

# AIP Communicator

December 2012



## PRESIDENT'S LETTER

by Alison Wallis, CP, PRP



*“A wise man will make more opportunities than he finds.”*

*—Francis Bacon*

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Members of the American Institute of Parliamentarians receive satisfaction from a life-long study of parliamentary procedure. Many are active members at the chapter or national level, many work as professional parliamentarians, and all enjoy the fellowship of other parliamentarians.

AIP's wide variety of offerings, from chapter workshops, the accreditation process for Certified and Certified Professional Parliamentarians, national events such as the practicums and annual session, are of the highest quality. AIP members are generous, intelligent, and knowledgeable. AIP brings value to its members and we know its worth.

But do we sometimes keep the value of AIP to ourselves? It's time to share what parliamentary procedure means, to tell and tell again what AIP has to offer, and to explain the many benefits parliamentary procedure brings.

Public perception and membership go hand in hand. Too many people—intelligent, educated, civic-minded people—have no idea what a parliamentarian is. Sadly, it's common that these same people often know only myths but not the true fundamentals of parliamentary procedure. You are the one who can inform them.

Don't be too sure your family, neighbors, coworkers, or clients really understand what a parliamentarian is—tell them. Don't be sure your contacts know you are a member of AIP—tell them. If your fellow parliamentarians know you WERE active in AIP, do they know you are still, or could be, active today?

Don't wait to be asked; don't wait for a perfect opportunity. A few specific examples—all easy, all free—to make more opportunities than you find:

- Post pictures of parliamentary events on social media such as Facebook
- Pin flyers to public workshops in public places, both tried and new

- Distribute AIP information flyers at your own club meetings
- Explain what a parliamentarian is when meeting new people
- List your workshops and meetings on viewable sites such as Event Brite
- Show affiliation by adding a link to AIP on your website
- Show support by “liking” us on Facebook
- Review of the AIP Standard Code on sites such as iTunes or Amazon.com
- Invite connections, personally, to attend AIP national or chapter events
- Mention AIP membership or events on social media sites such as LinkedIn
- Take and lend the parliamentary authority to your meetings

Perhaps you are thinking, “I do these things.” Do you? Really? Would it be fair to say you have done some of these or similar ideas in the past, and “mean to” do them in the future. Do you do these or similar promotional activities every time possible? Could you add a few simple actions to share your enthusiasm for AIP?

Let's don't keep our parliamentary activities wrapped under a cloak of invisibility. Let's make visibility a goal. Can potential members or clients find you or your chapter? Remember, they can't join if they don't know we exist. If they know we exist, make sure they know we would value their membership. If you said it before, say it again.

Make your own opportunities and start telling what AIP does now and what it can offer. Tell the story by word of mouth, by traditional means, and by modern means. Throw off the cloak of invisibility and reveal this great parliamentary organization, AIP, to the world.

# 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.

## January 31 - February 2, 2013

West Coast Practicum • Ontario, CA

## February 1, 2013 - *Communicator*

Submission Deadline - March 1 2013 Issue

## February 2 - 3, 2013

AIP Board Meeting • Ontario, CA

## March 1, 2013 - *Parliamentary Journal*

Submission Deadline - April 2013 Issue

## March 13 - 16, 2013

Teacher Certification Course • Jacksonville, FL

## June 7 - 9, 2013

East Coast Practicum • near Baltimore, MD

## July 25 - 28, 2013

Annual Session • Salt Lake City, UT

## CP Exam Periods in 2013 (Expanded to 2 Weeks)

January 26 - February 10 • June 1 - 16 • October 20 - November 5

## CPP Exams in 2013

January 31 - February 2 • West Coast Practicum • Ontario, CA



## HOW CAN YOU SHINE YOUR LIGHT?

### Committee Chairs:

Proud of your committee? Share your goals and needs with us. The membership would love to hear your efforts and accomplishments. So Committee Members, consider writing a column for the *Communicator* or the website (or both). You just might get some volunteers to help share the work as a bonus.

