



NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

Effective Meetings Through Parliamentary Procedure

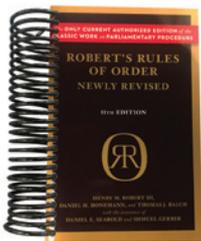
FALL 2019



Parliamentary Resources at Your Fingertips

Check us out today at
www.parliamentarians.org

Robert's Rules of Order Newly Revised (11th Edition)



1050 Robert's Rules of Order Newly Revised (11th Edition) – Spiral-bound NAP Exclusive

Authors: Henry M. Robert III, PRP, Daniel H. Honemann, and Thomas J. Balch, PRP, with the assistance of Daniel E. Seabold, PRP and Shmuel Gerber, PRP

Member Price: \$22 • Non-Member Price: \$25

Robert's Rules of Order Newly Revised (11th Edition) (RONR) is the most comprehensive and recognized authority on parliamentary procedure and provides essential information to ensure that meetings are fair and efficient. RONR provides operational guidelines for members, officers, boards, and committees, while providing answers for most parliamentary questions and examples of terminology.

The 11th edition of RONR supports modern technology while retaining the fundamental principles of parliamentary procedure—rules based on the rights of the majority, of the minority, of individual members, of absentees, and of all of these together.

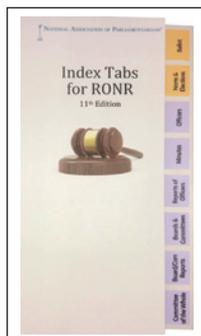
Other Available Formats

1000 RONR Paperback

Member Price: \$18 • Non-Member Price: \$18

1100 RONR Hardbound

Member Price: \$35 • Non-Member Price: \$35

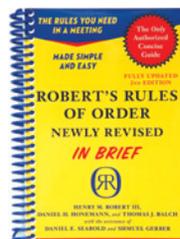


1170 Colored Index Tabs for Robert's Rules of Order Newly Revised

Member Price: \$15 • Non-Member Price: \$18

These color-coded tabs are an excellent addition to the 11th edition of *Robert's Rules of Order Newly Revised* (RONR) and aid readers with quickly finding specific topics and categories. The tabs are divided into the following categories:

- Parliamentary information
- Subsidiary motions
- Privileged motions
- Incidental motions
- Motions that bring a question again before the assembly
- Nominations, voting, bylaws, and conventions
- Officer, minutes, reports, and committees



1210 Robert's Rules of Order Newly Revised In Brief (2nd Edition) – Spiral-bound NAP Exclusive

Authors: Henry M. Robert III, PRP, Daniel H. Honemann, and Thomas J. Balch, PRP, with the assistance of Daniel E. Seabold, PRP and Shmuel Gerber, PRP

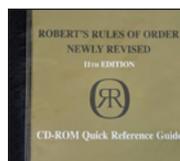
Member Price: \$7.95 • Non-Member Price: \$9.95

Robert's Rules of Order Newly Revised In Brief (RONR In Brief) offers an abbreviated, easy to understand version of *Robert's Rules of Order Newly Revised* (RONR). *RONR In Brief* reviews basic parliamentary procedure and is helpful as a quick reference. It includes sample dialogues of frequently used motions and tips for keeping meetings on schedule.

Other Available Format

1200 In Brief Paperback

Member Price: \$6.50 • Non-Member Price: \$7

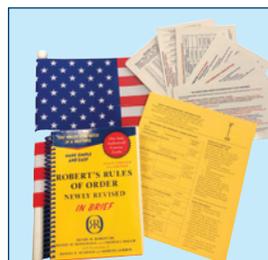


1250 Robert's Rules of Order Newly Revised – CD ROM

Authors: Henry M. Robert III, PRP, Daniel H. Honemann, and Thomas J. Balch, PRP, with the assistance of Daniel E. Seabold, PRP and Shmuel Gerber, PRP

Member Price: \$65 • Non-Member Price: \$70

This valuable, searchable, electronic version of *Robert's Rules of Order Newly Revised* (11th Edition) (RONR) in CD format makes finding topics a breeze. This CD is compatible with Microsoft Windows 8, Windows 10, and previous versions (Mac users will need to use a Windows emulator). This is a must for those who want to find things quickly in RONR!

