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ADDRESSING THE NEEDS OF LEGAL PROFESSIONALS FOR A SECURE FUTURE.

Full Disclosure

DPLPA

Newsletter

Intro

Desert Palm Legal Professionals Association's primary purpose is continuing legal education. DPLPA and LSI provide members with many opportunities to increase knowledge and improve skills.

WELCOME!!

MESSAGE FROM PRESIDENT

By David Tennison

Dear Members and Friends of Desert Palms Legal Professionals,

I would like to congratulate the incoming board of Directors on the beginning of what I know will be an exciting and productive year at Desert Palms Legal Professionals. I would also like to thank each and every one of you for your support and encouragement during my tenure as President.

I look forward to seeing you all at the installation of officers on April 10th. I wish everyone good luck and success in the future.



DPLPA Boards of Directors (2011/2012)

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To become a member of the DPLPA, please fill out the attached application and submit it at any DPLPA events along with the annual fee payable to DPLPA. Please visit our Website. <http://www.dplpa.org>

Be sure to read the next issue for information on DPLPA's newly elected officers

Benefits of Membership

Members of the Desert Palm Legal Professionals Association receive advance notice of all LSI publications and events as well as a yearly subscription to LSI's quarterly magazine, The Legal Secretary. Additionally, Desert Palm Legal Professionals Association has a monthly newsletter, Full Disclosure, which provides current information on changes in the law, legal procedures, law office products and management information, interclub news and meeting notices.

To view detailed information about the benefits of membership, please visit our website. <http://www.dplpa.org>

To view and print an application for membership, please print page 6. Adobe Acrobat is required to view this download. If you do not have Adobe Acrobat installed, you may download it for free.

More About DPLPA

Desert Palm Legal Professionals Association was chartered by Legal Secretaries, Inc. a California Corporation ("LSI") in 1953. In joining the Desert Palm Legal Professionals Association, you also become a member of LSI. Dues are payable annually in advance and the fiscal year runs from May 1 to April 30. Monthly dinner meetings are held on Tuesdays (see the DPLPA Events section) and feature an educational guest speaker.

Desert Palm Legal Professionals Association's primary purpose is continuing legal education. Desert Palm Legal Professionals Association and LSI provide members with many opportunities to increase knowledge and improve skills. Classes and seminars are sponsored in addition to the educational speakers featured at monthly Desert Palm Legal Professionals meetings.

LSI offers memberships in specialized areas of the law such as: litigation, probate/estate planning, family law, criminal, transactional law and law office administration. Each section provides a quarterly newsletter which contains changes and updates in the law from throughout the state.

We also administer the California Legal Secretary (CCLS) certification exam, for secretaries with at least three years experience. The one-day examination is given semi-annually and covers California legal procedure, legal terminology, ethics, administrative and performance skills.



DPLPA EVENTS

Regular Meetings listed below:

April 10, 2012 (Installation)
June 12, 2012
September 11, 2012
November 13, 2012
December 11, 2012

Meetings will be held at:
The Clubhouse at **Desert Falls Country Club**
1111 Desert Falls, Palm Desert

(Corner of Cook Street & Country Club Drive, entrance north of Country Club Drive on Country Club Drive
(If any changes, members will be notified via Email.)

BIRTHDAYS

A birthday is just the first day of another 365-day journey around the sun. Enjoy the trip.

Happy Birthday!!!!!!
From the DPLPA Members

April:

Donna J. Blyel (6th)
Wilma H. Ertel (23rd)

May:

- None

June:

- None

2012/2013 APPLICATION FOR MEMBERSHIP IN DESERT PALM LEGAL PROFESSIONALS ASSOCIATION

COMPLETE AND DELIVER THIS APPLICATION WITH YOUR CHECK FOR \$40 PAYABLE TO "DPLPA" (which includes local dues and Legal Secretaries Incorporated (LSI) per capita tax from May 1 to April 30) TO:

Donna J. Bleyl
77-060 Indiana Avenue
Palm Desert, CA 92211

NAME OF APPLICANT: _____ EMPLOYER: _____

PREFERRED MAILING ADDRESS: _____

_____ Home Telephone: _____
Office Telephone: _____
Office Fax: _____

Your Birthday (month and day) ____/____ E-Mail Address: _____

EMPLOYMENT IN LEGAL FIELD (Include positions, dates for last five years):

