

Pathway to Learning using your local MAP!

Joining the **Manitoba Association of Parliamentarians** (MAP) is your first step in discovering how to master meetings of all types and sizes. To begin this learning journey, you will need to:

- Contact the MAP website, or any MAP member about your decision to join.
- Complete the MAP application form and pay annual dues (\$25.00 Canadian).
- You are now a “*Provisional member*” in MAP. This is our first level of membership.
- Provisionals are preparing for membership with our parent body, the **National Association of Parliamentarians**, which is the world’s largest professional association of parliamentarians.

MAP Renewal Requirements: Pay annual MAP dues to Treasurer before January 1, each year

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How do I continue my learning journey? By joining NAP!
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To become a member of the **National Association of Parliamentarians** (Regular Member):

- Contact any MAP member to help you with your decision to join NAP.
- The NAP website will have the most current information about joining NAP.
- Review the practice questions in the NAP Membership Study Guide (Free download).
- Attend all MAP monthly study groups, especially the Evening Study Group (ESG).
- Complete NAP application and pay NAP dues (\$84 US);
- Arrange for a credentialed member of MAP to monitor your NAP membership quiz.

Membership Quiz: A minimum grade of 70% shall be required to pass NAP’s entry quiz.

Renewal Requirements: Pay dues to NAP (both NAP & MAP [now \$5 US]) before January 1

NAP Benefits: <https://www.parliamentarians.org/applyjoin/benefits-of-nap-membership/>

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How do I continue my learning journey? By becoming a credentialed member with NAP!
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- Contact any MAP member about your decision to become a Registered Parliamentarian (RP).
- Below are the 2 options for this certification: RP Legacy System; or the New RP System

Option #1 = RP Credentialing (Legacy exam is based on 11th edition)

Resources needed:

- Robert’s Rules of Order Newly Revised (11th edition), cited as RONR.
- Robert’s Rules of Order Newly Revised in Brief, (2nd edition), cited as RONRIB.
- *Recommended:* Parliamentary Law (1923) by Henry Martyn Robert-\$50 US.
- RP Study Guide-1200 questions (“In Order”)-\$29 US.

Study all Parts contained in the RP study guide, namely:

- Part I - Research (RONR Search and Find-Locate 5 quotes in 30 minutes).
- Part II - Motions (400 questions on 56 pages).
- Part III - Meetings, Sessions, and Conventions (325 questions on 47 pages).
- Part IV - Officers, Elections, Voting, Boards & Committees (325 questions on 45 pages).
- Part V - Role of the Assembly (150 questions on 22 pages).

NAP exam: A minimum grade of 80% on Part I and 85% each on Parts II, III, IV, and V.

When you are ready, schedule a date to write your RP exam [On-line or Paper Form]:

- Write all 5 parts at one time (300 questions) [\$150 US] or:
- Take the exam in Parts* (any combination) [Part 1 is \$25; and Parts II, III, IV, or V: \$50 each]*
- Take exam at any NAP event; or contact any RP or PRP in MAP to monitor RP Exams.

*After you complete your first set of exams, you must complete any remaining Parts in 9 months.

Option #2 = RP Credentialing (New exam is based on 12th edition)

Resources Needed:

- Study Guide is the Criteria for Credentialing booklet (free download from NAP)
- Robert's Rules of Order Newly Revised (12th edition), cited as RONR.
- Robert's Rules of Order Newly Revised in Brief, (3rd edition), cited as RONRIB.
- Professional Practices in Parliamentary Procedure, cited as PPPP-\$32 US.
- Parliamentary Playbook—A Guide to Script Writing, cited as Playbook-\$25 US.
- Recommended: Parliamentary Law (1923) by Henry Martyn Robert-\$50 US.

Q. What do I need to do to become an RP under NAP's new system?

In brief, successfully complete three steps:

Step One*: Seven online 40-question quizzes, each of which has a 60-minute time limit and evaluates the ability to apply a different category of commonly used parliamentary rules, and an eighth “open book” quiz of 17 individually timed questions that evaluate a candidate's ability during a meeting to quickly look up and advise how to apply less commonly used rules.

**During Step One, most of which will be automatically graded by the online software (a “learning management system” called Schoology), if in the first version you take in a Part you don't get at least 34 of the 40 questions right in each of Parts 1-7, or 20 points out of the 27 possible for the 17 questions in Part 8, you will be encouraged to take a second version after going over what you got wrong and doing some extra study. (The software will tell you the correct answers for the questions you missed.) If needed, you'll have still another opportunity with the third version.*

Step Two*: Several written assignments (all “open book”) demonstrating skill in performing the things a parliamentarian should be able to do outside of meetings, like drafting bylaw amendments, answering parliamentary questions, providing workshops, and preparing scripts, and a teaching demonstration.

**For Step Two, you'll be working with evaluators who will give you feedback, and as needed provide you with repeated opportunities to succeed part by part.*

Step Three*: The capstone: serving as parliamentarian during a meeting simulation.

**For Step Three, you'll get feedback from evaluators, and if you don't successfully complete the first meeting simulation, there will be two additional different versions available to give you other chances.*

Q. How long should the process take?*

With the possibility of extensions in certain circumstances, while the new system is in testing mode RP candidates have:

–270 days to successfully complete Step One;

–180 days after completing Step One to successfully complete Step Two; and

–90 days after completing Step Two to successfully complete Step Three.

