

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

Criteria for Credentialing

What You Need to Know



SEPTEMBER 2019



NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

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Criteria for Credentialing: What You Need to Know

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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. At the 2017 Convention the bylaws were amended to change terms to four years and to provide for the election of three Commissioners by the delegates at each convention. The members of the Commission at the time of adopting this 2019 edition of the *Criteria for Credentialing* document are:

For terms ending in Fall 2019:

Thomas (Burke) Balch PRP

Gayla Stone PRP

Greg Goodwiller, PRP


For terms ending in Fall 2021

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

Rosalie Stroman PRP

Frances Jackson PRP

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. In June 2019 it determined that the new RP credentialing system would be implemented beginning August 1, 2019.

FIRST YEAR


During the first year of its operation, in the period between the 2015 NAP Convention and the 2016 NAP Training Conference, the Commission:

- Attended a day-long training workshop in psychometric practices to comply with the adopted bylaws amendment funded by generous support from the NAP Educational Foundation.
- Determined the professional credentials to be offered by NAP based on the items that parliamentarians should know and be able to do as described in the Body of Knowledge.
- 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 at <https://www.parliamentarians.org/RP-standards> " and Performance Standards for Professional Registered Parliamentarians" available at <https://www.parliamentarians.org/PRP-standards>.)

SECOND YEAR

During the second year of its operation, in the period between the 2016 NAP Training Conference and the 2017 NAP Convention, the Commission:

- 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.

- 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 nine committees of volunteer PRPs to draft questions for each content area based on the confidential list of rules to be used in the online Step One RP assessment. Their members were given online training. The committees wrote an average of 150 questions each. These questions were then given to initial PRP reviewers to double-check for accuracy and clarity.
- The Commission itself began the process of reviewing submitted questions for accuracy, relevance, and appropriate level of testing (Step One of the RP assessment), and began the process of posting those tentatively adopted in online tests on the Schoology Learning Management System.
- Began work on Step Two of the RP assessment.
- Began “alpha testing” of the initial 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.

THIRD YEAR

During the third year of its operation, in the period between the 2017 NAP Convention and the 2018 NAP Training Conference, the Commission:

- Continued work on Step Two and began work on Step Three of the RP assessment.
- Completed the process of reviewing submitted questions.
- Commissioners learned the standard Schoology system and created three equivalent quizzes for each of the 8 Parts in Step One, consisting of a total of 915 questions culled and refined from the Drafting Committee




submissions.

- Alpha testers (RPs and PRPs) were recruited and began taking tests in the initial parts of Step One.
- An Analysis Committee composed of one Commissioner and one consultant with a background in psychometric techniques prepared to systematically evaluate and analyze the data generated by alpha and later beta testing and make recommendations for changes based on this analysis.
- At the 2018 NAP Training Conference, conducted an information workshop for potential evaluators for Steps Two and Three.

FOURTH YEAR

During the fourth year of its operation, in the period between the 2018 NAP Training Conference and the 2019 NAP Convention, the Commission:

- Recruited beta testers (regular members to do a second round of testing of the tests while seeking to obtain the RP credential).
- Learned that, contrary to its previous information, the “standard” Schoology tests could not produce the statistical data needed for expert assessment by the Analysis Committee; obtained a generous grant from the NAP Educational Foundation for subscription to the Assessment Management Platform (AMP) add-on to the Schoology Learning Management System subscription, which did not become available until 2018.
- As a consequence, the Commission first had to duplicate all the existing “standard” format Schoology tests into the AMP format. Second, the Commission had to manually transfer the responses that individual alpha testers had given in the “standard” format tests to the parallel tests in the AMP format. This delayed the completion of alpha testing and the beginning of beta testing by a number of months.
- Resumed Alpha testing of Step One tests employing the new AMP format.
- As alpha testing of the new RP Step One online tests was evaluated by the Analysis Committee for each Part that had been taken by an adequate number of alpha testers, the full Commission made extensive modifications to the questions and answer choices based on the

- 
- Part to be taken by beta testers.
 - Based on beta testing of the revised Parts the Analysis Committee produced further statistical evaluations, which provided the basis for the full Commission's further revision of the test questions and answer choices in preparation for posting them to Schoology for use by RP candidates upon implementation of the new RP credentialing system.
 - Recruited evaluators for Steps Two and Three of the RP assessment.
 - Conducted five online training sessions for the recruited evaluators and based on feedback from those sessions revised the evaluation materials.
 - Video recorded a sample portion of a Step Three simulated meeting assessment.
 - Adopted "Rules Governing Requirements to Qualify for Registered Membership in the National Association of Parliamentarians" for the conduct of the new RP credentialing system, and worked with NAP's Executive Director to prepare an online application form for it, as well as other informative materials for the NAP website.
 - As implementation began with Step One, worked to finalize Step Two and Step Three on Schoology and to prepare evaluators for those Steps.

Acknowledgements

An undertaking of this magnitude could not be accomplished without the dedication and cooperation of the officers, members and headquarters staff of this organization. Our question drafters, question reviewers, alpha and beta testers (too many to name individually) were essential in making our final product the best it could possibly be. We want to acknowledge the individual contributions of Mona Calhoun and Greg Goodwiller to the process of analysis and technical support, and of Ann Guiberson to the preparation of this *Criteria for Credentialing* document. The Commission's work could not have been conducted without the repeated generous support of the NAP Educational Foundation.



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.





Q AND A ON NEW REGISTERED PARLIAMENTARIAN (RP) CREDENTIALING SYSTEM





Q & A ON NEW REGISTERED PARLIAMENTARIAN (RP) CREDENTIALING SYSTEM

What do I need to do to become an RP under the new system?

In brief, successfully complete three steps:

Step One: Seven online untimed 40-question quizzes, each of which evaluates the ability to apply a different category of commonly used parliamentary rules, and an eighth “open book” quiz of 17 timed questions that evaluates a candidate’s ability during a meeting to quickly look up and advise how to apply less commonly used rules.

Step Two: Several written assignments (all “open book”) demonstrating skill in performing the things a parliamentarian should be able to do outside of meetings, like drafting bylaw amendments, answering parliamentary questions, providing workshops, and preparing scripts.

Step Three: The capstone: serving as parliamentarian during a meeting simulation.

How long should the process take?

With the possibility of extensions in certain circumstances, RP candidates have:

- 365 days to successfully complete Step One, with no more than two months between parts;
- 365 days after completing Step One to successfully complete Step Two; and
- 180 days after completing Step Two to successfully complete Step Three.

These are outside limits, and it is anticipated that most candidates will be able to complete the process in much less time.


If at first I don’t succeed, may I try, try again?

Yes. For each part in all of the Steps, there are at least 3 versions.

During Step One, most of which will be automatically graded by the online software* (a “learning management system” called Schoology), if you don’t get at least 34 of the 40 questions right in each of Parts 1-7, or 20 points out of the 27 possible for the 17 questions in Part 8, you will be encouraged to take a second version after going over what you got wrong and doing some extra study. (The software will tell you the correct answers for the questions you missed.) If needed, you’ll have still another opportunity with the third version.