IF ACCEPTED AS A MEMBER, I AGREE TO BE BOUND BY THE BYLAWS OF AND THE STANDING RULES OF LEGAL SECRETARIES, INCORPORATED AND THE LOCAL ASSOCIATION TO WHICH I HEREBY APPLY FOR MEMBERSHIP, INCLUDING THE FOLLOWING CODE OF ETHICS:

It shall be the duty of each member of LSI to observe all laws, rules and regulations now or hereafter in effect relating to confidentiality and privileged communications acting with loyalty, integrity, competence and diplomacy in accordance with the highest standards of professional conduct. (Dedicated to the memory of Joan M. Moore, PLS, CCLS, LSI President 1980-1982)

SIGNATURE OF APPLICANT DATE: _____

SIGNATURE OF SPONSOR

LSI members are eligible for membership in the following LSI legal specialization sections:

ANNUAL DUES FOR LSI MEMBERS (AS OF FEBRUARY 2001) ARE \$20.00 FOR EACH SPECIALIZATION SECTION OR \$75.00 FOR ALL SIX SECTIONS:

**CIVIL LITIGATION
LAW OFFICE ADMINISTRATION**

**CRIMINAL LAW
PROBATE/ESTATE PLANNING**

**FAMILY LAW
TRANSACTIONAL LAW**

LSI LEGAL SPECIALIZATION SECTION MEMBERSHIP INCLUDES: (1) QUARTERLY SECTION NEWSLETTERS; (2) FREE QUARTERLY CONFERENCE WORKSHOPS; (3) REDUCED REGISTRATION FEES FOR REGIONAL SPECIALIZATION SECTION SEMINARS; AND (4) STATEWIDE ROSTER LISTING EACH SECTION MEMBER'S NAME, ADDRESS, TELEPHONE NUMBER, EXPERTISE AND GEOGRAPHICAL AREA WITH WHICH FAMILIAR.

TO REQUEST LSI SPECIALIZATION SECTION MEMBERSHIP INFORMATION, COPY THIS ENTIRE PAGE AND MAIL THE COPY TO: LEGAL SPECIALIZATION COORDINATOR, LSI CORPORATE OFFICE, 12852 HORTENSE STREET, STUDIO CITY, CA 91604-1123.

TO ALL ATTORNEYS, PARALEGALS, AND LEGAL PROFESSIONALS



DESERT PALM LEGAL PROFESSIONALS ASSOCIATION

TUESDAY • APRIL 10, 2012

JOIN US FOR INSTALLATION OF OFFICERS

General Membership Meeting
Social at 5:30 P. M.; Dinner/Program at 6:00 P. M.

LOCATION: Desert Falls County Club
1111 Desert Falls Parkway
(Country Club Drive & Desert Falls Parkway)
Palm Desert, CA 92260

MENU: Buffet (non-alcoholic refreshment included)

PRICE: \$26

RSVP by Noon on Thursday • April 5, 2012, to
Patricia Pierce at ppierce@sangerlaw.com or pspatricia@aim.com
or 760.320.7421

DPLPA' Scholarship

Each year Desert Palm Legal Professionals Association offers a scholarship to students enrolled in a college, university or business school offering a degree or certificate of completion upon graduation for a course of study in the legal field, i.e., paralegals, legal assistants, legal secretaries, law office receptionists, court reporters, etc.

Scholarship Criteria: Applications and accompanying documents must be submitted to DPLPA not later than April 15th each year. Scholarships are awarded based on:

- applicant's desire for a career / position in the legal field;
- applicant's academic achievement (GPA);
- applicant's financial need; and
- applicant's personal characteristics, aspirations and goals.

Announcement of Award: Recipients will be notified by DPLPA by mid-May each year via mail following the DPLPA business meeting. Completed applications must be mailed and postmarked to the DPLPA Scholarship Committee on or before the April 15th deadline.

Visit our website: <http://www.dplpa.org>

Employment Opportunity

Boutique Law Office in Palm Springs seeks Receptionist/Legal Assistant with a **minimum of 3+ years' legal office experience**. Must be available to work 8am to 5pm, Monday thru Friday. Compensation is commensurate with experience.

