

# A I P COMMUNICATOR

SUMMER 2020



## President's Message: Trying Times! Important Announcements! Please Read

By Al Gage CPP, PRP, PAP



As we grapple with a global pandemic the likes of which none of us alive today have witnessed, these are very trying times for us personally and professionally. They are also very trying times for AIP, and for the many organizations we represent professionally, and those we have joined as members outside the parliamentary world. It seems very disappointing to consistently give the advice that “No, your organization is not authorized to meet electronically even in an emergency” or “Yes! you may meet electronically but that action will not be legitimately adopted unless you ratify it later at an in-person meeting.” It is my firm belief that neither of the major parliamentary authorities ever contemplated either the progress that has been made in the area of electronic meeting platforms or the onset of a pandemic which would prohibit in-

person meetings for 3-6 months at a time. Many, many organizations find themselves caught between organizational requirements to act within a specific time frame and compliance with Executive Orders, concerns for the safety of their members and/or the bylaws or parliamentary authorities prohibiting them from meeting.

In most cases bylaws, even ones that I have written, do not contemplate a pandemic and lockdown of this nature. One thing that most organizations do not realize is that doing nothing is not an option, either. They must attempt to hold the convention and if no quorum appears, they have satisfied the requirement to hold the convention or meeting. This still does not solve problems related to defined terms of office such as “officers shall serve for a term of two years.” At this point there is likely no way to correct that and unless state law somehow intervenes, many of these organizations simply have no officers or will be forced to operate outside their bylaws. I have been flooded with calls where the board voted to extend their own terms or remain in office for another year -- which they clearly did not have the power to do.

Many organizations are having to take the steps to either hold an electronic meeting (without the authorization to do so) or take steps to change their rules to allow for electronic meetings (in the absence of the specific authority to do so) and then ratify those changes later to become binding. This process is not without risk; the underlying body may choose not to ratify those actions later. Many parent organizations are authorizing their subordinate bodies to meet electronically and in some cases, it is unclear whether they have the authority to do so. To me, most of this falls under the question and answer section of Parliamentary Law Question 107 which says that, faced with no other alternative, an organization has to do “the next best thing.”

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## President's Message Continued

Perhaps future editions of both RONR and AIPSC will more adequately address the need for such electronic meetings but this will remain to be seen. With that in mind, I am proud to announce that AIP has re-acquired the rights and is proceeding to draft a 2nd edition of AIPSC. A committee has been formed to make recommendations on an authorship team for this endeavor. The application and screening will take place in the next few weeks with an eye toward adoption of a new authorship team by the Board of Directors at the pre-Annual Session Board Meeting. Be looking for emails from AIP and/or Committee Chair Glen Hall, DDS, CP, soon.

As far as the rest of the happenings around AIP we have some successes to report. The membership committee continues to meet and try to improve the member engagement and communications from leadership to membership.

A huge shout out to the Youth Committee for organizing and running approximately nine parliamentary power hours. While this was originally organized by Dr. Daniel Foster, PRP, Chair of the AIP Youth Committee, as an engagement tool for Agricultural Educators and their students, it has successfully morphed into a weekly ritual with over 40 members and guest participants and is a very enjoyable experience to which all are welcome. More details are in the Youth Committee article.

The President has formed a Joint Code of Ethics Review Committee with NAP President Darlene Allen, PRP, to research our Joint Code of Ethics for applicability to the different roles of the parliamentarian and to better distinguish between an ethical violation and a malpractice matter. This Committee will have a revised Code of Ethics for the body to consider for adoption at the Annual Session. An article about their work is located elsewhere in *The Communicator*.

Lastly, we come to the Annual Session, which was scheduled to be held in Charlotte, North Carolina, between July 29 and August 1, 2020. Our governing documents do not provide the authority to cancel the Annual Session, however, the Board may reschedule the Annual Session in an emergency. The Board of Directors, under the authority of Illinois State Law, has voted to hold the Annual Session electronically on July 30 - August 2, 2020, with an orientation and bylaws hearing scheduled for July 29. We intend to accomplish all our business proceedings and still offer the same great training sessions as we normally provide at the Annual Session at a much-reduced price and without the required travel expenses. This makes it a great value for those who normally do not or cannot travel to the event.

This issue of the **Communicator** is the official **Call to the Annual Session** – so check out the work of the Bylaws Committee (led by Lucy Hicks Anderson, JD, CP, PRP) in their report included in this issue. Also, you will find notification from the Secretary of those individuals who have announced their candidacy for offices and the board of directors, and the proposed schedule.

I hope to see you, virtually, at the Annual Session!

Al Gage CPP, PRP, PAP  
President, AIP

## Message from the Education Director

Given the uncertainty we have all been facing in recent months and continue to experience, it has been hard to plan for activities this summer. We had hoped to hold a Teachers' Course in conjunction with our Annual Session in July. While that is still a possibility, we have decided to try a whole new approach to the course that will ensure we actually provide this essential training to our members this year. We are converting the course to a distance learning format and will hold it later this summer. Those among you who have converted their in-class courses to an online format can see already that this will take a lot of careful planning and thought.

The planning is still at the rudimentary stage as is the development of the course content. To provide you with the framework, it will be conducted over several weeks with the entire class meeting once a week for no more than two hours. The class members will be divided into teams who will work together on their respective projects, also via remote tools, and report back to the entire class at regular intervals.

With respect to a teaching platform, Zoom currently seems to be the leading contender. Recently, however, both Microsoft (Teams) and Google (Meet) have come online as direct competition. We will be evaluating all three to see which one makes the most sense for us. Part of our rationale is to expose our members to the available tools as we all believe online meetings will continue to be an increasing part of our parliamentarian landscape.

