

Official Call

Fall Membership and Educational Meeting
Saturday, November 14, 2009
LCW Post 1
5400 East Yale I-25 & Yale Avenue

9:30 a.m. Registration
10:00 a.m. Membership meeting starts
11:00 a.m. Educational portion
(Productive business meetings through
use of decorum, ethics, disciplinary
actions, and member trials)
12:00 p.m. Lunch
1:00 p.m. Educational portion continues
3:00 p.m. Wrap up, Q & A, Adjournment

Bring your NAP 2007-2009 Membership Manual
to the meeting. Registration form and complete
educational program on page seven.




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Congratulations

In May 2009, five CAP members successfully completed the Professional Development Course to maintain their Professional Registered Parliamentarian status.

Congratulations to: Mary Bahde, PRP; Joan Franson, PRP; Glo Hess, PRP; MaryAnne Tebedo, PRP; and Gail Weber, PRP.

These five members are members of the Professional Parliamentarians Research Unit.

Fall of the Year

Aileen Fisher

**Out of the trees
with rusty sleeves
fall wonderful colorful
autumn leaves.**

**Out of the weeds
fall countless seeds,
the kind of food
that a snowbird needs.**

**Out of the boughs
fall nuts and fruits
without any bump-
saving parachutes.**

**Everything falls
from There to Here. . .
no wonder we call it
the fall of the year.**

NAP & YOU

PRESIDENT'S CORNER

Thank you for allowing me the opportunity to attend the National Association of Parliamentarians 2009 Biennial Convention/Leadership Training in Burlingame, California September 9 – 14, 2009. The excitement was invigorating, the information was relevant, and the business was educational. President Connie Deford guided the sessions with excellence. *Congratulations to our own Gayla Stone on her election as District Seven Director.* NAP Officers to serve for the 2009-2011 biennium: **Ronald R. Stinson**, President; **Maurice S. Henderson**, Vice President; **Sandra K. Olson**, Secretary; **Steve Glanstein** as Treasurer; and Ann Guiberson, Mary L Randolph, and Carl S Silverman, **Directors At Large**. NAP considered a number of amendments to its Articles of Incorporation, Bylaws, and Standing Rules.

As NAP moves forward with vision and an understanding of our changing world, many changes are happening not only in the aforementioned officers but also with deliberate actions that will maintain the principles of RONR while trying to stay relevant to the changing world that is evolving all around us. It is because of this leadership there are many benefits available to YOU, to YOUR organization and business.

YOU have opportunity to develop your knowledge and understanding of RONR with online courses, so you will be more proficient in your use of the principles that make for a great meeting. The online courses are continually developed and updated to keep up with our changing world. YOU can also have access to many of the helps provided by the NAP National headquarters. You can access these at

✚ **National Association of Parliamentarians.** <http://parliamentarians.org>
Use the four numbers on your membership card, to gain access to this site.

YOU can also find information regarding electronic meetings to help us in this changing world. This can save time and money for members, but can never take the place of a personal touch.

YOU have the benefits of attending your Local Unit and State meetings for relationships, education and the practice of using RONR in real situations. I have found these meetings to be one of the best ways of understanding the many different aspects of our craft.

YOU have access to many Registered Parliamentarians (RP) as well as the Professional Registered Parliamentarians (PRP) available from the Colorado Association. These RPs and PRPs are well prepared to help the many clubs, associations and organizations in our communities by making the meeting efficient and effective.

Finally, Donna Thompson and the Member Education Committee are providing a very informative educational opportunity for YOU. The careful planning and great presentations will enrich your use of parliamentary law. Register today using the form on page 7. YOU will do yourself a favor...

Charles F Hefton

President,

Colorado Association of Parliamentarians

www.ColoradoParliamentarians.org

To receive the Colorado Parliamentarian electronically, please email
Charles@mylifebuilders.com with your email address.

PROTOCOL

Joyce Teter, RP



PROTOCOL—in reference to meetings—is usually the principles that govern

- the relative importance of persons;
- their position at a table or in a receiving line;
- their precedence for recognition and introductions; and,
- the courtesies to be extended to prominent persons before, during and following a meeting.

Customs vary greatly from organization to organization—and rightly so. It would be impossible to establish one set of rules to cover the many facets and needs of all organizations.

The presiding officer is responsible for Protocol (generally delegates this job to a committee).

Good PROTOCOL promotes orderly procedure and good relations among members at all levels.

SEATING ARRANGEMENTS: Balance is the policy for seating arrangements. At all meetings the number of persons to be seated at the head table is determined by:

- the purpose of the meeting;
- the size of the room;
- the anticipated audience to be honored.



Usually the president or protocol chairperson decides the proper seating at the head table. Practical rules are:

- The presiding officer sits at the center of the head table, or right of the center if there is a lectern.
- The most important guest at a function, usually the speaker, is seated to the immediate right of the presiding officer.
- Alternate seating. With this procedure, the highest-ranking person is seated to the immediate right of the presiding officer, the second highest to the left, alternating until all are seated.
- Another accepted way is to set the highest-ranking person to the right of the presiding officer, and those of lesser rank to the left. The bylaws should be consulted for the rank of officers set by the organization itself.
- Do not break rank in seating, but if one arrangement or another will place friends together, use it.
- Program participants who do not have rank are seated at either end to give balance.
- Persons serving in office outrank past officers. Head table seating is for those presently serving in office
- Always remember that we honor the *office* not the *person*. Personal likes and dislikes should not enter into protocol decisions.

