



NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

Criteria for Credentialing

What You Need to Know

SECOND PRELIMINARY EDITION, SEPTEMBER 2017



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Criteria for Credentialing: What You Need to Know

Second Preliminary Edition, September 2017

ISBN: (Pending)

Printed in the United States of America



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INTRODUCTION





INTRODUCTION

The National Association of Parliamentarians (NAP) Board of Directors appointed a task force in June 2013 charged with developing a meaningful body of knowledge and learning path to serve as a foundation for NAP's educational and credentialing efforts based on the education section of the strategic plan. The task force, re-appointed as the Special Committee for Education and Credentialing at the beginning of the 2013-2015 biennium, produced a report that recommended a detailed "Body of Knowledge," separately identifying items appropriate for members of any organization, leaders of any organization, and parliamentary consultants. It also recommended a bylaws amendment, subsequently adopted with changes by the 2015 NAP Convention, creating a Commission on Credentialing composed of six commissioners serving staggered three-year terms with authority to "determine the professional credentials to be offered by NAP (RP®, PRP®, and others as determined by the commission), . . . establish the criteria for obtaining the credentials consistent with the body of knowledge, . . . [and] establish renewal requirements and procedures"

At the NAP Board Meeting immediately following the 2015 Convention, in accordance with a proviso to the adopted bylaws amendment two Commissioners were elected to three-year terms, two were elected to two-year terms, and two were elected to one-year terms. During the year following, some Commissioners were compelled to resign because of ill health of their own or in their family, and the Board filled the resulting vacancies. Previously elected Commissioners no longer on the Commission because of such resignations were Dr. Eugene Bierbaum, PRP and Joy Myers, PRP. The members of the Commission at the time of adopting this second preliminary Criteria for Credentialing document are:



For terms ending in Fall 2018:

Thomas (Burke) Balch, PRP (Commission Chairman for a two-year term)
Wanda Davis, PRP

For terms ending in Fall 2017:

Gail Knapp, PRP (Commission Vice-Chairman for a two-year term)
Rosalie Stroman, PRP

In September 2016 the Commission was reduced to four members with the expiration of the terms for two members that ended in 2016 (Gayla Stone, PRP and Maurice Henderson, PRP). The bylaws amendment adopted in 2015 had been amended on the floor to provide that Commissioners would be elected by RP and PRP members rather than by the NAP Board of Directors. In 2016, the Board determined that, there being no bylaw provision for either a mail ballot or a meeting of RP and PRP members, the Commissioner positions ending in Fall 2016 could not be filled, pending the adoption of a clarifying bylaw amendment at the 2017 convention.

Recognizing the necessity for a full working group to achieve the goals of the Commission, the Commission appointed three members to a Consulting Committee: Maurice Henderson PRP, Gayla Stone PRP, and James Stewart PRP. This consulting committee met regularly with the Commission and participated in the work of the Commission, except that its members did not vote.

A proviso to the adopted bylaws amendment constituting the commission stated, "Implementation of the commission's determinations regarding the professional credentials to be offered by NAP and the criteria for obtaining them, as well as the authority of the commission to rule on appeals arising from the credentialing process, shall occur in accordance with a date or dates set by vote of the commission on credentialing." Soon after being constituted, the commission established that the



credentialing process would temporarily remain under the authority of, and be administered by, the professional development committee as it has in the past, pending the commission's deliberations on and establishment of a revised credentialing process.

Since its creation, the Commission:

- Attended a day-long training workshop in psychometric practices to comply with the adopted bylaws amendment.
- Researched alternatives and adopted the Schoology Learning Management System software program to be used for online testing for the new credentialing process.
- Received generous funding from the NAP Educational Foundation for the workshop and the Schoology Learning Management System program. The commission is deeply grateful to the education foundation for providing the wherewithal for these important aids to its work.
- Determined the professional credentials to be offered by NAP (see “Credentials Differentiation Resolution” printed later in this document).
- Established the separate criteria for the knowledge and skills that will be required to obtain RP and PRP status in the new credentialing process, including Competencies and Performance Expectations for each of 11 content areas for RP and 7 content areas for PRP. (See “Performance Standards for Registered Parliamentarians” and Performance Standards for Professional Registered Parliamentarians” in this document.)
- Developed the actual process of assessing the RP Performance Expectations for Step One including developing a confidential list of rules to be covered in the testing process.
- Established committees of volunteer PRPs to draft questions for each content area to be used in the online Step One RP assessment.

- Reviewed submitted questions for accuracy, relevance, and appropriate level of testing (Step One of the RP assessment), and began the process of posting those adopted in online tests on the Schoology Learning Management System.
- Began work on Step Two of the RP assessment.
- Began “alpha testing” of the online tests in Step One of the RP assessment. This involved recruiting in excess of forty volunteer RPs and PRPs to take the posted tests and complete questionnaires designed to spotlight any inaccuracies, lack of clarity, or other problems with the questions. Two consultants with a background in psychometric techniques will systematically evaluate and analyze the data generated by alpha testing and make recommendations for changes based on this analysis.
- After alpha testing of the new RP Step One online tests has been completed and analyzed, and after making any needed changes, the Commission intends to recruit “beta testers” from among currently non-credentialed NAP members to allow another round of evaluation of the online tests. Once beta testing has been completed and its results analyzed, and any resulting further changes have been made, the Commission expects RP Step One to be ready for implementation.





THE NEW CREDENTIALING PROCESS





THE NEW CREDENTIALING PROCESS

The Philosophy of the Process for New Registered and Professional Registered Parliamentarians

The Commission is convinced of the need to balance NAP's fiduciary duty to clients to ensure that the parliamentarians the organization certifies, by granting credentialed status, are competent to serve organizations and individuals needing parliamentary services with the reality that an assessment process that is unnecessarily demanding or rigorous could deter members from attempting or prevent them from completing it, with the unfortunate result that there would be too few credentialed parliamentarians available to serve clients.

Accordingly, in formulating the new credentialing process, the Commission has been guided by these principles:

- Assessment should be focused on what parliamentarians in fact need to be able to do in practice to serve clients competently, rather than on some theoretical ideal of comprehensive knowledge and ability.
- Candidates should be informed in advance, with as much detail as possible, precisely what they will be expected to know and to be able to do, and how it will be assessed.
- The assessment process should be broken up into units of knowledge and application, so that candidates may seek to learn and master, and then be assessed on, manageable chunks of material at a time – although many of those elements will ultimately be brought together in a final assessment process designed to simulate, as nearly as possible, what parliamentarians are actually expected to do.
- To the extent administratively feasible, candidates should be given multiple



opportunities to re-attempt units they may not initially successfully complete. The emphasis ought not be on “passing or failing,” but instead on maximizing the ability of candidates to develop the required competencies.

Key Changes under the New Credentialing Process

Difference between RP and PRP

Currently, as for some time past, the registration exam has tested “book” knowledge, while the PRP certification process has emphasized the role of actually serving as parliamentarian. That was based on the assumption that only PRPs would actually be serving clients. That is not what is currently happening. Recognizing that both RPs and PRPs are serving clients, the Commission established the following distinction between the credentials:

The new process creates a fundamentally different division between the roles of registered and professional registered parliamentarians. Under the new credentials:

1. an RP will be expected to be qualified to serve as a parliamentarian for most ordinary meetings under usual circumstances and to provide commonly needed parliamentary advice to ordinary organizations, while
2. a PRP will be expected to be qualified to serve as a parliamentarian for meetings dealing with less common or more complex parliamentary issues, and to provide expert parliamentary advice to organizations dealing with unusual or complex issues.

RONR rules during actual meetings versus outside meetings

Under the current system, in theory an RP is expected to know the full set of rules found in RONR without having to refer to the book, although in practice only



those rules covered in the bank of publicly available questions are tested. For the new process, the Commission is reducing that expectation, making distinctions of two types.

First, the Commission has distinguished those rules potentially needed during actual meetings from those that typically govern tasks undertaken outside meetings. For example, while the rules for considering a bylaws revision are applicable in meetings, the guidance provided in RONR for how to draw up bylaws and for the content of particular articles in them is used primarily when a bylaws committee, or parliamentarian advising it, actually drafts the bylaws proposal. That drafting normally takes place outside a meeting of the assembly, at a time when it is generally possible to consult RONR at one's leisure.

Under the new process, neither RP nor PRP candidates will be expected to have memorized rules or advice pertinent to the tasks a parliamentarian does outside a meeting, such as drafting bylaws, preparing a meeting script, or writing a parliamentary opinion. Instead, those abilities will be tested by "open book" written assignments to be completed by the candidate and sent in for evaluation.

Rules used in meetings – different levels of required knowledge

Second, with respect to those rules that do have application in meetings, the Commission is still not requiring that they all be memorized and that candidates be tested on how well they can recall them from memory. Instead, such rules have been divided into three categories:

1. The first category consists of those rules that come up with a fair degree of frequency in ordinary meetings, which an RP should be able to remember and accurately apply without contemporaneously referring to RONR.

- 
2. The second category consists of those rules unlikely to come up in an ordinary meeting but which might well be encountered in a more complex meeting, which a PRP should be able to remember and accurately apply without contemporaneously referring to RONR.
 3. The third category contains those rules that might apply in meetings but which neither an RP nor a PRP will be required to be able to know and apply without consulting RONR.

PRP candidates will be expected to be able to rapidly research and accurately apply the rules in the third category, as might be necessary if they were serving in an actual meeting. RP candidates will be expected to be able to rapidly research and accurately apply the rules in both categories two and three.



Process for assessment of candidates

Candidates for RP and for PRP will both go through separate versions of assessment that each consist of three steps. A candidate must successfully complete all three steps.

Step One - Knowledge and Application (Multiple Choice Test) As the first step in candidacy for either RP or PRP credentialing, candidates will take online examinations designed to test how well they know and can apply the rules that have been identified as essential to be able to recall without consulting RONR for the relevant designation. In the final multiple choice test, candidates will be asked to quickly find in RONR the appropriate answer to questions testing the application of other rules.¹

Step Two - Application Primarily in Tasks Performed Outside of Meetings (Written, Online, or Multimedia Assignments) Candidates who have successfully completed Step One will be given a mixture of written assignments and further online testing to assess how well they understand and appropriately apply the rules, and display the skills, deemed appropriate for the relevant designation. These will include written assignments assessing parliamentary tasks generally done outside of meetings, as well as means of assessing certain elements of high-order application of rules that might be needed during meetings.

Step Three - Simulation Having successfully completed Step Two, candidates will sign up for an in-person simulation of serving as a parliamentarian in meetings. A simulation of other parliamentary competencies may also be required.

¹Reasonable accommodation will be crafted for any unable to take the examinations online.



GRANDFATHERING CURRENT RPS AND PRPS





GRANDFATHERING NEW RPS AND PRPS

Anyone who, at the time the new credentialing process takes effect, has successfully completed at least two parts of the current registration exam *other than* the research (open book) part will be permitted to attain the status of Registered Parliamentarian by successfully completing the remaining parts of the examination within the time limitation then in effect.

No one who holds RP or PRP credentials at the time the new process for attaining RP and PRP status goes into effect will be required to go through that process to retain those credentials. The current process for retaining either status for the present remains the same.

What if such a registered parliamentarian wishes to advance to professional registered status? Those RPs will have a period of approximately two years from the date the new credentialing process takes effect to employ the then-current process to attain PRP status. (The exact grace period will be given in the announcement that establishes the date on which the new credentialing process will take effect.)

A grandfathered RP who wishes to advance to PRP after the grace period expires will be required first to attain RP under the new credentialing process.



CREDENTIALS DIFFERENTIATION RESOLUTION





CREDENTIALS DIFFERENTIATION RESOLUTION

Resolved,

1. That for the guidance of the Drafting Committee, when drafting proposed competencies and objectives, in differentiating between those for attaining RP and PRP status:
 - a. An RP should be able competently to serve as a parliamentary consultant, including serving as a parliamentarian, for most ordinary meetings under usual circumstances and to provide commonly needed parliamentary advice to ordinary organizations, such as about writing or amending bylaws that are not unusually complex or complicated or conducting routine nominations and elections. An RP should be able competently to explain basic parliamentary procedure to beginners, organization members, or the public.
 - b. A PRP should in addition be able competently to serve as a parliamentary consultant, including serving as a parliamentarian, for meetings dealing with less common or more complex parliamentary issues, and to provide expert parliamentary advice to organizations dealing with unusual or complex issues, for example, the disciplinary process, complex election procedures (for example mail balloting, and, preferential voting and contested elections), or especially contentious or emotional proceedings. A PRP should be able to explain parliamentary procedure at a high level , and to write parliamentary opinions. A PRP should have a high level of ability to find whatever is needed using RONR, as well as an awareness of other parliamentary authorities.

- 
2. That the competencies and objectives for retaining RP and PRP status be the same as those for attaining them except that when there has been a new edition of RONR within the last five years, the following competency be added: identify major changes in RONR compared to the prior edition and be able to apply the changed rules appropriately under the new edition; provided, that these competencies and objectives for retaining RP status shall apply only to those initially credentialed as RPs under the first resolved clause, and that these competencies and objectives for retaining PRP status shall apply only to those initially credentialed as PRPs under the first resolved clause; these competencies will not be applied retroactively to those who initially obtain or obtained the relevant status before the new credential instruments come into effect.
 3. That the Commission on Credentialing plan, once it has implemented credentialing instruments for RP and PRP, to institute additional specialized credentials beyond PRP, including “Expert Parliamentarian-Trainer” (who should be capable of teaching parliamentary procedure at an advanced level) and “Expert Parliamentarian – Professional Presider”.

ADOPTED BY COMMISSION ON CREDENTIALING November 10, 2015.





STANDARDS FOR REGISTERED PARLIAMENTARIAN





STANDARDS FOR REGISTERED PARLIAMENTARIAN

PREFACE

The National Association of Parliamentarians® (NAP) is the premier professional non-profit association of parliamentarians. NAP provides services and products to help its members and the general public learn how to effectively participate in and manage meetings of deliberative assemblies such as nonprofit organizations, school boards, homeowners associations, church boards, and volunteer organizations. NAP also provides continuing education and accreditation for parliamentarians who provide professional services to these types of organizations.

Our mission: NAP is a society dedicated to educating leaders throughout the world in effective meeting management through the use of parliamentary procedure.

NAP serves the needs of today's parliamentarians and those interested in learning about parliamentary procedure. The association's goals are to:

- encourage its members and the general public to learn the principles and practice of democratic decision-making;
- help teachers instruct people of all ages—from public and private school students to active professionals to retirees involved in their communities—in parliamentary procedure;
- promote collaboration and professional development among parliamentarians; and
- provide widely recognized, authoritative accreditation of parliamentarians.



