conduct shall be in accordance with AIP's Rules for Handling Complaints and Reporting Ethical Violations.</p> <p>14.2 Requirements to Maintain Credentials.</p> <p>14.2.1 Credentialed members shall submit information to the Accrediting Department documenting their parliamentary continuing education activities within each seven year period. Validation of activities shall be the prerogative of the Accrediting Department.</p> <p>14.2.2 If a member fails to submit the required information, or the Accrediting Department finds that the information submitted does not show satisfactory completion of the requirements for the certification for which it is submitted, the Accrediting Director shall notify the member of that fact and of the Accrediting Department's proposed revocation or reclassification of the credentials.</p> <p>14.2.3 A member may submit additional documentation of questioned activities to the Accrediting Department within thirty days after receipt of the Accrediting Director's notice of the proposed action. The Accrediting Department shall review the documentation and respond with a final decision within sixty days after receipt of the documentation.</p> <p>14.2.4 Any member whose credentials have been revoked in accordance with these standing orders and</p> | <p><i>Delete and renumber accordingly.</i></p> |

Proposal to Amend Bylaws

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| who does not agree with the final decision of the Accrediting Department may submit an appeal to the Executive Committee within thirty days after receipt of the Accrediting Department's final decision. The Executive Committee shall consider the appeal and issue its decision within thirty days after receipt of the appeal. The decision of the Executive Committee shall be final. | who does not agree with the final decision of the Accrediting Department may submit an appeal to the Executive Committee within thirty days after receipt of the Accrediting Department's final decision. The Executive Committee shall consider the appeal and issue its decision within thirty days after receipt of the appeal. The decision of the Executive Committee shall be final. | |
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| <p><u>Rationale:</u></p> <p>It has not been clearly stated that when membership lapses, credentials lapse. The loss of a credential is something that belongs in the bylaws, along with the requirements for maintaining the credential. Currently, the standing orders do not require the accrediting department to maintain updated information about what activities are considered appropriate for maintaining the credential. This proposal also sets a deadline for the accrediting department to review and respond to members who submit information. In addition, instead of the executive committee handling an appeal, the executive committee appoints three certified members to handle the appeal, and the seven year period is clarified as seven years from when the continuing education requirements are verified.</p> |
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Proposal to Amend Bylaws

| Proposal # | Title | Article | Section | Proposed by |
|------------|--------------------|---------|---------|--------------------------------------|
| 1705 | Nonpayment of Dues | III | 8.2 | Bylaws and Standing Orders Committee |

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| <p><u>Current Language:</u></p> <p>8.2 Nonpayment of Dues. A member, in any category, shall be dropped for non-payment of dues if dues are not received forty-five days after the due date. The termination may be expunged by vote of the executive committee.</p> | <p><u>Proposed Changes:</u></p> <p>8.2 Nonpayment of Dues. A member, in any category, shall be dropped for non-payment of dues if dues are not received forty-five days after the due date. The termination may be expunged by vote of the executive committee.</p> <p><u>A member shall be dropped, and all credentials shall lapse, if dues are not received ninety days after the membership expiration. The executive committee may, if the request is received by the AIP office before the due date, approve a payment accommodation in cases of hardship; such accommodation shall not cause the member's credentials to lapse.</u></p> | <p><u>If Adopted:</u></p> <p>8.2 Nonpayment of Dues. A member shall be dropped, and all credentials shall lapse, if dues are not received ninety days after the membership expiration. The executive committee may, if the request is received by the AIP office before the due date, approve a payment accommodation in cases of hardship; such accommodation shall not cause the member's credentials to lapse.</p> |
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| <p><u>Rationale:</u></p> <p>This proposal makes it clear that, when membership lapses, the credential lapses. The credentials are the property of AIP, and AIP sets the requirements for their continuing use. Someone who is not a member does not have the right to claim that membership category. However, in cases of hardship as determined by the executive committee, payment accommodations can be made to keep a member current, provided the request is made before the drop date.</p> <p>The bylaws and standing orders committee recommends adoption.</p> |
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Proposal to Amend AIP Standing Orders

| Proposal # | Title | Order | Proposed by |
|------------|------------------------------|-------|--------------------------------------|
| 1706 | AIP Communications Committee | 23 | Bylaws and Standing Orders Committee |