We are still interested in identifying those educational professionals currently active in AIP as well as those with a commitment to excellence in education. Please send me a note at [education@aipparl.org](mailto:education@aipparl.org) with your ideas and thoughts on how we can best fulfill our educational obligations to AIP and the public.

Stay tuned,

Joe Theobald, PhD, CP-T, PRP  
Education Director, AIP

# CALENDAR OF EVENTS

Additional information regarding dates and registration will be available on the AIP website at [aipparl.org](http://aipparl.org) as they become available.

## East Coast Practicum Cancelled

The American Institute of Parliamentarians Board of Directors has determined unanimously to cancel this year's East Coast Practicum due to the National Emergency based on the Coronavirus (COVID-19) pandemic.

## Annual Session

July 30 - August 2, 2020  
Electronic Meeting

## [CLICK HERE TO REGISTER](#)

As you are undoubtedly aware, the coronavirus pandemic has had far-reaching implications impacting virtually everyone. Because of the uncertainty regarding when we will be able to return to some semblance of normal, **the AIP Board of Directors has made the unprecedented but necessary decision to conduct the 2020 Annual Session electronically.**

## Deadline Dates for the "Communicator"

August 15, 2020	Fall 2020 Issue
November 15, 2020	Winter 2020 Issue
February 15, 2021	Spring 2021 Issue
May 15, 2021	Summer 2021 Issue

# NOTICES OF CANDIDACY

As of Saturday, May 30, 2020, the following individuals have transmitted notices of their intention to seek the elective office/position indicated.

Individual	Position
Al Gage, CPP, PRP, PAP	President
Daniel Ivey-Soto, JD, CP-T, PRP	Vice President
Robert M. Peskin, DDS	Vice President
Carolyn Hoxie	Secretary
Atul Kapur, MD, MSc, CPP, PRP	Secretary
C.J. Cavin, Esq, CP, PRP	Treasurer
Cameron Decker	Director
Daniel D. Foster, PhD, PRP	Director

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## BOARD OF DIRECTORS

### President

Al Gage, CPP, PRP, PAP [president@aipparl.org](mailto:president@aipparl.org)

### Vice President

The Hon. Daniel Ivey-Soto, JD, CP-T, PRP [vpresident@aipparl.org](mailto:vpresident@aipparl.org)

### Secretary

Robert M. Peskin, DDS [secretary@aipparl.org](mailto:secretary@aipparl.org)

### Treasurer

C.J. Cavin, Esq., CP, PRP [treasurer@aipparl.org](mailto:treasurer@aipparl.org)

### Director and Bylaws/SO

Lucy Hicks Anderson, JD, CP, PRP [Director13@aipparl.org](mailto:Director13@aipparl.org)

### Directors

Valoree Althoff, MHA, BSDH, CP, PRP [Director01@aipparl.org](mailto:Director01@aipparl.org)

Lucy Hicks Anderson, JD, CP, PRP [Director13@aipparl.org](mailto:Director13@aipparl.org)

Adam Hathaway, MPA, PRP [Director05@aipparl.org](mailto:Director05@aipparl.org)

Carolyn Hoxie [Director15@aipparl.org](mailto:Director15@aipparl.org)

Atul Kapur, MD, CPP, PRP [Director11@aipparl.org](mailto:Director11@aipparl.org)

Helen McFadden, JD, PRP [Director03@aipparl.org](mailto:Director03@aipparl.org)

Nilda Rivera, Esq., PRP [Director02@aipparl.org](mailto:Director02@aipparl.org)

Clyde Waggoner, DMD, RP [Director14@aipparl.org](mailto:Director14@aipparl.org)

### Accrediting Director

Kay Allison Crews, CPP, PRP [accrediting@aipparl.org](mailto:accrediting@aipparl.org)

### Communications Director

Larry Cisar, PhD, CPP-T [communications@aipparl.org](mailto:communications@aipparl.org)

### Education Director

Joe Theobald, PhD, CP-T, PRP [education@aipparl.org](mailto:education@aipparl.org)

### Parliamentarian

Glen D. Hall, DDS, CP [parliamentarian@aipparl.org](mailto:parliamentarian@aipparl.org)

## COMMITTEE CHAIRMEN

### Audit

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### Budget and Finance

C.J. Cavin, Esq., CP, PRP [finance@aipparl.org](mailto:finance@aipparl.org)

### Bylaws and Standing Orders

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### Ethics

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### Member Services

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### Opinions

Michael Malamut, JD, CPP-T, PRP [opinions@aipparl.org](mailto:opinions@aipparl.org)

### Youth Activities and Scholarship Committee

Daniel Foster, PhD, PRP [youth@aipparl.org](mailto:youth@aipparl.org)

## OTHER COMMITTEES & OFFICIALS

### Annual Session Coordinator

Nilda Rivera, Esq., PRP [annualsession@aipparl.org](mailto:annualsession@aipparl.org)

### East Coast Practicum

Mary L. Remson, CPP-T, PRP (General Coordinator) [EastCoast@aipparl.org](mailto:EastCoast@aipparl.org)

Valoree Althoff, MHA, BSDH, CP, PRP (ECP Curriculum Director) [EastCoast2@aipparl.org](mailto:EastCoast2@aipparl.org)

### West Coast Practicum

Dollie McPartlin, CP-T, PRP (General Coordinator) [WestCoast@aipparl.org](mailto:WestCoast@aipparl.org)

Mary L. Remson, CPP-T, PRP (Curriculum Director) [WestCoast2@aipparl.org](mailto:WestCoast2@aipparl.org)

### Communicator Editor

Valoree Althoff, MHA, BSDH, CP, PRP [Communicator@aipparl.org](mailto:Communicator@aipparl.org)

### Parliamentary Journal Editor

The Hon. Roger Hanshaw, JD, PhD, CPP, PRP [pjeditor@aipparl.org](mailto:pjeditor@aipparl.org)

