



COLORADO PARLIAMENTARIAN

Official Publication of the Colorado Association of Parliamentarians

Volume XXX, Number 3
Donna Thompson PRP, President, Editor in Chief
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Spring 2008
Corinna Scarbrough, Editor
Debra Brown, RP and
Pat Simpson, RP, web masters

OFFICIAL CALL

COLORADO ASSOCIATION OF
PARLIAMENTARIANS

ANNUAL MEETING
Saturday, April 19, 2008

Clarion Hotel
314 West Bijou Street
Colorado Springs
719-471-8680

Registration: 9:00 a.m.

ANNUAL MEETING COLORADO ASSOCIATION OF PARLIAMENTARIANS

Saturday, April 19, 2008

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719-471-8680

AGENDA

- 9:00 a.m. Registration
- 9:30 a.m. Call to order—President Thompson
 - Annual Reports
 - Bylaws Amendments
(see insert notice)
 - Election of Officers
 - Election of Nominating
Committee
 - Installation of Officers
- 10:30 a.m. NAP Update, Bob Dolan
- 11:00 a.m. Education —All About Committees
- 12:00 p.m. Lunch
- 1:00-2:30 p.m. – Committees-cont'd
- 3:00 p.m. adjournment
- 3:10 p.m. President's reception

ALL ABOUT COMMITTEES

NAP Treasurer, Bob Dolan, will offer CAP members and guests 2 to 2 ½ hours of in depth education on committees. Included will be practical information on how (and why) to form a committee, ensure that it achieves its goals efficiently, and report its results and recommendations to the assembly.

(Committees cont'd pg 2)

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(Committees cont. from pg 1)

According to Thomas B. Reed, former speaker of the U. S. House of Representatives, committees are “the eye, the ear, the hand, and often the brain of the assembly.” Committees at the unit, state, and national levels are where the work is done in our organization. Don’t miss this opportunity to learn how committees can be more effective. Education of this quality can only be obtained the National Training Conference or the NAP Biennial Convention.

If you missed Bob Dolan’s bio in the Winter CP. a copy will be available at the Annual meeting on April 19. The Member Education Committee encourages you to MAKE THE ANNUAL MEETING A PRIORITY!!!

PRESIDENT’S CORNER

Dear fellow CAP members,

Daylight savings time started last Sunday and after setting fifteen time keepers of various descriptions ahead one hour I think I am ready for spring. I know I am ready for green grass, green leaves on the trees, and less snow on my sidewalk.

Now is the time of year to look forward to several things. First of all, Spring is less than one week away, the general election is about eight months away (YEA – then there will be no campaigning for US President for at least six months if we are really lucky) and best of all the CAP annual business meeting is about one month away on April 19, 2008.

Bob Dolan, PRP, NAP Treasurer and Peggy Long, PRP, District 7 Director will be our guests at the annual business meeting. As the representative from NAP, Bob will bring an update from NAP and will present the education program on the ins and outs of committees as well as what constitutes a good committee report.

We will have a very full schedule with sixteen proposed bylaw amendments and six proposed standing rule amendments. Your president urges you to study these proposed amendments found elsewhere in this CP. Hopefully this will enable us to expedite the business portion of the meeting.

As CAP President, I strongly urge as many CAP members to attend this annual meeting as possible.

I am taking this opportunity to publicly thank the members of the CAP Board of Directors for their hard work and dedication on behalf of CAP. The Board of Directors is comprised of elected officers, Historian, Parliamentarian, Committee Chairmen, and Unit Presidents. Also I am sending a big thank you to all of the hardworking committee members. Your dedication and hard work was greatly appreciated by this President.

Donna J. Thompson, PRP
CAP President

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Editor-in-Chief –Donna Thompson, PRP, President

Communications Chairman/Editor—Cory Scarbrough

***Summer Parliamentarian* DEADLINE: To Be Determined**

E-mail articles to coryscarbrough@comcast.net

Snail mail address: 8760 East Yale Avenue, Unit E, Denver, CO 80231
303-337-0426, 303-870-8344 - cell

**Colorado Association of Parliamentarians
2007-2008 OFFICERS AND STANDING
COMMITTEE CHAIRMEN**

President..... Donna Thompson, PRP
 Vice President..... Charles Hefton
 Secretary..... Dorothy White
 Treasurer..... Gloette Hess, PRP
 Assistant Treasurer..... Cheryl Oleyar
 Historian..... Elmer Bachenberg, PRP
 Parliamentarian..... Mary E Bahde, PRP
 Budget and Finance..... Gloette Hess, PRP
 Bylaws..... Phyllis Wicklund
 Communications..... Corinna Scarbrough
 Debra Brown, RP Web Master
 Pat Simpson, RP Web Master

