

# Communicator

The newsletter of the American Institute of Parliamentarians

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## POINTS OF VIEW: CELEBRATING DIVERSE APPROACHES

"If we cannot end now our differences, at least we can help make the world safe for diversity."

John Fitzgerald Kennedy  
Address at American University, Washington, DC  
June 10, 1963

For our second year in Baltimore, we're going to try some new things: First, the schedule: we'll be starting on Friday evening and ending on Tuesday noon. Friday evening, after a short introductory session, attendees will be dismissed to get to know one another and to prepare for the start of an exceptional learning experience the next morning. Workshops will be held on Saturday, Sunday, Monday, and Tuesday morning, followed by a closing luncheon.

Sunday will be devoted to presiding under the two major parliamentary authorities: *Robert's Rules of Order Newly Revised* and *The Standard Code of Parliamentary Procedure*. After an introductory workshop, the attendees will have two separate presiding sessions in small groups. The day will culminate with the ultimate demonstration of parliamentary prowess: an examination for the credential of Certified Professional Parliamentarian.

A partial list of workshops includes: *Reports of Boards and Committees*, *How Many Ways Can We Amend?*, *Elections and Secret Ballots*, *Governance Documents – Which Rules Rule?* There will also be short cameos on a variety of scintillating parliamentary topics.

The second change is the location – we've found a place that is unique and perfectly suited to AIP. The Conference Center at the Maritime Institute (CCMIT) is one of the largest training and conference centers in the Baltimore-Washington area, minutes from the Baltimore-Washington International Airport (BWI), Amtrak, and the Baltimore Light Rail. There's free shuttle service from those transportation centers and free parking at CCMIT. One unique aspect of this conference center is that the sleeping rooms are completely optional – you can stay at CCMIT, at any other hotel in the airport area, or commute. The registration fees include a buffet style lunch every day, excellent conference facilities and audio visual equipment, and continuous refreshments from a centralized break service. Overnight rates at CCMIT are \$140 per night (single) and \$195 per night (double), which also includes breakfast and dinner. No evening classes or work sessions are planned for this practicum, except for one. We're going to have a movie night and watch *1776*. Perhaps you'll be the one to find the most "interesting" parliamentary liberties taken with this film. You won't want to miss this exciting contest!

Friday evening, June 13 – Tuesday noon, June 17

Baltimore, Maryland.

Plan now to attend.

Colette Collier Trohan, CPP-T

Curriculum Director, Practicum East

(Read more on page 4)

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## From the Editor...

For the first time, with this issue, *The Communicator* is being distributed primarily by posting it on the website. Those with email addresses on file with headquarters have been sent an email giving them instructions on how to access the members-only portion of the website, where this issue is posted. Many of you are reading this on line; some of you will have printed it for reading. Still others will copy the issue to their electronic file cabinet, so they can search it later. Many organizations have found this method of distribution to be efficient and effective. We also recognize that some of our members do not have email, so we will continue to send their copies by presorted postal mail. If you need your copy sent by postal mail and have not already done so, please fill in the short form below and send it to the Editor at the address on the form.

We are interested in knowing how this new distribution method affects you. We also are interested in ways in which you think we might do a better job of getting information to you, as well as the format of the newsletter. If you have comments, you can also reach us by email at the address below.

We invite you to let us know of events and study sessions in your chapters and regions. Dates can be included in the calendar that appears in each issue. Stories about upcoming events, with details about the time, place, fees, faculty, and facilities will make a nice story that other members will appreciate. Think about writing it up and sending it in for publication in upcoming issues.

We encourage you to consider accepting an office or Board of Directors position in the upcoming year. Your talents are needed to help keep AIP the outstanding parliamentary organization that it is. In the next column you will find a call for nominations for 2008-2009 officers and directors. We hope you will consider sending your statement of candidacy for elections will be held at the Annual Session in August in Chicago.

