



# NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

## **Criteria for Credentialing**

**Prepared by the Commission on Credentialing**

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## INTRODUCTION AND PHILOSOPHY

The Commission is convinced of the need to balance NAP's fiduciary duty to clients to ensure that the parliamentarians the organization certifies by granting credentialed status are competent to serve organizations and individuals needing parliamentary services with the reality that an assessment process that is unnecessarily demanding or rigorous could deter members from attempting or prevent them from completing it, with the unfortunate result that there would be too few credentialed parliamentarians available to serve clients.

Accordingly, in formulating the new credentialing process, the Commission has been guided by these principles:

- Assessment should be focused on what parliamentarians, in fact, need to be able to do in practice to serve clients competently rather than on some theoretical ideal of comprehensive knowledge and ability;
- Candidates should be informed in advance, with as much detail as possible, precisely what they will be expected to know and to be able to do and how it will be assessed;
- The assessment process should be summative so that candidates learn and master all the required knowledge and apply that knowledge in a final assessment;
- *Registered Parliamentarian* candidates will be examined objectively and must complete a two-part assessment demonstrating an overall knowledge of the performance expectations. Candidates must successfully complete both parts to achieve the Registered Parliamentarian credential; and
- *Professional Registered Parliamentarian* candidates will be examined objectively and must participate in a meeting simulation that allows candidates to demonstrate overall knowledge of the performance expectations.



# ***REGISTERED PARLIAMENTARIAN CREDENTIALING EXAM***

## **Brief Description**

The *Registered Parliamentarian Credentialing Exam* (RPCE) is administered by the Commission on Credentialing and comprises multiple-choice and performance exams. It is uniformly administered, scored, and evaluated.

The RPCE is administered in a single session with each section of the exam being completed within three hours of the exam start time. The RPCE is available during seven-day examination windows that are determined by the Commission on Credentialing. RPCE applicants must register at least twenty-one days prior to the start of the examination window.

## **Detailed Description**

The RPCE is administered during a one-day period and will be composed of two sections. Section I will consist of one hundred multiple-choice questions derived from the Registered Parliamentarian Performance Expectations. Section I will be automatically scored by the examination platform. Section II will be a performance exam derived from the Registered Parliamentarian Performance Expectations; with scenarios each candidate must complete in writing. Section II will be scored by trained examiners. For candidates to be successful, they must objectively demonstrate core competencies needed to obtain the RP credential and must demonstrate the application of the core knowledge and basic business skills needed by every parliamentarian. Candidates must achieve an 85% on each section of the RPCE to be awarded the credential. Within 60 days of the close of each examination window, candidates will receive notification of their examination results and whether they have attained the RP credential.

A sample of practice questions for both the multiple-choice exam and the performance exam will be available; however, the questions utilized for the actual examination will not be publicly available, nor will each subsequent exam be the same.

The RPCE will be offered during an examination window at regular intervals. The examination window will occur quarterly. This regular interval system will allow the exam materials to be regularly evaluated and improved for future usage. It will also allow the examiners to notice when their services will be needed and the associated deadlines. This continuous improvement approach, utilizing psychometric analysis of examination data collected, will lead to improved examination instruments and examination experiences for the candidates.

The Commission on Credentialing will develop, administer, and analyze the examinations and award the RP credential upon candidates' successful passage of the RPCE. The RPCE will be proctored either in person or using a virtual monitoring system that is approved by the Commission on Credentialing.

# STANDARDS FOR *REGISTERED PARLIAMENTARIANS*

Presently, two levels of credentialing are 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 Registered Parliamentarian.

This section is designed to guide an NAP member who wishes to prepare to become credentialed as a Registered Parliamentarian. Being ready to respond to objective and performance-based assessments 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 Registered Parliamentarian* use the *NAP Body of Knowledge* as the basis for deciding what skills (competencies) a 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 in General and Main Motions
- Domain 2: Subsidiary and Privileged Motions
- Domain 3: Incidental Motions and Motions that Bring a Question Again Before the Assembly
- Domain 4: Organization and Conduct of Meetings
- Domain 5: Voting, Nominations and Elections
- Domain 6: Being a Professional Parliamentarian, Serve as a Professional Parliamentarian in Meetings and Teaching Parliamentary Procedure
- Domain 7: Boards and Committees and Writing and Interpreting Bylaws
- Domain 8: Less Commonly Encountered Rules

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

- *Robert's Rules of Order Newly Revised* (12th edition), cited as *RONR* (12th ed.)
- *Robert's Rules of Order Newly Revised in Brief*, (3<sup>rd</sup> edition), cited as *RONRIB* (3<sup>rd</sup> ed.)
- *Code of Professional Responsibility for Parliamentarians* available at [https://www.parliamentarians.org/wp-content/uploads/2020/09/2020-8Code\\_of\\_Professional\\_Responsibility.pdf](https://www.parliamentarians.org/wp-content/uploads/2020/09/2020-8Code_of_Professional_Responsibility.pdf)
- *Professional Practices in Parliamentary Procedure* (2021, NAP), cited as *PPPP*
- *Pathways to Proficiency: What to Say When: Script Writing Made Easy* (3<sup>rd</sup> ed.) (2020, NAP), cited as *Script Writing Made Easy*

## Motions in General

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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 (12th ed.) 6:5, 6:12, 6:17, and 6:26 or RONRIB (3rd ed.) Chapter 14.
- 1.2 - Identify the name(s) of the appropriate motion(s) used for a given purpose, as described in RONR (12th ed.) 6:5, 6:12, 6:17, and 6:26 or RONRIB (3rd ed.) Chapter 14).
- 1.3 - Know and recall the meaning of the classes of motions listed in RONR (12th ed.) 5:2 as explained in RONR (12th 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 10:52-27.
- 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 (3rd ed.) Chapter 12D (pp. 103-106) and RONR (12th ed.) 4:64, 5:1–13, 6:18–22, and 10:31–34.
- 1.5 - Understand and describe the concept of a motion that adheres to other motions as explained in RONR (12th ed.) 10:35.
- 1.6 - Employ Chart I in RONR (12th ed.) t3-t5 to determine the precedence of other subsidiary and privileged motions.
- 1.7 - Know and apply the order of precedence of the ranking motions as given in RONR (12th ed.) t4.
- 1.8 - Employ the standard descriptive characteristics of individual motions and Tables II and IV through VII in the RONR (12th ed.) “t” pages to quickly look up the information they provide, as explained in RONRIB (3rd ed.) Chapter 12 E & F (pp. 106-108) and in RONR (12th ed.) 7:1–4.
- 1.9 - Employ Table III in the RONR (12th ed.) “t” pages to provide advice regarding the proper form for making motions.