# Notice of Proposed Amendments to the Bylaws and Standing Orders

## BYLAWS

AMENDMENT #1: Amend Article VII Meetings of the Membership, Section 1. Annual Session, by adding and renumbering.		
Current	Proposed Amendment	As Amended
<p><b>ARTICLE VII, Meeting of the Membership, Section 1. Annual Session.</b></p> <p>A regular annual meeting of the membership, herein referred to as the annual session, shall be held each year at a date between June 1 and August 31 at a location to be determined by the board. In the event of an emergency, an annual session may be rescheduled by a two-thirds vote of the board.</p>	<p><b>Section 1. Annual Session.</b></p> <p>1.1 A regular annual meeting of the membership, herein referred to as the annual session, shall be held each year at a date between June 1 and August 31 at a location to be determined by the board.</p> <p>1.2 In the event of an emergency, an annual session may be rescheduled by a two-thirds vote of the board. <u>The date range in 1.1 may be waived by the same vote.</u></p> <p>1.3 <u>The annual session may be held electronically by a two-thirds vote of the board. Anonymous votes conducted electronically shall be deemed to be a ballot vote, fulfilling any requirement in these bylaws and other AIP rules that a vote be conducted by ballot. Votes shall be deemed anonymous so long as the votes cast by an individual are available only to the administrator of the voting system.</u></p>	<p><b>Section 1. Annual Session.</b></p> <p>1.1 A regular annual meeting of the membership, herein referred to as the annual session, shall be held each year at a date between June 1 and August 31 at a location to be determined by the board.</p> <p>1.2 In the event of an emergency, an annual session may be rescheduled by a two-thirds vote of the board. The date range in 1.1 may be waived by the same vote.</p> <p>1.3 The annual session may be held electronically by a two-thirds vote of the board. Anonymous votes conducted electronically shall be deemed to be a ballot vote, fulfilling any requirement in these bylaws and other AIP rules that a vote be conducted by ballot. Votes shall be deemed anonymous so long as the votes cast by an individual are available only to the administrator of the voting system.</p>
<p><b>Proposed by:</b> Bylaws Committee  <b>Rationale:</b> To add a provision for an electronic meeting of the of the membership in Annual Session.  <b>Bylaws Committee Recommendation:</b> Adopt.</p>		

AMENDMENT #2: Amend Article V Board of Directors, Section 7. Method of Meeting, by adding.		
Current	Proposed Amendment	As Amended
<p><b>ARTICLE V, Board of Directors, Section 7. Method of Meeting.</b></p> <p>Meetings of the board may be held in person, telephonically, or electronically. Any meeting shall provide for communication among all members of the board synchronously and, excepting executive sessions, shall provide for attendance, but not participation, by any member of AIP.</p>	<p><b>Section 7. Method of Meeting.</b></p> <p>Meetings of the board may be held in person, telephonically, or electronically. Any meeting shall provide for communication among all members of the board synchronously and, excepting executive sessions, shall provide for attendance, but not participation, by any member of AIP. <u>Anonymous votes conducted electronically shall be deemed to be a ballot vote, fulfilling any requirement in these bylaws and other AIP rules that a vote be conducted by ballot. Votes shall be deemed anonymous so long as the votes cast by an individual are available only to the administrator of the voting system.</u></p>	<p><b>Section 7. Method of Meeting.</b></p> <p>Meetings of the board may be held in person, telephonically, or electronically. Any meeting shall provide for communication among all members of the board synchronously and, excepting executive sessions, shall provide for attendance, but not participation, by any member of AIP. Anonymous votes conducted electronically shall be deemed to be a ballot vote, fulfilling any requirement in these bylaws and other AIP rules that a vote be conducted by ballot. Votes shall be deemed anonymous so long as the votes cast by an individual are available only to the administrator of the voting system.</p>
<p><b>Proposed by:</b> Bylaws Committee  <b>Rationale:</b> To add a provision for ballot voting in an electronic meeting of the Board of Directors  <b>Bylaws Committee Recommendation:</b> Adopt.</p>		

AMENDMENT #:3 Amend Article XII Committees, Sec. 3 Membership of Standing Committees, 3.6 Vacancies, by substituting.		
Current	Proposed Amendment	As Amended
<p><b>ARTICLE XII COMMITTEES, Sec. 3. Membership of Standing Committees</b></p> <p><b>3.6 Vacancies.</b> Vacancies on a committee shall be filled in the same manner as the original selection of the members for the balance of the term.</p>	<p><del><b>3.6 Vacancies.</b> Vacancies on a committee shall be filled in the same manner as the original selection of the members for the balance of the term.</del></p> <p><u><b>3.6 Vacancies.</b> Vacancies on a committee, except the Ethics Committee, shall be filled in the same manner as the original selection of the members for the balance of the term. Vacancies on the Ethics Committee shall be filled by the board at a regular or special meeting for the unexpired term of the vacating member and shall not require a ballot vote.</u></p>	<p><b>3.6 Vacancies.</b> Vacancies on a committee, except the Ethics Committee, shall be filled in the same manner as the original selection of the members for the balance of the term. Vacancies on the Ethics Committee shall be filled by the board at a regular or special meeting for the unexpired term of the vacating member and shall not require a ballot vote.</p>
<p><b>Proposed by:</b> Bylaws Committee  <b>Rationale:</b> Currently members are placed on the Ethics Committee by the board at the post annual session board meeting. There is no provision to fill a vacancy on the Ethics Committee other than at the post annual session board meeting. This proposed amendment permits the board to fill a vacancy on the committee when the vacancy occurs and not have to wait until the post annual session to do so. This would not require a ballot vote.  <b>Bylaws Committee Recommendation:</b> Adopt.</p>		