Marie Wilson, CP  
Editor, *The Communicator*

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Name: \_\_\_\_\_

## READ THE EDITORIAL AND SEND TODAY

☐ I need to receive *The Communicator* by pre-sorted first class mail. My preferred mailing address is:

Postal Address: \_\_\_\_\_

☐ I can receive *The Communicator* at the following email address: \_\_\_\_\_

Mail to E. Marie Wilson, CP, Editor, 35 Chapman Mill Pond Road, Westbrook, CT 06498 or [wilsonem@ix.netcom.com](mailto:wilsonem@ix.netcom.com)

## A Birthday Bash in Chicago

Chicago is the home of the American Institute of Parliamentarians, the place of its founding. Back in 1958, when the early leaders met, it would have been hard to see the importance that their philosophy of inclusion would assume in the world of parliamentary law and procedure.

Return this August to the cradle of our association to help celebrate. Big doings are planned: honors for past presidents, innovative educational sessions, and the Annual Session, along with the usual renewal of friendships and networking opportunities.

All of this will take place August 7 – 9, at the Wyndham O'Hare Hotel, just outside Chicago. Be sure to watch the web site for early registration information—there's sure to be a reduced fee for letting us know early that you'll be there—and the next issue of *The Communicator* will have even more details. Meanwhile, if you need information more quickly, contact you can contact Henry Arkin, the Annual Session Coordinator, at 773-947-0774 or [henryark@ameritech.com](mailto:henryark@ameritech.com).

It's an event you won't want to miss, so make your plans now to attend and participate in AIP's birthday celebration.

### CALL FOR NOMINATIONS 2008-2009 OFFICERS AND DIRECTORS

Nominations are open for all offices and for four seats on the Board of Directors to be elected at the Annual Session in Spokane. Candidates may be self-nominated or, with permission, someone else may nominate. All candidates names should be submitted to the Editor of *The Communicator* for inclusion in the Convention issue. Nominations are also received from the floor during the nomination and election process.

Officer candidates may submit a statement of not more than 150 words to be included in the Convention issue of *The Communicator*. Statements by those seeking a seat on the Board are limited to 100 words. The deadline for submission of all statements is May 1, 2007.

## From the President...

### Teach and Learn the Volunteer Way

AIP could not exist without the work of its many volunteers. All her officers, board members, committee chairman, and committee members are unpaid workers, willing to give their time to make the organization better. Being a volunteer is a rewarding experience. It can fill one with a sense of pride, fulfill a sense of duty, provide an opportunity to get to know other members, and create an opportunity for networking.

AIP needs more volunteers. Volunteering is a great way to teach and to learn. Do you have training or experience in areas AIP can tap? One of our standing committees, finance, member services, public relations, scholarship, website and youth activities will put you to work. Why not take the opportunity to teach other volunteers what you know in any of these areas? Do you have experience in website design or in retailing or marketing? We need people in those areas with expertise. How about researching and writing, are they activities you enjoy? Consider volunteering for the Education Department's materials division or write articles for the Communicator or Parliamentary Journal. The written word is a legacy for generations to come.

Want to learn? Volunteer! Working on a committee is a great way to learn a new skill, give back to the organization, and earn service points toward the CP and CPP credentials. George Demeter in *Demeter's Manual of Parliamentary Law and Procedure* quotes Thomas B. Reed, a former speaker of the U.S. House of Representatives as saying "Committees are 'the eye, the ear, the hand and often the brain of the assembly'". When I have wanted to learn something on a practical level I have often joined or been assigned to a committee for just that purpose. Learning from more experienced members the ins and outs of the specific assigned task is a great way to get hands on training.

Your annual session is August 7 -9 at the Wyndham O'Hare Hotel, Chicago, Illinois. In the next issue of the Communicator (deadline for submission is April 30) candidates for officer positions and board of director positions may declare their candidacies. Now is the time to start thinking of how you can serve AIP. There is no better way to teach than by example.

The annual session itself is another wonderful opportunity for teaching and learning by volunteering. Want some experience learning how to count ballots, or understanding just what is an illegal ballot? Join the committee to

provide the answer or to learn the answer. How about the fine points of a taking a smooth serpentine counted vote. Let a master of the craft show you how. The election and tellers committee may be just the right place for you.

Are you a good note taker? Do you pride yourself in attention to detail? We can use your talents on the minutes approval committee. What goes into a credential reports? Does AIP use the term correctly? Look it up in RONR and serve on "the" committee. Learn and then teach the assembly.