What is parliamentary procedure and why is it important?

Parliamentary procedure refers to the rules of democracy—the commonly accepted way in which a group of people come together, present and discuss possible courses of action, and make decisions.

All types of decision-making bodies use parliamentary procedure on a daily basis: school boards, homeowners' associations, city councils, and non-profit boards of directors, for example. Parliamentary procedure also defines what duties people typically have when they are elected the president, secretary, or treasurer of an organization.

Even a basic background in parliamentary principles can help organizations hold more efficient meetings. However, consulting with a professional parliamentarian can bring organizations the benefits of a high level of parliamentary proficiency backed by dedicated study and broad experience.

What is a parliamentarian?

A parliamentarian, or parliamentary procedure consultant, is an expert in interpreting and applying the “Rules of Order” for meetings. These rules, such as *Robert’s Rules of Order Newly Revised*, enable groups to efficiently and fairly discuss and determine actions to be taken.

A parliamentarian’s main function is to give advice on parliamentary procedure to the president, officers, committees, and members of a group or organization. Parliamentarians also have knowledge of the nomination and election process, which can be of great assistance in close or difficult elections.



Some of the ways a parliamentarian can assist organizations include:

- Convention Parliamentarian
- Bylaws Consultant
- Bylaws Amendment or Revision Author
- Advisor to Officers and Board of Directors
- Expert Witness
- Script Writer
- Professional Presiding Officer
- Trainer in Parliamentary Procedure
- Presiding Officer Trainer
- Election Supervisor
- Planning Meeting Strategist



INTRODUCTION

Presently, there are two levels of credentialing offered by the National Association of Parliamentarians: Registered Parliamentarian[®] (RP) and Professional Registered Parliamentarian[®] (PRP). Credentialing for RPs and PRPs is managed by the NAP Commission on Credentialing.

This material sets the expectations of the Commission on Credentialing for everyone who wishes to become a Registered Parliamentarian.

This document is designed to guide an NAP member who wishes to prepare to become credentialed as a Registered Parliamentarian. Being ready to respond in a performance based assessment with skill in each of the competencies means that a candidate will be successful in earning this credential. The objectives illustrate the sort of abilities expected, and the performance expectations explain in detail what is required to master each competency at the appropriate level of skill.

The *Standards for Registered Parliamentarian* use the *NAP Body of Knowledge* as the basis for deciding what skills (competencies) a Registered Parliamentarian needs to have in order to serve as a consultant for associations dealing with common issues and concerns. The standards cover eight domain areas, which include:

- Domain 1: Motions and Meeting-Related Procedures
- Domain 2: Governing Documents
- Domain 3: Serving as Parliamentarian in Meetings and Conventions
- Domain 4: Teaching
- Domain 5: Business and Ethics
- Domain 6: Governance



- Domain 7: Consulting Skills
- Domain 8: Nominations, Elections, and Voting

The resources to be used in conjunction to prepare to meet these standards include:

- *Robert's Rules of Order Newly Revised* (11th edition), cited as *RONR*
- *Robert's Rules of Order Newly Revised in Brief* (2nd edition), cited as *RONRIB*
- *Professional Practices in Parliamentary Procedure* (1999, NAP), cited as *PPPP*
- *Pathway to Proficiency: Parliamentary Playbook – A Guide to Script Writing* (2nd edition) (2014, NAP), cited as *Playbook*



COMPREHENSIVE CONTENT

The *Standards for Registered Parliamentarian* covers 11 content areas:

- **Motions in General**—so that the parliamentarian will know the important rules for motions that are commonly used and have the ability to rapidly access the appropriate information for motions that are not used often, as well as more details about commonly used motions.
- **Main Motion**—so that the parliamentarian will know important rules applying to main motions since that knowledge is critical in understanding how associations should conduct business.
- **Subsidiary and Privileged Motions**—so that the parliamentarian will know how each of the subsidiary motions is used to assist in disposing of main motions and when privileged motions properly interrupt pending business.
- **Incidental Motions**—so that the parliamentarian will know the rules governing the particular circumstances in which these motions arise out of consideration of other motions.
- **Motions That Bring a Question Again Before the Assembly**—so that the parliamentarian will know how to help an organization make a different decision than one already made on an issue.
- **Organization and Conduct of Meetings**—so that the parliamentarian will know the rules that keep meetings fair and on target such as establishing the quorum, creating the agenda, and conducting debate.



- **Voting, Nominations, and Elections**—so that the parliamentarian will know the decision making process involving nominations, elections, and voting.
- **Serving as a Parliamentarian in Meetings**—so that the parliamentarian will know the issues involved in the creation and conduct of meetings and the relation between a meeting and a session.
- **Writing and Interpreting Bylaws and Other Governing Documents**—so that the parliamentarian will know how to write, read, and understand all the rules stated in bylaws and other forms of governing documents.
- **Boards and Committees**—so that a parliamentarian will know how special rules apply to different kinds of boards and to committees.
- **Professional Parliamentarian**—so that the parliamentarian will know the skills and perform the duties expected of a professional and ethical individual with expertise who is paid to advise others.

Competencies and Performance Expectations

Each content area has competencies and performance expectations that can be used to guide the development of courses and study material to prepare for assessment to become a Registered Parliamentarian. The competencies are based upon areas of the *NAP Body of Knowledge* that are important for members and leaders to know, since presumably an RP must have at a minimum what is expected of members and leaders. The performance expectations provide a framework of what the Registered Parliamentarian should be able to know and do while serving as an RP.



Assessment Parameters

The competencies for preparing to become and retain one's status as a Registered Parliamentarian cover more than what is in *RONR*. But with respect to *RONR*, the assessment included in these standards are based on the following assumptions:

1. Registered Parliamentarians should be able to understand and apply all that is in the book when they have it available for reference. This should be sufficient with respect to that advice that is provided outside of meetings, such as helping to draft a bylaws amendment.
2. In a meeting, Registered Parliamentarians should be able *rapidly* to find, refer to, understand and apply any rule that would be likely to come up and need resolution in the meeting itself.
3. Registered Parliamentarians should know and be able to apply parliamentary rules that are relevant in an ordinary meeting under usual circumstances *without* having to refer to *RONR*.

NOTE: When “(C)” is found at the end of a performance expectation, it means “Consult.” In fulfilling this performance expectation, the parliamentarian may contemporaneously consult *RONR*, *RONRIB*, or another source cited, but is expected to be sufficiently familiar with the material to be consulted to be able to correctly research and apply it as needed. When “(C)” is *not* included at the end of a performance expectation, the parliamentarian is expected to be able to fulfill it without referring to *RONR* or other sources concerning parliamentary rules other than any that are specific to the organization being advised.



Content Assessment Steps

Mastery of the performance standards will be assessed through three consecutive steps. This approach is reflected in the numbering system (steps 1, 2, and 3) included in each content area:

The candidate for registered parliamentarian will be evaluated sequentially starting with Step 1. The candidate will need to successfully complete Step 1, proceed to Step 2, successfully complete Step 2, and proceed to and complete Step 3.

▲ Step 1: Objective Test

Such a test consists of factual questions requiring knowledge and application of rules whose substance has been committed to memory. Question types include multiple choice, true-false, fill in the blank, matching, sequencing, etc.

② Step 2: Written, Online, or Multimedia Assignments

Written assignments such as short answer, essay, and case studies will be sent to the candidate to be completed and returned to designated evaluators. In addition, assignments for tasks performed outside of meeting environments may be assessed through the use of online and multimedia tools.

③ Step 3: Simulation

Candidates for registered parliamentarian will demonstrate their knowledge and skill through various simulations of meeting scenarios.

MOTIONS IN GENERAL

It is essential for a registered parliamentarian to have very detailed knowledge about motions that are commonly used and to have the ability to rapidly access the appropriate information for motions that are not used often. These references provide guidance for a candidate for registered parliamentarian to know all the material that will be required in the performance of his/her work advising clients for ordinary meeting.

Competencies:

- Use main, subsidiary, privileged, incidental motions, and motions that bring a question again before the assembly.
- Use parliamentary terminology and language appropriately.

Performance Expectations

- 1** 1.1 Explain the purpose of any motion listed on *RONR* pp. 63-64, 67-68, 70-72, and 75-76 or *RONRIB* Chapter 14.
- 3**
- 1** 1.2 Identify the name(s) of the appropriate motion(s) used for a given purpose, as described on *RONR* pp. 63-64, 67-68, 70-72, and 75-76 or *RONRIB* Chapter 14).
- 1** 1.3 State the purpose of a motion when it is in order, whether it is debatable and/or amendable, vote required, and when dilatory or improper.
- 2**
- 3**
- 1** 1.4 Know and recall the meaning of the classes of motions listed on *RONR* p. 59, ll. 1-7 as explained on *RONR* p. 62, ll. 18-35; p. 66, ll. 17-22; p. 66, l. 28 to p. 67, l. 8; p. 68, ll. 23-29; p. 69, ll. 6-35; p. 74, ll. 17-24; p. 74, l. 28 to p. 75, l. 24.
- 1** 1.5 Relate the concepts of “secondary motions,” “pending,” “immediately pending,” “taking precedence,” and “yielding” to the order of precedence of motions as explained in *RONRIB* Chapter 12D (pp. 103-106) and *RONR* p. 56, l. 19 to p. 57, l. 14; p. 59, l. 9 to p. 62, l. 10; p. 72, l. 22 to p. 74, l. 15; p. 116, l. 17 to p. 118, l. 6.
- 1** 1.6 Understand and explain the relevance of Standard Descriptive Characteristics 1 and 2, as described on *RONRIB* p. 106 and *RONR* p. 79, l. 21 to p. 80, l. 2, when motions come into conflict.
- 2** 1.7 Understand and describe the concept of a motion that adheres to other motions as explained in *RONR* p. 118, ll. 7-13.
- 1** 1.8 Employ Chart I on *RONR* tp. 3-5 to determine the precedence of other subsidiary and privileged motions. **(C)**
- 3**
- 1** 1.9 Know and apply the order of precedence of the ranking motions as given on *RONR* tp 4.
- 3**
- 1** 1.10 Employ the standard descriptive characteristics of individual motions and Tables II and IV through VII in the *RONR* tinted pages to quickly look up the information they provide, as explained in *RONRIB* Chapter 12 E & F (pp. 106-108) and in *RONR* p. 79, l. 12 to p. 80, l. 28. **(C)**
- 1** 1.11 Quickly find and advise concerning the wording used to make each motion and the standard descriptive characteristics governing it. **(C)**
- 1** 1.12 Employ Table III in the *RONR* tinted pages to provide advice regarding the proper form for making motions. **(C)**
- 2**
- 3**

MAIN MOTION

The main motion brings business before the assembly. A candidate for registered parliamentarian must know important rules applying to main motions. This is a critical first step in understanding how associations should conduct business in meetings.

Competencies:

- Use main, subsidiary, privileged, incidental motions, and motions that bring a question again before the assembly.
- Serve as a parliamentarian in meetings.

Performance Expectations

- 2** 2.1 Know and apply the standard descriptive characteristics of main motions found in *RONR* p. 102, l. 28 to p. 104, l. 10.
- 1** 2.2 Identify, when applicable, the prohibitions or limitations on main motions to reaffirm, to refrain, and that contain negative statements under *RONR* p. 104, l. 24 to p. 105, l. 23.
- 3** 2.3 Research and employ the instructions on *RONR* p. 105, l. 25 to p. 110, l. 7 to assist in the proper or recommended framing of resolutions and orders, or similar long or complicated main motions. **(C)**
- 2.4 Understand and apply the rules relating to modification of a main motion by its maker before or after it has been stated by the chair as found on *RONR* p. 114, ll. 21-35.
- 1** 2.5 Explain to beginners, organization members, or the public the meaning of a main motion as described in *RONRIB* Chapter 3A, p. 19, and the five means by which a change may be made in a main motion before the vote on its adoption as outlined in *RONR* p. 114, l. 18 to p. 115, l. 14.

SUBSIDIARY AND PRIVILEGED MOTIONS

The subsidiary and privileged motions are often called “ranking motions” because a parliamentarian must know which of these motions are in order based on their rank in the hierarchy. These performance expectations provide all the information that a candidate for registered parliamentarian should have at instant readiness to assist organizations quickly, efficiently, and correctly. Although all subsidiary and privileged motions are important, the registered parliamentarian is to focus on the following ranking motions: Amend, Commit/Refer, Postpone Definitely, Limit/Extend Limits of Debate, Previous Question, Recess, and Adjourn.

Competencies:

- Use main, subsidiary, privileged, incidental motions, and motions that bring a question again before the assembly.

- Serve as a parliamentarian in meetings.

Performance Expectations: Amend

- | | |
|----------|---|
| 1 | 3.1 Explain to beginners, organization members, or the public the basic process and rules governing primary amendments to the extent set forth in <i>RONRIB</i> Chapter 5. |
| 2 | |
| 1 | 3.2 Know and apply the rules for the motion Amend in Standard Descriptive Characteristics 3 through 7 on <i>RONR</i> p. 133, l. 6-26. |
| 3 | |
| 1 | 3.3 Recognize and know how to advise the chair in the use of and define the proper terms for amendments given in <i>RONR</i> p. 133, l. 31 to p. 135, l. 22 (including footnotes). |
| 3 | |
| 1 | 3.4 Understand and explain the prohibition on third degree amendments and the way of accomplishing the same purpose described on <i>RONR</i> p. 135, ll. 22-26. |
| 3 | |
| 1 | 3.5 Apply the rules defining germaneness in <i>RONR</i> p. 136, l. 5 to p. 138, l. 7 to amendments that are clearly germane or clearly not germane. |
| 3 | |
| 1 | 3.6 Apply the rules identifying improper amendments on <i>RONR</i> p. 138, l. 9 to p. 139, l. 6. |
| 3 | |
| 1 | 3.7 Apply the rule governing amendments to a preamble in <i>RONR</i> p. 139, ll. 8-14. |
| 3 | |
| 1 | 3.8 Explain to chairs, beginners, organization members, or the public the principle concerning amendments that raise the same question of content and effect of which many rules governing different forms of amendment are an application that is described in <i>RONR</i> p. 139, ll. 23-33. |
| 2 | |
| 1 | 3.9 Apply the basic rules governing the different forms of amendment found on <i>RONR</i> p. 139, l. 34 to p. 140, l. 4 and p. 141, ll. 6-9 (insert or add words); p. 141, ll. 10-15 (insert or add paragraphs); p. 146, ll. 3-14 and 30-35; p. 147, ll. 1-23 (strike out words); p. 149, l. 6 to p. 151, l. 24; p. 152, l. 13 to p. 153, l. 2 (strike out and insert words); p. 153, l. 22 to 154, l. 10 (substitute). |
| 3 | |
| 1 | 3.10 Apply the rules concerning so-called “friendly amendments” and cases in which the maker of the main motion “accepts” an amendment stated in <i>RONR</i> p. 162, ll. 9-19. |
| 3 | |



- 1** 3.11 Explain and employ how the chair states and puts the question and announces the result on amendments as described in *RONR* p. 142, l. 1 to p. 144, l. 14, and with the option of using unanimous consent as described on *RONR* p. 145, l. 27 to p. 146, l. 2.
- 2**
- 3**
- 1** 3.12 Know and recall the basic nature of filling blanks as described in *RONR* p. 162, l. 21 to p. 163, l. 1.
- 3**
- 1** 3.13 Understand the cases adapted to filling blanks as described in *RONR* p. 163, ll. 1-3.

