

# STANDARDS FOR REGISTERED PARLIAMENTARIAN

## MOTIONS IN GENERAL

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

### Competencies:

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

### Performance Expectations

- 1.1 Explain the purpose of any motion listed in RONR (12<sup>th</sup> ed.) 6:5, 6:12, 6:17, and 6:26 or RONRIB (3<sup>rd</sup> ed.) Chapter 14.
- 1.2 Identify the name(s) of the appropriate motion(s) used for a given purpose, as described in RONR (12<sup>th</sup> ed.) 6:5, 6:12, 6:17, and 6:26 or RONRIB (3<sup>rd</sup> ed.) Chapter 14).
- 1.3 Know and recall the meaning of the classes of motions listed in RONR (12<sup>th</sup> ed.) 5:2 as explained in RONR (12<sup>th</sup> ed.) 6:1–3, 6:9, 6:11, 6:13, 6:15–16, 6:23, 6:25, 10:1–2, first sentence of 10:3, 10:4, and 10:52–57. *New RONR 12th ed. material in 10:54–55 deals with ratification in the context of invalidly conducted electronic meetings.*
- 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 (3<sup>rd</sup> ed.) Chapter 12D (pp. 103-106) and RONR (12<sup>th</sup> ed.) 4:64, 5:1–13, 6:18–22, and 10:31–34.
- 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 (3<sup>rd</sup> ed.) Chapter 12D (pp. 103-106) and RONR (12<sup>th</sup> Ed.) 4:64, 5:1–13, 6:18–22, and 10:31–34.
- 1.6 Understand and describe the concept of a motion that adheres to other motions as explained in RONR (12<sup>th</sup> ed.) 10:35.
- 1.7 Employ Chart I in RONR (12<sup>th</sup> ed.) t3-t5 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 in RONR (12<sup>th</sup> ed.) t4.
- 1.9 Employ the standard descriptive characteristics of individual motions and Tables II and IV through VII in the RONR (12<sup>th</sup> ed.) “t” pages to quickly look up the information they provide, as explained in RONRIB (3<sup>rd</sup> ed.) Chapter 12 E & F (pp. 106-108) and in RONR (12<sup>th</sup> ed.) 7:1–4. **(C)**
- 1.10 Employ Table III in the RONR (12<sup>th</sup> ed.) “t” pages to provide advice regarding the proper form for making motions. **(C)**

# MAIN MOTION











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

### **Competencies:**

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

### **Performance Expectations**

-   2.1 Know and apply the standard descriptive characteristics of main motions found in RONR (12<sup>th</sup> ed.) 10:8 (excluding #8).
-   2.2 Identify, when applicable, the prohibitions or limitations on main motions to reaffirm, to refrain, and that contain negative statements under RONR (12<sup>th</sup> ed.) 10:10–12.
-  2.3 Research and employ the instructions in RONR (12<sup>th</sup> ed.) 10:13–24 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 in RONR (12<sup>th</sup> Ed.) 10:30(1–2).
-   2.5 Explain to beginners, organization members, or the public the meaning of a main motion as described in RONRIB (3<sup>rd</sup> ed.) 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 (12<sup>th</sup> ed.) 10:30(1–5).





























## SUBSIDIARY AND PRIVILEGED MOTIONS

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

### Competencies:

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

### Performance Expectations: Amend

-   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 (3rd ed.) Chapter 5.
-   3.2 Know and apply the rules for the motion Amend in Standard Descriptive Characteristics 3 through 7 in RONR (12th ed.) 12:7(3–7).
-   3.3 Recognize and know how to advise the chair in the use of and define the proper terms for amendments given in RONR (12th ed.) 12:8–11, and the first sentence of 12:12. including footnotes).
-   3.4 Understand and explain the prohibition on third degree amendments and the way of accomplishing the same purpose described in RONR (12th ed.) 12:7(6), and second and third sentences of 12:12.
-    3.5 Understand and apply the rules concerning the use of one motion to offer multiple amendments and governing conforming amendments given in RONR (12th ed.) 12:14–15. These paragraphs are new in the 12<sup>th</sup> edition.
-   3.6 Apply the rules defining germaneness in RONR (12th ed.) 12:16–21 to amendments that are clearly germane or clearly not germane.
-   3.7 Apply the rules identifying improper amendments in RONR (12th ed.) 12:22.
-   3.8 Apply the rule governing amendments to a preamble in RONR (12th ed.) 12:23.
-   3.9 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 (12th ed.) 12:25 12<sup>th</sup> ed. change in this paragraph.
-   3.10 Apply the basic rules governing the different forms of amendment found in RONR (12th ed.) 12:26 and 12:30 (insert or add words); first sentence of 12:31 (insert or add paragraphs); 12:46–47 (new 12<sup>th</sup> ed. Language that might be tested), 12:49, and 12:50 (strike out words); 12:56–62, 12:65–66 (strike out and insert words); 12:69, and first two sentences of 12:70 (substitute).
-   3.11 Apply the rules concerning so-called “friendly amendments” and cases in which the maker of the main motion “accepts” an amendment stated in RONR (12th ed.) 12:91.
-    3.12 Explain and employ how the chair states and puts the question and announces the result on amendments as described in RONR (12th ed.) 12:33–40 and with the option of using unanimous consent as described in RONR (12th ed.) 12:91.
-   3.13 Know and recall the basic nature of and procedure for filling blanks as described in RONR (12th ed.) 12:92–94 The 12<sup>th</sup> edition includes significant additions to RONR’s rules regarding filling blanks. Especially applicable to RP candidates is 12:94, which summarizes the “basic procedure for filling blanks.”