## 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 (12th 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 (12th ed.) 10:10–12.
- 2.3 - Research and employ the instructions in RONR (12th ed.) 10:13–24 to assist in the proper or recommended framing of resolutions and orders, or similar long or complicated main motions.
- 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 (12th 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 (3rd 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 (12th ed.) 10:30(1–5).



## Subsidiary and Privileged Motions

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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.
- 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.
- 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, 12:49, and 12:50 (strike out words); 12:56–62, 12:65–66 (strike out and insert words); 12:69, and 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.
- 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**

- 3.15 - Understand and describe the difference between the main and subsidiary motions to Commit explained in RONR (12th ed.) 13:6, and 51:33n9.
- 3.16 - 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.
- 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**

- 3.18 - Understand and describe the difference between the main and subsidiary motions to Postpone Definitely explained in RONR (12th ed.) 14:1 and 14:3.
- 3.19 - Apply the rules relating to adhering motions with reference to Postpone Definitely as described in RONR (12th ed.) 14:4(2) (second to last sentence) and 14:19.
- 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).
- 3.21 - Apply the limits on the time to which a question can be postponed as described in RONR (12th ed.) 14:5–6.
- 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, and 14:20(d–e).

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

- 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.
- 3.25 - 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).
- 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.
- 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.

### **Performance Expectations: Previous Question**

- 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.
- 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).

- 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).
- 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.
- 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.
- 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**

- 3.34 - Know and describe the difference between Recess and Stand at Ease as described in RONR (12th ed.) 8:2(3–4).
- 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.
- 3.36 - Understand and explain the difference between the main and privileged motions to Recess explained in RONR (12th ed.) 20:2–3.
- 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).
- 3.38 - Know and use the rules for declaring and postponing a scheduled recess in RONR (12th ed.) 20:6–7.

### **Performance Expectations: Adjourn**

- 3.39 - Understand and define the meaning of adjourn given in RONR (12th ed.) 21:1.
- 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.
- 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 (12th ed.) 21:3, last two sentences.
- 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).
- 3.43 - Describe what is in order before the chair may declare a directed adjournment, as explained in RONR (12th ed.) 21:10–12.
- 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

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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**

- 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).
- 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.
- 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.
- 4.4 - Rapidly research and apply the exceptions to the timeliness requirement for a Point of Order given in RONR (12th ed.) 23:6.
- 4.5 - Understand and summarize how rulings on Points of Order create precedents as explained in RONR (12th ed.) 23:10.
- 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**

- 4.7 - Know and explain the two exceptions to the right to Appeal given in RONR (12th ed.) 24:3(2)(a–b).
- 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.
- 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.
- 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**

- 4.11 - Understand and identify the seven categories of rules that cannot be suspended. In RONR (12th ed.) 25:7–13.
- 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.
- 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.

- 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**

- 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. RONRIB (3rd ed.) p. 95n2.
- 4.18 - Know and apply the rules 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

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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**

- 5.1 - Understand and define the purpose and effect of Rescind/Amend Something Previously Adopted as explained in RONR (12th ed.) 35:1.
- 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).
- 5.3 - Rapidly research and apply the rules in Standard Descriptive Characteristics 6 and 7 in RONR (12th ed.) 35:2(6–7).
- 5.4 - Apply the procedure for giving previous notice of and making motions to Rescind or Amend Something Previously Adopted as illustrated in RONR (12th ed.) 35:3, 35:7–12.
- 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, including the rules it references governing whether and how such a motion may be divided in RONR (12th ed.) 10:25, 27:5 and the example in RONR (12th ed.) 57:3.”

### **Performance Expectations: Reconsider**

- 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).
- 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.
- 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) and 37:13.
- 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), and 37:15–17, 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.

5.12 - Know and apply the rules governing debate both on the motion to Reconsider and after a motion to Reconsider has been adopted as described in RONR (12th ed.) 37:18–23.

## Organization and Conduct of Meetings

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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.
- 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).
- 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.
- 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.
- 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 Expectations: Orders of the Day**

- 6.10 - Explain to chairs, beginners, organization members, or the public the meaning of and basic rules governing general and special orders as set forth in RONR (12th ed.) 14:13-17.

### **Performance Expectations: 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**

- 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.



- 6.14 - Know and employ the usual procedure for correcting and approving minutes described in RONR (12th ed.) 41:9–12 (including 41:11n). Know and apply the rules stated in RONR (12th ed.) 48:2 & 48:3 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.).

**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.
- 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.
- 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.
- 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

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Nominations, elections, and voting are the basis of the decision making 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

- 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.
- 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.
- 7.3 - Know the meaning of and how to calculate a plurality vote as explained in RONR (12th ed.) 44:11.
- 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.
- 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, and 45:72.
- 7.6 - Know and explain the rules concerning abstention and voting on questions affecting oneself in RONR (12th ed.) 4:35 (last two sentences), and 45:3–5.

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

- 7.7 - Know and apply the proper procedure and standard terminology for taking a vote by voice, rising, and show of hands, including announcing the result, described in RONR (12th ed.) 4:36-49.
- 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, and 45:14-15.
- 7.9 - Know and apply the rules concerning ballot voting described in RONR (12th ed.) 45:18-25.
- 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.
- 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.
- 7.12 - Know and apply the rules for directing and conducting electronic or machine voting described in RONR (12th ed.) 45:42-43.

### Performance Expectations: Nominations

- 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.
- 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.

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.

7.16 - Know and apply the rules governing debate on nominations described in RONR (12th ed.) 46:26-29.

Performance Expectations: Elections

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.

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**

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.

7.21 - Identify and explain the proper forms and rules regarding tellers' reports as described in RONR (12th ed.) 45:37-41.

## Serve as Parliamentarian in Meetings

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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**

- 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.
- 8.2 - Know and explain the difference between an adjournment and an adjournment sine die given in RONR (12th ed.) 8:2(5–6).
- 8.3 - Understand and describe the significance of session as described in RONR (12th ed.) 8:11–15.
- 8.4 - Recognize the difference between regular and special meetings as defined in RONR (12th ed.) 9:1, 9:6, and 9:13.
- 8.5 - Define the meaning and significance of quarterly time interval described in RONR (12th ed.) p. 9:7–11, including 9:9n3.
- 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.
- 8.7 - Apply the rules governing whether and when special meetings can be called as described in RONR (12th ed.) 9:14.
- 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.
- 8.9 - Know and define the meaning of executive session and the rules governing it as described in RONR (12th ed.) 9:24–27.
- 8.10 - Apply the rules relating to electronic meetings as described in RONR (12th ed.) 9:30–36.