AMENDMENT #:4 Amend Article XVI Amendment, Sec. 1 Amendment of Bylaws, 1.2 Amendment Without Notice, by substituting		
Current	Proposed Amendment	As Amended
<p><b>ARTICLE XVI AMENDMENT, Sec.1. Amendment Without Notice,</b></p> <p><b>1.2. Amendment Without Notice</b>  If notice has not been given as in Section 1.1, then a member must give twelve hours' notice of the amendment, and there must be a two-thirds vote in the affirmative to consider an amendment. Amendments proposed by this method require a four-fifths vote of members present and voting at the annual session to adopt. Debate on the motion to consider shall be confined to the merits of consideration.</p>	<p><b>1.2. Amendment Without Notice</b></p> <p><del>If notice has not been given as in Section 1.1, then a member must give twelve hours' notice of the amendment, and there must be a two-thirds vote in the affirmative to consider an amendment. Amendments proposed by this method require a four-fifths vote of members present and voting at the annual session to adopt. Debate on the motion to consider shall be confined to the merits of consideration.</del></p> <p><u>If notice has not been given as in Section 1.1, then:</u></p> <p><u>1.2.1 a member must propose the amendment in writing and notice shall be given at that time to the Annual Session.</u></p> <p><u>1.2.2 After the expiration of a minimum of twelve hours, a vote shall be conducted to determine whether the amendment shall be considered. Debate on the motion as to whether the amendment shall be considered shall be restricted to the merits of consideration.</u></p> <p><u>1.2.3 A vote to consider such an amendment shall require two-thirds in the affirmative to consider the proposal.</u></p> <p><u>1.2.4 If the vote on the motion as to whether the amendment shall be considered is adopted, the amendment shall require a four-fifths vote of members present and voting at the annual session to adopt.</u></p>	<p><b>1.2. Amendment Without Notice</b></p> <p>If notice has not been given as in Section 1.1, then:</p> <p>1.2.1 a member must propose the amendment in writing and notice shall be given at that time to the Annual Session.</p> <p>1.2.2 After the expiration of a minimum of twelve hours, a vote shall be conducted to determine whether the amendment shall be considered. Debate on the motion as to whether the amendment shall be considered shall be restricted to the merits of consideration.</p> <p>1.2.3 A vote to consider such an amendment shall require two-thirds in the affirmative to consider the proposal.</p> <p>1.2.4 If the vote on the motion as to whether the amendment shall be considered is adopted, the amendment shall require a four-fifths vote of members present and voting at the annual session to adopt.</p>
<p><b>Proposed by:</b> Bylaws Committee  <b>Rationale:</b> To clarify that the vote whether to consider the amendment will be made following the expiration of the twelve-hour period.  <b>Bylaws Committee Recommendation:</b> Adopt.</p>		

## STANDING ORDERS

AMENDMENT #5: Amend Standing Order #3 Use of Emblem and Trademarks, 3.5, by striking 3.5.		
Current	Proposed Amendment	As Amended
<p><b>STANDING ORDER #3 Use of Emblem and Trademarks,</b></p> <p><b>3.5</b> Any use of trademarks or the emblem, which implies official representation of AIP, is prohibited unless specifically authorized by the board.</p>	<p><del><b>3.5</b> Any use of trademarks or the emblem, which implies official representation of AIP, is prohibited unless specifically authorized by the board. Any dispute, regarding suitability of a use, shall be resolved by the board. Decisions of the board shall be final.</del></p> <p><u><b>3.5</b> Any dispute, regarding suitability of a use, shall be resolved by the board. Decisions of the board shall be final.</u></p>	<p><b>3.5</b> Any dispute, regarding suitability of a use, shall be resolved by the board. Decisions of the board shall be final.</p>
<p><b>Proposed by:</b> Bylaws Committee  <b>Rationale:</b> Disputed use of trademarks or the emblem, which implies official representation of AIP shall be resolved by the board  <b>Bylaws Committee Recommendation:</b> Adopt.</p>		
AMENDMENT #6: Amend Standing Order #26 by substituting for 26.2		
Current	Proposed Amendment	As Amended
<p><b>STANDING ORDER #26 Parliamentary Practicums,</b></p> <p><b>26.2 Board Approval.</b> The board will approve the time, place, budget, general coordinator, and curriculum director of all practicums sponsored by AIP.</p>	<p><del><b>26.2 Board Approval.</b> The board will approve the time, place, budget, general coordinator, and curriculum director of all practicums sponsored by AIP.</del></p> <p><u><b>26.2 Approvals.</b> The board will approve the budget, general coordinator, and curriculum director of practicums sponsored by AIP. The executive committee will approve the date and location of practicums sponsored by AIP.</u></p>	<p><b>26.2 Approvals.</b> The board will approve the budget, general coordinator, and curriculum director of practicums sponsored by AIP. The executive committee will approve the date and location of practicums sponsored by AIP.</p>
<p><b>Proposed by:</b> Bylaws Committee  <b>Rationale:</b> This confirms the responsibility for approving the date and location of practicums is that of the Executive Committee as per the bylaws (the date and location are contractual obligations with the hotel, and the Executive Committee has the authority to approve contracts).  <b>Bylaws Committee Recommendation:</b> Adopt.</p>		
AMENDMENT #7: Amend the Standing Orders by adding Standing Order #27.		
Current	Proposed Amendment	As Amended
None	<p><b><u>Standing Order #27. Amendment of Standing Orders.</u></b></p> <p><u>Amendment to the Standing Orders shall be governed by Article XVI Section 3 in the AIP Bylaws.</u></p>	<p><b>Standing Order #27. Amendment of Standing Orders.</b></p> <p>Amendment to the Standing Orders shall be governed by Article XVI Section 3 in the AIP Bylaws.</p>
<p><b>Proposed by:</b> Bylaws Committee  <b>Rationale:</b> The amendment process for amending the Standing Orders is listed in the Bylaws and not in the Standing Orders. Referencing the specific location in the bylaws is helpful to the membership in locating the amendment process.  <b>Bylaws Committee Recommendation:</b> Adopt.</p>		
AMENDMENT #8: Amend Standing Orders by adding new Standing Order #9.13 Electronic Meetings of the Membership		
Current	Proposed Amendment	As Amended
<p><b>STANDING ORDER #9.13 Electronic Meetings of the Membership</b></p> <p>None</p>	<p><b>Standing Order #9.13 Electronic Meetings of the Membership</b></p> <p><u>Electronic meetings of the membership in Annual Session shall be conducted through the use of internet meeting services designated by the Board of Directors.</u></p>	<p><b>Standing Order #9.13 Electronic Meetings of the Membership</b></p> <p>Electronic meetings of the membership in Annual Session shall be conducted through the use of internet meeting services designated by the Board of Directors.</p>
<p><b>Proposed by:</b> Bylaws Committee  <b>Rationale:</b> To provide for selection of the system to hold electronic meetings of the membership in Annual Session.  <b>Bylaws Committee Recommendation:</b> Adopt.</p>		