Member Education..... Mary E Bahde, PRP
 Membership Linda Gerwatowski
 Planning & Development..... Charles Hefton
 Public Education..... Gayla Stone, PRP
 Public Relations..... Barbara Hasbrouck, PRP
 Supplies Linda Gerwatowski
 Youth Cathy Ables

SPECIAL COMMITTEE CHAIRMEN

Audit Esther Russell, PRP
 Yearbook..... Donna Thompson, PRP
 Nominating Dorothy Roberts, PRP

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.
 1526 Spruce Street, Boulder
 Joyce L. Teter – 303-776-2793
 jteter2@aol.com

Colorado Beta Gaveliers Unit

2nd Tuesday – 10:15 a.m.
 Englewood Public Library
 1000 Englewood Parkway, Englewood
 Charlotte Hubbs, President – 303-660-9220
 cmhubbs@yahoo.com

Colorado Gamma Gaveliers Unit

3rd Tuesday – 9:30 a.m.
 Denver District 2 Police Station
 39th and Holly, Denver, CO
 Annette Harris, President – 303-373-4560
 ejannie@aol.com

Colorado Omega Gaveliers Unit

3rd Monday – 7:00 p.m.
 Leyden Chiles Wickersham American Legion Post 1,
 5400 East Yale Avenue, Denver,
 Patricia K. Simpson, RP– 303-641-0834
 psimpson@loweenterprises.com

CAP OFFICERS AND COMMITTEE CHAIRMEN

Please submit your expenses prior to or by the annual meeting April 19, 2008.

If you are unable to get expenses in by that date, please make arrangements with the treasurer, Glo Hess, phone 303-340-2602 or e-mail glo362@juno.com

CALENDAR

April 19, 2008

Annual Meeting – Clarion
 Hotel Colorado Springs

July 18-19, 2008 (tentative)

Summer Institute

Colorado Springs Unit

4th Tuesday – 9:30 a.m.
 Falcon Police Station, 7850 Goddard Street
 Colorado Springs, CO 80920
 Linda Gerwatowski – 719-593-1203
 lgerwatowski@comcast.net

Greeley Unit

3rd Monday – 11:00 A.M. to 12:30 p.m.
 Cache Bank & Trust
 4601 W 20th St., Greeley
 Janie Lichtfuss, RP – 970-587-4030
 janiekipp@earthlink.net

Professional Parliamentary Research Unit

5th Tuesday or Thursday – 11:00 a.m.
 Village Inn West, Castle Rock
 Gayla Stone, PRP – 303-422-2152
gaylastone@comcast.net

VOLUNTEERS NEEDED

Volunteers are needed to become committee chairmen and committee members for the 2008-2009 term which starts on May 1, 2008.

If you are interested in volunteering, you can learn about the duties and responsibilities of each committee by reading the bylaws and standing rules.

If you are interested, please contact me, the candidate for CAP President for 2008-2009.

Donna J. Thompson, PRP
303-220-5267
madprez@msn.com

WELCOME NEW MEMBER

Wade, James
5486 Nantucket Court
Loveland, CO 80537
Wade.jim@comcast.net
970-292-8249
Greeley

I'M ON A COMMITTEE!

Oh give me some pity, I'm on a committee,
Which means that from morning to night,
We attend, and amend, and contend, and defend
Without a conclusion in sight.

We confer and concur, we defer and demur,
And reiterate all of our thoughts.
We revise the agenda with frequent addenda,
And consider a load of reports.

We compose and propose, we suppose and oppose,
And the points of procedure are fun!
But though various notions are brought up as motions,
There's terribly little gets done.

We resolve and absolve, but we never dissolve,
Since it's out of the question for us.
What a shattering pity to end our committee,
Where else could we make such a fuss.

FUTURE EDUCATIONAL EVENT

Summer Institute - July 18-19, 2008, Junior League Building, Denver

The fifth annual Summer Institute "Exploring Bylaws: drafting, using, content, amending, interpreting, rules of order in, and following" will be presented by NAP Secretary Sandra Olson. Sandy plans twenty-four hours of high level interactive training on all areas dealing with non-profit organizations' bylaws.

This Institute is a major educational offering to members and invited guests. The four previous Institutes have received a "thumbs up" evaluation by attendees. Two reimbursement scholarships of \$100 each will be awarded to a primary or provisional member who is in attendance at 1:15 p.m. on July 19.

Registration by the yet to be set deadline will be \$65.00 for members, \$75.00 for non-members with an on-site increase in registration of \$15.00. Meals will be on your own, NAP materials will be available, water, snacks, and handouts will be included in registration cost.