### **Performance Expectations: Motions Not in Order**

- 8.11 - Know and apply the five 5 conditions or characteristics that cause a main motion to be out of order as described in RONR (12th ed.) 10:26 including n1.
- 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 Expectations: Renewal of Motions**

- 8.13 - Know and explain the meaning of renewal of a motion, the basic principle governing renewal of motions, and the three specified instances in which it does not apply as described in RONR (12th ed.) 38:1–2.

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

- 8.14 - Understand and identify the rules governing notice for regular and special meetings as described in RONR (12th ed.) 9:1–5, 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.

8.16 - Know and explain how previous notice is given with the call of a meeting as explained in RONR (12th ed.) 10:51.

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

8.17 - Quickly find, explain (accurately, clearly and succinctly), and properly apply rules whose application may be needed in a meeting, using the RONR (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.

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).

## 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**

- 9.1 - Know and identify the default requirement to amend bylaws described in RONR (12th ed.) 57:1(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.
- 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, and 57:9.
- 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.
- 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.
- 9.6 - Use provisos and headings appropriately as explained in RONR (12th ed.) 57:15–19.
- 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.)
- 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.

### **Performance Expectations: Special Rules of Order**

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

### **Performance Expectations: Interpreting Bylaws and Other Rules**

- 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).
- 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.

### **Performance Expectations: Reviewing Governing Documents**

- 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.
- 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).
- 9.18 - Understand and explain how conflicts between established custom and written rules are resolved under RONR (12th ed.) 2:25 (last two sentences).
- 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.
- 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.
- 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**

- 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).)
- 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.
- 10.3 - Write draft bylaws provisions applicable to boards by referring to RONR (12th ed.) 49:4–7.
- 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**

- 10.5 - Understand and explain the provisions for giving instructions to committees as described in RONR (12th ed.) 13:8(d), and 13:22.
- 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.
- 10.7 - Understand and identify the limits on the authority of committees described in RONR (12th ed.) 50:4–5.
- 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.
- 10.9 - Know and explain the rules regarding the appointment of non-members to committees as described in RONR (12th ed.) 50:12.
- 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.
- 10.11 - Recognize and know how to provide advice concerning considerations in appointing committee members by referring to RONR (12th ed.) 50:18.

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

- 10.12 - Understand and explain the different limitations on rules of order that independent boards, subordinate boards, and committees may adopt as explained in RONR (12th ed.) 49:15 (except third sentence), and 50:26 (first two sentences).
- 10.13 - Know and identify the requirements for transaction of business in boards and committees given in RONR (12th ed.) 49:16, 50:21n6, and 51:2.
- 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).



- 10.15 - Understand and describe the rules regarding minutes as they pertain to boards and committees given in RONR (12th ed.) 49:17-19, and 50:24.
- 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).
- 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.
- 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).
- 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.
- 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.
- 10.21 - Know and describe the types of board and committee reports given in RONR (12th ed.) 51:3.
- 10.22 - Know how to accurately and clearly advise committee members how to prepare committee reports 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.



## A Professional Parliamentarian

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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**

- 11.1 - Understand and describe the five Knowles Principles explained in PPPP pp. 55-56.
- 11.2 - Write a lesson plan, including writing objectives using the SMART model and describing the content of each objective employing the four-step process based upon PPPP pp. 57-58. See also “Lesson Development” in PPPP pp. 63-64.
- 11.3 - Prepare and present a lesson, keeping in mind the presentation keys on PPPP p. 63.
- 11.4 - Employ effective evaluation of one’s own teaching as described on PPPP pp. 64-65.

### **Performance Expectations: Act Professionally and Ethically**

- 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.
- 11.6 - Respond to scenarios on ethical dilemmas based upon the Code of Professional Responsibility for Parliamentarians.
- 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.
- 11.8 - Develop and write a business plan based on PPPP pp. 3-7.
- 11.9 - Explain how professional fees may be set based on PPPP pp. 7-10.
- 11.10 - Prepare invoices for professional parliamentary services. (See PPPP p. 10.)
- 11.11 - Prepare letters of agreement and contracts based on PPPP pp. 18-21.

### **Performance Expectations: Consult with Client**

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

### **Performance Expectations: Disciplinary Procedures**

- 11.13 - Recognize and know how rapidly to advise a presiding officer to deal with breaches of order in a meeting by members and non-members as described in RONR (12th ed.) 61:1–21.

**Performance Expectations: 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.

# ***PROFESSIONAL REGISTERED PARLIAMENTARIAN*** **CREDENTIALING EXAM**

## **Brief Description**

The *Professional Registered Parliamentarian* Credentialing Exam (PRPCE) is administered by the Commission on Credentialing, and will assess whether a *Registered Parliamentarian* can competently serve as a parliamentarian in a meeting simulation. The parliamentarian will be expected to competently demonstrate teaching, presiding, script writing, opinion writing, and serving as a parliamentarian. It is uniformly administered, scored, and evaluated.

## **Detailed Description**

The PRPCE will be offered in conjunction with NAP's Biennial Convention, in conjunction with the NAP Training Conference, and at other times upon the approval of the Commission.

The PRPCE is a two-day, either in-person or virtual, simulation of what parliamentarians can expect to see in unusual circumstances and will be based on the *Performance Expectations for Professional Registered Parliamentarians*. Each simulation should consist of no more than six candidates. Prior to the simulation, candidates will receive materials that they will need to adequately prepare for a client meeting, including governing documents.

Candidates will also receive instructions to write the meeting script, develop a workshop to be presented to the meeting attendees, and draft an opinion that may be utilized during the business session.

On the first day of the simulation, each candidate will present a thirty (30) minute presentation to the examiners and other candidates on the assigned topic. Additionally, candidates will take part in a pre-business session meeting that will consist of examiners asking questions about the script, mention potential issues that could come up during the business session, ask for guidance on how to handle certain things that could occur, etc. The candidates will be given time to draft additional scripts that may be needed in the business session.

On the second day of the simulation, the business session will convene. Each candidate will be both serve as a presiding officer and as a parliamentarian. This rotation will be announced during breaks in the meeting agenda. Candidates will be expected to handle complex issues that could come up during a business meeting. Situations that were addressed on the previous day could be raised, and candidates may be allowed to refer to a script that they or their parliamentarian have prepared. Additional and unknown situations may also occur that the candidate and their parliamentarian will be

expected to work through. There may be multiple business sessions that take part to ensure that each candidate is able to serve as a parliamentarian and a presiding officer adequately.