For Step Two, you’ll be working with evaluators who will give you feedback, and as needed provide you with repeated opportunities to succeed part by part.

For Step Three, you’ll get feedback from evaluators, and if you don’t successfully complete the first meeting simulation, there will be two additional different versions



available to give you other chances.

*The citations required to support the answers in Part 8 will be graded by evaluators.

What's different from the old Registration Exam in what will be tested under the new system?

First, while the old exam was designed to test knowledge of all the rules in RONR, Step One of the new system expects candidates to know from memory only a specified subset of those rules that the Commission judged would be most commonly used in ordinary meetings. Moreover, the focus is on evaluating the ability to apply, rather than just know, the rules being tested.

Second, while under the old system the RP exam was to test book knowledge and the PRP evaluation process was to deal with the practical ability to serve as a parliamentarian, we know that many RPs are in fact serving clients, even when not for pay. Consequently, the RP evaluation has been constructed to cover important aspects of actually providing services as a parliamentarian for ordinary meetings in common circumstances, while the PRP evaluation will cover more challenging and unusual parliamentary situations.

Why so many parts? Will the new RP system be harder than the old one?

When people are being taught a new skill or body of knowledge, such as when attending classes, normally the process occurs unit-by-unit. A manageable portion is studied, followed by a quiz on it, and that is followed by another manageable portion building on the first. This step-by-step process is how we generally learn, rather than by studying a whole subject and then taking a “final exam” on it.

The new system breaks down what an RP is expected to master into small portions, and gives multiple opportunities to acquire mastery of each part, if needed, before moving on to the next part. While for most candidates the new system will take longer than the nine-month period allotted to successfully complete the prior RP exam, the Commission is convinced that the new step-by step process will in fact make it easier for candidates to acquire and demonstrate the needed mastery than under the old system.

While preliminary, there are some empirical data to support this conviction: **in beta testing to date, on average about 85% have been successfully completing each part of what will be the new route to RP status, a percentage significantly higher than under the prior RP exam.**



How do I prepare?

First, learn exactly what will be subject to being tested. As an overview organized by content areas, detailed Standards for Registered Parliamentarians are available at <https://www.parliamentarians.org/RP-standards> and detailed Standards for Professional Registered Parliamentarians are available at <https://www.parliamentarians.org/PRP-standards>. These include a full listing of the Performance Expectations, with page and often line references to the portions of RONR and other materials knowledge and application of which will be tested.

In addition, the RP Performance Expectations have been divided according to which of them will be tested for each part of Step One, for Step Two and for Step Three. These “What Will Be Tested” segments are provided later in this document.

Second, you may also practice with samples of the sort of questions you will find on the Step One tests, available on the NAP website at <https://www.parliamentarians.org/rp-practice-questions/> as well as through the online testing Schoology learning management system.

Third, for Steps Two and Three public scoring rubrics will generally be available, as well as other helpful information.

How do I start?

The application form is available on the NAP website at <https://www.parliamentarians.org/rp-basics>. The NAP Board of Directors, as recommended by the Commission, has maintained the RP application fee at \$150. This fee covers all three Steps of the RP evaluation process.

I’ve already started the old Registration Examination. Will I be permitted to obtain an RP by successfully completing that?

Anyone who has successfully completed at least 2 parts of the old registration exam — other than the research (open book) part— by midnight local time July 31, 2019 will be permitted to attain RP status by successfully completing the rest of the old exam within the time limitations set for it by the Membership and Registration Examiners Committee. In addition, those whose primary language is other than English may take the old registration exam if available in their language



**RULES GOVERNING REQUIREMENTS TO QUALIFY FOR
REGISTERED MEMBERSHIP IN THE
NATIONAL ASSOCIATION OF PARLIAMENTARIANS**






RULES GOVERNING REQUIREMENTS TO QUALIFY FOR REGISTERED MEMBERSHIP IN THE NATIONAL ASSOCIATION OF PARLIAMENTARIANS

Initially adopted by National Association of Parliamentarians Commission on
Credentialing 5/12/2019 as amended 7/24/2019.

1. **Membership Requirement.** To apply for registered membership in the National Association of Parliamentarians (NAP) (and designation as a Registered Parliamentarian [RP]), a candidate must currently be a regular member.
2. **Application.** The member must submit to NAP headquarters the current application fee set by the NAP Board of Directors and a completed application on a form to be available on the NAP website. (Circumstances, if any, under which the application fee may be refunded or waived are determined by the Board of Directors.)
3. **Incorporation of *Criteria for Credentialing by Reference*.** To attain registered membership, a candidate must successfully complete RP Steps One, Two and Three of the credentialing process in accordance with the standards and procedures set forth in the current edition of *Criteria for Credentialing*.
4. **Standard of Conduct for Candidates.** Candidates may not share the contents of nonpublic tests with anyone other than those the Commission on Credentialing authorizes. They may neither seek nor accept help from anyone else in taking tests or preparing assignments. They must comply with the instructions provided concerning the extent to which they may or may not refer to sources of parliamentary information or notes. Candidates who fail to comply with these requirements are subject to referral to the NAP Ethics Committee and may be disqualified by the Commission from attaining the relevant credentialed status.
5. **Reasonable Accommodation.**
 - A) Any RP candidate, or regular member desiring to become an RP candidate, who based on disability or language barrier desires variation of the standard requirements may request reasonable accommodation. Such a candidate is asked to include in the request suggestions for how the candidate might best be reasonably accommodated. The request may be made by or on behalf of the candidate through email to commission@nap2.org or by contacting NAP headquarters. The Commission is committed to make all reasonable efforts to accomplish such accommodation.
 - B) Prospective RP candidates who are not fluent in English will be permitted to take the old RP exam to earn their credentials until the new system is fully translated into the language of their country.



6. Resolution of Evaluator Disagreements. When more than one evaluator is assigned to a candidate in RP Step Three or to a portion of a candidate's submission in RP Step Two, the evaluators shall initially independently assess the candidate's performance. If the evaluators agree on whether or not the candidate successfully completed what they are evaluating, both evaluations shall be sent to the candidate. If the evaluators disagree on whether or not the candidate successfully completed what they are evaluating, they shall submit their evaluations and the candidate's submissions they evaluated to a member of the Commission on Credentialing designated for that purpose who shall decide the question, providing a written explanation of the decision. That decision together with both of the evaluations shall be sent to the candidate.


7. Appeals by a Candidate. All parts of the three steps in attaining registered membership have been designed with the expectation that many candidates will not successfully complete a part on the first attempt and, as more fully described in *Criteria for Credentialing*, each part is designed to provide multiple opportunities to successfully complete it. Candidates who do not successfully complete a part are encouraged to take advantage of these opportunities and to appeal a determination that the part has not been successfully completed only as a last resort. However, any candidate may appeal a determination that a part or portion of a part was not successfully completed by providing a full explanation of why the candidate believes the determination should have been one of successful completion through email to commission@nap2.org or by contacting NAP headquarters. After engaging in such review and investigation as it deems appropriate, the Commission will decide the appeal by majority vote.

