

COLORADO ASSOCIATION OF PARLIAMENTARIANS
A Division of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS® (NAP)

MANUAL OF PROCEDURES
PROPOSED REVISION, June 30, 2017
Amended 6/29/18

GENERAL INFORMATION

SCOPE

The Colorado Association of Parliamentarians (CAP) is a non-profit, educational organization composed of parliamentarians and students interested in and trained in parliamentary procedure. CAP is a division of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS® (NAP), the largest organization for training parliamentarians in the United States.

ORIGIN

CAP was organized in Denver in 1939 and chartered in 1959. Founders foresaw the need for proficiency in parliamentary procedure as a motivating force in business, government, organizations, and community services.

PURPOSE

The primary purpose of CAP is to promote closer cooperation among parliamentarians in Colorado and to further the growing interest in parliamentary procedure.

MEMBERSHIP

CAP welcomes all interested persons. Membership is individual, based on knowledge of the fundamental principles of parliamentary law.

To become a member, a person must successfully complete the membership exam on the basic principles and procedures of the current edition of *Robert's Rules of Order, Newly Revised* **IN BRIEF**.

To become a registered parliamentarian, a member must pass the registered exam. To become a professional registered parliamentarian, a registered parliamentarian must meet the requirements of NAP.

DUES

Each member pays dues to NAP, CAP, and to the Colorado Unit to which he/she is a primary member or as a Member-At-Large (MAL).

STRUCTURE

Local units are composed of members, provisional members, registered, and professional registered members. The units generally meet monthly to study parliamentary procedure with a high level of individual participation. Members learn by doing and progress at their own rate.. In addition, members meet once a year for an annual membership meeting and a two-day educational seminar during the summer months for in-depth study of one subject.

PUBLICATIONS

The *National Parliamentarian* is published quarterly and mailed or e-mailed to all members. A hard copy of the biannual NAP Membership Manual which includes the NAP directory, articles of incorporation, bylaws and rules of ethics is for sale to each member or may be downloaded from the online store at no cost. The CAP directory, bylaws and manual of procedure are available on the website. www.coloradoparliamentarians.org.

SERVICES

Professional registered parliamentarians, registered parliamentarians, and members serve organizations with a wide variety of parliamentary law services, such as teaching individuals and groups, speaking on parliamentary law, assisting with bylaws, organizing meetings and seminars, serving as a parliamentarian, presiding at meetings, and offering parliamentary advice to presiding officers, governing boards, and committees.

FURTHER INFORMATION

National Association of Parliamentarians 213

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Independence, MO 64050-3850

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hq@nap2.org

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Colorado Association of Parliamentarians www.coloradoparliamentarians.org

Add to all officers' information:

1. Submit a CAP expense voucher to the treasurer as soon as possible following expenditures. Keep a running total of all expenses for the budget committee's information, whether or not reimbursement is sought.

CAP EIN is 23-7055012 CAP sales tax exemption is 98-04808, for use when buying materials and supplies for CAP use.

Each unit has its own EIN and CAP's name for EIN purposes is "National Association of Parliamentarians d/b/a Colorado Association of Parliamentarians." The IRS lists the current Treasurer's name and address in their records. Each time a new Treasurer is elected, the IRS must be notified of the changes. Contact NAP, if needed.

DUTIES AND JOB DESCRIPTIONS

The term governing documents refers to the CAP bylaws, and adopted special and standing rules of order, and the manual of procedures (MoP).

TAX EXEMPT INFORMATION

NAP's fiscal year of 1 December through 30 November shall be adopted for filing yearly tax forms. Use NAP tax identification number 48-6107866.

Renew Colorado Incorporation annually

EXECUTIVE BOARD

Job description

1. Review general information in this manual, as well as the specific duties in the governing documents.
2. Attend all executive board meetings.
3. Represent CAP in a professional manner at all times.
4. Review officers' section in RONR.
5. Upon the death of a CAP member, the board may elect to make an appropriate contribution in memory of the deceased member.
6. Board members must arrange to have access to governing documents in the Members section of the CAP website, coloradoparlamentarians.org.
7. All inquiries received by members related to membership or CAP must be forwarded to the president.

Standing Rules: Reservation Refunds. No refunds will be made after the reservation deadline except as authorized by the executive board after receiving a written request for the refund from the member.

PRESIDENT

Work of the president includes but is not limited to the following items in addition to those stated in the governing documents.

