

Parliamentary Opinion Format (Sylvester)

Here is the format offered by Nancy Sylvester, PRP, during her presentation at the NAP 2008 NTC. Do we have other formats? Ignore the borders.

Parliamentary Opinion Date	
Introduction	
	<ul style="list-style-type: none">• State the question to be answered in the opinion• Clarify the question
Background Information Provided	
	<ul style="list-style-type: none">• Include all the information provided to the parliamentarian• Specifically include all pertinent information
Sources Consulted	
	<ul style="list-style-type: none">• Sources used in the background research such as<ul style="list-style-type: none">○ Articles of Incorporation, Bylaws, Minutes, other sources○ Parliamentary authority adopted by the association
Opinion	
	<ul style="list-style-type: none">• Explanation of how you arrived at the conclusion• Logical steps that led to the conclusion• Hypothetical examples may be used to clarify complex material
Conclusion	
	<ul style="list-style-type: none">• A specific statement as a conclusion• The answer to the question• The client may quote this section completely
Place your signature here <div style="text-align: right;"><i>Address City, State Zip</i> <i>Telephone Fax</i> <i>Email website</i></div>	

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.