

**PARLIAMENTARY
CONSULTANTS**

**TIMOTHY WYNN, PRP
PRESIDENT**

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DeBary, FL 32713

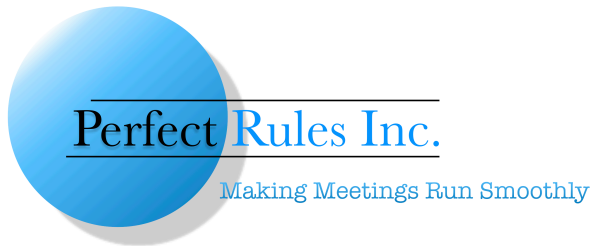
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Proposal For Parliamentary Services

Index

| | |
|--|-----------|
| BIOGRAPHY FOR TIMOTHY WYNN, PRP | 2 |
| THE ROLE OF THE PARLIAMENTARIAN | 3 |
| PROFESSIONAL REFERENCES | 5 |
| NOTABLE CLIENTS | 6 |
| RÉSUMÉ FOR TIMOTHY WYNN, PRP | 7 |
| FEE STRUCTURE | 10 |
| SERVICES PACKET | 11 |



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President & Co-Founder Timothy Wynn, PRP

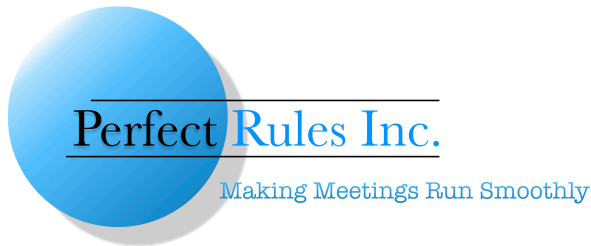
Timothy Wynn, PRP, is president of Perfect Rules Inc., a parliamentary consulting company that he founded with his brother, Todd, in 2011. Since that time, Timothy has traversed the four corners of the United States (from Honolulu to Seattle to Boston to Miami), and almost everywhere in between, assisting national and international organizations with their parliamentary needs.

Perfect Rules Inc. has grown into one of the largest parliamentary consulting companies in North America, serving clients of all sizes and operating in every aspect of parliamentary law. Timothy continues to serve as Head Parliamentarian for the United States Conference of Mayors, and he served as Parliamentarian of the Biennium 2021-2023 for the National Association of Parliamentarians (The Parliamentarians' Parliamentarian), a position he also held for the 2019-2021 Biennium.

Timothy regularly posts educational parliamentary videos on the "Perfect Rules" YouTube channel and develops training videos for organizations and individuals.

He has assisted in over 3,000 parliamentary cases on the official International *Robert's Rules of Order* Forum, working alongside the world's premier parliamentary minds, including the authorship team of *Robert's Rules of Order*.

He also has extensive experience with the *Standard Code of Parliamentary Procedure*.



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The Role of the Parliamentarian

Before the Meeting: As a parliamentarian, I review an organization's governing documents (constitution, bylaws, etc.), and I discuss with the chair all of the issues that are expected to come up in the meeting. Then I prep the chair on the finer points of proper procedure.

This is when the chair will learn the little tips and tricks to better achieve the desired result, along with achieving a smoother, shorter, and more productive meeting. A big part of parliamentary procedure is reducing the time spent in a meeting and adding clarity to the proceedings.

Presiding Script: To aid the chair, I commonly draft an exact presiding script. This way the presiding officer can stay on track without having to worry about losing his place or forgetting the proper wording in the heat of battle.

During the Meeting: Inside the meeting, I sit right next to the presiding officer and feed him information pertinent to the matter at hand, along with answering any questions that may arise. I generally answer 20 - 50 questions during a meeting, ranging from the very small to the very complex.

Ensuring Compliance: Another job of the parliamentarian is to remind the chair of the little critical points in procedure that can otherwise go overlooked and cause actions to unravel later. For example, I will commonly remind the chair to put the pending question to a vote and to repeat the exact wording of the motion right before taking the vote. Otherwise, disagreement is likely to emerge over what was actually decided.