Performance Expectations: Commit or Refer

- 1** 3.14 Understand and describe the difference between the main and subsidiary motions to Commit explained on *RONR* p. 168, ll. 29-35 and p. 515n.
- 3**
- 1** 3.15 Apply the rules relating to adhering motions with reference to Commit as described in *RONR* p. 169, ll. 22-23; p. 170, ll. 18-23; p. 177, ll. 1-8.
- 3**
- 1** 3.16 Know and apply the rules for the motion Commit in Standard Descriptive Characteristics 3 through 7 on *RONR* p. 170, l. 24 to p. 171, l. 5.
- 3**

Performance Expectations: Postpone Definitely

- 1** 3.17 Understand and describe the difference between the main and subsidiary motions to Postpone Definitely explained on *RONR* p. 179, l. 31 to p. 180, l. 16.
- 3**
- 1** 3.18 Apply the rules relating to adhering motions with reference to Postpone Definitely as described in *RONR* p. 182, ll. 5-8; p. 188, ll. 10-26.
- 3**
- 1** 3.19 Know and apply the rules for the motion Postpone Definitely in Standard Descriptive Characteristics 3 through 7 on *RONR* p. 182, ll. 10-29.
- 3**
- 1** 3.20 Apply the limits on the time to which a question can be postponed as described on *RONR* p. 183, ll. 3-17.
- 3**
- 1** 3.21 Understand and apply the basic concept of using Postpone Definitely to create a special order as explained in *RONR* p. 187, ll. 16-28; p. 189, ll. 22-31.
- 3**

Performance Expectations: Limit/Extend Limits of Debate

- 1** 3.22 Understand and describe the basic difference between (1) limiting or extending the number or length of speeches and (2) requiring after a specified length of time or at a certain hour debate is to be closed as explained in *RONR* p. 191, ll. 19-27.
- 3**
- 1** 3.23 Understand and define the meaning, in the context of Limit or Extend Limits of Debate, of the terms "order" and "exhausted" described on *RONR* p. 191, ll. 28-35.
- 1** 3.24 Know and apply the rules for the motion Limit or Extend Limits of Debate in Standard Descriptive Characteristics 3 through 7 on *RONR* p. 192, l. 35 to p. 193, l. 8.
- 3**
- 2** 3.25 Explain to chairs, beginners, organization members, or the public the circumstances under which Limit or Extend Limits of Debate can apply to debate on one or on a series of motions as described in *RONR* p. 192, ll. 19-27; p. 193, l. 28 to p. 194, l. 2.
- 3**

- 1** 3.26 Know and explain how a later motion to Limit or Extend Limits of Debate is in order and can supersede an earlier one as explained on *RONR* p. 195, ll. 12-24.
3

Performance Expectations: Previous Question

- 1** 3.27 Understand and interpret the effect of adopting Previous Question, including which motions the subsequent making of which it does and does not preclude, as described in *RONR* p. 531, l. 63 to p. 532, l. 2.
3
- 2** 3.28 Explain to chairs, beginners, organization members, or the public how a motion for the Previous Question can be moved 1) to apply only to the immediately pending question, 2) to apply to all pending questions, or 3) to apply to the immediately pending question and a specified set of a consecutive series of pending questions as described in *RONR* p. 198, l. 26 to p. 199, l. 4; p. 199, ll. 7-25; also explain how when one of these alternatives is moved, other alternatives can be moved before a vote is taken, and the sequence in which such votes occur as described in *RONR* p. 200, ll. 2-23.
3
- 1** 3.29 Know and apply the rules for the motion Previous Question in Standard Descriptive Characteristics 3 through 5 and 7 on *RONR* p. 199, l. 30 to p. 200, l. 1; p. 200, l. 24 to p. 201, l. 2.
3
- 1** 3.30 Recognize and know how to advise the chair to deal with, nonstandard or inappropriate attempts to accomplish the effect of adopting the Previous Question described on *RONR* p. 202, ll. 3-24.
3
- 1** 3.31 Understand and define the meaning, in the context of Previous Question, of the terms "partly executed" and "fully executed" as explained on *RONR* p. 201n.**.
2
3
- 1** 3.32 Understand and describe the effect on subsequent motions of an unexhausted order for the Previous Question as explained in *RONR* p. 206, l. 25 to p. 207, l. 9.
2

Performance Expectations: Recess

- 1** 3.33 Know and describe the difference between Recess and Stand at Ease as described on *RONR* p. 26, ll. 15-33.
3
- 1** 3.34 Understand and explain the meaning of recess given on *RONR* p. 230, ll. 20-25, and the difference between recess and adjourn as described on *RONR* p. 85, ll. 4-25.
3
- 1** 3.35 Understand and explain the difference between the main and privileged motions to Recess explained on *RONR* p. 230, l. 26 to p. 231, l. 5.
2
3
- 1** 3.36 Know and apply the rules for the motion Recess in Standard Descriptive Characteristics 3 through 7 on *RONR* p. 231, l. 28-33.
3
- 1** 3.37 Know and use the rules for declaring and postponing a scheduled recess on *RONR* p. 232, ll. 3-19.
3



Performance Expectations: Adjourn

- 1** 3.38 Understand and define the meaning of adjourn given on *RONR* p. 233, l. 9.
- 1** 3.39 Recognize and assess the unique quality that Adjourn may be privileged even when no question is pending as explained in *RONR* p. 233, l. 17 to p. 234, l. 8.
- 3**
- 1** 3.40 Describe the three characteristics that differentiate the main from the privileged motion to Adjourn given on *RONR* p. 234, ll. 9-21 (including the footnote), and the effect when Adjourn is not privileged described on *RONR* p. 234, ll. 23-30.
- 2**
- 3**
- 1** 3.41 Know and apply the rules for the motion Adjourn in Standard Descriptive Characteristics 3 through 7 on *RONR* p. 236, ll. 3-9.
- 3**
- 1** 3.42 Describe what is in order before the chair may declare a directed adjournment, as explained in *RONR* p. 238, l. 14 to p. 240, l. 10.
- 2**
- 3**
- 2** 3.43 Explain how to declare or set aside a scheduled adjournment as explained in *RONR* p. 240, l. 29 to p. 241, l. 15; p. 86, ll. 12-30.
- 3**

INCIDENTAL MOTIONS

Incidental motions arise out of the consideration of other motions. They are motions that usually must be decided immediately before business can proceed. Although all incidental motions are important, a candidate for registered parliamentarian is to focus on the following ranking motions: Point of Order, Appeal, Suspend the Rules, Parliamentary Inquiry, and Request for Information.

Competencies:

- Use main, subsidiary, privileged, incidental motions, and motions that bring a question again before the assembly.
- Serve as a parliamentarian in meetings.

Performance Expectations: Point of Order

- | | |
|----------|---|
| 1 | 4.1 Know and apply the rules for the motion Point of Order in Standard Descriptive Characteristics 3 through 7 on <i>RONR</i> p. 249, ll. 13-27. |
| 3 | |
| 1 | 4.2 Describe and employ the basic purpose of, and procedure for handling, a Point of Order, as described in <i>RONR</i> p. 249, l. 32 to p. 251, l. 2 and p. 253, l. 5 to p. 254, l. 7. |
| 3 | |
| 1 | 4.3 Explain the timeliness requirements of Point of Order as described in <i>RONR</i> p. 250, l. 17 to p. 251, l. 2, and recognize that exceptions exist to this general rule. |
| 2 | |
| 3 | |
| 3 | 4.4 Rapidly research and apply the exceptions to the timeliness requirement for a Point of Order given on <i>RONR</i> p. 251, ll. 3-26. (C) |
| 2 | |
| 3 | 4.5 Understand and summarize how rulings on Points of Order create precedents as explained in <i>RONR</i> p. 251, l. 29 to p. 242, l. 2. |
| 2 | |
| 3 | 4.6 Explain the precedential nature of a ruling on a Point of Order and how to supersede it, as explained in <i>RONR</i> p. 252, ll. 2-17. |
| 3 | |

Performance Expectations: Appeal

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|----------|--|
| 1 | 4.7 Know and explain the two exceptions to the right to Appeal given on <i>RONR</i> p. 256, ll. 27-36. |
| 3 | |
| 1 | 4.8 Know and apply the rules for the motion Appeal in Standard Descriptive Characteristics 3 through 7 on <i>RONR</i> p. 257, l. 29 to p. 258, l. 18, including memorizing the three cases in which an appeal is undebatable on <i>RONR</i> p. 257, ll. 33-36. |
| 3 | |
| 1 | 4.9 Understand and explain the distinction between rulings that can be appealed and opinions and judgments that cannot be appealed as described in <i>RONR</i> p. 258, l. 33 to p. 259, l. 15, and p. 259n. |
| 3 | |
| 1 | 4.10 Recognize and know how to advise the chair on the procedure for handling an appeal as illustrated in <i>RONR</i> p. 259, l. 197 to p. 260, l. 15. |
| 3 | |



Performance Expectations: Suspend the Rules

- 1** 4.11 Understand and identify the seven categories of rules that cannot be suspended.
- 1** 4.12 Know and apply the rules for the motion Suspend the Rules in Standard Descriptive Characteristics 3 through 7 on *RONR* p. 261, ll. 10-17 and the differences in the vote required explained on *RONR* p. 265, l. 12 to p. 266, l. 15.
- 1** 4.13 Understand and define the purpose and manner of suspending the rules as described in *RONR* p. 261, l. 22 to p. 262, l. 26 and illustrated in *RONR* p. 266, l. 17 to p. 267, l. 10.
- 2**
- 3**
- 3** 4.14 Rapidly research and apply the prohibition on suspending seven categories of rules explained in *RONR* p. 263, l. 1 to p. 265, l. 10. **(C)**

Performance Expectations: Parliamentary Inquiry

- 1** 4.15 Know and apply the rules for the motion Parliamentary Inquiry in Standard Descriptive Characteristics 3 through 7 on *RONR* p. 293, ll. 1-19.
- 3**
- 1** 4.16 Understand the purpose and apply the procedure for making and handling a Parliamentary Inquiry as given in *RONR* p. 293, l. 29 to p. 294, l. 17.
- 2**
- 3**

Performance Expectations: Request for Information

- 1** 4.17 Recognize and know how to advise and assist the chair on preventing members from misusing Request for Information to give information, thus improperly obtaining preference in recognition in order effectively to debate.
- 2**
- 3**
- 1** 4.18 Know and apply the rules for the motion Request for Information in Standard Descriptive Characteristics 3 through 7 on *RONR* p. 293, ll. 1-19 as they pertain to Request for Information.
- 3**
- 1** 4.19 Understand the purpose and apply the procedure for making and handling a Request for Information as given in *RONR* p. 294, l. 19 to p. 295, l. 23.
- 2**
- 3**

MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

If the assembly needs to make a different decision than one already made on an issue, these motions are used to accomplish that goal. These motions afford the opportunity to reopen a completed motion, a motion temporarily disposed of, or to change something previously adopted and still in effect. Since many organizations find themselves in a situation where they have either changed their mind or made a decision hastily, a candidate for registered parliamentarian must know how to deal with these motions. Although all these motions are important, a candidate for registered parliamentarian is to focus on Rescind/Amend Something Previously Adopted and Reconsider.

Competencies:

- Use main, subsidiary, privileged, incidental motions, and motions that bring a question again before the assembly.

- Serve as a parliamentarian in meetings.

Performance Expectations: Rescind/Amend Something Previously Adopted

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| 1
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3 | <p>5.1 Understand and define the purpose and effect of Rescind/Amend Something Previously Adopted as explained on <i>RONR</i> p. 305, ll. 4-14.</p> <p>5.2 Know and apply the rules for the motion Rescind/Amend Something Previously Adopted in Standard Descriptive Characteristics 3 through 7 in <i>RONR</i> p. 306, l. 1 to p. 307, l. 12.</p> <p>5.3 Rapidly research and apply the rules in Standard Descriptive Characteristics 6 and 7 in <i>RONR</i> p. 306, l. 8 to p. 307, l. 12. (C)</p> <p>5.4 Apply the procedure for giving previous notice of and making motions to Rescind or Amend Something Previously Adopted as illustrated in <i>RONR</i> p. 308, l. 34 to p. 310, l. 4.</p> |
|---|--|

Performance Expectations: Reconsider

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| 1
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3 | <p>5.5 Understand and explain the basic purpose and procedure to reconsider a main motion when made at a time when it can immediately be taken up as set forth in <i>RONRIB</i> pp. 58-60 and <i>RONR</i> p. 315, l. 16 to p. 316, l. 21; p. 317, l. 21 to p. 318, l. 3; and, p. 322, l. 14 to p. 323, l. 3 and as illustrated in <i>RONR</i> p. 330, ll. 19-21 and p. 330, l. 34 to p. 331, l. 22.</p> <p>5.6 Know and describe when Reconsider cannot be applied to a motion as set forth in <i>RONR</i> p. 318, l. 17 to p. 319, l. 8 and p. 321, l. 30 to p. 322, l. 12.</p> <p>5.7 Understand the circumstances under which Reconsider cannot be taken up at the time it is made and the procedure followed in such a case as explained in <i>RONR</i> p. 316, l. 22 to p. 317, l. 15; p. 317, l. 21 to p. 318, l. 16; and p. 323, l. 9 to p. 324, l. 19 and the illustration in <i>RONR</i> p. 331, ll. 16-33 and p. 332, ll. 7-26.</p> <p>5.8 Know and apply the rules for the motion Reconsider in Standard Descriptive Characteristics 3 through 7 on <i>RONR</i> p. 320, ll. 1-3, ll. 6-10, and ll. 12-35.</p> <p>5.9 Apply the rules that suspend the effect of a motion sought to be reconsidered when Reconsider is moved at a time when it cannot immediately be taken up on <i>RONR</i> p. 321, ll. 9-28.</p> <p>5.10 Know and apply the rules governing debate on a motion after a motion to Reconsider that motion has been adopted as described in <i>RONR</i> p. 324, l. 21 to p. 325 l. 24.</p> |
|--|---|

ORGANIZATION AND CONDUCT OF MEETINGS

Including such aspects as establishing the quorum, creating the agenda, and conducting debate, these are the rules that keep meetings fair and on target. There are certain things that must be done in order to prepare for and conduct any type of meeting. A candidate for registered parliamentarian must understand the basics for organizing and conducting meetings.