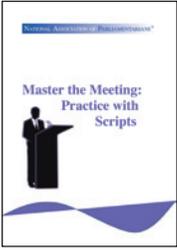


2014 Parliamentary Starter Package

Member Price: \$26
Non-Member Price: \$32

The Parliamentary Starter Package provides the basics everyone should have on hand whether they are new to parliamentary procedure or an experienced professional. Give it to your clients' new officers along with the Focus on Leadership Series. The package consists of *RONR In Brief* (paperback) the Basic Information Leaflet, a set of six plastic cards, and a retractable flag.

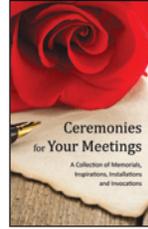
Meeting Resources



4050 Master the Meeting: Practice with Scripts

Member Price: \$30 • Non-Member Price: \$40

Master the Meeting: Practice with Scripts provides practice scripts on basic and complex motions. Included exercises in the book will help you practice and work through examples. This book is an excellent resource for presiding officers, active members, and professionals.



4350 Ceremonies for Your Meeting

Member Price: \$20 • Non-Member Price: \$25

This book makes finding the right words for important ceremonial moments during organization events easier. It is full of inspirations, invocations, memorials, and installations that you can use for a number of occasions. The thoughts and ideas range from serious and sacred to the lighter side with a touch of humor.



These role-based books put everything you need at your fingertips – even during a meeting. They include rules for *Robert's Rules of Order Newly Revised* (RONR) and the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* (AIPSC).

7150 A Great Meeting Needs A Great Chair

Author: Colette Collier Trohan, PRP

Member Price: \$39 • Non-Member Price: \$39

A Great Meeting Needs a Great Chair is the perfect read for anyone who wants to learn how to chair a meeting. The basics every chair needs are arranged in an easy-tabbed format for quick reference during meetings. Covered topics include agendas, handling reports, handling motions, and voting.

7200 A Great Meeting Needs Great Members

Author: Colette Collier Trohan, PRP

Member Price: \$39 • Non-Member Price: \$39

A Great Meeting Needs Great Members is for anyone who has ever walked into a meeting feeling like they needed an angel on their shoulder to level the playing field. This covers the basic information every member needs including rights, debate strategies, elections, and information about making motions.

7250 A Great Meeting Needs A Great Secretary

Author: Colette Collier Trohan, PRP

Member Price: \$39 • Non-Member Price: \$39

A Great Meeting Needs a Great Secretary is dedicated to everyone who has ever tried to keep up with the rapid-fire actions of a busy meeting while making sure nothing gets lost, ignored, folded, spindled, or mutilated. Tabbed sections include information on agendas, recording votes, minutes, and the record cycle. A template section includes document footers, action lists and executive summaries, resolutions, bylaws amendment templates, seven styles of agendas, four types of minutes, and suggested special rules.

7300 A Great Meeting Needs A Great Treasurer

Author: Colette Collier Trohan, PRP

Member Price: \$39 • Non-Member Price: \$39

A Great Meeting Needs a Great Treasurer is for all the treasurers who work hard to keep their associations and clubs' finances in perfect balance. Tabbed sections include information on financial reports, budgets, and audits. A forms and templates section includes sample invoices, receipts, reimbursement form, balance sheet, and more.

5150 Motion Forms – Four Part (Package of 50)

Member Price: \$20 • Non-Member Price: \$25

If you've ever heard—or spoken—the phrase “please put your motion in writing,” this motion form is for you! This motion form provides ample space and includes room for financial impact, disposition, and other essential information. The four-part form includes copies for the secretary, presiding officer, parliamentarian, and the maker.