Encourage organizations you serve or are a member of to send their leaders. More details including the costs and deadlines will be available at the Annual meeting as well as in the Summer issue of the **Colorado Parliamentarian**. **Mark your calendars now-make this Institute a priority for the summer.**

Member Education Committee
Mary Bahde, PRP, Chairman



COLORADO ASSOCIATION OF PARLIAMENTARIANS

Nominating Committee Report

March 6, 2008

The Nominating Committee submits the following nominees for CAP offices in the 2008-2009 term:

President	Donna Thompson, PRP
Vice-President	Charles Hefton
Secretary	Dorothy White
Treasurer	Gloette Hess, PRP
Assistant Treasurer	Linda Gerwatowski

CAP Nominating Committee:

Dorothy Roberts, RP, Chair

Mary Bahde, PRP

Debra Finegold

Linda Gerwatowski

Dorothy White

PROCLAMATION

Parliamentary Law Month — April 2008

WHEREAS, It is appropriate to honor Thomas Jefferson, author of the first American manual of parliamentary practice in his birth month; and

Whereas, It is also fitting to honor Henry Martyn Robert, author of Pocket Manual of Rules of Order for Deliberative Assemblies, familiarly known as Robert's Rules of Order; and

Whereas, The current edition of Robert's Rules of Order Newly Revised (10th edition) is widely recognized as the leading parliamentary authority; and

Whereas, It is timely to reflect upon the importance of parliamentary procedure in the meetings of both public and private organizations; and

Whereas, It is important to remember that the correct use of parliamentary procedure protects the rights of the majority, the minority, individual members, absentees, and all of these together, all the while fostering orderly deliberation; and

Whereas, The NATIONAL ASSOCIATION OF PARLIAMENTARIANS® has, by adoption of a standing rule, authorized and requested the NAP President to designate April as Parliamentary Law Month; and

Whereas, NAP is a society dedicated to educating leaders throughout the world in effective meeting management through the use of parliamentary procedure; and

Whereas, The vision of NAP is to provide parliamentary leadership to the world:

NOW, THEREFORE, I, Connie M. Deford, President of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS, do hereby declare April 2008 as Parliamentary Law Month and call upon districts, associations, units, and all members to observe the month with appropriate programs, ceremonies, and activities as a way to live our mission and accomplish our vision.

In witness whereof, I have hereunto set my hand this first day of January in the year two thousand eight.

Connie M. Deford

ON THE ROAD TO PARLIAMENTARY EXCELLENCE

The Colorado Association of Parliamentarians Road Show team can and will travel to your location to provide parliamentary instructions tailored to meet your organization's educational requirement. There will be a nominal fee. For additional information or to schedule an educational presentation contact:

Gayla M. Stone, PRP, Public Education Chairman
303-422-2152, gaylastone@comcast.net



Corinna Scarbrough, Editor
8760 East Yale Avenue, Unit E
Denver, CO 80231

FIRST CLASS

**PROPOSED AMENDMENTS TO CAPBYLAWS AND STANDING RULES
ANNUAL MEETING, APRIL 19, 2008**

The Bylaws Committee composed of Phyllis Wicklund, Chairman, Mary Bahde, PRP, Joan Franson, PRP, Linda Gerwatowski, Wanda Hotchkiss, PRP, Donna Thompson, PRP, ex officio, and Charles Hefton, ex officio considered proposed amendments submitted to them.

Key: Underlined words are to be struck out. **Words in bold are to be inserted or added.**

	Bylaw currently reads--	Proposed amendment--	If adopted, will read—
1.	<p>ARTICLE IV. MEMBERS. Section 2. Classification</p> <p>D. Life Member. Life membership was granted to those members who had paid their membership dues in advance via one payment. The CAP Life Membership fee and status shall be forfeited after a member fails to be reinstated into NAP within two years after resigning from NAP or forfeiting their NAP membership through non-payment of dues. By written request a member may relinquish CAP Life Membership to become an active member of another state association but by doing so would forfeit all rights to CAP Life Membership. Life Membership shall no longer be offered.</p>	<p>Amend by substituting for D. D. Life Member. Life membership shall be granted to those members who have paid their membership dues in advance via one payment. The CAP Life Membership fee and status shall be forfeited after a member fails to be reinstated into NAP within two years after resigning from NAP or forfeiting their NAP membership through non-payment of dues. By written request a member may relinquish CAP Life membership to become and active member of another state association but by doing so would forfeit all rights to CAP Life membership.</p>	<p>ARTICLE IV. MEMBERS. Section 2. Classification</p> <p>D. Life Member. Life membership shall be granted to those members who have paid their membership dues in advance via one payment. The CAP Life Membership fee and status shall be forfeited after a member fails to be reinstated into NAP within two years after resigning from NAP or forfeiting their NAP membership through non-payment of dues. By written request a member may relinquish CAP Life membership to become and active member of another state association but by doing so would forfeit all rights to CAP Life membership.</p>
Submitted by Linda Gerwatowski. CS Unit, no rationale given			
Bylaws Committee recommends amendment <u>not</u> be adopted as it is not economically feasible.			
2.	<p>ARTICLE V. DUES, FEES, AND FINANCES Section 1. Dues. CAP annual dues shall be:</p> <p>A. Primary Members of Units . . . \$ 20.00 B. Primary Members-at-Large . . . \$ 25.00 C. Affiliate Members \$ 20.00</p>	<p>Amend by striking <u>\$25.00</u> and inserting \$30.00 in B. after Large.</p>	<p>ARTICLE V. DUES, FEES, AND FINANCES Section 1. Dues. CAP annual dues shall be:</p> <p>A. Primary Members of Units . . . \$ 20.00 B. Primary Members-at-Large . . . \$ 30.00 C. Affiliate Members \$ 20.00</p>
Submitted by Planning Meeting.			
Rationale: An increase in MAL dues is needed to offset the rising cost of postage and printing.			
Bylaws Committee recommends adoption.			