Competencies:

- Use parliamentary rules to organize the business of meetings.
- Use parliamentary terminology and language appropriately.
- Serve as a parliamentarian in meetings.
- Consult with clients.

Performance Expectations: Quorum

- 1** 6.1 Explain the basic need for and effect of a quorum requirement described in *RONRIB* pp. 12-13.
- 1** 6.2 Know and describe the default quorum when membership can be accurately determined as set forth on *RONR* p. 21, ll. 17-23.
- 3** 6.3 Understand and explain what may be done even in the absence of a quorum as described in *RONR* p. 347, l. 21 to p. 348, l. 30.

Performance Expectations: Standard Order of Business

- 1** 6.4 Define the meanings of “order of business,” “orders of the day,” and “agenda,” as well as the two meanings of “program,” given in *RONR* p. 351, l. 16 to p. 353, l. 2 (including p. 352n*).
- 1** 6.5 Know and identify the names and order of the six basic headings in the standard order of business on *RONR* p. 353, ll. 10-15.
- 1** 6.6 Know and identify in which organizations the standard order of business is used as explained in *RONR*, p. 353, ll. 17-26.
- 2** 6.7 Be able to prepare, or assist the secretary to prepare, a memorandum of the order of business as explained in *RONRIB* pp. 143-44 and *RONR* p. 353, l. 27 to p. 354, l. 3. **(C)**
- 2** 6.8 Write a script for a presiding officer using the standard order of business, while referencing *RONRIB* Table C (p. 193) and *RONR* p. 354, l. 4 to p. 360, l. 23. **(C)**
- 1** 6.9 Know and explain how business may be taken up out of its proper order as explained in *RONR* p. 363, l. 7 to p. 364, l. 13.

Performance Expectation: Orders of the Day

- 2** 6.10 Explain to chairs, beginners, organization members, or the public the meaning of and basic rules governing general and special orders as set forth in *RONR* p. 185, l. 29 to p. 188, l. 8.

Performance Expectation: Agenda

- 1** 6.11 Understand and identify the nature of an agenda, when it is commonly used, the procedure for adopting and changing it, and the effect of providing one in advance as described in *RONR* p. 372 l. 1 to p. 373, l. 15.

Performance Expectations: Minutes

- 2** 6.12 Explain the secretary's duty to record motions as described in *RONRIB* pp. 145-46 as well as to note the times of a meetings beginning and end.
- 3**
- 2** 6.13 Write draft basic minutes as described in *RONRIB* pp. 146-50. **(C)**
- 1** 6.14 Know and employ the usual procedure for correcting and approving minutes described in *RONR* p. 354, l. 9 to p. 355, l. 11.
- 3**

Performance Expectations: Recognition, Assignment of the Floor, and Interruption

- 1** 6.15 Know and employ the basic procedure for recognizing a member and assigning the floor, and the three most common cases of preference in recognition as explained in *RONR* p. 29, l. 10 to p. 31, l. 26.
- 3**
- 1** 6.16 Understand and explain the concept of interrupting a member assigned the floor described on *RONR* p. 383, ll. 31-35 and p. 384, l. 34 to p. 385, l. 14.
- 3**
- 1** 6.17 Understand and explain the common cases in which interrupting a member assigned the floor is permitted given on *RONR* p. 384, ll. 6-10, 15-16, 20, & 22.
- 3**
- 2** 6.18 Rapidly research and determine whether interruption of a member assigned the floor is permitted in a particular case using Table II in the tinted pages of *RONR*. **(C)**
- 3**

Performance Expectations: Handling Motions

- 1** 6.19 Know the basic procedure and memorize the standard language used in the six steps for handling a motion given in *RONRIB* pp. 20-27.
- 2** 6.20 Demonstrate how to assist a presiding officer to employ the terminology used to handle motions used in the *RONRIB* tables through use of resources such as the tables in *RONRIB*, motion scripts, or cards/pages. **(C)**
- 3**
- 1** 6.21 Know, and be able to assist a presiding officer in applying, the rules governing unanimous consent and assuming a motion given in *RONR* p. 54, l. 13 to p. 56, l. 17.
- 3**
- 1** 6.22 Understand the concept of debate and basic procedures for it explained in *RONR* p. 385, l. 18 to p. 387, l. 25 and describe the basic default rules for debate given under "Speech Limits in Debate" on *RONRIB* p. 29.
- 3**

Performance Expectations: Debate

- 1** 6.23 Know and employ the basic principles of germaneness and decorum in debate given in *RONRIB* parts 3 through 5 on pp. 30-32.
- 3**
- 1** 6.24 Know and employ the rules governing the chair's participation in debate given in *RONR* p. 394, l. 26 to p. 395, l. 26.
- 3**
- 1** 6.25 Identify and apply with the rules related to discussion outside debate in *RONR* p. 395, l. 31 to p. 396, l. 27.
- 3**
- 1** 6.26 Understand and explain the basic concepts behind debatability of motions in *RONR* p. 396, l. 29 to p. 397, l. 7; p. 398, ll. 9-33.
- 2**
- 3**

VOTING, NOMINATIONS, AND ELECTIONS

Nominations, elections, and voting are the basis of the decision making process in democratic assemblies. Some form of voting typically takes place at every meeting. Electing individuals to office is a common occurrence in many organizations as well. These items can range from simple to complex. A candidate for registered parliamentarian must be well versed in basic procedures for nominations, elections, and voting.

Competencies:

- Review governing documents.
- Handle election procedures.
- Serve as a parliamentarian in meetings.
- Consult with clients.

Performance Expectations: Voting

- | | |
|----------|---|
| 1 | 7.1 Know the meaning of and how to calculate a majority vote, a two-thirds vote, and a majority of the entire membership as explained in <i>RONR</i> p. 400, l. 1 to p. 401, l. 17; p. 401, l. 29 to p. 402, l. 18; p. 403, l. 25 to p. 404, l. 18. |
| 3 | |
| 1 | 7.2 Understand the two elements in bases for determining a voting result given in <i>RONR</i> p. 402, l. 22 to p. 403, l. 8, and identify what is required to modify the default bases. as described on <i>RONR</i> p. 404, ll. 20-31. |
| 1 | 7.3 Know the meaning of and how to calculate a plurality vote as explained on <i>RONR</i> p. 404, l. 33 to p. 405, l. 14. |
| 3 | |
| 1 | 7.4 Know and explain the effect of a tie vote, and the rules concerning the chair's participation in voting in <i>RONR</i> p. 405, l. 16 to p. 406, l. 19. |
| 3 | |
| 1 | 7.5 Know and identify the rights and obligations in voting, and the rule regarding straw polls, described in <i>RONR</i> p. 406, l. 23 to p. 408, l. 26; p. 429, ll. 16-28. |
| 3 | |
| 1 | 7.6 Know and explain the rules concerning abstention and voting on questions affecting oneself in <i>RONR</i> p. 407, l. 12 to p. 408, l. 7. |
| 3 | |

Performance Expectations: Voting by Standard and Alternate Methods

- | | |
|----------|---|
| 1 | 7.7 Know and apply the proper procedure and standard terminology for taking a vote by voice, rising, and show of hands, including announcing the result, described in <i>RONR</i> p. 45, l. 20 to p. 51, l. 16. |
| 3 | |
| 1 | 7.8 Know and apply the procedures for verifying a vote and counting a rising vote as described in <i>RONR</i> p. 51, l. 18 to p. 53, l. 14; p. 410, l. 13 to p. 411, l. 21. |
| 3 | |
| 1 | 7.9 Know and apply the rules concerning ballot voting described in <i>RONR</i> p. 412, l. 13 to p. 415, l. 10. |
| 3 | |
| 2 | 7.10 Write a script for the presiding officer to use indicating how to conduct a ballot vote as indicated in <i>RONR</i> p. 414, ll. 6-30; p. 415, ll. 11-18; p. 417, l. 18 to p. 418, l. 25. (C) |
| 2 | 7.11 Write scripts for the presiding officer using <i>RONR</i> terminology and directions for taking a vote by voice, rising, and show of hands, including announcing the result, by referring to Tables A and B in <i>RONRIB</i> pp. 187-192. (C) |



Performance Expectations: Nominations

- 1** 7.12 Know and employ the detailed rules governing nominations by a nominating committee and from the floor to advise the presiding officer and others by referring to *RONR* p. 431, l. 31 to p. 436, l. 27. **(C)**
- 2**
- 3**
- 1** 7.13 Know and identify the basic rules governing nominations by a nominating committee and from the floor given in *RONRIB* pp. 78-79.
- 1** 7.14 Know and explain how to assist an organization in preparing for and conducting nominations based upon the guidance in *PPPP* pp. 89-92.
- 2**
- 3**

Performance Expectations: Elections

- 2** 7.15 Understand and explain the rules designating the method of election, providing for completion of an election, and establishing the time at which an election takes effect as described in *RONR* p. 438, l. 20 to p. 439, l. 3; p. 444, ll. 9-32.
- 1** 7.16 Know and explain how to assist an organization in preparing for and conducting elections based upon the guidance in *PPPP* pp. 93-97.
- 2**
- 3**

Performance Expectations: Tellers

- 1** 7.17 Recognize and know how to advise tellers concerning the procedure for distributing ballots, including the three alternate procedures for collecting ballots as described in *RONR* p. 414, l. 6 to p. 415, l. 23.
- 3**
- 1** 7.18 Know how to advise tellers on how properly to count ballots using Table VIII and *RONR* p. 415, l. 24 to p. 417, l. 17. **(C)**
- 2** 7.19 Identify and explain the proper forms and rules regarding tellers' reports as described in *RONR* p. 417, l. 18 to p. 419, l. 11.

SERVE AS PARLIAMENTARIAN IN MEETINGS

There are numerous roles a parliamentarian will be in a meeting. It is important to know the difference between a meeting and a session and issues involved in providing proper notice of meetings and previous notice of motions. Furthermore, it is critical to know when a motion is not in order and how to address a situation when such motion is offered. These performance expectations identify some essentials a candidate for registered parliamentarian must know in order to be ready to serve during an ordinary meeting.

Competencies:

- Use parliamentary rules to organize the business of meetings.
- Serve as a parliamentarian in meetings.

Performance Expectations: Business Meeting Types; Meeting and Session

- 1** 8.1 Understand and describe the difference between “meeting” and “session” as explained in *RONR* p. 81, l. 3 to p. 82, l. 14; p. 83, l. 22 to p. 85, l. 2; p. 94, ll. 5-10.
- 2**
- 1** 8.2 Know and explain the difference between an adjournment and an adjournment sine die given in *RONR* p. 82, l. 34 to p. 83, l. 18.
- 3**
- 1** 8.3 Understand and describe the significance of session as described in *RONR* p. 86, l. 34 to p. 88, l. 24.
- 2**
- 1** 8.4 Recognize the difference between regular and special meetings as defined in *RONR* p. 89, ll. 5-8; p. 89, ll. 24-30; p. 91, ll. 28-31.
- 1** 8.5 Define the meaning and significance of quarterly time interval described in *RONR* p. 89, l. 31 to p. 91, l. 16, including n.* on p. 90.
- 1** 8.6 Know and identify the rules governing what business can be transacted at regular versus special meetings given on *RONR* p. 91, ll. 17-24; p. 93, ll. 3-21.
- 2** 8.7 Apply the rules governing whether and when special meetings can be called as described on *RONR* p. 92, ll. 9-26. **(C)**
- 1** 8.8 Recognize the two distinct senses in which the term annual meeting is used and know the rule governing business required to be taken up at one as explained in *RONR* p. 94, l. 17 to p. 95, l. 12.
- 1** 8.9 Know and define the meaning of executive session and the rules governing it as described on *RONR* p. 95, l. 14 to p. 96, l. 17.
- 3**
- 2** 8.10 Apply the rules relating to electronic meetings as described on *RONR* p. 97, l. 6 to p. 99, l. 30. **(C)**

Performance Expectations: Motions Not in Order

- 1** 8.11 Know and apply the five 5 conditions or characteristics that cause a main motion to be out of order as described in *RONR* p. 110, l. 33 to p. 113, l. 13.
- 2**
- 3**
- 1** 8.12 Know and describe the alternative course(s) open for accomplishing the desired result if a motion is out of order as described in items 2 through 5 on *RONR* p. 111, l. 11 to p. 113, l. 13.
- 2**
- 3**



Performance Expectation: Renewal of Motions

- 1** 8.13 Know and explain the meaning of renewal of a motion, the basic principle governing renewal of motions, and the three specified instances in which it does not apply as described on *RONR* p. 336, l. 3 to p. 337, l. 6.
- 2**
- 3**

Performance Expectations: Previous Notice and Notice of Motions

- 1** 8.14 Understand and identify with the rules governing notice for regular and special meetings as described in *RONR* p. 89, ll. 5-22; p. 91, l. 31 to p. 92, l. 8; p. 92, l. 28 to p. 93, l. 2.
- 1** 8.15 Understand and identify the meaning of a requirement of previous notice as described on *RONR* p. 121, ll. 23-30.
- 1** 8.16 Know and explain how previous notice is given with the call of a meeting as explained in *RONR* p. 121, ll. 30-35; p. 123, l. 35 to p. 124, l. 6.
- 3**

Performance Expectations: Serve as Parliamentarian in Meetings In General

- 1** 8.17 Identify the basic subjects covered in each *RONR* chapter (or set of chapters) as described in *RONRIB* Chapter 12C (pp. 101-103).
- 1** 8.18 Quickly find and apply relevant rules using the *RONR* tinted page tables, table of contents, and index as described in *RONRIB* pp. 107-108, and examples as explained in *RONR* p. 119, l. 10 to p. 120, l. 3. **(C)**
- 1** 8.19 Quickly find and apply relevant rules using the *RONR* CD-ROM search functions. **(C)**
- 3**
- 1** 8.20 Explain accurately, clearly, and succinctly any *RONR* rule whose application might be needed in a meeting after briefly reading over its coverage in *RONR*. **(C)**
- 3**
- 1** 8.21 Apply any *RONR* rule whose application might be needed in a meeting while rapidly referring to its coverage in *RONR*. **(C)**
- 3**
- 2** 8.22 Know and apply what is needed to prepare a script and appropriate formats as described in *PPPP* Chapter VII and *Playbook* pp. 1-8.
- 2** 8.23 Write scripts for meetings and specific motions using techniques, examples, and references in *PPPP* Chapter VII, *Playbook* pp. 121-42; 147-166, and referring to *RONRIB* (especially the tables) and to *RONR* (especially the “Form and Example” segments for motions). **(C)**

WRITING AND INTERPRETING BYLAWS AND OTHER GOVERNING DOCUMENTS

Governing documents can be the organization's own bylaws or rules imposed by a higher authority or government. Parliamentarians often receive calls and inquiries from officers and members of organizations asking for clarification of the bylaws or governing documents. A candidate for registered parliamentarian must know how to read and understand these rules.