5300 Gavel & Sounding Block

Member Price: \$55 • Non-Member Price: \$60

A gavel is an essential tool for any presiding officer or any well-prepared parliamentarian. This wooden gavel includes a gold band suitable for engraving. It is accompanied by a sounding block so you can avoid scuffs on your desk or lectern when opening, closing, or calling your meeting to order.



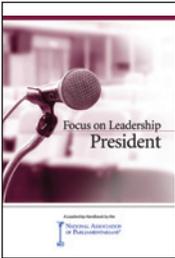
5200 Gavel only

Member Price: \$30 • Non-Member Price: \$35

5250 Sounding Block only

Member Price: \$25 • Non-Member Price: \$30

Focus on Leadership

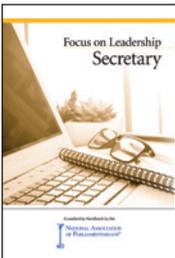


2010 Focus on Leadership – President

Member Price: \$6 • Non-Member Price: \$7.50

As the chosen leader of your organization, you should have a working knowledge of parliamentary procedure. This booklet will help you understand your role, how to work with officers and committees, and how to plan and

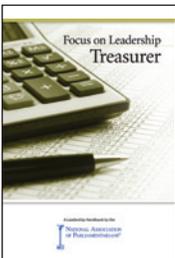
run meetings. This quick reference is a must for the current or next president for your organization.



2020 Focus on Leadership – Secretary

Member Price: \$6 • Non-Member Price: \$7.50

The secretary is the organization's right hand and is responsible for keeping authentic records of the business meetings. This booklet contains easy-to-read information with practical advice and tips on writing minutes.

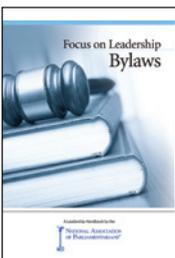


2030 Focus on Leadership – Treasurer

Member Price: \$6 • Non-Member Price: \$7.50

The treasurer is responsible for the financial well-being of the organization and this handy booklet contains helpful advice for dealing with those duties. You'll learn how to prepare a treasurer's regular report, an annual financial

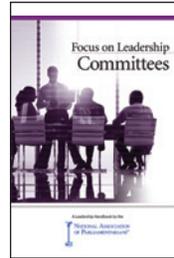
report, and a yearly budget. It also shows how to write a comparative statement (of budget vs. actual) and explains auditing practices.



2040 Focus on Leadership – Bylaws

Member Price: \$6 • Non-Member Price: \$7.50

It is vital for an organization to have responsive and responsible rules that serve and govern the organization well. This booklet will help get you started on the path of writing or revising bylaws specific to your organization. It features what to include in your bylaws and a sample bylaw template to use.



2000 Focus on Leadership – Committees

Member Price: \$6 • Non-Member Price: \$7.50

Committees are most efficient when they know how to conduct their business. This booklet explains different types of committees, how to create a committee, choosing members and a chair and their duties, and how to conduct

committee business. A detailed explanation of how to write and handle committee reports is also provided.

Additional leadership focused booklets are available through the online store as downloadable products, including:

- You the Historian
- You the Member
- You the Parliamentarian
- You the Timekeeper
- Effective Communication
- Meeting Management
- Nominations and Elections
- Conventions
- You the Delegate
- You the Board of Directors
- Parliamentary Terminology
- Program Planning
- Protocol
- Public Relations
- Teaching Techniques
- Voting
- Workshops

Member Price: \$2 • Non-Member Price: \$4

3007 I've Been Elected – Now What?

Member Price: \$25 • Non-Member Price: \$25

Officer training designed to strengthen the confidence of current officers and encourage members to accept officer positions in their organizations.