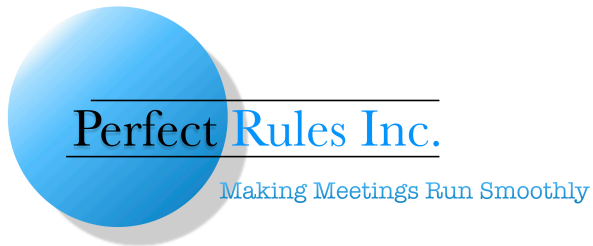
Adding Clarity: Often, the chair will step aside during a critical moment in the meeting and say, "The parliamentarian will explain how this works," or "The

parliamentarian will explain this rule.” This allows the presiding officer the comfort of addressing the members’ concerns, without having to admit to not knowing the answer or fumbling around in the rule books searching for help.

Making the Chair Look Good: An important part of my job is to make the presiding officer look good. And this is done by providing quick and clear answers, by anticipating problems before they arise, and by taking the pressure off the chair.

When a member raises a heated question from the floor, and when the crowd starts murmuring with discontent, the chair can feel very alone and very much under the gun. When I see chairs getting this feeling, I see them turn to me for help. And I’m glad to be able to provide them with the answer. Or, if the answer is complex, I offer to explain it directly to the assembly.

Creating Happy Members: While the presiding officer may often feel like the sole beneficiary, I am commonly approached by members after a meeting who appreciatively proclaim that they never understood certain aspects of procedure until I explained it in the meeting, and they have a new confidence in the process.



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Professional References

American Academy of Pediatric Dentistry

Scott Litch
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(312) 337-2169 ext. 29
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United States Conference of Mayors

Ed Somers
Chief of Staff
(202) 744-9223
esomers@usmayors.org

Amateur Athletic Union

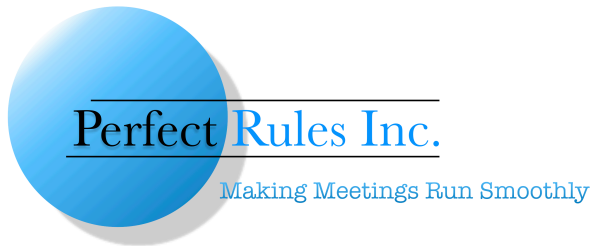
Sukie Hernandez
Assistant to the President
(407) 828-5548
sukie@aausports.org

National Association of Parliamentarians

Wanda Sims
President (2021-2023)
(301) 908-3989
presidentSims@nap2.org

American Dental Hygienists Association

Kathy Pujol
Governance Manager
312.440.8932
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**PARLIAMENTARY
CLIENTS**

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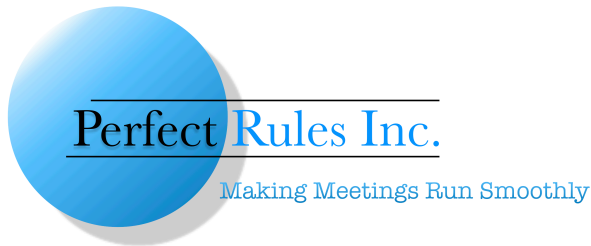
Notable Clients

NATIONAL / INTERNATIONAL ORGANIZATIONS

Amateur Athletic Union (AAU)
American Academy of Pediatric Dentistry
American Academy of Cosmetic Dentistry
American Board of Addiction Medicine
American Dental Hygienists Association
American Mathematical Association of Two-Year Colleges
American Polish Lowland Sheepdog Club
Associated Alumnae and Alumni of the Sacred Heart
Cane Corso Association of America
Capital Resorts Club, Inc.
Church of God (Annual International Assembly)
International Association of Fire Fighters
International Association of Insurance Professionals
International Association of Oral Medicine and Toxicology
Marriott Vacation Club Trust Owners Association
National Association of Active and Retired Federal Employees
National Association of Counties
National Community Pharmacists Association
National Rural Water Association
North American Pit Bull Terrier Association
Paso Fino Horse Association
United States Coton de Tulear Club
United States Conference of Mayors
USA Track and Field

STATE AND REGIONAL ORGANIZATIONS

Chatham County Government (Georgia)
Diocese of Central Florida Incorporated
Florida Association of Realtors
Florida Dental Hygienists' Association
Florida Federation of Business & Professional Women's Clubs, Inc.
Florida Health Information Management Association
Florida Minority Supplier Development Council
Florida Pest Management Association
Florida Association of Realtors
Massachusetts Dental Hygienists Association
National Association of Active and Retired Federal Employees Florida
Orange County Fire Fighters Association (Local 2057)
Orange County Health Services
Orlando Regional Realtor Association
South Florida Society for the Prevention of Cruelty to Animals
Southern Regional Paso Fino Horse Association
The Episcopal Church in the Diocese of Florida, Inc.