**Candidates are encouraged to attempt to complete each step substantially in advance of its deadline, bearing in mind that the longer the period a candidate takes to complete the process, the greater the chance that what was earlier learned may to some extent fade from memory by the time it is again tested by a later stage.*

**It is anticipated that most candidates will be able to complete the process in much less time.*

**The date of beginning candidacy shall be deemed to be that on which the member is sent login and other info necessary in order to begin attempting RP Step One, Part 1 on the Schoology learning management system.*

RP Credentialing

Costs: RP exam application fee: \$150 US for all 3 Steps.

Q. What's different from the 1200 Question-based Registration Exam in what will be tested under the new system?

First, while the 1200 question-based exam is designed to test knowledge of all the rules in RONR, Step One of the new system expects candidates to know from memory only a specified subset of those rules that the Commission judged would be most commonly used in ordinary meetings. Moreover, the focus is on evaluating the ability to apply, rather than just know, the rules being tested.

Second, while under the 1200 question-based system, the RP exam tests book knowledge and the PRP evaluation process deals with the practical ability to serve as a parliamentarian, we know that many RPs are in fact serving clients, even when not for pay. Consequently, the new RP evaluation has been constructed to cover important aspects of actually providing services as a parliamentarian for ordinary meetings in common circumstances, while the PRP evaluation will cover more challenging and unusual parliamentary situations.

Educational Renewal Requirements-Registered members need to acquire 20 continuing education units (CEUs) within a six-year designated period in order to retain registered status. It is recommended our members attend all our monthly study groups, especially RPSG.

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How do I continue my learning journey? Achieve NAP's highest level of certification!
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To become a Professional Registered Parliamentarian (PRP);
Contact any MAP or NAP member about your decision.

Resources Needed:

RONR & RONRIB, and Parliamentary Law.

Parliamentary Playbook (Script Writing).

Professional Practices in Parliamentary Procedure (PPPP)-Cost \$32 US.

Scripts for serving as a Parliamentarian (free download on NAP website).

Scripts for Presiding-Model Scripts (free download on NAP website).

Videos showing PQC tests (free on the NAP website).

NAP exam: Professional Qualifying Course (PQC).

This is a 2 day course, plus there will be pre-course assignments-Cost 250 US.

Successful completion shall be defined as achieving at least 80%. Candidates must demonstrate competency and skills in the areas of:

- (1) Serving as a professional parliamentarian and/or professional presider at conventions and meetings;
- (2) Working with an organization's governing documents;
- (3) Engaging in parliamentary research and writing opinions;
- (4) Serving as an instructor and demonstrating ability to communicate parliamentary information; and
- (5) Applying the ethical and business practices of a professional parliamentarian.

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How do I continue my learning journey? By retaining your professional status!
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Educational Renewal Requirements (Part 1): To retain professional registered membership, professional registered members must, during each six-year certification period, successfully complete the professional renewal course and submit to NAP Headquarters the required form documenting 150 points in professional activities.

Educational Renewal Requirements (Part 2):

Contact any MAP or NAP member about your decision.

Contact NAP and register for the following course.

Professional Renewal Course (PRC)-Two day course (\$250 US), or

Professional Renewal Course (PRC)-module classes on-line (\$50 US/class).

NAP exam: Successful completion shall be defined as participating in the five required modules and at least two elective modules, completing all related assignments, and performing to the standards of the modules as determined by the professional development committee.

On-going learning opportunities available for all our MAP members

- Coaching, training, and mentoring on the concepts in RONR*, RONRIB* and PL*-Free!
- Build your own parliamentary network: locally at first, and later, internationally.
- Attend any of the MAP monthly study groups-Free! (KPSG, ESG, RPSG, BMM)**
- Attend MAP's public educational seminars, and general meetings (2 per year)
- Attend annual NAP events (Biennial Convention or NAP Training Conference).
- Purchase technical resources from the NAP on-line store (all prices are in US dollars).
- Register for any of the NAP webinars-Member/non member prices: 1 hour-\$29/\$39 US; 1.5 hours-\$39/\$49 US; and, 2 hours-\$49/\$59 US.
- As a member of NAP, you will receive the "National Parliamentarian". Published four times per year, each issue of the NP provides readers with insightful, up-to-date information on parliamentary procedure and how it is applied to a variety of situations and needs.
- As a member of NAP, join any NAP unit, association, or volunteer for NAP committees.

*"RONR" is the standard abbreviation parliamentarians use to cite Henry M. Robert III and others, *Robert's Rules of Order Newly Revised, 12th edition*.

"RONRIB" is the standard parliamentary abbreviation to cite Henry M. Robert III and others, *Robert's Rules of Order Newly Revised In Brief, 3rd edition*.

"PL" is the standard abbreviation parliamentarians use to cite Henry M. Robert, *Parliamentary Law (New York: Irvington Publishers, 1991)*.

**MAP's monthly study group are: *Keystone Parliamentary Study Group (KPSG); Evening Study Group (ESG); Registered Parliamentarian Study Group (RPSG); and Better Meeting Management e-study group (BMM)*.

Services that a credentialed parliamentarian might offer to assist community groups

Deliver Parliamentary Procedure Training; Write the Presiding Officer's meeting Script; Serve as Professional Presiding Officer; Serve as Annual Meeting/Convention Parliamentarian; Be a Meeting Planning Strategist; Serve as an Election Supervisor; Become a Bylaws Consultant; Write Parliamentary Opinions, Serve as an Expert Witness; Be an Advisor to all Officers; etc.