Upon the conclusion of the second day, candidates will be dismissed. If the examiners need additional information from a candidate, a follow-up assignment may be requested from the candidate prior to the announcement of the outcome; however, such a follow-up assignment is not a requirement.

# STANDARDS FOR *PROFESSIONAL REGISTERED* *PARLIAMENTARIANS*

## Introduction

Presently, two levels of credentialing are 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 section 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* (12th edition), cited as *RONR* (12th ed.)
- *Robert's Rules of Order Newly Revised in Brief*, (3rd edition), cited as *RONRIB* (3rd ed.)
- *Robert's Rules of Order Newly Revised* (12th edition) (CD-ROM version published by American Legal Publishing), cited as *RONR* (12th ed.) CD-ROM
- *Code of Professional Responsibility for Parliamentarians* available at [https://www.parliamentarians.org/wp-content/uploads/2020/09/2020-8Code\\_of\\_Professional\\_Responsibility.pdf](https://www.parliamentarians.org/wp-content/uploads/2020/09/2020-8Code_of_Professional_Responsibility.pdf)
- *Professional Practices in Parliamentary Procedure* (2021 NAP), cited as *PPPP*
- *Pathways to Proficiency: What to Say When: Script Writing Made Easy* (3rd ed. 2020, NAP), cited as *Script Writing Made Easy*

- *Pathways to Proficiency: In My Opinion: How to Write a Parliamentary Opinion* (3rd ed. 2020, NAP), cited as *How to Write a Parliamentary Opinion* { Roger G. Hanshaw PRP and Robert B. Fish}, “*I’ll Send My Proxy*”, NP Third Quarter Article 2009, pp. 19-23}
- Nolo, Laws and Legal Research , <https://www.nolo.com/about/about.html>
- Law Library of Congress, “Guide to Law Online: U.S. States and Territories”, <https://guides.loc.gov/us-states-territories>, <https://www.loc.gov/law/help/guide.php>
- Law Library of Congress, “Foreign Law”, <https://guides.loc.gov/foreign-law>



## 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 more complex issues in the use of motions that were covered in the Registered Parliamentarian credentialing process. These motions include certain main motions, 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 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 (12th ed.). But with respect to RONR (12th ed.), 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 RONR (12<sup>th</sup> ed.) 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 needed to address a situation that would be likely to come up and need immediate resolution.
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 (12th ed.).

## 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 (12th ed.) 10:2–5, 10:7, 13:6, 14:3, 15:4, 30:2, and 46:30, third sentence (beginning with “Where there is no determination . . .”) 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 (12th ed.) 10:6 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 (12th ed.) 10:52–53 and 56:15(a).
- 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 (12th ed.) 10:54–57. (Accurately apply these rules in the context of invalid electronic meetings, such that actions taken by individuals in reliance on decisions in such meetings may be ratified (10:54, third bullet point), but the decisions themselves, when made at an electronic meeting not authorized in the bylaws (when that is required), may not be ratified so as to have ongoing future effect unless re-enacted during a valid meeting.)

### **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 (12th ed.) CD-ROM “Understanding Secondary Amendments.”
- 1.6 - Apply the rules limiting changes in an adopted amendment found in RONR (12th ed.) 12:27–29 (insert or add words), 12:31 (insert or add paragraphs), 12:48 (strike out words), 12:52 (strike out paragraphs), 12:63–64 (strike out and insert words), 12:74–75 (substitute).
- 1.7 - Apply the rules governing secondary amendments to primary amendments to strike out paragraphs as described in RONR (12th ed.) 12:51, and to substitute: 12:70 except the first two sentences, (i.e., beginning with the third sentence “But for purposes of secondary amendment . . .”), and 12:71–73.
- 1.8 - Advise and train chairs how to conduct consideration of amendments to strike out paragraphs as described in RONR (12th ed.) 12:51–52 and of amendments to substitute as described in 12:71, 12:73 and illustrated in 12:82–12:90.
- 1.9 - Apply the rules governing substitutes when a question is being considered seriatim and with relation to committees as described in RONR (12th ed.) 12:76–78.

- 1.10 - Advise regarding the process for each of the three methods of creating a blank given in RONR (12th ed.)12:95.
- 1.11 - Apply the rules governing filling blanks given as described in RONR (12th ed.) 12:96-106 and 46:33.
- 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, given in RONR (12th ed.) 13:20.
- 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 (12th ed.) 23:18–21, including 23:21n3, 23:2(1)(last paragraph), 23:2(5).

**Performance Expectations: Commit**

- 1.14 - Apply the detailed rules relating to adhering motions with reference to Commit as described in RONR (12th ed.) 13:19 .
- 1.15 - Know and apply the required elements in a motion to Commit given in RONR (12th ed.) 13(8)(b–d), and how to deal with their omission as described in 13:10–11, 13:12 first and second sentences and third sentence up through “fill a blank”, 13:13 first sentence, and 13:14 first sentence.
- 1.16 - Recognize and explain when a motion to Commit is out of order as dilatory under the rule in RONR (12th ed.) 13:9.

**Performance Expectations: Postpone Definitely**

- 1.17 - Apply the detailed rules relating to adhering motions with reference to Postpone Definitely as described in RONR (12th ed.) 10:35 first sentence, 14:4(1) second sentence, 14:2(2) first sentence from after second semi-colon (beginning "can be applied to debatable appeals..." to end of that sentence), and 14:19.
- 1.18 - Understand and apply the rules governing postponement to an adjourned meeting as described in RONR (12th ed.) 14:7.
- 1.19 - Recognize and explain when a motion to Postpone Definitely is not in order under the rules in RONR (12th ed.) 14:9–12.

**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 (12th ed.) 15:9-16.
- 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 in RONR (12th ed.) 15:11 only the second sentence (which begins “If the assembly . . .” .
- 1.22 - Know and identify the three conditions that exhaust an order limiting or extending the limits of debate given in RONR (12th ed.) 15:18 only the first sentence (beginning “An order .....”).
- 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 (12th ed.) 15:18.
- 1.24 - Know the rules governing allowing an unlimited number of speeches through informal consideration as provided in RONR (12th ed.) 52:24–27.

**Performance Expectations: Previous Question**

- 1.25 - Understand the normal inappropriateness of laying motions on which the Previous Question has been ordered on the table, and the circumstance in which there may be a legitimate need to do so, as explained in RONR (12th ed.) 16:2(2)n11.
- 1.26 - Know and explain the rules limiting the effect of Previous Question on an undebated preamble given in RONR (12th ed.) 12:23, 16:8, and 28:7.
- 1.27 - Apply the rules governing what occurs when execution of the Previous Question is interrupted in RONR (12th ed.) 16:10.
- 1.28 - Know and explain the three conditions that exhaust an order for the Previous Question given in RONR (12th ed.) 16:11 only the second sentence (beginning "The conditions....")
- 1.29 - Recognize and understand the specific applications of the rules governing exhaustion of the Previous Question given in RONR (12th ed.) 16:12.
- 1.30 - Know the rules dealing with reconsideration of a vote ordering the Previous Question and of a vote taken under it in RONR (12th ed.) 16:13 -17.