All candidates must have the following skills/experience to be considered for the position:

- Strong communication skills with the ability to communicate in a professional and pleasant manner with all co-workers, clients, court personnel, and other parties.
- Ability to Multi-task, Answering Multiple Phone Lines and Greeting Clients
- Drafting Correspondence, and Other Items as Requested
- Scheduling Client Appointments
- Calendaring Court Hearings and Filing Deadlines
- Maintaining Client Files, including but not limited to, filing, scanning and organizing

Proficiency in the following computer applications:

- Word
- Excel
- Outlook
- Abacus

If interested in this position please send cover letter and resume with salary requirements to farrah@romanlaw.com. (Please do not call).

FOOD FOR THOUGHT – DOING! (by Theodore Roosevelt)

“It is not the critic who counts; not the man who points out how the strong man stumbled, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena; whose face is marred by dust and sweat and blood; who strives valiantly; who errs and comes up short again and again; who knows the great enthusiasms, the great devotions, and who spends himself in a worthy cause; who, at the best, knows in the end the triumph of high achievement; and who, at the worst, if he fails, at least fails while daring greatly, so that his place shall never be with those timid souls who know neither victory or defeat.”

YOUR VOICE COUNTS

If you have any articles that you would like to share, have any photos, comments/opinions, ideas, employment opportunities to share with the rest of the world or inquiries, please submit

(DPLPA – VOICE) to:
Erika.Garduno@hotmail.com

... could be in our next issue.



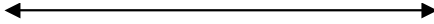
If you have any employment opportunity, please submit your post to:

Erika.Garduno@hotmail.com

DPLPA EMPLOYMENT
OPPORTUNITY



GOOD READING



FIFTY AND BEYOND

BY TED G. BRYANT

Life changes may come at us from any angle or direction, and in often unexpected ways and at the most inopportune moments. Especially in these uncertain times with a risen cost of living, soaring gas prices, a depressed economy, out-of-control national spending, and a high local unemployment rate; many baby boomers and mature individuals find themselves where they never expected to be: still working or looking for sufficient employment.

Though January 2012 U.S. Bureau of Labor Statistics revealed the national unemployment rate decrease to 8.3%, California still boasts U.S. top honors at 11.1%. Riverside County statistics are higher still at 12.5%.

Though Coachella Valley's 2012 statistics placed us less than the county average of 12.1%; Mecca's 24.6%, Coachella's 19.6%, and Desert Hot Springs' 17.5% reveal the desert's highest figures. With an individual turning 50 years of age every eight seconds, one wonders "*how many of these local unemployed are 55 years old or older?*" A still more important question from a human resources perspective is "*do these unemployed people even have adequate economic means and opportunities, or, better still, sufficient employment prospects to make ends meet?*"

Disadvantaged and displaced adults of all ages, as well as baby boomers, and senior citizens in our local communities could benefit from the financial assistance and/or personal satisfaction that a part-time or full-time job would provide. With this said, what does the job resources individual do when approached by an individual who could greatly benefit from the security of a part-time or full-time job?

The local job market for adults 55 and older can be frustrating, intimidating, and can even appear insulting at best to a mature individual. So, it is best to offer alternative options, strategies, and suggestions for job seekers.

An effective job search always starts at the beginning, and involves a three step process. The individual must know: *himself/herself, the current and local job market, and the employment process.*

- The first step takes *introspection* and *self-reflection*. An assessment of personal goals with a list of experience, professional skills, and likes/dislikes will work wonders.
- Steps two and three require some research. Understanding the unique resort and gaming flavor of the Coachella Valley job market can be a great help in a job search. (Local studies reveal the top five local occupations according to population are: Agriculture 15%; Building/Grounds Maintenance 14%; and Construction trades, Construction laborers, and Electrical occupations 4%.)
- Learning to compose and create *targeted* and *job-specific* resumes, cover letters, and knowing how to dress for, and present oneself in a professional interview will greatly increase an individual's potential success in the job market.

In closing, remember the proverb "*necessity is the mother of invention.*" There is nothing more rewarding than reinventing oneself and finding success. We should never count out the human aspect of drive, initiative, and will of the inherent human strait of beginning anew. Let us teach it... and celebrate it.