Job description

1. Set the calendar for the term
2. Prior to preparing the Call of executive board meetings, e-mail all board members for any action items that will be presented at the meeting. Include these in the Call.
3. Prepare Call and agenda for the CAP annual meeting and send to the communications chairman.
4. Prepare packets of annual reports for the members attending the meeting.

5. Forward the list of new members to the treasurer and communication chairman after receiving list from NAP.
6. Forward the list of delinquent members to the treasurer and communication chairman after receipt of list from NAP in February.
7. Forward the list of forfeited members to the treasurer and communication chairman after receipt of list from NAP in March.
8. Forward a copy of NAP correspondence to the appropriate officers and chairs following receipt from NAP.
9. Attend meetings of each unit at least once a year if possible.
10. Support all events implemented by committees. Distribute brochures and personal letters of invitation to prospective members.
11. The president shall send a letter of congratulations and welcome to each new member.
12. The president will acknowledge all new RP[®] and PRP[®] members.

VICE- PRESIDENT/EDUCATION CHAIRMAN

Job description

1. Preside in the absence of the president.
2. Assist the president as requested.
3. Chair the education committee.
4. Provide educational program for the annual meeting.
5. Organize Summer Institute and all workshops.

EDUCATION COMMITTEE

Job description

1. Submit budget request to the treasurer by the deadline and include a separate budget for the Summer Institute.
 - a. Income: (# of attendees x \$ fee – base on amount needed to make event self- sustaining.
 - b. Expenses: Speaker honoraria (\$1,000), hotel (2-3 nights), air fare, ground transportation, per diem or actual expenses based on receipts, facility rental, hand-outs, refreshments, brochures, other publicity, etc.
2. Appoint committee members by 1 June. Forward names to the president and yearbook committee chair. Members should include a representative from the membership, supplies, and marketing and communication committees
3. Hold a planning meeting before the first board meeting of the new term to:
 - a. Develop a plan of work which includes;
 - i. Programs for CAP annual meeting (speakers and topics);
 - ii. Public Workshop (possible speakers, topics, dates, location, registration fee and deadline, flyer, marketing methods, etc.); and
 - iii. Customized workshop requests (presenters, fees, etc.)
 - b. Set future committee meeting dates and times.
4. Distribute flyers or brochures and CAP meeting programs. Post this information on the website.

5. Forward workshop requests to the president. Customize presentations to meet the needs of the client.

SUMMER INSTITUTE PROCEDURE

The following is a recommended timeline for planning the Summer Institute.

1. During the term of the Summer Institute
 - a. August
 - i. Work with president to set tentative date for following year's Institute. ii. Submit a budget to the treasurer.
 - iii. Determine topic, location, potential speakers, amount of honoraria and other covered expenses, registration fee and deadline, etc. Include estimated budget based on previous institutes. Submit plan of work to the executive board meeting for approval.
 - b. October
Divide responsibilities among education committee members:
 - i. Letters to potential speakers; ii. Location and rental fee;
 - iii. Lodging, transportation to and from airport;
 - iv. Refreshments, meals;
 - v. Publicity – brochure & flyers;
 - vi. Registration; and
 - vii. Attendee folders
 - c. January
 - i. Finalize speaker selection & topic
 - ii. Obtain speaker bio for brochure
 - iii. Make hotel reservation
 - iv. Confirm location reservation
 - v. Draft brochure
 - vi. Post info on website
 - d. March
 - i. Submit finalized budget by the budget and finance committee deadline. ii. Finalize brochure
 - iii. E-mail brochure or flyer to all unit presidents for distribution to their members.
 - iv. E-mail brochure to NAP Headquarters and to district directors, of adjoining states, and ask them to distribute to their members.
2. During the term of the Summer Institute
 - a. May
 - i. Confirm hotel reservation
 - ii. Obtain speaker's flight information; confirm transportation to and from airport.
 - iii. E-mail brochures to all CAP members. Obtain NAP, CAP & Customized Workshop brochures for folders
 - b. June
 - i. Check with all committee members about their respective responsibilities
 - ii. Prepare folders, which will include

