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.