- ▲ 3.14 Understand the cases adapted to filling blanks as described in the last sentence of RONR (12th ed.) 12:93.

**Performance Expectations: Commit or Refer**

- ▲ 3 3.15 Understand and describe the difference between the main and subsidiary motions to Commit explained in RONR (12th ed.) 13:6, and 51:33n9.
- ▲ 3 3.16 Apply the rules relating to adhering motions with reference to Commit as described in RONR (12th ed.) 13:7(2) portion of first sentence through first semi-colon(;) and last sentence, as well as 13:19 except last sentence More specifics in 12<sup>th</sup> ed.
- ▲ 3 3.17 Know and apply the rules for the motion Commit in Standard Descriptive Characteristics 3 through 7 in RONR (12th ed.) 13:7(3–7).

**Performance Expectations: Postpone Definitely**

- ▲ 3 3.18 Understand and describe the difference between the main and subsidiary motions to Postpone Definitely explained in RONR (12th ed.) 14:1 and 14:3.
- ▲ 3 3.19 Apply the rules relating to adhering motions with reference to Postpone Definitely as described in RONR (12<sup>th</sup> ed.) 14:4(2), second to last sentence, 14:19 This paragraph has been rewritten in the 12<sup>th</sup> edition.
- ▲ 3 3.20 Know and apply the rules for the motion Postpone Definitely in Standard Descriptive Characteristics 3 through 7 in RONR (12th ed.) 14:4(3–7).
- ▲ 3 3.21 Apply the limits on the time to which a question can be postponed as described in RONR (12th ed.) 14:5–6.
- ▲ 3 3.22 Understand and apply the basic concept of using Postpone Definitely to create a special order as explained in RONR (12th ed.) 14:2, 14:13–15, 14:17 (coverage of Postpone Definitely's relation to orders of the day has been substantially revised in the 12<sup>th</sup> edition), and 14:20(d–e).

**Performance Expectations: Limit/Extend Limits of Debate**

- ▲ 3 3.23 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 (12th ed.) 15:2.
- ▲ 3.24 Understand and define the meaning, in the context of Limit or Extend Limits of Debate, of the terms “order” and “exhausted” described in RONR (12th ed.) 15:3.
- ▲ 3 3.25 Know and apply the rules for the motion Limit or Extend Limits of Debate in Standard Descriptive Characteristics 3 through 7 in RONR (12th ed.) 15:5(3–7).
- 2 3 3.26 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 (12th ed.) 15:5(2) first three sentences, 15:7–8 The relevant passage has been revised, and a new rule added, in the 12<sup>th</sup> edition.
- ▲ 3 3.27 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 in RONR (12th ed.) 15:17 The relevant paragraph has been slightly rewritten in the 12<sup>th</sup> edition.

**Performance Expectations: Previous Question**

- ▲ 3 3.28 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 (12th ed.) 16:2.

- 2 3 3.29 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 (12th ed.) 16:5–2 *except* the third and last sentences; 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 (12th ed.) 16:5(6).
- 1 3 3.30 Know and apply the rules for the motion Previous Question in Standard Descriptive Characteristics 3 through 5 and 7 in RONR (12th ed.) 16:5(3–5, 7).
- 1 3 3.31 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 in RONR (12th ed.) 16:6–7 *The 12<sup>th</sup> edition adds additional examples of nonstandard ways of moving the Previous Question.*
- 1 2 3 3.32 Understand and define the meaning, in the context of Previous Question, of the terms “partly executed” and “fully executed” as explained in RONR (12th ed.) 16:5(8)n15.
- 1 2 3.33 Understand and describe the effect on subsequent motions of an unexhausted order for the Previous Question as explained in RONR (12th ed.) 16:18–19.

**Performance Expectations: Recess**

- 1 3 3.34 Know and describe the difference between Recess and Stand at Ease as described in RONR (12th ed.) 8:2(3–4).
- 1 3 3.35 Understand and explain the meaning of recess given in RONR (12th ed.) 20:1, and the difference between recess and adjourn as described in RONR (12th ed.) 8:7.
- 1 2 3 3.36 Understand and explain the difference between the main and privileged motions to Recess explained in RONR (12th ed.) 20:2–3.
- 1 3 3.37 Know and apply the rules for the motion Recess in Standard Descriptive Characteristics 3 through 7 in RONR (12th ed.) 20:5(3–7).
- 1 3 3.38 Know and use the rules for declaring and postponing a scheduled recess in RONR (12th ed.) 20:6–7.