8. Date of Beginning Candidacy. The date of beginning candidacy shall be deemed to be that on which the member is sent login and other information necessary in order to begin attempting RP Step One, Part 1 on the Schoology learning management system.

9. Deadlines. Subject to the provisions for extensions in Rule 10, to attain registered membership, a candidate must successfully complete:

- a) all parts of RP Step One within 365 calendar days after the date of beginning candidacy;
- b) all parts of RP Step Two within 365 calendar days after the date on which the candidate successfully completes the last part of RP Step One;
- c) RP Step Three within 180 calendar days after the date on which the candidate successfully completes the last part of RP Step Two.

Candidates are encouraged to attempt to complete each Step substantially in advance of its deadline, and not to leave too much time between Parts within each Step, bearing in



the chance that what was earlier learned may to some extent fade from memory by the time it is again tested by a later stage. The time limits on the three steps are preliminary rules that are subject to change when more data is available on the time that is needed.

10. Deadline Extensions.

a) Step Two evaluators may grant reasonable extensions of the Step Two deadline based on significant delays in providing evaluator grading and feedback, or based on the conclusion that the candidate is diligently pursuing, and showing demonstrable improvement in, re-taking Step Two parts that were not initially successfully completed. The total of these extensions may not exceed 180 calendar days beyond the deadline under Rule 9(b) without approval by majority vote of the Commission on Credentialing.

b) Step Three evaluators may grant reasonable extensions of the Step Three deadline based on the criteria in Rule 10(a) for Step Two extensions and in addition based on difficulties with scheduling the Step Three meeting simulations. The total of these extensions may not exceed 180 calendar days beyond the deadline under Rule 9(c) without approval by majority vote of the Commission on Credentialing.

c) Upon application supported by a detailed explanation of the need for an extension submitted by a candidate or evaluator, which may be made through email to commission@nap2.org or by contacting NAP headquarters, the Commission may grant other extensions. In considering whether to do so, the Commission will take into consideration:

- i) significant periods of illness or significantly difficult life circumstances affecting a candidate or the candidate's family;
- ii) substantial delays in the testing or evaluation process that were not attributable to the candidate;
- iii) delays or other difficulties associated with reasonable accommodations under Rule 5; and
- iv) other good cause shown.

The Commission will grant such extensions by majority vote.

11. Withdrawal of Candidacy. A candidate may petition the Commission to withdraw his or her candidacy for good cause shown, especially that described in rule 10(c)(i). The Commission may grant the petition by majority vote.

12. Renewal of Candidacy After Inability to Successfully Complete Within Deadlines. A candidate who is unable successfully to complete the RP credentialing process within the applicable deadlines as modified by any extensions granted may not re-apply as a candidate for registered membership until six months after their



expiration, or the date on which the Commission voted to grant a petition for withdrawal under Rule 11, whichever is earlier.





HONOR PLEDGE





THE HONOR PLEDGE FOR RP STEP ONE

Upon becoming a candidate for the Registered Parliamentarian credential, the candidate will agree to the Honor Pledge for Step One as follows:

On my honor, I certify that from the time I begin Part One through Part Seven of the Step One online tests in Schoology until after I have clicked the “Finish” button to submit each completed test for grading:

I will neither seek nor accept help from anyone else in answering the questions in the tests in each part.

I will not refer to any sources of parliamentary information or any notes, except that during each test I may make notes from memory on blank paper which I may also use to help figure out the answers to the test questions.

I will not share the content of the tests in Parts 1 through 7 with anyone other than the Commission on Credentialing or those it authorizes.

On my honor, I also certify that from the time I begin Part Eight of the Step One online tests in Schoology until Part Eight has been submitted for grading:

I will neither seek nor accept help from anyone else in answering its questions.

I understand and agree that, although while Part 8 is being timed I may consult RONR (11th ed.) RONR In Brief (2nd ed.) and any other written parliamentary notes or resources as references, I will not consult those sources during untimed portions of Part Eight.

I will not share the content of the Part Eight tests with anyone other than the Commission on Credentialing or those it authorizes.

I understand that, while there is no time limit for questions in Parts 1-7, Schoology keeps track of the amount of time it takes each candidate to complete each quiz. As part of its analysis of the process, the Commission will also be monitoring the amount of time it takes each individual to take each quiz, and if the time taken is excessive the Commission reserves the right to contact the candidate to discuss the reasons for this.

I understand that candidates who fail to comply with these requirements are subject to referral to the NAP Ethics Committee and may be disqualified by the Commission from attaining the relevant credentialed status.

ADOPTED 5/12/2019



HINTS FOR TAKING RP STEP ONE TESTS





HINTS FOR TAKING RP STEP ONE TESTS

Be sure to read the “What Will be Tested” document for each part of Step One, carefully reviewing the performance expectations which will be very helpful in being successful.

Remember that you are expected to be familiar with the material in Chapters 1 through 11 of RONR In Brief.

Read each question very carefully, probably a couple of times, before reviewing the answer choices.

Read and consider *all* the answer choices before selecting one. This may be a good time to re-read the question to make sure you know exactly what is being asked.

Use logical reasoning and compare answer choices to each other.

Eliminate the answer choices that are obviously incorrect or absurd if the correct answer is not immediately obvious. Eliminate wrong answers instead of looking for the right answer. Make use of the Schoology feature (explained in the Instructions) that allows you tentatively to mark some answer choices as wrong.

Again, eliminate wrong answers instead of looking for the right answer.

If any two answer choices are opposites, at least one may be eliminated.

WHAT IF YOU DON'T KNOW THE ANSWER OR ARE UNSURE?

If you really don't know the answer, research shows you should go with your first instinct.

Since there is no penalty for a wrong answer, answer all questions even if you are just guessing.

If you are unsure of the answer to a particular question, make use of the Schoology feature (explained in the Instructions) that allows you to flag a question for later review. When you have gotten to the last question, use information obtained from other questions and answer choices to help you complete the questions you have flagged.

Review the test before you submit your final answers. There is a myth that you should not change an answer that you selected initially; research shows you are more likely to see something you missed the first time and make a wrong answer right than you are to make a right answer wrong.



POST-TEST ANALYSIS

Regardless of your score, review all questions you got wrong to ascertain why you got them wrong. Was it content you did not know? Did you not read the questions properly, or did not understand what the question was asking?

Look up the reference for each question you got wrong. Research shows that the sooner you do that the better it will be for your learning in the future.

Even if you got a high score, it is in your best interest to look up all questions you got wrong.

Research shows that testers who did poorly on an exam are reluctant to revisit the scene of the crime because it is painful to confront failure. However, you cannot grow from this experience if you don't review the questions you got wrong and try to identify how or why you got them wrong.

