

## THOUGHTS ON PARLIAMENTARY PROCEDURE

- Based on a regard for the rights of the majority, the minority, especially a strong minority—greater than 1/3, of individual members, of absentees, and all of these together
- Application of the Golden Rule with common sense and courtesy.
- The organization is paramount, decisions of the organization supersede those of an individual member.
- All members in good standing in their organizations have the right to make motions, speak in debate, and vote.
- A quorum must be present to legally transact business.
- Only one main motion may be before the assembly at one time and only person may speak at a time.
- Full debate before a vote on a motion is a right and cant be suspended only by a two-thirds vote
- The merits of the proposition or motion are open for debate—personal comments about the other speaker are always out of order
- To avoid wasting time and expediting business, a question once settled may not be presented in the same form during the same meeting.

- A majority vote decides a question except in cases where basic rights of members or a change in previous actions are involved; ( two-thirds of those present and voting)
- **SILENCE GIVES CONSENT.** Those who do not vote when the vote is taken agree by their silence to allow the decision to be made by those who **DO** vote.

“It is difficult to find another branch of knowledge where a small amount of study produces such great results in increased efficiency in a country where people rule, as parliamentary law.”

Henry M. Robert

“Where there is no law, but every man does what is right in his own eyes, there is the least of real liberty.”

Henry M. Robert

All CAP educational presentations are based on the most recent edition of *Robert's Rules of Order, Newly Revised*



[www.coloradoparliamentarians.org](http://www.coloradoparliamentarians.org)

## ROAD SHOW BROCHURE

The CAP Public Education Committee provides educational offerings about parliamentary procedure, running effective meetings, and leadership. Information concerning these offerings is contained in this brochure.

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**The Traveling Gavel** can and will travel to your location to provide practical parliamentary information, education, and motivation adapted to meet your organization's specific needs for a nominal fee. For addition information or to schedule an educational offering contact:

Donna J. Thompson, PRP, Public Education Committee Chairman

Possible presentation topics:

- Conducting efficient business meetings.
- Make and process motions
- Amend motions
- Writing minutes
- Interpreting bylaws
- Financial statements
- Elections, voting, tellers ' reports
- Agenda building, writing a scripted agenda
- Duties of elected officers
- Leadership skills
- Other topics tailored to meet your needs

### Road Show Expenses

- \$100.00 for the first two hours ( minimal fee) , \$50.00 each additional hour
- Handouts—10 ¢ for each single sided page — special prices for electronic handouts
- Lodging and meals—actual expense with receipts
- Mileage—if workshop is outside the Denver Metro area at 50 ¢ per mile

All instructors are knowledgeable in parliamentary procedure and are members of the National Association of Parliamentarians and the Colorado Association of Parliamentarians.