### Chapter Leaders:

Please be sure to view your listings on the website. We want accurate information on chapter leaders, meeting locations, links, and events. Make changes to your listings yourself or email AIP President Alison Wallis at [President@aipparl.org](mailto:President@aipparl.org)

### Members:

Members are urged to check their contact information in the member-accessible online directory. Whenever there are updates or corrections, you can make changes yourself or contact headquarters. In addition to online search capability (by members), an important special committee (composed of Mary Remson and Joe Theobald) is compiling a purchasable membership directory. Whether we consult the website or printed directory, let's be sure information is completely current.

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## West Coast Practicum

Jan 31 - Feb 2, 2013 • Ontario, CA

by *Dollie McPartlin, CP-T, PRP*

■ If you are reading this and have not registered for AIP's 32nd annual AIP West Coast Practicum to be held in sunny Ontario, California, you have missed the early registration discount.

Don't worry, the practicum is well worth the full price with the two outstanding instructors Roger Hanshaw, JD, CPP, PRP, and Jim Jones, CPP-T, PRP, who will be covering "Creating Confident Leaders." They will include such topics as dealing with challenging situations and difficult people, leadership personalities and styles, board development, and other topics.

No practicum would be a practicum without presiding practice which will, of course, include the language of presiding.

The DoubleTree Hotel, with its trademark warm cookie, will again be the site for the practicum. The hotel is conveniently located near the Ontario California Airport where a free shuttle will take you to and from the airport. Speaking of free, in-room WiFi and breakfast are free when you use the AIP code for booking your hotel reservation. The only meal not included in the practicum registration is Friday evening dinner. You will find the registration form on the AIP website ([www.aipparl.org](http://www.aipparl.org)).

Even though you missed the early registration, now is still the time to take advantage of a wonderful opportunity to grow in your parliamentary knowledge.

We will begin early on January 31st and continue through dinner on February 2nd. Not only will you learn from two wonderful leaders (Roger and Jim) about "Creating Confident Leaders," you will learn from the other participants.

## East Coast Practicum

June 7 - 9, 2013

Conference Center, Maritime Institute •  
Linthicum, MD (near BWI Airport)

by *Darlene Allen, PRP*

■ Please hold the date open. For additional information, dial 888-664-0428.

## Teacher Certification

March 13 - 16, 2013 • Jacksonville, FL

For CPs, CPPs, RPs and PRPs)

by *Jeanette Williams, CP-T, PRP, Education Director*

■ The Wyndham Hotel, Jacksonville, FL, will host certified AIP members and registered and professional NAP members starting at 8:00 a.m. Thursday, March 14, 2012 and finishing with dinner, Saturday, March 16. The course will strive to develop and improve teaching skills at both the beginner and advanced levels, and it will include mock meetings, topics pertaining to educational theory, written examinations, and video-taped teaching demonstrations.

Dr. M. Eugene Bierbaum, CPP-T, PRP, is the curriculum director. Ann Rempel, CPP-T, PRP, is the other full-time instructor. Jeanette N. Williams, CP-T, PRP, will divide her time between instructor and administrative duties.

The AIP Teacher Certification Course is recommended for any CP or CPP who wishes to become "teacher certified" and also for any credentialed member who wants to improve teaching skills in a controlled nonthreatening environment. Following successful completion of an AIP Teacher Certification Course, CPs and CPPs applying for teacher certification classification are required to earn service points demonstrating teaching in the field of parliamentary procedure.

Jeanette Williams, CP-T, PRP, at [education@aipparl.org](mailto:education@aipparl.org), welcomes questions on the course.

## CP-T and CPP-T Recertification Opportunity

by *Jim Jones, CPP-T, PRP, Accrediting Director*

■ All certified members of AIP (either CP or CPP) who previously earned the T designation are required to seek recertification every five years by obtaining fifteen teaching points during that period in order to verify that they are maintaining their teaching skill sets. An easy way to achieve some of those points is by successfully completing the AIP teacher course sponsored by the AIP Education Department. This course is scheduled to be offered once again March 13-16, 2013 in Jacksonville, Florida.

For those credentialed members who were automatically "grandfathered" as a Certified Teacher of Parliamentary Procedure, after the 2010 AIP Annual Session, the current period of certification will end on December 31, 2015. Taking the March course will help them in obtaining the points necessary to extend their teacher certification until December 31, 2020.