BUSINESS MEETING

- The parliamentarian should sit to the left of the presiding officer in a business meeting.
- The secretary should always sit at the head table. In a business meeting the secretary should sit near the presiding officer. This enables the secretary to write out motions and hand them to the presiding officer as they are made.



INTRODUCTIONS



It is the responsibility of the presiding officer to present members and guests seated at the head table. Never use the phrase, “Introduce the head table”—“Introduce those seated at the head table.”

When a state or national president is introduced, the audience should stand for the applause in recognition of the office.

Introduce the highest-ranking guest first and go down the list. If they are each to say a few words, introduce the lowest ranking first and go up the list. Thus, the last expression comes from the highest-ranking officer or guest.

When time for the program, the presiding officer presents the program chairperson—but does not “*turn the meeting over to...*” The program chairperson then introduces the program participants.

When thanking a speaker, a simple, “*thank you*” or “*thank you for that fine message*” is sufficient. Never recap the speech. This tends to upstage the speaker.

Present to the assembly any person whom they already know. *Introduce* someone not known to them. When in doubt, use *present*” as this is more flattering.

When making personal introductions:

- A man is introduced to a woman (except Chiefs of State).
- A guest is introduced to the presiding officer or chairperson of the host group.
- A person without rank is introduced to one with rank.
- A person to whom one makes the introduction is the person one wishes to honor. Best “rule of thumb” is to say first the name of the person to be honored. Follow this by—“May I introduce...”



CAP Delegate Report



It was my pleasure to serve as a CAP delegate to the 2009 NAP convention. During the business meetings, this delegate also served as the “Head Table Page” or the person who shuttled messages to and from the persons at the head table and the delegates on the floor. This was a fun but a busy job.

As a delegate, it was my responsibility to report on the educational portion of convention. There were a total of 25 workshops. Each workshop lasted 90 minutes. The topics included diverse topics such as reports of officers and committees, ethics, acting as a teller, closing or limiting debate, playing customarily by the rules, rules for electronic meetings to name just a few of the 25 workshops. The topics were varied enough to interest the attendees.

On Sunday, RONR authors Thomas (Burke) Balch and Henry M. Robert III presided at a joint plenary session to discuss the proposed 11th edition. Note: Plenary session is a term often used in conferences to define the part of the conference when all members are to attend. The purpose of the meeting was exchange of information. After discussing any possible changes to the new edition they stated that the next edition **might** be ready for the next National Training Conference but it was **more likely** to be ready for the 2011 convention. They stated the book would make its first appearance at a NAP event. This session was well attended by the delegates.

Again, it was my pleasure to serve as a delegate to the NAP convention.

Donna J. Thompson, PRP

Dear CAP Members,

The CAP Nominating Committee is seeking nominations for the offices of President, Vice-President, Secretary, Treasurer and Assistant Treasurer for the 2010/2011 term. Serving at the state level gives one the opportunity to develop leadership skills, participate as part of a dedicated team and further one’s parliamentary knowledge.

Please consider placing your name, or the name of someone else you believe is qualified in nomination for an office. To do so, simply fill out the attached form and return it to me by January 17, 2010.

Qualifications for office, CAP bylaws (Article VI, Section 3): “*To be eligible to serve in an elective office, a candidate shall have been a member in good standing of CAP for a minimum of one (1) year. A candidate for the office of President shall have served on the board of directors for at least two (2) years; the candidate for the office of vice president shall have served on the board of directors for at least one (1) year.*”

Thank you for your consideration of this very important matter!

Joyce Teter, RP - Nominating Committee Chair - 1069 Champion Cr. - Longmont, CO 80503 - 303-776-2793



Send completed form to
 Joyce Teter, RP
 Chairman, Nominations Committee
 1069 Champion Cr.
 Longmont, CO 80503

**FORM MUST BE RECEIVED NO
 LATER THAN JANUARY 17, 2010**

QUALIFICATIONS FOR CAP OFFICE

This form is to provide information to the Nominating Committee for consideration in determining nominees for CAP office

Please type or print

Name: _____

Address: _____ City _____ State _____ Zip: _____

Daytime telephone with area code: _____ Evening phone _____

First year of membership in NAP/CAP: _____ If registered, what year _____

If not registered, have you taken any advanced courses in parliamentary procedure? YES _____ NO _____

List offices held at the unit level:

List committee chairmanships held at the unit level:

List offices held at the unit level:

List committees served on at the state level: _____

What experiences outside of CAP do you consider relevant to serving as an officer of CAP? (Include NAP if applicable).

Additional comments:

Office or offices for which I consent to be nominated: _____

I understand the responsibilities involved, and, if nominated and elected, I hereby consent to serve in the office named above.