3008 A President's Guide

Member Price: \$25 • Non-Member Price: \$25

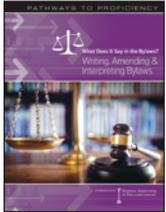
A tool to help new presidents get organized. This manual is designed to give presiding officers knowledge and self-confidence when conducting meetings in an efficient and orderly fashion.

Pathways to Proficiency Series

2350 **Presidentially Speaking**

Member Price: \$25 • Non-Member Price: \$30

Whether you are a beginning presiding officer or have more experience, this publication will help you know what to say and when to say it. It discusses how to state the motion, handle debate, put the question, and announce the result of the vote. The scripted motions are arranged alphabetically for easy reference and handy notations describe the basic characteristics of each motion.



2400 **What Does It Say in the Bylaws? Writing, Amending & Interpreting Bylaws**

Member Price: \$25 • Non-Member Price: \$30

An organization's bylaws provide purpose, structure, and fundamental rules. *What Does It Say in the Bylaws? Writing, Amending & Interpreting Bylaws*

is a comprehensive guide to writing, amending, and interpreting bylaws, and includes scripts for the presiding officer. Included exercises allow you to test your knowledge—from bylaw basics to advanced interpretation.



2450 **What to Say When: Script Writing Made Easy**

Member Price: \$25 • Non-Member Price: \$30

Meeting scripts give the presiding officer confidence and helps keep meetings on track. *What to Say When: Script Writing Made Easy* is intended as a guide for the preparation of scripts

for various types of meetings such as regular meetings, annual meetings, conventions, mass meetings for a single purpose, and mass meetings for the formation of a permanent society.



2500 **In My Opinion: How to Write a Parliamentary Opinion**

Member Price: \$15 • Non-Member Price: \$15

Writing an opinion is a challenging task for most parliamentarians. *In My Opinion: How to Write a Parliamentary Opinion* is the definitive guide to writing formal professional parliamentary opinions.

It presents steps for analyzing a question, the role of logic, the presentation of an opinion, and the business aspects of providing opinions to clients. The book is full of examples and has practice exercises for the reader to explore.

2510 **A Guide to Voting**

Member Price: \$10 • Non-Member Price: \$10

Take an in-depth look at voting, voting methods, and the application of voting rules included in *Robert's Rules of Order Newly Revised*. Learn about the various benefits and potential pitfalls of various voting methods, understand how to take each type of vote, prepare a tellers' report for ballot votes, and more. Then test your knowledge using the included exercises and answers.



2540 **What Was Done at the Meeting? Documenting the Meeting in Minutes**

Member Price: \$15 • Non-Member Price: \$15

What Was Done at the Meeting? Documenting the Meeting in Minutes assists the recording officer in the preparation of minutes for various types of meetings. In addition to providing instructions and checklists for the secretary to follow before, during, and after the meeting, the guide provides examples of how to record motions, votes, and other meeting activities.

Parliamentary References – Plastic Cards

3020 **Minutes Concisely Stated**

Member Price: \$3 • Non-Member Price: \$4

This card is a quick reference describing the important elements of meeting minutes. It includes tips about what to include in your minutes.

3050 **Procedure for Handling a Main Motion**

Member Price: \$3 • Non-Member Price: \$4

This is a great quick reference for anyone who handles motions. It describes the basic steps in handling a motion—from a member obtaining the floor through the announcement of the result of the vote—including correct phrasing.

3100 **The Chair's Guide – Order of Business**

Member Price: \$3 • Non-Member Price: \$4

This card lists the standard order of business for a meeting. It's useful for preparing an agenda or presiding over a meeting and includes standard, correct phrasing for each item of business.

3150 **Vote Calculator – Majority/Two Thirds**

Member Price: \$3 • Non-Member Price: \$4

Need to quickly determine whether 38 votes out of 56 constitutes two thirds? (It does.) This card will help you do just that—quickly. It contains a chart listing the number of votes required for a majority vote for a two-third vote with up to 100 voters.

