

WHAT IS PARLIAMENTARY PROCEDURE?

It's a set of rules for conducting business at meetings and public gatherings.

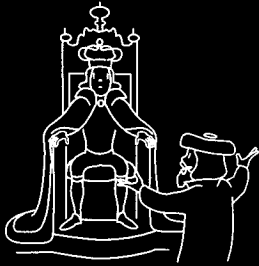


WHY IS PARLIAMENTARY PROCEDURE IMPORTANT?

Because it allows everyone to be heard and to make decisions without confusion.

PARLIAMENTARY PROCEDURE HAS A LONG HISTORY

IT ORIGINATED in the early English Parliaments.



IT CAME TO AMERICA with the first European settlers.



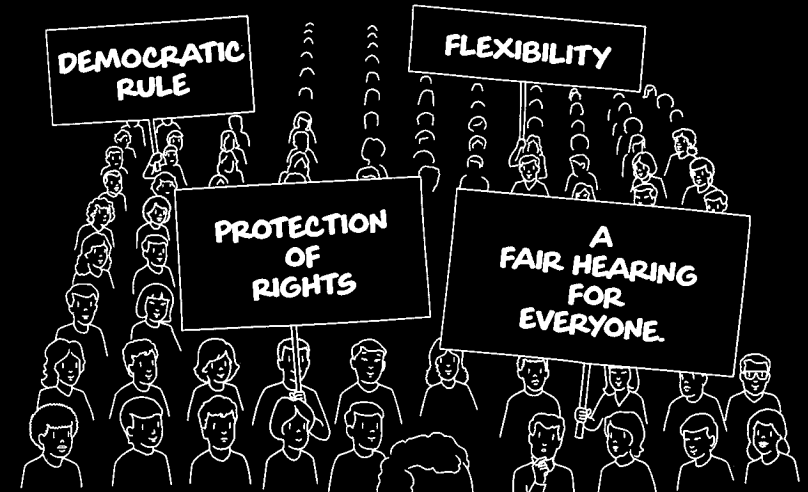
IT BECAME UNIFORM in 1876, when Henry M. Robert published his manual on Parliamentary Law.



Today, *Robert's Rules of Order Newly Revised, 9th Edition*, is the basic handbook of operation for many clubs, organizations and other groups.



PARLIAMENTARY PROCEDURE MEANS:



It can be adapted to fit the needs of any organization.



So, it's important for everyone to know these basic rules!

Note: A glossary and index are on page 14.