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| <p><u>Current Language:</u></p> <p>23. Standing Committee Duties: Communications Committee. The committee shall:</p> <p>23.1 develop and implement a plan, including a calendar time line, for the public relations activities for the year.</p> <p>23.2 identify target audiences.</p> <p>23.3 prepare advertisements, news releases, articles, and press releases to promote AIP to target audiences, the public, and other organizations.</p> <p>23.4 work in consultation with the editors of the two AIP publications, the webmaster, the practicum coordinators, and the annual session coordinator.</p> <p>23.5 maintain a list of available resources for the public and members.</p> <p>23.6 identify talent within AIP membership.</p> <p>23.7 assist chapters as requested in promotion of activities.</p> | <p><u>Proposed Changes:</u></p> <p>23. Standing Committee Duties: Communications Committee. The committee shall:</p> <p>23.1 develop and implement a plan, including a calendar time line, for the public relations activities for the year.</p> <p>23.2 identify target audiences.</p> <p>23.3 prepare advertisements, news releases, articles, and press releases to promote AIP to target audiences, the public, and other organizations.</p> <p>23.4 work in consultation with the editors of the two AIP publications, the webmaster, the practicum coordinators, and the annual session coordinator.</p> <p>23.5 maintain a list of available resources for the public and members.</p> <p>23.6 identify talent within AIP membership.</p> <p>23.7 assist chapters as requested in promotion of activities.</p> | <p><u>If Adopted:</u></p> <p><i>Delete and renumber accordingly.</i></p> |
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| <p><u>Rationale:</u></p> <p>The Communications Department was formed and the language placed in the bylaws and standing orders per the action of the annual session, but the language for the previous committee was inadvertently left in the standing orders. Deleting this section will resolve the issue.</p> <p>The bylaws and standing orders committee recommends adoption.</p> |
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Proposal to Amend AIP Standing Orders

| Proposal # | Title | Order | Proposed by |
|------------|------------------|-------|--------------------------------------|
| 1707 | AIP Publications | 5 | Bylaws and Standing Orders Committee |

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| <p><u>Current Language:</u></p> <p>5. AIP Originated Material. All substantive material conceived, created, compiled, written, or edited by any AIP committee or any individual member at the direction of AIP, shall be irrevocably assigned to AIP including copyright, royalties, and other rights relating to publication.</p> <p>5.1. In AIP publications, no person shall be identified by more than one non-parliamentary title. The title shall be at the discretion of the individual.</p> <p>5.2. Articles from AIP publications may be reprinted only with the written permission of the editor. Such permission shall require that recognition be given to the author and AIP.</p> | <p><u>Proposed Changes:</u></p> <p>5. AIP Originated Material. All substantive material conceived, created, compiled, written, or edited by any AIP committee or any individual member at the direction of AIP, shall be irrevocably assigned to AIP including copyright, royalties, and other rights relating to publication. <u>All authors of works published by AIP shall sign an agreement in a form approved by the board of directors.</u></p> <p>5.1. In AIP publications, no person shall be identified by more than one non-parliamentary title. The title shall be at the discretion of the individual.</p> <p><u>5.1. Material that is created, compiled, or edited at the sole direction of AIP shall remain the property of AIP, including copyright, royalties, and other rights relating to publication.</u></p> <p><u>5.2. Articles written for AIP publication may be reproduced by AIP in other formats without further permission from the author; however, full attribution shall be required.</u></p> <p><u>5.3. Workshop materials created for AIP events shall remain the property of the presenter.</u></p> | <p><u>If Adopted:</u></p> <p>5. AIP Published Material. All authors of works published by AIP shall sign an agreement in a form approved by the board of directors. In AIP publications, no person shall be identified by more than one non-parliamentary title. The title shall be at the discretion of the individual.</p> <p>5.1. Material that is created, compiled, or edited at the sole direction of AIP shall remain the property of AIP, including copyright, royalties, and other rights relating to publication.</p> <p>5.2. Articles written for AIP publication may be reproduced by AIP in other formats without further permission from the author; however, full attribution shall be required.</p> <p>5.3. Workshop materials created for AIP events shall remain the property of the presenter.</p> |
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| <p><u>Rationale:</u></p> <p>The 2016 annual session referred this matter to the bylaws and standing orders committee. The committee determined that there are two areas where AIP requiring the copyright does harm to AIP. First, some members will not write articles for publication in the <i>Parliamentary Journal</i> and other publications if they lose their rights to them and, second, instructors for AIP practicums and other educational events should not be expected to relinquish their material. This language is an attempt to also allow AIP to re-publish previously published works without further permissions or financial consideration.</p> <p>The bylaws and standing orders committee recommends adoption.</p> |
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Proposal to Amend AIP Standing Orders

| Proposal # | Title | Order | Proposed by |
|------------|--------------|-------|--|
| 1708 | Examinations | 10.2 | AIP Bylaws and Standing Orders Committee |

