**Registered Parliamentarian® (New System) Checklist of Steps & Parts**

STEP ONE **- 8 Parts (Parts 1-7 have 40 questions per part with 1-hour time limit for each part.)**

[ ]  1. Motions in General and Main Motions
[ ]  2. Subsidiary and Privileged Motions

[ ]  3. Incidental Motions and Motions that Bring a Question Again Before the Assembly
[ ]  4. Organization and Conduct of Meetings
[ ]  5. Voting, Nominations and Elections
[ ]  6. Being a Professional Parliamentarian, Serve as a Professional Parliamentarian in Meetings and Teaching Parliamentary Procedure
[ ]  7. Boards and Committees and Writing and Interpreting Bylaws
[ ]  8. Open Book: Rapid Look-up of References to Apply Less Commonly Encountered Rules (with varying time limits for each question)

STEP TWO **- 4 Parts**

Part 1

[ ]  A. Draft a resolution

[ ]  B. Short answers to 3 parliamentary questions
[ ]  C. Write a newsletter article on the amending process
[ ]  D. Write a letter answering a client’s questions
[ ]  E. Correct a client’s draft order of business

Part 2

[ ]  A. Prepare 4 motion scripts for a meeting

[ ]  B. Write answers to 2 questions on governing documents and custom
[ ]  C. Answer 3 questions on ethics
[ ]  D. Business practices: prepare letter of agreement, fee schedule, and invoice
[ ]  E. Correct draft minutes
[ ]  F. Answer a question on bylaws interpretation

Part 3

[ ]  A. Prepare a bylaw amendment

[ ]  B. Prepare a committee report

[ ]  C. Prepare a full business meeting script

Part 4: Teaching

[ ]  List of pertinent performance expectations

[ ]  Relevant rules selection and explanation

[ ]  Lesson plan

[ ]  Handouts and presentation materials

[ ]  Demonstration of a 25-minute segment of lesson

STEP THREE

[ ]  Serve as parliamentarian in a 1-hour meeting simulation

Upon successful completion of all three Steps, the candidate will be awarded the RP Credential.