## July 30 - August 2, 2020 *Electronic Meeting*

**MEETING SCHEDULE**

**REGISTER TODAY**

As you are undoubtedly aware, the coronavirus pandemic has had far-reaching implications impacting virtually everyone. Because of the uncertainty regarding when we will be able to return to some semblance of normal, **the AIP Board of Directors made the decision to conduct the 2020 Annual Session electronically. This Communicator shall serve as the Official Call for the Annual Session.** The dates for the business aspect of the Annual Session will be held July 30 - August 2, 2020.

There will be a hearing of proposed changes to the Bylaws and Standing Orders on Thursday, July 30, 2020. Subsequent meetings of the general membership will take place as necessary between Friday, July 31, and Sunday, August 2, 2020. As is customary, the Board of Directors will be meeting prior to the Annual Session on Wednesday, July 29, 2020, and the newly elected Board of Directors will be meeting Monday evening, August 3, 2020.

Rest assured, it is the Board's intent to provide every aspect of the Annual Session you have come to expect (unfortunately without the face-to-face camaraderie), and are required to do so in accordance with the Bylaws. As a result, there is every effort being made to develop a robust educational content juxtaposed with the business aspects of the meeting. **The details and content of the program are still be formulated but will be posted online once available.** Nevertheless, we look forward to your participation in all aspects of the Annual Session.

### **Registration Fees**

*The registration fee for the electronic Annual Session will be a flat rate.*

AIP Members - \$95.00

Students - \$50.00

Non-Members - \$150.00

**For more information, contact 2020 Annual Session Coordinator:**  
Nilda E. Rivera, Esq., PRP, at [annualsession@aipparl.org](mailto:annualsession@aipparl.org)

# Annual Session Program

(Eastern Daylight Times)

## Wednesday, July 29, 2020

4:00 p.m. Board Meeting Al Gage, CPP, PRP, *presiding*  
*All members welcome to view the meeting.*  
*Participation by Board members only without approval of the Board*

## Thursday, July 30, 2020

5:30 p.m. Zoom Meeting Training  
6:00 p.m. Bylaws Hearing

## Friday, July 31, 2020

11:00 a.m. **Business Meeting 1**  
Call to Order Al Gage, CPP, PRP, *presiding*  
O Canada  
Star Spangled Banner  
Inspiration  
**Greetings**  
National Association of Parliamentarians Darlene Allen, PRP  
NAP President  
American College of Parliamentary Lawyers Alison Wallis, JD, CP-T, PRP  
ACPL President  
AIP Educational Foundation Mary Remson, CPP-T, PRP  
AIPEF Board Chairman  
Lester L. Dahms Memorial Foundation Denise Irminger, PRP  
Dahms Foundation President  
2020 Annual Session Coordinator Nilda E. Rivera, PRP

### **Introductions**

### **Silent Gavel**

Report of the Registration Committee

Report of the Rules Committee

Report of the Program Committee

### **Annual Session Appointments**

Parliamentarian

Credentials

Registration

Standing Rules

Election Committee

Minutes Approval

Timekeepers

2019 Annual Session Minutes

Report of the Organization

*Approved by committee*

Al Gage, CPP, PRP

12:30 p.m. **Business Meeting 2**  
Consideration of Amendments to the  
Bylaws and Standing Orders

2:00 p.m. Lunch

2:30 p.m. **Workshop 1:**  
**Presentation of and Hearing on the Revision of the Joint Code of Ethics**  
**Kay Allison Crews, CPP, PRP**

A committee of members from both NAP and AIP have been working to revise the Code of Ethics for Parliamentarians. Hear about their work and discuss their proposed revision before it is voted on at the Annual Session. This presentation is part workshop and part hearing for the proposed revision. Come learn about this important effort.



4:30 p.m. **Workshop 2:  
The Terror of a Point of Order!**  
*Mary Remson, CPP-T, PRP*

“Point of Order, Point of Order!”, the member yelled across the room at the Presiding Officer. The Parliamentarian cringed. The Presiding Officer looked bewildered, and wondered to herself, “What do I do now? Where did the meeting go wrong? Why is the member yelling?” Sometimes there needs to be the same order with the Point of Order motion. This presentation will review the purposes and the rules of Parliamentary Inquiry and Point of Order.

6:30 p.m. **Virtual Cocktail Reception**

### **Saturday, August 1, 2020**

11:00 a.m. **Workshop 3: (T-holders only)  
Increasing Engagement in the Virtual Classroom**  
*W. Craig Henry, CPP-T, PRP*

If you are used to teaching in a face-to-face environment, the thought of transitioning to a virtual classroom where you are not in direct contact with your students can be quite daunting. The challenge of managing the associated technology and adapting traditional classroom-based activities to fit the virtual space can be overwhelming. But the big question is: how do you keep the students engaged and learning?