There are also many other ways to meet a continuing education requirement. Any of the following requirements can be used in order to accumulate the required fifteen teaching points every five years:

1. Make a passing grade in any teacher certification course sponsored by the AIP Education Department. (3 points)
2. Teach a workshop (minimum of 30 minutes) at an Annual Session or Practicum. An outline of the workshop must be approved in advance by the Accrediting Department. (2 points)
3. Develop or teach an online parliamentary course – minimum of 45 minutes. (3 points)
4. Teach a parliamentary course (minimum of 60 minutes) with at least seven attendees for another organization. (Points TBD)
5. Serve as instructor for a teacher certification course. (4 points)
6. Make a passing grade on a teaching demonstration 30-45 minutes in length (submitted as a digital file to the Accrediting Department). (Points TBD)

Contact the accrediting department if in doubt whether a specific activity will be counted. The goal is to make this process as easy as possible for all.

## Attention Credentialed Members – Advertise on the AIP website

One advantage to obtaining AIP credentials is that CPs and CPPs are referred to the public in need of a parliamentarian. Unless the member opts out of referrals, the public is provided with a listing of those members with the credential of CPs and above. Headquarters (888-664-0428) also provides this information to callers. There is no fee for this service to AIP's credentialed members.

That's good, but it gets better! At the recently reduced price of \$200 a year (or 2 years for \$350), AIP credentialed members may take out an ad on our website. The ad features a color photograph, a description of services, full contact information, and if desired, a link to the member's website. With more and more traffic going to our website, we invite credentialed members to visit [https://aip.memberclicks.net/index.php?option=com\\_mc&view=mc&mcid=form\\_110303](https://aip.memberclicks.net/index.php?option=com_mc&view=mc&mcid=form_110303) and take out an AIP web ad today.

## EDITOR'S INSERT

by Jim Lohr, PHD, CPP, RP

Communicator Editor • Ames, Iowa



When I was offered the editorship of the *Communicator*, I wasn't sure who our readership would be. The current AIP membership was about 700, but that was all I knew. From the professional meetings I had attended, it appeared that many of our members had many decades of experience—was there a way I could encourage members to greater parliamentary activity in spite of maturity?

If this sounds “ageist,” let me clarify that I'll be age 68 this December. If members were mostly older than I am, generating more enthusiasm would be a tough assignment. If most were younger, I hoped to throw some ideas up in the air and then just get out of the way. Were most of our members employed in other professions or retired? Were most of them “newly retired” and thus open to new challenges?

Since I love to develop databases, I used the AIP Directory and then checked individuals' ages in the various look-up services. Our Canadian and other international members were outside of the computer-search approaches I used. If a member's name was very common, and they lived in a city with others of the same name, I didn't guess which was a member. There were 545 members whose ages I was pretty sure were accurate. I recorded their ages and tallied the results. The table below shows the broad categories of ages. The five-year ranges with the number of members who fit each range provide a concise review. The average that is the “mean,” (Total of Ages divided by Numbers of Members) age of the 545 members is age 64.

That means that more members are still in their full working years. They have yet to retire from other occupa-

### GROUPS OF AGES OF AIP MEMBERS

Ages	Mbs	Ages	Mbs
Up to 30	3	61 to 65	95
31 to 35	11	66 to 70	70
36 to 40	17	71 to 75	66
41 to 45	24	76 to 80	44
46 to 50	27	81 to 85	32
51 to 55	58	86 to 90	15
56 to 60	81	91+Above	2

tions and become even more productive parliamentarians.

Page 7 has a survey asking you what you are doing now as a parliamentarian! Please share with us what you are doing—and what we can do to help you extend your efforts more comfortably. Please complete it and send it back to me.

Credentialed members can advertise on the AIP website to help their parliamentary practices get started—or grow even more. Personally, I plan to advertise on the AIP website, too. I need to keep up with all of you younger parliamentarians. I'm not ready to duck and just get out of your way!

## NEW MEMBERS TO AIP

The following individuals joined AIP from August 2012 through October 2012.

Be a supportive member and contact any who live near you.