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RÉSUMÉ FOR TIMOTHY WYNN, PRP

PARLIAMENTARY LAW EXPERIENCE

PRESIDENT & CO-FOUNDER, PERFECT RULES INC. – 2011-PRESENT

Perfect Rules Inc. is a parliamentary-law consulting company, assisting clients around the country with their conventions, annual meetings, board meetings, and committee meetings, as well as providing professional parliamentary opinions, assistance with drafting, interpreting, and amending governing documents, and training on the proper conduct of meetings under parliamentary law.

HEAD PARLIAMENTARIAN, UNITED STATES CONFERENCE OF MAYORS – 2012-PRESENT

Mr. Wynn organizes and oversees a staff of four parliamentarians who advise ten committee meetings composed of mayors from around the country. The plenary session of mayors adopts over 100 Resolutions related to social issues and governance, annually.

NATIONAL PARLIAMENTARIAN, NATIONAL ASSOCIATION OF PARLIAMENTARIANS – 2019-2023

Mr. Wynn serves as Parliamentarian for the National Association of Parliamentarians (the parliamentarians' parliamentarian). The National Association of Parliamentarians is the largest association of professional parliamentarians in the nation, and is the credentialing body for the international designations in parliamentary law of Registered Parliamentarian (RP) and Professional Registered Parliamentarian (PRP).

EDITOR, NATIONAL PARLIAMENTARIAN MAGAZINE – 2013-2015

Mr. Wynn was responsible for all content, including educational materials on parliamentary law for NP Magazine, the official educational magazine of the National Association of Parliamentarians.

BOARD MEMBER, FLORIDA STATE ASSOCIATION OF PARLIAMENTARIANS – 2013-2020

As a constituent of the National Association of Parliamentarians, the Florida State Association of Parliamentarians is the largest organization of parliamentarians in Florida and is dedicated to training parliamentarians and providing resources to aid in the smooth and orderly transaction of business in meetings of deliberative assemblies.

CHAIR, FLORIDA STATE ASSOCIATION OF PARLIAMENTARIANS EDUCATION COMMITTEE– 2017-2020

The FSAP Education Committee prepares workshops on all facets of Parliamentary Law to be presented at the Annual Meeting and the Fall Meeting of the Florida State Association of Parliamentarians.

PRESIDENT, FLORIDA STATE ASSOCIATION OF PARLIAMENTARIANS – 2015-2017

As a constituent of the National Association of Parliamentarians, the Florida State Association of Parliamentarians is the largest organization of parliamentarians in Florida and is dedicated to training parliamentarians and providing resources to aid in the smooth and orderly transaction of business in meetings of deliberative assemblies.

FIRST VICE-PRESIDENT, FLORIDA STATE ASSOCIATION OF PARLIAMENTARIANS – 2013-2015

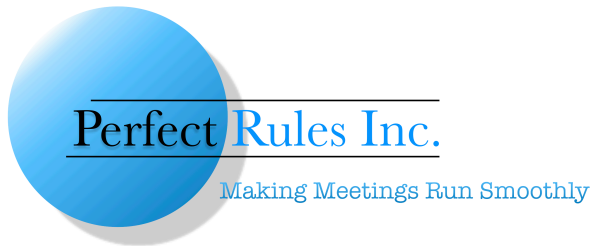
As a constituent of the National Association of Parliamentarians, the Florida State Association of Parliamentarians is the largest organization of parliamentarians in Florida and is dedicated to training parliamentarians and providing resources to aid in the smooth and orderly transaction of business in meetings of deliberative assemblies.

