

**National Association of Parliamentarians  
Professional Development Committee  
Proposed PRC Module Standards – June 9, 2014**

**Doing Business as a Professional Parliamentarian  
Proposed Standards**

Participants will

- A. Demonstrate understanding of the characteristics of a Professional Parliamentarian.
- B. Produce and professional marketing collateral and materials such as brochures, business cards, website, social media
- C. Produce Letters of Agreement or Contract using correct grammar, punctuation and spelling.
- D. Demonstrate understanding of a business plan by developing such a plan.

**Ethics  
Proposed Standards**

Participant will

- A. Demonstrate knowledge of the *Code of Ethics for Parliamentarians* (Adopted 2001 by NAP and AIP) by:
  - a. Distinguishing between the aspirational and disciplinary provisions of the code.
  - b. Explaining how the ethical standards apply to
    - i. Dealing with colleagues,
    - ii. Marketing/doing business,
    - iii. Dealing with clients.
- B. Demonstrate how the code applies to various scenarios professional parliamentarians may encounter.

## **Governing Documents Proposed Standards**

### Participants will

- Explain the hierarchy of governing documents, including the roles of Corporate Charter and Custom.
- Demonstrate the ability to write a bylaw amendment that is clear, understandable, and worded as a proper amendment.
- Demonstrate the ability to write a notice to the membership regarding a bylaw amendment or amendment of a special rule.
- Explain the difference between standing rules and special rules.
- Explain when notice is required for bylaws, special rules, and standing rules.
- Demonstrate understanding of the requirements to do the following:
  - Adopt a new set of bylaws, special rules, and standing rules,
  - Amend bylaws, special rules, and standing rules,
  - Rescind a bylaw provision, special rules, and standing rules.

## **Script Writing Proposed Standards**

### Participants will

- A. Demonstrate ability to write useful scripts
- B. Provide effective communication tools
  - a. Clear, precise wording of motions,
  - b. Clear, precise explanations of parliamentary situations with alternate language as might be appropriate,
  - c. Clear scripts for dealing with main motions and secondary motions.

### **Serving as a Meeting Parliamentarian Proposed standards**

#### Participants will

- A. Describe the role of the parliamentarian as noted in the latest edition of RONR; note the parliamentarian is not an attorney and does not give legal advice.
- B. Identify important timeline items for serving a client.
- C. Identify items to be used in a Client and Service Checklists and demonstrate ability to use the checklists.
- D. Provide appropriate pre-service and follow-up materials for a client
- E. Demonstrate skills necessary to advise a presiding officer in a variety of procedural situations:
  - a. Give correct advice as per *RONR*, client bylaws, special rules,
  - b. Give presiding officer appropriate language to use (generally following usage noted in *RONR*),

### **Serving as a Presiding Officer Proposed Standards**

#### Participant will

- A. Use correct terms, according to RONR, when processing a motion.
- B. Demonstrate knowledge of characteristics of motions.
- C. Demonstrate effective and efficient presiding techniques.
- D. Demonstrate good communication skills.

### **Teaching Parliamentary Procedure Proposed Standards**

#### Participants will

- A. Demonstrate ability to develop a lesson plan based on the type of group to which instruction is to be given.
- B. Demonstrate ability to develop learning tools (handouts, in-class exercises, and so on) appropriate to the type of lesson given, for example:
- C. Demonstrate ability to use relevant language and tools for specific groups, while maintaining the integrity of RONR terminology and practice.
- D. Demonstrate knowledge of topic taught
- E. Demonstrate correct grammar usage, confident tone, eye contact, evidence of organization when presenting lesson.

### **Writing Parliamentary Opinions Proposed Standards**

Participants will (demonstrate the ability to:)

- A. Correctly identify the specific question(s) asked.
- B. Show the analysis of the problem(s) presented.
- C. Cite correctly the appropriate authority to support all statements made, and avoid citing resources not relevant to the question(s) asked.
- D. Communicate clearly a logical conclusion.
- E. Present the parliamentary opinion on professional letterhead in a written format using correct grammar, punctuation, and spelling.

### **Research & Basic Opinion Writing Module Proposed Standards**

Participant will:

- A. Ask crucial preliminary questions before answering questions on parliamentary law/procedure
- B. Identify questions posed according to the hierarchy of authorities.
- C. Understand and apply the eight principles of interpretation.
- D. Know and access four parliamentary research sources.
- E. Distinguish fact from opinion.
- F. Identify & avoid terminology pitfalls
- G. Respond to a specific parliamentary question in a one-page parliamentary opinion for email submission.