### Steven Cook

1112 Delcastle Court  
Bowie, MD 20721

### Martha Duggan

4301 Wilson Blvd.  
Arlington, VA 22203

### Dianne Edgerton-Norman

1258 Waterview Dr.  
Rockville Centre, NY 11570

### Amos Jones

1150 K Street NW, Suite 902  
Washington, DC 20005

### Rebecca Leavings

513 Montgomery Hwy.  
Vestavia Hills, AL 35216-1807

### Shawn Mathis

7620 River Road Pike  
Nashville, TN 37209

### Richard Maurer

11 Bascom Pkwy  
Holden, MA 01520

### Barbara Miller

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Columbia, MD 21044

### Ryan Millsap

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Long Beach, CA 90815

### Irene Mulvey

1155 Arbutus Street  
Middletown, CT 06457

### Jacquelyn Pierce

174 S. Collier Blvd, 705  
Marco Island, FL 34145

### Gregory Rashall

2277 Wolf Road  
Huffman, TX 77336

### Lisa Raymond

2110 2nd Concession Road, R.R. 1  
Brockville ON K6V5T1  
CANADA

### Peter Renzland

701-710 Spadina Ave.  
Toronto ON M5S2J3  
CANADA

### Cheryl Rischer

1529 Rustic Wood Drive  
DeSoto, TX 75115

### Rosemary Seghatoleslami

11 Silvers Lane South  
Cranbury V, NJ 08512-3324

### Ms. Amahni Wall

1015 Lighthouse Court  
Cedar Hill, TX 75104

### Elizabeth Willis

2300 Primrose Avenue  
Ft. Worth TX 76111

## THANK YOU FOR YOUR CONTRIBUTIONS

AIP's generous members have made contributions to the funds of their choice during the period August-October 2012. We invite you to consider making one or more of these funds the recipient of your generosity.

Marie-Lynn Diaz De Leon, CP-T  
Amos Jones  
Dr James Ragsdale, CPP-T

# TEN TIPS FOR WORKING WITH HOMEOWNER ASSOCIATIONS

By James H. Stewart, PRP



As more and more municipalities are requiring residential development to be CID's (Common Interest Developments), the number of such entities is growing rapidly. It is estimated there are 45,000 such groups in California alone, and they range in size from 5 to 5000 units (in one case, the entire city is one big CID). Working with these folks presents some special challenges for the parliamentarian. Here is what I have discovered over the last seven years for working with CID's.

First, let us clarify what we are talking about. A CID is a legally defined association of housing units that own a Common Interest in some property. If the homes are single detached, then the common property may be roads, clubhouse, recreational facilities, perimeter fence and security, etc. If it is multifamily (Condominiums) then the common interest includes the housing unit itself. These come in many forms, and hybrids of

these two types are common, as are associations that include commercial property. The distinguishing feature is that they are covered by laws, and that membership and dues/assessment paying is MANDATORY and runs with the property. There are other groups that call themselves home owners associations (or residents associations etc.) that are not covered in the law. These are usually political organizations or neighborhood improvement associations, totally voluntary membership. They are not part of this article.

**1. KNOW THE LAW.** The laws covering CID's are different in each state. Typically the law may cover disclosure requirements, minimum board size, voting processes (for board elections, recalls, assessments etc.) an open meetings requirement, etc. These requirements supersede any parliamentary authority. You need to know the law to properly serve these groups, at least enough to tell them that they need to consult counsel, not you, on a particular issue.

**2. Expect EXTREME Passion.** We are dealing with people's homes, their largest investment (for most anyway) and in many ways, their identity. Someone who lives in a downtown loft development is going to view themselves differently than someone who lives in a beachside condo, different than someone who lives in a single family gated community on the outskirts of the city, different from a condo building where the residents get to watch the Rose Parade from their balconies. A drive or walk around the complex can tell you a lot about what you will encounter.

**3. They do not know, or care about, Parliamentary Procedure.** I have not yet been to a CID that followed RONR (or any other authority) the way we would like. Be prepared to be forgiving, flexible and tolerant of bad procedure. Your role is really to see that member rights are protected ( which is the basic reason for the existence of Parliamentary Procedure) that everyone is treated fairly, and votes are taken properly.