In this class you will learn how to:

- Differentiate traditional from virtual classroom methods and overcome virtual training limitations
- Plan ways to select and apply appropriate virtual classroom instructional methods
- Explore and master virtual instructional methods to effectively convey your training
- Utilize practical strategies to create and sustain excitement and motivation for your students
- Leverage concepts, principles, and best practices for designing and delivering engaging instruction in a virtual classroom

11:00 a.m. **Workshop 4: (non-T alternative)  
Youth and Parliamentary Procedure: A practical approach**  
*Cameron Decker*

The proposed workshop will cover a vast array of topics in parliamentary procedure fine-tuned to the way that we communicate the practice's importance to youth, especially those leading in student-run organizations. The workshop will begin with a brief overview of our organization's involvement with youth (i.e. in the National FFA Organization) and how we can expand our endeavors by focusing on communicating with students who run organizations. I will also touch on my experience with AIP and parliamentary procedure as a whole. The majority of the workshop will discover new ways that we can communicate the importance of parliamentary procedure to students who are apathetic to its use and importance. Once this is covered, the workshop will also touch on how exactly some students may learn the material, so they can continue practicing good parliamentary law. This will require an examination of the basics in any parliamentary authority, especially the fundamental principles.

12:30 p.m. Lunch

1:00 p.m. **Workshop 5:  
Quorum Quandaries**  
*Adam Hathaway, PRP*

An organization is only as effective as its ability to meet and to adequately represent the interests of its membership as a whole. This session will explore the intricacies in determining whether a quorum is present, as well as best practices for its establishment in the bylaws. Challenges regarding quorum requirements for virtual meetings will also be addressed.

3:00 p.m.     **Business Meeting 3**  
Nomination and Election of Officers  
Nomination of Directors  
Financial Report of the Organization  
Audit Committee Report and Adoption of the Audit  
Consideration of the Revised Joint Code of Ethics  
Consideration of Amendments to the Bylaws and Standing Orders  
(Continuation, if needed)

5:00 p.m.     **Workshop 6:**  
**Governing in times of crisis: What rules does a legislature need to operate in a global pandemic?**  
*C.J. Cavin, Esq., CP, PRP*  
The legislative process is often hard to understand in normal circumstances. What impact does a global health pandemic have on an already complicated process? This workshop will discuss special considerations that legislatures need to consider when trying to adapt to a public health crisis.

6:30 p.m.     **AIPEF Board Meeting**   Mary Remson, CPP, PRP, *presiding*

### **Sunday, August 2, 2020**

11:00 a.m.    **Business Meeting 4**  
Nomination and Election of Directors  
Consideration of Amendments to the  
Bylaws and Standing Orders  
Recognition of Newly Credentialed Members

1:00 p.m.     **Lunch**

1:30 p.m.     **Workshop 7:**  
**The Law of Parliamentary Law: Treatment of Parliamentary Law in U.S. Courts**  
*Chris Marston, JD*  
An overview of how courts in the United States have treated issues of parliamentary law in private organizations (as opposed to legislative bodies), including the role of parliamentarians as expert witnesses.

3:30 p.m.     **Workshop 8:**  
**Becoming Fundamental: How does a parliamentary principle become a fundamental principle of parliamentary law?**  
*Roger Hanshaw, PRP, CPP*  
This workshop will explore the fundamental principles of parliamentary law and discuss how parliamentary concepts evolve from mere procedural rules to fundamental principles of parliamentary law.

5:30 p.m.     **Business Meeting 5** *(If time allows, this will take place in Business Meeting 4)*  
President's Writing Award  
Special Announcement  
Installation of Officers

### **Monday, August 3, 2020**

6:00 p.m.     Post-Annual Session Board Meeting



## CALL FOR AUTHORS

AIP is seeking to build an authorship team in order to publish a second edition of *The American Institute of Parliamentarians Standard Code of Parliamentary Procedure (AIPSC)*, its signature publication and parliamentary authority.

The Institute is seeking persons with one or more of the following skills to work together as a team of authors:

- Technical writing
- Research ability
- Creative/ innovative thinking
- Copy editing
- Voicing a manuscript
- Parliamentary knowledge
- Practice experience
- Project management
- Public perspective/ end-user

While the Institute prefers persons with in-depth experience in parliamentary procedure and parliamentary law, they need not be credentialed parliamentarians or members of AIP.

Please email your resume and any other information you think would be valuable for us to consider to [parliamentarian@aipparl.org](mailto:parliamentarian@aipparl.org) by **Tuesday, June 30, 2020.**

Thank you,

Al Gage, CPP, PRP, PAP  
*President, AIP*

Glen D. Hall, DDS, CP

## AIP/NAP Joint Code of Ethics Review Committee *and the* Revision of the AIP/NAP Joint Code of Ethics

AIP and NAP first adopted the Joint Code of Ethics in 2001. The Code has remained largely unchanged since then, with edits in 2015 to deal with concerns about restraint of trade issues.

At the 2019 East Coast Practicum on “Contentious Meetings” there were conversations about the Joint Code of Ethics, and the fact that it was insufficient for parliamentarians who were practicing as floor parliamentarians or as parliamentary strategists.

In January 2020, Sarah Merkle, Chairman of the AIP Ethics Committee, invited the membership of both organization’s Ethics/ Professional Standards Committees, both organization’s presidents, and Kay Crews and Jim Slaughter (who were invited because they had large and diverse clienteles and practices) to join a conference call about potential updates to the Joint Code of Ethics.