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| <p><u>Current Language:</u></p> <p>10.2 Examinations. The accrediting department shall be responsible for administering written and oral examinations according to rules developed by the accrediting department. The rules shall be reported to the board whenever changed.</p> | <p><u>Proposed Changes:</u></p> <p>10.2 Examinations. The accrediting department shall be responsible for administering administer written and oral examinations according to rules developed by the accrediting department. The rules shall be reported to the board whenever changed. <u>The accrediting department shall make the current rules available on the AIP website, and members shall be notified when they are changed. The authorities used for the examinations shall not be changed except on the recommendation of the accrediting department and approval by majority vote at an annual session.</u></p> | <p><u>If Adopted:</u></p> <p>10.2 Examinations. The accrediting department shall administer written and oral examinations according to rules developed by the accrediting department. The accrediting department shall make the current rules available on the AIP website, and members shall be notified when they are changed. The authorities used for the examinations shall not be changed except on the recommendation of the accrediting department and approval by majority vote at an annual session.</p> |
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| <p><u>Rationale:</u></p> <p>Something as fundamental to the examination program as the parliamentary authorities to be used and the skills being evaluated should be transparent and available to anyone who seeks to take the examinations. Reporting to the board does not ensure that potential candidates are made aware of changes. In addition, the program will have greater stability if the authorities can only be changed at one point in the exam cycle.</p> <p>The bylaws and standing orders committee recommends adoption.</p> |
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Proposal to Amend AIP Standing Orders

| Proposal # | Title | Order | Proposed by |
|------------|------------------------|-------|------------------------|
| 1709 | Reimbursement Deadline | 17.6 | AIP Board of Directors |

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| <p><u>Current Language:</u></p> <p>17.6 Reimbursement Procedure. 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 July 15.</p> | <p><u>Proposed Changes:</u></p> <p>17.6 Reimbursement Procedure. 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 July 15.</p> <p><u>All requests for reimbursements shall be received by the AIP treasurer within 45 days of incurring the expense. Expenses shall be submitted with supporting documentation and an approved voucher form. No expenses shall be reimbursed for a prior fiscal year more than 45 days after that fiscal year ends.</u></p> | <p><u>If Adopted:</u></p> <p>17.6 Reimbursement Procedure. All requests for reimbursements shall be received by the AIP treasurer within 45 days of incurring the expense. Expenses shall be submitted with supporting documentation and an approved voucher form. No expenses shall be reimbursed for a prior fiscal year more than 45 days after that fiscal year ends.</p> |
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| <p><u>Rationale:</u></p> <p>This clarifies the obligations of members to submit their requests for reimbursements in a timely manner, and establishes a reciprocal obligation of the AIP treasurer to pay the expenses in a timely manner. Lastly, it replaces a specific date with a requirement that expenses must be received within 45 days of the last day of the fiscal year.</p> <p>The bylaws and standing orders committee recommends adoption.</p> |
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AMERICAN INSTITUTE OF PARLIAMENTARIANS

2017 ANNUAL SESSION

JULY 20-22, 2017, TAMPA, FL

You won't want to miss the unique education and networking opportunities at this year's Annual Session, which will take place Thursday, July 20, through Saturday, July 22, at the Holiday Inn Westshore Airport Hotel in Tampa, FL. Register now, before the Early Bird rates end on June 15!

There are so many features for you to enjoy:

- **Business Meetings:** From the newest member to pros, business meetings offer an unparalleled living lab experience. Watch parliamentary procedure in action as you've never seen it before.
- **Outstanding workshops:** Learn from the experts and find hidden treasure you can use again and again.
- **Special Events:** Come early and take advantage of two bonus workshops and the evening event on Wednesday, July 19.
- **Bonus Workshop 1:** How to Write Things People Will Read
- **Bonus Workshop 2:** Who Says What: Comparing Parliamentary Authorities
- **Dinner Cruise on beautiful Tampa Bay**
- **Shopping and Dining:** Partake in retail therapy with two major malls within a 1.5 mile radius. Both International Plaza and Westshore malls have everything from department stores to boutiques.
- **There are over 65 restaurants in the Westshore area.**
- **Gorgeous Beaches:** Relax on white sand beaches, collecting sea shells, and basking on two of the top ten beaches in America.
- **Unequaled networking:** Take advantage of rubbing elbows and making friends with parliamentarians from around the world. Form lasting friendships and gain access to a wealth of knowledge and experience.

Be sure to plan extra time and bring the family to enjoy the many attractions that make the Tampa Bay area a beautiful and exciting place to visit. From the sea shore to fascinating museums, to great malls, a variety of restaurants, and major sports venues, there's always something to do. If that's not enough, Disney attractions are just 90 miles to the east.