**4. Be prepared for EGO!!** Presidents may have an overblown sense of their own importance, particularly if they have served a long time. (Most CID's do not have term limits.)

**5. Be prepared for the EXPERT.** Someone will think they know more about procedure than you do, particularly the "ultra democracy" advocate.

**6. Develop a good rapport with the attorney.** This is critical to your success -- they will always listen to the attorney, not always to you. And the attorney may have a different idea about procedure. If so, let them win, in the long run you will be more successful if you do (and they are the ones who will get sued).

**7. Read the CC&R's (Covenants, Conditions & Restrictions -** may be go by a different name in your state) as well as the bylaws. Pay close attention to the parts dealing with board, voting rights, meetings, etc.—the rest may not be so important.

**8. Be prepared** to act as voting or election teller.

**9. Talk to the manager.** If the CID has a professional manager, talk to them before the meeting, they can give you the inside scoop on what is really going on and who the troublemakers are.

**10. Join the Community Association Institute,** a national organization of CID managers and boards with local chapters. Good contacts and education. Also, check to see if there is an association of professional CID managers in your state.

If nothing else, CID's will give you a good collection of war stories to tell at the meetings of parliamentary societies.

**Disclaimer:** *The opinions expressed in this and other member-contributed articles are provided for educational purposes. They are solely the views of the author and are not those of the American Institute of Parliamentarians.*

**Editor's note:** Among my goals as the new *Communicator* editor was to expand the professional opportunities for our members by asking skilled parliamentarians to share their talents with us. I invited Jim Stewart, a Californian who specializes in working with homeowners' associations, to share observations in this growing field.

*Jim is a full-time consulting parliamentarian and his practice includes bylaws consulting, parliamentarian, presiding officer, trainer, and Inspector of Elections for HOA's, as well as strategic and long term planning process facilitation and board development program advisor. Jim has served unions, trade & professional societies, charitable organizations, civic organizations, governmental agencies and dog clubs.*

*He received his PRP in 1998 and renewed it in 2004 & 2011. He was President of California State Association of Parliamentarians in 1999-2000, again in 2009 - 2010 and 2010 - 2011. He served has as NAP Director at Large and Chair of the Registration Examiners Committee. He was also a Regional Governor for the American Institute of Parliamentarians. He has served on over 30 non-profit boards and has held elected office in most of them.*

**Do you have experiences that would be helpful to other professional parliamentarians?**

Please share your observations and thoughts with us by submitting an article for the *Communicator*.

## Accrediting Department Evolves!

By Jim Jones, CPP-T, PRP, Accrediting Director

The AIP Accrediting Department has instituted several new changes to continue to keep the credentialing process current and user-friendly. In addition to clarifying the requirements for recertification of all credentials, the department is also continuing the pilot program allowing the use of computers while taking the certified parliamentarian (CP) exam. Some of these changes are awaiting board approval at its midyear meeting but all are designed to maintain the department's focus on accurately measuring applicant's parliamentary skills and knowledge.

The credentialing process is being made easier than ever. The Certified Parliamentarian exam will still be offered in January, June, and October of each year. However, the windows for taking the exam have been doubled from one week to two weeks.

The 2013 CP exams will be based on *Robert's Rules of Order, 11th edition; AIP Standard Code of Parliamentary Procedure,*

*1st edition; and Demeter's Manual of Parliamentary Law and Procedure.* The CPP exam will continue to be based on all of these books plus *Cannon's Concise Guide to Rules of Order.* All of these books are available online in the AIP bookstore. The bookstore will soon also have a new expanded study manual in stock. This manual will greatly help applicants in their test preparation for any AIP exam.

The department has extended its pilot program allowing CP applicants to take a computerized version of the CP exam. After successfully testing the new process over the past half year, the computerized exam pilot is being continued for 2013. Applicants who are more comfortable with their computer than with pen and paper will appreciate this available option. The computerized exam is currently available only when using a department designated monitor at a major AIP event.