Don't get discouraged if you did not do as well as you had hoped. Instead, use the test as a learning experience and try again on the next color version.

(Adopted by NAP COMMISSION ON CREDENTIALING 5/10/2019)

RESOURCES (REFERENCES REQUIRED) CITED IN PERFORMANCE EXPECTATIONS

The resources to meet the standards to be tested are:

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*

All of these resources may be obtained from the National Association of Parliamentarians online store, which may be accessed by logging in as a member at <http://bit.ly/NAPMemberLogin>.





WHAT WILL BE TESTED IN RP STEP ONE





PART ONE: MOTIONS IN GENERAL AND MAIN MOTIONS

Performance Expectations

In addition to the Performance Expectations below, the candidate is expected to be familiar with the rules in Chapters 1-11 of RONRIB.

MOTIONS IN GENERAL

- 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
- 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
- 1.3 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. 17-25; p. 74, l. 28 to p. 75, l. 24; p. 100, ll. 3-13; p. 101, ll. 5-25; pp. 124-125.
- 1.4 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. 58, l. 1 to p. 62, l. 10; p. 72, l. 22 to p. 74, l. 15; p. 116, l. 17 to p. 118, l. 6.
- 1.5 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.
- 1.6 Understand and describe the concept of a motion that adheres to other motions as explained in RONR p. 118, ll. 7-13.
- 1.8 Know and apply the order of precedence of the ranking motions as given on RONR tinted p 4.

MAIN MOTIONS

- 2.1 Know and apply the standard descriptive characteristics of main motions found in RONR p. 102, l. 28 to p. 104, l. 5.
- 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.
- 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.
- 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. 116, l. 15.



PART TWO: SUBSIDIARY AND PRIVILEGED MOTIONS

Performance Expectations

In addition to the Performance Expectations below, the candidate is expected to be familiar with the rules in Chapters 1-11 of RONRIB.

AMEND

- 3.1 Explain to beginners, organization members, or the public the basic process and rules governing primary amendments to the extent set forth in RONRIB Chapter 5.
- 3.2 Know and apply the rules for the motion Amend in Standard Descriptive Characteristics 3 through 7 on RONR p. 133, l. 6-26.
- 3.3 Recognize and know how to advise the chair in the use of and define the proper terms for amendments given in RONR p. 133, l. 31 to p. 135, l. 22 (including footnotes).
- 3.4 Understand and explain the prohibition on third degree amendments and the way of accomplishing the same purpose described on RONR p. 133, ll. 15-18; p. 135, ll. 22-26 (See also 3.1).
- 3.5 Apply the rules defining germaneness in RONR p.136, l. 5 to p. 138, l. 7 to amendments that are clearly germane or clearly not germane.
- 3.6 Apply the rules identifying improper amendments on RONR p. 138, l. 9 to p. 139, l. 6.
- 3.7 Apply the rule governing amendments to a preamble in RONR p. 139, ll. 8-14.
- 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 RONR p. 139, ll. 23-33.
- 3.9 Apply the basic rules governing the different forms of amendment found on RONR 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).
- 3.10 Apply the rules concerning so-called “friendly amendments” and cases in which the maker of the main motion “accepts” an amendment stated in RONR p. 162, ll. 9-19.
- 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.
- 3.12 Know and recall the basic nature of filling blanks as described in RONR p. 162, l. 21 to p. 163, l. 1.
- 3.13 Understand the cases adapted to filling blanks as described in RONR p. 163, ll. 1-3.



COMMIT OR REFER

- 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.
- 3.15 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.
- 3.16 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.

POSTPONE DEFINITELY


- 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.
- 3.18 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.
- 3.19 Know and apply the rules for the motion Postpone Definitely in Standard Descriptive Characteristics 3 through 7 on RONR p. 182, ll. 10-29.
- 3.20 Apply the limits on the time to which a question can be postponed as described on RONR p. 183, ll. 3-17.
- 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.

LIMIT OR EXTEND LIMITS OF DEBATE

- 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.
- 3.23 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.
- 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.
- 3.26 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.

PREVIOUS QUESTION

- 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. 197, l. 29 to p. 198, l. 8.
- 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.



3.30 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.

3.31 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.**.

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.

RECESS

3.33 Know and describe the difference between Recess and Stand at Ease as described on RONR p. 82, ll. 15-33.

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.

3.35 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.

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.

3.37 Know and use the rules for declaring and postponing a scheduled recess on RONR p. 232, ll. 3-19.

ADJOURN

3.38 Understand and define the meaning of adjourn given on RONR p. 233, l. 9.

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.

3.40 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.

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.

3.42 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.



PART THREE: INCIDENTAL MOTIONS AND MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

Performance Expectations

In addition to the Performance Expectations below, the candidate is expected to be familiar with the rules in Chapters 1-11 of RONRIB.

POINT OF ORDER:

- 4.1 Know and apply the rules for the motion Point of Order in Standard Descriptive Characteristics 3 through 7 on RONR p. 249, ll. 13-27.
- 4.2 Describe and employ the basic purpose of, and procedure for handling, a Point of Order, as described in RONR p. 249, l. 32 to p. 250, l. 15 and p. 253, l. 5 to p. 254, l. 7.
- 4.3 Explain the timeliness requirements of Point of Order as described in RONR p. 250, l. 17 to p. 251, l. 2, and recognize that exceptions exist to this general rule.

APPEAL

- 4.7 Know and explain the two exceptions to the right to Appeal given on RONR p. 256, ll. 27-36.
- 4.8 Know and apply the rules for the motion Appeal in Standard Descriptive Characteristics 3 through 7 on RONR p. 257, l. 29 to p. 258, l. 18, including memorizing the three cases in which an appeal is undebatable on RONR p. 257, ll. 33-36.
- 4.9 Understand and explain the distinction between rulings that can be appealed and opinions and judgments that cannot be appealed as described in RONR p. 258, l. 33 to p. 259, l. 15, and p. 259n.
- 4.10 Recognize and know how to advise the chair on the procedure for handling an appeal as illustrated in RONR p. 259, l. 19 to p. 260, l. 15.

SUSPEND THE RULES

- 4.11 Understand and identify the seven categories of rules that cannot be suspended. In RONR p. 263, l. 1 to p. 265, l. 10.
- 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.
- 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.

PARLIAMENTARY INQUIRY

- 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.
- 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.



REQUEST FOR INFORMATION

- 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.
- 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.
- 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.

RESCIND/ AMEND SOMETHING PREVIOUSLY ADOPTED

- 5.1 Understand and define the purpose and effect of Rescind/Amend Something Previously Adopted as explained on RONR p. 305, ll. 4-14.
- 5.2 Know and apply the rules for the motion Rescind/Amend Something Previously Adopted in Standard Descriptive Characteristics 3 through 5 in RONR p. 306, ll. 1-7.
- 5.4 Apply the procedure for giving previous notice of and making motions to Rescind or Amend Something Previously Adopted as illustrated in RONR p. 308, l. 34 to p. 310, l. 4.