Early Bird rates end June 15, so register now to join us for a fun and rewarding time!

Optional Add-On Events:

Wednesday Bonus Workshop 1:

Wednesday, July 19, 9 am: "How to Write Things People Will Read." Includes Wednesday lunch.

Wednesday Bonus Workshop 2:

Wednesday, July 19, 1 pm: "Who Says What? Comparing Parliamentary Authorities." Includes Wednesday lunch.

Wednesday Evening Dinner Cruise:

Dinner cruise on the Yacht Starship on Tampa Bay. Includes 3-course meal and after-dinner dancing.

Saturday Guest Banquet Ticket:

Saturday evening banquet ticket for one guest of an Annual Session registrant.

3 Easy Ways to Register

1. Online at www.aipparl.org/events
2. Phone: 888-664-0428 or Fax: 615-248-9523
3. Mail: AIP, 618 Church Street #520, Nashville, TN 37219 • Make check payable to American Institute of Parliamentarians

Note: On site registrations may be limited to space, meal, and materials availability.

Early Registration Ends June 15, 2017.



AIP 2017 ANNUAL SESSION SCHEDULE (TENTATIVE)

Wednesday, July 19

| | | | |
|------------|-------------------------|--|-------------------|
| 8:00 a.m. | Board Meeting | | |
| 12:30 p.m. | Skill Building Workshop | Who Said What: Comparing Parliamentary Authorities | Al Gage, CPP, PRP |
| 2:30 p.m. | Skill Building Workshop | Writing for Magazines: Form, Function, Fun | Judy Gray, CAE |
| 3:00 p.m. | Registration | | |
| 6:00 p.m. | Leave for Cruise | | |
| 7:00 p.m. | Dinner Cruise | | |

Thursday, July 20

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| 7:00 a.m. | Registration | | |
| 7:00 a.m. | Breakfast | | |
| 8:30 a.m. | Business Meeting | | |
| 11:30 a.m. | Lunch | | |
| 12:30 p.m. | Workshop 1 | Unclassified Motions | Leah Raye Mabry, PRP |
| 2:30 p.m. | Workshop 2 | Tips for Presiding Officers | Glen Hall, CP |
| 4:00 p.m. | Bylaws Hearing | | |
| 6:00 p.m. | Dinner on your own | | |
| 7:00 p.m. | Reception | | |

Friday, July 21

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| 7:30 a.m. | Registration | | |
| 7:30 a.m. | Breakfast | | |
| 8:30 a.m. | Workshop 3 | Revising a Parliamentary Authority: Keesey's Modern Parliamentary Procedure | Kay Crews, CPP, PRP |
| 10:30 a.m. | Workshop 4 | "T" Credential Workshop | Charles Schulz, CPP-T, PRP |
| 10:30 a.m. | Workshop 5 | Teaching Beyond Bullet Points | Ann Guiberson, PRP |
| 12:00 noon | Lunch | | |
| 1:00 p.m. | Business Meeting | | |
| 5:00 p.m. | Free evening | | |

Saturday July 22

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|------------|------------------|--|-------------------------|
| 7:30 a.m. | Registration | | |
| 7:30 a.m. | Breakfast | | |
| 8:30 a.m. | Business Meeting | | |
| 12:00 noon | Lunch | | |
| 1:00 p.m. | Workshop 6 | Parliamentarians on Air | Craig Henry, CPP-T, PRP |
| 3:00 p.m. | Workshop 7 | Who's On First—Vagaries of Governing Documents | Eli Mina, PRP |
| 6:00 p.m. | Reception | | |
| 6:30 p.m. | Banquet | Banquet and Installation of Officers | |

Sunday, July 23

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| 8:00 a.m. | Board Meeting | | |
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AMERICAN INSTITUTE OF PARLIAMENTARIANS

2017 ANNUAL SESSION

JULY 20-22, 2017, TAMPA, FL

SKILL BUILDING WORKSHOPS - Wednesday, July 19.

(Separate registration required)

Who Said What? Comparing Parliamentary Authorities

Al Gage, CPP, PRP

How are the parliamentary authorities different and how are they alike? Find out how AIPSC, RONR, Cannon, and Demeter treat the motions. Reconsider, Lay on the Table, Postpone Indefinitely, Appeal, Amend, Adjourn (Fix Time to Which to Adjourn), Question of Privilege and Filling the Blanks will be some of the highlighted motions. Time permitting we will also address differences in adopting bylaws and handling an agenda. This workshop is designed to help you prepare for the CP exam as well as serve as a foundation for becoming a knowledgeable parliamentarian across the major parliamentary authorities.