	Bylaw currently reads--	Proposed amendment--	If adopted, will read—
3.	<p>ARTICLE V. DUES, FEES, AND FINANCES Section 5. Budget. A proposed budget shall be submitted by the Budget and Finance Committee to the Board of Directors for adoption at the Summer meeting of each year. A copy of the proposed budget shall be included in the call of that meeting.</p>	<p>Amend by striking <u>Summer</u> in the fourth line and inserting second Board of Directors.</p> <p>Editorial amendment: Strike year and insert term for clarification.</p>	<p>ARTICLE V. DUES, FEES, AND FINANCES Section 5. Budget. A proposed budget shall be submitted by the Budget and Finance Committee to the Board of Directors for adoption at the second Board of Directors meeting of each term. A copy of the proposed budget shall be included in the call of that meeting.</p>
Submitted by Planning Meeting.			
Rationale: The later date will allow officers and committee chairmen to better advise the Budget and Finance Committee of their needs based on their Plans of Work rather than on arbitrary historical data.			
Bylaws Committee recommends adoption.			
Consequential amendments —if 3. above is adopted “Summer” in the following will read “second.”			
ARTICLE IX. BOARD OF DIRECTORS			
Section 2. Duties. D. Adopt the report of the Audit Committee and adopt the budget at the Summer meeting each year;			
ARTICLE XI. COMMITTEES			
Section 2. Standing Committees			
A. The Budget and Finance Committee shall			
3. Present a proposed annual budget to the Board of Directors at the Summer meeting; and . . .			
4.	<p>ARTICLE VI. OFFICERS Section 3. Eligibility. 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 previously in a CAP elective office; the Vice President shall have served on the Board of Directors for at least one year.</p>	<p>Amend by striking sentence 2 - <u>A candidate for the office of President shall have served previously in a CAP elective office; the Vice President shall have served on the Board of Directors for at least one year.</u> and inserting 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.</p>	<p>ARTICLE VI. OFFICERS Section 3. Eligibility. 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.</p>
Submitted by Gayla Stone.			
Rationale: It is increasingly difficult to obtain willing volunteers to serve in elected positions. Many members of CAP have had experience in other organizations that quality them to serve in a top elective position without having served as an officer in CAP.			

	Bylaw currently reads--	Proposed amendment--	If adopted, will read—
Bylaws Committee recommends adoption			
5.	<p>ARTICLE VI. OFFICERS</p> <p>Section 4. Term of Office. Officers shall assume office on May 1 and shall serve for a term of one (1) year or until their successors are elected and have assumed office. Any part of a term in excess of six (6) months shall be considered a full term. No elected officer may serve in the same office for more than two consecutive terms with the exception of the secretary, treasurer, and assistant treasurer.</p>	<p>Amend by striking after terms <u>with the exception of the secretary, treasurer, and assistant treasurer.</u> and inserting a period (.)</p>	<p>ARTICLE VI. OFFICERS</p> <p>Section 4. Term of Office. Officers shall assume office on May 1 and shall serve for a term of one (1) year or until their successors are elected and have assumed office. Any part of a term in excess of six (6) months shall be considered a full term. No elected officer may serve in the same office for more than two consecutive terms.</p>
<p>Submitted by Linda Gerwatowski.</p> <p>Rationale: To place all elective offices on the same level and encourage members to learn the duties and responsibilities of all offices without challenging an incumbent.</p> <p>Proviso: If adopted, shall take effect with the 2009-2010 term.</p> <p>Bylaws Committee recommends adoption.</p>			
6.	<p>ARTICLE VI. OFFICERS</p> <p>Section 6. Duties of Officers</p> <p>B. The President shall:</p> <ol style="list-style-type: none"> 6. Be signatory on all checking and savings accounts of CAP and be authorized to sign checks for authorized expenses when necessary; 7. Approve the call of CAP meetings, with business items, for printing in <i>The Colorado Parliamentarian</i> published prior to each CAP meeting; and 8. Prepare and distribute the call of Board of Directors' meetings. 9. Appoint a Special Committee to develop, print and distribute a CAP Yearbook annually. The committee would include, but not be limited to, 	<p>Amend by adding a new</p> <p>6. Be authorized to sign contracts on behalf of CAP.</p> <p>And renumber remaining duties.</p>	<p>ARTICLE VI. OFFICERS</p> <p>Section 6. Duties of Officers</p> <p>B. The President shall:</p> <ol style="list-style-type: none"> 6. Be authorized to sign contracts on behalf of CAP. 7. Be signatory on all checking and savings accounts of CAP and be authorized to sign checks for authorized expenses when necessary; 8. Approve the call of CAP meetings, with business items, for printing in <i>The Colorado Parliamentarian</i> published prior to each CAP meeting; and 9. Prepare and distribute the call of Board of Directors' meetings. 10. Appoint a Special Committee to