We will need time keepers. Where to do you look for the annual session limits on debate? Perhaps serving on the rules committee will give you the answer and an understanding of the basis for why some rules for the annual session differ from those for a regular monthly meeting. We will need a few pages. Pages are worker bees but knowledgeable bees. Members will need a motion form to bring forward a motion. Guess who will have lots of motion forms and who will be able to explain how and why we use them. The page will also help with the floor microphone (it will not bite you) and help voters with physical difficulties.

I hope you will come to your annual session, the Golden Anniversary Session of AIP. I hope you become engaged in the business of the association, take advantage of the education programs, and enjoy the company and camaraderie of old friends while making new friends. I hope you will come to the annual session to *teach and learn the volunteer way*.

In the meantime, consider serving on a standing committee. All it takes is an email to me at [parliamary@insight.rr.com](mailto:parliamary@insight.rr.com) or a phone call to 740-548-7567. I look forward to hearing from you.

*Mary D. Smith, CP*  
*AIP President*

### **SILENT GAVELS**

Mary Scott, CP (Ret)  
Member since 1980

Stockton, CA

**American Institute of Parliamentarians**  
**Unaudited Income and Expense**  
**June - December, 2007**  
(7 months)

	<u>Total</u>
<b>Income</b>	
<b>Total Member Dues Income</b>	<b>\$40,997.50</b>
Regular	29,452.50
CP	4,845.00
CPP	5,145.00
Student	220.00
Associate	180.00
Retired	1,155.00
<b>Unrestricted Donations</b>	<b>\$2,295.00</b>
<b>Total Restricted Donations</b>	<b>\$10,613.22</b>
Website	7,613.22
<b>Website donations prior year</b>	<b>6,809.70</b>
Practicum Seed	3,000.00
<b>Sales Income</b>	<b>\$11,823.49</b>
(bookstore, correspondence and online courses)	
<b>Program Income</b>	<b>\$8,727.89</b>
<b>Practicum East prior year registrations</b>	<b>\$2,987.44</b>
(practicums, teacher course, exam fees)	
<b>Miscellaneous Income</b>	<b>\$17,028.50</b>
<b>Annual Session prior year registrations</b>	<b>\$580.00</b>
(annual session, website ads, PJ subs, misc)	
<b>Total Income</b>	<b>101,862.74</b>
<b>Expenses</b>	
<b>Total Administrative Expenses</b>	<b>\$63,386.14</b>
Headquarters Expense	\$36,595.34
Legal & Consulting Fees (Trademark)	5,217.30
Website Maintenance	5,011.37
Bank/Credit Card Fees	1,985.33
Sales Expenses	\$8,096.80
Web Site Design	6,480.00
<b>Total Operational Expenses</b>	<b>\$23,457.95</b>
Board and Committee Expenses	9,642.93
Member Publications*	13,815.02
<b>Program Expenses</b>	<b>\$9,797.99</b>
(practicums, teacher course, exams)	
<b>Miscellaneous Expenses</b>	<b>\$17,019.53</b>
(annual session, misc)	
<b>Total Expenses</b>	<b>\$113,661.61</b>
<b>Net Income</b>	<b>-11,798.87</b>

Note: Figures in bold are used for determining totals.

Monday, Feb 18, 2008 10:34:42 PM GMT-5 - Accrual Basis

## Practicum East Faculty and Staff

### Sarah Merkle, CPP

Sarah Merkle received her B.S. in Business Education in 2000 and her M.A. in Rhetoric and Public Address in 2004. She is the youngest member of AIP to attain the CPP credential. Sarah serves local, regional, and national clients including homeowner associations, professional associations, non-profit organizations, political groups, and churches. She has also taught beginning and advanced level university courses in parliamentary procedure. Sarah has been an active member of AIP, most recently serving as AIP Secretary.

### W. Craig Henry, CP

Craig Henry holds degrees in electrical engineering and science in addition to his parliamentary credentials. Craig is the author of *Parliamentary Parallels: A Comparison of Parliamentary Sources*, published by the National Association of Parliamentarians in 1997. He is President of dbaMeeting, LLC, and has over thirty years experience as a meeting management consultant. Craig serves clients and the public as a teacher, professional presiding officer, meeting facilitator, convention parliamentarian, expert witness, and organizational strategist.