RECONSIDER

- 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 RONRIB pp. 58-60 and RONR 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 RONR p. 330, ll. 19-21 and p. 330, l. 34 to p. 331, l. 22.
- 5.6 Know and describe when Reconsider cannot be applied to a motion as set forth in RONR p. 318, l. 17 to p. 319, l. 8 and p. 321, l. 30 to p. 322, l. 12.
- 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 RONR 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 RONR p. 331, ll. 16-33 and p. 332, ll. 7-26.
- 5.8 Know and apply the rules for the motion Reconsider in Standard Descriptive Characteristics 3 through 7 on RONR p. 320, ll. 1-3, ll. 6-10, and ll. 12-35.
- 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 RONR p. 321, ll. 9-28.
- 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 RONR p. 324, l. 21 to p. 325 l. 24.



PART FOUR: ORGANIZATION AND CONDUCT OF MEETINGS

Performance Expectations

In addition to the Performance Expectations below, the candidate is expected to be familiar with the rules in Chapters 1-11 of RONRIB.

QUORUM

- 6.1 Explain the basic need for and effect of a quorum requirement described in RONRIB pp. 12-13.
- 6.2 Know and describe the default quorum when membership can be accurately determined as set forth on RONR p. 21, ll. 17-23.
- 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.

STANDARD ORDER OF BUSINESS

- 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*).
- 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.
- 6.6 Know and identify in which organizations the standard order of business is used as explained in RONR, p. 353, ll. 17-26.
- 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.

AGENDA

- 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.

MINUTES

- 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.

RECOGNITION, ASSIGNMENT OF THE FLOOR, INTERRUPTION

- 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; see also p. 378, ll. 9-31.
- 6.16 Understand and explain the concept of interrupting a member assigned the floor described on RONR p. 383, l. 31 to p. 384, l. 2 and p. 384, l. 34 to p. 385, l. 14.
- 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.



HANDLING MOTIONS

- 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; RONR p. 37, ll. 9-16.
- 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.
- 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.

DEBATE

- 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.
- 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.
- 6.25 Identify and apply with the rules related to discussion outside debate in RONR p. 395, l. 31 to p. 396, l. 27.
- 6.26 Understand and explain the basic concepts behind debatability of motions in RONR p. 1, ll. 4-10; p. 396, l. 29 to p. 397, l. 7; p. 397, l. 12 through p. 398, l. 2; p. 398, ll. 9-33.



PART FIVE: VOTING, NOMINATIONS AND ELECTIONS

Performance Expectations

In addition to the Performance Expectations below, the candidate is expected to be familiar with the rules in Chapters 1-11 of RONRIB.

VOTING

- 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 RONR 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.
- 7.2 Understand the two elements in bases for determining a voting result given in RONR p. 402, l. 22 to p. 403, l. 8, & p. 403n.* and identify what is required to modify the default bases as described on RONR p. 404, ll. 20-31.
- 7.3 Know the meaning of and how to calculate a plurality vote as explained on RONR p. 404, l. 33 to p. 405, l. 14.
- 7.4 Know and explain the effect of a tie vote, and the rules concerning the chair's participation in voting in RONR p. 405, l. 16 to p. 406, l. 19.
- 7.5 Know and identify the rights and obligations in voting, and the rule regarding straw polls, described in RONR p. 406, l. 23 to p. 408, l. 26; p. 429, ll. 16-28.
- 7.6 Know and explain the rules concerning abstention and voting on questions affecting oneself in RONR p. 45, ll. 14-18; p. 407, l. 12 to p. 408, l. 7.

VOTING BY STANDARD AND ALTERNATIVE METHODS

- 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 RONR p. 45, l. 20 to p. 51, l. 16.
- 7.8 Know and apply the procedures for verifying a vote and counting a rising vote as described in RONR p. 51, l. 18 to p. 53, l. 14; p. 410, l. 13 to p. 411, l. 21.
- 7.9 Know and apply the rules concerning ballot voting described in RONR p. 412, l. 13 to p. 414, l. 5.

NOMINATIONS

- 7.13 Know and identify the basic rules governing nominations by a nominating committee and from the floor given in RONRIB pp. 78-79.
- 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.

TELLERS

- 7.17 Recognize and know how to advise tellers concerning the procedure for distributing ballots, the three alternate procedures for collecting ballots, and how the polls are closed, as described in RONR p. 414, l. 6 to p. 415, l. 23.



PART SIX: SERVE AS PARLIAMENTARIAN IN MEETINGS, BEING A PROFESSIONAL PARLIAMENTARIAN, AND TEACHING

Performance Expectations

In addition to the Performance Expectations below, the candidate is expected to be familiar with the rules in Chapters 1-11 of RONRIB.

BUSINESS MEETING TYPES; MEETING AND SESSION

- 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.
- 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.
- 8.3 Understand and describe the significance of session as described in RONR p. 86, l. 34 to p. 88, l. 24.
- 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. 28-31p. 91, l. 35 to p. 92, l. 4.
- 8.5 Define the meaning and significance of quarterly time intervals described in RONR p. 89, l. 31 to p. 91, l. 16 including n.* on p. 90..
- 8.6 Know and identify the rules governing what business can be transacted at regular versus special meetings given on RONR p. 91, ll. 17-20; p. 93, ll. 3-21.
- 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.
- 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.

MOTIONS NOT IN ORDER

- 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.
- 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.

RENEWAL OF MOTIONS

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

PREVIOUS NOTICE AND NOTICE OF MOTIONS

- 8.14 Understand and identify the rules governing notice for regular and special meetings as described in RONR p. 89, ll. 5-22; p. 91, l. 31-p. 92, l.8; p. 92, l. 28 to p. 93, l. 2.
- 8.15 Understand and identify the meaning of a requirement of previous notice of motions as described on RONR p. 121, ll. 23-30.



- 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.

ACT PROFESSIONALLY AND ETHICALLY

- 11.7 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 (2.1 through 4.8) given in PPPP pp. 76-77.

CONSULT WITH CLIENT

- 11.12 Understand and identify the advice about working with clients found on PPPP, pp. 4: 11-17.

DISCIPLINARY PROCEDURES

- 11.13 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.

ANSWER PARLIAMENTARY QUESTIONS

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

TEACHING PARLIAMENTARY PROCEDURE AND ETHICS

- 11.1 Understand and describe the five Knowles Principles explained in PPPP pp. 55-56.

PARLIAMENTARY TERMINOLOGY

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



PART SEVEN: BOARDS AND COMMITTEES AND WRITING AND INTERPRETING BYLAWS

Performance Expectations

In addition to the Performance Expectations below, the candidate is expected to be familiar with the rules in Chapters 1-11 of RONRIB.

BOARDS

- 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. 8, l. 27 to p. 9, l. 28; p. 482, l. 25 to p. 483, l. 16; p. 484, l. 28 to p. 486, l. 9; p. 486, ll. 13-19; 25-28; p. 485.)
- 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.