### **Performance Expectations: Adjourn**

- 1.31 - Know and explain the difference in effect of Recess and Adjourn given in RONR (12th ed.) 8:7 & 8:7n2.
- 1.32 - Know and explain what happens to business that is pending or uncompleted at adjournment as explained in RONR (12th ed.) 21:7.
- 1.33 - Apply the rules specifically relevant to adjournment of bodies without regularly scheduled meetings in RONR (12th ed.) 21:8.
- 1.34 - Recognize and understand the limitations on Adjourn's renewal and attempts to move it without being recognized in RONR (12th ed.) 21:13.

### **Performance Expectations: Point of Order**

- 1.35 - Apply the rules relating to adhering motions with reference to Point of Order as described in RONR (12th ed.) 23:2(1) except last paragraph beginning "In cases . . ."
- 1.36 - Understand and explain the concept underlying exceptions to the timeliness requirement for a Point of Order described in RONR (12th ed.) 23:6 opening paragraph.
- 1.37 - Describe the five specific exceptions to the general rule for timeliness of a Point of Order given in RONR (12th ed.) 23:6(a-e).
- 1.38 - Apply the rules specifying the remedies for violations of the right to vote in RONR (12th ed.)23:7, for inclusion of improper votes in RONR (12th ed.) 23:8, and when action taken by an executive board is null and void in RONR (12th ed.) 23:9.
- 1.39 - 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 (12th ed.) 23:18–21.

### **Performance Expectations: Appeal**

- 1.40 - Know and recall the rules relating to adhering motions with reference to Appeal as described in RONR (12th ed.) 24:3(2) except (a-b).

### **Performance Expectations: Suspend the Rules**

- 1.41 - Know and apply the prohibition on suspending rules in bylaws and its exceptions given in RONR (12th ed.) 2:21 second sentence, 10:26(1)n1 .

- 1.42 - Know and explain the rule concerning renewal of Suspend the Rules given in RONR (12th ed.)25:6.
- 1.43 - Identify and explain the seven categories of rules that cannot be suspended explained in RONR (12th ed.) 25:7–13.
- 1.44 - Rapidly research and apply the detailed application of the prohibition on suspending seven categories of rules explained in RONR (12th ed.) 25:7–13.

**Performance Expectations: Rescind/Amend Something Previously Adopted**

- 1.45 - 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 (12th ed.)35:4.
- 1.46 - Identify and explain the three categories of actions that cannot be rescinded or amended given in RONR (12th ed.)35:6.
- 1.47 - Understand and state the rules concerning Rescind and Expunge from the Minutes as described in RONR (12th ed.)35:13.

**Performance Expectations: Reconsider**

- 1.48 - Understand and apply the rules governing reconsideration of subsidiary, privileged, and incidental motions in RONR (12th ed.) 37:25–34 and37:43.
- 1.49 - Know and explain how the rules applicable to Reconsider differ in committees as set forth in RONR (12th ed.)37:35.
- 1.50 - 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 (12th ed.)37:46–52.

## 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 given in RONR (12th ed.) 11:1, 11:3, 11:5.
- 2.2 - Know and apply the rules in Standard Descriptive Characteristics 3 through 7 given in RONR (12th ed.) 11:2(3–7).

### **Performance Expectations: Lay on the Table**

- 2.3 - Understand and explain the purpose and effect of Lay on the Table given in RONR (12th ed.) 17:1, 17:4–10.
- 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 (12th ed.) 17:2, 17:13–19.
- 2.5 - Know and apply the rules in that part of Standard Descriptive Characteristic 2 given in RONR (12th ed.) 17:3(2), third sentence from the end of the first paragraph, (beginning, “No motion or motions . . .”), and first sentence of second paragraph, (beginning “Since the motion.....”), and in Standard Descriptive Characteristics 3 through 7: 17:3(3–7).given RONR
- 2.6 - Understand and explain the rules governing renewal of Lay on the Table in RONR (12th ed.) 17:11.

### **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 (12th ed.) 18:1–3, 18:9–11.
- 2.8 - Know and apply the rules in Standard Descriptive Characteristics 2 through 7 given on RONR (12th ed.) 18:4(2–7).
- 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 (12th ed.) 18:5.
- 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 (12th ed.) 18:7.
- 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 (12th ed.) 18:8(a).
- 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 (12th ed.) 18:8(b).

### **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 (12th ed.)19:1–2,19:8–10.
- 2.14 - Know and apply the rules in Standard Descriptive Characteristics 3 through 7 given on RONR (12th ed.)19:6(3–7).
- 2.15 - 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 (12th ed.)19:3–5.

**Performance Expectations: Fix the Time to Which to Adjourn**

- 2.16 - Understand and explain the purpose of, and limits upon moving, Fix the Time to Which to Adjourn as described on RONR (12th ed.)22:1–2,22:7 first sentence,22:11.
- 2.17 - Know and apply the rules in Standard Descriptive Characteristics 2 through 7 given on RONR (12th ed.)22:6(2–7).
- 2.18 - Understand and describe the difference between the main and privileged motions to Fix the Time to Which to Adjourn explained on RONR (12th ed.)22:3–5.
- 2.19 - Recognize the needed content and the effect of Fix the Time to Which to Adjourn as described on RONR (12th ed.) 22:7 second sentence, 22:8–10.
- 2.20 - Know the characteristics of and apply the rules governing an adjourned meeting set forth on RONR (12th ed.) 49:16n2, 21:7(a), 48:9 last sentence.

**Performance Expectations: Object to Consideration of a Question**

- 2.21 - Understand and explain the purpose of, and procedure for making and handling, an Objection to the Consideration of a Question as described in RONR (12th ed.)26:1,26:5,26:7–9.
- 2.22 - Know and apply the rules in Standard Descriptive Characteristics 1 through 7 given on RONR (12th ed.)26:2(1–7).