	Bylaw currently reads--	Proposed amendment--	If adopted, will read—
	<p>the Treasurer, the Membership Committee Chairman and the President.</p> <p>10. Send names of newly elected officers to NAP Headquarters within (5) days after the annual meeting.</p>		<p>develop, print and distribute a CAP Yearbook annually. The committee would include, but not be limited to, the Treasurer, the Membership Committee Chairman and the President.</p> <p>11. Send names of newly elected officers to NAP Headquarters within (5) days after the annual meeting.</p>
<p>Submitted the Bylaws Committee</p> <p>Rationale: To bring bylaws into compliance with an action performed by the President for many years.</p> <p>The Bylaws Committee recommends adoption</p>			
7.	<p>ARTICLE VIII. MEETINGS</p> <p>Section 1. CAP Meetings. CAP meetings shall be held two (2) times each year; in the fall and spring.</p>	<p>Amend by striking <u>two (2) times each year, in the fall and spring</u> and inserting at least one (1) time each year</p>	<p>ARTICLE VIII. MEETINGS</p> <p>Section 1. CAP Meetings. CAP meetings shall be held at least one (1) time each year.</p>
<p>Submitted by Gayla Stone.</p> <p>Rationale: This relates to “business” meetings only. The only business requiring the action of the CAP membership is the election of officers, nominating committee, delegates in NAP convention years, and the amendment of bylaws and CAP Standing Rules. All of these items can be scheduled for the Annual meeting. By not stipulating a time of year, the board of directors can determine the best time to attract the most members.</p> <p>Bylaws committee has no recommendation.</p>			
8.	<p>ARTICLE VIII. MEETINGS</p> <p>Section 7. Quorum. The quorum for CAP meetings shall be twenty (20) members in good standing provided that at least five (5) units are represented, and at least three (3) elected CAP officers are present.</p>	<p>Amend by substituting for Section 7: Quorum. The quorum for CAP meetings shall be fifteen (15) members in good standing provided that at least four (4) units are represented, and at least three (3) elected CAP officers are present.</p>	<p>ARTICLE VIII. MEETINGS</p> <p>Section 7. Quorum. The quorum for CAP meetings shall be fifteen (15) members in good standing provided that at least four (4) units are represented, and at least three (3) elected CAP officers are present.</p>
<p>Submitted by the Bylaws Committee</p> <p>Rationale: The membership of and the number of units has declined. Therefore, a more workable quorum needs to be established.</p> <p>Bylaws committee recommends adoption.</p>			
9.	<p>ARTICLE XI. COMMITTEES</p>	<p>Amend Section 2. D. 1. by adding</p>	<p>ARTICLE XI. COMMITTEES</p>

	Bylaw currently reads--	Proposed amendment--	If adopted, will read—
	<p>Section 2. Standing Committees D. The Member Education Committee shall: 1. Plan educational programs, workshops and other educational events or promotions for the CAP membership; 2. Include as committee members: the representative from the Membership Committee appointed to focus on retention, a representative from the Public Relations and Supplies Committees; and the Chairman of the Web Site subcommittee.</p>	<p>including the Summer Institute.</p>	<p>Section 2. Standing Committees D. The Member Education Committee shall: 1. Plan educational programs, workshops and other educational events or promotions for the CAP membership including the Summer Institute; 2. Include as committee members: the representative from the Membership Committee appointed to focus on retention, a representative from the Public Relations and Supplies Committees; and the Chairman of the Web Site subcommittee</p>
<p>Submitted by the Bylaws Committee Rationale: The Member Education Committee should be responsible for implementing the Summer Institute. The Bylaws Committee recommends adoption.</p>			
10.	<p>ARTICLE XI. COMMITTEES Section 2. Standing Committees. J. The Youth Committee shall: 4. Encourage registered members of CAP to work with youth groups on a volunteer basis.</p>	<p>Amend by striking out <u>registered</u> after the word “Encourage”</p>	<p>ARTICLE XI. COMMITTEES Section 2. Standing Committees. J. The Youth Committee shall: 4. Encourage members of CAP to work with youth groups on a volunteer basis.</p>
<p>Submitted by Cathy Ables, Youth Chairman Rationale: Members who wish to work with youth should be those members who enjoy working with young people regardless of their membership status. Bylaws committee has no recommendation.</p>			
11.	<p>ARTICLE XI. COMMITTEES. Section 3. Appointed Committees A. The Audit Committee shall: 1. Audit the Treasurer’s financial records, the financial records of committees authorized to handle funds, and the inventory of the Supplies Committee as of May 15 of each year and at other times as</p>	<p>Amend by striking in its entirety: <u>Section 3. Appointed Committees</u> <u>A. The Audit Committee shall:</u> <u>1. Audit the Treasurer’s financial records, the financial records of committees authorized to handle funds, and the inventory of the Supplies Committee as of May 15 of each year and at other times as</u></p>	<p>ARTICLE XI. would end with Section 2. J.</p>