INSTRUCTIONAL EXPERIENCE

Tim Wynn has taught various workshops on Parliamentary Law to the following organizations.

National Association of Counties - Annual Conference, Aurora County, CO 2022
National Association of Counties - Annual Conference, Austin, TX 2023
National Association of Parliamentarians - Biennial Convention, Portland, OR, 2013
National Association of Parliamentarians - National Training Conference, Boulder, CO, 2016
National Association of Parliamentarians - Biennial Convention, Las Vegas, NV, 2019
National Association of Parliamentarians - National Training Conference, Virtual, 2020
National Association of Parliamentarians - National Leadership Conference, Virtual 2020
National Association of Parliamentarians - National Leadership Conference, Virtual 2021
National Association of Parliamentarians - Biennial Convention, Virtual 2021
National Association of Parliamentarians - National Training Conference, Albuquerque, NM 2022
National Association of Parliamentarians - International Webinar 2019
National Association of Parliamentarians - International Webinar 2020
Electronic Association of Parliamentarians - National Annual Meeting 2020
International Association of Fire Fighters - Affiliate Leadership Training Summit 2016
International Association of Fire Fighters - Affiliate Leadership Training Summit 2018
International Association of Fire Fighters - Affiliate Leadership Training Summit 2020
International Association of Fire Fighters - Affiliate Leadership Training Summit 2022
Community Association Institute - International Webinar 2019
Community Association Institute - CEU Training 2020
NAP District Two - Annual Meeting 2021
NAP District Three - Annual Conference 2021
NAP District Four - Annual Conference 2021
Colorado Association of Parliamentarians - Summer Institute 2021
Massachusetts Dental Hygienists Association - Statewide Parliamentary Law Training 2019
Florida State Association of Parliamentarians - Annual Meeting 2012
Florida State Association of Parliamentarians - Annual Meeting 2015
Florida State Association of Parliamentarians - Annual Meeting 2016
Florida State Association of Parliamentarians - Annual Meeting 2017
Florida State Association of Parliamentarians - Annual Meeting 2018
Florida State Association of Parliamentarians - Annual Meeting 2019
Florida State Association of Parliamentarians - Annual Meeting 2021
Florida State Association of Parliamentarians - Annual Meeting 2022
National Association of Active and Retired Federal Employees Florida - Annual Convention 2013
National Association of Active and Retired Federal Employees Florida - Annual Convention 2014
FSAP - Henry M. Robert Day Fall Training, 2012
FSAP - Henry M. Robert Day Fall Training, 2013

FSAP - Henry M. Robert Day Fall Training, 2014
FSAP - Henry M. Robert Day Fall Training, 2015
FSAP - Henry M. Robert Day Fall Training, 2016
FSAP - Henry M. Robert Day Fall Training, 2018
FSAP - Henry M. Robert Day Fall Training, 2019
FSAP - Henry M. Robert Day Fall Training, 2022
Virginia State Association of Parliamentarians - Annual Meeting 2021
Northern District of California State Association of Parliamentarians, 2021
CAI Central Florida - Trade Show 2019
CAI Central Florida - Trade Show 2020
CAI West Florida - Annual Community Association Summit 2019
Alliant Association Management - Associate Training 2019
National Rural Water Association - Training Conference 2016
Lee Demeter Parliamentary Law Group, 2020
Parliamentarians of Metro New York, 2021
Catherine Wittman Parliamentary Law Unit, 2021
Florida Alpha Unit of Parliamentarians, 2021
Green Gavel Parliamentary Law Unit - Annual Meeting 2021
Heritage Palms HOA, 2021
Indian Hammock Hunt & Riding Club, 2011
Orange County Fire Fighters Union, 2012
Orange County Fire Fighters Union, 2021
Central Florida Unit of Parliamentarians, 2011 - 2016
Chatham County Board of Commissioners, 2016
Realtors of Lake and Sumter Counties, Inc., 2020
Florida Court Clerks and Comptrollers Association, 2021



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FEE STRUCTURE

RATES

Hourly Rate: \$350 (applies to services performed in our office)
Daily Rate: \$3,000 (applies to services performed at client's site)
Travel Fee: \$750 (applies to travel days, when Daily Rate does not apply)
Airfare and Lodging to be provided by Client

ON-SITE SERVICES

Each on-site job normally requires multiple hours of preparation in advance, billed at the hourly rate, followed by the travel fee, followed by the daily rate for each day on-site.