Competencies:

- Use parliamentary terminology and language appropriately.
- Review governing documents.
- Write bylaws and other governing documents.
- Interpret bylaws and other governing documents.

Performance Expectations: Bylaw Amendments

- 1 9.1 Know and identify the default requirement to amend bylaws described on *RONR* p. 592, ll. 3-13.
- 1 9.2 Understand and identify the principle that allows consideration of bylaw amendments that conflict with those previously adopted at the same session described on *RONR* p. 592, ll. 20-26 and the recommended procedure for considering conflicting proposals described on *RONR* p 593, l. 35 to p. 594, l. 27.
- 1 9.3 Understand and identify the basic procedure for isolated bylaw amendments and their recording in the minutes described in *RONR* p. 592, l. 33 to p. 593, l. 14; p. 594, ll. 28-29.
- 1 9.4 Understand and explain how notice is given of bylaw amendments and the limitations on amendment of them imposed by the scope of notice requirement as described in *RONR* p. 594, l. 31 to p. 596, l. 35.
- 2 9.5 Write isolated amendments and present them in a recommended form as described on pp. 33 -35 of *PPPP* and in *RONR* p. 568, l. 26 to p. 569, l. 16; p. 596, ll. 27-31, referring as relevant to *RONR* pp. 570-588 ("Content of Bylaw Articles") and *PPPP* pp. 38-47, and applying the recommendations on p. 31 of *PPPP*. (C)
- 2 9.6 Use provisos and headings appropriately as explained in *RONR* pp. 597-599. (C)
- 2 9.7 Write scripts for considering bylaw amendments using *Playbook* pp. 143-46. (NOTE: An additional useful resource may include the *NAP Script Writing Assistant CD*.) (C)
- 2 9.8 Be able, by referring to *RONR* p. 597, l. 1 to p. 599, l. 12, to draft transitional provisions and to incorporate adopted amendments into the bylaws. (C)

Performance Expectations: Special Rules of Order

- 2 9.9 Write a draft special rule of order by referring to *RONR* p. 16, ll. 1-20. (C)
- 2 9.10 Know how to advise and assist the chair in presiding over consideration of special rules of order. (C)

Performance Expectations: Interpreting Bylaws and Other Rules

- 1 9.11 Know and recall, at least in paraphrased form, the Principles of Interpretation listed in *PPPP* pp. 35-36.
- 2 9.12 Apply the Principles of Interpretation listed in *PPPP* pp. 35-36 and explained in *RONR* p. 588, l. 18 to p. 591, l. 30 to ambiguous or conflicting bylaws provisions and other rules. (C)

Performance Expectations: Reviewing Governing Documents

- 2 9.13 Explain the appropriate content of the governing documents described on *PPPP* pp. 36 -38.
- 1 9.14 Identify the governing documents appropriate to particular content used for a given purpose as described in *RONRIB* Chapter 10.

Performance Expectations: Higher Authorities

- 1 9.15 Understand and identify how procedural rules in law may apply to an organization and may supersede the organization's own rules as explained in *RONR* p. 3, l. 32 to p. 4, l. 17; p. 58on.
- 1 9.16 Recognize the relevance of an organization's status as a corporation as described in *RONR* p. 11, l. 9 to p. 12, l. 4.
- 1 9.17 Understand and explain the nature of established custom and how to set it aside in a particular instance under *RONR* p. 19, ll. 1-9.
2
- 3 9.18 Understand and explain how conflicts between established custom and written rules are resolved under *RONR* p. 19, ll. 9-18.
2
- 3 9.19 Explain the difference between governing provisions of procedural law which are subject to a Point of Order under *RONR* p. 251, ll. 16-17, and substantive provisions of law, which are not.
1
- 9.20 Recognize that Suspend the Rules cannot suspend provisions of law as noted in *RONR*, p. 260, ll. 19-25.
- 2 9.21 Find applicable provisions of procedural law through www.law.cornell.edu/statutes.html (especially www.law.cornell.edu/wex/table_corporations) and the sources under "References" in *PPPP* p. 47, excluding the reference to open meeting laws and homeowner association statutes in the final sentence. (C)
- 1 9.22 Recognize that if an entity is subordinate to another entity (such as a state chapter that is part of a national organization) the governing documents and rules of the superior organization must be consulted for provisions that supplement or supersede those of the subordinate entity.

BOARDS AND COMMITTEES

Most of the work in organizations is managed through boards and committees. Day-to-day work is usually delegated to boards and committees in order to carry out the activities and projects for the organization. Special rules apply to different kinds of boards and to committees. A candidate for registered parliamentarian must know how to assist organizations with dealing with the rules regarding how business is conducted in boards and committees.

Competencies:

- Review governing documents.
- Interpret bylaws and other governing documents.
- Assist boards and committees.

Performance Expectations: Boards

- 1 10.1 Understand and recognize the nature of, and differences among, independent boards, subordinate boards, and executive committees explained on *RONRIB* p. 157. (See also *RONR* p. 2, l. 61 to p. 3, l. 62; p. 828, l. 62 to p. 820, l. 3.)
- 2 10.2 Recognize and know how to advise officers and board members concerning their responsibilities by referring to *RONRIB* Chapters 15-18 and *RONR* p. 448, l. 19 to p. 464, l. 3. **(C)**
- 2 10.3 Write draft bylaws provisions applicable to boards by referring to *RONR* p. 482, l. 8 to p. 483, l. 16. **(C)**
- 1 10.4 Understand and explain the rights and responsibilities of ex-officio board members and how a board's officers are designated as explained in *RONR* p. 483, l. 18 to p. 484, l. 10.

Performance Expectations: Committees

- 1 10.5 Understand and explain the provisions for giving instructions to committees as described in *RONR* p. 172, ll. 5-14; p. 177, ll. 13-17.
- 3 10.6 Understand and identify the connection between the power to appoint, to fill vacancies, and to remove, as described on *RONR* p. 177, ll. 19-33; p. 492, ll. 20-22; p. 497, ll. 1-13.
- 1 10.7 Understand and identify the limits on the authority of committees described in *RONR* p. 490, ll. 8-25.
- 1 10.8 Recognize the difference in the terms of members of standing versus special committees explained in *RONR* p. 490, ll. 4-7; p. 490, l. 32 to p. 491, l. 5; p. 492, ll. 3-9.
- 1 10.9 Know and explain the rules regarding the appointment of non-members to committees as described on *RONR* p. 492, l. 26 to p. 493, l. 2.
- 2 10.10 Know and identify the five methods by which committees can be appointed described in *RONR* p. 493, l. 3 to p. 496, l. 35; p. 171, l. 30 to p. 172, l. 4; p. 174, l. 10 to p. 176, l. 18.
- 3 10.11 Recognize and know how to provide advice concerning considerations in appointing committee members by referring to *RONR* p. 497, l. 34 to p. 498, l. 23. **(C)**



Performance Expectations: Rules and Procedures in Boards and Committees

- 2** 10.12 Understand and explain the different limitations on rules of order that independent boards, subordinate boards, and committees may adopt as explained in *RONR* p. 486, ll. 13-19 & 25-28; p. 500, l. 22 to p. 501, l. 1.
- 1** 10.13 Know and identify the requirements for transaction of business in boards and committees given in *RONR* p. 486, l. 29 to p. 487, l. 12; p. 499n.*; p. 503, ll. 14-28.
- 1** 10.14 Know and identify the circumstances in which boards and committees employ the "small board" rules as described in *RONR* p. 486, ll. 29-33; p. 487, ll. 26-29; p. 500, ll. 9-13; p. 501, ll. 2-6.
- 2** 10.15 Understand and describe the rules regarding minutes as they pertain to boards and committees given in *RONR* p. 487, ll. 13-20; p. 500, ll. 4-8.
- 1** 10.16 Recognize and explain the eight rules governing more informal procedure in small boards as given in *RONRIB* p. 158 and in the context of *RONR* p. 487, l. 29 to p. 488 l. 20; p. 488n.**.
- 2** 10.17 Explain the effect of periodic partial change in board membership on the matters not finally disposed of and on the terms of board officers explained in *RONR* p. 488, l. 22 to p. 489, l. 16. **(C)**
- 1** 10.18 Recognize the difference in the availability of motions to limit debate in boards and committees explained in *RONR* p. 488n.*; p. 500, ll. 18-21 & n.*.
- 1** 10.19 Know and identify the rules governing the calling and adjournment of committee meetings and quorum in them as described in *RONR* p. 499, l. 19 to p. 500, l. 1; p. 501, l. 28 to p. 502, l. 11.
- 1** 10.20 Know and identify the rules concerning committee hearings and who may be present during committee meetings described on *RONR* p. 501, ll. 7-13.
- 2** 10.21 Know and describe the types of board and committee reports given in *RONR* p. 503, l. 30 to p. 504, l. 14.
- 2** 10.22 Know how to accurately and clearly advise committee members how to prepare and the assembly's presiding officer on how to preside over the consideration of board and committee reports by referring to *RONR* p. 504, l. 16 to p. 529, l. 24 and *Playbook* pp. 137-49. **(C)**

A PROFESSIONAL PARLIAMENTARIAN

A registered parliamentarian acts as a professional who has skills and performs the duties expected of a person with expertise who is paid to advise others. It is essential that this role is taken seriously and that the parliamentarian always behaves as an ethical expert. As an expert, a registered parliamentarian is also called upon to teach parliamentary procedure to organizations, boards, and committees. A candidate for registered parliamentarian must demonstrate the ability to teach parliamentarian procedure and the ability to act professionally and ethically in various scenarios.

Competencies:

- Use parliamentary terminology and language appropriately.
- Teach parliamentary procedure.
- Act professionally and ethically.
- Consult with clients.
- Advise clients on mass meetings and the creation, merger, or dissolution of societies.

Performance Expectations: Teaching Parliamentary Procedure

- ② 11.1 Understand and describe the five Knowles Principles explained in *PPPP* pp. 54-55.
- ① 11.2 Know and identify the three learning styles described in *PPPP* pp. 54-55.
- ② 11.3 Write a lesson plan, including writing objectives using the SMART model and describing the content of each objective employing the four step process based upon *PPPP* pp. 57-58. See also “Lesson Development” in *PPPP* pp. 63-64. [\(C\)](#)
- ② 11.4 Prepare and present a lesson, keeping in mind the presentation keys on *PPPP* p. 63. [\(C\)](#)
- ② 11.5 Employ effective evaluation of one’s own teaching as described on *PPPP* pp. 64-65. [\(C\)](#)

Performance Expectations: Act Professionally and Ethically

- ② 11.6 Understand and describe the background and approach to applying the *Joint Code of Ethics for Parliamentarians* described in *PPPP* pp. 67-69; 72-75. [\(C\)](#)
- ② 11.7 Respond to scenarios on ethical dilemmas based upon the *Joint Code of Ethics for Parliamentarians* and be familiar with the commentary on the Joint “Ethical Parameters for Parliamentarians” by Eugene Bierbaum as excerpted in *PPPP* pp. 69-72, while recognizing there have been changes in the Code since that commentary was published. [\(C\)](#)
- ① 11.8 Know and identify, at least in paraphrased form, the 16 items in the *Joint Code of Ethics for Parliamentarians* violations of which are subject to discipline (6.5 through 8.2) given in *PPPP* pp. 76-77.
- ② 11.9 Develop and write a business plan based on *PPPP* pp. 3-7. [\(C\)](#)
- ② 11.10 Explain how professional fees may be set based on *PPPP* pp. 7-10. [\(C\)](#)
- ② 11.11 Prepare invoices for professional parliamentary services. (See *PPPP* p. 10.) [\(C\)](#)
- ② 11.12 Prepare letters of agreement and contracts based on *PPPP* pp. 17-21. [\(C\)](#)



Performance Expectation: Consult with Client

- 1** 11.13 Understand and identify the advice about working with clients found on *PPPP* pp. 4; 11-17.

Performance Expectation: Disciplinary Procedures

- 1** 11.14 Recognize and know how rapidly to advise a presiding officer to deal with breaches of order in a meeting by members and non-members as described on *RONR* p. 644, l. 19 to p. 649, l. 15.

Performance Expectation: Answer Parliamentary Questions

- 1** 11.15 Address parliamentary questions orally in advising a presiding officer as described in *RONR* p. 466, l. 3 to p. 467, l. 19.

Performance Expectations: Parliamentary Terminology

- 1** 11.16 Employ standard parliamentary terminology and parliamentary language when applying the material covered in all performance expectations for RPs under all other content areas.





**STANDARDS
FOR
PROFESSIONAL REGISTERED PARLIAMENTARIAN**





STANDARDS FOR PROFESSIONAL REGISTERED PARLIAMENTARIAN

INTRODUCTION

Presently, there are two levels of credentialing offered by the National Association of Parliamentarians: Registered Parliamentarian[®] (RP) and Professional Registered Parliamentarian[®] (PRP). Credentialing for RPs and PRPs is managed by the NAP Commission on Credentialing.

This material sets the expectations of the Commission on Credentialing for everyone who wishes to become a Professional Registered Parliamentarian. Before becoming a Professional Registered Parliamentarian the candidate must have successfully attained the RP credential.

This document is designed to guide an NAP member who wishes to prepare to become credentialed as a Professional Registered Parliamentarian. Being ready to respond in a performance based assessment with skill in each of the competencies means that a candidate will be successful in earning this credential. The objectives illustrate the sort of abilities expected, and the performance expectations explain in detail what is required to master each competency at the appropriate level of skill.