COMMITTEES

- 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.
- 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.
- 10.7 Understand and identify the limits on the authority of committees described in RONR p. 490, ll. 8-25.
- 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.
- 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.
- 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.

RULES AND PROCEDURES IN BOARDS AND COMMITTEES

- 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.
- 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.
- 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.**.
- 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.*.
- 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.

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- 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.

BYLAW AMENDMENTS

- 9.1 Know and identify the default requirement to amend bylaws described on RONR p. 592, ll. 3-13.
- 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.
- 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.
- 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.

INTERPRETING BYLAWS AND OTHER RULES

- 9.11 Know and recall, at least in paraphrased form, the Principles of Interpretation listed in PPPP pp. 35-36; RONR p. 588, ll. 20-23.

REVIEWING GOVERNING DOCUMENTS

- 9.14 Identify the governing documents appropriate to particular content used for a given purpose as described in RONRIB Chapter 10.

Higher Authorities

- 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. 27; p. 58on.
- 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.
- 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.
- 9.18 Understand and explain how conflicts between established custom and written rules are resolved under RONR p. 19, ll. 9-18.
- 9.20 Recognize that Suspend the Rules cannot suspend provisions of law as noted in RONR, p. 260, ll. 19-25.
- 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. RONR p. 12n*.



PART EIGHT: CONSULT RONR, RONRIB OR ANOTHER SOURCE CITED

Performance Expectations

NOTE: This part differs from Parts 1-7 of RP Step One. In those parts, you were expected to be able to apply from memory the rules referenced in the Performance Expectations. Those parts were intended to cover 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. In contrast, Part 8 is intended to cover other rules less likely to come up frequently in ordinary meetings but which an RP is expected to be able to rapidly research and accurately apply in a meeting if they *do* come up. As indicated in Performance Expectation 8.17 below, rules in *any part* of RONR may be tested, but particular areas of emphasis are those described in the other Performance Expectations below.

It is particularly important to be thoroughly familiar with the portions of RONRIB and RONR cited in Performance Expectation 8.17 below.

MOTIONS IN GENERAL

- 1.7 Employ Chart I on RONR pp. 3-5 to determine the precedence of other subsidiary and privileged motions. (C)
- 1.9 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)
- 1.10 Employ Table III in the RONR tinted pages to provide advice regarding the proper form for making motions. (C)

POINT OF ORDER

- 4.4 Rapidly research and apply the exceptions to the timeliness requirement for a Point of Order given on RONR p. 251, ll. 3-26. (C)

RESCIND/AMEND SOMETHING PREVIOUSLY ADOPTED

- 5.3 Rapidly research and apply the rules in Standard Descriptive Characteristics 6 and 7 in RONR p. 306, l. 8 to p. 307, l. 12. (C)

NOMINATIONS

- 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)

TELLERS

- 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; p. 441, ll. 11-24. (C)



SERVE AS A PARLIAMENTARIAN IN A MEETING IN GENERAL

- 8.17 Quickly find, explain (accurately, clearly and succinctly), and properly apply rules whose application may be needed in a meeting, using the *RONR* table of contents, tinted pages, index and/or CD-ROM, as described in *RONRIB* pp. 107-108, and examples as explained in *RONR* p. 119, l. 10 to p. 120, l. 3. (C)



WHAT WILL BE TESTED IN RP STEP TWO





WHAT WILL BE TESTED IN RP STEP THREE

Performance Expectations

MOTIONS IN GENERAL

- 1.4 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. 58, l. 1 to p. 62, l. 10; p. 72, l. 22 to p. 74, l. 15; p. 116, l. 17 to p. 118, l. 6.
- 1.6 Understand and describe the concept of a motion that adheres to other motions as explained in *RONR* p. 118, ll. 7-13.
- 1.9 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.
- 1.10 Employ Table III in the *RONR* tinted pages to provide advice regarding the proper form for making motions. (C)

MAIN MOTIONS

- 2.1 Know and apply the standard descriptive characteristics of main motions found in *RONR* p. 102, l. 28 to p. 104, l. 5.
- 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.

AMEND

- 3.1 Explain to beginners, organization members, or the public the basic process and rules governing primary amendments to the extent set forth in *RONRIB* Chapter 5.
- 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 *RONR* p. 139, ll. 23-33.
- 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.

LIMIT/EXTEND LIMITS OF DEBATE

- 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.



PREVIOUS QUESTION

- 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.
- 3.31 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.**.
- 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.

RECESS

- 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.

ADJOURN

- 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.
- 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.
- 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.

POINT OF ORDER

- 4.3 Explain the timeliness requirements of Point of Order as described in *RONR* p. 250, l. 17 to p. 251, l. 2, and recognize that exceptions exist to this general rule.
- 4.5 Understand and summarize how rulings on Points of Order create precedents as explained in *RONR* p. 251, l. 29 to p. 242, l. 2.
- 4.6 Explain the precedential nature of a ruling on a Point of Order and how to supersede it, as explained in *RONR* p. 252, ll. 2-17.


SUSPEND THE RULES

- 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.

PARLIAMENTARY INQUIRY

- 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.

REQUEST FOR INFORMATION

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- 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.
 - 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.

RESCIND/AMEND SOMETHING PREVIOUSLY ADOPTED

- 5.4 Apply the procedure for giving previous notice of and making motions to Rescind or Amend Something Previously Adopted as illustrated in *RONR* p. 308, l. 34 to p. 310, l. 4.

RECONSIDER

- 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 *RONRIB* pp. 58-60 and *RONR* 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 *RONR* p. 330, ll. 19-21 and p. 330, l. 34 to p. 331, l. 22.

QUORUM

- 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.

STANDARD ORDER OF BUSINESS

- 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)

ORDERS OF THE DAY

- 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.

MINUTES

- 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.
- 6.13 Write draft basic minutes as described in *RONRIB* pp. 146-50. (C)

RECOGNITION, ASSIGNMENT OF THE FLOOR, AND INTERRUPTION


- 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)

HANDLING MOTIONS

- 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)

DEBATE

- 6.26 Understand and explain the basic concepts behind debatability of motions in *RONR* p. 1,



ll. 4-10; p. 396, l. 29 to p. 397, l. 7; p. 398, ll. 9-33.

VOTING BY STANDARD AND ALTERNATE METHODS

- 7.10 Write a script for the presiding officer to use indicating how to conduct a ballot vote as indicated in *RONR* p. 414, ll. 6-30; p. 415, ll. 11-18; p. 417, l. 18 to p. 418, l. 25. (C)
- 7.11 Write scripts for the presiding officer using *RONR* 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 *RONRIB* pp. 187-192. (C)

NOMINATIONS

- 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)
- 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.

ELECTIONS


- 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.
- 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.
- 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.
- 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.

TELLERS

- 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.

