

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
COMMISSION ON CREDENTIALING

STANDARDS FOR PROFESSIONAL REGISTERED
PARLIAMENTARIAN
[Yet to be updated to accord with RONR (12th ed.)]
INTRODUCTION

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

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

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

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

- Domain 1: Motions and Meeting-Related Procedures
- Domain 2: Governing Documents
- Domain 3: Serving as Parliamentarian in Meetings and Conventions
- Domain 4: Teaching
- Domain 5: Business and Ethics
- Domain 6: Governance
- Domain 7: Consulting Skills
- Domain 8: Nominations, Elections, and Voting

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

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

COMPREHENSIVE CONTENT

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

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

Competencies and Performance Expectations

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

Assessment Parameters

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

1. The Professional Registered Parliamentarian has achieved all of the competencies required for the Registered Parliamentarian credential.
2. Professional Registered Parliamentarians should be able to understand and apply all that is in the book when they have it available for reference. This should be sufficient with respect to that advice that is provided outside of meetings, such as helping to draft a bylaws amendment or revision.
3. In a meeting or convention, Professional Registered Parliamentarians should be able *rapidly* to find, refer to, understand and apply any rule that would be likely to come up and need resolution in the meeting itself.

4. Professional Registered Parliamentarians should know and be able to apply parliamentary rules that are relevant in an ordinary meeting or convention under usual circumstances *without* having to refer to *RONR*.

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

Content Assessment Steps

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

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

Step 1: Objective Test

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

Step 2: Written, Online, or Multimedia Assignments

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

Step 3: Simulation

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

ADVANCED USE OF MOTIONS

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

Competencies:

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

Performance Expectations: Main Motions

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

Performance Expectations: Amend

- 1.5 Explain to beginners, organization members, or the public the basic process and rules governing secondary amendments to the extent set forth in *RONR* CD-ROM "Understanding Secondary Amendments."
- 1.6 Apply the rules limiting changes in an adopted amendment found on *RONR* p. 140, l. 5 to p. 141, l. 4 (insert or add words); p. 141, ll. 16-25 (insert or add paragraphs); p. 146, ll. 15-28 (strike out words); p. 148, ll. 15-21 (strike out paragraphs); p. 151, l. 25 to p. 152, l. 11 (strike out and insert words); p. 155, l. 22 to p. 156, l. 3.
- 1.7 Apply the rules governing secondary amendments to primary amendments to strike out paragraphs as described in *RONR*, p. 147, l. 24 to p. 148, l. 13; and to substitute: p. 154, l. 10 from "But for the purposes of secondary" to p. 155, l. 21.
- 1.8 Advise and train chairs how to conduct consideration of amendments to strike paragraphs as described in *RONR* p. 147, l. 24 to p. 148, l. 21 and of amendments to substitute as described on p. 154, ll. 21-31; p. 155, l. 16-21 and illustrated on p. 158, l. 6 to p. 162, l. 7.
- 1.9 Apply the rules governing substitutes when a question is being considered seriatim and with relation to committees as described on *RONR*, p. 156, l. 4 to p. 157, l. 2.
- 1.10 Advise regarding the process for each of the three methods of creating a blank given in *RONR*, p. 163, l. 5 to p. 164, l. 11.
- 1.11 Apply the rules governing filling blanks given as described in *RONR*, p. 164, ll. 13-26; p. 167, ll. 3-30.
- 1.12 Understand and apply the rules under which amendments that would not otherwise be in order because previously considered are nevertheless in order after a matter referred to a committee is reported back, as given in *RONR* p. 176, ll. 20-31.

- 1.13 When amendments are debatably germane or not germane, a) describe the rationales for both conclusions, and b) accurately advise chairs of the option to submit the question to the assembly for decision as described in *RONR*, p. 254, l. 8 to p. 255, l. 22, including the footnote; p. 248, ll. 24-33; p. 249, ll. 18-24.

Performance Expectations: Commit

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

Performance Expectations: Postpone Definitely

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

Performance Expectations: Limit/Extend Limits of Debate

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

Performance Expectations: Previous Question

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

Performance Expectations: Adjourn

- 1.30 Know and explain the difference in effect of Recess and Adjourn given on *RONR* p. 85, ll. 4-25 & n.*
- 1.31 Know and explain what happens to business that is pending or uncompleted at adjournment as explained in *RONR* p. 236, l. 15 to p. 237, l. 15.

- 1.32 Apply the rules specifically relevant to adjournment of bodies without regularly scheduled meetings on *RONR* p. 237, I. 17 to p. 238, I. 12.
- 1.33 Recognize and understand the limitations on Adjourn's renewal and attempts to move it without being recognized on *RONR* p. 240, II. 12-27.