Code of Ethics

Members of DPLPA adhere to the Code of Ethics which is dedicated to an LSI Past President, Joan M. Moore, PLS, CCLS, and reads as follows:

It shall be the duty of each member of Legal Secretaries, Incorporated, to observe all laws, rules, and regulations now or hereafter in effect relating to confidentiality and privileged communication, acting with loyalty, integrity, competence and diplomacy, in accordance with the highest standards of professional conduct.



If you have any articles that you would like to share, have any photos, comments/opinions, ideas, employment opportunities to share with the rest of the world or inquiries, please submit

(DPLPA – POST MY ARTICLE) to:
Erika.Garduno@hotmail.com

Q. HOW DO YOU PLEAD?

A. Guilty!

Q. WHY?

A. Because I was caught in the act...





2011-2012 LSI Roster



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(LSI) Membership Benefits/Advantages (www.lsi.org)

LSI® provides educational, professional, and personal development information to legal support staff throughout the state of California. Many educational opportunities are available to members (and non-members, for a nominal fee) throughout California.

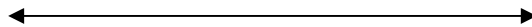
Monthly educational programs and newsletters are provided by local associations

General educational programs are offered at each LSI conference free to anyone wishing to attend. Topics vary among specialized areas of law, ethics, law office products and management, and personal development. Click on LSI Events for more information about upcoming LSI Events.

Members (and non-members) are given the opportunity to join one or all six Legal Specialization Sections. Each specialization section offers seminars and newsletters on specific areas of law. Seminars are presented at each LSI quarterly and annual conference free to LSI section members and at a reduced cost to non-section members. For more information, click on "Legal Specialization Sections."

Many local associations offer study groups for members interested in preparing to take the California Certified Legal Secretary (CCLS®) examination. Information on the CCLS examination can be found by clicking on "California Certified Legal Secretary."

These programs are designed to provide current material and educational tools to enable law office support staff to remain current with the changes in general law, as well as in their respective areas of practice.

**Why Become a Legal Professional?**

- Why Become a Legal Professional?
- Competitive salaries and benefits
- Knowledge and skills allow the freedom to work anywhere Competent legal professionals are well respected in the legal community
- Legal professionals fulfill a vital and meaningful roll for law firms and attorneys
- Continuing education enhances legal professionals, making them an asset to every employer

How you can become a Legal Secretary Professional?

- Learn basic secretarial and computer skills
- Enroll in a legal secretarial or paralegal course through business schools and college courses
- Enroll in a training course offered by a Legal Secretaries, Incorporated, association in your area
- Legal Secretaries, Incorporated, offers scholarships to non-members interested in pursuing a career in the legal field

Why Join Legal Secretaries, Incorporated?

- Become one of the 2000 elite legal professionals in California
- Build a network of knowledge by meeting other legal professionals
- Continuing education is the main focus of Legal Secretaries, Incorporated
- Our motto: Excellence through Education
- Expand your personal and professional development and skills through a multitude of educational opportunities offered statewide
- Enjoy discounted educational benefits through the Continuing Education of the Bar
- Become a California Certified Legal Secretary (CCLS®) through a course of study and a comprehensive examination
- Easily maintain your CCLS credits and your MCLE credits through workshops and seminars sponsored by the Legal Specialization Sections of Legal Secretaries, Incorporated

 [CCLS Workshop Reg. Form](#)

LSI® EVENTS

May 17-20, 2012
78th Annual Conference
San Diego, CA
*Hosted by Imperial County LPA
and San Diego LSA*

 <http://www.lsi.org/pdf/May-2012-Conference-Registration.pdf>

 <http://www.lsi.org/pdf/May-2012-Hotel-Reservation.pdf>

 <http://www.lsi.org/pdf/May-2012-LSS-RSVP.pdf>



August 17-19, 2012
August Conference
Hilton Pleasanton at the Club
Pleasanton
*Hosted by Alameda County LSA
and Livermore-Amador Valley
LPA*



November 2012 Conference
November 16-18, 2012
Palm Springs Hilton
*Host Association: Desert Palm
LPA*



LEGAL SPECIALIZATION SECTIONS
Of LEGAL SECRETARIES, INCORPORATED

2011-2012 MEMBERSHIP APPLICATION/ANNUAL RENEWAL FORM

Complete and mail with your check made payable to LSI, for \$20 for each section, or a total fee of \$75 per year to join all SIX sections simultaneously if an LSI Member, or \$40 for each section or a total fee of \$150 per year to join all sections simultaneously if joining as a non-LSI member.