**Performance Expectations: Division of a Question**

- 2.23 - Understand and explain the purpose of Division of a Question given on RONR (12th ed.)27:1.
- 2.24 - Know and apply the rules in Standard Descriptive Characteristics 3 through 7 given on RONR (12th ed.)27:3(3–7).
- 2.25 - Understand and explain what a motion for Division of the Question needs to specify, and the procedure for handling it given in RONR (12th ed.)27:4,27:12–15.
- 2.26 - 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 (12th ed.)27:5–9.
- 2.27 - Identify conforming amendments that cannot be divided as explained in RONR (12th ed.)12:15, 27(5) last sentence.
- 2.28 - Recognize the type of motions that must be divided upon demand of a single member as described in RONR (12th ed.) 27:10–11.

**Performance Expectations: Consideration by Paragraph or Seriatim**

- 2.29 - Understand the purpose and effect of Consideration by Paragraph or Seriatim as explained in RONR (12th ed.)28:1,28:3.



- 2.30 - Know and apply the rules in Standard Descriptive Characteristics 3 through 7 given on RONR (12th ed.)28:2(3–7).
- 2.31 - 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 (12th ed.)28:4.
- 2.32 - 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 (12th ed.) 28:5.
- 2.33 - Know and apply the rules governing consideration by paragraph or seriatim set forth in RONR (12th ed.) 28:6–9.

**Performance Expectations: Request to be Excused from a Duty**

- 2.34 - Understand and explain the purpose of Request to Be Excused from a Duty and how it may be granted given on RONR (12th ed.) 32:1.
- 2.35 - Know and apply the rules in Standard Descriptive Characteristics 3 through 7 given on RONR (12th ed.) 32:2(3–7).
- 2.36 - Understand and apply the rules regarding acceptance, declination, and resignation from a duty in RONR (12th ed.) 32:3–7.
- 2.37 - Understand and apply the rules regarding resignation from membership in RONR (12th ed.) 32:8.

**Performance Expectations: Requests and Inquiries**

- 2.38 - 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 (12th ed.) 33:2(3–7).
- 2.39 - Distinguish between seeking to withdraw or modify a motion before and after it is stated as explained on RONR (12th ed.) 33:11–13.
- 2.40 - 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 (12th ed.) 33:14–18.
- 2.41 - 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 (12th ed.) 33:19.
- 2.42 - Know and apply the rules concerning a Request to Read Papers given on RONR (12th ed.) 33:20–21.
- 2.43 - Know and apply the rules concerning a Request for Any Other Privilege on RONR (12th ed.) 33:22.

**Performance Expectations: Take from the Table**

- 2.44 - 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 (12th ed.) 34:1 and 34:6.
- 2.45 - Understand and identify the time limits on taking from the table in RONR (12th ed.) 34:3.
- 2.46 - Understand and describe how a motion may be taken from the table in preference to a new unstated main motion as explained in RONR (12th ed.) 34:4,34:8–10.
- 2.47 - Recognize that Take from the Table cannot interrupt a series of motions under the rules in RONR (12th ed.) 34:5.

**Performance Expectations: Discharge a Committee**

- 2.48 - Understand and explain the purpose and need for Discharge a Committee explained in RONR (12th ed.) 36:1–2,36:5.

- 2.49 - Know and apply the rules in Standard Descriptive Characteristics 2 through 6 given on RONR (12th ed.) 36:4(2–6).
- 2.50 - Know and describe the difference in the votes required to adopt Discharge a Committee in different circumstances, given in RONR (12th ed.) 36:4(7).
- 2.51 - Identify and describe when Reconsider is an alternative, as explained on RONR (12th ed.) 36:6.
- 2.52 - Understand and describe the alternative of adopting a motion instructing the committee when to report, and the vote that requires, as described in RONR (12th ed.) 36:7.
- 2.53 - Know and describe the difference in the continuing existence of a discharged committee depending on whether it is a standing or special committee as described on RONR (12th ed.) 36:9.
- 2.54 - Recognize and explain what happens to a matter discharged from a committee in different circumstances as explained in RONR (12th ed.) 36:10–11.

### **Performance Expectations: Motions Not in Order**

- 2.55 - Define dilatory motion as stated on RONR (12th ed.) 39:1, be prepared to apply it in the examples described in RONR (12th ed.) 39:3, and the limitations on and duties of a presiding officer with respect to dilatory motions given on RONR (12th ed.) 39:4.
- 2.56 - Name the sort of language not permitted in a motion, and the exception to its prohibition, described in RONR (12th ed.) 39:7 last sentence.

### **Performance Expectations: Renewal of Motions**

- 2.57 - Know and describe the two general principles governing renewal of motions in RONR (12th ed.) 38:3.
- 2.58 - 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 (12th ed.) 38:8.
- 2.59 - Rapidly research and apply the renewability of specific motions described on RONR (12th ed.) 38:5–7, 38:9.

### **Performance Expectations: Previous Notice**

- 2.60 - Know and describe the procedure for giving previous notice at a meeting as explained in RONR (12th ed.) 10:47–50.

## 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 (12th ed.) 3:3 except last sentence, 40:3.
- 3.2 - Know and explain the quorum requirements described on RONR (12th ed.) 3:3 last sentence, 3:4,40:2, and 40:5.

### **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 (12th ed.) 41:5, 41:8–36 and Pathways to Proficiency: What to Say When: Script Writing Made Easy (3rd ed. 2020, NAP), cited as Script Writing Made Easy
- 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 (12th ed.) 41:23.
- 3.5 - Understand and use the six (6) optional headings for an order of business explained in RONR (12th ed.) 41:28–36.

### **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 (12th ed.) 41:49-50, 41:53–54.
- 3.7 - Rapidly research and apply the detailed rules governing orders of the day set forth in RONR (12th ed.) 41:40–57.

### **Performance Expectations: Agenda**

- 3.8 - Understand and describe the relation of orders of the day to an agenda as explained on RONR (12th ed.) 41:58–59.
- 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 (12th ed.) 41:65–70.

### **Performance Expectations: Minutes**

- 3.10 - Write draft minutes of meetings that include complex or unusual procedures in accordance with RONR (12th ed.) 48:1–8.
- 3.11 - Recall the less common procedures associated with correcting, approving, and amending previously adopted minutes described in RONR (12th ed.) 48:9-15.
- 3.12 - Know how to advise on alternative ways of recording and reporting on an assembly's proceedings as explained in RONR (12th ed.) 48:16.

### **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 (12th ed.) 42:6-13.
- 3.14 - Recognize and describe the variation from the standard procedures for recognizing a member appropriate for large assemblies described on RONR (12th ed.) 42:16-17.
- 3.15 - Know and apply the rules regarding assigning the floor by vote or through an appeal given on RONR (12th ed.) 42:14-15 and 42:15n3.
- 3.16 - Know and identify all the cases in which interrupting a member assigned the floor is permitted given on RONR (12th ed.) 42:18-22.