The *Standards for Professional Registered Parliamentarian* use the *NAP Body of Knowledge* as the basis for deciding what skills (competencies) a Professional Registered Parliamentarian needs to have in order to serve as a consultant for associations dealing with common issues and concerns. The standards cover eight domain areas, which include:

- Domain 1: Motions and Meeting-Related Procedures
- Domain 2: Governing Documents

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- Domain 3: Serving as Parliamentarian in Meetings and Conventions
 - Domain 4: Teaching
 - Domain 5: Business and Ethics
 - Domain 6: Governance
 - Domain 7: Consulting Skills
 - Domain 8: Nominations, Elections, and Voting

The resources to be used in conjunction to prepare to meet these standards include:

- *Robert's Rules of Order Newly Revised* (11th edition), cited as *RONR*
- *Robert's Rules of Order Newly Revised in Brief*, (2nd edition), cited as *RONRIB*
- *Professional Practices in Parliamentary Procedure* (2015, NAP), cited as *PPPP*
- *Pathway to Proficiency: Parliamentary Playbook – A Guide to Script Writing* (2nd edition) (2014, NAP), cited as *Playbook*



COMPREHENSIVE CONTENT

The *Standards for Professional Registered Parliamentarian* covers 7 content areas:

- **Advanced Use of Motions**—so that the parliamentarian will know how to handle special issues that may require the use of less commonly used motions. These motions range from main motion, subsidiary motions, privileged motions, incidental motions, and motions that bring a question again before the assembly.
- **Less Commonly Used Motions**—so that the parliamentarian will know important rules applying to motions that don't often occur in regular meetings since that knowledge is critical in understanding how associations and conventions should conduct business.
- **Advising or Presiding at a Meeting or Convention**—so that the parliamentarian will know how to effectively advise a presiding officer or members, or in some cases actually serve as the presiding officer, during regular meetings or conventions.
- **Governing Documents and Script Writing**—so that the parliamentarian will know how to write, read, and understand all the rules stated in bylaws and other forms of governing documents. In addition, the parliamentarian will know how to effectively write and prepare accurate scripts to help guide the presiding officer through a meeting or convention.
- **Advanced Issues with Boards and Committees; Mass Meetings and Merger or Dissolution of Societies**—so that the parliamentarian will be able to know how to address issues regarding boards, committees, and how business is conducted in those



deliberative assemblies. Furthermore, the parliamentarian should know how to guide members through a mass meeting, merger, or dissolution of an organization.

- **Advanced Issues with Nominations, Voting, and Elections**—so that the parliamentarian will know how to handle complex issues involving nominations, voting, and elections.
- **Professional Parliamentarian**—so that the parliamentarian will know the skills and perform the duties expected of a professional and ethical individual with expertise who is paid to advise others.

Competencies and Performance Expectations

Each content area has competencies and performance expectations that can be used to guide the development of courses and study material to prepare for assessment to become a Professional Registered Parliamentarian. The competencies are based upon areas of the *NAP Body of Knowledge* that are important for members and leaders to know, since a PRP must have advanced knowledge of parliamentary procedure in order to assist in all types of meetings ranging from small regular meetings to large conventions. The performance expectations provide a framework of what the Professional Registered Parliamentarian should be able to know and do while serving as an PRP.

Assessment Parameters

The competencies for preparing to become and retain one's status as a Professional Registered Parliamentarian cover more than what is in *RONR*. But with respect to *RONR*, the assessments included in these standards are based on the following assumptions:

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1. The Professional Registered Parliamentarian has achieved all of the competencies required for the Registered Parliamentarian credential.
 2. Professional Registered Parliamentarians should be able to understand and apply all that is in the book when they have it available for reference. This should be sufficient with respect to that advice that is provided outside of meetings, such as helping to draft a bylaws amendment or revision.
 3. In a meeting or convention, Professional Registered Parliamentarians should be able *rapidly* to find, refer to, understand and apply any rule that would be likely to come up and need resolution in the meeting itself.
 4. Professional Registered Parliamentarians should know and be able to apply parliamentary rules that are relevant in an ordinary meeting or convention under usual circumstances *without* having to refer to *RONR*.

NOTE: When “(C)” is found at the end of a performance expectation, it means “Consult.” In fulfilling this performance expectation, the parliamentarian may contemporaneously consult *RONR*, *RONRIB*, or another source cited, but is expected to be sufficiently familiar with the material to be consulted to be able to correctly research and apply it as needed. When “(C)” is *not* included at the end of a performance expectation, the parliamentarian is expected to be able to fulfill it without referring to *RONR* or other sources concerning parliamentary rules other than any that are specific to the organization being advised.



Content Assessment Steps

Mastery of the performance standards will be assessed through three consecutive steps. This approach is reflected in the numbering system (steps 1, 2, and 3).

The candidate for professional registered parliamentarian will be evaluated sequentially starting with Step 1. The candidate will need to successfully complete Step 1, proceed to Step 2, successfully complete Step 2, and proceed to and complete Step 3.

1

Step 1: Objective Test

Such a test consists of factual questions requiring knowledge and application of rules whose substance has been committed to memory. Question types include multiple choice, true-false, fill in the blank, matching, sequencing, etc.

2

Step 2: Written, Online, or Multimedia Assignments

Written assignments such as short answer, essay, and case studies will be sent to the candidate to be completed and returned to designated evaluators. In addition, assignments for tasks performed outside of meeting environments may be assessed through the use of online and multimedia tools.

3

Step 3: Simulation

Candidates for professional registered parliamentarian will demonstrate their knowledge and skill through various simulations of meeting scenarios.

ADVANCED USE OF MOTIONS

The candidate for professional registered parliamentarian should already be skilled in the use of those motions that are a regular part of most meetings. But there are times when special issues arise that may require the use of less commonly used motions. Or the PRP may need to make a distinction between the rules that apply to two different but similar motions. Knowing these rules or how to find them quickly is an important skill for the PRP. In addition, the PRP may choose to teach classes or workshops where s/he needs to be able to explain these motions and their correct usages.

Competencies:

- Use main, subsidiary, privileged, incidental motions, and motions that bring a question again before the assembly.
- Use parliamentary terminology and language appropriately.
- Teach parliamentary procedure.

Performance Expectations: Main Motions

- 1.1 Use the distinctions described in *RONR*, p. 100, l. 7 to p. 102, l. 3; p. 102, ll. 16-26; p. 168, ll. 32-35; p. 180, ll. 9-12; p. 192, ll. 1-7; p. 283, ll. 12-16; and p. 438, ll. 26-30 to determine whether particular main motions are original or incidental main motions.
- 1.2 Understand what differences in the rules depend on whether a motion is an original or an incidental main motion, as set forth in *RONR*, p. 102, l. 4 to p. 102, l. 15 and p. 633, ll. 8-10 and apply them in practice.
- 1.3 Understand and apply the rules that determine whether a motion to Adopt is an original or an incidental main motion and how it may be amended as described in *RONR* p. 124, ll. 10-23.
- 1.4 Understand and apply the rules governing the incidental main motion to Ratify, including those distinguishing what may and what may not be ratified as set forth in *RONR*, p. 124, l. 24 to p. 125, l. 20.

Performance Expectations: Amend

- 1.5 Explain to beginners, organization members, or the public the basic process and rules governing secondary amendments to the extent set forth in *RONR* CD-ROM “Understanding Secondary Amendments.”
- 1.6 Apply the rules limiting changes in an adopted amendment found on *RONR* p. 140, l. 5 to p. 141, l. 4 (insert or add words); p. 141, ll. 16-25 (insert or add paragraphs); p. 146, ll. 15-28 (strike out words); p. 148, ll. 15-21 (strike out paragraphs); p. 151, l. 25 to p. 152, l. 11 (strike out and insert words); p. 155, l. 22 to p. 156, l. 3.
- 1.7 Apply the rules governing secondary amendments to primary amendments to strike out paragraphs as described in *RONR*, p. 147, l. 24 to p. 148, l. 13; and to substitute: p. 154, l. 10 from “But for the purposes of secondary” to p. 155, l. 21.
- 1.8 Advise and train chairs how to conduct consideration of amendments to strike paragraphs as described in *RONR* p. 147, l. 24 to p. 148, l. 21 and of amendments to substitute as described on p. 154, ll. 21-31; p. 155, l. 16-21 and illustrated on p. 158, l. 6 to p. 162, l. 7.
- 1.9 Apply the rules governing substitutes when a question is being considered seriatim and with relation to committees as described on *RONR*, p. 156, l. 4 to p. 157, l. 2.

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- 1.10 Advise regarding the process for each of the three methods of creating a blank given in *RONR*, p. 163, l. 5 to p. 164, l. 11.
 - 1.11 Apply the rules governing filling blanks given as described in *RONR*, p. 164, ll. 13-26; p. 167, ll. 3-30.
 - 1.12 Understand and apply the rules under which amendments that would not otherwise be in order because previously considered are nevertheless in order after a matter referred to a committee is reported back, as given in *RONR* p. 176, ll. 20-31.
 - 1.13 When amendments are debatably germane or not germane, a) describe the rationales for both conclusions, and b) accurately advise chairs of the option to submit the question to the assembly for decision as described in *RONR*, p. 254, l. 8 to p. 255, l. 22, including the footnote; p. 248, ll. 24-33; p. 249, ll. 18-24.

Performance Expectations: Commit

- 1.14 Apply the detailed rules relating to adhering motions with reference to Commit as described in *RONR* p. 169, ll. 8-16; p. 169, l. 27 (from “can be”) to p. 170, l. 2.
- 1.15 Know and apply the required elements in a motion to Commit given on *RONR* p. 171, l. 27 to p. 172, l. 4, and how to deal with their omission as described on p. 172, l. 26 to p. 173, l. 33; p. 174, ll. 10-12; p. 174, ll. 21-23 (through “-tion”).
- 1.16 Recognize and explain when a motion to Commit is out of order as dilatory under the rule on *RONR* p. 172, ll. 20-24.

Performance Expectations: Postpone Definitely

- 1.17 Apply the detailed rules relating to adhering motions with reference to Postpone Definitely as described in *RONR* p. 180, ll. 26-33; p. 181, ll. 12-28; p. 188, ll. 27-34.
- 1.18 Understand and apply the rules governing postponement to an adjourned meeting as described in *RONR*, p. 183, ll. 18-33.
- 1.19 Recognize and explain when a motion to Postpone Definitely is out of order under the rules in *RONR*, p. 184, l. 3 to p. 185, l. 27.

Performance Expectations: Limit/Extend Limits of Debate

- 1.20 Recognize and know the rules that govern what subsidiary motions may and may not be made when Limit or Extend Limits of Debate is pending and after it has been adopted given in *RONR* p. 194, l. 3 to p. 195, l. 8.
- 1.21 Understand and explain how a subsidiary motion not otherwise in order after a motion to Limit or Extend Limits of Debate has been adopted can be made in order as explained on *RONR* p. 194n. and p. 195, ll. 9-12.
- 1.22 Know and identify the three conditions that exhaust an order limiting or extending the limits of debate given on *RONR* p. 195, ll. 26-33.
- 1.23 Recognize and understand the specific effects that depend on whether an order limiting or extending limits of debate is or is not exhausted explained in *RONR* p. 195, l. 33 to p. 196, l. 8.

Performance Expectations: Previous Question

- 1.24 Understand the normal inappropriateness of laying Previous Question on the table, and the circumstance in which there may be a legitimate need to do so, as explained in *RONR*, p. 198n*.
- 1.25 Know and explain the rules limiting the effect of Previous Question on an undebated preamble given in *RONR* p. 202, l. 26 to p. 203, l. 3.
- 1.26 Apply the rules governing what occurs when execution of the Previous Question is interrupted on *RONR* p. 203, l. 21 to p. 204, l. 10.
- 1.27 Know and explain the three conditions that exhaust an order for the Previous Question given on *RONR* p. 204, ll. 17-23.
- 1.28 Recognize and understand the specific applications of the rules governing exhaustion of the Previous Question given in *RONR* p. 204, l. 23 to p. 205, l. 10.
- 1.29 Know the rules dealing with reconsideration of a vote ordering the Previous Question and of a vote taken under it in *RONR* p. 205, l. 12 to p. 206, l. 23.

Performance Expectations: Adjourn

- 1.30 Know and explain the difference in effect of Recess and Adjourn given on *RONR* p. 85, ll. 4-25 & n.*
- 1.31 Know and explain what happens to business that is pending or uncompleted at adjournment as explained in *RONR* p. 236, l. 15 to p. 237, l. 15.
- 1.32 Apply the rules specifically relevant to adjournment of bodies without regularly scheduled meetings on *RONR* p. 237, l. 17 to p. 238, l. 12.
- 1.33 Recognize and understand the limitations on Adjourn's renewal and attempts to move it without being recognized on *RONR* p. 240, ll. 12-27.

Performance Expectations: Point of Order

- 1.34 Apply the rules relating to adhering motions with reference to Point of Order as described in *RONR* p. 247, l. 14 to p. 248, l. 23.
- 1.35 Understand and explain the concept underlying exceptions to the timeliness requirement for a Point of Order described on *RONR* p. 251, ll. 3-7.
- 1.36 Describe the six specific instances of exceptions to the timeliness requirement for a Point of Order given on *RONR* p. 251, ll. 7-26.
- 1.37 Apply the rules specifying the remedy for violation of the right to vote given on *RONR* p. 252, l. 19 to p. 253, l. 3.
- 1.38 Advise the chair on the detailed procedure and rules for referring a Point of Order to the judgment of the assembly as illustrated in *RONR* p. 254, l. 8 to p. 255, l. 22.

Performance Expectation: Appeal

- 1.39 Know and recall the rules relating to adhering motions with reference to Appeal as described on *RONR* p. 257, ll. 1-29.



Performance Expectations: Suspend the Rules

- 1.40 Know and apply the prohibition on suspending rules in bylaws and its exceptions given on *RONR* p. 17, ll. 22-25.
- 1.41 Know and explain the rule concerning renewal of Suspend the Rules given on *RONR* p. 262, ll. 28-35.
- 1.42 Identify and explain the seven categories of rules that cannot be suspended explained in *RONR* p. 263, l. 1 to p. 265, l. 10.
- 1.43 Rapidly research and apply the detailed application of the prohibition on suspending seven categories of rules explained in *RONR* p. 263, l. 1 to p. 265, l. 10. **(C)**

Performance Expectations: Rescind/Amend Something Previously Adopted

- 1.44 Understand and describe the effect when previous notice has been given of a motion to Rescind or Amend Something Previously Adopted, and an amendment is proposed or adopted beyond the scope of notice as explained in *RONR* p. 307, l. 28 to p. 308, l. 10.
- 1.45 Identify and explain the three categories of actions that cannot be rescinded or amended given on *RONR* p. 308, ll. 13-30.
- 1.46 Understand and state the rules concerning Rescind and Expunge from the Minutes as described on *RONR* p. 310, ll. 7-27.