	Bylaw currently reads--	Proposed amendment--	If adopted, will read—
	<p>ordered by the Board of Directors or by the Executive Committee; and</p> <p>2. Submit a written report of each audit for consideration at the Summer meeting of the Board of Directors.</p>	<p><u>ordered by the Board of Directors or by the Executive Committee; and</u></p> <p><u>2. Submit a written report of each audit for consideration at the Summer meeting of the Board of Directors.</u></p>	

Submitted by the Bylaws Committee

Rationale: This committee appointment logically falls under the duties of president as the authorized appointing power of all special committees' Bylaws committee recommends adoption.

Proviso: This amendment will only take effect when the amendment to ARTICLE VI. To add the appointment of the Audit Committee to the President's duties is adopted and becomes effective.

12.	<p>ARTICLE VI. OFFICERS</p> <p>Section 6. Duties of Officers</p> <p>B. The President shall:</p> <p>6. Be signatory on all checking and savings accounts of CAP and be authorized to sign checks for authorized expenses when necessary;</p> <p>7. Approve the call of CAP meetings, with business items, for printing in <i>The Colorado Parliamentarian</i> published prior to each CAP meeting; and</p> <p>8. Prepare and distribute the call of Board of Directors' meetings.</p> <p>9. Appoint a Special Committee to develop, print and distribute a CAP Yearbook annually. The committee would include, but not be limited to, the Treasurer, the Membership Committee Chairman and the President.</p> <p>10. Send names of newly elected officers to NAP Headquarters within (5) days after the annual meeting.</p>	<p>Amend Section 6. by inserting a new 10 (or 11 if proposed amendment 6. is adopted) and renumbering the remaining duties.</p> <p>10. The Audit Committee shall:</p> <p>1. Audit the Treasurer's financial records, the financial records of committees authorized to handle funds, and the inventory of the Supplies Committee as of May 15 of each year and at other times as ordered by the Board of Directors or by the Executive Committee; and</p> <p>2. Submit a written report of each audit for consideration at the Summer meeting of the Board of Directors.</p>	<p>ARTICLE VI. OFFICERS</p> <p>Section 6. Duties of Officers</p> <p>B. The President shall:</p> <p>6. Be signatory on all checking and savings accounts of CAP and be authorized to sign checks for authorized expenses when necessary;</p> <p>7. Approve the call of CAP meetings, with business items, for printing in <i>The Colorado Parliamentarian</i> published prior to each CAP meeting; and</p> <p>8. Prepare and distribute the call of Board of Directors' meetings.</p> <p>9. Appoint a Special Committee to develop, print and distribute a CAP Yearbook annually. The committee would include, but not be limited to, the Treasurer, the Membership Committee Chairman and the President.</p> <p>10. The Audit Committee shall:</p> <p>1. Audit the Treasurer's financial</p>
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	Bylaw currently reads--	Proposed amendment--	If adopted, will read—
			<p>records, the financial records of committees authorized to handle funds, and the inventory of the Supplies Committee as of May 15 of each year and at other times as ordered by the Board of Directors or by the Executive Committee; and</p> <p>2. Submit a written report of each audit for consideration at the Summer meeting of the Board of Directors.</p> <p>11. Send names of newly elected officers to NAP Headquarters within (5) days after the annual meeting.</p>
Submitted by the Bylaws Committee			
Rationale: The appointment of the Audit Committee is the duty of the President.			
The Bylaws Committee recommends adoption.			
13.	<p>ARTICLE XI. COMMITTEES Section 2. Standing Committees. The standing committees of CAP shall be: Budget/Finance, Bylaws, Communications, Member Education, Membership, Planning and Development, Public Education, Public Relations, Supplies, and Youth. The members of such committees shall serve for a term corresponding to that of the officers or until their successors have been chosen. A new body of committee members shall be appointed at the beginning of each administration. All committees shall submit a Plan of Work to the Board of Directors for approval at the summer board meeting.</p>	<p>Amend by striking out <u>Communications</u> and inserting Marketing.</p>	<p>ARTICLE XI. COMMITTEES Section 2. Standing Committees. The standing committees of CAP shall be: Budget/Finance, Bylaws, Marketing, Member Education, Membership, Planning and Development, Public Education, Public Relations, Supplies, and Youth. The members of such committees shall serve for a term corresponding to that of the officers or until their successors have been chosen. A new body of committee members shall be appointed at the beginning of each administration. All committees shall submit a Plan of Work to the Board of Directors for approval at the summer board meeting.</p>
Submitted by 2006-2007 Bylaws Committee (received too late to be considered at 2007 Annual meeting.)			
Rationale: Make improving the image and public awareness of parliamentary services the primary focus of all public contact.			