Mail to: **Cheryl L. Kent, PLS, CCLS, Legal Specialization Sections Coordinator**
5534 Blackbird Drive, Pleasanton, CA 94566

Enclosed is payment of my dues for the fiscal year **8/1/11** through **7/31/12** for the following Section(s). Please check appropriate boxes below for the sections you are joining.

Method of Payment: Check, payable to "LSI," enclosed ☐ VISA ☐ MASTERCARD ☐ AMEX ☐

Credit Card Information: Number _____ **Expiration Date:** Month _____ Year _____

Name on Credit Card: _____ **Card Verification Number** _____

PER LSI STANDING RULES, CHECKS ISSUED TO LSI WHICH ARE NON-NEGOTIABLE BECAUSE OF INSUFFICIENT FUNDS OR OTHER REASON SHALL BE REPLACED IMMEDIATELY BY CASH, A CERTIFIED CHECK OR MONEY ORDER FOR THE AMOUNT OF THE ORIGINAL CHECK, PLUS \$25 PENALTY, PLUS THE ACTUAL COST CHARGED LSI BY THE FINANCIAL INSTITUTION FOR PROCESSING THE ORIGINAL CHECK.

NEW	RENEWAL	
		Civil Litigation
		Criminal Law
		Family Law
		Law Office Administration
		Probate/Estate Planning
		Transactional Law



(PLEASE PRINT OR TYPE)

NAME: MR./MRS./MS. _____ PLS/CCLS/CLA/PARALEGAL

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

PREFERRED MAILING ADDRESS: ☐ HOME ☐ OFFICE ☐ EMAIL

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

FAMILIAR WITH PRACTICE IN COUNTIES OF (Please indicate each County, not area):



Imperial County Legal Professionals Association
and
San Diego Legal Secretaries Association

celebrate the 50s with

HAPPY DAYS

Legal Secretaries, Incorporated's 78th Annual Conference



Bahia Resort Hotel
998 W. Mission Bay Drive, San Diego, CA 92109



May 17-20, 2012



CONFERENCE REGISTRATION FORM



NAME (AS IT WILL APPEAR ON BADGE): _____
MAILING ADDRESS: _____
CITY/STATE/ZIP: _____
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LOCAL ASSOCIATION (DO NOT ABBREVIATE): _____

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STATE OFFICER: _____
STATE CHAIRMAN: _____
☐ GOVERNOR ☐ CCLS ☐ PLS ☐ DELEGATE ☐ ALTERNATE DELEGATE

SCRIP TICKET (INCLUDES REGISTRATION, WELCOME RECEPTION, BANQUET, AND BRUNCH):

	<u>BY CHECK</u>	<u>BY PAYPAL</u>	
POSTMARKED ON OR BEFORE APRIL 15, 2012	\$127.00	\$130.99	\$ _____
POSTMARKED ON OR AFTER APRIL 16, 2012	\$137.00	\$141.28	\$ _____

INDIVIDUAL TICKETS:

REGISTRATION ON OR BEFORE APRIL 15, 2012	___ @	\$20.00	\$20.88	\$ _____
REGISTRATION ON OR AFTER APRIL 16, 2012	___ @	\$30.00	\$31.17	\$ _____
GOVERNORS' LUNCHEON (FRIDAY)	___ @	\$25.00	\$26.03	\$ _____
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For additional information, contact:

Liz Adame, CCLS, Conference Co-Chair

(760) 460-1916
liz.adame@sbcglobal.net

Michelle D. Tice, CCLS, Conference Co-Chair

(619) 820-9525
michelle@danstanfordlaw.com and mdtice@cox.net
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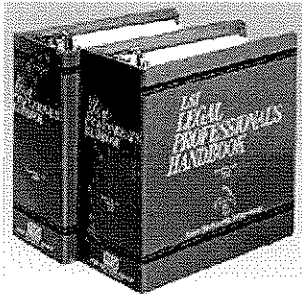
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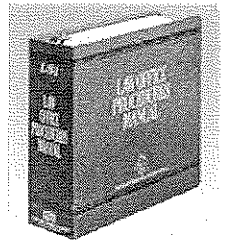
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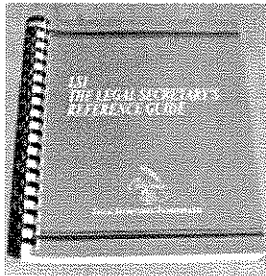