Specific concerns were addressed, and at the end of the call, it was determined that the president of each organization would nominate three individuals to serve on a joint committee to continue discussions of the Code of Ethics, as well as participate themselves. Darlene Allen, PRP, President of NAP, appointed Weldon Merritt, PRP, CPP; Jason Morgan, PRP; and Robin Browder, RP. AIP President Al Gage, CPP, PRP, nominated Jesse Binnall, CPP-T; Kay Allison Crews, CPP, PRP; and Barry Glazer, CPP-T. In addition to work as parliamentarians, these individuals had broad experience in the legal and medical fields and in various leadership roles in both AIP and NAP.

During their meetings, the Committee noted that there were several places where the current code did not address the varying roles of parliamentarian, made malpractice an ethical violation and where the code was either overly broad or overly narrow.

Members of the committee worked both individually and collectively, making comments on the Code of Ethics and then joining together for additional discussion. The work of the Committee was extensive, and the product returned for consideration by NAP’s Board of Directors and the AIP Annual Session is a full revision of the Code of Ethics. That document is found attached to this article.

A second document contains the revision with interleaved comments from the Joint Committee, synthesizing our discussions on how we believe specific provisions might be viewed by future Professional Standards/Ethics Committees. It is the Committee’s belief that these comments are NOT a part of the Code itself, and are not recommended to be adopted. This document is available to members on the AIP website.

Recognizing that many members would prefer to have a red-line version of the old Code to the new, that document is also available to members on the AIP website.

Finally, a combined workshop and hearing on the revised Joint Code of Ethics is scheduled for the AIP Annual Session, and will be offered to be presented at the NAP NTC.

The Committee recommends that AIP adopt the revised Joint Code of Ethics with a proviso that it not be effective until adopted by NAP.

# Notice of Joint Code of Ethics Revision

## CODE OF ETHICS FOR PARLIAMENTARIANS

Jointly Adopted by The National Association of Parliamentarians®

and The American Institute of Parliamentarians®

Initially Adopted 2001, ~~Amended July 2015~~ Revised 2020

The National Association of Parliamentarians® and the American Institute of Parliamentarians® join together in approving and supporting this Joint Code of Ethics on behalf of the entire parliamentary profession. Members of both organizations recognize the supreme importance of respect for equal justice, the pursuit of truth, and the nurture of democratic principles. We regard as essential to these goals the protection of freedom of speech and the guarantee of equal opportunity through the use of parliamentary law. As guardians of parliamentary procedure, we play a vital role in the preservation of a democratic society. A consequent obligation is to maintain the highest standards of ethical conduct. ~~Therefore, we~~ As such, we adopt this code to guide us in the minimum standard of conduct for our members. Members may be expected to abide by additional organizational standards, such as rules of accreditation. And members must find within our own conscience the touchstone against which to test the extent to which our actions should rise above ~~these established minimum standards~~ the rules that bind us.

~~Universal~~ As such, we adopt this code to guide us in the minimum standard of conduct for our members. Members may be expected to abide by additional organizational standards, such as rules of accreditation. And members must find within our own conscience the touchstone against which to test the extent to which our actions should rise above the rules that bind us.

### 1. **Aspirational Standards for Parliamentarians\***

A parliamentarian ~~shall~~ should:

- 1.1 Assist in upgrading and improving the profession.
- 1.2 Assist in maintaining the integrity and competence of the profession.
- 1.3 Maintain high professional standards and keep abreast of the latest research in the field.
- 1.4 Promote a spirit of cooperation, ethical practice, and fair dealing with colleagues.
- 1.5 Conduct oneself so as to reflect credit on the profession and inspire the confidence, respect, and trust of clients and the public.
- 1.6 Encourage non-discriminatory standards in all aspects of parliamentary practice.

\* Section 1 articulates the "ideals" toward which all parliamentarians should aspire. They are not intended to be subject to discipline.

### 2. **Ethical Standards within the Profession**

A parliamentarian shall:

- 2.1 Refrain from misrepresentation or other conduct that may reflect adversely on the profession.
- 2.2 Refrain from knowingly or recklessly making untrue comments about the work, knowledge, fitness, or other qualifying aspect of ~~a colleague~~ another parliamentarian.
- 2.3 Immediately report to the ethics committee any known ~~or suspected~~ violation of this code of ethics that represents a material threat to the perceived integrity of the

The section titles used in this Code are for reference purposes only and are not intended to be used or relied upon in interpreting or enforcing the Code of Ethics for Parliamentarians. “

profession. When requested, the parliamentarian shall provide testimony to the ethics committee, and shall assist the committee in the fulfillment of its charge.

2.4 Refrain from violating or attempting to violate any ethical standard contained herein through the acts of another.

### 3. Ethical Standards Related to Obtaining Appointments

A parliamentarian shall:

3.1 Not knowingly or recklessly misrepresent parliamentary credentials, education, or experience ~~to a client~~.

~~3.2 Refrain from making untrue comments about competing applicants.~~

~~3.33.2~~ Refrain from giving anything of more than nominal value to anyone for recommending the ~~parliamentarian's~~ parliamentarian's services, except for the reasonable cost of advertising ~~and~~, the usual charges of a referral service, or payment for the purchase of a parliamentary practice.

~~3.43.3~~ Decline any appointment that the parliamentarian knows or should know the parliamentarian is not competent to handle.

~~3.53.4~~ Decline any appointment in which the parliamentarian is likely to be unduly restricted in the exercise of independent professional judgment.

### 4. Ethical Standards in Relation to Clients

A parliamentarian shall:

~~4.1 Adhere to the terms of any contract or written agreement between the parliamentarian and the client.~~

~~4.24.1~~ Prepare adequately ~~for each job~~ and act with reasonable diligence and ~~fulfill all commitments~~ promptness in providing service to a client in accordance with any agreement with the client.