Also, beginning in 2013, all credentialed members will have the opportunity to

complete their recertification paperwork online through the AIP website. An easy-to-complete form will be available on the accrediting department's web page to make the recertification process easier than ever. The number of approved parliamentary activities has been expanded to include the development of online courses for AIP's new partnership with West Virginia University as well as for taking any of the advanced WVU online parliamentary courses.

All of these changes will assist members in obtaining and maintaining their AIP credentials hassle free. See the AIP website for the latest 2013 CP and CPP exam application packets and deadlines.

## Correspondence Courses Updated

AIP offers four correspondence courses on parliamentary procedure. These courses have been updated by Teresa Dean, CPP-T, PRP, and Ann Rempel, CPP-T, PRP, to *Robert's Rules of Order Newly Revised, 11th edition,* and the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure.* Visit the AIP website, click on education, then correspondence courses for a complete description of topics covered in each course or to enroll in a course.



### SILENT GAVELS

We bid farewell to the following  
AIP members:

*Alexander Robert Douglas (Sandy) Robertson*  
*Victoria, British Columbia*

*Ardis Dahms, CP*  
*Des Moines, Iowa*

# AIP Members' Activity Survey

By Jim Lohr, PhD, CPP, RP

**What parliamentary services are AIP members providing?** Please complete this survey so others may benefit from your experience. All questions on the survey are optional and individual responses will not be revealed.

- A. AIP Status:**  Member  CP  CP-T  CPP  CPP-T
- B. Member of an AIP chapter?** Chapter name: \_\_\_\_\_ Office held: \_\_\_\_\_
- C. Other professional designations:**  PhD  JD  MD  CPA  DDS  RP  PRP  other
- D. Type(s) and number(s) of organizations you served in the past 12 months:**  
\_\_\_ Non-profit \_\_\_ For-profit corporation \_\_\_ Labor union \_\_\_ Professional society  
\_\_\_ Condo Ass'n \_\_\_ Homeowners' Ass'n \_\_\_ Library boards \_\_\_ City councils or boards  
\_\_\_ Toastmasters \_\_\_ Employee organizations \_\_\_ Senior citizens \_\_\_ Veterans  
\_\_\_ Educational \_\_\_ University/college senate \_\_\_ Elementary /secondary teachers  
\_\_\_ School board \_\_\_ Parent-teacher association \_\_\_ School booster club  
\_\_\_ Political/governmental \_\_\_ Political party \_\_\_ County \_\_\_ State legislature \_\_\_ Congress  
\_\_\_ Medical \_\_\_ Physicians \_\_\_ Nurses \_\_\_ Dental \_\_\_ Other medical: \_\_\_\_\_  
\_\_\_ Religious \_\_\_ Clergy \_\_\_ Board of the congregation \_\_\_ Men's group \_\_\_ Women's group  
Other: \_\_\_\_\_
- E. Approximate numbers of times you provided these services in the past 12 months:**  
\_\_\_ Inform a member or officer how to handle an immediate problem  
\_\_\_ Counsel a member or officer who anticipated a future difficulty  
\_\_\_ Parliamentarian for regular meetings \_\_\_ Member parliamentarian  
\_\_\_ President of the organization \_\_\_ Other officer \_\_\_ Chaired meetings in place of the president  
\_\_\_ Chairman for an annual convention \_\_\_ Parliamentarian for an annual convention  
\_\_\_ Deliver an informative talk on parliamentary procedure • Topic: \_\_\_\_\_  
\_\_\_ Provide a workshop on parliamentary procedure • Main topics: \_\_\_\_\_  
\_\_\_ Teach a non-paid public or community course \_\_\_ Teach a course where you were paid a fee  
\_\_\_ Teach a \_\_\_ high school or a \_\_\_ college course  
\_\_\_ Write a parliamentary opinion \_\_\_ Consulted or testified as an expert witness  
\_\_\_ Advise on nominating/electing/other voting procedures \_\_\_ Advise a candidate  
\_\_\_ Bylaws: \_\_\_ Interpret \_\_\_ Amend \_\_\_ Revise \_\_\_ Draft bylaws for a new organization  
\_\_\_ Training: \_\_\_ Officers \_\_\_ Board \_\_\_ Delegate or member \_\_\_ Elected officials  
\_\_\_ Advise on a disciplinary action \_\_\_ Handle a disciplinary action  
\_\_\_ Prevent the growth of or takeover by a rival sub-group or an outside group  
\_\_\_ Distance meeting \_\_\_ Name of program used (such as "Go to Meeting") \_\_\_\_\_
- F. How many of the organizations you serve use these parliamentary authorities?**  
\_\_\_ *Robert's Rules of Order*, Newly Revised, 11th Edition  
\_\_\_ *Robert's Rules of Order*, Newly Revised, (Previous Editions)  
\_\_\_ *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*  
\_\_\_ *The Standard Code of Parliamentary Procedure* by Alice Sturgis  
\_\_\_ *Mason's Manual of Legislative Procedure*  
\_\_\_ Other (Please list the title or titles.) \_\_\_\_\_
- G.** \_\_\_ Estimated hours of donated service \_\_\_ Paid service
- H.** \$ \_\_\_\_\_ Gross income as a parliamentarian \$ \_\_\_\_\_ Net income \_\_\_ I would rather not comment.
- I.** What topics would you like to read about or share in the *Communicator*? \_\_\_\_\_
- J.** What additional member services should AIP consider? \_\_\_\_\_