### Dr. John D. Stackpole, CPP-T

John Stackpole received his B.A. in Physics from Amherst College and his Ph.D. from the Massachusetts Institute of Technology, but John is best known as the chairman of the AIP Opinions Committee. John has served many organizations over the years in both a volunteer and professional parliamentary capacities and has written numerous articles on parliamentary topics. Currently, John serves as Chair of the AIP Opinions Committee, writing a quarterly column for the Parliamentary Journal, responding to parliamentary questions. He retired from the National Weather Service where he was involved in research, development, and operations.

### Staff

#### Michael L. Swift, CPP-T

#### General Coordinator

Michael Swift served on the 1999 Annual Session Host Committee and most recently as the president of the Chesapeake & Potomac Parliamentarians. Mike is also a Certified Trained Facilitator with the US Department of Transportation.

#### Colette Collier Trohan, CPP-T      Curriculum Director

Colette Trohan served as general coordinator of the 1999 AIP Annual Session and has recently served as the AIP Accrediting Director. She is the author of the *Great Leader Series* of educational tools for members and officers of organizations.



## Call for Bylaws Amendments, 2008

Bylaw amendments proposed by members must be received by **March 31** for consideration at the AIP 50<sup>th</sup> Annual Session.

The following action was taken at the 49th Annual Session:

**Motion:** REFER Proposals #10, 11A, 11B back to 2008 Bylaws Committee to consider if an Executive Committee is necessary, and to receive input from the membership on that issue. **Adopted.**

The following three proposals are under consideration by the Bylaws Committee. Your comments are solicited:

### **PROPOSAL #10    ARTICLE IX    EXECUTIVE COMMITTEE**

**Section 1. Duties.** The Executive Committee shall:

- 1.1 Be authorized to transact business for the board between meetings of the board, subject to ratification by the board;
- 1.2 Be subject to the orders of the board and none of its acts shall conflict with action taken by the board;
- 1.3 Make periodic inspections of headquarters property, oversee the administrative procedures of the organization, review and develop policies for presentation to the board.

**Amend by strike-out and insert:**

**Section 1. Duties.** The Executive Committee shall:

- ~~1.1 Be authorized to transact business for the board between meetings of the board, subject to ratification by the board;~~
- ~~1.2~~ 1. Be subject to the orders of the board and none of its acts shall conflict with action taken by the board;
- ~~1.2 3~~ 1.2.3 Make periodic inspections of headquarters property, oversee the administrative procedures of the organization, review and develop policies for presentation to the board.  
Coordinate and manage the administrative operations of AIP in accordance with board policy and board directives, including the supervision of the performance of any contracts or agreements entered into by the association.

### **PROPOSAL #11A    ARTICLE IX    EXECUTIVE COMMITTEE**

**Section 5. Meetings.** Executive Committee meetings shall be called by the president and any two members. The committee may meet by telephone conference call, in accordance with Article VIII, Section 12, provided all members have received notice and at least five (5) members are included in the telephone conference call. The committee may conduct business by mail in accordance with Article VIII, Section 11.

**Amend by strike-out and insert:**

**Section 5. Meetings.** Executive Committee meetings shall be called by the president and any two members. The committee may meet by telephone conference call, in accordance with Article VIII, Section 12, provided all board members have received notice and at least 5 Executive Committee members are included in the telephone conference call. Board members shall have the right to attend and speak at such meetings. ~~The committee may conduct business by mail in accordance with Article VIII, Section 11~~

### **PROPOSAL #11B    ARTICLE IX    EXECUTIVE COMMITTEE**

**Section 5.** Any action taken by the Executive Committee shall be reported to and subject to ratification by the board.

**Amend by inserting:**

**Section 5.** Any action taken by the Executive Committee shall be reported to the board within three days and shall be subject to ratification by the board prior to action being taken.

If you have any comments on the above proposals and the effect they would have on the Executive Committee, please send them to Bylaws & Rules Committee Chairman, Carol A. Henselder at [cahense@yahoo.com](mailto:cahense@yahoo.com) by **March 31**.

In addition, the Bylaws Committee has been considering whether the present system of self nominations is working, or should AIP have a Nominating Committee? Your comments are invited on this question also—by **March 31**, please.