### **Performance Expectations: 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 (12th ed.) 4:1-56; 44:9(a), 44:12n2, 45:3, 45:8-9, and 45:14.

### **Performance Expectations: Debate**

- 3.18 - Know and describe the detailed rules for length and number of speeches given in RONR (12th ed.) 43:8-13.
- 3.19 - Apply the detailed rules governing decorum in debate in RONR (12th ed.) 43:19-28.

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

- 3.20 - Understand and explain how a meeting in continuation of a session is scheduled as described in RONR (12th ed.) 8:8.
- 3.21 - Understand and explain the relevance of session to the appointment of a chairman pro tem explained on RONR (12th ed.) 8:16.
- 3.22 - Understand and describe the meaning of adjourned meetings in RONR (12th ed.) 9:17.
- 3.23 - Define the meaning of public session and the status of those attending one explained in RONR (12th ed.) 9:28-29.

### **Performance Expectations: Conventions**

- 3.24 - Employ RONR (12th ed.) Chapter XIX and Guide to Script Writing pp. 40-70, to assist with the preparation for and conduct of a convention of delegates.
- 3.25 - Be familiar with and describe advance preparation and the services of a parliamentarian at a convention on RONR (12th ed.) 59:1-9.
- 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 (12th ed.) 59:10-13, and the limitations on convention actions before adoption of the Credentials Committee report as explained in RONR (12th ed.) 59:22 first and second sentences.
- 3.27 - Know how to advise on dealing with contested seats in a convention as described in RONR (12th ed.) 59:21, 59:24, and the procedure for adopting the first and supplementary reports of the Credentials Committee explained in RONR (12th ed.) 59:23, 59:25.
- 3.28 - Understand and summarize the nature of convention standing rules as explained on RONR (12th ed.) 59:27.

- 3.29 - Employ RONR (12th ed.) 59:27–47 and Guide to Script Writing pp. 43-44 to assist a convention Committee on Standing Rules to draw up, and a presiding officer to conduct consideration of, convention standing rules.
- 3.30 - Employ the proper procedure for consideration and adoption of convention standing rules described in RONR (12th ed.) 59:29–34 and Guide to Script Writing pp. 45-48.
- 3.31 - Know and explain the requirements for adopting convention standing rules described in RONR (12th ed.) 59:34,59:35.
- 3.32 - Know and describe the requirements for amending, rescinding, and suspending convention standing rules given on RONR (12th ed.) 59:36–37.
- 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 (12th ed.) 59:57–60,18:8, 21:10-12, 21:14, and 41:65–70 and Guide to Script Writing pp.48-49.
- 3.34 - Understand and summarize the variations in the authority of and procedure related to the Resolutions Committee described on RONR (12th ed.) 59:67–75, 59:78–83 and Guide to Script Writing pp..
- 3.35 - Employ RONR (12th ed.) 59:76–77, to assist a Resolutions Committee to draw up a platform.

## 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* (12th ed.). 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 Expectations: Governing Documents**

4.1 - Explain the appropriate content of the governing documents as described in *RONR* (12th ed.) §2.

### **Performance Expectations: 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. See Nolo, *Laws and Legal Research*, <https://www.nolo.com/about/about.html>; Law Library of Congress, “Guide to Law Online: U.S. States and Territories”, <https://guides.loc.gov/us-states-territories>, <https://www.loc.gov/law/help/guide.php>; Law Library of Congress, “Foreign Law”, <https://guides.loc.gov/foreign-law>

### **Performance Expectations: Disciplinary Procedures**

4.3 - Employ the script-writing techniques explained in PPPP Chapter VII and Guide to Script Writing pp. 1-7 to write scripts for disciplinary trials based on *RONR* (12th ed.) 61:22, 63:30–34.

4.4 - Employ the script-writing techniques explained in PPPP Chapter VII and Guide to Script Writing pp. 1-7 to write scripts for the various options for members to use when the chair acts improperly in a meeting, in accordance with *RONR* (12th ed.) 62:2–15.

4.5 - Employ the script-writing techniques explained in PPPP Chapter VII and Guide to Script Writing pp. 1-7 to write a script to preside over a motion to remove an officer from office as provided in *RONR* (12th ed.) 62:16 first bulleted subparagraph.

### **Performance Expectations: Parliamentary Opinions**

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

### **Performance Expectations: Bylaws**

4.7 - Understand and apply the steps *RONR* recommends for drafting bylaws (12th ed.) 56:3–15.

4.8 - Analyze and apply the explanations given in *RONR* (12th ed.) 56:16–57 of the bylaws language suggested there.

4.9 - Understand and apply the procedure for considering original bylaws as described in *RONR* (12th ed.) 54:11–13, 54:15–20 and a revision as described in *RONR* (12th ed.) 57:5 and 57:6 first sentence.

4.10 - Understand and explain that scope of notice limitations do not apply to amending proposed original bylaws or a bylaws revision as explained therein *RONR* (12th ed.) 57:5; 57:14

4.11 - Write draft original bylaws or a bylaws revision as described on PPPP pp. 32-33 and 35, referring as relevant to *RONR* (12th ed.) 56:16–67 and PPPP pp. 38-47.

4.12 - Use Guide to Script Writing p. 86 and, optionally, the NAP Script Writing Assistant CD to write scripts for adopting and revising bylaws.

## Advanced Issues with Boards and Committees; Mass Meetings and Merger, Consolidation, 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, consolidation, and dissolution.

### **Competencies:**

- Assist boards and committees.
- Consult with clients.
- Advise clients on mass meetings and the creation, merger, consolidation 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 (12th ed.) 49:15 third sentence, 50:28, 61:10–21.
- 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 (12th ed.) 49:22.
- 5.3 - Know and explain how the rules for Rescind/Amend Something Previously Adopted and Reconsider differ in committees as explained in RONR (12th ed.) 35:2(7) and 37:35.
- 5.4 - Apply the rules concerning continuity and conclusion of committee assignments given in RONR (12th ed.) 50:29–30.
- 5.5 - Employ RONR (12th ed.) 52:1–23 to advise on procedure in committee of the whole and quasi committee of the whole.

### **Performance Expectations: Mass Meetings**

- 5.6 - Analyze and explain the assumptions governing rules at a mass meeting and the procedure for formally adopting rules at one described on RONR (12th ed.) 53:8–10.
- 5.7 - Understand and describe the process for organizing a permanent society as explained in RONR (12th ed.) 54:1–10, 54:14–15, 54:21–26.
- 5.8 - Write a script for mass meetings and the creation of societies as illustrated in Guide to Script Writing pp. 71-89.