Performance Expectations: Reconsider

- 1.47 Understand and apply the rules governing reconsideration of subsidiary, privileged, and incidental motions in *RONR* p. 325, l. 26 to p. 329, l. 23 and p. 331, l. 35 to p. 332, l. 5.
- 1.48 Know and explain how the rules applicable to Reconsider differ in committees as set forth in *RONR* p. 329, l. 25 to p. 330, l. 12.
- 1.49 Understand and explain the purpose of, and indicate how to protect against abuses of, Reconsider and Enter on the Minutes, the way in which rules governing it differ from those for Reconsider, and the procedure for its use as explained in *RONR* p. 332, l. 28 to p. 335.

LESS COMMONLY USED MOTIONS

There are some motions that have very specific uses that do not occur often in regular meetings. However, the professional registered parliamentarian should have the knowledge and skills to immediately identify when these motions are needed. The candidate for professional registered parliamentarian should be able to rapidly access all relevant rules applying to these motions and advise clients appropriately.

Competencies:

- Use main, subsidiary, privileged, incidental motions, and motions that bring a question again before the assembly.
- Use parliamentary terminology and language appropriately.

Performance Expectations: Postpone Indefinitely

- 2.1 Understand and explain the purpose and effect of Postpone Indefinitely as given in RONR p. 126, ll. 4-9; p. 127, l. 29 to p. 128, l. 7; p. 128, ll. 17-33.
- 2.2 Know and apply the rules in Standard Descriptive Characteristics 3 through 7 as given on RONR p. 127, ll. 10-16.

Performance Expectations: Lay on the Table

- 2.3 Understand and explain the purpose and effect of Lay on the Table as given in RONR p. 209, ll. 26-36; p. 214, l. 7 to p. 215, l. 8.
- 2.4 Recognize and know how to advise the chair on how to detect and deal with misuses of Lay on the Table as described in RONR p. 210, ll. 5-14; p. 215, l. 10 to p. 217, l. 4.
- 2.5 Know and apply the rules in Standard Descriptive Characteristics 3 through 7 and in that part of Standard Descriptive Characteristic 2 as given on RONR p. 211, ll. 13-17 & ll. 21-25.
- 2.6 Understand and explain the rules governing renewal of Lay on the Table in RONR p. 213, l. 24 to p. 214, l. 5.

Performance Expectations: Call for the Orders of the Day

- 2.7 Understand and explain the purpose of and procedure for a Call for the Orders of the Day as described in RONR p. 219, l. 4 to p. 220, l. 13; p. 223, l. 33 to p. 224, l. 21.
- 2.8 Know and apply the rules in Standard Descriptive Characteristics 2 through 7 as given on RONR p. 220 l. 30 to p. 221 l. 17.
- 2.9 Understand and describe the difference in when Call for the Orders of the Day is appropriate depending on whether the order of the day called for is a general order or a special order as explained in RONR p. 221, l. 22 to p. 222, l. 14.
- 2.10 Understand and describe the difference between the rules governing Call for the Orders of the Day itself and those governing consideration of the main motion that is brought before the assembly when it is enforced as explained on RONR p. 222, ll. 19-30.
- 2.11 Recognize and know how to advise the chair on how to initiate setting aside the orders of the day as described on RONR p. 223, ll. 7-21.
- 2.12 Recognize and know how to advise the chair on how to handle appropriate motions by a member that set aside the orders of the day as described on RONR, p. 223, ll. 22-29.



Performance Expectations: Raise a Question of Privilege

- 2.13 Understand and explain the purpose of and procedure for raising a question of privilege as explained in *RONR* p. 224, l. 25 to p. 225, l. 7; p. 227, l. 31 to p. 228, l. 23.
- 2.14 Know and apply the rules in Standard Descriptive Characteristics 3 through 7 as given on *RONR* p. 226, l. 13 to p. 227, l. 5.
- 2.15 Understand and describe the difference between the rules governing Raise a Question of Privilege itself and those governing consideration of the matter that is brought before the assembly when it is admitted as explained on *RONR* p. 225, ll. 9-35.

Performance Expectations: Fix the Time to Which to Adjourn

- 2.16 Understand and explain the purpose of, and limits upon moving, Fix the Time to Which to Adjourn as described on *RONR* p. 242, ll. 20-31; p. 244, ll. 3-6; p. 245, l. 3.
- 2.17 Know and apply the rules in Standard Descriptive Characteristics 2 through 7 as given on *RONR* p. 243, ll. 26-35.
- 2.18 Understand and describe the difference between the main and privileged motions to Fix the Time to Which to Adjourn explained on *RONR* p. 242, l. 32 to p. 243, l. 9.
- 2.19 Recognize the needed content and the effect of Fix the Time to Which to Adjourn as described on *RONR* p. 244, ll. 6-34.
- 2.20 Know the characteristics of and apply the rules governing an adjourned meeting set forth on *RONR* p. 244, ll. 17-34.

Performance Expectations: Object to Consideration of a Question

- 2.21 Understand and explain the purpose of, and procedure for making and handling, an Objection to the Consideration of a Question as described in *RONR* p. 267, ll. 16-20; p. 269 ll. 1-8; p. 269, l. 28 to p. 270, l. 26.
- 2.22 Know and apply the rules in Standard Descriptive Characteristics 1 through 7 as given on *RONR* p. 267, l. 26 to p. 268, l. 15.

Performance Expectations: Division of a Question

- 2.23 Understand and explain the purpose of Division of a Question given on *RONR* p. 270, ll. 30-35.
- 2.24 Know and apply the rules in Standard Descriptive Characteristics 3 through 7 as given on *RONR* p. 271, l. 32 to p. 272, l. 1.
- 2.25 Understand and explain what a motion for Division of the Question needs to specify, and the procedure for handling it given in *RONR* p. 272, ll. 6-17; p. 275, l. 18 to p. 276, l. 6.
- 2.26 Understand and describe the rules distinguishing motions that are divisible and those that, because of their construction, are not subject to Division of a Question, and recognize how in the latter case the objective of division may be obtained through an amendment to strike out, as explained in *RONR* p. 272, l. 19 to p. 273, l. 29.
- 2.27 Identify conforming amendments that cannot be divided as explained in *RONR* p. 273, l. 33 to p. 274, l. 18.
- 2.28 Recognize the type of motions that must be divided upon demand of a single member as described in *RONR* p. 274, l. 31 to p. 275, l. 14.



Performance Expectations: Consideration by Paragraph or Seriatim

- 2.29 Understand the purpose and effect of Consideration by Paragraph or Seriatim as explained in RONR p. 276, ll. 12-22; p. 277, ll. 20-31.
- 2.30 Know and apply the rules in Standard Descriptive Characteristics 3 through 7 as given on RONR p. 277, ll. 8-12.
- 2.31 Know and describe the circumstances in which consideration seriatim is the default procedure and those in which the chair may choose to apply it explained in RONR p. 277, l. 33 to p. 277, l 7.
- 2.32 Understand and explain how a motion to consider as a whole may be used to overturn the chair's direction to consider seriatim as described on RONR p. 278, ll. 9-14.
- 2.33 Know and apply the rules governing consideration by paragraph or seriatim set forth in RONR p. 278, l. 16 to p. 279, l. 3 and p. 277, ll. 20-31.

Performance Expectations: Request to be Excused from a Duty

- 2.34 Understand and explain the purpose of Request to Be Excused from a Duty and how it may be granted as given on RONR p. 289, ll. 17-27.
- 2.35 Know and apply the rules in Standard Descriptive Characteristics 3 through 7 as given on RONR p. 290, ll. 8-18.
- 2.36 Understand and apply the rules regarding acceptance, declination, and resignation from a duty in RONR p. 290, l. 25 to p. 291, l. 25.
- 2.37 Understand and apply the rules regarding resignation from membership in RONR p. 291, l. 27 to p. 292, l. 10.

Performance Expectations: Requests and Inquiries

- 2.38 Know and apply the rules in Standard Descriptive Characteristics 3 through 7 as they apply to Withdraw or Modify a Motion; To Read Papers; For Any Other Privilege as described on RONR p. 293, ll. 1-19.
- 2.39 Distinguish between seeking to withdraw or modify a motion before and after it is stated as explained on RONR p. 295, l. 25 to p. 296, l. 20.
- 2.40 Understand, explain, and apply the procedure dealing with the maker's request to withdraw a motion after it has been stated by the chair given on RONR p. 296, l. 21 to p. 297, l. 26.
- 2.41 Understand, explain, and apply the procedure dealing with the maker's request to modify a motion after it has been stated by the chair given on RONR p. 297, l. 27 to p. 298, l. 6.
- 2.42 Know and apply the rules concerning a Request to Read Papers given on RONR p. 298, l. 9 to p. 299, l. 18.
- 2.43 Know and apply the rules concerning a Request for Any Other Privilege on RONR p. 299, ll. 20-35.



Performance Expectations: Take from the Table

- 2.44 Understand and explain the purpose of Take from the Table and the status of a motion or motions taken from the table explained in *RONR* p. 300, ll. 3-5; p. 303, l. 18 to p. 304, l. 2.
- 2.45 Understand and identify the time limits on taking from the table in *RONR* p. 301, l. 34 to p. 302, l. 7.
- 2.46 Understand and describe how a motion may be taken from the table in preference to a new unstated main motion as explained in *RONR* p. 302, ll. 9-32; p. 304, ll. 6-28.
- 2.47 Recognize that Take from the Table cannot interrupt a series of motions under the rules in *RONR* p. 302, l. 33 to p. 303, l. 16.

Performance Expectations: Discharge a Committee

- 2.48 Understand and explain the purpose and need for Discharge a Committee explained in *RONR* p. 310, l. 31 to p. 311, l. 5; p. 312, ll. 21-27.
- 2.49 Know and apply the rules in Standard Descriptive Characteristics 2 through 6 as given on *RONR* p. 311, l. 22 to p. 312, l. 2.
- 2.50 Know and describe the difference in the votes required to adopt Discharge a Committee in different circumstances, given on p. 312, ll. 3-15.
- 2.51 Identify and describe when Reconsider is an alternative, as explained on *RONR* p. 312, ll. 28-35.
- 2.52 Understand and describe the alternative of adopting a motion instructing the committee when to report, and the vote that requires, as described in *RONR* p. 313, ll. 1-10.
- 2.53 Know and describe the difference in the continuing existence of discharged committee depending on whether it is a standing or special committee as described on *RONR* p. 313, ll. 18-25.
- 2.54 Recognize and explain what happens to a matter discharged from a committee in different circumstances as explained in *RONR* p. 313, l. 26 to p. 314, l. 18.

Performance Expectations: Motions Not in Order

- 2.55 Define dilatory motion as stated on *RONR* p. 342, ll. 12-14, the alternative course(s) open for accomplishing the desired result the definition of a dilatory motion as stated on *RONR* p. 342, ll. 12-14, and the limitations on and duties of a presiding officer with respect to dilatory motions given on *RONR* p. 343, ll. 3-10.
- 2.56 Name the sort of language not permitted in a motion, and the exception to its prohibition, described on *RONR* p. 344, ll. 1-5.



Performance Expectations: Renewal of Motions

- 2.57 Know and describe the two general principles governing renewal of motions on *RONR* p. 337, ll. 28.
- 2.58 Know and recall the five (5) cases in which a motion goes over to another session so as not to be renewable at that session given in *RONR* p. 340, l. 29 to p. 341, l. 28.
- 2.59 Rapidly research and apply the renewability of specific motions described on *RONR* p. 338, l. 1 to p. 342, l. 6. **(C)**

Performance Expectation: Previous Notice

- 2.60 Know and describe the procedure for giving previous notice at a meeting as explained in *RONR* p. 122, l. 19 to p. 123, l. 33.

ADVISING OR PRESIDING AT A MEETING OR CONVENTION

Assisting associations in organizing and running meetings is an essential part of the professional registered parliamentarian's role. Therefore, it is essential that the professional registered parliamentarian is prepared to answer questions and identify issues before a meeting happens to minimize difficulties during the meeting as well as be able to identify issues during the meeting and consult with clients about fixing any problems.

Competencies:

- Use parliamentary terminology and language appropriately.
- Serve as a parliamentarian in meetings.
- Serve as a parliamentarian in conventions.
- Consult with clients.

Performance Expectations: Quorum

- 3.1 Define quorum and the recommended standard for setting the quorum for a voluntary society given on *RONR* p. 21, ll. 3-17; p. 346, l. 15-31.
- 3.2 Know and explain the quorum requirements described on *RONR* p. 21, ll. 17-35; p. 345, l. 11 to p. 346, ll. 13; p. 347, ll. 8-19.

Performance Expectations: Order of Business

- 3.3 Write a script for a presiding officer using the standard order of business that incorporates optional headings, while referencing *RONR* p. 354, l. 1 to p. 363, l. 5. **(C)**
- 3.4 Understand and explain the proper meaning and ordering of items of business within the category of "Unfinished Business and General Orders" given in *RONR*, p. 358, l. 13 to p. 359, l. 3-10.
- 3.5 Understand and use the six (6) optional headings for an order of business explained in *RONR* p. 360, l. 25 to p. 363, ll. 5.

Performance Expectations: Orders of the Day

- 3.6 Understand the central rules governing the priority of orders of the day when they come into conflict as explained in *RONR* p. 187, l. 9 to p. 188, l. 8.
- 3.7 Rapidly research and apply the detailed rules governing orders of the day and their priority when they come into conflict set forth in *RONR* p. 364, l. 16 to p. 371, l. 13. **(C)**

Performance Expectations: Agenda

- 3.8 Understand and describe the relation of orders of the day to an agenda as explained on *RONR* p. 371, ll. 17-35.
- 3.9 Be familiar with and summarize the procedure for taking up topics in an agenda, including a scheduled recess and adjournment, and the relation of unfinished business to an agenda, as set forth in *RONR* p. 373, l. 17 to p. 375, l. 26.