**Performance Expectations: Adjourn**

- 1 3.39 Understand and define the meaning of adjourn given in RONR (12th ed.) 21:1.
- 1 3 3.40 Recognize and assess the unique quality that Adjourn may be privileged even when no question is pending as explained in RONR (12th ed.) 21:2.
- 1 2 3 3.41 Describe the three characteristics that differentiate the main from the privileged motion to Adjourn given in RONR (12th ed.) 21:3&n4 (including the footnote), and the effect when Adjourn is not privileged described in RONR (12<sup>th</sup> ed.) 21:3, last two sentences.
- 1 3 3.42 Know and apply the rules for the motion Adjourn in Standard Descriptive Characteristics 3 through 7 in RONR (12th ed.) 21:6(3–7).
- 1 2 3 3.43 Describe what is in order before the chair may declare a directed adjournment, as explained in RONR (12th ed.) 21:10–12.
- 2 3 3.44 Explain how to declare or set aside a scheduled adjournment as explained in RONR (12th ed.) 21:14–15, and 8:9–10.

## INCIDENTAL MOTIONS

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

### Competencies:

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

### Performance Expectations: Point of Order

- 1 3 4.1 Know and apply the rules for the motion Point of Order in Standard Descriptive Characteristics 3 through 7 in RONR (12th ed.) 23:2(3–7).
- 1 3 4.2 Describe and employ the basic purpose of, and procedure for handling, a Point of Order, as described in RONR (12th ed.) 23:3–4, and 23:12–17.
- 1 2 3 4.3 Explain the timeliness requirements of Point of Order as described in RONR (12th ed.) 23:5, and recognize that exceptions exist to this general rule.
- 1 3 4.4 Rapidly research and apply the exceptions to the timeliness requirement for a Point of Order given in RONR (12th ed.) 23:6. (C)
- 2 3 4.5 Understand and summarize how rulings on Points of Order create precedents (rewritten in 12<sup>th</sup> ed.) as explained in RONR (12th ed.) 23:10.
- 2 3 4.6 Explain the precedential nature of a ruling on a Point of Order and how to supersede it, as explained in RONR (12th ed.) 23:10–11.

### Performance Expectations: Appeal


- 1 3 4.7 Know and explain the two exceptions to the right to Appeal given in RONR (12th ed.) 24:3(2)(a–b).
- 1 3 4.8 Know and apply the rules for the motion Appeal in Standard Descriptive Characteristics 3 through 7 in RONR (12th ed.) 24:3(3–7), including memorizing the three cases in which an appeal is undebatable in RONR (12th ed.) 24:3(5)(first sentence). Also know the requirement for timeliness of an appeal in RONR (12th ed.) 24:8 This requirement was included in SDC in the 11<sup>th</sup> edition, but moved to paragraph 24:8 in the 12<sup>th</sup>.
- 1 3 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 (12th ed.) 24:5–7, and 24:7n4.
- 1 3 4.10 Recognize and know how to advise the chair on the procedure for handling an appeal as illustrated in RONR (12th ed.) 24:9–13.

### Performance Expectations: Suspend the Rules




- 1 4.11 Understand and identify the seven categories of rules that cannot be suspended. In RONR (12th ed.) 25:7–13 12<sup>th</sup> ed. changes in these paragraphs.
- 3 4.12 Rapidly research and apply the detailed provisions applying the prohibition on suspending seven categories of rules explained in RONR (12th ed.) 25:7–13. (C)
- 1 3 4.13 Know and apply the rules for the motion Suspend the Rules in Standard Descriptive Characteristics 3 through 7 in RONR (12th ed.) 25:2(3–7) and the differences in the vote required explained in RONR (12th ed.) 25:14–16.
- 1 2 3 4.14 Understand and define the purpose and manner of suspending the rules as described in RONR (12th ed.) 25:3–5 and illustrated in RONR (12th ed.) 25:17–20.

### Performance Expectations: Parliamentary Inquiry

- 1 3 4.15 Know and apply the rules for the motion Parliamentary Inquiry in Standard Descriptive Characteristics 3 through 7 in RONR (12th ed.) 33:2(3–7).

-  4.16 Understand the purpose and apply the procedure for making and handling a Parliamentary Inquiry as given in RONR (12th ed.) 33:3–5.

**Performance Expectations: 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 in RONR (12th ed.) 33:2(3–7) 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 (12th ed.) 33:6–10.



# MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

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

## Competencies:

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




## Performance Expectations: Rescind/Amend Something Previously Adopted

- 1 3** 5.1 Understand and define the purpose and effect of Rescind/Amend Something Previously Adopted as explained in RONR (12th ed.) 35:1.
- 1 3** 5.2 Know and apply the rules for the motion Rescind/Amend Something Previously Adopted in Standard Descriptive Characteristics 3 through 5 in RONR (12th ed.) 35:2(3–5).
- 1 3** 5.3 Rapidly research and apply the rules in Standard Descriptive Characteristics 6 and 7 in RONR (12th ed.) 35:2(6–7). **(C)**
- 1 2**  
**3** 5.4 Apply the procedure for giving previous notice of and making motions to Rescind or Amend Something Previously Adopted as illustrated in RONR (12th ed.) 35:3, 35:7–12.
- 1 2**  
**3** 5.5 Understand and apply the rules concerning the use of one motion to Amend Something Previously Adopted to offer multiple amendments and governing conforming amendments given in RONR (12th ed.) **35.5** (this paragraph is new in the 12<sup>th</sup> ed.), including the rules it references governing whether and how such a motion may be divided in RONR (12<sup>th</sup> ed.) 10:25, 27:5 and the example in RONR (12<sup>th</sup> ed.) 57:3.”

**Performance Expectations: Reconsider** The section on Reconsider was substantially revised in the 12<sup>th</sup> edition. Among other things, a comparatively brief summary of the basic purpose and procedure was put at its outset.

- 1 2**  
**3** 5.6 Understand and explain the basic purpose and procedure of reconsideration as described in RONRIB (3rd ed.) pp. 58-60 and RONR (12th ed.) 37:1–8, and 37:9(1)(a).
- 1 2**  
**3** 5.7 Understand and explain the procedure to reconsider a main motion when made at a time when it can immediately be taken up as set forth in RONR (12th ed.) 37:14 and as illustrated in RONR (12th ed.) 37:36(a), and 37:37–39.
- 1 3** 5.8 Know and describe when Reconsider cannot be applied to a motion as set forth in RONR (12th ed.) **37:9(2)(a–h)** (12<sup>th</sup> edition changes in this paragraph) and 37:13.
- 1 3** 5.9 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 (12th ed.) 37:9(1), **37:10(b–c)** (12<sup>th</sup> ed. has additional rule in last sentence of (b)), and **37:15**–17(12<sup>th</sup> ed. change in 37:15), and the illustration in RONR (12th ed.) 37:40–42, and 37:44–45.



-  5.10 Know and apply the rules for the motion Reconsider in Standard Descriptive Characteristics 3 through 7 in RONR (12th ed.) 37:9(3–7).
-  5.11 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 in RONR (12th ed.) **37:11–12** Somewhat changed rules for 12<sup>th</sup> ed.
-  5.12 Know and apply the rules governing debate on a motion to Reconsider and after a motion to Reconsider motion has been adopted as described in RONR (12th ed.) 37:18–23.

## ORGANIZATION AND CONDUCT OF MEETINGS

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

### Competencies:

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

### Performance Expectations: Quorum

- ▲ 6.1 Explain the basic need for and effect of a quorum requirement described in RONRIB (3rd ed.) pp. 12-13.
- ▲ 3 6.2 Know and describe the default quorum when membership can be accurately determined as set forth in RONR (12th ed.) 3:3 (last sentence).
- ▲ 2 3 6.3 Understand and explain what may be done even in the absence of a quorum as described in RONR (12th ed.) 40:6–10.

### Performance Expectations: 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 (12th ed.) 41:1–4 (including 41:2n2).
- ▲ 6.5 Know and identify the names and order of the six basic headings in the standard order of business in RONR (12th ed.) 41:5.
- ▲ 6.6 Know and identify in which organizations the standard order of business is used as explained in RONR (12th ed.) , 41:6.
- 6.7 Be able to prepare, or assist the secretary to prepare, a memorandum of the order of business as explained in RONRIB (3rd ed.) pp. 146-47 and RONR (12th ed.) 41:7. (C)
- 6.8 Write a script for a presiding officer using the standard order of business, while referencing RONRIB (3rd ed.) Table C (p. 209) and RONR (12th ed.) 41:8–27. (C)
- ▲ 3 6.9 Know and explain how business may be taken up out of its proper order as explained in RONR (12th ed.) 41:37–39.

### Performance Expectation: Orders of the Day

- 3 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 (12th ed.) 14:13–17 The passage has been substantially shortened and rewritten in the 12<sup>th</sup> edition.





### Performance Expectation: 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 (12th ed.) 41:60–64.





### Performance Expectations: Minutes

- 3 6.12 Explain the secretary’s duty to record motions as described in RONRIB (3rd ed.) pp. 148-53 as well as to note the times of a meeting’s beginning and end.
- 6.13 Write draft basic minutes as described in RONRIB (3rd ed.) pp. 146-50. (C)
- ▲ 3 6.14 Know and employ the usual procedure for correcting and approving minutes described in RONR (12th ed.) 41:9–12 (including 41:11n -New rule in 12<sup>th</sup> ed.). Know and apply the rule stated in RONR (12th ed.) 48:3 (New in 12<sup>th</sup> ed.) regarding varying the standard content of minutes.