Performance Expectations: Point of Order

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

Performance Expectation: Appeal

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

Performance Expectations: Suspend the Rules

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

Performance Expectations: Rescind/Amend Something Previously Adopted

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

Performance Expectations: Reconsider

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

LESS COMMONLY USED MOTIONS

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

Competencies:

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

Performance Expectations: Postpone Indefinitely

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

Performance Expectations: Lay on the Table

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

Performance Expectations: Call for the Orders of the Day

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

Performance Expectations: Raise a Question of Privilege

- 2.13 Understand and explain the purpose of and procedure for raising a question of privilege as explained in *RONR* p. 224, l. 25 to p. 225, l. 7; p. 227, l. 31 to p. 228, l. 23.
- 2.14 Know and apply the rules in Standard Descriptive Characteristics 3 through 7 as given on *RONR* p. 226, l. 13 to p. 227, l. 5.

- 2.14 Understand and describe the difference between the rules governing Raise a Question of Privilege itself and those governing consideration of the matter that is brought before the assembly when it is admitted as explained on *RONR* p. 225, ll. 9-35.

Performance Expectations: Fix the Time to Which to Adjourn

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

Performance Expectations: Object to Consideration of a Question

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

Performance Expectations: Division of a Question

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

Performance Expectations: Consideration by Paragraph of Seriatim

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

Performance Expectations: Request to be Excused from a Duty

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

Performance Expectations: Requests and Inquiries

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

Performance Expectations: Take from the Table

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

Performance Expectations: Discharge a Committee

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

Performance Expectations: Motions Not in Order

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

Performance Expectations: Renewal of Motions

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

Performance Expectation: Previous Notice

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

ADVISING OR PRESIDING AT A MEETING OR CONVENTION

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

Competencies:

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

Performance Expectations: Quorum

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

Performance Expectations: Order of Business

- 3.3 Write a script for a presiding officer using the standard order of business that incorporates optional headings, while referencing *RONR* p. 354, l. 1 to p. 363, l. 5. **(C)**
- 3.4 Understand and explain the proper meaning and ordering of items of business within the category of "Unfinished Business and General Orders" given in *RONR*, p. 358, l. 13 to p. 359, l. 3.10.
- 3.5 Understand and use the six (6) optional headings for an order of business explained in *RONR* p. 360, l. 25 to p. 363, ll. 5.

Performance Expectations: Orders of the Day

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

Performance Expectations: Agenda

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

Performance Expectations: Minutes

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

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

- 3.13 Rapidly research and apply the detailed rules for preference in recognition as described in *RONR* p. 378, l. 18 to p. 382, l. 16. **(C)**

- 3.14 Recognize and describe the variation from the standard procedures for recognizing a member appropriate for large assemblies described on *RONR* p. 383, ll. 1-27.
- 3.15 Know and apply the rules regarding assigning the floor by vote or through an appeal given on *RONR* p. 383, ll. 18-29 & n.*
- 3.16 Know and identify all the cases in which interrupting a member assigned the floor is permitted given on *RONR* p. 384, ll.1-32.

Performance Expectation: Handling Motions

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

Performance Expectations: Debate

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

Performance Expectations: Business Meeting Types; Meeting and Session

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

Performance Expectations: Conventions

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

- 3.33 Know and describe the procedure and requirements for adoption of the Program Committee report, for changes in the program after its adoption, and for the procedure at the expiration of the time the program allots to a subject described in *RONR* p. 629, ll. 17 to p. 630, l. 34 (including the pages and lines referenced on ll. 31-34).
- 3.34 Understand and summarize the variations in the authority of and procedure related to the Resolutions Committee described on *RONR* p. 633, l. 1 to p. 635, l. 9; p. 637, l. 35 to p. 640, l. 6.
- 3.35 Employ *RONR* pp. 636-37, to assist a Resolutions Committee to draw up a platform.
(C)

GOVERNING DOCUMENTS AND SCRIPT WRITING

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

Competencies:

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

Performance Expectation: Governing Documents

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

Performance Expectation: Higher Authorities

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

Performance Expectations: Disciplinary Procedures

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

Performance Expectation: Parliamentary Opinions

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

Performance Expectations: Bylaws

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

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

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

Competencies:

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

Performance Expectations: Rules and Procedures in Boards and Committees

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

Performance Expectations: Mass Meetings

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

Performance Expectations: Merger or Dissolution

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

ADVANCED ISSUES WITH NOMINATIONS, VOTING, AND ELECTIONS

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

Competencies:

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

Performance Expectations: Voting

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

Performance Expectations: Nominations and Elections

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

THE PROFESSIONAL REGISTERED PARLIAMENTARIAN

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

Competencies:

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

Performance Expectations: Teaching Parliamentary Procedure

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

Performance Expectation: Ethics

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

Performance Expectations: Parliamentary Terminology

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

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