**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.