### Performance Expectations: 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 (12th ed.) 3:30–34.
-  6.16 Understand and explain the concept of interrupting a member assigned the floor described in RONR (12th ed.) 42:18 (introductory wording before (a)) and 42:20–22.
-  6.17 Understand and explain the common cases in which interrupting a member assigned the floor is permitted given in RONR (12th ed.) 42:18(b, c, e, f, & h).
-  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 “t” pages of RONR (12th ed.) . **(C)**

### Performance Expectations: 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 (3rd ed.) pp. 23-27..
-  6.20 Demonstrate how to assist a presiding officer to employ the terminology used to handle motions used in the RONRIB (3rd ed.) tables through use of resources such as the tables in RONRIB (3rd ed.) , 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 (12th ed.) **4:58–63** change in first sentence of 4:61.
-  6.22 Understand the concept of debate and basic procedures for it explained in RONR (12th ed.) 43:1–7 and describe the basic default rules for debate given under “Speech Limits in Debate” in RONRIB (3rd ed.) p. 29.

### Performance Expectations: Debate

-  6.23 Know and employ the basic principles of germaneness and decorum in debate given in RONRIB (3rd ed.) 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 (12th ed.) 43:29–30.
-  6.25 Identify and apply with the rules related to discussion outside debate in RONR (12th ed.) **43:31–34** Language revised in 12<sup>th</sup> ed.
-  6.26 Understand and explain the basic concepts behind debatability of motions in RONR (12th ed.) 1:1 (through first bullet point),43:35–36, 43:37(first sentence), 43:38–39.

## VOTING, NOMINATIONS, AND ELECTIONS

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

### Competencies:

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

### Performance Expectations: Voting

- 1 3** 7.1 Know the meaning of and how to calculate a majority vote, a two-thirds vote, a majority of the entire membership and a majority of the fixed membership as explained in RONR (12th ed.) 44:1–3, 44:5–6, and 44:9(b) including 44:9bn1.
- 1** 7.2 Understand the two elements that define the bases for determining a voting result given in RONR (12th ed.) 44:7–8, and 44:9(bn1) and identify what is required to modify the default bases as described in RONR (12th ed.) 44:10.
- 1 3** 7.3 Know the meaning of and how to calculate a plurality vote as explained in RONR (12th ed.) 44:11.
- 1 3** 7.4 Know and explain the effect of a tie vote, and the rules concerning the chair's participation in voting in RONR (12th ed.) 44:12–13.
- 1** 7.5 Know and identify the rights and obligations in voting, and the rule regarding straw polls, described in RONR (12th ed.) 45:1–2, **45:6–8** (45:6 and 45:8 have been rewritten in the 12<sup>th</sup> ed.), and 45:72.
- 1 3** 7.6 Know and explain the rules concerning abstention and voting on questions affecting oneself in RONR (12th ed.) **4:35 (last two sentences)** (12<sup>th</sup> ed. changes in 4:35), and 45:3–5.

### Performance Expectations: Voting by Standard and Alternate Methods

- 1 3** 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 (12th ed.) **4:36–49** 4:37n11 has new material in 12<sup>th</sup> ed.
- 1 3** 7.8 Know and apply the procedures for verifying a vote and counting a rising vote as described in RONR (12th ed.) **4:50–55** (4:53 has new 12<sup>th</sup> ed. material), and **45:14–15** -45:14 has a tweaked rule in the 12<sup>th</sup> ed.
- 1 3** 7.9 Know and apply the rules concerning ballot voting described in RONR (12th ed.) **45:18–25** Substantial changes in 12<sup>th</sup> ed..
- 2** 7.10 Write a script for the presiding officer to use indicating how to conduct a ballot vote as indicated in RONR (12th ed.) 45:26–28, 45:29 (first sentence), 45:30 (except last two sentences), and 45:37–39. **(C)**
- 2** 7.11 Write scripts for the presiding officer using RONR (12th ed.) 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 (3rd ed.) pp. 203-208. **(C)**
- 1 2**  
**3** 7.12 Know and apply the rules for directing and conducting electronic or machine voting described in RONR (12th ed.) **45:42–43** New material in 12<sup>th</sup> ed.

### Performance Expectations: Nominations

- 1 2**  
**3** 7.13 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 (12th ed.) **46:6–21** Significant 12<sup>th</sup> ed. clarifications. **(C)**

- ▲ 7.14 Know and identify the basic rules governing nominations by a nominating committee and from the floor given in RONRIB (3rd ed.) pp. 78-79.
- ▲ 2 7.15 Know and explain how to assist an organization in preparing for and conducting nominations based upon the guidance in *PPPP* pp. 89-92.
- 3
- ▲ 3 7.16 Know and apply the rules governing debate on nominations described in RONR (12th ed.) 46:27–29 New provisions in the 12<sup>th</sup> ed.

