

Parliamentary Opinion Format (Rempel)

Here is the format offered by Ann Rempel, PRP, during her presentation at the 2006 CSAP Convention. Do we have other formats? Ignore the borders.

Parliamentary Opinion	
	<ul style="list-style-type: none">• Date
Question(s): (This section could be called Inquiry)	
	<ul style="list-style-type: none">• Restate the question and say who asked
Facts:	
	<ul style="list-style-type: none">• Information submitted by the association• Relevant information from Articles of Incorporation, Bylaws, Minutes, other sources• Parliamentary authority adopted by the association
Comments: (Some call this section Discussion)	
	<ul style="list-style-type: none">• Explanation• Supporting references
Opinion:	
	<ul style="list-style-type: none">• Restate and bold questions – then answer each (this is useful to connect things for the client's easy reading)
Recommendations:	
	<ul style="list-style-type: none">• Action(s) recommended for solving problems(s) on long term basis
<p>Disclaimer by Ann Rempel This opinion is based on general principles of parliamentary law and Robert's Rules of Order Newly Revised, 10th edition, (or whatever parliamentary authority is being cited) and nothing in this opinion should be construed as interpretation of statutory law.</p>	

If you email me (Lorenzo.cuesta@dgs.ca.gov) your written parliamentary opinions, I will gladly make sufficient copies for all. I would need only a couple of days before the next meeting.