*Carol A. Henselder*  
*Bylaws & Rules Committee Chairman*

American Institute of Parliamentarians  
550M Ritchie Highway, #271  
Severna Park, MD 21146

#### Events Calendar

##### 2008

**Mar 28-30** Spring Board meeting, Chicago, IL  
**Mar 31** Bylaws amendment proposals due  
**May 1** Communicator article submission deadline  
**May 1** August Annual Session CPP examination applications due  
**June 13** Pre-practicum public information and education session  
**June 14-17** East Coast Practicum, Baltimore, MD  
CPP examination, Baltimore, MD  
**Jun 15-21** CP examination period  
**Aug 1** Communicator article submission deadline  
**Aug 1** October CP examination applications due  
**Aug 6** Pre-Annual Session Board meeting, Chicago, IL  
**Aug 7-9** 50<sup>th</sup> AIP Annual Session, Chicago, IL  
CPP examination, Chicago, IL  
**Aug 10** Post-Annual Session, Board meeting, Chicago, IL  
**Sep 12-14** NAP National Training Conference, Virginia Beach, VA  
**Oct 5-11** CP examination period  
**Nov 1** Winter Practicum West, CPP examination applications due  
**Nov 1** Communicator article submission deadline

##### 2009

**Feb 1** Communicator article submission deadline  
**Mar 1** East Coast June CP/CPP examination applications due  
**Mar 1** East Coast Practicum Scholarship Applications due

Details of events may be found in issues of *The Communicator*, on the web  
at [www.parliamentaryprocedure.org](http://www.parliamentaryprocedure.org), or by telephone 888-664-0428.

## June 13 - 17, 2008

# Points of View: Celebrating Diverse Approaches

The program includes:

Networking

Consultation time

Workshops

**Featuring dynamic and experienced faculty:**

**Sarah Merkle, DPP, W. Craig Henry, CP, and John D. Stackpole, CPP-T**

Location – Conference Center at the Maritime Institute, Baltimore, Maryland

General Chairman – Michael Swift, CPP-T

Curriculum Director – Colette C. Trohan, CPP-T



American Institute of Parliamentarians  
**Floyd M. Riddick Practicum**  
**"Points of View: Celebrating Diverse Approaches"**  
**June 13-17, 2008**  
**Conference Center at the Maritime Institute (CCMIT)**  
**Linthicum, MD (Near Baltimore-Washington International Airport)**

First Name	Last Name
Address	City
State	Zip
Telephone	Email
Emergency Contact	Contact Phone

(Please check all that apply)

☐ CP   ☐ CPP   ☐ CP-T   ☐ CPP-T   ☐ RP   ☐ PRP   ☐ First Time Attendee

**Cancellation Policy:** All cancellation requests must be in writing. Cancellation requests received after 6/1/08 will be subject to a \$50 cancellation fee. No refunds will be given for cancellations after 6/1/08. All fees shall be paid in U.S. Currency.

**Registration fees** (*Includes instruction, materials, lunch*)

- AIP member
- Non member
- Public session\*

Before 5/13	After 5/13
\$495	\$595.
\$595.	\$695.
\$135.	\$135.

*\*This is a separate session for the general public on "How to Lead a Great Meeting" on Friday, June 13 10:00 - 3:00, sponsored by A Great Meeting, Inc. Lunch is included. All are welcome.*

Total Payment \_\_\_\_\_

**Method of payment:**

(circle one)

Check/Money order   American Express   Discover   Master Card   Visa  
*Please do not send cash through the mail.*

Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Signature \_\_\_\_\_

**Register online at**  
[www.parliamentaryprocedure.org](http://www.parliamentaryprocedure.org)

**Send form to:** American Institute of Parliamentarians  
550M Ritchie Highway, #271  
Severna Park, MD 21146  
888-664-0428

**Lodging reservations at CCMIT due by May 19, 2008**

*Lodging is not included in registration fees. Arrangements can be made for lodging at CCMIT or other area hotels.*

CCMIT  
692 Maritime Boulevard  
Linthicum Heights, MD 21090  
[www.ccmitt.org](http://www.ccmitt.org)

*Toll free reservation number:*   **\$140. per night single**  
**866-900-3517**   **\$195. per night double**  
[reservations@ccmit.org](mailto:reservations@ccmit.org)

*Above rates also subject to taxes. Rates include full breakfast and dinner daily, use of recreational facilities including indoor pool, fitness center and game room, complimentary parking, and complimentary shuttle to/from BWI and Amtrak station.*