**Performance Expectations: Elections**

- 2 7.17 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 (12th ed.) 46:30, and 46:44–47 46:44–45 include substantial new rules in the 12<sup>th</sup> ed.
- 2 3 7.18 Know and explain how to assist an organization in preparing for and conducting elections based upon the guidance in *PPPP* pp. 93-97.

**Performance Expectations: Tellers**

- ▲ 3 7.19 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 (12th ed.) 45:26–30.
- ▲ 7.20 Know how to advise tellers on how properly to count ballots using Table VIII and RONR (12th ed.) 45:31–36, and 46:33–34 Substantial 12<sup>th</sup> ed. revisions. (C)
- 2 7.21 Identify and explain the proper forms and rules regarding tellers' reports as described in RONR (12th ed.) 45:37–41 Some new 12<sup>th</sup> ed. material.

## SERVE AS PARLIAMENTARIAN IN MEETINGS

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

### Competencies:

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

### Performance Expectations: Business Meeting Types; Meeting and Session

- 1 2 8.1 Understand and describe the difference between “meeting” and “session” as explained in RONR (12th ed.) 8:1, 8:2(1–2), 8:3–8:6, and 9:18.
- 1 3 8.2 Know and explain the difference between an adjournment and an adjournment sine die given in RONR (12th ed.) 8:2(5–6).
- 1 2 8.3 Understand and describe the significance of session as described in RONR (12th ed.) 8:11–15.
- 1 8.4 Recognize the difference between regular and special meetings as defined in RONR (12th ed.) 9:1, 9:6, and 9:13.
- 1 8.5 Define the meaning and significance of quarterly time interval described in RONR (12th ed.) p. 9:7–11, including 9:9n3.
- 1 8.6 Know and identify the rules governing what business can be transacted at regular versus special meetings given in RONR (12th ed.) 9:12, and 9:15–16.
- 2 8.7 Apply the rules governing whether and when special meetings can be called as described in RONR (12th ed.) 9:14. **(C)**
- 1 8.8 Recognize the two distinct senses in which the term annual meeting is used and know the rule governing business required to be taken up at one as explained in RONR (12th ed.) 9:20–23.
- 1 3 8.9 Know and define the meaning of executive session and the rules governing it as described in RONR (12th ed.) **9:24–27** Significant new 12<sup>th</sup> ed. rules regarding executive session.
- 2 1 8.10 Apply the rules relating to electronic meetings as described in RONR (12th ed.) **9:30–36** A tweak about committee electronic meetings added in 12<sup>th</sup> ed.

### Performance Expectations: Motions Not in Order

- 1 2 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 (12th ed.) **10:26, including n1** Important additional 12<sup>th</sup> ed. rules in 10:26(2) and in the new note 1.
- 1 2 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 in RONR (12th ed.) 10:26(2–5).

### Performance Expectation: Renewal of Motions

- 1 2 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 in RONR (12th ed.) 38:1–2.

### Performance Expectations: Previous Notice and Notice of Motions

- 1 8.14 Understand and identify the rules governing notice for regular and special meetings as described in RONR (12th ed.) **9:1–5** (Important new 12<sup>th</sup> ed. rules on notice of motions), 9:13 (second sentence) and 9:14 (last sentence).

- ▲ 8.15 Understand and identify the meaning of a requirement of previous notice of motions as described in RONR (12th ed.) 10:44.
- ▲ 3 8.16 Know and explain how previous notice is given with the call of a meeting as explained in RONR (12th ed.) 10:51 Rule modified in 12<sup>th</sup> ed.

**Performance Expectations: Serve as Parliamentarian in Meetings in General**

- ▲ 3 8.17 Quickly find, explain (accurately, clearly and succinctly), and properly apply rules whose application may be needed in a meeting, using the RONR (12th ed.) table of contents, tinted pages, index and/or CD-ROM, as described in RONRIB (3rd ed.) pp. 107-109, and examples as explained in RONR (12th ed.) 10:37. **(C)**
- 2 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 (3rd ed.) (especially the tables) and RONR (12th ed.) (especially Table III and the “Form and Example” segments for motions). **(C)**