Please complete the survey, copy or scan and return it to me: Jim Lohr, at [jlrohr10@mchsi.com](mailto:jlrohr10@mchsi.com) or by land-mail at:  
4247 Stone Brooke Road • Ames, Iowa 50010 by January 1, 2013. I will summarize your responses for the March issue.



## American Institute of Parliamentarians

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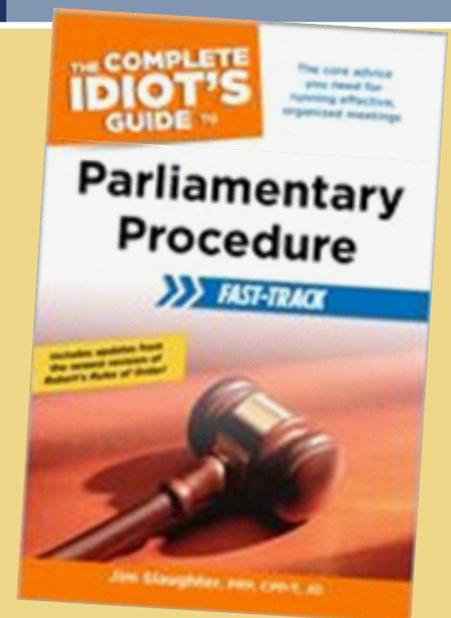
## Publishing Announcement

Jim Slaughter, JD, CPP-T, PRP, is the author of a new book, *The Complete Idiot's Guide® to Parliamentary Procedure Fast-Track*, published by Penguin Press. Here is the publisher's description: "A new resource simplifies parliamentary procedure for average users in meetings of condominium and homeowner associations, school boards, city councils, county commissions, and nonprofit boards. Easy, accessible, and to the point, *The Complete Idiot's Guide® to Parliamentary Procedure Fast-Track* gives everything readers need to conduct shorter, fairer, more orderly meetings. This slim volume includes:

1. The fundamentals of parliamentary procedure, with tips on which rules to use for your meetings,
2. What procedures are best suited for large assemblies,
3. When relaxed procedures may be appropriate for a smaller group or board,

4. Simple suggestions for making, seconding, and debating motions, plus advice on frequently used motions from *Robert's Rules of Order*,
5. A primer on voting, from knowing when it's required, to breaking ties, to handling absentee and proxy votes,
6. Straightforward strategies for setting and sticking to an agenda,
7. Efficiently recording your meeting's minutes,
8. Tips for handling disruptive members and tyrannical chairs.

*The Complete Idiot's Guide® to Parliamentary Procedure Fast-Track* offers parliamentary procedures guidance that has been proven in action and includes changes from the September 2011 revision of *Robert's Rules of Order*."



*Note: As a professional organization, AIP encourages member's efforts. One such service is that the Communicator will publish, if requested and subject to approval, announcements of parliamentary material, new or previously released, by our members. These announcements are a service to our readers but are not reviews or endorsements of the material.*