	Bylaw currently reads--	Proposed amendment--	If adopted, will read—
The Bylaws Committee recommends <u>not</u> be adopted.			
14.	<p>ARTICLE XI. COMMITTEES Section 2. Standing Committees. H. The Public Relations Committee shall:</p> <ol style="list-style-type: none"> 1. Be responsible for promoting CAP activities and opportunities to maximize both member and community participation. 2. Send news items concerning CAP, units, and members to the Editor of <i>The National Parliamentarian</i>; 3. Be represented on the Member Education and Public Education Committees; 4 Increase public awareness of the role of parliamentarians and CAP. 	Amend by striking H. in its entirety.	
<p>Submitted by 2006-2007 Bylaws Committee (received too late to be considered at 2007 Annual meeting.)</p> <p>Rationale: To combine the duties under the Marketing committee to place the promotion of the image of CAP in one place.</p> <p>Bylaws Committee recommends <u>not</u> be adopted.</p> <p>Proviso: Amendment to take effect when proposed bylaw amendment #15 is adopted and takes effect.</p>			
15.	<p>ARTICLE XI. COMMITTEES Section 2. Standing Committees. C. The Communications Committee shall:</p> <ol style="list-style-type: none"> 1. Appoint a Bulletin subcommittee including an editor responsible for publishing and distributing <i>The Colorado Parliamentarian</i>. 2. Appoint a Web Site subcommittee responsible for the CAP Internet Web Site. 	<p>Amend by adding:</p> <ol style="list-style-type: none"> 3.. Be responsible for promoting CAP activities and opportunities to maximize both member and community participation. 4. Send news items concerning CAP, units, and members to the Editor of <i>The National Parliamentarian</i>; 5. Be represented on the Member Education and Public Education Committees; 6. Increase public awareness of the role of parliamentarians and CAP. 	<p>ARTICLE XI. COMMITTEES Section 2. Standing Committees. C. The Communications Committee shall:</p> <ol style="list-style-type: none"> 1. Appoint a Bulletin subcommittee including an editor responsible for publishing and distributing <i>The Colorado Parliamentarian</i>. 2. Appoint a Web Site subcommittee responsible for the CAP Internet Web Site. 3. Be responsible for promoting CAP activities and opportunities to maximize both member and community participation. 4. Send news items concerning CAP, units, and members to the Editor of <i>The National Parliamentarian</i>; 5. Be represented on the Member Education and Public Education Committees;

	Bylaw currently reads--	Proposed amendment--	If adopted, will read—
			6. Increase public awareness of the role of parliamentarians and CAP.
<p>Submitted by 2006-2007 Bylaws Committee (received too late to be considered at 2007 Annual meeting.) Rationale: To combine the duties under the Marketing committee to place the promotion of the image of CAP in one place. Bylaws Committee recommends <u>not</u> be adopted.</p>			
16.	ARTICLE XIV. AMENDMENT Section 1. Amendment. These bylaws may be amended B. At any CAP meeting by a two-thirds (2/3) vote, provided the amendment has been approved by a two-thirds (2/3) vote of the Board of Directors, submitted to the bylaws committee, and included in the call.	Amend by striking B. in its entirety.	
<p>Submitted by the Bylaws Committee Rationale: To simplify the bylaw amendment process. The Bylaws Committee recommends adoption.</p>			