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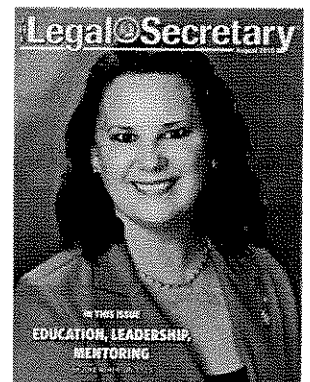
Legal Secretary's Reference Guide



- A legal procedure guide designed to assist local associations in conducting a training class. Also useful for training office personnel and as a general reference for experienced staff.
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Superior Courts of California

County of Riverside

Subject: Proposed New and Amended Local Rules and Forms from Riverside County Superior Court

Pursuant to California Rule of Court 10.613(g)(1), which states in part, "The court must distribute each proposed rule for comment at least 45 days before it is adopted," the Riverside County Superior Court proposes that the following local rule and form changes be made, effective July 1, 2012:

Title 3 – Civil

Division 1 – Civil Case Management

Rule 3115 – Where to File Documents (Amended) Division 2 – Alternative Dispute Resolution Rule 3210 – Applicable Laws and Rules (Amended) Rule 3211 – Sanctions (New) Rule 3218 – Duty to Meet and Confer re: ADR Prior to First Case Management Conference (Amended) Rule 3227 – Continuance (Amended) Rule 3228 – Post-ADR Duties; ADR Reports (Amended) Rule 3230 – Non-Appearance at Mandatory ADR Session; Duty to Provide Cancellation Notice (Amended) Rule 3231 – Costs (Amended) Rule 3233 – Alternative Dispute Resolution Procedures (Amended) Rule 3273 – Court-Ordered Mediation: Pre-Mediation Procedures (Amended) Rule 3275 – Appearance Required at Mediation; Attendance Sheets (Amended)

Title 4 – Criminal

Local Form – Request for Continuance (Petition for Revocation of Community

Supervision) (New)

Title 5 – Family Law and Juvenile

Division 1 – Family Law

Rule 5110 – Request for Order Procedure (Amended) Rule 5155 – Child Custody Recommending Counseling of Custody and Visitation

(Amended)

(Amended)

Rule 5160 – Appearance by Telephone for Family Law Matters (Amended) Rule 5165 – Ex-Parte Procedures in Family Law Matters (Amended) Rule 5166 – Set-Aside Default to Allow the Filing of an Amended Petition

(Amended)

Rule 5180 – Formal Judgment and Addenda to Judgment (Amended) Rule 5185 – Court Appointed Counsel Complaint Procedures (New)

Title 7 – Probate

Division 1 – General Provisions

Rule 7139 – Probate Code Section 850 Petitions (New) Rule 7156 – Notice to Indian Tribe (New) Division 3 – Guardianships Rule 7309 – Establishing Child Support Orders in a Guardianship Case

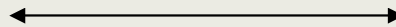
(Amended)

Local Form – Petition for Order re: Deposit of Money Belonging to a Minor

(New)

Local Form – Order for Deposit of Money Belonging to a Minor (New)

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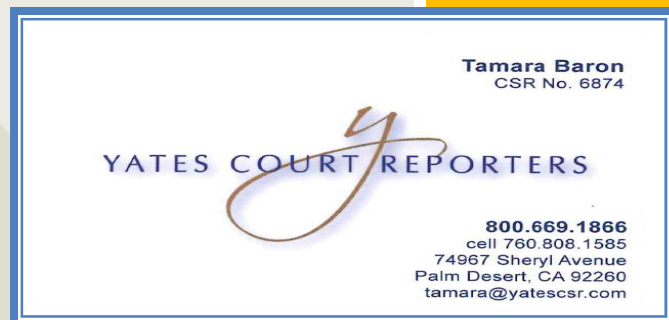


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To review these rules and forms, please visit the court website at <http://riverside.courts.ca.gov> and click on local rules under the general information tab.