BUSINESS MEETING TYPES; MEETING AND SESSION

- 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.
- 8.3 Understand and describe the significance of session as described in *RONR* p. 86, l. 34 to p. 88, l. 24.
- 8.7 Apply the rules governing whether and when special meetings can be called as described on *RONR* p. 92, ll. 9-26. (C)

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- 8.10 Apply the rules relating to electronic meetings as described on *RONR* p. 97, l. 6 to p. 99, l. 30. (C)

MOTIONS NOT IN ORDER

- 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.
- 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.

RENEWAL OF MOTIONS

- 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.

SERVE AS PARLIAMENTARIAN IN MEETINGS IN GENERAL

- 8.18 Write scripts for meetings, specific motions, and other situations using techniques, examples, and references in *PPPP* Chapter VII, *Playbook* pp. 1-8, 121-42; 147-166, and referring to *RONRIB* (especially the tables) and *RONR* (especially Table III the “Form and Example” segments for motions). (C)

BYLAW AMENDMENTS

- 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)
- 9.6 Use provisos and headings appropriately as explained in *RONR* pp. 597-599. (C)
- 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)
- 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)

SPECIAL RULES OF ORDER

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

INTERPRETING BYLAWS AND OTHER RULES

- 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)

Reviewing Governing Documents

- 9.13 Explain the appropriate content of the governing documents described on *PPPP* pp. 36-38.



HIGHER AUTHORITIES

- 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.
- 9.18 Understand and explain how conflicts between established custom and written rules are resolved under *RONR* p. 19, ll. 9-18.
- 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.
- 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)

BOARDS


- 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)
- 10.3 Write draft bylaws provisions applicable to boards by referring to *RONR* p. 482, l. 8 to p. 483, l. 16. (C)

COMMITTEES

- 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.
- 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)

RULES AND PROCEDURES IN BOARDS AND COMMITTEES

- 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.
- 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.
- 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.**.
- 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)
- 10.21 Know and describe the types of board and committee reports given in *RONR* p. 503, l. 30 to p. 504, l. 14.

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- 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)

TEACHING PARLIAMENTARY PROCEDURE

- 11.1 Understand and describe the five Knowles Principles explained in *PPPP* pp. 55-56.
- 11.2 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)
- 11.3 Prepare and present a lesson, keeping in mind the presentation keys on *PPPP* p. 63. (C)
- 11.4 Employ effective evaluation of one's own teaching as described on *PPPP* pp. 64-65. (C)

ACT PROFESSIONALLY AND ETHICALLY

- 11.5 Understand and describe the background and approach to applying the *Joint Code of Ethics for Parliamentarians* described in *PPPP* p. 67 through section entitled "Why Have a code of Ethics" on p. 69; pp. 72-75. (C)
- 11.6 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)
- 11.8 Develop and write a business plan based on *PPPP* pp. 3-7. (C)
- 11.9 Explain how professional fees may be set based on *PPPP* pp. 7-10. (C)
- 11.10 Prepare invoices for professional parliamentary services. (See *PPPP* p. 10.) (C)
- 11.11 Prepare letters of agreement and contracts based on *PPPP* pp. 18-21. (C)

PARLIAMENTARY TERMINOLOGY

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



WHAT WILL BE TESTED IN RP STEP THREE





WHAT WILL BE TESTED IN RP STEP THREE

Performance Expectations

MOTIONS IN GENERAL

- 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. 58, l. 1 to p. 62, l. 10; p. 72, l. 22 to p. 74, l. 15; p. 116, l. 17 to p. 118, l. 6.
- 1.7 Employ Chart I on *RONR* tp. 3-5 to determine the precedence of other subsidiary and privileged motions. (C)
- 1.8 Know and apply the order of precedence of the ranking motions as given on *RONR* tp 4.
- 1.9 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)
- 1.10 Employ Table III in the *RONR* tinted pages to provide advice regarding the proper form for making motions. (C)

MAIN MOTIONS

- 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.
- 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.
- 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. 116, l. 15.

AMEND

- 3.2 Know and apply the rules for the motion Amend in Standard Descriptive Characteristics 3 through 7 on *RONR* p. 133, l. 6-26.
- 3.3 Recognize and know how to advise the chair in the use of and define the proper terms for amendments given in *RONR* p. 133, l. 31 to p. 135, l. 22 (including footnotes).
- 3.4 Understand and explain the prohibition on third degree amendments and the way of accomplishing the same purpose described on *RONR* p. 133, ll. 15-18; p. 135, ll. 22-26.
- 3.5 Apply the rules defining germaneness in *RONR* p.136, l. 5 to p. 138, l. 7 to amendments that are clearly germane or clearly not germane.
- 3.6 Apply the rules identifying improper amendments on *RONR* p. 138, l. 9 to p. 139, l. 6.
- 3.7 Apply the rule governing amendments to a preamble in *RONR* p. 139, ll. 8-14.
- 3.9 Apply the basic rules governing the different forms of amendment found on *RONR* 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).

- 3.10 Apply the rules concerning so-called “friendly amendments” and cases in which the maker of the main motion “accepts” an amendment stated in *RONR* p. 162, ll. 9-19.
- 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.
- 3.12 Know and recall the basic nature of filling blanks as described in *RONR* p. 162, l. 21 to p. 163, l. 1.

COMMIT OR REFER

- 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.
- 3.15 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.
- 3.16 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.

POSTPONE DEFINITELY

- 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.
- 3.18 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.
- 3.19 Know and apply the rules for the motion Postpone Definitely in Standard Descriptive Characteristics 3 through 7 on *RONR* p. 182, ll. 10-29.
- 3.20 Apply the limits on the time to which a question can be postponed as described on *RONR* p. 183, ll. 3-17.
- 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.

LIMIT/EXTEND LIMITS OF DEBATE

- 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.
- 3.24 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.
- 3.25 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.



- 3.26 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.

PREVIOUS QUESTION

- 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.
- 3.24 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.
- 3.25 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.
- 3.26 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.

RECESS

- 3.33 Know and describe the difference between Recess and Stand at Ease as described on *RONR* p. 82, ll. 15-33
- 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.
- 3.35 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.
- 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.
- 3.37 Know and use the rules for declaring and postponing a scheduled recess on *RONR* p. 232, ll. 3-19.

ADJOURN

- 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.
- 3.40 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.
- 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.
- 3.42 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.
- 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.



POINT OF ORDER

- 4.1 Know and apply the rules for the motion Point of Order in Standard Descriptive Characteristics 3 through 7 on *RONR* p. 249, ll. 13-27.
- 4.2 Describe and employ the basic purpose of, and procedure for handling, a Point of Order, as described in *RONR* p. 249, l. 32 to p. 250, l. 15 and p. 253, l. 5 to p. 254, l. 7.
- 4.3 Explain the timeliness requirements of Point of Order as described in *RONR* p. 250, l. 17 to p. 251, l. 2, and recognize that exceptions exist to this general rule.
- 4.4 Rapidly research and apply the exceptions to the timeliness requirement for a Point of Order given on *RONR* p. 251, ll. 3-26. (C)
- 4.5 Understand and summarize how rulings on Points of Order create precedents as explained in *RONR* p. 251, l. 29 to p. 242, l. 2.
- 4.6 Explain the precedential nature of a ruling on a Point of Order and how to supersede it, as explained in *RONR* p. 252, ll. 2-17.