Writing for Magazine: Form Function, Fun

Judy Gray, CAE

Tips and techniques for transforming your ideas and existing programs into magazine and journal articles ripe for publication. Learn a proven approach for sharing your thoughts in a compelling, succinct format. Your articles don't have to be entertaining, but being relevant and interesting is a must. We'll cover the fundamentals so you will be armed with best practices and raring to write. Bring one example of an idea that you want to turn into an article and be ready to define who your ideal audience is.

ANNUAL SESSION WORKSHOPS

Thursday, July 20

Unclassified Motions

Leah Raye Mabry, PRP

This workshop will include a presentation on how the descriptive characteristics and classification of motions were developed and the four motions that do not conform to these requirements. A closing group presentation will show how these motions are used.

Tips for Presiding Officers

Glen Hall, CP

Who me? Preside over a meeting? Does it look easy or does it look difficult to you? There's no question that there is an art to presiding. Learn how to handle debate, a major function of any meeting. Be able to understand the rules of debate and assignment of the floor during debate. Find out how to manage member conduct—the good, bad, and the ugly from the perspective of an experienced presiding officer for the American Dental Association's House of Delegates.

Friday, July 21

Revising a Parliamentary Authority – Keesey’s Modern Parliamentary Procedure

Kay Crews, CPP, PRP

Over the past year a small team of AIP members has worked together to revise Ray Keesey’s *Modern Parliamentary Procedure*, a text last published in 1994 and no longer “modern!” Learn about the work of this team, the parliamentary authority, and key changes you will see between that authority and other recently published authorities. AIP President Kay Crews, a member of the team, will explain their process and share some of the team’s decisions.

CPP-T, CP-T Instructors Workshop

Charles Schulz, CPP-T

This is a special workshop only for CPP and CP members who hold the “T” credential. You’ll explore the physical presence of the teacher and body language with a touch of discussion about styles of learning and the teacher’s physical tools to help different types of learners. Or maybe it will be something totally different!

Teaching Beyond Bullet Points

Ann Guiberson, PRP

Unlock the amazing story buried in your presentation—and forget boring, bullet point-riddled slides forever! You’ll explore ways to increase the impact of your presentations. Discover how to combine classic storytelling techniques with the power of visual media to create a rich, engaging experience with your audience. Find out how to transform your presentations—and your impact!

Saturday, July 22

Parliamentarians on Air

W. Craig Henry PRP, CPP-T

Many organizations, in an effort to reduce expenses, prefer to transact business at electronic meetings—with members being physically present in multiple locations, possibly around the globe — with communications among themselves through electronic means such as the Internet or by telephone. What is a parliamentarian to do? How can they be “on the air”, rather than “in the air” going to meet with most or all clients present in one room? This seminar will explore the concept of synchronous virtual meetings and how the parliamentarian can be effective in serving the “on-air” client.

The final workshop will either be the CPP exam or an additional workshops — to be determined.



American Institute of Parliamentarians

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Nashville, TN 37219

AIP's New Website

Over the last few months, the AIP Website (aipparl.org) has undergone extensive changes. It is now using a combination of WordPress and WildApricot to bring to the members a better experience. Let's take a look at some of the changes.

Find a Parliamentarian

This page is still undergoing extensive revision so that it is easier for either a member or a non-member to find a parliamentarian in their area. If you know somebody who is looking for a parliamentarian, please send them to this page.

New Members

A page has been added to help new members find information. Even those who have been members for a time can go there for information.

Youth

Young members have their own page now. Hopefully, this page will grow to provide more help for the next generation.

Forums

There are now three different Forums at the AIP Website. But you may not see all of them as they depend upon what your role is. All can see the Open Forum which is for both members and non-members to post their ideas and questions about parliamentary procedure. If you are a member of AIP, you also have access to the Members Forum. Here only members can post. The third Forum

is for the Board of Directors. Only members of the Board can post there. Hopefully, this is where Board members can exchange ideas so that Board Meetings are shorter.

These forums only work if people post to them. All have some posts. Take a look at the ones that you can see. You might find that you have a burning issue to post about on the forums.

Events

What is happening in AIP? What meetings are coming up? How do I register for a Practicum? For the Annual Session? All of these and more are answered on the Events page.

Visitors

This is the page for non-members who want to find out about the organization and about parliamentary procedure. There are links that will aid in their search for parliamentary knowledge.

In addition, from the Home Page, you can find information about the Amazon Smile program where you can help AIP at no additional cost to you.

The website is for all. Please make use of it. If you have ideas about what you would like to see, send an email to communications@aipparl.org and give us your idea. It will be considered.

The Communications Department