Please direct any comments regarding these rules to the Court Executive Office, 4050 Main Street, Riverside, CA 92501, or e-mail them to courtwebassistance@riverside.courts.ca.gov.

Comments should be submitted by 5:00 p.m. on Wednesday, April 25th, 2012, so that they can be considered as part of the adoption process.



FROM THE PARLIAMENTARIAN

Parliamentary Procedure – Questions & Answers

What is Parliamentary Procedure?

Parliamentary Procedure can sometimes appear intimidating and confusing. However, what Parliamentary Procedure sets up is a specific set of rules for the easy and orderly conduct of meetings. It allows every person within the organization to be heard which helps members to make decisions. In short, this time tested method of conducting business is a way to insure democratic rule, protection of rights, flexibility, and a fair hearing for everyone.

1. What's a point of information?

A point of information is a **question, not an answer**. If you need some information in order to know how you want to vote on a motion, you request the information by asking a point of information. Since red cards are used for points of information, they are called on ahead of green (debate, main motions) or yellow (amend, call the question, etc.) cards. Points of information should, therefore, not be used as a disguised form of debate because it's unfair to members who are waiting to debate using green cards. An example of debate disguised as a point of information is a question that begins with "Is it not true that...?"

2. What's a point of personal privilege?

Points of personal privilege have to do with the person's rights as an individual. For example, if you are having trouble breathing because the ventilation system in the room isn't working properly, it's appropriate to bring that to the attention of the chair using a point of personal privilege.

Another kind of personal privilege is when someone has described your position on an issue (by naming you specifically) and has misstated your viewpoint. If this happens, it's appropriate to correct it using a point of personal privilege. If, however, a speaker in debate says something about a general group, like NOW members, it's not appropriate in that case to respond using a point of personal privilege. To do so (using a red card) would place you unfairly at the head of the line for debate. The proper way to respond in that situation would be by using a green card for debate.

3. What's a point of order?

A point of order is used to call a violation to the rules to the attention of the chair and the conference. For example, if the adopted rules say that the aisles and the microphone lines shall be cleared during a vote, it's appropriate to use a point of order if this procedure isn't being followed.

Similarly, if *Robert's Rules of Order, Newly Revised* (our parliamentary authority) says that a particular kind of motion is not debatable, it's appropriate to use a point of order if the conference is in fact debating such a motion.

4. What's a point of parliamentary inquiry?

A point of parliamentary inquiry is used to ask that chair how to go about doing something properly using our parliamentary procedure.

For example, if you want the conference vote separately on two parts of a motion so that one portion could pass and one portion could fail, but you don't know how to do that, it's appropriate to use a point of parliamentary inquiry to ask the chair how to do so. (The chair will advise you to use a green card to request a "division of the question" and that it requires a second, is not debatable, but is amendable.)

5. Who answers these points of order, information, etc.?

The chair rules on whether a point is being properly used. For example, if a member is using a point of information to debate rather than request information, the chair will rule that the member is out of order. (Rulings of the chair can be appealed; appeals require a second and are debatable).

The chair responds to all points of order and points of parliamentary inquiry. Parliamentarians do not make rulings. They advise the chair who makes all rulings.

The chair responds to the points of information for which s/he knows the answers. When it is appropriate, the chair will ask that maker of the motion to provide the information requested.

Points of personal privilege generally do not require a specific "response". If it is a question of the ventilation system, for example, the chair will ask someone to attend to the problem. If it is a question of an individual's view being misstated in debate, the person raising the point of privilege is given the opportunity to correct the misstatement.

6. What does Robert's Rules of Order say about "Decorum in Debate?"

Robert's Rules of Order are designed to promote debate in a smooth and orderly manner. They specifically provide that "when a question is pending, a member can condemn the nature or likely consequences of the proposed measure in strong terms, **but [s/he] must avoid personalities and under no circumstances can [s/he] attack or question the motives of another member. The measure, not the member, is the subject of debate.**" *Robert's* further provides that the chair normally should first warn the member who isn't abiding by these rules, but with or without such warning, the chair or any other member can "call the member to order."

Sometimes it's hard to believe, but when used properly and in good faith, red card points can actually improve the flow of the proceedings instead of bringing them to a grinding halt. May the process be with you.

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