APPEAL

- 4.7 Know and explain the two exceptions to the right to Appeal given on *RONR* p. 256, ll. 27-36.
- 4.8 Know and apply the rules for the motion Appeal in Standard Descriptive Characteristics 3 through 7 on *RONR* p. 257, l. 29 to p. 258, l. 18, including memorizing the three cases in which an appeal is undebatable on *RONR* p. 257, ll. 33-36.
- 4.9 Understand and explain the distinction between rulings that can be appealed and opinions and judgments that cannot be appealed as described in *RONR* p. 258, l. 33 to p. 259, l. 15, and p. 259n.
- 4.10 Recognize and know how to advise the chair on the procedure for handling an appeal as illustrated in *RONR* p. 259, l. 19 to p. 260, l. 15.

SUSPEND THE RULES

- 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.
- 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.
- 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)

PARLIAMENTARY INQUIRY

- 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.
- 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.



REQUEST FOR INFORMATION

- 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.
- 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.
- 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.

RESCIND/AMEND SOMETHING PREVIOUSLY ADOPTED

- 5.1 Understand and define the purpose and effect of Rescind/Amend Something Previously Adopted as explained on *RONR* p. 305, ll. 4-14.
- 5.2 Know and apply the rules for the motion Rescind/Amend Something Previously Adopted in Standard Descriptive Characteristics 3 through 5 in *RONR* p. 306, ll. 1-7.
- 5.3 Rapidly research and apply the rules in Standard Descriptive Characteristics 6 and 7 in *RONR* p. 306, l. 8 to p. 307, l. 12. (C)
- 5.4 Apply the procedure for giving previous notice of and making motions to Rescind or Amend Something Previously Adopted as illustrated in *RONR* p. 308, l. 34 to p. 310, l. 4.

RECONSIDER

- 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 *RONRIB* pp. 58-60 and *RONR* 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 *RONR* p. 330, ll. 19-21 and p. 330, l. 34 to p. 331, l. 22.
- 5.6 Know and describe when Reconsider cannot be applied to a motion as set forth in *RONR* p. 318, l. 17 to p. 319, l. 8 and p. 321, l. 30 to p. 322, l. 12.
- 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 *RONR* 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 *RONR* p. 331, ll. 16-33 and p. 332, ll. 7-26.
- 5.8 Know and apply the rules for the motion Reconsider in Standard Descriptive Characteristics 3 through 7 on *RONR* p. 320, ll. 1-3, ll. 6-10, and ll. 12-35.
- 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 *RONR* p. 321, ll. 9-28.
- 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 *RONR* p. 324, l. 21 to p. 325 l. 24.

QUORUM

- 6.2 Know and describe the default quorum when membership can be accurately determined



as set forth on *RONR* p. 21, ll. 17-23.

- 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.

STANDARD ORDER OF BUSINESS

- 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.

Orders of the Day

- 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.

MINUTES

- 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.
- 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.

Recognition, Assignment of the Floor, and Interruption


- 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.
- 6.16 Understand and explain the concept of interrupting a member assigned the floor described on *RONR* p. 383, l. 31 to p. 384, l. 2 and p. 384, l. 34 to p. 385, l. 14.
- 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.
- 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)

HANDLING MOTIONS

- 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)
- 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.
- 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.

DEBATE

- 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.

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- 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.
 - 6.25 Identify and apply with the rules related to discussion outside debate in *RONR* p. 395, l. 31 to p. 396, l. 27.
 - 6.26 Understand and explain the basic concepts behind debatability of motions in *RONR* p. 1, ll. 4-10; p. 396, l. 29 to p. 397, l. 7; p. 398, ll. 9-33.

VOTING

- 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 *RONR* 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.
- 7.3 Know the meaning of and how to calculate a plurality vote as explained on *RONR* p. 404, l. 33 to p. 405, l. 14.
- 7.4 Know and explain the effect of a tie vote, and the rules concerning the chair's participation in voting in *RONR* p. 405, l. 16 to p. 406, l. 19.
- 7.6 Know and explain the rules concerning abstention and voting on questions affecting oneself in *RONR* p. 45, ll. 14-18; p. 407, l. 12 to p. 408, l. 7.

VOTING BY STANDARD AND ALTERNATE METHODS

- 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 *RONR* p. 45, l. 20 to p. 51, l. 16.
- 7.8 Know and apply the procedures for verifying a vote and counting a rising vote as described in *RONR* p. 51, l. 18 to p. 53, l. 14; p. 410, l. 13 to p. 411, l. 21.
- 7.9 Know and apply the rules concerning ballot voting described in *RONR* p. 412, l. 13 to p. 414, l. 5.

NOMINATIONS

- 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)
- 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.
- 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.

TELLERS

- 7.17 Recognize and know how to advise tellers concerning the procedure for distributing ballots, the three alternate procedures for collecting ballots, and how the polls are closed, as described in *RONR* p. 414, l. 6 to p. 415, l. 23.



BUSINESS MEETING TYPES; MEETING AND SESSION

- 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.
- 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.

MOTIONS NOT IN ORDER

- 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.
- 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.

RENEWAL OF MOTIONS

- 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.

PREVIOUS NOTICE AND NOTICE OF MOTIONS

- 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.

SERVE AS PARLIAMENTARIAN IN MEETINGS IN GENERAL

- 8.17 Quickly find, explain (accurately, clearly and succinctly), and properly apply rules whose application may be needed in a meeting, using the *RONR* table of contents, tinted pages, index and/or CD-ROM, as described in *RONRIB* pp. 107-108, and examples as explained in *RONR* p. 119, l. 10 to p. 120, l. 3. (C)

BYLAW AMENDMENTS


- 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.

HIGHER AUTHORITIES

- 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.
- 9.18 Understand and explain how conflicts between established custom and written rules are resolved under *RONR* p. 19, ll. 9-18.

COMMITTEES

- 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.
- 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.

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- 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.

DISCIPLINARY PROCEEDINGS

- 11.13 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.

ANSWER PARLIAMENTARY QUESTIONS

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

PARLIAMENTARY TERMINOLOGY

- 11.15 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 REGISTERED AND PROFESSIONAL REGISTERED PARLIAMENTARIANS





**STANDARDS FOR REGISTERED
AND
PROFESSIONAL REGISTERED PARLIAMENTARIANS**

Detailed standards organized by content areas instead of divided by Step and Part are available for Registered Parliamentarians at <https://parliamentarians.org/RP-standards> and for Professional Registered Parliamentarians at <https://parliamentarians.org/PRP-standards>.