ESTIMATES

Written estimates will gladly be provided for any proposed service.

RETAINER

A retainer covering the full estimated fee is required before any work or travel begins. Any unused portion of the retainer will be refunded or held as a credit toward future services, at the discretion of the client.

Perfect Rules Inc.

Making Meetings Run Smoothly

HOA's
Condos
Corporations
Unions
Social Clubs
Churches
Political Groups
Conventions
PTA's
School Boards
Government Bodies
Et Cetera

Get the most out of your organization.



Solutions for Membership Organizations

Perfect Rules Inc. is a parliamentary consulting company that serves clients throughout the country. Our specialty is parliamentary law, which governs the conduct and transaction of business in deliberative assemblies and the protection of members' rights.

Find out what we can do for you.

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Email: answers@perfectrules.com | Website: PerfectRules.com

FREQUENTLY ASKED PARLIAMENTARY QUESTIONS:

1. Is it true that the President only votes to break a tie?
2. How can we amend our bylaws?
3. Can members speak at Board Meetings?
4. Who has the right to vote?
5. Who is in charge, the board or the members?
6. Do abstention votes count?
7. What do we do if there is a tie in an election?
8. If a motion is defeated, can it be brought back up again?
9. Can a member with a conflict of interest vote?
10. Should proxy votes be counted?

**Have a Question?
Need Answers?
Visit us at
PerfectRules.com**

What can *Perfect Rules Inc.* bring to your organization?



Better Meetings

Proper procedure can turn chaos into order and provide for smoother and more efficient meetings, allowing every member to be heard and to participate fully.

Fair Practices

Parliamentary Law is based on the preservation of the rights of members and balancing the needs of the majority, the minority, the individual, and the absentees.

Happier Members

Knowledge is power, and members who learn how to exercise their rights are able to participate and get the most out of their membership.

Improved Functionality

Learn how to make rules that work for the members, instead of the members working for the rules.

Confident Officers

When officers are well trained on their duties and fully understand their roles, they are able to perform more efficiently, more effectively, and to a higher standard.

Resolved Problems

Settle disputes quickly, fairly, and in accordance with the rules, with practical advice on how to avoid similar situations in the future.

Services

Training Seminar:

Perfect Rules offers group training on parliamentary procedure, designed to empower and inform members who are unfamiliar with parliamentary procedure, by giving them the skills and confidence to fully participate in meetings, while making the meetings themselves run more smoothly.

On-site Meeting Parliamentarian:

Perfect Rules can provide each of your meetings with a parliamentarian, who can assist the presiding officer and secretary with their duties, answer questions on procedure, provide references from Robert's Rules of Order, ensure that members' rights are protected, and help your meetings run smoothly.

Professional Presiding Officer:

Perfect Rules can provide your organization with a professional presiding officer for contentious or complicated meetings where an impartial professional is needed.

Parliamentary Opinion:

Perfect Rules can provide your organization with a written parliamentary opinion based on the rules of your organization and the specific matter in question.

Bylaw Revision:

Perfect Rules can review bylaws, special rules of order, and standing rules, to ensure compliance with common parliamentary law and make recommendations for amendments.

Officer/Board Training:

Perfect Rules offers specialized training for officers and boards to help with the understanding of these roles and the performance of the required duties. From meeting preparation to taking minutes to giving a treasurer's report, officers are more efficient, more confident, and more organized when they have a full understanding of the rules and their roles.

On-call Telephone or e-mail consultation:

Perfect Rules can set up an account to allow telephone or e-mail consultation, providing an organization with access to a virtual in-house parliamentarian to answer questions on procedure, record keeping, notices, voting, members' rights, committee work, et cetera.

Annual Meeting/Convention Parliamentarian:

Perfect Rules can provide a parliamentarian to assist with the preparatory work for an annual meeting or convention, to assist the officers and committees with their reports and duties, to answer questions on procedure, to advise on potential problem areas, and to serve as the parliamentarian in the annual meeting or convention.

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