PROPOSED CAP STANDING RULE AMENDMENTS

	Standing Rule Currently reads	Proposed Amendment	If adopted, will read
1.	<p>4. Transfer of Files. Each officer and committee chairman shall deliver all official material to his successor not later than June 1. This includes the current annual report, the yearbook, the Manual of Procedures, and all official material given to the officer or chairman in his official capacity. The items belong to the office and not to the individual.</p>	<p>Amend by striking out <u>June 1</u> and inserting May 1.</p>	<p>4. Transfer of Files. Each officer and committee chairman shall deliver all official material to his successor not later than May 1. This includes the current annual report, the yearbook, the Manual of Procedures, and all official material given to the officer or chairman in his official capacity. The items belong to the office and not to the individual.</p>
<p>Rationale: To allow the new term officers and committee chairmen a head start on fulfilling their duties. Bylaws committee does <u>not</u> recommend adoption as committee chairmen may not be approved by May 1.</p>			
2..	<p>6. Supplies b. The Supplies Committee is authorized an operating balance of \$1200.00 consisting of cash and supplies at CAP cost.</p>	<p>Amend by striking <u>\$1200.00</u> and inserting \$1500.00.</p>	<p>6. Supplies b. The Supplies Committee is authorized an operating balance of \$1500.00 consisting of cash and supplies at CAP cost.</p>
<p>Referred by December 1 BOD meeting Rationale: \$1500.00 is more in line with today's costs. The Bylaws Committee has no recommendation.</p>			
3.	<p>8. The Colorado Parliamentarian c. <i>The Colorado Parliamentarian</i> shall be sent by U.S. Mail or electronic means at the option of the CAP member or provisional member of a unit.</p>	<p>Amend by adding and by electronic means to NAP elected officers, NAP Headquarters, NAP District Seven Director, and District Seven Presidents.</p>	<p>8. The Colorado Parliamentarian c. <i>The Colorado Parliamentarian</i> shall be sent by U.S. Mail or electronic means at the option of the CAP member or provisional member of a unit and by electronic means to NAP elected officers, NAP Headquarters, NAP District Seven Director, and District Seven Presidents.</p>
<p>Submitted by the Bylaws Committee Rationale: This instruction was included in the CAP BOD Standing Rules and properly should be in the CAP Standing rules. An amendment to the CAP Board of Directors Standing rules to remove this instruction was adopted at the March 6 BOD meeting. The Bylaws Committee recommends adoption.</p>			

	Standing Rule Currently reads	Proposed Amendment	If adopted, will read
4.	<p>12. Signature Cards.</p> <p>b. Supplies Committee account. The Chairman of the Supplies Committee shall: obtain, prior to the annual meeting, a signature card for the bank account of the Supplies Committee; obtain the signatures of the appropriate newly elected officers; and file the completed signature card with the appropriate financial institution following the adoption of the report of the Audit Committee.</p>	<p>Amend by striking out: <u>and file the completed signature card with the appropriate financial institution following the adoption of the report of the Audit Committee.</u> and insert and forward the signature care to the newly appointed Supplies Chairman for signature. The new Supplies Chairman shall file the completed signature card with the appropriate financial institution.</p>	<p>12. Signature Cards.</p> <p>b. Supplies Committee account. The Chairman of the Supplies Committee shall: obtain, prior to the annual meeting, a signature card for the bank account of the Supplies Committee; obtain the signatures of the appropriate newly elected officers; and forward the signature care to the newly appointed Supplies Chairman for signature. The new Supplies Chairman shall file the completed signature card with the appropriate financial institution</p>
<p>Submitted by the Bylaws Committee.</p> <p>Rationale: The new Supplies Chairman is not approved until after the annual meeting therefore the new Supplies Chairman should be responsible for adding his/her name to the signature card and forwarding it to the appropriate financial institution.</p> <p>The Bylaws Committee recommends adoption.</p>			
5.	<p>Proposed new Standing Rule #26</p> <p>For CAP purposes the definition of the following seasons shall be:</p> <p>Summer – June, July, August</p> <p>Fall – September, October, November</p> <p>Winter – December, January, February</p> <p>Spring – March, April, May</p>	<p>26. For CAP purposes the definition of the following seasons shall be:</p> <p>Summer – June, July, August</p> <p>Fall – September, October, November</p> <p>Winter – December, January, February</p> <p>Spring – March, April, May</p>	
<p>Submitted by the Bylaws Committee.</p> <p>Rationale: The months named for each seem to be what most people consider the months of that particular season. A meeting prior to the 21st day of the first month of each season would be possible.</p> <p>The Bylaws Committee recommends adoption.</p>			
6.	<p>Proposed new Standing Rule #27</p> <p>The Annual Financial Statement will be published in the issue of the <i>Colorado Parliamentarian</i> following the audit and will include the beginning balance, income, expenses and ending balance in the Checking, Savings, Life Membership, Endowment Fund, Scholarship funds, other investment or restricted funds accounts and include a report of the budget and total expenditures of each line item.</p>	<p>27. The Annual Financial Statement will be published in the issue of the <i>Colorado Parliamentarian</i> following the audit and will include the beginning balance, income, expenses and ending balance in the Checking, Savings, Life Membership, Endowment Fund, Scholarship funds, other investment or restricted funds accounts and include a report of the budget and total expenditures of each line item.</p>	
<p>Submitted by Gayla Stone</p> <p>Rationale: Nonprofits have a responsibility to report the financial health of the organization to the members. With increased attention paid to nonprofits by the IRS and other government entities it is prudent to put in place practices that demonstrate accountability to the members.</p> <p>The Bylaws Committee has no recommendation.</p>			