# WRITING AND INTERPRETING BYLAWS AND OTHER GOVERNING DOCUMENTS

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

## Competencies:

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

## Performance Expectations: Bylaw Amendments

- 1 9.1 Know and identify the default requirement to amend bylaws described in RONR (12th ed.) 57:1(1).
- 1 9.2 Understand and identify the principle that allows consideration of bylaw amendments that conflict with those previously adopted at the same session described in RONR (12th ed.) 57:1(4) and the recommended procedure for considering conflicting proposals described in RONR (12th ed.) 57:6–8 -12<sup>th</sup> ed. includes new details in 57:6.
- 1 9.3 Understand and identify the basic procedure for isolated bylaw amendments and their recording in the minutes described in RONR (12th ed.) 57:3–4 (12<sup>th</sup> ed. adds new rule applicable to conforming amendments), and 57:9.
- 1 3 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 (12th ed.) 57:10–14 In 57:14, 12<sup>th</sup> ed. eliminates former provision under which a noticed bylaw amendment becomes a general order for the meeting at which it is to be considered.
- 2 9.5 Write isolated amendments and present them in a recommended form as described on pp. 33 -35 of *PPPP* and in RONR (12th ed.) 56:11–13, and 57:14, referring as relevant to RONR (12th ed.) 56:16–67 (“Content of Bylaw Articles”), 57:3–4, and *PPPP* pp. 38-47, and applying the recommendations on p. 31 of *PPPP*. (C)
- 2 9.6 Use provisos and headings appropriately as explained in RONR (12th ed.) 57:15–19. (C)
- 2 9.7 Write scripts for considering bylaw amendments using *Playbook* pp. 143-46. (NOTE: An additional useful resource may include the *NAP Script Writing Assistant CD*.) (C)
- 2 9.8 Be able, by referring to RONR (12th ed.) 57:15–19, to draft transitional provisions and to incorporate adopted amendments into the bylaws. (C)

## Performance Expectations: Special Rules of Order

- 2 9.9 Write a draft special rule of order by referring to RONR (12th ed.) 2:16–17. (C)
- 2 9.10 Know how to advise and assist the chair in presiding over consideration of special rules of order. (C)

## Performance Expectations: Interpreting Bylaws and Other Rules

- 1 9.11 Know and recall, at least in paraphrased form, the Principles of Interpretation listed in RONR (12th ed.) 56:68(1-8) (*italicized* sentences only).
- 2 9.12 Apply the Principles of Interpretation listed and explained in RONR (12th ed.) 56:68 to ambiguous or conflicting bylaws provisions and other rules. (C)

## Performance Expectations: Reviewing Governing Documents

- 2 9.13 Explain the appropriate content of the governing documents described on *PPPP* pp. 36 -38.

- ▲ 9.14 Identify the governing documents appropriate to particular content used for a given purpose as described in RONRIB (3rd ed.) Chapter 10.

**Performance Expectations: 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 (12th ed.) 1:5 (last sentence) and 56:49n1.
- ▲ 9.16 Recognize the relevance of an organization's status as a corporation as described in RONR (12th ed.) 2:5–7.
- ▲ 2 9.17 Understand and explain the nature of established custom and how to set it aside in a particular instance under RONR (12th ed.) 2:25 (first two sentences).
- 3 9.18 Understand and explain how conflicts between established custom and written rules are resolved under RONR (12th ed.) 2:25 (last two sentences).
- ▲ 2 9.19 Explain the difference between governing provisions of procedural law which are subject to a Point of Order under RONR (12th ed.) 23:6( c), and substantive provisions of law, which are not.
- ▲ 9.20 Recognize that Suspend the Rules cannot suspend provisions of law as noted in RONR (12th ed.) , 25:8.
- 2 9.21 Find applicable provisions of procedural law through [www.law.cornell.edu/statutes.html](http://www.law.cornell.edu/statutes.html) (especially [www.law.cornell.edu/wex/table\\_corporations](http://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)**
- ▲ 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 (12th ed.) 2:7n4.

## BOARDS AND COMMITTEES

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

### Competencies:

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

### Performance Expectations: Boards

- 1 10.1 Understand and recognize the nature of, and differences among, independent boards, subordinate boards, and executive committees explained in RONRIB (3rd ed.) p. 160. (See also RONR (12th ed.) 1:22–23, 49:5–7, 49:12–14, and 49:15 (first two sentences).)
- 2 10.2 Recognize and know how to advise officers and board members concerning their responsibilities by referring to RONRIB (3rd ed.) Chapters 15-18 and RONR (12th ed.) 47:5–42. (C)
- 2 10.3 Write draft bylaws provisions applicable to boards by referring to RONR (12th ed.) 45:4–7. (C)
- 1 10.4 Understand and explain the rights and responsibilities of ex-officio board members and how a board's officers are designated as explained in RONR (12th ed.) 49:8–10.

### Performance Expectations: Committees

- 1 3 10.5 Understand and explain the provisions for giving instructions to committees as described in RONR (12th ed.) 13:8(d) (12<sup>th</sup> ed. includes new last sentence), and 13:22.
- 1 10.6 Understand and identify the connection between the power to appoint, to fill vacancies, and to remove, as described in RONR (12th ed.) 13:23, 50:11 (second sentence), and 50:14.
- 1 10.7 Understand and identify the limits on the authority of committees described in RONR (12th ed.) 50:4–5.
- 1 10.8 Recognize the difference in the terms of members of standing versus special committees explained in RONR (12th ed.) 50:3, 50:7, and 50:10.
- 1 3 10.9 Know and explain the rules regarding the appointment of non-members to committees as described in RONR (12th ed.) 50:12.
- 1 2 3 10.10 Know and identify the five methods by which committees can be appointed described in RONR (12th ed.) 50:13, 13:8(c), and 13:13–18.
- 2 10.11 Recognize and know how to provide advice concerning considerations in appointing committee members by referring to RONR (12th ed.) 50:18. (C)

