

Pathway to Learning more about Parliamentary Procedure!

Joining the **National Association of Parliamentarians® (N-A-P)** is an important first step in learning how to master business meetings of all types and sizes.

There are local members of the National Association of Parliamentarians in this province and we gather on a regular basis to network and hold parliamentary procedure classes as we help fulfill NAP's vision to provide parliamentary leadership to the world.

In carrying out NAP's mission, our Manitoba NAP members organize learning sessions in order to improve our skills on how to facilitate more efficient and democratic decision-making meetings through the effective use of parliamentary procedure.

These sessions are open to all NAP members, as well as anyone else who would like to learn more about Roberts Rules of Order, so please feel free to join us! Everyone is welcome!

To begin your learning journey, you will need to:

- Contact our website facilitator on your decision to learn more about parliamentary procedure;
- Purchase *Robert's Rules of Order Newly Revised In Brief, (3rd edition)*, cited as RONRIB.
- Purchase *Robert's Rules of Order Newly Revised (12th edition)*, cited as RONR.
- Obtain a copy of the NAP Membership Exam Study Guide (free on the NAP website).
- Start attending our monthly study groups, especially the Evening Study Group (free).

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How do I continue my learning journey? By joining NAP!

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To become a regular member of the **National Association of Parliamentarians:**

- Contact any of our local NAP members to help you with your decision to join NAP.
- Study the membership study guide based on *Robert's Rules of Order Newly Revised In Brief*.
- Attend our monthly study groups, especially the Evening Study Group (free).
- Complete NAP's application form and pay applicable annual dues (NAP=\$84 US);
- Pay the virtual monitoring software fee (\$30 US-prices subject to change, without notice).
- Receive the login information and instructions from NAP-HQ and take the membership exam.

NAP Membership Quiz: A minimum score of 80% shall be required to pass this test.

Renewal Requirements: Before January 1, pay annual dues directly to NAP-HQ.

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How do I continue my learning journey? Become familiar with the "Body of Knowledge"

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NAP has developed a resource called the "**Body of Knowledge**", which will help members to focus their learning journey from this point forward.

The Body of Knowledge is the framework for an orderly approach to parliamentary procedure education. It offers a clear and consistent foundation for creating pathways of learning. It helps define our profession, and provides consistency on how things are approached and learned.

The *Body of Knowledge* sets out the Standards for Parliamentarians in 3 categories:

- Standards for **Members** of Any Organization
- Standards for **Leaders** of Any Organization
- Standards for **Parliamentary Consultants**

- *Standards for Members and Leaders:* These categories indicate what members and leaders should know about parliamentary procedure, and what they should be able to do.
- *Standard for Consultants:* This education is designed to prepare the parliamentarian to serve as a paid or unpaid consultant to client organizations of which he or she is not a member.

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How do I continue my learning journey? *By obtaining your RP credential!*

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The Registered Parliamentarian® (RP®) credential signifies that a member is qualified to serve as a parliamentarian for most ordinary meetings under usual circumstances and to provide commonly needed parliamentary advice to ordinary organizations.

The RP should be able to understand and apply parliamentary rules that are relevant in an ordinary meeting under usual circumstances without having to refer to *Robert’s Rules of Order Newly Revised*. He or she should be able to rapidly find, refer to, understand and apply any rule that would be likely to come up and need resolution in a meeting itself.

The Registered Parliamentarians have demonstrated a deeper, more advanced understanding of parliamentary procedure and its application by successfully completing the RP Credentialing Exam (RPCE).

To become a Registered Parliamentarian® (RP®):

- Contact any NAP member about your decision to become a Registered Parliamentarian (RP).
- Review and understand the *Standards for Consultants* in the *Body of Knowledge*
- Download the NAP **“Criteria for Credentialing”** document. This resource lists the various *Standards for Registered Parliamentarian”* (<https://www.parliamentarians.org/credentialing>).
- *Standards for Registered Parliamentarian* lists all the **“RP Performance Expectations” (PE)**;
- Study all the *Performance Expectations* to prepare for the RP Credentialing Exam (RPCE).
- Study the PE citations shown in Robert’s Rules of Order Newly Revised (12th edition).
- Study the PE citations shown in Robert’s Rules of Order Newly Revised in Brief, (3rd edition).
- Study the **“Code of Professional Responsibility for Parliamentarians”** (NAP website-free).
- Attend all our monthly study groups, especially the RP Study Group (free).

• ***Additional NAP resources to help prepare for the RPCE:***

- Recorded sessions produced by the RP education-Special Committee and the Professional Development Committee-These recordings review the *“RP Performance Expectations”* (Free)
- Professional Practices in Parliamentary Procedure, cited as PPPP-NAP price: \$32 US.
- Pathways to Proficiency: Script Writing Made Easy (3rd ed.)-NAP price: \$25 US.
- Parliamentary Law (1923) by Henry Martyn Robert [not sold by NAP but is recommended].

Registering for the RP Credentialing Exam

Once familiar with all the *“RP Performance Expectations”*, you are ready to take the RPCE. RPCE fee: \$400 US (*prices subject to change, without notice*).