Signature _____ Date _____

Calendar

<p>CAP MEMBERSHIP MEETINGS NOVEMBER 14, 2009 FALL MEETING</p>	<p>Public Education – Workshop October – TBA March - TBA</p>
<p>CAP BOARD MEETINGS February 12, 2010 12 p.m</p>	<p>Colorado Parliamentarian Deadlines Summer Issue – June 7, 2009 Fall Issue – October 12, 2009 Winter Issue – January 18, 2010 Spring Issue – March 17, 2010</p>
<p>Bylaw Amendment Deadline January 2010</p>	<p>Nominating Committee Deadline January 17, 2010</p>

PARLIAMENTARY STUDY UNITS

The study units offer informal study of parliamentary procedures in small groups allowing for maximum participation. Learning in all study units is hands-on and led by qualified knowledgeable instructors.

Boulder Unit

4th Monday – 7:00 p.m.
Masonic Lodge, Boulder
Ella Travis
303-494-9229
etravis1@comcast.net

Colorado Springs Unit

4th Tuesday – 9:30 a.m.
Falcon Police Station, 7850 Goddard Street
Colorado Springs, CO 80920
Mary Mills, RP – 719-488-9833
marymac6060@msn.com

Colorado Beta Gaveliers Unit

2nd Tuesday – 10:15 a.m.
Englewood Public Library
1000 Englewood Parkway, Englewood
Norma Beasley, President – 303-756-4766
beasley492@hotmail.com

Greeley Unit

3rd Monday – 11:00 A.M. to 12:30 p.m.
Cache Bank & Trust
4601 W 20th St., Greeley
Lola Fehr, RP – 970-352-3347
lolafehr@gmail.com

Colorado Gamma Gaveliers Unit

3rd Tuesday – 9:30 a.m.
Denver District 2 Police Station
39th and Holly, Denver, CO
Dorothy White, President – 303-568-9113
Whited703@aol.com

Professional Parliamentary Research Unit

5th Tuesday or Thursday – 11:00 a.m.
Village Inn West, Castle Rock
Louis Faslo, RPRP – 303-279-3569
louFGIN@juno.com

Colorado Omega Gaveliers Unit

3rd Monday – 7:00 P.M.
Leyden Chiles Wickersham American Legion Post 1,
5400 East Yale Ave, Denver, CO
Alice Langley – 303-694-3126
langleyakkj@netzero.net





CAP FALL MEETING AND EDUCATION
NOVEMBER 14, 2009
LCW AMERICAN LEGION POST 1
5400 EAST YALE AVENUE - DENVER, COLORADO
REGISTRATION 9:30 A.M.
MEMBERSHIP MEETING 10:00-11:00 A.M.
EDUCATION 11:00 a.m. – 12:00 p.m. & 1:00 p.m. – 3:00 p.m.



The educational portion of the November 14, 2009 membership meeting will cover:

- Proper decorum by the presiding officer and members for well run and productive meetings members
- Ethical behaviors for NAP-CAP members
- What disciplinary actions can be taken by members to attain and maintain decorum
- What naming an offending member signifies
- How to fire the president
- How to conduct a trial of a member

The noon meal will be furnished at Post One for about \$8.00. Turn in order by 11:00 a.m. eat at 12:00 p.m.

Important: Bring your NAP 2007-2009 Membership Manual

For more information about the education contact: Donna Thompson, PRP, Member Education Chairman 303-220-6267 or madprez@msn.com

Registration cost: **None**

Registration deadline: **November 2, 2009** – Please mail your completed form to insure a seat and handouts. You may also **email your registration information to Linda Gerwatowski.** lgerwatowski@comcast.net



Name _____ Unit _____

Address _____

Telephone number _____ Email _____

One name per form – the form may be duplicated
Send completed registration form on or before November 2, 2009 to:
Linda J. Gerwatowski – CAP Assistant Treasurer – 1445 Big Valley Drive
Colorado Springs, CO 8019-1018 – lgerwatowski@comcast.net



Guilty or Not Guilty

The fall membership meeting will be very interesting and informative for all CAP members and provisional unit members. For all of the “Hams” in the audience there will be an opportunity to ham it up with your acting abilities.

During the educational portion of the Fall Membership meeting, attendees will be able to answer the question whether “Mr. Black” is guilty or not guilty at a mock trial. Each attendee will have the opportunity to act as a juror in a mock trial without going through the “voir dire” process as seen on Law and Order. We need actors who like to ham it up with scripts provided to you.

Along with the mock trial you will learn the proper protocol procedures to use for a well run meeting and disciplinary procedures that can be used for minor protocol infractions.. We will discuss what constitutes proper ethical behavior for NAP/CAP members toward each other and to their clients.

Come one; come all to this very interesting and informative meeting. I am sure you will come away with a better understanding of protocol, disciplinary actions, ethical behaviors, and how to conduct a trial of a member.

Remember, provisional unit members are entitled to attend these membership meetings.
I hope to see many of your bright and shiny faces at this meeting.

Donna J. Thompson, PRP – Member Education Committee Chairman.



Charles Hefton, Editor
PO Box 336534
Greeley, CO 80633

FIRST CLASS