~~4.34.2~~ Advise the client on the proper application of the accepted rules of parliamentary procedure, and not knowingly endorse interpretations of parliamentary procedure notwithstanding the client's personal desires in the matter that are objectively unreasonable.

~~4.44.3~~ Not accept gratuities or favors that might appear to warp professional opinions ~~nor shall parliamentarians offer any favor, service, or thing of value to obtain special advantage~~.

~~4.5 Keep in confidence any information obtained in the course of professional service.~~

~~4.4~~ Keep in confidence any information obtained in the course of professional service, absent informed consent from the client, except to the extent the parliamentarian reasonably believes the release of such information is reasonably necessary to prevent or report criminal or fraudulent activity, to secure professional advice about compliance with the Code of Ethics, to establish a claim or defense, including in a matter before the ethics committee, or to respond to allegations in any proceeding concerning the parliamentarian's service to the client, or to comply with law or a court order.

~~4.64.5~~ Maintain a position of objectivity and impartiality, and refrain from avoid participating in substantive debate, to the extent required by the role in which the parliamentarian provides service.

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4.7.4.6 ~~Call~~ Make reasonable efforts to call to the attention of the ~~presiding officer any~~ client significant deviations from the rules that may be harmful to the ~~organization~~ rights of members of the assembly, as is required by the role of the parliamentarian.

4.7 Not withdraw from employment without reasonable justification without first taking reasonable steps to avoid foreseeable detriment to the client.

4.8

[View the COE Summary Comments](#)

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# Powering through the Pandemic: Education Together Keeps All Young at Heart

*Submitted by: Dr. Daniel D. Foster, PRP, AIP Youth Committee Chair ([@FosterDanielD](#))*

May 2020- While some plans were postponed due to Pandemic, the AIP Standing Youth Committee chose to innovate with professional learning collaborative online sessions. On Tuesdays in April and May, a one-hour education program was offered via Zoom for a total of nine sessions that had over 1,000 registered participants.

The first eight sessions were designed as “Power Hours”. A credentialed AIP member assisted as the “Spotlight Storyteller” on an assigned motion. After 15-minutes of sharing, the participants consisting of educators, community member, professional parliamentarians and students were randomly assigned to break-out rooms of nine participants with the task of meeting someone new and learning something worth sharing. Approximately 20 minutes were spent in breakout rooms followed by the assembly reconvening to report the learning worth sharing as well as pose additional questions. A special thank you to the following AIP members who served as Spotlight Storytellers in March/April: *C.J. Cavin, Kay Crews, Al Gage, Roger Hanshaw, Atul Kapur, Colette Trohan, and Brandon Walters.*

The two month online parliamentary learning adventure culminated with a novel “Ask Me Anything” Webinar. A different online learning tool, Zoom Webinar, was utilized and a team of AIP members worked together for a smooth professional learning experience. Committee members took specific jobs during the one-hour session including: Host, Question & Answer Pod Moderator, Chat Room Moderator, Social Media Monitor. Through coordination and collaboration, a successful learning experience was delivered for over 340 registered participants from more than 30 states and four nations. The stars of the show for the Ask Me Anything Webinar were the panelists. Al Gage, Helen McFadden, and Colette Trohan did an excellent job responding to questions and sharing insights into the joys of serving as a parliamentarian. They educated and inspired all who were in attendance. The panel was grateful to have the backup research team of Larry Cisar and Atul Kapur ready to be called upon if reference to the parliamentary authorities was needed.

One unique aspect of the events was the utilization of social media platforms for the programming. On Facebook, an “event” was created for each offering to help remind members and encourage pre-event conversation. In addition, the Zoom events were live streamed directly to the AIP Facebook page creating a video archive for future member use. AIP Youth Committee Member Cameron Decker created a Twitter account for AIP to utilize that you can follow at [@AIPParliPro](#).

The lesson to be learned is that it is human nature to seek community; to seek somewhere, somehow to belong. As an organization, the American Institute of Parliamentarians should continue to explore ways and opportunities to offer inclusive and accessible programming that allows individuals to come in search of advancement of parliamentary knowledge for the betterment of society. If you have suggestions or ideas on the AIP Youth Committee can help engage the next generation of leaders, or if you have a desire to engage as a member on this committee, please reach out to the chair: Daniel Foster via email at [foster@psu.edu](mailto:foster@psu.edu).

## AIP Youth Committee Membership:

Valoree Althoff, New Mexico

Lucy Anderson, Texas

C. J. Cavin, Oklahoma

Jim Conners, Idaho

Cameron Decker, Arizona

Rory Etienne, Texas

Daniel Foster, Pennsylvania

Thomas Gabel, Pennsylvania

Nathan Moyer, Pennsylvania

Brandon Walters, Mississippi

# WELCOME NEW MEMBERS OF AIP

Deanna Andrews  
Hinesville, GA

John Jellies  
Lawton, MI

Brian Carpenter  
Eatonville, WA

Ora Jane Johnson  
Richardson, TX

Todd Christy  
Saint Joseph, MI

Marty Jones  
Broken Arrow, OK

Rachael Consoli  
Melrose, MA

Henry Lawton  
Jacksonville, FL

Allison David  
Wheatley Heights, NY

Gail E. Lover, RP  
Houston, TX

Mary Lou Floyd  
Brentwood, CA

Robin Palesano  
Oklahoma City, OK

Karen Foster  
Greenwood Village, CO

Darryl Perry  
Manchester, NH

Melissa Garretson  
Fort Worth, TX

Neftali Rosado  
Guaynabo, PR

Salvador Hernandez  
San Juan, PR

Gloria K Sharrar  
Powhatan, VA

Nikisha Horn  
Chicago, IL

Sharon Wells  
Malverne, NY

Tiffany Horne  
Woodbridge, VA

Welcome new members of AIP! Be a supportive member and contact any who live near you.





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

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

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

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