### **Performance Expectations: Merger, Consolidation, or Dissolution**

- 5.9 - Distinguish the difference between merger and consolidation explained on RONR (12th ed.) 55:1.
- 5.10 - Recognize the need for legal advice when merging or consolidating incorporated societies as described on RONR (12th ed.) 55:2.
- 5.11 - Employ RONR (12th ed.) 55:3 to advise the proper procedures for merger or consolidation of unincorporated societies.
- 5.12 - Recognize the need for legal advice when dissolving incorporated societies as described on RONR (12th ed.) 55:5.
- 5.13 - Employ RONR (12th ed.) 55:6–7 to advise the proper procedure for dissolution of unincorporated societies.



## 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 (12th ed.) 44:9(a) and 44:9n1.
- 6.2 - Understand and explain the detailed rules regarding rights and obligations in voting in RONR (12th ed.) 45:1–5, 45:6–8, and 45:10.
- 6.3 - Describe the time limits on challenging, retaking, recounting, or changing a vote given in RONR (12th ed.) 45:9, 45:41, 45:15 last sentence, and 45:54.
- 6.4 - Employ RONR (12th ed.) 45:16, 45:45–69, to advise concerning the propriety of and procedures for use of voting cards, electronic or machine voting, roll-call vote, absentee voting, and a vote by mail or email.
- 6.5 - Employ RONR (12th ed.) 45:16, 45:45–55, 4:35, to write scripts for the presiding officer using RONR (12th ed.) terminology and directions for taking a vote by voting card, viva-voce and roll-call methods.
- 6.6 - Understand and explain the rules governing recapitulation of a roll-call vote on RONR (12th ed.) 45:51.

### **Performance Expectations: Nominations and Elections**

- 6.7 - Employ RONR (12th ed.) 46:3–46:29 to advise the presiding officer and others concerning the relative merits of, and the procedures for conducting, nominations by the 6 alternative methods.
- 6.8 - Employ RONR (12th ed.) 46:37–41 and 46:42 to advise the presiding officer and others concerning the procedures for conducting elections by viva-voce and roll-call methods.
- 6.9 - Know and explain the rules concerning cumulative voting in RONR (12th ed.) 46:43 and for preferential voting in RONR (12th ed.) 45:62–69.
- 6.10 - Identify and describe the methods by which the announced result of an election may be challenged as explained on 46:48–49.
- 6.11 - Employ RONR (12th ed.) to advise whether a particular point of order challenging an election result fits within an exception to the general rule for timeliness 46:49.
- 6.12 - Know the rule under which only the voting body itself may judge election disputes given on RONR (12th ed.) 46:50.

## 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 as described in PPPP pp. 57-60 and performance assessment tasks using instructional questions including the types described in PPPP pp. 60-62.
- 7.2 - Demonstrate skill and knowledge in preparing and teaching public workshops in parliamentary basics.
- 7.3 - Demonstrate knowledge and experience in teaching parliamentary procedure courses or workshops to prepare member parliamentarians to become credentialed.

### **Performance Expectations: Ethics**

- 7.4 - Apply the items in the Code of Professional Responsibility for Parliamentarians to alleged violations which are subject to discipline (2.1 through 4.7) available at [https://www.parliamentarians.org/wp-content/uploads/2020/09/2020-8Code\\_of\\_Professional\\_Responsibility.pdf](https://www.parliamentarians.org/wp-content/uploads/2020/09/2020-8Code_of_Professional_Responsibility.pdf).

### **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 (12th ed.).

## RENEWING PARLIAMENTARY CREDENTIALS

A continuing education model is established for the renewal of all credentialing programs.

Educational events that are sponsored by the National Association of Parliamentarians automatically receive continuing education units; however, there are other entities, including NAP's association and units, that may want to offer parliamentary education and may request that attendees receive continuing education units that qualify for NAP renewals.

There are minimum standards that a third-party entity must meet to be eligible for approval. Those standards are partly based on the expectation that the shared content is consistent with NAP's Body of Knowledge and the Commission on Credentialing policies.

For participants to receive continuing education credits (CEU), the following criteria must be met:

- a. Participation in a NAP national educational event; or
- b. Participation in an educational event approved to award continuing educational credit by the Commission on Credentialing. If an outside entity requests an educational event to qualify for CEUs, the Commission may require the ability to audit the educational offering.
- c. Credits will not be awarded for participation in identical educational events.

Continuing education credits are awarded on the following timing scale:

- a. 0-29 minutes – 0 credit
- b. 30-49 minutes – 0.5 credits
- c. 50-74 minutes – 1 credit
- d. 75-89 minutes – 1.5 credits
- e. 90-120 minutes – 2 credits

The Commission may approve an alternative amount of educational content in unique circumstances.

Certain guidelines must be considered when calculating credits and the following will not be counted for credit:

- Breaks (meal, snack, or coffee breaks);
- Opening and closing remarks;
- Business meetings; or
- Any other time that is not dedicated to educational content

Only actual attendance earns credit.

Additionally, the presentation must be clearly identified on the agenda to qualify for professional responsibility credit. Subjects that qualify for professional responsibility credit include ethics, professionalism, malpractice prevention, and items related to the Joint Code of Professional Responsibility.

## **Instructor policies**

Instructors of approved educational content are entitled to receive the number of credits based on the timing scale times three. For example, an instructor who teaches a one-credit educational event is entitled to receive three credits for renewal. The Commission prefers that all instructors maintain an active NAP credential; however, non-credentialed instructors may be approved but any credentials, education, or experience must be appropriate for the material being offered.

## **CEU Reporting**

Members will not need to report CEUs that they received from attending a national NAP event. The Commission may require, at national events, a check-in system be implemented to track attendance properly.

Entities, including NAP units and associations, must report the names, member ID numbers, and number of credits a participant received to the Commission.

## **Registered Parliamentarian Renewal Policy**

A Registered Parliamentarian must complete ten (10) hours of continuing education credits, including one (1) hour of Professional Responsibility, every two years to qualify for renewal and submit a certification statement in the last year of the renewal period.

## **Professional Registered Parliamentarian Renewal Policy**

A Professional Registered Parliamentarian must complete fifteen (15) hours of continuing education credits, including two (2) hours of Professional Responsibility, every two years to qualify for renewal and submit a certification statement in the last year of the renewal period.

## **Proviso**

The current renewal process, the Professional Renewal Certification, will remain an option to renew for current Professional Registered Parliamentarians until December 31, 2025.

The CEU renewal process will be effective January 1, 2024; however, any educational content presented after September 1, 2023, may be submitted for CEUs. Any CEUs earned after September 1, 2023, may be submitted for the 2024-25 reporting period.