3200 **Thirteen Ranking Motions**

Member Price: \$3 • Non-Member Price: \$4

This handy card provides a chart summarizing the order of precedence of the 13 ranking motions, and their basic characteristics. The reverse side displays the basic characteristics of the most common incidental and "bring-back" motions. This card is also available in Spanish (item number 3300).

3250 **Rules Governing Organizations**

Member Price: \$3 • Non-Member Price: \$4

This briefly summarizes types of rules governing an organization and how they supersede each other. It also provides a quick reference chart displaying the vote required to adopt, amend, or suspend different types of rules.

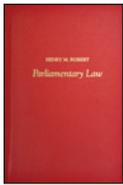
3010 **Bundle of Six Cards (Not Including 13 Ranking Motions in Spanish)**

Member Price: \$17
Non-Member Price: \$20

Purchase a set of all six cards and save.



Parliamentary Reference Materials



1400 Parliamentary Law

Author: Henry M. Robert

Member Price: \$50 • Non-Member Price: \$65

Parliamentary Law, written by the original author of *Robert's Rules of Order*, thoroughly examines parliamentary procedure and related subjects. It includes examples and an extensive question and answer section. This book is a must for serious students and practitioners of parliamentary procedure.



1450 Parliamentary Procedure in Local Government (2nd Edition)

Member Price: \$25 • Non-Member Price: \$30

Parliamentary Procedure in Local Government is an excellent a valuable resource for municipal clerks and parliamentarians who serve in local government. This comprehensive guide covers topics ranging from forms of local government, governing statutes, and running a meeting.

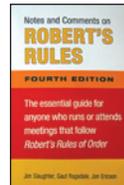


1320 The Complete Idiot's Guide® to Parliamentary Procedure Fast-Track

Author: Jim Slaughter, PRP

Member Price: \$10 • Non-Member Price: \$12

Easy, accessible, and to the point, *The Complete Idiot's Guide® to Parliamentary Procedure Fast-Track* gives you everything you need to know to conduct shorter, fairer, and more orderly meetings. This time-saving guide, covers the fundamentals of parliamentary procedure, suggestions on making motions, a primer on voting, strategies for setting agendas, and tips for dealing with tyrannical chairs and disruptive members.

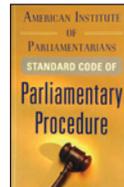


1370 Notes and Comments on Robert's Rules (4th Edition)

Author: Jim Slaughter, PRP, Gaut Ragsdale, RP, and Jon Ericson

Member Price: \$15 • Non-Member Price: \$20

This book is an essential volume for members of nonprofits, volunteer associations, unions, condo and homeowner associations, student organizations, and government bodies, *Notes and Comments on Robert's Rules* makes parliamentary procedure accessible to meeting participants as never before. Each section of this authoritative, straight-forward guide is designed to empower participants with the confidence and knowledge necessary to navigate any meeting, large or small, with the utmost efficiency.

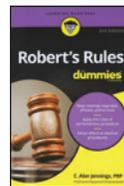


1440 AIP Standard Code of Parliamentary Procedure

Author: American Institute of Parliamentarians

Member Price: \$17 • Non-Member Price: \$17

The *AIP Standard Code of Parliamentary Procedure*, is a comprehensive guide to smooth-running, professional meetings. This edition features a chapter that considers the effect of the Internet and other technologies on the conduct of meetings and conventions.



1360 Robert's Rules for Dummies (3rd Edition)

Author: C. Alan Jennings, PRP

Member Price: \$16 • Non-Member Price: \$18

This book is for anyone trying to make the task of learning and understanding parliamentary procedure less daunting. Whether you are new to parliamentary procedure or just want a refresher, *Robert's Rules for Dummies* makes parliamentary procedure easy to understand and apply. Common meeting preparation topics like creating agendas, writing minutes, making motions, debating, and handling difficult members are discussed.