Performance Expectations: Minutes

- 3.10 Write draft minutes of meetings that include complex or unusual procedures in accordance with *RONR* p. 468, l. 14 to p. 473, l. 18. **(C)**
- 3.11 Recall the less common procedures associated with correcting, approving, and amending previously adopted minutes described in *RONR* p. 473, l. 20 to p. 475, l. 24.
- 3.12 Know how to advise on alternative ways of recording and reporting on an assembly's proceedings as explained in *RONR* p. 475, l. 26 to p. 476, l. 15. **(C)**

Performance Expectations: Recognition, Assignment of the Floor, and Interruption

- 3.13 Rapidly research and apply the detailed rules for preference in recognition as described in *RONR* p. 378, l. 18 to p. 382, l. 16. **(C)**
- 3.14 Recognize and describe the variation from the standard procedures for recognizing a member appropriate for large assemblies described on *RONR* p. 383, ll. 1-27.
- 3.15 Know and apply the rules regarding assigning the floor by vote or through an appeal given on *RONR* p. 383, ll. 18-29 & n.*
- 3.16 Know and identify all the cases in which interrupting a member assigned the floor is permitted given on *RONR* p. 384, ll.1-32.

Performance Expectation: Handling Motions

- 3.17 Understand and be able to assist a presiding officer in following, the detailed procedure involved in the six (6) steps for handling a motion as described in *RONR* p. 42, l. 8 to p. 45, l. 19.

Performance Expectations: Debate

- 3.18 Know and describe the detailed rules for length and number of speeches given in *RONR* p. 387, l. 29 to p. 390, l. 2.
- 3.19 Apply the detailed rules governing decorum in debate in *RONR* p. 391, l. 33 to p. 394, l. 22.

Performance Expectations: Business Meeting Types; Meeting and Session

- 3.20 Understand and explain how meetings in continuation of a session are scheduled as described in *RONR* p. 85, l. 27 to p. 86, l. 10.
- 3.21 Understand and explain the relevance of session to the appointment of a chairman pro tem explained on *RONR* p. 88, ll. 26-35.
- 3.22 Understand and describe the meaning of and rules governing adjourned meetings in *RONR* p. 93, l. 23 to p. 94, l.4; p. 94, ll. 11-15.
- 3.23 Define the meaning of public session and the status of those attending one explained in *RONR* p. 96, l. 19 to p. 97, l. 4.



Performance Expectations: Conventions

- 3.24 Employ *RONR* Chapter XIX and *Playbook* pp. 11; 51-59 to assist with the preparation for and conduct of a convention of delegates. **(C)**
- 3.25 Be familiar with and describe advance preparation and the services of a parliamentarian at a convention on *RONR* p. 607, l. 17 to p. 609, l. 16. **(C)**
- 3.26 Know and explain the three (3) convention committee reports that must be adopted to organize a convention and the procedure for moving and considering their adoption as described in *RONR* p. 609, l. 34 to p. 610, l. 27, and the limitations on convention actions before adoption of the Credentials Committee report as explained in *RONR* p. 615, ll. 4-10.
- 3.27 Know how to advise on dealing with contested seats in a convention as described in *RONR* p. 614, l. 26 to p. 615, l. 2; p. 616, ll. 2-35, and the procedure for adopting the first and supplementary reports of the Credentials Committee explained in *RONR* p. 616, ll. 11-13; p. 617, ll. 1-23.
- 3.28 Understand and summarize the nature of convention standing rules as explained on *RONR* p. 618, ll. 3-17.
- 3.29 Employ *RONR* p. 618, l. 1 to p. 624, l. 6, to assist a convention Committee on Standing Rules to draw up, and a presiding officer to conduct consideration of, convention standing rules. **(C)**
- 3.30 Employ the proper procedure for consideration and adoption of convention standing rules described in *RONR* p. 618, l. 27 to p. 619, l. 31 and *Playbook* pp. 56-60.
- 3.31 Know and explain the requirements for adopting convention standing rules described in *RONR* p. 619, ll. 23-27; p. 619, l. 33 to p. 620, l. 21.
- 3.32 Know and describe the requirements for amending, rescinding, and suspending convention standing rules given on *RONR* p. 620, l. 23 to p. 621, l. 14.
- 3.33 Know and describe the procedure and requirements for adoption of the Program Committee report, for changes in the program after its adoption, and for the procedure at the expiration of the time the program allots to a subject described in *RONR* p. 629, ll. 17 to p. 630, l. 34 (including the pages and lines referenced on ll. 31-34).
- 3.34 Understand and summarize the variations in the authority of and procedure related to the Resolutions Committee described on *RONR* p. 633, l. 1 to p. 635, l. 9; p. 637, l. 35 to p. 640, l. 6.
- 3.35 Employ *RONR* pp. 636-37, to assist a Resolutions Committee to draw up a platform. **(C)**

GOVERNING DOCUMENTS AND SCRIPT WRITING

The professional registered parliamentarian should be able to assist clients in understanding and following all the governing documents that apply to their association. In addition, the PRP should be able to write and revise scripts and bylaws as needed. Sometimes associations have a need for the disciplinary procedures outlined in *RONR*. The PRP should be able to assist their client in making this process as painless as possible while ensuring that due process is followed.

Competencies:

- Review governing documents
- Write bylaws and other governing documents.
- Interpret bylaws and other governing documents.

Performance Expectation: Governing Documents

- 4.1 Explain the appropriate content of the governing documents as described in *RONR* §2.

Performance Expectation: Higher Authorities

- 4.2 Know where and how to find applicable provisions of procedural law that govern unions, homeowner associations, condominium and cooperative associations, and other specific types of regulated organizations with deliberative assemblies. **(C)**

Performance Expectations: Disciplinary Procedures

- 4.3 Employ the script-writing techniques explained in *PPPP* Chapter VII and *Playbook* pp. 1-8 to write scripts for disciplinary proceedings based on *RONR* p. 649, ll. 17-35; p. 654, l. 15 to p. 669, l. 8. **(C)**
- 4.4 Employ the script-writing techniques explained in *PPPP* Chapter VII and *Playbook* pp. 1-8 to write scripts for the various options for members to use when the chair acts improperly in a meeting, in accordance with *RONR* p. 650, l. 20 to p. 653, l. 20. **(C)**
- 4.5 Employ the script-writing techniques explained in *PPPP* Chapter VII and *Playbook* pp. 1-8 to write a script to preside over a motion to remove an officer from office as provided in *RONR* p. 653, l. 27 to p. 654, l. 3. **(C)**

Performance Expectation: Parliamentary Opinions

- 4.6 Employ the techniques in *PPPP* Chapter IV and *In My Opinion* to prepare formal written parliamentary opinions. **(C)**



Performance Expectations: Bylaws

- 4.7 Understand and apply the steps RONR recommends for drafting bylaws on *RONR* p. 566, l. 20 to p. 570, l. 12. **(C)**
- 4.8 Analyze and apply the explanations given in *RONR* pp. 570-83 of the bylaws language suggested there. **(C)**
- 4.9 Understand and apply the procedure for considering original bylaws as described in *RONR* pp. 556-559 and a revision as described in *RONR* p. 593, ll. 16-31. **(C)**
- 4.10 Understand and explain that scope of notice limitations do not apply to amending proposed original bylaws or a bylaws revision as explained in *RONR* p. 593, ll. 19-27.
- 4.11 Write draft original bylaws or a bylaws revision as described on *PPPP* pp. 32-33 and 35, referring as relevant to *RONR* pp. 570-88 and *PPPP* pp. 38-47. **(C)**
- 4.12 Use *Playbook* pp. 110-11 and, optionally, the *NAP Script Writing Assistant CD* to write scripts for adopting and revising bylaws. **(C)**



ADVANCED ISSUES WITH BOARDS AND COMMITTEES; MASS MEETINGS AND MERGER OR DISSOLUTION OF SOCIETIES

The professional registered parliamentarian should be able to explain differences in rules that apply to boards and committees rather than the assembly. And the PRP should be able to advise on the use of certain committees that can be useful for the assembly or board to accomplish certain aims. Furthermore, the PRP should be able to advise clients and guide them through a mass meeting to establish an organization as well as through the steps involved in merger and dissolution.

Competencies:

- Assist boards and committees.
- Consult with clients.
- Advise clients on mass meetings and the creation, merger, or dissolution of societies.

Performance Expectations: Rules and Procedures in Boards and Committees

- 5.1 Understand and describe the way in which boards and committees may deal with breaches of order described in *RONR* p. 486, ll. 19-25; p. 501, ll. 14-26.
- 5.2 Explain the effect of periodic partial change in board membership on the matters not finally disposed of and on the terms of board officers explained in *RONR* p. 488, l. 22 to p. 489, l. 16. **(C)**
- 5.3 Know and explain how the rules for Rescind/Amend Something Previously Adopted and Reconsider differ in committees as explained in *RONR* p. 500, ll. 13-16; p. 306, l. 34 to p. 307, l. 2; pp. 329-30.
- 5.4 Apply the rules concerning continuity and conclusion of committee assignments given in *RONR* p. 502, l. 13 to p. 503, l. 2. **(C)**
- 5.5 Employ *RONR* p. 529, l. 27 to p. 540, l. 9, to advise on procedure in committee of the whole and quasi committee of the whole. **(C)**

Performance Expectations: Mass Meetings

- 5.6 Employ the appropriate procedures for using or adopting rules of order in a mass meeting as explained in *RONR* p. 546, ll. 1-30.
- 5.7 Analyze and explain the assumptions governing rules at a mass meeting and the procedure for formally adopting rules at one described on *RONR* p. 546, ll. 1-30.
- 5.8 Understand and describe adoption of original bylaws in the context of organizing a permanent society as explained in *RONR* p. 553, l. 32 to p. 557, l. 33; p. 559, l. 29 to p. 561, l. 14. **(C)**
- 5.9 Write a script for mass meetings and the creation of societies as illustrated in *Playbook* pp. 89-115. **(C)**



Performance Expectations: Merger or Dissolution

- 5.10 Distinguish the difference between merger and consolidation explained on *RONR* p. 561, ll. 20-35.
- 5.11 Recognize the need for legal advice when merging or consolidating incorporated societies as described on *RONR* p. 562, ll. 6-10.
- 5.12 Employ *RONR* pp. 562-63 to advise the proper procedures for merger or consolidation. **(C)**
- 5.13 Recognize the need for legal advice when dissolving incorporated societies as described on *RONR* p. 563, l. 34 to p. 564, l. 4.
- 5.14 Employ *RONR* pp. 563-64 to advise the proper procedure for dissolution. **(C)**

ADVANCED ISSUES WITH NOMINATIONS, VOTING, AND ELECTIONS

Sometimes elections require the use of specific rules that are not needed ordinarily. The professional registered parliamentarian needs to be able to advise clients about the proper handling of unusual situations that may occur so that the membership is satisfied that the results of voting and elections are correct and reflect the will of the assembly.

Competencies:

- Act professionally and ethically.
- Consult with clients.
- Handle election procedures.
- Serve as a parliamentarian in meetings.
- Serve as a parliamentarian in conventions.

Performance Expectations: Voting

- 6.1 Understand and explain the issues and rules concerning voting requirements based on the number of members present and on fixed membership on *RONR* p. 403, ll. 13 -24 & n*.
- 6.2 Understand and explain the detailed rules regarding rights and obligations in voting in *RONR* p. 406, l. 23 to p. 407, l. 10; p. 408, l. 9 to p. 409, l. 20.
- 6.3 Describe the time limits on challenging, retaking, recounting, or changing a vote given in *RONR* p. 408, l. 28 to p. 409, l. 12; p. 419, ll. 1-9; p. 411, ll. 19-21; 422, ll. 30-33.
- 6.4 Employ *RONR* p. 411, ll. 23 to p. 412, l. 4; p. 419, l. 11 to p. 428, l. 26, to advise concerning the propriety of and procedures for use of voting cards, machine or electronic voting, roll-call vote, absentee voting, and a vote by mail or email. **(C)**
- 6.5 Employ *RONR* p. 411, l. 43 to p. 412, l. 4, p. 430, l. 1 to p. 438, l. 16, to write scripts for the presiding officer using *RONR* terminology and directions for taking a vote by voting card, viva-voce and roll-call methods. Be able to prepare scripts that include proxy voting; see *RONR* p. 428, l. 28 to p. 429, l. 14. **(C)**
- 6.6 Understand and explain the rules governing recapitulation of a roll-call vote on *RONR* p. 422, ll. 1-8.

Performance Expectations: Nominations and Elections

- 6.7 Employ *RONR* p. 430, l. 1 to p. 438, l. 16 to advise the presiding officer and others concerning the relative merits of, and the procedures for conducting, nominations by the 6 alternative methods. **(C)**
- 6.8 Employ *RONR* p. 430, l. 1 to p. 438, l. 16 to advise the presiding officer and others concerning the procedures for conducting elections by viva-voce and roll-call methods. **(C)**
- 6.9 Know and explain the rules concerning cumulative voting in *RONR* p. 443, l. 27 to p. 444, l. 7 and for preferential voting in *RONR* p. 425, l. 33 to p. 428 l. 26.
- 6.10 Identify and describe the methods by which the announced result of an election may be challenged as explained on p. 444, l. 34 to p. 445, l. 8-9.
- 6.11 Employ *RONR* p. 445, l.8 to p. 446, l. 2 to advise whether a particular point of order challenging an election result need not be timely. **(C)**
- 6.12 Recognize and the rule under which only the voting body itself may judge election disputes given on *RONR* p. 446, ll. 4-17.

THE PROFESSIONAL REGISTERED PARLIAMENTARIAN

Above all, the professional registered parliamentarian is a professional who is expected to uphold the highest standard of ethics and skill when serving as a parliamentarian, professional presider, or teacher. The candidate for professional registered parliamentarian is expected to have the skills that demonstrate the desirability of using parliamentary procedure to ensure that clients experience the value of democratic process.

Competencies:

- Use parliamentary terminology and language appropriately.
- Teach parliamentary procedure.
- Act professionally and ethically.

Performance Expectations: Teaching Parliamentary Procedure

- 7.1 Be able to construct effective learning activities and performance assessment tasks using instructional questions including the types described in *PPPP* pp. 55-62. **(C)**
- 7.2 Demonstrate skill and knowledge in preparing and teaching public workshops in parliamentary basics. **(C)**
- 7.3 Demonstrate knowledge and experience in teaching parliamentary procedure courses or workshops to prepare member parliamentarians to become credentialed. **(C)**

Performance Expectation: Ethics

- 7.4 Apply the 16 items in the *Joint Code of Ethics for Parliamentarians* to alleged violations which are subject to discipline (2.1 through 4.8) given in *PPPP* pp. 76-77. **(C)**

Performance Expectations: Parliamentary Terminology

- 7.5 Employ standard parliamentary terminology and parliamentary language when applying the material covered in all performance expectations for PRPs under all other content areas.
- 7.6 Teach presiding officers, committee chairs presenting reports, and members the use of the appropriate language for making and handling motions that are likely to be used by clients in the particular organizations to which they belong, in accordance with *RONR*.