1. Agenda
 2. Speaker contact information
 3. Unit list with presidents' names, CAP fact sheet
 4. CAP brochure
 5. NAP brochure
 6. Customize Workshop brochures
 7. Speaker's hand-outs
 8. Evaluation form
 9. Plain lined paper for notes iii. Make copies of speaker's hand-outs for folders
 - iv. Develop an evaluation form
 - v. Print certificates
 - vi. Procure refreshments and supplies, to include:
 1. Napkins, hot and cold beverage cups, paper plates, spoons
 2. Ice, Hot and cold water, Coffee and tea bags
 3. Creamer, sugar, sweeteners, honey
 4. Various soft drinks, iced tea
 5. Break treats--cookies, granola bars, candy, fruits, etc.
 6. Cleaning supplies
3. After Institute
- a. Submit expense vouchers and receipts to treasurer
 - b. Send thank you notes to speaker, others involved

SECRETARY

Job description

1. Maintain an on-going log of the year's adopted motions to be used for the board annual report and use by the bylaws committee to update the governing documents.
2. Inform the president as soon as possible of any correspondence received and maintain a file of all correspondence for an appropriate length of time.
3. Collect and file for the use of the president copies of all reports and meeting packets used at board or annual meetings.
4. The minutes should be "subject indexed" on the margin of the page and pages numbered. The draft should show the version number, draft, meeting date, and secretary's initials.
5. Have on hand at each meeting materials needed for balloting.
6. Maintain a secure file system of minutes; follow current updated document retention schedule for all other records.
7. At the end of the term, transfer all materials except minutes to a folder marked to be discarded in 3 years.

MINUTES APPROVAL COMMITTEE AND STANDING RULES

1. Secretary's Responsibilities
 - a. E-mail a draft copy of the minutes to each member of the minutes approval committee and the president within ten days after the meeting;
 - b. After receiving the corrections and completing the official minutes, E-mail copies of the approved minutes to the members of the executive board within 28 days of the meeting.

- c. Bind the minutes in chronological order at the end of the term. Bind the board minutes separately from membership meeting minutes. The approval /correctional sheets will be on file for the term of the secretary and then discarded.
 - d. Permanently preserve the volumes of minutes.
2. Members Responsibilities:
- a. Each committee member shall correct and return the draft copy of the minutes to secretary within ten days;
 - b. Read and compare the draft copy with notes taken during the meeting. The secretary must receive corrections by the stated deadline;
 - c. A lack of response by the secretary will be reconsidered as approval. Understand that in the case of conflicting views on corrections, the majority prevails;
 - d. In cases where only one member submits a correction, the secretary will make the final decision;
 - e. Any member of the committee has the right to offer corrections to the minutes at future meetings, and should be prepared to do so it in disagreement with the final form of the minutes.

The executive board meeting was held at the Miller Library in Castle Rock, CO. President Mary Bahde called meeting to order at 1:00 p.m. The secretary was present.	Call to Order
<p>The minutes should be “subject indexed” on the margin of the page and numbered. The draft showing the version number, draft, meeting date, and secretary’s initials.</p> <p>CAP Executive Board Meeting 10/8/16 Draft Minutes J.G. Page 1 of 3</p>	

TREASURER

Job description

1. Include in the financial report:
 - a. Beginning balance;
 - b. Receipts;
 - c. Disbursements; and
 - d. Ending balance, including “as of” date
2. Reconcile bank statements each month.
3. Authenticate all bills against the budget.
4. Maintain a cash journal on ledger sheets, or an account book, or an electronic spreadsheet.
5. File any necessary tax forms.
6. Maintain a database of all financial records and reports with a backup data record.
7. Check with the Registered Agent (if the Registered agent is not the Treasurer) to ensure the CAP renewal of corporate fee has been paid annually. Electronic filing is mandatory.
8. Prior to handing over office:
 - a. Verify that all dues have been collected;
 - b. Balance the books preparatory to review/audit;
 - c. Prepare a financial report covering your term in office;
 - d. After review/audit, take signature cards to the bank, so the new treasurer may write checks and withdraw funds without delay;

- e. Deliver completed files and records promptly to the newly elected treasurer after the review/audit has been completed.
- 9. The treasurer serves as the chairman of the budget committee when one is appointed.
- 10. Submit all proposals for expenditures in excess of one hundred dollars (\$100.00) not included in the budget shall be submitted to the Executive Board for approval of payment.
- 11. For the installing officer CAP shall pay meal costs and waive any registration fee. A sum not to exceed twenty-five dollars shall be allowed for installation expenses.
- 12. The treasurer shall order a state president's pin. No other gift shall be presented.
- 13. New signature cards shall be available at the CAP annual meeting.
For CAP checking and savings account. The treasurer shall: obtain, prior to the annual meeting, a signature card for each of the CAP checking and saving accounts; obtain the appropriate signatures from the newly elected officers; and file the completed signature cards with the appropriate financial institutions following the audit by the audit committee.