Parliamentary Study

4200 Nola's Daily Doses

Member Price: \$10 • Non-Member Price: \$15

Nola's Daily Doses is a great study tool for those studying for the Registration Exam or want a refresher on parliamentary procedure. Short lessons, that you can work through daily or at your own pace, cover a different parliamentary procedure topic to help you study.

4400 Parliamentary Procedure Books: A Bibliography (2nd Edition)

Author: Stran L. Trout, PRP-R

Member Price: \$10 • Non-Member Price: \$12

This book contains the bibliography information of various parliamentary procedure books.



ParlQuest CD

ParlQuest is a revolutionary computer program designed to provide a structural approach to those studying for the NAP Registration exam or those who wish to enhance their parliamentary knowledge. The research feature includes more than 1,480 research questions. The professional supplement feature allows you to locate specific areas that require study and more options to customize the interactive testing.

ParlQuest Complete CD

Member Price: \$200 • Non-Member Price: \$200

ParlQuest Basic CD

Member Price: \$115 • Non-Member Price: \$115

ParlQuest Basic + Research Feature CD

Member Price: \$165 • Non-Member Price: \$165

ParlQuest Basic + Professional Supplement CD

Member Price: \$165 • Non-Member Price: \$165

Teaching Resources



1550 Pointers on Parliamentary Procedure

Member Price: \$15 • Non-Member Price: \$17

Pointers on Parliamentary Procedure covers everything from basic rules, bylaws, motions, voting, committees, and includes helpful hints and a glossary of useful terms. When used in conjunction with the *Pointers Workbook*, these make an excellent course in basic parliamentary procedure.



1650 Pointers on Parliamentary Procedure – Workbook

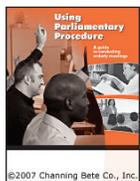
Member Price: \$13 • Non-Member Price: \$15

The *Pointers on Parliamentary Procedure – Workbook* is designed to accompany *Pointers on Parliamentary Procedure*. It includes exercises for each lesson including basic rules, bylaws, motions, voting, committees, and more.

1750 The Best of NP (2000-2007)

Member Price: \$12.50 • Non-Member Price: \$30

This compilation features some of the best articles from NAP's best teachers who were published in the *National Parliamentarian* during 2000-2007. The articles cover topics from the history of *Robert's Rules of Order*, teaching parliamentary procedure, the effects of technology on parliamentary procedure, and how to handle an organization's finances.



1800 Using Parliamentary Procedure

Member Price: \$5 • Non-Member Price: \$6

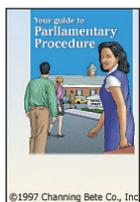
Increase meeting effectiveness with this interactive guide that covers everything from standard order of business as meetings open to the correct way to present motions to proper voting procedure.



1790 ABC's of Parliamentary Procedure

Member Price: \$3.50 • Non-Member Price: \$5.50

This booklet is a quick and easy guide to *Robert's Rules of Order Newly Revised*. It discusses the benefit of parliamentary procedure and outlines meeting agendas and the typical order of business; the five general types of motions; and procedures for proposing, discussing, and voting on motions. *ABC's of Parliamentary Procedure* is designed more for youth.



1810 Your Guide to Parliamentary Procedure

Member Price: \$3.50 • Non-Member Price: \$5.50

This pocket guide to *Robert's Rules of Order Newly Revised* discusses the benefit of parliamentary procedure and outlines meeting agendas and the typical order of business; the five general types of motions; and procedures for proposing, discussing, and voting on motions. *Your Guide to Parliamentary Procedure* is designed for adult readers.



1850 Basic Parliamentary Information (Leaflet)

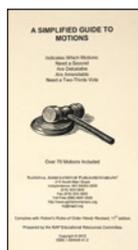
Package of 100:

Member Price: \$25 • Non-Member Price: \$30

Single Copy:

Member Price: \$1.50 • Non-Member Price: \$2

The *Basic Parliamentary Information* leaflet summarizes the characteristics and handling of motions, agendas, voting, and amendments. This handy reference is great for officers and members of any organization.