RP Renewal Requirements:

To retain registered status, members need to pay their annual dues and obtain 10 continuing education units (CEU’s) in a 2 year period (1 CEU of professional responsibility is required).

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Registered Parliamentarian Credentialing Exam (RPCE) details:
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- The RPCE will be administered during a one-day period and will be composed of 2 sections. The RPCE is proctored online using ExamSoft, a virtual monitoring system.
- Section I consists of one-hundred multiple choice questions based on the Registered Parliamentarian Performance Expectations. Section I will be automatically scored by the examination platform.
- Section II will be a performance exam, also derived from the Registered Parliamentarian Performance Expectations, with scenarios that 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 a minimum score of 85% on each section (multiple-choice section and performance section) of the Registered Parliamentarian Credentialing Examination.
- **Exam Duration:** Each section of the exam must be completed within three hours of the exam start time. A total of seven hours is allowed to complete both section one and section two of the RPCE, with up to a one-hour break between the sections. Exams that are not uploaded within eight hours of the exam start time will not be scored.
- 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.

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How do I continue my learning journey? By obtaining your PRP credential!
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NAP's highest level of certification is the Professional Registered Parliamentarian® (PRP®).

The Professional Registered Parliamentarian will be expected to be qualified to serve as a parliamentarian for meetings dealing with less common or more complex parliamentary issues, and to provide expert parliamentary advice to groups dealing with unusual or complex issues.

These members have successfully completed the PRP Credentialing Exam (PRPCE) and have demonstrated advanced parliamentary knowledge and skills that qualify them to serve as paid consultants to organizations of all types and sizes.

To apply to become a Professional Registered Parliamentarian:

- Attend all monthly study groups, especially the RP Study Group (free).
- Review and understand the *Standards for Consultants* in the Body of Knowledge
- Download NAP's "Criteria for Credentialing" (<https://www.parliamentarians.org/credentialing>).
- Study the Performance Expectations for the Professional Registered Parliamentarians.
- Study *Robert's Rules of Order Newly Revised (12th edition)*, cited as RONR (12th ed.)
- Study *Robert's Rules of Order Newly Revised in Brief, (3rd edition)*, cited as RONRIB (3rd ed.)
- Study the Code of Professional Responsibility for Parliamentarians (free on NAP website).

Additional resources needed to prepare for the PRPCE:

- Professional Practices in Parliamentary Procedure, cited as PPPP (\$32 US*)
- Pathways to Proficiency: What to Say When: Script Writing Made Easy (3rd ed), cited as Script Writing Made Easy (\$25 US*)
- Pathways to Proficiency: In My Opinion: How to Write a Parliamentary Opinion (\$20 US*)
- Study Guide for Serving as Parliamentarian (free download on NAP website).
- Study Guide for Presiding-Model Scripts (free download on NAP website).
- Parliamentary Law (1923) by Henry Martyn Robert (Not sold by NAP but recommended).
- *Robert’s Rules of Order Newly Revised, 12th ed*, CD-ROM version published by American Legal Publishing.

**All NAP prices subject to change, without notice.*

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Professional Registered Parliamentarian Credentialing Exam (PRPCE) details:
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After a minimum of one year of experience, the RP member may now apply to become a PRP. Contact NAP and register for the Professional Registered Parliamentarian Credentialing Exam.

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***. (See: “Criteria for Credentialing” document)

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 thirty (30) minutes of their 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 serve as a presiding officer and as a parliamentarian. This rotation will occur during announced 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.

For more details on the PRPCE: <https://www.parliamentarians.org/credentialing/prp>

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How do I continue my learning journey? *By retaining your PRP status!*

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PRP Renewal Requirements:

To retain professional registered status, members need to pay their annual dues and obtain 15 continuing education units in a 2 year period (with 2 CEU's of professional responsibility).

For more details about Renewals: <https://www.parliamentarians.org/credentialing/renewals>

***So how does NAP provide parliamentary leadership to the world?
By enhancing their members' knowledge, skills and expertise by:***

- Coaching, training, and mentoring on the concepts in RONR*, RONRIB* and PL*-Free!
- Building parliamentary networks: locally at first, and later, internationally.
- On-going monthly study groups-Free! (KPSG, ESG, RPSG, BMM)**
- Attending NAP events (ie: biennial convention and training conferences).
- Providing technical resources through the NAP on-line book store (prices in US dollars).
- Providing technical webinars through NAP University [<https://napuniversity.com/>]
- Publishing their quarterly “National Parliamentarian” magazine (NAP members free).***
- On-going training with any other NAP divisions (ie: Units, Associations, or Districts).
- Offering opportunities to serve one of the many NAP standing or special 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).

***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).*

**** "NP" provides insightful, up-to-date information on parliamentary procedure and how it is applied to a variety of situations and needs.*

Potential opportunities for NAP credentialed parliamentarian might be:

- Serve as the parliamentarian at your client's annual general meetings or convention;
- Write the presiding officer's meeting script prior to the annual session or convention;
- Deliver in-house parliamentary procedure training sessions to non-profit groups;
- Serve as an invited temporary presiding officer for a contentious meeting;
- Write a parliamentary opinion and/or serve as an expert witness in court;
- Serve as an election supervisor, bylaws consultant, or any other duty.