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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

The 12th edition supports modern technology while retaining the fundamental principals 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.

Updated features of the 12th edition include section-based paragraph numbering to facilitate cross-references and e-book compatibility. This edition provides dozens more clarifications and additions to improve the presentation of existing rules, include new interpretations, and address common inquiries.

Other Available Formats

RONR Paperback
1000
Member Price: $18 • Non-Member Price: $22

RONR Hardbound
1100
Member Price: $32 • Non-Member Price: $35

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

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: $8.00 • Non-Member Price: $12.00

The third edition of Robert’s Rules of Order Newly Revised In Brief offers an abbreviated, easy to understand, version of Robert’s Rules of Order Newly Revised written by the same authors. RONR In Brief is useful for a review of parliamentary procedure, sample dialogues of the most frequently used motions, many tips for keeping meetings on schedule, and is helpful as a quick reference.

Other Available Formats

In Brief Paperback
1200
Member Price: $6.50 • Non-Member Price: $8

Robert’s Rules of Order Newly Revised – CD ROM
1250
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!

Parliamentary Starter Package
2014
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.

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.

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

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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

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).
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.

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.

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.

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.

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

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

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

Need to quickly determine whether 38 votes out of 56 constitutes a majority? This is a great quick reference for anyone who handles motions. 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.

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.

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

Meetings, conventions, mass meetings for a single purpose, and mass meetings for the formation of a permanent society.

This 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.

This 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.

This 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.

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.

This guide provides examples of how to record motions, votes, and other meeting activities. 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.

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

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 different types of meetings.

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.

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.

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.

This card is a quick reference for anyone who handles motions. 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.

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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.

Parliamentary Procedure in Local Government (2nd Edition)
Member Price: $25 • Non-Member Price: $30
*Parliamentary Procedure in Local Government* is an excellent and 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.

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.

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.

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.

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.

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.

Parliamentary Study
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
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.

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.

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.

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.

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.

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.

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.

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.

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.

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.
### Ceramic Mug
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- 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.

### 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.

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### 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”.

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- 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.

### 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.

### 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”.

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

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