1950 A Simplified Guide to Motions

Member Price: \$2.50 • Non-Member Price: \$4

A Simplified Guide to Motions is an indispensable reference card summarizing essential characteristics of more than 70 motions. The easy-to-read charts include page references to find more details in *Robert's Rules of Order Newly Revised* and *Parliamentary Law*. A separate chart indicates the vote required to adopt, amend, and suspend the various types of rules that govern an organization.



3400 Motion Script Cards

Member Price: \$25 • Non-Member Price: \$30

Handle motions like a pro with these quick reference cards! The cards can be used as cues during meetings or as practice for handling any of 59 different scenarios related to motions. The cards can also be used to study or teach the proper wording and processing of motions. The set of 62 cards includes a table of contents for quick reference.

5450 NAP Ethical Conduct Card (10 per package)

Member Price: \$3 • Non-Member Price: \$4

This wallet-sized card contains a handy explanation of NAP's Code of Ethics.



Subscription to the National Parliamentarian

Single Issue:

Member Price: \$8 • Non-Member Price: \$9

Annual Subscription:

Member Price: NA • Non-Member Price: \$30

The *National Parliamentarian* is NAP's quarterly magazine that features educational articles on parliamentary procedure, as well as current information about the organization. Features include the popular Questions & Answers section, Quick Quizzes, and Mystery Motions. Annual subscriptions are included with membership in NAP.

Jewelry and Accessories



8000 NAP Deluxe Bundle

A great gift for yourself or another special parliamentarian. The bundle includes a 7-ring binder, a punched RONR, and a set of tabs. The dark navy binder, debossed with the NAP logo, is the perfect size for your copy of RONR. It can even hold your RONR In Brief and a gavel. The zippered binder is 8.5" x 10.5".

Bundle with 11th edition & tabs

Member Price: \$69 • Non-Member Price: \$75

Bundle with RONR In Brief

Member Price: \$47 • Non-Member Price: \$54

Binder only

Member Price: \$40 • Non-Member Price: \$45



3525 Ceramic Mug

Member Price: \$9 • Non-Member Price: \$12

The perfect way to start your day! This 14 oz mug features a large handle for a comfortable grip while you enjoy your favorite beverage.



3530 Travel Blanket

Member Price: \$18 • Non-Member Price: \$20

This fleece blanket folds down to a compact 11.6" wide and 10.24" high tote with carrying handle for easy transport.



8020 Tech-Friendly Padfolio

Member Price: \$18
Non-Member Price: \$24

Zippered 8.5" x 10.5" padfolio has a small notepad plus pockets for your tablet, smartphone, 2 USB drives, and business cards. Black with debossed NAP logo.



3505 NAP Cap

Member Price: \$12 • Non-Member Price: \$15

Keep the sun out of your eyes. This canvas cap has an adjustable strap for your personalized comfort.



3510 Navy Brief Bag

Member Price: \$12
Non-Member Price: \$15

This professional looking brief bag holds up to a 17" laptop, accessories, and more. It includes a shoulder strap for ease of carrying. Dimensions: 15.5" x 12.5" x 3".



8010 Insulated Travel Mug

Member Price: \$15 • Non-Member Price: \$24

Take your iced or steaming hot beverage with you in this 16 oz., metallic blue, stainless-steel travel mug with plastic liner.

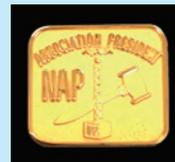
FOR MEMBERS ONLY

Display your NAP pride or honor a member with these classic pins.



6030 Regular Member Pin

Nickel: \$25



6200 Association President Pin

Gold Filled: \$50



6410 Unit President Pin

Gold Filled: \$50



6450 District Director Pin

Gold Filled: \$50

Order online today at www.parliamentarians.org/store



NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
Effective Meetings Through Parliamentary Procedure

816.833.3892

www.parliamentarians.org