Standing Rules

Reimbursement for Budgeted Expenses: In order to receive reimbursement for money spent in commission of officers' duties or committee activities, the officer or chairman must submit the bill before the end of the fiscal year. (August 1 1 through July 31)

Related Committees: Audit and Budget Committees

The audit committee or an auditor is a special committee appointed by the president to formally check the financial accounts and records of the treasurer, and reports the findings to the executive board.

The budget committee is a special committee appointed by the president with the elected treasurer serving as chairman. The budget for the incoming term is approved by the membership at the annual meeting of CAP.

AUDIT

Job description

1. The treasurer must have the financial records ready for audit by August 10 of each year. These records are of the financial activity for the budget year of August 1 through July 31.
2. Arrange time for committee to meet with the treasurer to receive the financial books for review/audit prior to the incoming treasurer receiving books.
3. Conduct a financial review according to generally accepted audit procedure.
4. The report of the review/audit must be approved by the executive board before the incoming treasurer receives the financial records and books.

BUDGET

Job description

1. Sixty days prior to the annual meeting contact all current officers and committee chairmen for their input on funds needed.
2. Distribute budget request form to necessary members.
3. Consider requested amount when developing budget.
4. Review budget at mid-term and recommend needed amendments to the executive board.

5. Have a copy of the adopted budget posted in the Member section of the website.
6. Present proposed budget at the last executive board meeting of the term.

PARLIAMENTARIAN

Job description

1. Attend executive board, special, and annual CAP meetings.
2. Be available for presidential consultation before and during meetings.
3. Review CAP governing documents and make recommendations for amendments to the bylaws committee.
4. Serve as a chairman of the bylaws committee, as well as advisor to any CAP member, when requested.

The parliamentarian will serve as chairman of the bylaws committee.

BYLAWS COMMITTEE

Job description

1. Out-going committee prepare current copies of the governing documents for inclusion on the website and submit to the communication chairman by the date requested.
2. Incoming committee
 - a. Appoint committee members by August 1. Send list to president.
 - b. Work with the communication chairman to ensure all committee members and the board members have access to the governing documents folder. Ensure all committee members are familiar with working with documents stored in the online document storage program.
 - c. Review proposed governing document amendments and make recommendations.
 - d. Send proposed bylaw amendments to the president for inclusion with the call of the annual meeting. Present proposed bylaw and Standing Rules of Order amendments at the annual meeting. Work with the secretary to ensure the committee has the proper wording for all amendments prior to updating the online governing documents.
 - e. Review and update the MoP as needed and at least every three years. Ask officers and committee chairmen to review their duties and job descriptions and submit them to the committee in time to make necessary edits.

COMMUNICATION COMMITTEE

Job Description

1. Reconcile current membership list with the treasurer's records.
2. Furnish webmaster with updates of events and membership directory changes.
3. Establish with the aid of the webmaster a schedule and procedure for updating the website.
4. Monitor the website weekly to verify updates and changes.
5. Work with the executive board on content and uses for Facebook page.
6. Work with education chairman and unit presidents on social media publicity for CAP and Unit events.

7. Appoint needed committee members with approval of the executive board.
8. Establish policy on duties of webmaster and content of website with assistance and approval of the executive board.

NOMINATING COMMITTEE

The nominating committee is elected by plurality vote at the annual meeting. The committee elects its own chairman and the chairman serves on the executive board.

Job description

1. Elect chairman at annual meeting and report name to president before adjournment.
2. Hold a committee meeting by September 1 to:
 - a. Discuss possible candidates;
 - b. Set a deadline for nominees to return qualification for office forms; and
 - c. Set date for next committee meeting to select nominees.
3. Immediately upon election to the committee, begin to assess potential candidates.
4. Submit an article for the website encouraging members to consider running for an office.
5. Send an e-mail in November to all eligible CAP members urging them to consider running for office. Attach a copy of the qualifications for office form.
6. Hold a committee meeting prior to the deadline for the Call to the annual meeting to determine nominees.
7. Submit a report to the board and to the communications chairman prior to the deadline for the brochure to the annual meeting.
8. Review nominating committee procedure.