### Performance Expectations: Rules and Procedures in Boards and Committees

- 2 10.12 Understand and explain the different limitations on rules of order that independent boards, subordinate boards, and committees may adopt as explained in RONR (12th ed.) 49:15 (except third sentence), and 50:26 (first two sentences).
- 1 10.13 Know and identify the requirements for transaction of business in boards and committees given in RONR (12th ed.) 49:16 (Significant 12<sup>th</sup> ed. changes to this paragraph), 50:21n6, and 51:2.
- 1 10.14 Know and identify the circumstances in which boards and committees employ the “small board” rules as described in RONR (12th ed.) 49:16 (first two sentences), 49:21 (first sentence), 50:25 (first sentence up to semicolon), and 50:26 (last two sentences) 12<sup>th</sup> ed. adds last sentence.

- 2 10.15 Understand and describe the rules regarding minutes as they pertain to boards and committees given in RONR (12th ed.) 49:17–19 (Significantly expanded by 12<sup>th</sup> ed.), and 50:24.
- 1 2 10.16 Recognize and explain the eight rules governing more informal procedure in small boards as given in RONRIB (3rd ed.) p. 161 and in the context of RONR (12th ed.) 49:21 (including n3).
- 2 10.17 Explain the effect of periodic partial change in board membership on the matters not finally disposed of and on the terms of board officers explained in RONR (12th ed.) 49:22. **(C)**
- 1 10.18 Recognize the difference in the availability of motions to limit debate in boards and committees explained in RONR (12th ed.) 49:21(3)n3, 50:25 (last sentence and n7).
- 1 10.19 Know and identify the rules governing the calling and adjournment of committee meetings and quorum in them as described in RONR (12th ed.) 9:35, 50:21–23, including 50:21n6. Significant revision in 12<sup>th</sup> ed.
- 1 10.20 Know and identify the rules concerning committee hearings and who may be present during committee meetings described in RONR (12th ed.) 50:27.
- 2 10.21 Know and describe the types of board and committee reports given in RONR (12th ed.) 51:3.
- 2 10.22 Know how to accurately and clearly advise committee members how to prepare and the assembly's presiding officer on how to preside over the consideration of board and committee reports by referring to RONR (12th ed.) 51:4–71, and *Playbook* pp. 137-49. **(C)**

## A PROFESSIONAL PARLIAMENTARIAN

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

### Competencies:

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

### Performance Expectations: Teaching Parliamentary Procedure

- 1** **2** 11.1 Understand and describe the five Knowles Principles explained in *PPPP* pp. 55-56.
- 2** 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)**
- 2** 11.3 Prepare and present a lesson, keeping in mind the presentation keys on *PPPP* p. 63. **(C)**
- 2** 11.4 Employ effective evaluation of one’s own teaching as described on *PPPP* pp. 64-65. **(C)**

### Performance Expectations: Act Professionally and Ethically

- 2** 11.5 Understand and describe the background and approach to applying the *Code of Professional Responsibility for Parliamentarians*<sup>1</sup> described in *PPPP* p. 67 through section entitled “Acting Professionally” on p. 75 while recognizing that there have been changes in the Code since that commentary was published. **(C)**
- 2** 11.6 Respond to scenarios on ethical dilemmas based upon the *Code of Professional Responsibility for Parliamentarians*. **(C)**
- 1** 11.7 Know and identify, at least in paraphrased form, the 15 items in the *Code of Professional Responsibility for Parliamentarians* violations of which are subject to discipline under “Complaints Related to Member Discipline” given in *PPPP* p. 75.
- 2** 11.8 Develop and write a business plan based on *PPPP* pp. 3-7. **(C)**
- 2** 11.9 Explain how professional fees may be set based on *PPPP* pp. 7-10. **(C)**
- 2** 11.10 Prepare invoices for professional parliamentary services. (See *PPPP* p. 10.) **(C)**
- 2** 11.11 Prepare letters of agreement and contracts based on *PPPP* pp. 18-21. **(C)**

### Performance Expectation: Consult with Client



- 1** 11.12 Understand and identify the advice about working with clients found on *PPPP* pp. 4; 11-17.

### Performance Expectation: Disciplinary Procedures




- 1** **3** 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 in RONR (12th ed.) 61:1–21.

<sup>1</sup> Note to candidates: In 2019 a new *Code of Professional Responsibility for Parliamentarians* was adopted, replacing the *Code of Ethics for Parliamentarians*. The new document is available on the NAP website.

**Performance Expectation: Answer Parliamentary Questions**

-   11.14 Address parliamentary questions orally in advising a presiding officer as described in RONR (12th ed.) 47:49–55.

**Performance Expectations: 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.
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